

District Staff Meeting

September 18, 2019

 Cooperative
Extension Service



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Celebrations!

September Birthdays:

Today – Susan Campbell!

This Month: *Linda McClanahan,
Lisa Adams, Jessica Sayre and
Tamera Thomas*



Celebrations!

Work Anniversaries in September:

Shonda Johnston (1)

Shannon Farrell (10)

Adam Probst (10)

Eric Comley (16)

Kim Ragland (26)

TODAY: Lois Carter (30)!!!!!!



Welcome!

Personnel Update

District 4:

Paighton Lewis, Estill Co 4-H Youth Development
Beau Neal, Fayette Co Agriculture & Nat. Resources
Ben Conner, Scott Co Agriculture & Nat. Resources

State:

Dr. Jonathon Larson, UK Entomology Specialist



Kentucky State University Announcements

Dr. Courtney T. Owens, Interim Extension
Administrator (Responsible for day to-day leadership
and management of KSU Extension)

Ms. Nancy Calix, Assistant Extension Administrator
for County Operations (Assuming state-wide
responsibilities of count base staff)

New Hires in KSU Extension

- Dr. Oliver Freeman - Assistant Professor of Agronomy and Vegetable Science
- Dr. Marcus Bernard - Associate Professor of Agriculture Economics and Rural Sociology
- Dr. Eric Yang - Director of International Affairs & Global Agriculture Programs
- Ms. Christine Jackson- Research and Extension Assistant-Horticulture





Mission

The 1890 Cooperative Extension System assists diverse audiences, with emphasis on those who have limited social and economic resources, to improve quality of life and vitality of communities and individuals through engagement and outreach education.



KYSU Mission Statement

Kentucky State University (KSU) Cooperative Extension Program strengthens underserved communities, families, farmers, individuals and youth to improve their quality of life with state of the art, research-based educational programs



Agent Graduate Studies Updates

- **EEP Form has been updated**

<https://www.uky.edu/hr/forms/employee-education-program-eep-form-for-uk-employees>

- Agents must complete the Agent Study Plan and get approval from their District Director and appropriate Assistant Director
- Be sure to let District Director know when you are taking classes by sending them a copy of the EEP form, whether classes are taken online, during or after regular work hours.
- Also, follow up with DD or support staff to confirm the form has been received.



Reminder Related to Request for Survey Studies

Surveys by Extension employees working on a masters or doctoral degree with IRB approval:

- If the survey is related to all program areas, approval from the Director of CES with input from Assistant Directors and Program Leaders is required
- If survey is related to a specific program area, approval by the appropriate Assistant Director and/or Program Leader is required



Online Masters Update

The closing date for applications for the spring is 31 Oct 2019. However, we only have approximately seven open spaces for the Spring, 2020 offering of STO 603. Thus, Extension staff who wish to begin M.S. studies in the STO Program in the spring should move quickly to get a completed application submitted. (Applications are not considered until they are complete, which includes the GRE test.)

<https://www.uky.edu/academics/masters/science-translation-outreach-online>

Currently of the 22 applications 20 are Extension personnel.



IT UPDATE

Rick Hayes, D4 ITEC



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IT Update

Chad Jennings new Extension IT Trainer

- Agricultural Communications Services
- College of Agriculture, Food, and Environment
- N212N Agriculture Science North, Lexington, KY
40546-0276
- Voice: 859-323-8473
- He will be replacing Monica Willett.



IT Update

Extension IT Video Tip

Updating County Website email address

<https://web.microsoftstream.com/video/dec7ba00-70bd-4db4-96c0-acfd596c1578>



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Nutrition Education Program Updates

Leslie McCammish, Senior Extension Associate
Jennifer Robinson, Area NEP Agent



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Community Assessment Reports

- County reports now available!
- <https://extension.ca.uky.edu/communityassessment>
- Marketing materials available here: <https://extension.ca.uky.edu/content/agent-resources-community-assessment-0>



Community Assessment Reports

- A series of webinars to explain the report and how it will tie into plan of work – *times and links to register are available on the agent resource website*
- The final 3 webinars will have in-service credit hours



Community Assessment Report Webinar Series

- Sept. 3 – Understanding your community assessment report – *Recording available*
- Sept. 10 – Understanding your secondary data - *Recording available*
- Sept. 24, 11:30 (ET) – Using your community assessment report with Councils and Boards – *Register through agent resource page*
- Oct. 15, 11:00 (ET) – Community Priority #1: Substance Use and Mental Health - *Register through KERS*
- Oct. 23, 11:00 (ET) – Community Priority #2: Economic Development and Workforce Prep – *Register through KERS*
- Oct. 31, 9:00 (ET) – Community Priority #3: Community Leadership, Engagement and Pride – *Register through KERS*



UK New Branding Initiative: Wildly Possible

- New branding guidelines have been announced
- No change in logos
- For now, no change for Extension – more information and updates will be available in January 2020



Report to the People: Fonts

- There has been a change in the fonts for Report to the People
- Use Arial or Georgia – both are free fonts that should already be loaded on your computers
- Questions or concerns? Contact Hayley Pierce or Pam Holbrook or use the Report to the People Teams forum



Extension Transitions

~ Discussion 1

Cathy Weaver, Agent Transition Team
Jessica Sayre, Agent Transition Team
Alethea Price, Agent Transition Team



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Updates from the Human Resources Department



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New State and Federal Employment Law Posters

- Updated state and federal employment law posters have arrived for each office.
- Please visibly display this poster in a common employee area (i.e., break room, kitchen, copier room) where employee notices are displayed.
- The poster meets the posting requirement for the new Kentucky Pregnant Workers Act, which became effective June 27, 2019.
- Employees who need reasonable accommodations for limitations related to pregnancy, childbirth, or a related medical condition should contact their immediate supervisor and/or their District Director.



New Employee Orientation

- New Employee Orientation is now conducted online through myUK Learning.
- As soon as the new hire's information is entered into SAP, both the supervisor and the employee will receive a notification that the employee has been assigned to take the UK New Employee Orientation through myUK Learning.
- New employees will then have 30 days from their official start date to watch a series of videos that will help them learn about UK and their employment with the University.
- This takes the place of the distance orientation packets (for staff more than 40 miles from campus) or the in-person new employee orientation program (for staff within 40 miles of campus).



Human Resources Tech

- The myUK App has been updated (compatible with iOS and Android devices).
- Employees can enter working time, submit leave requests, and view pay statements and benefit plans on the app.
- Supervisors can approve working time and leave requests through the app.
- The myUK web versions of the Employee Self Service tab and the Manager Self Service tab have not been changed and will still be available for time/leave entry, supervisor approvals, viewing pay statements, and all other current functionality.
- Please note that employees and supervisors who currently use Kronos for time entry and approval should not use the mobile time/leave/approval tools, but should continue to use regular Kronos processes.



Blue and White Cards

- New Agents will continue to receive their Blue and White cards at New Agent Orientation.
- Due to the changes to New Employee Orientation, staff contacts/coordinators, facilitators and County Managers must coordinate with the District Admin to ensure that Blue and White cards have been ordered for and provided to new bi-weekly employees (i.e., Staff Assistants, Extension Assistants, custodians, etc..).



Harassment Training

- We will be offering 3 trainings on how to handle discrimination or harassment by third parties (i.e., community members)
 - 10/25/19 (1-3 p.m. EDT) – RCARS, 176 Robinson Road, Jackson, KY 41339
 - **12/19/19 (1-3 p.m. EDT)** – Madison Cooperative Extension Office, 230 Duncannon Lane, Richmond, KY
 - 1/16/20 (10 a.m. – 12 p.m. CENTRAL) – Hopkins Cooperative Extension Office, 75 Cornwall Drive, Madisonville, KY 42431



Extension Vacancies

- As a reminder, Extension District Board minutes approving the creation and/or refill of staff positions are required before positions will be processed.
- In the minutes, the EDB should approve both the staffing decision and a salary range (preferred) or starting salary.



Wellness

- Fitbits are available at a 40%-70% discount through HR Health and Wellness. See <http://ukhr.uky.edu/livewell/stepup/fitbit> for more information. The deadline to purchase a discounted Fitbit is December 31, 2019.
- If you're interested in issues around aging or caring for an aging loved one, there are several Elder Care events coming up in September and October, including several events that may be attended by Zoom. See <https://www.uky.edu/hr/work-life/elder-care/events> for more details.



Annual Retirement Planning Conference

At this full-day event in October, employees can hear from UK's experts in financial planning and well-being, representatives from UK Benefits, Social Security, Fidelity and TIAA — plus a nationally recognized keynote speaker, Marci Alboher, who explains how to find passion, purpose and a paycheck during the second half of life.

- Bill Gatton Student Center, UK Campus
- Friday, October 25, 2019
- 8:30am - 4:45pm



Camp and Field Trip Insurance Changes

- **Camp and Field Trip Insurance Changes**
- The Camp and Field Trip insurance provider is Allen J. Flood Insurance Company. Flood was purchased by Philadelphia Insurance several years ago and Philadelphia began migrating customers to an online purchase platform.
- Effective January 1, 2019, the process to obtain Camp and Field Trip Insurance changed, but Allen J. Flood, through Philadelphia Insurance, is still the provider. So, the insurer hasn't changed, but the process to obtain the coverage did change.
- Premium payments for this insurance are paid to Mercer, which is a subsidiary of Marsh, UK's insurance broker.
- Once the event occurs, submit a roster of attendees to plsdsteam.service@mercer.com
- Notes:
 - When estimating attendance, use a good faith estimate. There is no true up (correction) between initial estimated attendance and actual attendance.
 - Events spanning multiple days are tallied based on the number of calendar days. For example, an event beginning at 9:00 p.m. on Friday and ending at 8:00 a.m. on Saturday is a two day event even though the entire event is less than 24 hours.
- If you have questions, contact UK Risk Management at (859) 257-3708.



Extension Financial Operations Updates



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Travel Reimbursements

7,600 travel reimbursements processed in FY19 (Oct-Jun)

- Overall, staff across the state have done really well with the change
- EBO continues to offer support and training
- Concur still coming but slightly delayed from original timeline
 - Pilots to start in Jan (tentative)
 - Go Live in spring (tentative)



Quick Books Online

- 46 counties currently online (D1, D2 and CM)
- Will be going a bit slower with training and conversion
 - Will bring a district on each quarter (2 in Q4)
 - Train in last month of each quarter and go live on 1st of next quarter
 - D7 scheduled for training 9/16 & 9/17
 - Looking at possibly scheduling a special on campus training for the few counties who are negatively impacted by the Windows 10 conversion
- Have made some minor changes in how we are using the system
 - Slight changes to the use of classes
 - Allowing the linking of credit card banks to feed transactions to QBO
 - Minor adjustments to CoA
- FY20 budgets are loaded in all counties using QBO
 - FY20 budgets will be loaded by EBO as counties are brought online
 - If there are amendments, we need a copy of the signed budget and we will make changes for counties



Record-keeping Compliance

- All counties should be using the standardized forms put in place effective July 1
 - Payment voucher
 - Credit card transaction log
 - Cash receipts transmittal log
 - Safe log
- Retention schedule
 - We are working on creating an updated retention schedule with the draft schedule reviewed by UK Records Manager
 - Please tell counties to contact our staff if they have questions about retention.



Budget Module Development

- EBO is in process of creating a new module in KERS for collection of budget info
- It will look very similar to the excel spreadsheets to avoid confusion and complexity
- Will offer more consistency and standardization
- Will offer better internal review
- Will offer greatly improved reporting
- MOA and Schedule of Disbursements will be printed for signature from KERS once reviewed/approved internally
- Goal is to have module ready for training in Jan with go live in Feb



Year End Accounting

- Final county accounting is being calculated for review by District Directors.
- Once reviewed and verified by District Directors, counties will receive final accounting. (note most counties are receiving refunds)
- Final fy19 trip invoice will be sent to counties separate from the final accounting to simplify the process.



Use of Public Funds for Donations

Use of public funds for donations

- Public funds should not be used for donations or purchase of silent auction items (e.g. area alumni association events)
- These items should be purchased using non-tax funds or personal funds



Tax Rate Reminders

As a reminder:

- We should only be giving information that helps the EDB make decisions on their tax rates (revenues generated at various rates, expenditure budgets, 5 & 10 year plans, etc.)
- We should **not** be recommending specific rates to the EDB



Loan/ Lease Approval

Lease/Debt Approval – must be approved by
DLG

http://kydlgweb.ky.gov/Entities/16_Debt.cfm

Notification of Intent to Finance Form -

<https://kydlgweb.ky.gov/Documents/Debt/NotificationofIntenttoFinanceEDITABLE.pdf>



CAFE

Office of Diversity



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Office Staff



Mia Farrell- Assistant Dean for Diversity
Function: Faculty, Students, Staff- overall vision, strategy, and functions of the office

Ashley Holt- Students (recruitment and retention) & Staff

Inclusion and Diversity Program Coordinator- Jr. MANRRS, APESYS, Pipeline programming, and fiscal coordinator
(position not filled yet)



Intercultural Awareness Day



2019 INTERCULTURAL AWARENESS DAY

Thriving in Your Multi-generational Community
8 a.m.-2:30 p.m. Lunch included



Generational differences are valuable to our communities. Join your colleagues, peers and community members to learn how communications styles impact culture and how to integrate a multi-generational community through experiential learning opportunities.

The one day conference will focus on:

- How to overcome generational stereotyping by encouraging collaboration between team members of different generations on projects
- Understanding different work styles so that individuals are more likely to be motivated to perform well when they have a certain level of autonomy about how they work
- Ways to adopt various communication techniques and technology that encourages people to use their preferred communication method
- Learning about successful integration of a multiple generations through mentoring, advising, full time employment, internships, etc..
- Attendees will have the opportunity to engage in critical conversations surrounding generational differences in today's world through experiential learning activities



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Intercultural Awareness Day

The conference is open to faculty, staff, students, and community members. Registration for the event is online at: <https://ukytickets.universitytickets.com/w/event.aspx?id=1510&p=1>

Cost: free of charge, with lunch provided.

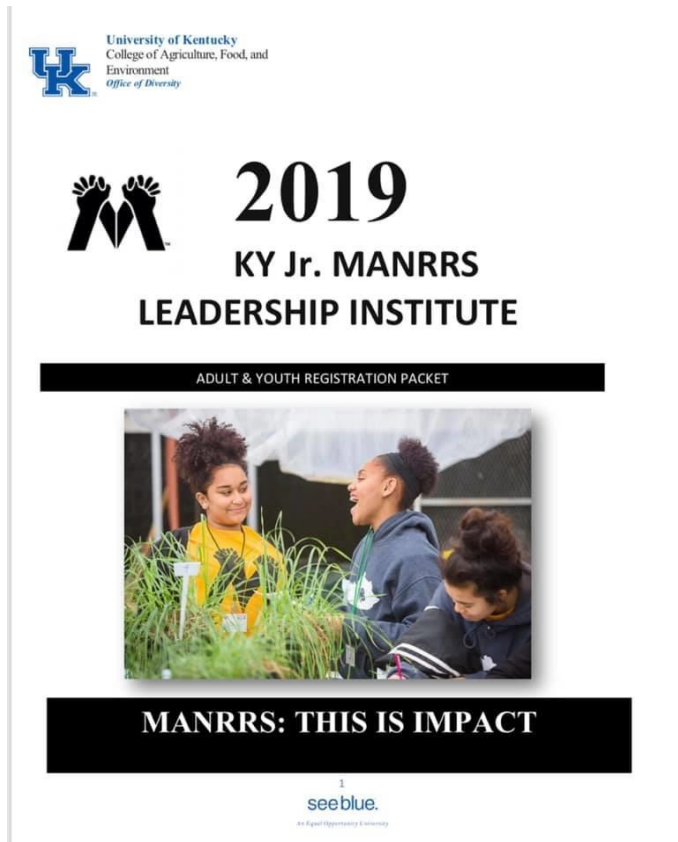
UK Extension employees can earn six in-service hours through registering for the annual intercultural awareness day in KERS (Training ID: 10005526). Please PRINT or DOWNLOAD your ticket to your mobile device. Seating is limited; attendees are encouraged to **register by FRIDAY, OCTOBER 11, 2019.** Contact Ashley Holt at Ashley.Holt@uky.edu for more information.



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Jr. MANRRS Leadership Institute



- All program area can bring participants
- Youth grades 7th-12th
- Professional & Personal Development
- Workshops/ tours
- Contest- ***win cash prizes***
- Networking
- Over 100 youth in attendance from across the state



8th Annual Kentucky Jr. MANRRS Leadership Institute Registration

- Remit \$10 Payment (cash, check or money order payable to MANRRS) and/or hard copy of application to: Ashley S. Holt, Attn: JMLI, 306 C. E. Barnhart Bldg. Lexington, KY 40546
- Students can complete the registration application at the link:
https://uky.az1.qualtrics.com/jfe/form/SV_1LX8UfiBANJL5RP
- Registration will not be accepted after October 25, 2019.



Upcoming important dates

- **October 18:** Indigenous Food Talk & Cooking Demo (will be in KERS)
- **October 22:** Intercultural Awareness Day- Thriving in your Multigenerational Community 8a-2:30 pm, E.S. Goodbarn (in KERS)
- **November 6:** Roundtable with KY Farmers of Color (will be in KERS)



Reminder During Election Season

If political candidates request use of county offices – *No campaigning or fund raising is allowed*



Dr. Jeff Young

Urban Extension Director

As Urban Extension Director will focus on

- Public Relations
- Needs Assessment
- Program Development
- Program Evaluation

Primarily focus on the 15 largest population centers in the state, however can work with all counties as needed.



Extension in the City: How Extension is Impacting Larger Communities

October 18, 2019, KSU Extension Building

Program features expertise of:

- Dr. Julie Fox, Associate Professor, Ohio State University
- Willie Howard
- Jenny Cocanougher
- Jamie Dockery
- Kevin Lindsay
- Anne Stephens
- Caroline Durr
- Wayne Long



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New Hire Process and Reminders

The County office is responsible for seeing that all support staff positions are advertised in local newspaper:

- *Advertise for two (2) weeks*
- *Send Debbie Clark a copy of the advertisement*

Interview Notes and the *Hiring Report Form* must be sent to District office (c/o Debbie Clark).



New Agent Orientation

November 19-21, 2019

UK Campus, Ag. North Bldg.

Core Agent Training

October 16-18, 2019

KSU Campus, Frankfort



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Mid-Year Visits with Agents

Will Begin in November

Watch for invitation via  **SignUpGenius**



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Performance Evaluations for Bi-Weekly Staff

December 3, 2019 – Support Staff begin Self-Evaluation

January 14, 2020 – Self-Evaluations due

February 11, 2020 - 1:1 Meeting with Supervisors
must be completed



Community & Economic Development Initiative for KY (CEDIK) Update

- Inservice Trainings
- College of Fine Arts and CAFÉ joint appointment – Stephanie Richards
- Winchester Design Studio collaboration with UK College of Design
- Upcoming Events
- New County Profiles on CEDIK Website
 - County financial resiliency in the case of weather disasters in KY
 - Interactive County Economic Data
 - Coming Soon – Retail Sector data for counties



Plan of Work

- This program year is the time to write a new 4 year plan of work
- Timeline handout
- Community Assessment Report Information
- Additional resources will be available



Professional Association Updates

KEAFCS

KACAA

KAE4-HA

ESP



ESP

2020 National Epsilon Sigma Phi Membership Drive

The National ESP and the Alpha Kappa Chapter of Kentucky invites Extension Service professionals to join the membership of ESP for excellence in service and professional development.



Membership Benefits

Leadership Development/LEADS program

Scholarship and Professional Awards Recognition

State and National Professional Development Opportunities

Cross Program Area Networking at the State and National Level

ESP Your Key to Professional Excellence

2020 Membership Drive Kicks Off—Oct. 1, 2019

Dues: Annual Member Renewal \$70

New members \$80

Lifetime \$220

Deadline: January 1, 2020. Watch for email notification and more details.



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4-H Youth Development Update

Room # 3

- State 4-H Update
- National 4-H HQ/National 4-H Council
- State Fair
- Kentucky Volunteer Forum
- Staffing Update
- 4-H Camp



ANR/Horticulture Update

Room # 1

- District 4 Subject Matter Contact Agents
- ANR Update West – Warren County Extension Office – October 16 & 17
- Kentucky Beef Conference – Fayette County Extension Office – October 21
- ANR Update East – Clark County Extension Office – October 22 & 23



Family & Consumer Sciences Update

Room B (Office Building)

- State Staff Updates
- Upcoming Inservice Trainings
- KEHA Announcements
- Other District Topics



Thank You for All
You Do for your
Communities and for
the University of
Kentucky!



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