

Board Excellence

Information for Local K-State Research and Extension Board Members

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From the Associate Director ...

Partnership meetings reinforce the relationship between K-State Research and Extension and local board members in providing effective local programming.

Board members and agents may participate at any of the four locations:

- January 24, 2013, in Ottawa
- January 29, 2013, in Abilene
- January 30, 2013, in Scott City
- January 31, 2013, in Great Bend

Plan to participate and engage in dynamic discussion on topics related to relevant, sustainable, and valued programming.

State Extension Advisory Council (SEAC) members are elected during partnership meetings. With the opportunity to attend any of the meetings, it is important to receive nominations for area SEAC representatives before the meetings begin. A ballot will be prepared in advance so each 2013 board chair — or a representative — can vote at the meeting of their choice.

Those who have served as board chairs in 2011 or 2012, or have been elected for 2013, are eligible to be nominated. Send nominations to your area office no later than Monday, Jan. 7, 2013.

Additional information is available on the Board Leadership Website:

[“Call for Nominations for SEAC Elections”](#)

[“Opportunities, Roles, and Expectations for the State Extension Advisory Council”](#)

Thank you for giving serious consideration to SEAC nominations.

– Daryl Buchholz, dbuchhol@ksu.edu

Website Serves as Resource for Boards

The Board Leadership website provides information for board members as they become acquainted with their roles and with K-State Research and Extension. Learning modules, which guide members in their leadership roles, are featured on the site. Each module can be used as a short presentation at a board meeting or as an independent study. The modules include *Board Orientation*, *Organizational Meeting*, and *Recruiting Board Members*, along with a dozen other topics.

The Board Leadership website can be found at www.ksre.ksu.edu/boardleadership.

January Board Organizational Meeting

County extension boards hold joint board meetings in January, while districts hold theirs in July. During the organizational meeting the outgoing board conducts its final business, followed by the incoming board's organization process for the new year.

The Board Organizational Meeting module on the Board Leadership website includes a PowerPoint presentation and handouts to use in reviewing members' responsibilities.

To view, go to www.ksre.ksu.edu/boardleadership. Click on “Board Leadership Modules” in the purple box at the lower left of the screen.

District Candidate Filing Deadline Near

District extension board members are elected during the general county elections on the first Tuesday in April of odd-numbered years. The filing deadline for 2013 will be noon Tuesday, January 22.

Labor Laws and Local Extension Units

Office professionals and program assistants in local extension units are subject to the federal Fair Labor Standards Act which requires compensation for every hour worked. Both compensatory time (paid time off) or overtime are awarded at 1.5 hours for each hour over 40 worked in a workweek. Each local unit should have a policy requiring that overtime be pre-approved by the local unit director.

Extension agents are exempt from the federal Fair Labor Standards Act and do not get paid overtime or compensatory time for workweeks exceeding 40 hours. Their job responsibilities often occur outside regular office hours. They are generally expected to be on the job during office hours, and they have the opportunity to arrange their work schedules to achieve the responsibilities of the position as well as meet their personal and community responsibilities. The professional scheduling policy, which gives more details, can be viewed at:

http://www.ksre.ksu.edu/Employee_Resources/doc1584.ashx

Program Prioritization Survey in Progress

Local extension units are currently engaged in a statewide Program Prioritization Survey that will be valuable in determining program direction in coming years. The survey will help identify the relative importance Kansans place on current and potential extension programs. Program development committee members take the survey themselves, then identify local residents — including those from non-traditional audiences — to participate.

The survey will be completed by spring 2013, and results will be available to local units to use in program development.

Set Goals for Excellence at February Board Meeting

The February board meeting is a good time to set goals, using the Board Leadership Assessment as a guide. Boards review their goals at the end of the year, complete the assessment, and are recognized at Partnership Meetings.

The self-assessment is available on the Board Leadership website at: www.ksre.ksu.edu/boardleadership.

Click on “Excellence in Board Leadership Assessment” in the purple box at the lower left of the screen.

K-STATE
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Focus on Outcomes

K-State Research and Extension collaborates with the Kansas Department for Aging and Disability Services on the [Senior Health Insurance Counseling for Kansas \(SHICK\)](#) program.

The SHICK program educates and assists older Kansans in making informed decisions about their health insurance choices. Agents and volunteers are trained and certified as SHICK counselors to educate the participants in making health-care decisions.

In 2011, SHICK-certified K-State Research and Extension staff members and volunteers educated 6,243 Medicare beneficiaries about comparing insurance plans and evaluating their coverage.

The following benefits resulted:

- 3,642 Medicare Part D beneficiaries switched to more cost-effective plans.
- Premium costs for those counseled decreased an average \$832.
- Kansas Medicare beneficiaries saved a total of more than \$3 million.