

OKLAHOMA COOPERATIVE EXTENSION SERVICE

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During the past year, OCES has modified the on-line in-service training enrollment process in a variety of ways to enhance ease of enrollment and attendance. An automated email notification of enrollment was added to alert educators of enrollment acceptance and notification at 6 weeks, 4 weeks and 2 weeks prior to training sessions. On the staff development intranet site, the following items were developed and added:

1. Secretarial Guide
2. Secretary Directory – 2004
3. OCES Support Staff Appraisal and Development Form
4. OCES Support Staff/Program Assistant – Descriptors

A state wide 2-day secretary training conference was held for all 125 county, area and district clerical staff (a copy of the agenda is available by request). Topics for training included: outreach initiatives for OCES, appropriate use of computers, IFMAPS, postage/inventory updates, retirement, civil rights, developing Powerpoint presentations, health issues, telephone etiquette, benefits, office ergonomics, computer technology, dealing with crisis, accounting procedures & financial audits, stress management, and employee issues plus a motivational speaker and a fashion show. Also a tour highlighted the OSU gardens and there were plenty of opportunities to meet OSU support staff. New Educators' Orientation Training will be conducted October 13-15, 2004.

The Educational Leave Request Forms have been revised and will soon be available on-line. Policy and Procedure Guidelines are also being reviewed and will be made available on-line in the future.

OCES has experienced extreme budget problems during the past year. Many two educator counties downsized to 1 ½ educators sharing 50% FTE with another county with larger counties losing educators as well. Funds were provided by the State Legislators to restore funding so that all 77 counties could have at least 2 educators. Also, two early out retirements were offered to help with the budget crisis.

We look forward to brighter days and more dollars in the very near future at OCES.