

**District 7 Staff Minutes**  
**September 8, 2010 @ UKREC**

**Welcome** – Graves County refreshments/Todd County minutes

Congrats to Jeremy Teal on his recent marriage... congrats to Courtney Heatherly on her recent marriage. Best wishes to Bernita Cheirs with her pregnancy...welcome to T.C. Loughery (pronounced Lockery) in Christian County 4-H. ESP members going to Jackson Hole, WY for national meeting – get info to Marsha Parker.

**Budget Update** - UK has been floating 16 positions with 4 vacancies in state... extending to 25 vacancies over the year. UK has about a 5% cut currently dealing with. Dean has placed freezing on hiring any new faculty. 2012 looks bleak.

**Final Accounting Refunds** – Due Sept. 10<sup>th</sup> – check in mail expected in October.

**\$1,000 Bonus** – Eligible employees – based on salary and perf. Appraisal received. Counties will have to pay support staff/program assistants bonuses. Uk pays \$2000 for base agents; counties will pay the rest. This will come out of this year's financial accounting.

**State Fair**- 5554 entries for 2010 – thanks to all who worked at fair. The changes for the new catalog will be on line by Oct. 18<sup>th</sup>.

**4H Registration Fees** -See policy on state 4-H page – effective Sept. 1, 2010. The late payment policy for late bills/payments for programs/events.

**Monthly Reports** – All need to be reporting every work day in the month on the meetings /activities report. Include annual leave – sick leave – holidays and family medical leave (don't have to request holidays) + night meetings. There is room for multiple entries so be detailed. If you work in the office –then put down 1-2 major focus areas of work that day.

**Stats**- do monthly b/c of federal audit responsibilities – don't get caught without any stats recorded!

**Requesting Leave** – program assistants/staff don't request travel leave through Matt – they are only required to request leave through county supervisors. All agents – when requesting leave – be sure to use comment box to list whether its county travel, prof. improvement, state travel, etc. so Matt can code correctly.

**SNAP-Ed** –Do reports monthly – it's a must! - there are 18 agents short on reports.

**IT Update – Rich Phelps** – Rich provided a training on Facebook places, group vs. fan pages, Office 2010, Remote portal site, IT site, and UK's social page – including Logos and backgrounds, best practices, twitter, skype and eXtension. Very good resource!

Remember – if you have a Face book fan page – Matt wants to see this – send invite! Here are the following links to Rich's pages....

Bongar Remote Support Portal  
<http://remote.ca.uky.edu/>

Ask the Helpdesk  
<https://citc.ca.uky.edu/cms/index.php/ask-the-helpdesk>

College Social Media Website  
<http://www2.ca.uky.edu/social/>

College of Ag iTunesU  
<http://deimos.apple.com/WebObjects/Core.woa/Browse/uky.edu.2391147072>

Extension IT Facebook Page

<http://www.facebook.com/home.php?#!/pages/Lexington-KY/University-of-Kentucky-Information-Technology-for-Extension/105481329482412?ref=ts>

Extension IT Twitter

<http://twitter.com/ukagextensionit>

College YouTube Site

<http://www.youtube.com/ukagriculture>

eXtension - Learn Site

<http://www.extension.org/learn>

**KSU Update – Dr. Kris Grimes** – reported on Health Rocks curricula...Sept. 24<sup>th</sup> training in Princeton; Sept. 27<sup>th</sup> training in Frankfort – agents are invited to get involved - will be monetary program monies awarded based on number of youth reached through programming.

**County Program Reviews** – Get ready for county program reviews in the future...

2011 – Graves, Fulton, Hickman, Caldwell

2012 – Lyon, Livingston and McCracken

2013 – Christian, Hopkins, Todd, Marshall, Carlisle and Ballard

2014 – Muhlenberg, Crittenden, Trigg and Calloway

**New Travel Voucher** – Margie presented info. Voucher can be found on UK internal site – forms. For agents/staff and program assistants/EFNEP who travel on state funds. Be sure to include your brochure of the meeting with the voucher or it won't be paid. Also – Matt wants the original with original signature and receipts. Note – if 3 separate state travel trips are taken, then must have 3 separate travel vouchers. There is only a 30 day window to get paid, so as soon as you return from your trip – get the voucher in to Matt!!!!

Once you open the BPM go to section E-5-1. On page 9 c7 you will find the meal time frames; and D2a you will find the link to the per diem rate charts.

<http://www.uky.edu/EVPFA/Controller/files/BPM/E-5-1.pdf>

[http://www.uky.edu/eForms/forms/travel\\_voucher.xlsx](http://www.uky.edu/eForms/forms/travel_voucher.xlsx).

**Plan of Work** – This is actual 4<sup>th</sup> year of 4 year plan, but Karen has extended the POW to a 5 year plan. (Cheers arose from the audience)

**Ag/HES Alumni Update** – Purchase Area has a new Pres. Ballard and Graves have vacancy and need to find new board of directors. Pennyrile – no report!

**Faces of Substance Abuse Conference** – Jan. 25-26 – are dates for the conference. Lena sent out registration and copy of program – all encouraged to participate.

**Floating Holiday** – Request through Catpaws- works just like last year. Must be employed by Sept. 1<sup>st</sup> to receive.

**County Audits** – Due – Matt listed the counties who had audits due- you know who you are!

**State Extension Advisory Council** – Delegates going off – Bill Donan, Linda Elder and Sarah Evans. Counties who need to get delegates include: Livingston, Hickman and Carlisle (at large)

**District Board nominations this fall** – CEC’s need to nominate DB members this fall or winter. Need to be sworn in at beginning of year – with a 3 year term rotation.

**Support Staff Evaluations** – New form, finalize by Oct. 1 to Matt. However – Matt needs to see prior to finalizing sometime between now and 1 week prior to Oct. 1<sup>st</sup>. Matt will send out instructions of how to get the ratings to update on the form.

**Agent Evaluations** – Results will be out in November – All will be reviewed next year. Mid year visits coming in Dec./Jan.

**Association Dues** – Working on policy so dues for all associations can be pd out of prof. imp. Funds – coming soon –hopefully!!!

**4H Youth Leader Update** – Interim - Dr. Charlene Jacobs – National Search for our new “Joe” will start this Fall.

**Agent feedback on Specialists/Specialists feedback on AGENTS** – Email coming from Dr. Henning – surveys close Oct. 18<sup>th</sup> to provide feedback. All responses are 100% anonymous. Specialist feed back on agents is coming down the pike.

**Affirmative Action Update** – Program and staff dev. Website – Good to review each year. This Fall the support staff coordinator needs to review policies with entire staff at a staff meeting and send minutes to Matt to confirm training.

**Client Protection Committee** – All volunteers working with youth, must go through Client protection/youth protection committee. This is not just a 4-H agent responsibility – all agents must work as a team to accomplish.

**American Disabilities Act Assessment (handout)** – 1 per county - Each county needs to complete and send to Matt by Sept. 30<sup>th</sup>.

**IRS Rules for Tax Exempt (handout)**- Read tan handout from Dr. Henning – there’s a list at the end of the letter stating what needs to be sent to Matt by close of business on Thursday, September 9th. Changes in IRS rules – any council or group generating over \$5000 will need to file a 501c3 – stay tuned for what Dr. Henning works out.

**Barnhart Fund for Excellence-see website <http://www2.ca.uky.edu/deanadmin/funding>** – agents should have received email – go to website to see spring proposal form and other past proposals.

**Staff Handbook** - Review and return receipt of confirmation (last page) – Send in by Sept. 30<sup>th</sup> - located on the HR website.

Below you will find the link to the Staff Handbook that all employees (agents, secretaries, program assistants and custodial) are to look over and sign the form on the last page and mail with original signature to the DD’s office by September 30<sup>th</sup>.

<http://hr.uky.edu/TandD/documents/StaffHandbookComplete050508.pdf>

## ***Dates to Remember***

### **Sept.** Tax Rates set by counties

10 Final Accounting Sheets back to Tina

15 Drupal Survey

Ag Roundup/Staff Appreciation Day @ UK

Martech (ES237)

23 Beef Bash @ UKREC

29 Communicating w/Policy Maker Training @ Princeton

30 Financial Statement/Legal Notice in newspaper

### **Oct.** District Board Nominations

1 Secretary/Program Assistant Evaluations finalized

Motor Vehicle/Watercraft Tax form to Frankfort

10 2<sup>nd</sup> Quarter payment to UK

21 Secretary Training at Caldwell County

### **Nov.** 12 Mentor Training @ UKREC

15 State Extension Council Delegates selected

Report To The People – due before Thanksgiving