

The logo consists of the letters 'W' and 'K' in a stylized, blocky, white font with a double outline. The 'W' is positioned above the 'K'.

Cooperative  
Extension Service

# 2019 Merit Increase

- A 2% merit pool has been proposed to the Board of Trustees
- BOT meets in June
- A standardized distribution based on performance rating will be developed for agents and support staff
- Differences will be effective July 1<sup>st</sup> and will show up on your July 2019 pay statement

# County Facilitator Job Responsibilities

County Facilitators are not responsible for County Extension Council and related items (this includes POW, Civil Rights Plans and Reports...)

Will continue with roles until new structure is in place.

# HEMP

- Extension provides research-based information.
- As the research on hemp progresses, you can find updates here: <https://hemp.ca.uky.edu/>
- New tools, like budget models, and the latest research are available through the hemp website.
- Agents that get questions about hemp should consult the website and reach out to Tom Keene or Bob Pearce with questions.
-

# CBD

- Extension provides research-based information.
- Currently, there are no research-based tools, lessons or information for CBD oil.
- For questions, individuals should contact their health provider.
- Agents should never provide healthcare advice.
- Agents should never promote a brand or a person. Be wary of those marketing a product that ask for a platform to speak to Extension groups.
- Agents should use caution when talking about products that they use, as it can be seen as an endorsement for a certain product.

# Political Participation Guidelines

- Policy #76: Political Activities and Public Office
- ...avoid conduct that might in any way lead members of the general public to conclude that he or she is using an official position to further professional or private interests or the interests of any members of his or her family...

# Professional Attire

- Level 1 – Business Professional
- Level 2 – Business Casual
- Level 3 – Extension Casual
- Unacceptable -

# High School Interns

UK requires 14-17 year olds to be hired/employed through STEPS. STEPS monitors compliance with child labor laws.



# Concealed Carry

- No weapons on property leased, owned or occupied
- UK Employees – weapons may be stored in private or official vehicles
- Cannot be removed while on university properties mentioned above.

# MS – Science Translation and Outreach Update

- Degree program approved by Council on Postsecondary Education and will be considered by full Board of Trustees soon.
- Take GRE
- Apply to Graduate School by August 2, 2019
- Complete Agent Study Plan and submit to DD and Asst. Director
- Start talking to specialist that might serve on grad. Comm.

# Agent Safety

- Separate Power Point

# State Fair Exhibits

KY Department of Agriculture / State Fair Exhibit Pickup

Deadline to register July 10<sup>th</sup>

Pick Up Locations:

Christian, Laurel, McCracken, Montgomery and Taylor.

Zoom Meeting on May 9<sup>th</sup> with KDA to finalize plans

# Planning and Reporting Deadlines

- 2018-19 Plan of Work (POW) – complete submission online by June 30, 2019
- Affirmative Action Plan– complete submissions online by June 30, 2019
- Affirmative Action Report– complete submissions online by June 30, 2019
- In-Service Training Sign-up – All new in-services should be submitted into KERS before July 1, 2019.

# Planning and Reporting Deadlines

- Monthly KERS Reports and Success Stories – Final 2018-19 Reports due July 15, 2019
- Program Indicator Report- due July 15, 2019 from all counties.
- (District Directors may have earlier due dates for their review and recommendations)

# Extension Agent Leadership Development Training

- CLD offers many valuable in-service trainings opportunities
- Available to county and/or multi-county groups also

# Extension HR Updates

- Extension IT Training position
  - 30 applicants
  - Interviewed 4
  - Offer extended – waiting on acceptance
  - End of May start date
  - Look for announcement soon



# Justice for All Posters

Blue – SNAP

Red - General Office Use. In all areas where programming occurs

# Open Enrollment

- System is open for changes until May 10<sup>th</sup>
- New Health Plan – UK Saver (high deductible w/ HAS)
- Make changes through MYUK – Employee Self Service

# Service Awards

Process changed in 2016

Use consecutive years of service to the University to determine service awards.

# University New Employee Orientation (NEO)

Beginning July 1, 2019, (NEO) will be moving from an in-person, 4-hour session Online format in myUK Learning.

# Summer Interns

- Summer Interns
- 35 summer interns will be starting in May
- Rodeo will be at Good Barn on June 28
- Roundup will be at Good Barn on July 19

# Two-Factor Log In

- Will be required starting **July 17, 2019** in order to sign on to MyUK.
- Need a phone or mobile device.
- To enroll your phone or device in two-factor log-in, visit ItTakes2 for instructions and frequently asked questions. Once enrolled, you will be eligible for a 365-day passphrase.
  - See <https://www.uky.edu/its/ittakes2>
- Instructions for setting up a 365-day passphrase are also available at ItTakes2.
- For 24/7 immediate assistance, please contact ITS Customer Services at 859-218-HELP (4357) or visit the Technology Help Center at <http://techhelpcenter.uky.edu>. For assistance with non-urgent matters, email [218help@uky.edu](mailto:218help@uky.edu).
- **Poll employees without a phone or tablet to receive two-factor codes**

# Intellectual Property Training

- Current employees: If you received an email from the Vice President of Research requesting that you complete the UK Intellectual Property (IP) Policy Training, please promptly complete the training if you have not done so already.
- All new employees: Must complete the “UK Intellectual Property (IP) Policy” training on myUK Learning.

# Extension FCS Updates

- Rachel Gillespie has will join the FCS Extension Team on May 6<sup>th</sup>, as an Extension Associate for the Center for Disease Control High Obesity Project
- Senior Extension Associate Position for Clothing, Textiles, and Household Equipment. Please share the posting link: <https://ukjobs.uky.edu/postings/212180> . The position will be open until May 21st.



# Extension FCS Updates

- KEHA Annual Meeting In-service Opportunities
- 2020 FCS agent training week will be held the week of February 17th – 21st.
- Mini-Grant Opportunity (All Program Areas) – May 15<sup>th</sup> due
- FCS Online Graduate Certificate – Fall 2019
  - FCS 600 - Foundations of Family and Consumer Sciences
  - FCS 620 Working with Diverse Families in Culturally Sensitive Contexts -

# Extension FCS Updates

- Mental Health First Aid Certification -- District Trainings
  - District 1 May 28-29, 2019 West Liberty
  - District 2 April 10-11, 2019 Manchester
  - District 3 August 28-29, 2019 Bedford
  - District 4 May 22-23, 2019 Lexington
  - District 5 August 12-13, 2019 Campbellsville
  - District 6 September 12-13, 2019, Morgantown
  - District 7 July 30-31, 2019 Eddyville

# KEHA Voting Delegates

- See detailed handout from Kim Henken
- Work with counties without FCS agent

# Extension ANR Updates

## Agents/Specialist Grants Awarded



**9 Grants**

\$2000  
to  
\$2500



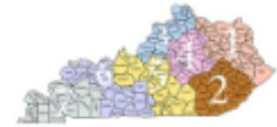
**24**

ANR &  
Horticulture  
Agents  
involved



**12**

Specialist  
Involved



**Lead Counties**

Madison, Green,  
Jefferson, Clay,  
Hopkins, Mason,  
Simpson, Bell, Owen

# Extension ANR Updates



# Extension ANR Updates

## Agents On The Move



New  
Agents  
hired

**3**

Agent  
transfers

**4**



Agent  
retirements

**2**

Post  
retirement  
appts.

**2**

Agents in **110** of the  
**120** counties



# Extension ANR Update

Work hours  
& travel  
funds  
gained via  
Webinars

**996**

Total work  
hours gained

**34**

Work hours  
gained/Webinar

**>\$45K**

Total travel  
funds gained

**\$1600**

Travel funds  
gained/Webinar

Potential **annual** travel funds gained

**\$181K**

# Extension 4-H Updates

- Youth Development Institute – contact Chuck Stamper if you are interested asap.
- PYD Certificate program has been approved
- Verified Volunteers – two issues
  - Higher than expected changes
  - “FCRA rights” checkbox



# Extension 4-H Updates

- 4HOnline - It's no longer acceptable to simply use [county@noemail.com](mailto:county@noemail.com) as a default email. Make all effort to get valid individual and/or family email.
- 4-H College Study
  - an evaluation of the educational attainment and post-secondary experiences of 4-H members who have graduated from high school. Currently, we are allowing people to “opt out” of this evaluation by filling out an online questionnaire that provides their name/county.

# 4-H Teen Conference

The due date is May 3rd (next Friday) through 4-H Online. If any of the counties in your district do not have a 4-H Agent I ask that you share this information with them or connect us so I can ensure they have what they need to promote the program.

All information can be found here: <https://4-h.ca.uky.edu/teenconference>

# Extension CEDIK Updates

- Partnering with College of Fine Arts –
- Partnering with College of Design – Winchester Project
- Looking for communities in West KY to partner with.

# Extension Business Updates

# Tax Exemptions

Remember that counties cannot use UK's EIN/Tax Exemption.

Either use the Extension District Board's Tax Exempt number or Program Council Tax Exemption if they have 501c3 non-profit status. (Financial Guidelines for CES County Volunteer Groups – Tax Exemption Status Overview)

<http://ces-manuals.ca.uky.edu/content/financial-guidelines-ces-county-volunteer-groups>

# Professional Improvement Day Trips

Day travel for professional development association business or activities should be coded as County Travel.

# Standardized Forms

- Effective April 1<sup>st</sup>
- Use the “Standardized Forms” located in Extension Procedures Manual
- Payment Voucher
- Safekeeping Device Log
- Daily Receipts Log

# College Diversity Office Updates

- Intercultural Awareness Day – Oct. 24<sup>th</sup>
  - Gatton Student Center – 8 a.m. – 3 p.m.



# College Diversity Office Updates

- Unconscious Bias Training
- District 1 & 2: July 23rd in Quicksand
- District 3: April 10 from 10-12 in Carroll County
- District 6 & 7: May 20 from 10-12 in Hopkins County

# College Diversity Office Updates

34th Annual National MANRRS Conference ,Overland Park, Kansas.

- We had 56 members that attended the National Conference.
- National Chapter for the Year for the 7th consecutive time and 8th time being the region three chapter of the year
- 2nd place Jr. MANRRS research poster- Francisco Beltran
- 3rd place Jr MANRRS research poster contest- Dorian Cleveland
- 1st place Bunge case study- Yesenia Moreno, Fabian Leon, Kiernan Comer, and Elijah Faulkner

# College Diversity Office Updates

34th Annual National MANRRS Conference ,Overland Park, Kansas.

- Office of Diversity

1st place in the cargill case study- Yesenia Moreno, Haley Jones, and Khylie Caldwell

2nd place in the cargill case study- Brandon Jones & Djenayba Diallo

3rd place in the cargill case study- Deanna Williams, Shekaylah Martin, & Taylor Pratt

Jericho Curry received the USDA Farm Service Lead Agent Award, which only five members nationally received the award

Shannah Marshall was selected as one of the top 20 Farm Credit VIP scholars nationally

- Mia Farrell was elected as the 2019-2020 National MANRRS President Elect
- Ayanna Wright was elected as the National MANRRS Region 3 Undergraduate VP

# College Diversity Office Updates

## Upcoming Important Dates

- June 18-21, 2019: American Private Enterprise Systems (KY Youth Seminar)
- October 24, 2019: Intercultural Awareness Day- Embracing Generational Differences in the workplace
- November 15-16, 2019: 8th Annual Jr. MANRRS Leadership Institute