

Notes
Regional Directors (via Centra)
April 6, 2009

Present: Tim Cross, Mike Gordon, Herb Lester, Tim Fawver, Connie Heiskell, Steve Sutton, Shirley Hastings, Herb Byrd, Brenda Voiles.

1. County Websites

Institute has invested in SharePoint software, allowing us to have a new source for county websites. Plan to migrate all our websites to Sharepoint. Rob Barker and Dallas Sacca are working on template for county websites, will test in three counties in each region. Each regional director should identify three (small rural, moderate urban and urban, and based on range of expertise) for test mode. Timeline will be late this spring to early summer, rolling out to more counties later in the fall. Training will be conducted on-line with regional IT specialists. More information will be provided when servers are up and running.

2. Stimulus Funding

Extension will receive federal stimulus funding for this year and next year with final end day of June 30, 2011. Many restrictions will be placed on how funds can be used. This will be a way to transition us to the lower funding of FY 12. Can use stimulus for programming and equipment enhancements. Reductions made this year are on a recurring basis. Counties could change budget reductions by category if they will send an email to Fawver. May be able to reinstate cost-share policy for computers/printers and consider requests for furniture. Will send an email when plans are finalized. Cross plans to present a budget reflecting the funding available from recurring state appropriations for July 1, 2011.

3. Retirement Incentive Program

Several employees have expressed an interest in the retirement incentive program and post-retirement appointments. Detailed conversations will probably be needed to work out the details and challenges for post-retirement positions. Group discussed maintaining funds in post-retirement position while getting programming work done. UT will pay the 4-month incentive payment; county will pay their pro-rata share of annual leave.

4. Polycom

Bill Brown, Dean of Ag Research, has been working with IT in developing ITV programs over the internet using polycom equipment for Research and Education Centers. The group discussed how this might work for Extension for inservice training, youth programs, etc. and perhaps delivering programs to remote locations. Might also complement Centra. Currently we are in information-gathering stage. Will provide more information at a future date.

5. Reconciling Ledgers

The Institute has a major audit finding concerning reconciling, approving and signing ledgers. Fawver reminded that administrative support person should print county E, R and

development accounts, check off and make sure items are legitimate, and county director should sign. Remind county directors to check each month and be sure money is being used as intended. Reminder that by June 30, need to have E-account money spent; if overspent, county gift account will have to cover overages. Regional directors should follow up with counties to make sure they stay current and follow up every month in reconciling ledgers.

6. Performance Appraisal System

Byrd state that if we have additional funding, we might look at re-working our performance appraisal system in SUPER, and possibly go to 5 rating categories. Cross asked regional directors to discuss with agents and get their opinion. This will be an agenda item next month.

7. Gift Cards

Fawver reported that we have come up with a policy to use gift cards for non-UT employees.

8. Conference Call to Discuss Post Retirement Appointments

Cross, Hastings, Smith, Sutton and Byrd will meet with each Regional Director via conference call on April 21 to discuss post retirement appointments.

9. TEAFCS Meeting

Hastings expressed thanks to Mike Gordon and Western Region for hosting a very successful TEAFCS annual meeting.

10. 4-H Congress

The group expressed thanks to the 4-H staff for putting on another excellent State 4-H Congress.

11. Next Scheduled Meeting

May 11, 2009 (via Centra)