

Statewide Staff Meeting

September 18th, 2017

Areas Represented

Beaver
Box Elder
Cache
Davis
Garfield
Iron
Juab
Kane
Millard
Piute
Salt Lake
San Juan
Sanpete
Summit
Tooele
Utah
Wasatch
Washington
Weber
Social Media
State Office

From Telling to Teaching Reminder -- Casey

Each of you should have received a copy of the book, "From Telling to Teaching." This is just a reminder that each of you need to have the book read by annual conference. Our NEA Trainers will be doing a presentation on this book. It's a short read, so go ahead and read that, you can do that on work hours.

CREATE Kits -- Casey

Each of you will be receiving a tote full of supplies at annual conference. This kit will include most of the materials that you need to teach the new CREATE curriculum (blender, hot plate, etc.). Please take this into consideration when traveling, so you have room for a tote for each NEA.

End of Year Finances - Heidi & Rachel

The end of our fiscal year is coming up at the end of this month, which means that our grant for this year will be closing. Because of this, there is a transition time as one account closes and the next opens. So, **please do not use your P-cards from Sept 26th – Oct 6th**. All purchases for this fiscal year need to be made by Sept 25th and the receipts uploaded immediately after. If a purchase happens after then, we cannot pay it. If you are traveling up to the 30th, **travel needs to be submitted before Oct 1st**.

Also, please make sure AggieTime is input on time for this time period.

Annual Conference Details and Reminders - Heidi

- Signing up for Conference includes more than just the hotel, it includes food, and helps us make sure NEAs and Supervisors are in compliance.
- Good pair of shoes that you can move in.
- Moveable clothing, we will be active. Athleisure.
- Sweatshirt, blankets – it's always cold in a conference room.
- Nice dress on Thursday – legislative people will be there (business casual).
- Traveling & per diem (year end travel must be submitted October 1st), (Travel to conference will also cover evening meals, USU pays \$15 the first day evening meal, \$20 the second. You will not be turning in receipts for the meals, this is just what will be paid to you in your travel authorization).
- Pre-conference & regular conference (Latino pre-conference is October 2nd, Carrie Durward is doing a Kroger Study training – LaCee reached out to those involved on October 3rd at 10 a.m.)
- Speed greeting with the state office (registration – get to know us)

- Bring your iPads.
- Read from telling to teaching.
- Did you order the supplies you need?
- We won't be doing new shirts this year.
- P-Card purchases ---- last purchase date is September 25th. Attach receipts immediately.
- You will be getting kits and cooking tools for teaching.
- Spouses, Friends, and Kids ARE NOT allowed to eat at Food \$ense conferences- it is not an allowed expense.

Per Diem Explanation for Conference -- Gayla

Breakfast and lunch will be provided each day at the conference. For dinners, we are allowing each of you a per diem (allowance) to be able to eat dinner at any of the surrounding restaurants or grocery stores. This per diem will be deposited into your personal checking account, and available to use as you wish. Below are details on the different amounts, as there are **three** different sets of rules for the NEAs.

Option #1: If you are attending the Latino pre-conference and/or arriving Monday night, October 2, you will be eligible for:

October 2 – per diem at the partial rate of \$15.52

October 3 – per diem at the full rate of \$20.70

October 4 – per diem at the full rate of \$20.70

October 5 – per diem at the partial rate of \$15.52, **ONLY IF** your time of arrival at home is after 8:00 pm

Option #2: If you are arriving on Tuesday:

October 3 – per diem at the partial rate of \$15.52

October 4 – per diem at the full rate of \$20.70

October 5 – per diem at the partial rate of \$15.52, **ONLY IF** your time of arrival at home is after 8:00 pm

Option #3:

If you live in Weber, Davis, Salt Lake or Utah Counties, and are NOT staying at the hotel during the conference:

According to University Policy: ["In this situation the travelers who return home each night would not be eligible for any reimbursement other than mileage."](#) (as per Elizabeth Monaco, USU Travel Office Coordinator, Tuesday, September 19, 2017)

Please remember that County Supervisors are responsible for providing their own travel to the conference – the mileage and per diem options apply only to the NEAs.

PEARS End of Year Instructions -- Kim

September 30th is the final day to conduct program activities for the 2016-2017 reporting period. If you are conducting a program series that spans multiple reporting periods you will need to enter a separate program activity for each fiscal year.

October 1st is the final day to input your 2016-2017 data into PEARS.

Any date you have from October 1 – October 10 should be entered on **October 10th, not before that time**. This is when we will switch the system to the 2017-2018 reporting period.

These deadlines were chosen by the PEARS advisory committee to benefit the largest number of users.

Google Calendar -- LaCee

Just a reminder for those counties who haven't started using yet, please start using it, as it is required by our funders. In certain counties, staff assistants help with keeping these updated, so consider that as an option if you are having troubles keeping yours updated.

Raises Surveys -- Heidi

Thank you all for your patience as we have been debugging the surveys to determine raises. If you still haven't received your survey, or if the information is incorrect, please contact the state office

Next Meeting

Next Meeting

Annual Conference (Oct 3-5th) at the Hyatt Place, Farmington Station