

## FEATURE Story



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### Get Fit with 4-H

Baker County has an adult obesity rate of 37% and an overall health ranking of 62 out of 67 counties. It is therefore imperative that youth develop healthy habits in order to maintain healthy lifestyles into adulthood. With financial assistance from a Wal-Mart Distribution grant, a special interest (SPIN) club called *Get Fit with 4-H* was conducted for a group of 19 youth and parents. Participants received a Garmin Vivofit activity tracker or Vtech tracker (depending on age), a water bottle, a food and physical activity journal and a food scale for each family.

Utilizing the *STEPS to a Healthy Teen* curriculum, the group met once a week and were encouraged to track their foods, water, and activity for six weeks. For the introduction, guest speaker Heather Janney, 4-H/FCS Agent, shared her healthy lifestyle change story. Group participants also received information on 'get healthy' apps and other tips for staying motivated. Additionally, a Pinterest account (<https://www.pinterest.com/bakercounty4h/>) was



*The Food Journal created by the agent allowed participants to track their food and calorie intake, identify when daily nutrition and exercise goals were met, and set exercise goals for the following day.*

created to share physical activities and example exercises, plus recipes and information for making healthy choices outside of meetings. At the meetings, the first portion was a physical activity and the second portion was an educational lesson. Physical activities included 30 minutes of walking, Barnyard yoga, and YouTube exercising videos designed for kids. Some of the educational activities included comparing of sugar content and caffeine in energy drinks, sodas and chocolate milk, identifying food deserts, discussing the

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May - July 2016

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needs of our community, and describing ways we could encourage healthy eating and physical activity among the residents of Baker County. During the final club meeting, families made their favorite healthy food and shared the recipe with the club.

The club focused on having a positive body image and healthy habits rather than weight loss. As a result of the SPIN club, youth learned how to set and meet goals related to daily water intake, daily minutes of physical activity needed, and making healthier food choices.



Both kids and parents participating in the Fitness Blender for Kids exercise (YouTube Video).

## From the DISTRICT DIRECTOR



**Eric Simonne**

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### Are you a good CEO for your program?

All the new initiatives in Florida Extension (strategic staffing, revenue enhancement, urban Extension, UF engagement, individual professional development plans, event budgets, County Extension Office strategic plans) make us take a business-like approach to managing our programs. **Many of these topics will be covered at the district meeting on May 11-12 at beautiful 4-H Camp at Cherry Lake.**

To best prepare for the meeting, review what you know about these initiatives and how you are incorporating them into the management of your program.



See you at Cherry Lake in Madison County on May 11-12!

- **You have questions?** Make a list, and don't leave without answers.
- **You have ideas?** Share them.
- **You see new faces?** Greet them, introduce yourself, and make new friends.

**Also, don't forget to register by May 2 at:**  
[https://www.eventbrite.com/e/ne-extension-district-faculty-staff-retreat-tickets24626797414?aff=utm\\_source%3Demail%26utm\\_medium%3Demail%26utm\\_campaign%3Dnew\\_event\\_email&utm\\_term=eventurl\\_text](https://www.eventbrite.com/e/ne-extension-district-faculty-staff-retreat-tickets24626797414?aff=utm_source%3Demail%26utm_medium%3Demail%26utm_campaign%3Dnew_event_email&utm_term=eventurl_text)



## DISTRICT Life



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### County Program Reviews are Rewarding

Just the thought of having a group of people come and examine your work is enough to send even the hardest of us into a panic. But – no worries, I promise you the process of a County Program Review is really rewarding in many ways. All of us know how important it is to set aside time to be reflective of your programming and make the important adjustments to meet the needs of your stakeholders and clientele. But who has the time? Well, for many of us,

we do not take or make the time unless we are forced to do it - in comes the County Program Review!

The underlying format of the review is a SWOT analysis – strengths and weaknesses (internal to the office) and opportunities and threats (external.). Preparation consists of the development of a booklet with all the programmatic information (county presentation and demographics; faculty bios and program description; advisory committees composition). During the face-to-face portion, each member of your team has an opportunity to present a 15-minute presentation followed by an in-depth hour session of your program area to the UF County Program Review team. Next, the review team spends an hour with your stakeholders and advisory committee members without your presence. No need for concern because we all know our stakeholders

are incredible advocates for our specific programs and the overall Extension mission. In the end, the review team gave us the much needed “good job” and tons of great ideas for our new strategic plans. After the face-to-face portion, the CED and the office faculty read and develop a plan of action based on the review team report.

Since the inception of this program, County Program Reviews were conducted in 10 out of the 17 counties in the NE District –in Gilchrist and Duval (2008), Clay (2009), Suwannee (2010), Baker (2011), Union (2012), Citrus (2013), Columbia (2014), Madison (2015) and Nassau (2016). So, if you are scheduled to be a part of the County Program Review next year – take a deep breath and ride the wave of enthusiasm you are sure to receive.

## SUCCESS Stories

### Dayspring Village Increases Menu Selection

**Denise Cox**

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I was nervous and excited when my Family Nutrition Program Supervisor suggested Dayspring Village as a possible adult education site. Dayspring Village is an Assisted Living Facility for adults with mental illness. This population was different from others to whom I have provided nutrition education. Although the residents have all of their meals prepared for them, they can purchase non-refrigerated and refrigerated snacks when they go out on shopping trips. My goal was to provide nutritional education that they could use on a daily basis. I used “Cooking Matters in



Your Community” as the main curriculum. All lessons included a taste sample for the residents. One day, the kitchen manager asked to speak with me. She informed me the residents were asking for menu changes such as whole wheat bread, brown rice, fresh vegetables and fruits as a result of my lessons. Even though the menu did include whole grains, vegetables and fruits, the residents began eating more of these healthy menu items and asking the kitchen to prepare some of the Cooking Matters recipes (Brown Rice Tabbouleh) they had sampled!

**UF IFAS Extension**  
UNIVERSITY of FLORIDA



## How Does the UNIVERSITY OF FLORIDA Work?

### Sick Leave Cash-Out Reminder

Beginning July 1, 2016, no payments for sick leave will be made for any type of separation from employment for TEAMS, USPS and faculty who are not part of the collective bargaining unit.

In 2011, the University Board of Trustees approved a number of leave changes affecting TEAMS and USPS employees as well as out-of-unit faculty, including the change to sick leave cash-out. Among the changes were the following:

- When terminating employment, eligible employees may receive a maximum 200 hours of unused vacation leave.
- The cap on accrued, unused vacation leave (prior to excess vacation leave being rolled to sick leave) for TEAMS and out-of-unit faculty will be 352 hours; the cap for USPS employees

remained unchanged at 240 hours.

- Upon separation from employment as a result of retirement or death on or before June 30, 2016, employees with 10 years of creditable service\* hired prior to April 1, 2010, will be paid for one-fourth of unused sick leave, up to a total of 480 hours.

The cost savings from this change in policy made funding available for 3 percent across-the-board salary increases in September 2011 for all eligible TEAMS and USPS employees as well as out-of-unit faculty. The salary increase was designed to offset the legislative change that required employees to contribute 3 percent of their salaries toward their retirement.

Faculty covered by the collective bargaining unit agreement hired prior to April 1, 2010, will continue to be cashed out for sick leave after June 30, 2016, in

accordance with UF's leave administration policy. Faculty and staff hired after April 1, 2010, are not eligible for sick leave cash-out.

**DROP participants** must terminate due to retirement to be cashed out for sick leave. Because DROP participant are active employees, sick leave is not cashed out if the employee has not terminated employment on or before June 30, 2016.

For more information, please visit the **Leave Administration** section of the HRS website. If you have questions please contact the Benefits Office at [benefits@ufl.edu](mailto:benefits@ufl.edu) or (352) 392-2477.

*\*Time spent on personal leaves of absence without pay does not count toward the requirement for 10 years of creditable service for purposes of sick leave cash-out.*



**Savanna Barry**

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### Got a job in Extension? It is time to plan for your retirement (No kidding!)

Planning for retirement is to take care of our future. If we do not do it for ourselves, who will? Thinking over long-term financial goals and making informed choices is the only way to meet today our retirement goals for tomorrow. But the constant onslaught of short-term demands causes us to postpone tasks that seem like they can wait -- retirement planning is one of them.

Several options are offered at the district meeting on May 11-12 to help you start or continue planning your retirement: meet a financial planner and get personalized help.

On Day 1 of the meeting, a short presentation about general retirement planning considerations will be offered. Throughout the rest of the meeting, financial advisors from TIAA-CREF, AXA Advisors, and Fidelity will be available for one-on-one 30-min appointments.

Please take advantage of this opportunity to invest in yourself by increasing your financial literacy and getting personalized help and advice - you will thank yourself down the road! Make an appointment today with Ben, Jeff or Wade to review your retirement

portfolio, discuss your goals, and help be sure you are on track to achieve them:

1. Ben Tyson with TIAA-CREF (sign-up link: <https://publictools.tiaa-cref.org/public/publictools/events/eventswelcome?eventId=1-43WDNXP> available times 11:30-4:30PM on May 11<sup>th</sup>)  
Jeff Hunt with AXA Advisors ([Jeffrey.Hunt@axa-advisors.com](mailto:Jeffrey.Hunt@axa-advisors.com) to sign up - available times 12-4:30PM on May 11<sup>th</sup> and 9:30AM-2:45PM on May 12<sup>th</sup>)
2. Wade Checketts with Fidelity (sign-up link: <http://www.fidelity.com/reserve>, available times 12-4:30PM on May 11<sup>th</sup> and 9:30AM-2:45PM on May 12<sup>th</sup>)

## Roaming INTERVIEW Section



**Jessica Cooper, a 4-H agent in Gilchrist County**

**Larry Figart**  
 UF/IFAS Extension Duval County  
 Forestry Agent  
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**The agents for this section are randomly selected, so be ready.**

**Where are you from/where did you grow up?** I am from Levy County and I grew up on a horse farm in the southeast corner of the county.

**How and when did you decide you wanted to be an Extension Agent?** Between my Junior and Senior year at UF, I was able to be in an internship with Cindy Sanders in Alachua County. Extension was an easy choice for me because I had a passion for teaching and agriculture, and extension combined the two.

**What are your hobbies?** I like horseback riding, crossfit, kayaking, and working outside. Oh....I like fishing too.

**State something about yourself that most people don't know about you?** Nobody ever guesses that I am the youngest of my siblings because I am actually the most responsible. I also married my high school sweetheart.

**If you won the lottery tomorrow, what would you do/how would you spend your time?** It depends on how much I won!! I think I would still work. I would buy land in Gilchrist County, enough

for a working ranch. I would buy a boat and a new truck.

**Where did you go on your last vacation?** I went to Jasper Indiana to visit my sister and family. We went hiking and explored the outdoors. We went through rolling hills and saw some waterfalls.

**What was the last book you read?** Nothing all the way through lately. I read the Bible frequently. I also read a lot of Agriculture and livestock journals.

**What is the weirdest question you had to answer as an extension agent?** I have a few. Probably the weirdest was a lady called today to ask how to prepare an armadillo. I have also been asked if you can feed cows brewers grains such as possessed barley after it has been used in a brewery. They were concerned that the cows would get intoxicated.

**Do you play a musical instrument?** I am not talented at all so I play the radio. However, there is a Gilchrist County Guitar Club and they have been trying to give me lessons. I have learned two chords so far.

**What is the most exciting place you have ever visited?** Eleuthera in the Bahamas for a mission trip. I was working to repair roofs. Eleuthera is so narrow that while on the rooftops I was able to see the Caribbean one side and the Atlantic Ocean on the other. It was beautiful.

## PROFESSIONAL Development



**Eric Simonne**  
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### Professional development opportunities for Extension Agents

#### LEAD IFAS: A leadership development opportunity

The IFAS Leadership Enhancement and Administrative Development (LEAD IFAS) program began in April 2000 as the premier leadership development program for current and future members of the IFAS administrative team. Eight cohorts consisting of 192 IFAS faculty and staff have completed the program, which consists of three 3-day sessions over a 2 year period.

Topics include personal leadership assessment and development, human resources, and organizational leadership. The program targets newly appointed IFAS administrators and unit leaders, as well as faculty and staff who have expressed an interest in future leadership and administrative roles.

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Professional development opportunities for Extension Agents...continued from previous page

The IFAS Senior Vice President's office covers lodging, meal, and materials expenses. The only cost to the NE District is transportation to and from the three sessions held in Haines City.

Past NE Extension district graduates include Katherine Allen (Cohort I, 2001-2002); Tim Wilson (Cohort VI, 2011-2012); Stephanie Toelle, Dr. Mike Davis and Basil Bactwar (Cohort VII; 2012-2013); Chris DeCubellis, Amy Morie, Andy Toelle and Ben Beach

(Cohort VIII - 2014-2015). Please join me in congratulating Erin Harlow, Dr. Debbie Nistler, Carree Musgrove, and Dr. Cindy Sanders for joining Cohort IX in 2016-2017.

### The UF Academy: Another Leadership Development Opportunity

The UF Academy was created for emerging leaders at UF. It is designed for exempt employees up to and including the director level, as well

as interested faculty - this includes CEDs and all Extension agents! The UF Academy prepares employees for higher-level responsibilities at the University of Florida. Participation fee is \$500.

Please explore the [Leadership Development](http://hr.ufl.edu/learn-grow/leadership-development/uf-academy/) section of the HRS website below to learn more about these programs: <http://hr.ufl.edu/learn-grow/leadership-development/uf-academy/>

## TEACHING Tips



**Dr. Alexa Lamm**

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### Judging versus Perceiving

#### Last in a series of Four: Teaching to Different Personality Types

In previous articles, we discussed that whether or not you're sitting in a conference room or out in the field, an extension program participant's interests and ways of learning directly affect how he or she takes in and processes information. Therefore, we need to consider different teaching approaches based on the needs of who is sitting in the room. While we don't always know the personality type of our learners based on inventories, such as the Myers Brigg Type Inventory or MBTI, we can assume that we have a variety of types in the room every time we present information. Therefore, ensuring our approaches are applicable to all types of learners can assist in knowledge and skill transfer and hopefully inspire our

participants to take and implement what we are teaching.

Previously, we discussed extraverts/introverts, sensing/intuitive, and feeling/thinking types and their associated needs. In this article, we will discuss people with a judging versus perceiving personality type, which describes our attitude toward the external world and how we orient ourselves to it. Learners who prefer judging type like the world to be organized and orderly. They tend to look at the world around them and see a series of decisions that need to be made. Most typically someone who has a judging type will have a very organized office and/or home and will always be on time (if not early) to an event. Learners exhibiting a judging personality type will want a detailed agenda noting when things are happening and where, they will want an organized reading or resource list and will likely ask you where to go for more information. You can make your programs appealing to these learners by having that information readily available.

On the other hand, learners who prefer perceiving want to experience the world, rather than organize it. They

look at the world and see options that need to be explored. They like a spontaneous approach to everything they do and that includes learning. These individuals will often ask questions that will take your program off course to explore new ideas. While you need to be sure you accommodate this need and are flexible in your teaching style, be aware that if you allow your program to dramatically change course and don't reach your established objectives, you will lose the judging type learners in the room in the process. To ensure perceiving learners are engaged, offer them opportunities to be spontaneous. Let them choose from a selection of activities and engage them in complex learning that is not strictly defined. Allow for the discussion of open-ended questions where there may not be a right or wrong answer.

Remember, as educators, we tend to rely heavily on our own preferences and style when developing programs. By keeping in mind that you have both judging and perceiving type learners, and making programmatic choices based upon that knowledge, you can make even more impact with your extension programs.

# LEADERSHIP Development



**Brad Burbaugh**

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## Leadership and Management: What's the Difference?

As extension agents we are often tasked with both leading and managing our programs, priorities, offices, volunteers, and staff. While it is important to plan and manage our time, organize volunteers/staff, and solve immediate problems, it is equally important to communicate our vision for the future, align people to accomplish collective goals, and motivate others join us. The previous description illustrates the vital function that both leadership and management play in the success of a team or organization.

The terms leadership and management are often used as synonyms, but they

**Table 1. A Comparison of Management and Leadership Competencies.**

Management Produces Order & Consistency	Leadership Produces Change & Movement
<ul style="list-style-type: none"> <li>• Planning and Budgeting</li> <li>• Establishing agendas</li> <li>• Setting timetables</li> <li>• Allocating resources</li> </ul>	<ul style="list-style-type: none"> <li>• Establishing Direction</li> <li>• Creating a vision</li> <li>• Clarifying the big picture</li> <li>• Setting strategies</li> </ul>
<ul style="list-style-type: none"> <li>• Organizing and Staffing</li> <li>• Provide structure</li> <li>• Making job placements</li> <li>• Establishing rules and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Aligning People</li> <li>• Communicating goals</li> <li>• Seeking commitment</li> <li>• Building teams and coalitions</li> </ul>
<ul style="list-style-type: none"> <li>• Controlling and Problem Solving</li> <li>• Developing incentives</li> <li>• Generating creative solutions</li> <li>• Taking corrective action</li> </ul>	<ul style="list-style-type: none"> <li>• Motivating and Inspiring</li> <li>• Inspiring and energize</li> <li>• Empowering subordinates</li> <li>• Satisfying unmet needs</li> </ul>

Source: Northouse, 2007, p. 10.

both require radically different skill sets. For example, the skills needed to produce change and movement (i.e., leadership) in an organization are different from the skills needed to produce order and consistency (i.e., management). The most successful leaders are able to balance the task and people behaviors needed to produce results. Balancing these two approaches is difficult because we prefer, and are often better, at one set of behaviors.

I have contrasted the roles and responsibilities of leaders and managers using Table 1, which was adapted from Northouse (2007). Using this table as a guide, I would encourage one to answer the following question: do I spend more time leading or managing?

My guess is that you probably spend more time managing, and you are not alone. John Kotter, a Harvard management professor and author, contends that the majority of organizations are over managed and under led. The problem with over managing is that leaders who do too much managing often lose sight of the bigger picture. You don't have to stop managing completely to lead effectively, but you do have to devote time to communicating your vision and laying the foundation for the future success of your team or organization. Your local strategic plan is an important first step in developing a shared vision, collective goals, and commitment from your team at the county level.

## Avoid the “got-ya!” questions on wicked issues – like water by answering “what do you mean?”

*A word of wisdom – From UF/IFAS Extension Dean Emeritus John Woeste*

Water issues becoming increasingly political and high profile in Florida, state and county faculty are going to encounter several “trap questions”. One of them may be “do you support – say- the beef cattle industry, the strawberry growers, the poultry farmers or some specific group?” While stated as such the question calls for a “yes” or “no” answer, county faculty’s first answer should be neither of these.

Instead, county faculty’s answer must be “what do you mean by support?” If the question equates “support” to “advocacy or promotion”, the answer is “NO, Extension does not support any one or any group in particular”. If the question equates support to “assisting individuals or groups with the best research information and available industry best practices”, the answer is “yes, and it applies to any individual or

group seeking University information or assistance”. Unfortunately, certain interests use such questions to elicit frequent “yes” responses to such questions to “prove” the University and Extension is biased.



## Farewell e-mail to UF/IFAS Extension

Remember, there are only **TWO** things you truly need to be successful and appreciated by the people we serve in Extension.

**ONE IS THE ABILITY TO GET ALONG WITH AND ENJOY PEOPLE.  
TWO IS WHEN THEY SEEK ANSWERS, FIND THEM FOR THEM.**

The other thing I want you to remember is that sometimes you have to shake the tree to get the fruit you and your clientele deserve from this organization.



*- Patrick J. Hogue, CED/Livestock Agent,  
UF/IFAS Extension Okeechobee County*

**UF/IFAS EXTENSION** Northeast District Offices – Find your local office at <http://solutionsforyourlife.ufl.edu/map/>

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