

**2016-2018 Panhandle District Committees
Roles and Responsibilities
(Admin coach for committee designated by parenthesis)**

Arboretum – Manage sustainable and resource efficient landscapes at PHREC (Jim)

- Annually review landscape plans for grounds at the Panhandle Center
 - work closely with groundskeepers/facilities on maintenance and upkeep
 - generate projects, such as “adopt an area” - include Master Gardeners
 - organize educational group activities (e.g. area school field trips) – include Master Gardeners

Awards – Recognize our people for noteworthy achievements (Jack)

- Promote award opportunities for faculty and staff, identify individuals to lead nomination efforts
- Seek nominations for candidates for the annual Panhandle Service to Agriculture and Service to Extension Awards, assure ballot is sent for specialists & educators to vote on recipients
- Identify potential nominees for the Nebraska Hall of Ag Achievement membership and honorees, recruit current members to complete the necessary nomination form
- Access current CV and pertinent award and employee information in cooperation with Sharon

Center and District Relations (Internal Clientele) – Promote pride, purpose, collegiality and celebration throughout the District (Jim)

- Organize social events at the Panhandle Research & Extension Center – invite counties and retirees to major events
 - annual family picnic, holiday party, etc. – recruit assistance as needed
- Plan events to recognize newcomers, farewells, retirees (Center and county based), and UNL service awards
- Help notify Sharon when cards are appropriate to send

Community Engagement (External Clientele) – Make and keep our communities aware of our activities and our people (Jack)

- Identify leadership for Adopt-A-School and other community projects, charity donations, etc.
- Identify and coordinate effective educational and public relations events for the Panhandle Center/District, i.e., Harvests Festival, KNEB Farm Show, etc.
 - Recruit others to be involved – everybody in the District should be involved in 1 or more community engagement events each year.

County Promotion (Assigned by RED/ARED) – Promote excellence in our people (Jim)

- Evaluate promotion files for Extension Educators according to IANR policies
- Review Activity Insight Reports to assist with the progress toward promotion for Educators and Extension Assistants
 - RED/ARED will assign a mentor with at least five years’ experience to new hires

District Conferences – Organize engaging events to provide tools and training for success (Jack)

- Plan District events such as District Conferences to include program development activities, professional development activities, technological needs, and interaction with research
 - Review the direction and focus of Extension programming, District/Statewide to sustain a proactive strategy
 - Interact with the Research Committee to assess our effectiveness in transforming research information to the public

HPAL Committee – Facilitate and engage ideas around dryland systems (Jack)

- Recruit and maintain a vibrant HPAL Advisory Committee
- Facilitate research & Extension agenda for HPAL in combination with the HPAL Advisory Committee
- Plan and deliver an effective educational and public relations program for HPAL Field Days

Library/Exhibits – Collecting knowledge and displaying Panhandle culture (Jim)

- Approve acquisitions and dissemination of materials/information for the D.A. Murphy Library
- Coordinate exhibits and displays for the Elliott Building – i.e., artwork, display case, awards, research posters, professional society recognition, staff photo directories

RED/ARED Advisory – Keep RED/ARED on track (nominated and elected by Specialists, Educators and Staff)

Committee will consist of 2 Specialists, 2 Educators, 1 Ext. Assistant, 1 PHREC Staff
Clear goals of the RED/ARED will be provided annually to this committee

- Bring issues from the faculty and staff to the attention of the RED/ARED
- Communicate concerns of committee and RED/ARED to the faculty and staff
- Review the Panhandle District Capital Construction Plan input provided by the Research Committee to help provide a prioritized list of projects for consideration by the RED/ARED

Research – Assure adequate resources for quality research outputs (Jack)

- Identify statistical procedures and needs for Panhandle scientists and technicians, and coordinate annual educational or consulting efforts
- Identify technology and professional development needs relative to our research mission
- Revise, as necessary, the SOP manual for PHREC research areas and advise RED/ARED on needed actions
- Coordinate monthly seminar series to provide educational opportunities for faculty, staff and community

Safety – Provide training and protocols for a safe workplace (Jim)

- Coordinate safety training for new and summer/temporary employees, provide guidelines for handling emergencies or injuries
- Provide tornado, fire, active shooter protocols to all employees – arrange for periodic emergency drills
- Arrange for trainings, such as first aid, CPR, shipping with dry ice, etc.
- Provide a conduit to the RED/ARED for employees to report safety concerns and issues throughout the building or in the fields