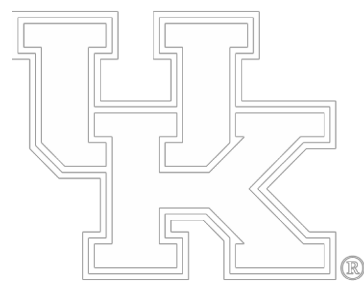


 Cooperative
Extension Service

District Staff Meeting
November 13, 2019
Carroll County Extension Office

 Cooperative
Extension Service

Birthdays



November Birthday's	December Birthday's
4th- Paul Adkins, Bullitt	5th- DJ Scully, Campbell
8th- Chris Ammerman, Grant	29th- Joan Bowling, Kenton
20th- Ralph Hance, Trimble	31st- Wayne Long, Jefferson



Association Reports

- 4-H
- FCS
- ANR/Hort
- ESP

Personnel Updates

District 3 Administrative Support Staff:

- Julianna Santo, STEPS Employee

State Office:

- Kendriana Price - Inclusion and Diversity Program Coordinator – Office of Diversity

KSU:

- Jessica Marquez - Community Resource Development Assistant - Jefferson County

District Vacancies:

- Office Support Staff and Program Assistants
- Agent Positions – Bullitt County ANR and Campbell County 4-H

IT Updates

Christopher McKenzie,
Computer Specialist III For District 3



NEP/ SNAP-ED Updates

Rosie Allen - Area NEP Agent



US Census Follow Up

Erin Peabody, Partnership Specialist, U.S. Census Bureau
erin.d.kendrickpeabody@2020census.gov
(859) 620-1195

ADMINISTRATIVE UPDATES

Extension Transition Updates

KSU Updates

Small Farmers Conference – November 19th-21st @ KSU

- Link to register: <https://www.eventbrite.com/e/kysu-small-limited-resource-minority-farmers-conference-tickets-70761855615>
- 4-H Small Farm Youth Conference November 20th

UK/KSU Diversity Award and Training

Grand-Families Project (Louisville)

Aquaculture Extension

KSU County Personnel Meetings:

- December 6, 2019: Quarterly, KSU Farm (10:00 am – 2:30 pm)
- February 7, 2020: Virtual (10:00 – 11:30 am)
- March 20, 2020: Quarterly, Location TBA (10:00 am – 2:30 pm)
- May 8, 2020: Virtual (10:00 – 11:30 am)

Community Assessment Report

Share with local county elected officials,
stakeholders and Extension leaders

Each county received 50 copies

Future focus will be on marketing the needs
and our responses to promote our work.

Extension Financial Operations

Fiscal compliance officer positions were reviewed with business analysts in CAFE.

In the process of hiring the Central Region Business analyst position to be housed on campus.



Extension Business Operations Manual to be revised in early 2020 so that it can be distributed.

District 5 and 3 will have QuickBooks training in March 2020.

Concur – delayed but looking at Feb/March to do a pilot phase. Expect that all will be using Concur by end of 2020.

CEDIK

Agent advisory council will meet early spring 2020.

CEDIK staff are in the process of reviewing resources, materials and work processes to meet the needs of the agents in the state.

Series of trainings related to Leadership Development will be shared in 2020.

Office of Diversity

Intercultural Awareness Day was a success!
The event was well received by students,
faculty and local stakeholders.

Extension Diversity Award is available for
applications. Deadline is January 10.

Junior MANNR's Institute is schedule in
the next few weeks.

RCARS Mountain Ag Week

Mountain Fest Field Day, Saturday, September 12, 2020, @ UK Robinson Center, Quicksand, KY

A recognition in honor of Dr. Williams is planned as an evening celebration.



HR

New Hire Process and Reminders

- New hires need to be hired in at \$10.40 per hour rate.

New Agent Orientation

- New Agent Orientation Dates:
 - November, 19-21, 2019
 - January, 21-23, 2020
 - April, 14-16, 2020
 - August, 11-13, 2020

Extra bonus days for Christmas do apply to Extension staff.



HR

Harassment Training - Three trainings have been planned for agents related to responding to harassment and discrimination. In-service credit in KERS is available. (One has been shared with great response, two remaining):

- December 19, 2019, 1 pm to 3 pm EDT at Madison Cooperative Extension Office
- January 16, 2020, 10 am to 12pm CENTRAL time at Hopkins Cooperative Extension Office



HR

Reporting Harassment

Reports or concerns of harassment can be now made online IIEEO website (uky.edu/ieeo/discrimination-harassment) or to your supervisor, District Director, Stacy Miller, Tim West or by calling the IIEEO office at (859) 257-8573

The screenshot shows the website interface for the Office of Institutional Equity and Equal Opportunity. The page title is "Discrimination and Harassment". The left sidebar contains a navigation menu with items: About, Key Priorities, Discrimination and Harassment (selected), Title IX, ADA Compliance, Federal Reporting, Training, Resources and Information, Frequently Asked Questions, and Contact Us. A prominent red button labeled "Make a Report" is visible. Below the navigation menu, contact information for the UK Police is provided: "On Campus: 911", "Off-Campus: (859) 257-8573", and "Cell Phone: #8573". The main content area includes a breadcrumb trail "Home / Key Priorities / Discrimination and Harassment", a sub-header "Discrimination and Harassment", and introductory text stating the university's commitment to a respectful environment. A section titled "The Role of the Office for Institutional Equity in Responding to Reports and Complaints of Discrimination" describes the office's function. A "Discrimination and Harassment Resolution Goals" section lists three bullet points: providing timely responses, investigating thoroughly and impartially, and improving the university's response to reports and complaints.



HR

IEEO has a reporting tool online now that can be used as a direct link option.

Summer Internship application is up on UK Jobs. It will close in mid-December. If a county wants to host an intern, please send the form by December 13.

Justice for All poster – Blue posters for SNAP and Green posters for all meeting spaces are now available from Kelly for the counties.

Direct Deposit – myUK now has options to update the employee direct deposit without needing the wildcard id.

For instructions on how to update your direct deposit information in myUK go to:

<https://www.uky.edu/hr/hr-home/myuk-online-guide/myuk-ess-guide/update-your-info-bank-information>



HR

Professional Development Fund is available for staff. The form will be available on the CAFE website.

- Go to <https://cafebusinesscenter.ca.uky.edu/staffprofessionaldevelopmentfund> to get more information.

Fit Bit discount is going on now – will not be available after new year.

- Available at a 40%-70% discount through HR Health and Wellness
- See <http://ukhr.uky.edu/livewell/stepup/fitbit> for more information.

Urban Extension

A UK group attended the eXtension Impact Collaborative in Atlanta focused on Urban issues.

UK Extension had a table at the KY Farm City Luncheon for the first time in Jefferson County.

Developing in-service topics related to urban extension programs.



District 3 Reminders

Career Ladder Applications

Applications due February 1, 2020

Years of service with CES in other states will apply to career ladder applications

http://districts.ca.uky.edu/files/professional_promotion_procedures_and_career_ladder_guidelines_-_rev._08_30_2017-pjm.pdf

Level II now requires completion of the Mentor Packet to advance to this level. This is only for individuals hired AFTER July 1, 2016 when the program first went into effect.

Level IV, Track B now requires the same "evidence of community development work" as Track A.

The Application for Professional Promotion (last page) has been reconfigured to help clarify the requirements of each level. Please note that incomplete applications will not be accepted.

The salary increase levels will remain the same: Level II: \$2,000, Level III: \$2,500, Level IV: \$3,000, Level V: \$3,500

County Extension Council

Submit Officers to the District Office
by December

Include the officer's names, address,
and emails

December Holiday Staff Celebration

Wednesday, December 11th

General Butler State Park Conference Center

Registration cost - \$45 per person

Registration and payment due November 15th
to Carroll County Extension Office

Emergency Closings

Policy and Guidelines for Offices:

<http://districts.ca.uky.edu/OfficeTools>

Contact the DD promptly

District Office must report to Dr. Stephenson who must notify main campus.

Holiday Leave and Bonus Days

<https://www.uky.edu/hr/hr-home/official-staff-holiday-schedule>

Holiday Thanksgiving-November 28-29

Holiday Special-December 23, 24, 26, 27,
30 & 31

Holiday Christmas-December 25

Holiday New Year's Day-January 1

Performance Evaluation Conferences & Mid-Year

Everyone should have a meeting date scheduled with me.

If not, sign up through SignUpGenius

Complete the Mid-Year Conference Form and send to me a week prior to meeting

Agent rating letters will be emailed November 15th

Performance Evaluations for Bi-Weekly Staff

Dec 2, 2019 – Begin Self-Evaluation in myUK

Jan 14, 2020 – Self-Evaluations due to supervisors

Feb 8, 2020 – All face to Face Meetings with Supervisors must be completed

Reporting Deadlines

Extension Annual Calendar:

<http://districts.ca.uky.edu/OfficeTools>

Report to the People

Report to the People (rough draft) due to DD before Thanksgiving Break-November 27th, 2019.

There are quite a few changes this year:

<https://psd.ca.uky.edu/reportstothepeople>

If you were not able to attend a webinar, it is important you watch the recorded webinar here:

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

2019 – 2020 Staff Meeting Dates

December 11th, 2019

January – No Meeting

February 12th, 2020

March 11th, 2020

April – No Meeting

May 13th, 2020

June – July – August- No Meeting

Program Area Meetings

Happy Thanksgiving!

Safe Travels!

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

Thanks to Campbell and Carroll Counties for providing morning refreshments.