Frequently Asked Questions
Extension Review and Extension Action Plan

UK Extension is committed to transparency and increased communication regarding the action plan process. These Frequently Asked Questions (FAQs) are being given you to help direct conversations you may have with staff, colleagues, or stakeholders. FAQs will be availability publically at
http://extension.ca.uky.edu/review-action-plan

Q1. What is the Extension Review?
A1. In late 2016, The College of Agriculture, Food and Environment was charged by the UK Provost to conduct a comprehensive review of the Cooperative Extension Service. The review followed a recurring budget cut of $2.6 million from Extension field programs and coincided with an audit of county operations by the university’s Internal Audit Division. Specifically, the review examined these areas.
• Organization - How Extension is structured, both administratively and at the county level;
• Financial Accountability - How Extension handles fiscal management of state and county funds;
• Programming - How Extension establishes programmatic priorities and delivers its programming;
• Communication, Marketing and External Relations - How Extension defines its return on investment, communicates its successes to stakeholders and disseminates information throughout the organization, e.g. programming, compliance, diversity, business practices, etc.
An initial draft of the Extension Review was shared on August 14, 2017. After collecting feedback from employees and others, the Review Committee revised some pieces and released a final action plan on December 12, 2017.

Q2. What is the Extension Action Plan?
A2. After the Extension Review was released, the recommendations were distilled into action items by College administration. These action items form the draft Action Plan. Some items have been completed, others are scheduled to be completed in 2018 and others are long term goals. The action plan is very much in development and still only in draft form.

Q3. What action has been taken on the Extension Action Plan?
A3. Several items from the Extension Action Plan have been addressed:
  o Hired Extension Director of Financial Operations (EDFO) – Chris Shotwell
  o Hired Regional Fiscal Compliance Officer – Ty Back
  ▪ Two more Regional Fiscal Compliance Officers are scheduled to be hired in 2018
  o Hired Extension Marketing Manager – Hayley Pierce
  o Programming for Kentucky Association of Counties in 2018 has been arranged
  o Needs Assessment Steering Committee Chairs have been selected – Lori Garkovich and Rick Maurer
  o Needs Assessment Steering Committee members have been selected –
    ▪ Ann Porter, State Extension Council
    ▪ Julie Brown, KAE4-HA
    ▪ Al Cross, UK School of Journalism and Media
    ▪ Nicole Gauthier, KASEP
    ▪ Drew Graham, College of Agriculture, Food and Environment
    ▪ Jill Harris, KAEFCS
Empowering Local Leaders Training for County Extension Councils across the state

Q4. What action items will be addressed next?
A4. The Needs Assessment Steering Committee began meeting in January. At least one additional Regional Fiscal Compliance Officers will be hired in 2018. A Conflict of Interest Disclosure Form is being developed and will be completed by all employees beginning in 2018.

Q5. Is the County Needs Assessment the same thing as Plan of Work?
A5. No. The Needs Assessment is an in-depth process that will look at the counties in a much deeper way than the typical four-year Plan of Work process. A steering committee has been assembled to determine how the Needs Assessments will be conducted.

Q6. When will the County Needs Assessment Steering committee finish its work?
A6. The County Needs Assessment Steering Committee began working in January 2018. They expect to finish in April 2018. Their recommendations will then be reviewed by Extension Administration.

Q7. When will we begin the County Needs Assessment process in my county?
A7. The County Needs Assessment process is still being developed. Once the process is in place, we should have a better idea of the timeline. However, this is a process that we would like to implement quickly across the state.