



# COORDINATOR

news

Dear Colleague

Welcome to the 2022-23 program year! This year feels new and exciting as we have crested the mountain of challenges presented by Covid-19, having grown and adjusted in many unexpected ways. As of this program year, we are no longer offering Covid-19 exception hours and will deactivate the project category as an option in VMS. Thank you all for the work you have put into maintaining engagement, reinvigorating projects, and developing new opportunities for volunteers. Your efforts resulted in strong numbers and continued commitment to our mission and community. Thank you!

This summer has presented many great reasons to celebrate members of the UC Master Gardener community including STAR awardees, retirees, and new faces. Please join me in wishing Alexa Hendricks (Ventura) and Danica Taber (Santa Barbara) well as they have concluded their time as UC Master Gardener coordinators and transitioned to new opportunities. We're grateful for the program growth each of these talented professionals contributed to!



Sincerely,



## UC Master Gardener 5-Year Program Review

All of you and many of your volunteers have received requests for information in the form of interviews and surveys to inform the review of the UC Master Gardener Program. Thank you for being a partner with us as we work collectively to provide the appointed review committee the information they need to complete their task. The purpose of the review is to evaluate the performance of the UC Master Gardener Program and make

recommendations concerning our future mission, goals, and structure. Special thanks to our own Janet Hartin (Area Environmental Horticulture Advisor in Los Angeles, Riverside and San Bernardino) for her work to chair the committee and lead this important effort.

August marks the one-year point from the start of our program review and is the projected month for us to receive deliverables. This month the committee expects to finalize their report and provide findings and recommendations to both Missy and [UC ANR Program Council](#). We'll continue to share information and next steps with you.



## Diversity Equity and Inclusion Opportunities

Improving Diversity, Equity, and Inclusion in Cooperative Extension continues to be a goal for the UC Master Gardener Program. To truly achieve our mission we must peruse educational opportunities that help build skills in these areas. There are several upcoming opportunities for employees to do just that. UC Agriculture and Natural Resources has a list of resources available to staff around diversity, equity and inclusion. [UC Davis Learning and Development](#) is offering employees a series of [online, cross-cultural competency classes](#)



## Photography



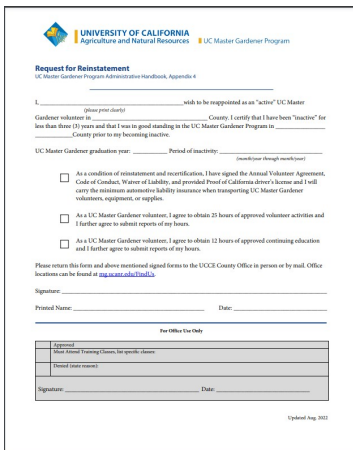
## New! Copyright and Image Use Resources

As both creators and users of images, presentations, videos, and illustrations it is important that we understand how to responsibly use them under US copyright law. The [Copyright and FAQ Presentation](#) recently released was designed to help coordinators and UC Master Gardener volunteers navigate how to use images and other digital assets while following UC policy.

### Additional Resources:

- [Coordinator resources](#) (restricted page)
- [UC ANR Copyright Policy](#)
- [UC Copyright](#)

## Policy Reminder: Appendix 4 - Request for Reinstatement Form



The image shows a 'Request for Reinstatement' form from the University of California Agriculture and Natural Resources, UC Master Gardener Program. The form is titled 'Request for Reinstatement' and is part of the UC Master Gardener Program Administrative Handbook, Appendix 4. It includes fields for the volunteer's name, county, and graduation year. There are three checkboxes for conditions of reinstatement: 1) signing the Annual Volunteer Agreement, Code of Conduct, Waiver of Liability, and providing Proof of California driver's license and liability insurance; 2) obtaining 20 hours of approved volunteer activities; and 3) obtaining 12 hours of approved continuing education. The form also has sections for the volunteer's signature and date, and a section for the UC Office's signature and date. The form is dated 'Updated Aug. 2022'.

Effective 2020, volunteers who use the Limited Active status can remain on Limited Active status for up to 3 years before being considered “resigned” from the program. Limited Active volunteers must complete reappointment annually during this 3-year period, can volunteer and collect hours without meeting minimums, and may move from Limited Active to Active status at any time during the 3-year period. [Refresh your memory about previous volunteer hours adjustments in the program year.](#)

UC Master Gardener Admin Handbook, [Appendix 4 - Request for Reinstatement Form](#) has been updated to reflect this policy change. The office of Administrative Policies hosts the most up-to-date copy of this form, and is listed as ‘Updated Aug. 2022’ on the lower right corner. Please delete any locally saved copy of the old file to ensure you have the most updated copy available.



## Invasive Species Updates from UC IPM

Invasive pest species threaten California's natural environment and can have an impact on public health. UC Master Gardeners can help spread the word about the invasive emerald ash borer, spotted lanternfly, and jumping worm species and how to limit their introduction, spread, and harm. Learn to recognize these pests and distinguish them from look-a-likes. [Please share these resources widely with the UC Master Gardener and your local community.](#)



## Program Evaluation for 2022-23 Events

The sun is shining and we are looking forward to a bright new program year. As you plan events for 2022-2023 please remember that our program evaluation is required. The data we'll help you collect will be beneficial to your local program and communication with your county partners. Collecting data from public education events is one of the key ways we tell our UC Master Gardener story. That story begins in your county. [Visit the Coordinator News blog to learn more about participating in program evaluation.](#)

The screenshot shows the VMS UC Master Gardener Program interface. The user is logged in as Melissa Womack, proxying as Dave. The main content area displays 'Your Hours' with a table showing 0 Volunteer Hours and 0 Continuing Education Hours for 'This Year', and 991 Volunteer Hours and 327 Continuing Education Hours for 'Lifetime'. There are buttons for '+ Add Hours' and 'View Hours'. On the right, there is a 'Your Calendar' section with a 'View All Events' button and a 'Master Gardener FAQs' section with a search bar and '+ Add Question' and 'View/Answer Questions' buttons. The footer includes the University of California Agriculture and Natural Resources logo and the UCCE Master Gardener Program logo.

	This Year	Lifetime
Volunteer Hours	0	991
Continuing Education Hours	0	327

## VMS Full Access Administrators

Annually during reappointment, we work in VMS to clean and confirm rosters. Historically the focus has been on volunteer rosters, it's also essential to take time to review VMS administrators. While having a full access administrator in addition to the program coordinator is important, unmanaged administrator access can lead to problems. The best practice is to have no more than three full-access VMS administrators. VMS administrators can be staff (e.g., office manager, advisor) or volunteers. All VMS administrators must be active in the system and committed to the portion(s) of VMS where they have responsibility (e.g., calendar, newsletter, roster). More information about administrator types and functions can be found in the [Volunteer Management System User's Guide](#).



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Agriculture and Natural Resources  
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## Staff Appreciation and Recognition (STAR) Awards

Congratulations to the awardees of the 2022 Staff Appreciation and Recognition (STAR) awards. UC ANR recognized the exemplary performance of 22 individual UC ANR staff members and eight teams, presenting them with 2022 STAR awards. The UC Master Gardener Program had three employees honored at the online recognition event on June 16. The STAR Award Program provides an opportunity for managers to nominate and reward outstanding staff and/or team performance within UC ANR. [Learn more about the STAR awards program and UC Master Gardener honorees.](#)

## Welcome New Coordinators & Staff!



### **Johnny Yang**, *Sutter-Yuba, Program Coordinator*

Johnny Yang is a Yuba County local and specializes in education with an emphasis on teaching and working with individuals of all ages. He previously held the position of a curriculum coordinator with a school in Japan and recently returned home. He completed his Master of Arts degree from CSU Chico, focusing on approaches to teaching and how people learn. Johnny hopes to optimize the program, its projects, and resources, and continue building relationships. Email: [jhnyang@ucanr.edu](mailto:jhnyang@ucanr.edu)

## Congratulations & Thank You!



### **Karrie Reid**, *Sutter-Yuba, Area Environmental Horticulture Advisor*

Please join us in celebrating Karrie Reid's move to retirement. Since joining UC ANR as the Environmental Horticulture Advisor for San Joaquin County in 2010, Karrie has provided countless training presentations, welcomed UC Master Gardener volunteers in her water-wise plant trials, promoted program impacts in articles and presentations, and much more. We're tremendously grateful for all of the support Karrie has given to the program to help us thrive. Email: [skreid@ucanr.edu](mailto:skreid@ucanr.edu)

## Upcoming Training & Events:

Web: [mgcoord.ucanr.edu/Events](http://mgcoord.ucanr.edu/Events)

- **Social Media Office Hours**

Every Weds., 11 am - noon

Zoom link: [ucanr.zoom.us/j/91408257262pwd=dXI0a1RZbW5nR054OXcxYUVqckZtdz09](https://ucanr.zoom.us/j/91408257262pwd=dXI0a1RZbW5nR054OXcxYUVqckZtdz09)

Meeting ID: 914 0825 7262

Passcode: 922249

- **September UC MG Evaluation Brownbag**

Sept. 14, noon-1 pm

Zoom link: [ucanr.zoom.us/j/92186171674](https://ucanr.zoom.us/j/92186171674)

Meeting ID: 921 8617 1674

- **2022 National Extension Master Gardener Coordinators' Conference**

Sept. 20-22

Savannah, Georgia

In-person (\$475) or virtual registration (\$50) options

Website: [extension.uga.edu/programs-services/georgia-master-gardener-extension-volunteer-program/extension-employees/2022-extension-master-gardener-national-coordinators--conference.html](http://extension.uga.edu/programs-services/georgia-master-gardener-extension-volunteer-program/extension-employees/2022-extension-master-gardener-national-coordinators--conference.html)

- **Culturally Inclusive Language**

Nov. 17, 2022, 8:30 am-12:00 pm

Register: [hr.ucdavis.edu/departments/learning-dev/course-catalog/comm/inclusive-language](http://hr.ucdavis.edu/departments/learning-dev/course-catalog/comm/inclusive-language)

### Recorded Webinars:

- [Copyright and Permissions FAQ](#) (UC Master Gardener Program, June 2022)
- [Stories in Seed: Asian American Identity as Rooted in Heirloom Crops](#) (UC ANR, May 2022)
- [Speaking Confidently and Effectively](#) (LinkedIn Learning)

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### Our Mission

Thanks for reading this month's issue! To submit questions, topic suggestions, a spotlight story, project feature, new staff feature, or feedback, email statewide Marketing Coordinator, Melissa Womack at [mgwomack@ucanr.edu](mailto:mgwomack@ucanr.edu).

*"To extend research-based knowledge and information on home horticulture, pest management, and sustainable landscape practices to the residents of California."*

