

SEE WHAT'S

Wildly Possible.



Extension District Staff Meeting

March 11, 2020

Managing Public Spaces

- Operating as normal – follow www.uky.edu/coronavirus/ for the most recent information.
- If specific situations/questions for specific county programs or individual needs, please contact DD office and DD will consult with upper administration for guidance
- Utilize FCS Hand Washing suggestions and when possible sanitizing community spaces more often



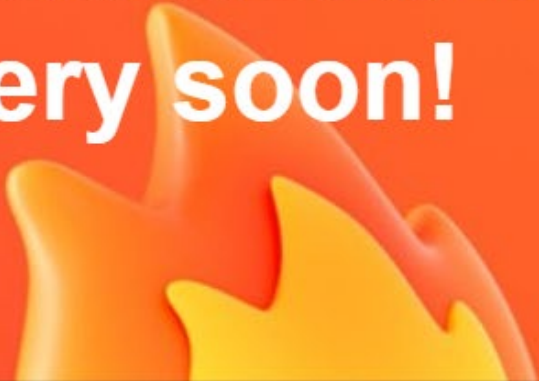

Recommendations from CDC:

- Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees (and volunteers).
- Perform routine environmental cleaning of workstations, countertops, doorknobs
 - **NO ADDITIONAL DISINFECTION BEYOND ROUTINE CLEANING**
 - Provide disposable wipes for commonly used surfaces can be wiped down by employees before use
 - Provide hand sanitizer, tissues in public meeting rooms
 - Post reminders about hand hygiene



Hot Topic

**Keep calm and keep washing
your hands. . . new
handwashing resources are
coming soon, very soon!**



Personnel Updates

- **Alex Butler**, Anderson County Extension Agent for Agriculture & Natural Resources
- **Jason Vaughn**, Powell County Extension Agent for Agriculture & Natural Resources – starting March 29





UK AG IT
UPDATE
MAR 2020

IT SECURITY UPDATES



- The UK account manager now requires 2FA in addition to Linkblue username
 - This works just like the MyUK 2FA
 - Expect more things to use 2FA in the future
- New employees will need to use <https://newemployee.uky.edu/Account/NewEmployee> in order to activate their account since they won't be able to log into the account manager

IT SECURITY UPDATES



- Beginning in October, some email programs will no longer work with Office 365
 - If you are using a Windows or Mac machine, we recommend using Outlook from Office 365 to connect to your email
 - If you are using an Android or iOS device, we recommend using the Outlook app instead of the default mail app
 - It is free
 - Includes mail and calendar just like Outlook for Win/Mac
 - I would go ahead and switch now to get used to it

IT SECURITY UPDATES



- Expect more security updates in the coming months
 - More sites will start using 2FA to help reduce unauthorized access
 - Discussing policy changes to match some of main campus' policies
 - One examples of what is being discussed is requiring that all machines be locked after 30 min of inactivity

PHISHING

- Be careful about what links you click in emails
- Report any spam using the “report message” button in the upper right corner of Outlook
 - Let me know if you get one that you aren’t sure about
- UKITS to implement a warning system from any email coming from a non-UK email address
 - Already testing with pilot users, so should be soon

EXTENSION TRAINING UPDATES



- chad.jennings@uky.edu
- (859) 323-8473
- Has OneDrive and Teams videos available and is working on more
- <https://www.tinyurl.com/agvideohelp>
- <https://www.tinyurl.com/agteamshelp>
- Let him know if you want to see trainings on anything else specific or if you want him to come out and do a training for you!

Transition Update

- The first 14 Area Director Positions have closed. The interview process will begin soon with a targeted start date of July 1, 2020.
- Second round Area Director Positions will post in July with a targeted start date of January 1, 2021.

NEP Update

- SNAP-Ed 2021 Commitments
- Deadline is quickly approaching – March 18, 2020
- Complete in KERS

2021 SNAP-Ed Commitment Form (Submitted in KERS)
SNAP-Ed Commitment Worksheet for Oct 1, 2020 - Sep 30, 2021

Hours

Commitment Hours:

	Direct Education HOURS (workshop, classes, etc.)	Indirect Education HOURS (newsletters, local media, etc.)	Community (Policy Systems & Environment) HOURS
Families:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Seniors:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Limited English:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Preschool:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
School Age Youth Elementary/Secondary:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Farmers Market, Commodity Food, Gardening, & Food Preservation:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
TOTALS:	0	0	0

Administrative Hours:

Administrative HOURS (Reporting, supervision):

Total SNAP-Ed
Commitment Hours for FY2021:
0

Contacts

Commitment Contacts:

	Direct Education CONTACTS	Indirect CONTACTS
Families:	<input type="text" value="0"/>	<input type="text" value="0"/>
Seniors:	<input type="text" value="0"/>	<input type="text" value="0"/>
Limited English:	<input type="text" value="0"/>	<input type="text" value="0"/>
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Farmers Market, Commodity Food, Gardening, & Food Preservation:	<input type="text" value="0"/>	<input type="text" value="0"/>
TOTALS:	0	0

Used to determine reinforcement quantities

Cancel Submit

Professional Development News

- **KAE4-HA** Meeting - April 21st-23rd at the Hilton Garden Inn, Pikeville
- **ESP** Annual Meeting- March 18th & 19th at the Scott Co. Extension Office
- **Chi Epsilon Sigma** – April 15-17, Embassy Suites, Lexington
- **KACAA** – June 15-16, Elizabethtown KY

- **KEHA** State Meeting - April 21st-23rd at the Owensboro Convention Center

BUDGET PROCESS TRAINING

Prepared by: Extension Business Operations
Training slides and all budget information can be
found at:

<http://cafebusinesscenter.ca.uky.edu/county-moa>

Extension Financial Operations Contacts

For questions regarding budget, please contact:

- District Support Staff
- District Director
- Extension Financial Operations

- Ty Back
 - Business Analyst (EKY)
 - tback@uky.edu
 - 606-666-2438 ext. 229
- Beth Atkinson
 - Business Analyst (CKY)
 - beth.atkinson@uky.edu
 - 859-562-2994
- Jeremy Teal
 - Business Analyst (WKY)
 - jteal@uky.edu
 - 270-886-6328
- Tina Ward
 - Business Analyst
 - tinaward@uky.edu
 - 859-257-0132
- Chris Shotwell
 - Director of Financial Operations
 - chris.shotwell@uky.edu
 - 859-257-7194

State Extension Advisory Council

- The 2020 annual conference was a success. Delegates reviewed recent economic and functional impact study, the Community Assessments, discussed strategies to utilize the assessment findings, and considered how our council system can be enhanced as we move forward.
- Summer meeting will be August 11, 2020 at Kentucky State University Research Farm.

Minors on Campus Training

- Minors on Campus training is now required of all Extension Field Staff (Agents, Staff Assistants, Extension Assistants, Program Assistants, and Custodians).
- There are 3 modules (1 hour of training in all).
- Send the 3 certificates of completion (3 PDFs – not just the link) to Dora Collins (djc@uky.edu).
- The training is available from UK's Risk Management site: <https://www.uky.edu/administrativeservices/minors-campus>

Required I-9 Approved Signer Re-Training

- All Extension Field Staff I-9 Approved Signers must re-train this year.
- Sign up on MyUK Learning for: “Form I-9 Training for Approved Signers” (VIRTUAL HR-EMP-FI9TAS)
 - Virtual Courses (with an unlimited number of participants) will be offered:
 - 3/19/20 – 10AM-11AM EST
 - 5/07/20 – 10AM-11AM EST
 - 7/24/20 – 10AM-11AM EST
 - 12/04/20 – 10AM-11AM EST
- Only individuals on the approved I-9 signers list can sign an I-9.
- Please email a copy of completed I-9 forms to Melissa Horton or your District Admin for review prior to mailing to campus.

W-2 Forms

- Now available online.
- Employees that have more than one page, due to paying multiple tax authorities (ex. school tax), will need to click the “Next Form” button in order to access the next page.

Professional Development Fund

- The college has a professional development fund that is open to agents for assistance with attending a seminar, conference, or specialized training.
- For more information, go to:
 - <https://cafebusinesscenter.ca.uky.edu/staffprofessionaldevelopmentfund>

Unconscious Bias Training

- Coming soon on KERS
 - May 27th from 10 a.m. – 12 p.m. EST at the Woodford CES office
 - May 29th from 10 a.m. – 12 p.m. CENTRAL at the Christian CES office
- Employees who have not previously attended this training need to sign up.

Chi Epsilon Sigma Working Time

- April 15th – Working Time 4.0 hours
- April 15th – Official Professional Leave 3.5 hours
- April 16th – Official Professional Leave 7.5 hours
- April 17th – Official Professional Leave 7.5 hours

UK/KSU Joint Logo

- Be sure you are using the correct joint logo
- KSU changed the name of their college last year
- Download the correct logos at marketing.ca.uky.edu

PREFERRED LOGO – shows the connection to both Universities and Colleges

ALTERNATIVE LOGO – Use only in cases where the text naming the colleges will be too small to read

COOPERATIVE EXTENSION



COOPERATIVE EXTENSION



CAFE Store Removal

- The CAFE Store is no longer available. A list of approved vendors for promotional items can be found at:
<http://www.uky.edu/Purchasing/promoitems.htm>
- The link to the CAFE Store needs to be removed from county websites. Instructions are included in the handout and in a video at: www.tinyurl.com/cafestore

Bulk Mail/Satori changes

- The contract with Satori will end on June 30.
- As a result, the bulk mailing process will transfer to the county level, rather than be negotiated on a statewide basis.
- Counties will need to budget accordingly and start assessing other options that would be a good fit for their individual situations.
- District IT Techs will remove Satori from county computers as the contract is complete.
- Trainings to use free (with conditions) email-based newsletter distribution systems will be offered at the end of April – agents can check KERS for dates/times.
- The contract for first class mail meters will end in late 2021 and this will be reviewed closer to that time.

Office of Diversity

- Cultivating Inclusion Series
- Thursday, March 12, 2020
- Empowering Student Athletes



CULTIVATING INCLUSION SERIES

College of Agriculture,
Food and Environment
Office of Diversity

THURSDAY, MARCH 12
12:00PM - 1:00PM - AG INFO.
CENTER

Empowering Student Athletes

Come hear from Wildcat turned, NFL PRO,
to student athletes academic counselor
on how to empower the student athlete



Ricky Lumpkins
- Academic
Counselor

Office of Diversity

- KY Extension Diversity Inclusion Network Annual Retreat
- Thursday, May 21 and Friday, May 22, 2020

Kentucky Cooperative Extension



The poster is for the 'KY Extension Diversity Inclusion Network Annual Retreat'. It features a black background with white and teal text. At the top left is the UK logo and the text 'College of Agriculture, Food and Environment Office of Diversity'. At the top right is the Kentucky State University logo. The dates 'THURSDAY, MAY 21 & FRIDAY, MAY 22' are in teal. The event title 'KY Extension Diversity Inclusion Network ANNUAL RETREAT' is in white and teal. Below this is a paragraph in white: 'Come join UK & KSU Extension personnel to promote inclusiveness of underrepresented Extension Professionals in the Kentucky Extension system. Enjoy professional development and a 3 part seminar on wheels.' The location 'LEXINGTON, KY UNIVERSITY OF KENTUCKY CAMPUS' is in teal. At the bottom, it says 'FOR MORE INFORMATION CONTACT ASHLEY.HOLT@UKY.EDU'. The bottom half of the poster is filled with a crowd of stylized human figures in various colors (blue, teal, orange, grey). One figure in the foreground has 'RSVP Here' written on their back and a QR code below it.

College of Agriculture,
Food and Environment
Office of Diversity

KENTUCKY
STATE
UNIVERSITY

THURSDAY, MAY 21 & FRIDAY, MAY 22

KY Extension
Diversity Inclusion
Network
ANNUAL RETREAT

Come join UK & KSU Extension personnel to promote inclusiveness of underrepresented Extension Professionals in the Kentucky Extension system. Enjoy professional development and a 3 part seminar on wheels.

LEXINGTON, KY
UNIVERSITY OF KENTUCKY CAMPUS

FOR MORE INFORMATION CONTACT ASHLEY.HOLT@UKY.EDU

RSVP Here



SAVE THE DATE

9TH ANNUAL JR. MANRRS LEADERSHIP INSTITUTE

Leadership Next: 2020 Full STEAM Ahead

NOVEMBER 20-21, 2020
UNIVERSITY OF KENTUCKY

Applications Available Sept. 1

QUESTIONS? CONTACT KENDRIANA PRICE, KENDRIANA@UKY.EDU

Kentucky Cooperative Extension





4•21•20

- **What is it?**
 - The University of Kentucky's 24-hour, day of giving.
- **When is it?**
 - April 21st
- **Why do we have a giving day?**
 - To provide an intentional day to promote the University of Kentucky and all that it does across the world while showing thousands of individuals what their collective efforts can do to impact the work of our faculty, staff, and students.
- **What about Extension?**
 - UK CAFE is featuring the Building Extension Professional Leadership Fund-ESP.
 - Extension's mission and stories will be featured throughout the lead up and on the day.
- **How to get involved?**
 - Promote the day and share Extension's story and impact.
 - Follow along at <https://onedayforuk.uky.edu> and #OneDayforUK on all social media platforms.
 - Sign up to be a BBNfluencer for additional resources to share.
 - Utilize the "One Day for UK in a box" at each Extension Office.
 - If inspired, make a gift to the fund or cause that means the most to you.

#ONEDAYFORUK

 GIVING DAY

Each UK Cooperative Extension office will receive a box containing the following materials:

- Stickers and/or buttons for faculty and staff to wear and use
- Post-it notes and pens branded for #OneDayforUK
- A poster to hang-up in the office to promote *One Day for UK*
- A piece of direct mail addressed to each faculty/staff member in that office with a reply card should they choose to make a gift toward the fund of their choice

#ONEDAYFORUK

 GIVING DAY

How to make a gift?

- One day for UK website on April 21st
<https://onedayforuk.uky.edu/>
- Ahead of time by responding to the One Day for UK mail solicitation
- Pre-scheduled online through
<https://uky.networkforgood.com/>
- Employees can take advantage of the updated payroll deduction system – instructions will be emailed

Extension Speech Program

- David Kessler is available to give a ten minute speech to Extension groups about University, College and Extension
 - Focus on history, and what we do. Celebrate successes!
- Available for CEC, Program Councils, District Boards, Cattlemen's, Homemakers, Farm Bureau, etc.
- Not a solicitation for money, but talk about what we do and make clientele want to help
 - Volunteers of time are more likely to be donors of money but often are never asked
 - Get to know potential donors
- Contact at david.kessler@uky.edu to schedule

Plan of Work

- Counties should have POW meetings with councils/volunteers completed ideally by the end of March.
- Agents should first meet with Program Councils to provide overview of the Plan of Work Process (resources can be found on the PSD website).
- Agents should remind program councils of the community assessment reports and that these are resources to use for POW discussions/meetings.
- After the program councils have finalized priority areas, these issues/program ideas should be presented to the County Extension Council.

Plan of Work...continued

- Agents should work with the County Extension Council to determine what programs will remain program area specific and those that will be collaborative efforts among agents.
- Agents should reiterate how the community assessment can enhance the Plan of Work process.
- Agents should also work with councils/volunteers to determine best practices to market these programs to effectively make the community aware, increase participation, recruit new audiences, etc.

Logic Model Training Webinars

- March 27
- April 16
- April 21
- May 12
- May 22
- June 1st
- June 17th

CEDIK Update

- Logic models and evaluation tools for agent led programs will be on CEDIK's website soon.
- [CEDIK County Data Profiles](#) are currently online – Use for Plan of Work, Success Stories and other program planning/reporting.

County Data Profiles

CEDIK has created county profiles for all 120 Kentucky Counties. Currently we have county profiles that cover the following topics:



AGRICULTURE AND FOOD



COUNTY BUDGETS



DIGITAL DIVIDE



ECONOMIC*



HOUSING



RETAIL SECTOR



SMALL BUSINESS*



WORKFORCE

FCS Mini Grants

- Family and Consumer Sciences Extension is currently accepting proposals for projects and activities that support FCS and multi-disciplinary programming. If applicable, all applicants must have committed and started working on SNAP-Ed match hours for FY 2020.
https://hes.ca.uky.edu/files/hes_minigrant_packet_final.pdf
- If you have questions regarding the mini-grant opportunity feel free to contact Jennifer Hunter, jhunter@uky.edu , or Jan Childers, nfsjan@uky.edu.
- Applications will be accepted through May 15, 2020 or until funds are exhausted.

ANR Update

- Social Media posts (Facebook and Twitter) are now available for use. Agents will receive an email at the beginning of each month from the ANR office that contains Social Media posting information
- The search process will soon begin for a new ANR Assistant Director

4-H Update

Livestock/Animal Agriculture related to 4-H

- Recently, leaders in the animal agriculture community have expressed concern about the KY 4-H Program's lack of support.
- The KY 4-H Program supports county 4-H Livestock programs across the state and values the rich diversity of youth development opportunities through sales, showcases, and achievement programs.
- The KY 4-H Program supports counties in implementing their livestock program, and believe the best outcomes happen when supporting their grassroots decisions. The Kentucky 4-H program has seven core areas of focus and agriculture and animal science are integral to our programs.

State Fair Assignments

- State Fair Assignments (except for livestock) have been released.
- All assigned personnel are expected to work during the full duration of their assignment unless alternative arrangements are made. We are waiting on guidance from the State Fair board regarding the livestock assignments.

2021 Extension Conference

- February 3 – 5, 2021 – Downtown Lexington
Hyatt and Hilton
- Planning committee is being formed

Outstanding Extension Council Nominees

- Lincoln County Extension Council
- Harrison County Extension Council

Diversity Award Nominees

- **Dana Anderson**, Mercer Co Latino Outreach Day Camp
- **Luci Hockersmith**, Mercer Co MLK Day
- **Tamera Thomas**, Franklin Co King Center Program
- **Jacqui Denegri**, Fayette Co Teen Cuisine Program for Down Syndrome Assoc. of Central KY

Service Awards

- Thank you for your hard work and dedication to the UK Cooperative Extension Service.

<https://www.youtube.com/watch?v=EBohdltpVUY>