

SEE WHAT'S

Wildly Possible.



Extension District Staff Meeting

Carroll County Extension Office
March 11, 2020

Birthdays

March Birthday's	April Birthday's
7th Bethany Pratt	9th David Hull
8th Lawrence Caudle	12th Kenna Knight
16th Christy Eastwood	20th Kate Thompson
18th Don Sorrell	24th Shelley Meyer
18th Christin Herbst	
25th Allison Lewis	
26th David Littlejohn	
29th Valerie Holland	
29th Lindie Huffman	



Kentucky Cooperative Extension



Announcements



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Association Reports

- KAE4-HA Meeting-April 21st-23rd at the Hilton Garden Inn, Pikeville
- KEHA State Meeting- April 21st-23rd at the Owensboro Convention Center
- ESP Annual Meeting- March 18th & 19th at the Scott Co. Extension Office



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Personnel Updates

- Campbell County 4-H Agent- Casey Townsend- April 1st
- Resignation- Michele Stanton- Kenton County Horticulture – Feb. 3rd
- Retirement- Judy Hetterman- Owen County FCS- May 5th



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I.T. Update:

Chris McKenzie
Computer Support Specialist III
District 3



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Extension IT Update

- The UK account manager now requires 2 Factor Authentication to login in addition to linkblue password.
- New employees need to go to <https://newemployee.uky.edu/Account/NewEmployee> in order to setup their email account.
- Some mail apps will no longer work with O365 starting around October.
 - It is recommended that everyone use the Outlook app on iOS and Android.
 - It is recommended that Windows and OSX users use Outlook from Office 365.
- Expect more security updates in the coming months.
 - E.g. lock screen after 30 min of inactivity, more things requiring 2 factor authentication.



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Administrative Updates



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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.

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 the DD and 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.

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

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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). In the bottom left corner of the crowd, there is a blue figure with 'RSVP Here' written on its back and a QR code below it.



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

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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 (using the most current information we have on file) 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, Cattlemens, 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.

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.
- Please review and update District assignments.

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"/>
Preschool:	<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"/>
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

2021 Extension Conference

- February 3 – 5, 2021 – Downtown Lexington Hyatt and Hilton
- Planning committee is being formed
- Districts to nominate two agents from each program areas to server on committee.

Diversity Awards

- Congratulations to all nominees and winners.
- Thank you for your hard work and dedication to ensure diverse programming for the UK Cooperative Extension Service.

Service Awards

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

Extension Business Operation Team

- Budget Training



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District Updates



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Career Ladder

- Apps are being reviewed.
- Waiting on the word for letters to be mailed to agents.



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Chi Epsilon Sigma

- April 15-17, 2020.
- Embassy Suites- 1801 Newtown Pike, Lexington, KY 40511



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Benefits Open Enrollment (UK Employees)

- April 29th- May 15, 2020



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Leave- TDL Conversion

- Conversion can only occur April 1 – 30

<https://www.uky.edu/hr/policies/conversion-temporary-disability-leave>

- Annual Leave, Expiration & Shared Leave Pool
Shared Leave Pool May 1 – Sept 30

<https://www.uky.edu/hr/shared-leave-pool/about-staff-shared-leave-pool>



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Logic Model Trainings

- Pam Sigler has scheduled multiple sessions on Zoom in March, April, May, and June for training on Success Stories and POW.
- Good training for new agents.
- All trainings will be 1 hour on Zoom. Morning & afternoon sessions on the following days:
 - March 27th, April 16th, April 21st, May 12th, May 22nd, June 1st, and June 17th



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Secretary Training Day

- Event is being planned. Look for information to be shared soon.
- All Support Staff are encouraged to attend.



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Upcoming Due Dates

- CES Budget Plan “Rough Draft” TBA
- Status of County Office April 1st
- No District Staff April 8th
- 4th Quarter/Final County Payment to UK April 10th
- Success Story (3rd) April 10th
- Budget to Fiscal Court April 15th
- Financial Report Form (Gifts, Grants & Contracts) to DD’s office May 1st



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Upcoming Due Dates

- POW Draft to DD May 1st
- UFIR – submit to DLG – copy to DD’s office May 1st
- District Staff Meeting May 13th
- Affirmative Action PLAN (Rough Draft) to DD for review May 15th
- POW Final Draft June 30th
- Success Stories (4th & 5th) July 15th



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Program Areas

4-H:

- D3 4-H Teen Council Meeting: Friday, April 17th from 10 am-noon in Carroll County- Shelley Meyer
- Multi-Communication- Denise Donahue
- Culinary Challenge- Denise Donahue
- Agent Contact List: Sherri Farley
- Volunteer Advisory Group – need 2 volunteers from D3
- Agent Advisory Group – need agent to begin rotation September 2020
- International Program Needs Hosts- Paul Adkins

ANR:

- Spencer County Edification, April 8, 10:00 am
- Master Naturalist Program



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Questions



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Safe Travels

*Thanks to Carroll County Extension Office
for hosting the district staff meeting.*

*Thanks to Pendleton and Shelby counties for
providing morning refreshments.*



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WHAT
Parities
YOU?

YOU ARE

Wildly Possible.

