

Extension This Month – May 2004

Welcome to ***Extension This Month!*** In an effort to keep the organization well informed, the Executive Team will be sending out a monthly electronic newsletter. Watch for us each month to hear updates and information happening throughout the organization.

NATIONAL NEWS UPDATES

Extensión en Español

CSREES and state Extension Services has a WEB site as a national clearinghouse for Spanish language educational resources. It is operated by and for the Extension professionals. Extensión en Español is a grass roots organization of Extension educators which seeks to better serve our Spanish speaking clients by sharing expertise and materials across the system. Check out the web site to see what they have to offer at <http://extensionenespanol.net>

They have developed a short online survey to help them learn about issues, strengths and needs our staff have concerning outreach to our Spanish-speaking audiences. The survey is located at: <http://extensionenespanol.net/survey.cfm>

STATE NEWS UPDATES

OSU Extension Strategic Action Leadership Team (SALT) Update

Teresa Hogue and Scott Reed, Co-Chairs,

Monday, June 7, is an important date for everyone who works for the OSU Extension Service. Dean and Director Lyla Houglum has asked the Strategic Action Leadership Team (SALT) to deliver its strategic planning report to the Extension Cabinet that day.

Here's a brief rundown on recent strategic planning activities:

On April 28, SALT representatives gave a presentation about the plan to the statewide Extension Citizens' Advisory Network.

On May 6, the Extension Leadership Team that includes staff chairs, program leaders, department heads and the Cabinet held a virtual meeting with SALT to discuss a draft of the "Extension Strategic Planning Framework," as the plan is titled. At several sites around the state and on campus, Extension leaders held discussions. Then they met jointly via Polycom units.

On May 7, SALT met all day to incorporate input from the Extension Leadership Team, and comments from Extension faculty and staff statewide who reviewed drafts of the front and back ends of the plan posted on the Web at: <http://extension.oregonstate.edu/about/salt/index.php>

The drafts will remain at the Web url above until May 23. Between now and then, SALT hopes to receive additional suggestions from Extension faculty and staff. They can be submitted by clicking on comment options on the Web page, or by emailing or mailing comments to SALT's co-chairs.

When SALT delivers its report on June 7, the Extension Cabinet immediately will review the document and start discussing implementation.

2004 Extension Conference

Mark your calendar and plan to attend Extension's "compact" 2004 Conference, **Framing Our Future for Success!**, September 22 and 23 at the Alumni Center on the OSU campus. Our kick-off BBQ is the evening of September 21. Parking is free that week, a great bonus! Plan to attend. Below is an outline of activities during the conference.

Tuesday, September 21

6:00pm All Extension BBQ at Linn County Expo Center

Wednesday, September 22

9:00am Welcome

Plenary session

Noon Networking lunch

Classified Staff banquet lunch

OSUEA Poster Session Setup

1:00pm Concurrent "super seminars"

3:15pm Plenary session

5:30pm Adjourn

6:00pm Golf Tournament at Golf City (tentative)

Thursday, September 23

9:00am Concurrent sessions

11:30am Celebration Lunch with Cooperator Awards

2:00pm Skill Building Sessions for Classified Staff

2004 Extension Conference Planning Committee

Jay Rasmussen, Co-chair, Extension Sea Grant

Ron Hathaway, Co-chair, Klamath County

Deborah Maddy, Extension Administration

Janet Drollinger, Extension Administration

Steve Bowers, Lane County

Doug Hart, Curry County

Holly Berry, Marion County

Mike Gamroth, Extension Dairy Specialist

Peggy Harris, Extension Sea Grant

Marie Madison, Benton County

Extension Human Resources Unit WEB page

Have you visited the Extension Human Resources Unit web page? It is filled with helpful information on various HR topics. It includes links to the Employee Assistance Program, Hiring and Recruitment Tools, Faculty Handbook, Classified OPEU Collective Bargaining Agreement, Commonly requested Policies and Procedures, and State and Federal Benefit information. Please take time to explore the link and it will help answer many common questions. <http://extension.oregonstate.edu/esoc/hr/hr.php>

COUNTY NEWS UPDATES

FY2004 Year-End Trainings – sponsored by the Extension Fiscal Unit

May 4, 2004 – 9:30-noon – 307 Ballard Hall, Corvallis

May 11, 2004 – 9:30-noon – North Willamette Research & Extension Center

May 12, 2004 – TBA – Umatilla County Extension office, Pendleton

May 18, 2004 – TBA – Jefferson County Extension Office, Madras

PROGRAM NEWS UPDATES

4-H Hall of Fame

The Oregon State 4-H Program is establishing a State 4-H Hall of Fame. Every county, OSUEA 4-H, the State 4-H Leaders' Association, the 4-H Foundation and the State 4-H Office, are invited to submit nominations. Those selected will be inducted at a special recognition program this fall after the Extension Conference on Campus.

Nominations must be made through a county or one of the organizations listed above. They will not be accepted from individuals. We recommend that counties involve your County Leaders' Association in determining whom to nominate. We would like to induct a broad spectrum of individuals who have been involved with 4-H in Oregon over the last 100 years, from early pioneers to dedicated county agents, to long-time volunteers, to long-time supporters, to 4-H alumni who have created significant visibility for 4-H.

Our goal is to create a way to recognize significant contributions to 4-H, and to increase the visibility of 4-H at the community and state level. Hopefully this will be something that we will add to every year until the next century.

The Oregon Hall of Fame Committee will be made up of representatives of all the groups invited to submit nominations, plus several 4-H ambassadors. Committee members will be appointed by the State 4-H Leader.

For more information, contact Jim Rutledge at 541-737-2421 or jim.rutledge@oregonstate.edu

Department of Extension and Experiment Station Communications Update

The communications arm of the OSU Extension Service has made significant contributions in the last year in areas including educational publishing, online information distribution and telling the public about the impacts of Extension programs.

This happened despite a reduction since the beginning of the 2001-03 biennium of about 40 percent of the Extension FTE in Extension and Experiment Station Communications, department head Andy Duncan said during a recent report to Extension Cabinet.

Examples:

- The department's publishing specialists have put about 1,000 of more than 1,200 Extension publications online in some form. A more powerful educational materials database nearing completion will give Oregonians better access to Extension's educational materials.

- A multidisciplinary EESC team created a new main Web site for Extension. The site will be fine-tuned with input from faculty, staff and Extension clients and prospective clients and give Oregonians better access to information and establish a uniform Extension “brand.”
- EESC designed new Web “templates” (page designs) for county offices and program areas and trained about two-thirds of the county offices on how to install and maintain the pages with inexpensive software. Eventually this also will give Oregonians better access to information while contributing to a uniform Extension “brand.”
- An EESC “e-Commerce” team that made significant progress toward constructing an online store for Extension educational materials. Oregonians will be able to purchase materials online with a credit card.
- A steady flow of news releases from EESC has continued to lay a groundwork of public recognition of how Extension programs contribute to Oregonians and their communities.
- While continuing to work with educators on printed materials that address Oregonians’ needs, EESC also is collaborating with Extension educators to produce learning modules in new media. Examples include instructional videos on vineyard management streamed on the Web, a natural resources conservation DVD, and a new health-related instructional CD-ROM in English and Spanish, titled Diabetes Bingo/Lotería de Diabetes.
- Collaborating with the Extension Computing Technology Unit (ECTU) on a plan that will bolster day-to-day technical support for county Extension office Web sites.

THIS ‘N THAT

The **May 2004 OSU Extension Faculty & Staff Directory** is now available online through the Extension Administration WEB page. To access it, click on Staff Directory on the Extension Admin home page or <http://extension.oregonstate.edu/admin/book.php>. In order to reduce expenses, the directory will no longer be distributed via hard copy. The directory will be updated on a quarterly basis and is in a printable form with easy to follow copying instructions.

Direct Deposit for Reimbursements

Business Affairs and Central Computing are pleased to announce the implementation of online direct deposit authorization, where employees and students can now sign up for direct deposit for payroll and non-payroll payments online.

Direct deposit not only reduces processing cost, but it is the safest and fastest means for OSU to pay you. If you are already signed up for direct deposit for payroll, you do not need to sign up for payroll again, but you may want to consider signing up for non-payroll payments, if you have not already done so.

For more information, please go to OSU Online Services <<http://infosu.oregonstate.edu/>>. The navigations are:

Personal Information --> View or Update Direct Deposit Authorization or Employee -->
Pay Information --> View Direct Deposit

If you need help logging in to OSU Online Services contact IS Computer Consulting at (541) 737-3474

DATES TO REMEMBER

May 16-19, 2004	Natural Resource Extension Professionals Confer., Wheeling, WV
May 26, 2004 -	Hyslop Farm Field Day
June 7-12, 2004	Eastern Oregon Livestock Show in Union
June 8, 2004 -	Pendleton Field Day
June 9, 2004 -	Moro Field Day
June 15, 2004	28 th Annual Union County Crops & Conservation Tour
July 11-15, 2004	NACAA Conference - Orlando, FL
September 14-19, 2004	Epsilon Sigma Phi Conference - Quad Cities, IL
September 22-24, 2004	Extension Conference
October 3-6, 2004	NEAFCS Conference - Nashville, TN
October 31-Nov 4, 2004	NAE4HA Conference - Oklahoma City, OK
November 16-17, 2004 -	Extension Staff Chair/Department Head Leadership meeting

2004 OSU Alumni Events

June 27th - The Dalles/Maryhill Museum
July 12th – Bend
July 13th – Klamath Falls – Picnic at Experiment Station office
July 14th – Medford – Picnic at Extension & Experiment Station office
July 24th - Corvallis picnic
August 9 - Ashland/Shakespeare event
TBD – Newport

AWARDS

Congratulations goes to the following faculty, staff, volunteers and clientele who have recently received awards of recognition.

Dan Edge, Fish & Wildlife Department head has been confirmed as a new member of the Oregon Fish & Wildlife Commission.

GRANTS AND GIFTS

Beverly Hobbs, 4-H Youth Development, received a Meyer Memorial Trust grant for \$187,122. The award will be used to further expand the efforts of the 4-H Oregon Outreach Project. Under this grant bilingual/bicultural 4-H program assistant positions will be supported in Polk, Wasco, and Yamhill counties. The program assistants will work with local Latino community members to increase the engagement of Latino youth in 4-H.

The **4-H Youth Tech Wizards Club**, Washington County received a donation from Hewlett-Packard Co. of a portable lab consisting of 13 HP laptop computers valued at \$38,000. The equipment will be used in 4-H computer technology camps and after school club activities for Latino youths in Benton, Marion, Polk, Yamhill and Washington counties.

SAVE THE DATES FOR GRANT WRITING TRAININGS

In cooperation with Peggy Lowry, Director of OSU's Sponsored Research office, OSUES will be offering at least two off-campus grant writing seminars this summer. One session will be held at **NWREC** near Aurora on **August 24th** from 8:30 a.m. to 3:30 p.m. The second is scheduled for **September 2nd** from 8:30 a.m. to 3:30 p.m. in **Bend** at Cascade Campus. We are still working on a third date for Eastern Oregon. The sessions will cover basic proposal preparation and submission, budgeting, and shared experiences from OSUES faculty. Maximum enrollment will be 25 participants at each site. A minimal fee of \$15 will be charged to cover lunch and materials. Watch electronic mail for more details and enrollment information.

SPRING 2004 WORKSHOPS : Contact Toshie Gordon to register (737-9525, or toshie.Gordon@oregonstate.edu)

Budget Basics is a step-by-step primer on how to prepare a proposal budget. Each of the major line items in a typical budget will be discussed in detail as well as important topics such as cost sharing and allowability of costs. The workshop will feature pointers on how to get a proposal approved by Sponsored Programs quickly and efficiently. This workshop is offered at least twice per academic year and is being offered for the 3rd time this year.

Length: 1.0 hour

Date: April 27, 2004

Time: 2-3 p.m.

Location: MU 213

National Science Foundation Fastlane Training will offer hands-on experience creating a proposal in Fastlane. Attendees will utilize their own Fastlane account to learn how to perform such functions as preparing a budget, uploading a project narrative and applying for a no-cost extension. This workshop is being offered for the second time this academic year, but for the first time in a computer lab setting, allowing attendees to experience Fastlane from a computer terminal. If you are not currently registered for NSF Fastlane, please contact Sponsored Programs prior to registering for the workshop.

Length: 1.5 hours

Date: May 24, 2004

Time: 10:30 – 12 a.m.

Location: Autzen Classroom in the Valley Library

Institutional Animal Care and Use Committee (IACUC) informational session will

provide an overview of policies to animal care and use in research and teaching at OSU. This will prepare participants for the use of animals in projects. It will cover some of the university and federal policies and procedures, as well as responsibilities of the PI. Included: the types of projects that need IACUC approval; the application process and timelines; important animal welfare questions to address in a proposal; annual renewals and amendments to approved projects; educational requirements; and enrollment in the Animal Handlers Occupational Health and Safety program.

Length: 1.0 hour

Date: May 21, 2004

Time: 11 – 12 a.m.

Location: MU 213

Locating Funding through On-Line Databases

This hands-on workshop presents an overview of funding opportunity databases and how to utilize such a database to identify sponsors for your research, instructional, or scholarly activity. Areas covered include database content, searching techniques, and establishing E-mail alerts. Participants will have the opportunity to practice creating their own funding search and reviewing their results.

Length: 1.0 hour

Date: May 18, 2004

Time: 3 – 4 pm

Location: Autzen Classroom in the Valley Library

University Research Administrators Networking Group

These meetings facilitate communication and networking between departmental, college and central research administrators. Meetings are open to all and advertised through the URANG listserv.

Cost Sharing Management:

These two meetings will view and discuss a video conference tape on the topic of Cost Sharing Management. When an institution makes a commitment to share in the costs of a sponsored project it assumes an obligation to the sponsor and accepts certain responsibilities for tracking and reporting cost sharing expenditures. This program will discuss the various aspects of cost sharing, from proposal to award and through the project closeout. The session will also discuss the expectations of the project sponsor regarding the documentation and reporting of cost sharing commitments and will describe the cost sharing policy of the National Science Foundation (NSF). The presenters will describe several institutional systems for tracking cost sharing expenditures. (The video conference was offered through the National Council of University Research Administrators.)

Part I

Date: April 26, 2004
Time: 10-12 a.m.
Location: MU 213

Part II

Date: May 10, 2004
Time: 1-3 p.m.
Location: MU 213

Research Records Management:

These two meetings will view and discuss a video conference tape on the topic of Research Records Management. Does your institution have a clearly delineated policy regarding ownership or retention of research records? What should your policy include and why? This broadcast reviews the basics and then tackles the tough issues facing many institutions. How do we deal with new forms of records or even research materials (electronic data sets and cell lines, for example)? How are records stored and who pays the cost? How can we work with faculty to bring about an understanding of the importance of maintaining records? And finally, what happens to the records when your faculty member moves to another institution? (The video conference was offered through the National Council of University Research Administrators.)

Part I

Date: May 20, 2004
Time: 3-5 p.m.
Location: MU 213

Part II

Date: June 2, 2004
Time: 9-11 a.m.
Location: MU 211

RECRUITMENT UPDATES

#018-973A Extension Faculty, Family and Community Development Jefferson County, Warm Springs Indian Reservation

Committee Chair – Clint Jacks

Candidate Selected: Emilee Hugie, Start date July 1, 2004

Status: Pending new hire paperwork

#018-874A Extension Faculty, Staff Chair (60%) and Program Leadership for Nutrition Education (40%)

Lane County (Eugene)

Committee Chair: Deborah Maddy

Candidate Selected: Charlotte Riersgard, Start date July 1, 2004
Status: Pending new hire paperwork

**#018-976A Extension Faculty, Sea Grant Watershed Health Agent
Clackamas County (Oregon City)**

Committee Chair: John Faudskar
Candidate Selected: Sam Chan, Start date: June 7, 2004
Status: Pending new hire paperwork

**#018-980 Extension Faculty, Sea Grant Marine Education and Learning Specialist
HMSC**

Committee Chair – Jon Luke
Candidate selected: Shawn Rowe, Start date May 15, 2004
Status: Completed

**#018-985 Extension Faculty, 4-H Youth,
Jefferson County - Warm Springs Indian Reservation**

Committee Chair – Clint Jacks
Candidate Selected: Kimberly Woolston, Start date May 15, 2004
Status: Pending new hire paperwork

**#018-986 Extension Faculty Home Horticulture/Small Farms (.50 FTE)
Josephine County**

Committee Chair – Mary Dunn
Candidate selected: Start date June 1, 2004
Status: Pending signed letter of offer and New Hire paperwork

**#018-988 Extension Faculty, Agriculture (.75) and 4-H Youth Development (.25)
Jefferson County - Warm Springs Indian Reservation**

Committee Chair: Clint Jacks
Candidate Selected:
Status: Pending - Committee has interviewed and made a recommendation

**#018-989 Extension Faculty 4-H Youth BIT
Deschutes County (Redmond, OR)**

Committee Chair: Dana Martin
Candidate Selected:
Status: Interviews May 13, 2004

**#018-990 Extension Faculty, 4-H Youth Development, Livestock and Staff Chair
Wheeler County (Fossil)**

Committee Chair: Jim Rutledge
Candidate Selected:
Status: Pending – Committee has interviewed and made a recommendation

**#018-991 Extension Faculty, Sea Grant Seafood Technology/Fisheries
Clatsop County – Seafood laboratory (Astoria)**

Committee Chair: Ed Kolbe

Candidate Selected:

Status: Committee Screening files May 7, 2004

**#018-992 Extension Sea Grant Fisheries and Seafood
Lincoln County (Newport)**

Committee Chair: Paul Heikkila

Candidate Selected:

Status: Pending – Screening date set for May 27th, 2004

**#018-993 Extension Faculty, 4-H Youth BIT
Jackson County (Central Point, OR)**

Committee Chair: Phil VanBuskirk

Candidate Selected:

Status: No Screening date set

Pending – 4H Program Leader

Committee Chair: Anne Manlove

The Committee has met and are in the process of developing position description.

NEW HIRES

Nick David, Research Manager, Hermiston Ag Research & Extension Center

Stacy Gieck, Lab Manager, Hermiston Ag Research & Extension Center

SABATTICALS

Garry Stephenson, Benton/Linn Counties – May 6, 2004-September 6, 2004

RETIREMENTS, RESIGNATIONS & TERMINATIONS

Donald Hansen, -Extension Veterinarian, retirement, 4/30/04

Roxann Hansey-Emmons, Lane County, 4/30/04

WITHIN EXTENSION

Retiree News

It is very apparent that as the years go by and people come and go, there is a treasure of rich historical information about the OSU Extension Service that is being lost. The office of the Dean and Director would like to capture some of this organizational memory and to do so needs the help of our retirees. A survey was recently sent to OSU Extension retirees asking them information about their careers with the organization. The information will be used as historical documentation of the people and significant projects that have been accomplished over the years. If you did not receive a copy of the survey or know of someone who would like to receive it, please contact Janet Drollinger at 541-737-1384 or janet.drollinger@oregonstate.edu.

Mark your calendars!

The All Extension BBQ will be the evening of September 21st at the Linn County Fairgrounds. Look for more details in the coming months!!

ON THE HOME FRONT

Births

Joan Pfaff , Umatilla County, welcomed grandbaby #9 on tax day, April 15. Nathan Riley Pfaff weighed in at 9 lbs, 13 oz.

Liz Canizales, Lane County, has a new granddaughter, Bethany, born 3-21-04 to her daughter Juli. She weighed 6lbs 2oz and 19 inches long. Although she was 4 weeks early, all is going well.

Deaths

Our sympathy to:

Mary Dunn, Josephine County, on the death of her mother, Amelia D'Amore on April 20, 2004.

Do you know of something happening in your office that you'd like to share? Perhaps a birth of a son or daughter or grandchild? Recognitions received? Has someone in your office experienced a loss of a loved one? We'd like to hear from you. Although we are spread across the miles, it's important that we stay connected. Please help us do that.

Send any information you would like shared with the organization, to Janet Drollinger janet.drollinger@oregonstate.edu by the 25th of each month.