

**District 7 Staff Minutes by Calloway County**  
**Wednesday, May 18, 2011**

**Personnel Updates / Length of Vacancies:**

- 23 Vacancies State Wide – 5 in D7
- Caldwell Co FCS Resign
- Adding Christian Co 4H
- Melissa Goodman Fulton / Hickman FCS

**Budget Update:**

- 2.2% UK cut to Extension and Experiment Stations
- 1% KY cut to Higher Education
- 3% Campus Mandate Salary Increase Pool to be funded by:
  - 12% over 4 years – cut 20 Facility Positions
  - 2.7% cut to Field Programs
  - No Layoffs

**Agent Salary Increase:**

- 3% salary pool
- \$47,000 Average Agent Salary
- Raise Scale pending rating; 5 - \$1430; 4 - \$1330; 3 - \$1080

**Performance Appraisal Update:**

- Due July 15, 2011
- Everyone will be rated
- More Information to come

**Plan of Work:**

- Final Due online by June 30, 2011
- Current Plan Extended one year
- September will be POW Training

**Staff Meeting Dates 2010-2011:**

- See attached Handout and Online

**D7 NEAFCS Winners:**

- La Dawn Hale-1<sup>st</sup> place Southern Region Communications-Written Press Releases
- Marsha Parker-Distinguished Service Award
- Jill Harris-Continued Excellence Award

**D7 Forum:**

- November 16, 2011 at UKREC w/State Extension Council Delegates @ 10am
- 1 volunteer from each program area per county
- CEC Coordinator from each county
- D7 SEC Members

**State Extension Council One Day Meeting:**

- July 12, 2011 Lexington
- Pass the word to delegates, but a letter will follow

**End of Year Reporting:**

- See Yellow Handout

**SNAP-Ed Update:**

- Update each month
- Counties spend the money
- Whatever is not spent will be lost next year
- Check with Margie to see your totals

**County Coordinator List:**

- Updated by June 1, 2011
- Descriptions and forms on district website

**Actual Program Support List 2010-2011:**

- Due July 15, 2011
- Form on district website

**MITT:**

- New Featured Program
- Managing In Tough Times
- See Website for more information

**Ag & HES Alumni Update / Summer Meeting & Contact Agents:**

- Purchase: July 28, 2011 @ 5:30 pm Sedalia Restaurant-\$10 Kids & \$15 Adult; min. of 20 people
- Pennyrile: July 25, 2011 Hopkins County Extension Office-David Fourqurean is cooking

**Senior Farmers' Market Program:**

- Hopkins, Christian, Trigg pick up packets

**ESP Awards:**

- Trigg and Graves County

**Field Day:**

- July 21, 2011
- Add to your email signature line

**Wellness on Wheels:**

- Free Health Screenings – can do 40/day
- Trying to get to Princeton for 2 days
- More information to follow

**State Fair Assignments:**

- See District website for work list

**County Office Equipment Inventories:**

- Update Now

**D7 2011-2012 Cooperative Extension Service Calendar:**

- See handout and online

**Leave Balances:**

- Review leave balances online and use before deadline
- You must request your leave and report your leave
- Report by the 10<sup>th</sup> of each month

**Tax Exempt Status:**

- See email for more information

**4-H Social Media Information:**

- See email for more information

**4-H Event & Activity Conduct Management Guideline:**

- 4-H agents please review and share with support staff

**Dr. Ken Jones, Associate Professor-Director for Program & Staff Development:**

- Featured Programs – See Power Point Given and handout

**Rich Phelps-IT Update:**

- Will be on vacation May 26-June 5 without phone, so do *NOT* call him.... Call the help desk
- Will be at the National Meeting June 9-15, so do *NOT* call him.... Call the Help Desk
- General IT Update
- Let him know if you would like to upgrade to office 2010...