


cc 4/3/12

8-1100-461-00-380-001-D-583

**HIDALGO COUNTY, TEXAS**  
**APPLICATION FOR OFFICIAL TRAVEL**



**DEPARTMENT NAME:** Hidalgo County Extension Service  
**NAME & TITLE OF EMPLOYEE(S):** Christina L. Perez, CEA-4-H & Youth Development  
**TRAVELING:** 1

**DATE OF REQUEST:** 03/28/12  
**TOTAL NUMBER OF EMPLOYEES TRAVELING:** 1

**TITLE OF EVENT:** Program Excellence Academy  
**EVENT DATE(S) FROM:** 04/16/12  
**TO:** 04/19/12  
**DEPARTURE DATE:** 04/15/12  
**RETURN DATE:** 04/19/12  
**LOCATION OF EVENT:** College Station  
**CITY:** Texas

**PURPOSE OF TRAVEL**  
 Place an "X" by the applicable purpose of the trip.  
 To obtain statutorily required continuing professional education.  
 To obtain continuing education related to an employee's work or maintenance of a license or certification.  
 To testify before legislative bodies, regulatory agencies and commissions, and other forums that may make decisions affecting the County and its affiliated organizations and operations.  
 To participate in professional organizations related to the employee or official's job assignment.  
 To conduct essential research & information-gathering for improvement of County operations or compliance with law.  
 To monitor the development of state or federal legislation or implementation of legislation that might affect the County.  
 To participate in forums, coalitions, & discussions relating to the policy, legislative & regulatory interests of the County.  
 To pursue the County's interests in litigation or criminal justice.  
 To promote the economic development interests of the County.  
 To carry out other purposes determined by Commissioners' Court to be in the interest of the County (Commissioners' Court approval is attached).

**JUSTIFICATION FOR THE NEED TO TRAVEL OUT-OF-STATE**  
 Explain the benefits that this trip it will bring to Hidalgo County. Attach an itinerary, agenda, or schedule for the conference and/or event. If applicable, justify the need for multiple persons traveling to the same event.

| SUMMARY OF ESTIMATED TRAVEL EXPENSES  |  | ESTIMATED EXPENSES | FUNDS AVAILABLE (DBM USE ONLY) | MODE OF TRAVEL (Place an "X" by applicable mode of travel)  |
|---|--|--------------------|--------------------------------|---|
| 1. REGISTRATION FEES  |  | \$-0-              |                                | <input type="checkbox"/> AIRFARE  |
| 2. AIRFARE - ROUNDTRIP COACH FARE ONLY  |  | \$-0-              |                                | <input type="checkbox"/> BUS  |
| 3. TAXI FARE  |  | \$                 |                                | <input type="checkbox"/> Rental Car   |
| 4. BUS FARE   |  | \$                 |                                | <input type="checkbox"/> County Vehicle   |
| 5. RENTAL CAR   |  | \$                 |                                | <input type="checkbox"/> Private Vehicle  |
| 6. GASOLINE/DIESEL/FUEL   |  | \$                 |                                | <input type="checkbox"/> OTHER** (Specify)  |
| 7. MILEAGE REIMBURSEMENT  |  | \$                 |                                | <input type="checkbox"/> * If traveling by airplane, the traveler should consider purchasing a refundable fare if possibility of a cancellation exists.   |
| 8. TELEPHONE CALLS  |  | \$                 |                                | <input type="checkbox"/> ** If mode of travel includes bus, rental car, county vehicle, private vehicle, or other form of transportation, a comparison of the savings that will be achieved by not choosing to travel by airplane must be provided with supporting documentation. |
| 9. LODGING  |  | \$-0-              |                                | <input type="checkbox"/> AIRFARE  |
| 10. MEALS   |  | \$108.00           |                                | <input type="checkbox"/> ESTIMATED EXPENSES   |
| 11. MEALS   |  | \$                 |                                | <input type="checkbox"/> BALANCE  |
| 12. OTHER EXPENSES  |  | \$                 |                                | <input type="checkbox"/> FUNDS AVAILABLE  |
| 13. TOTAL ESTIMATED TRAVEL EXPENSES   |  | \$108.00           |                                | <input type="checkbox"/> MODE OF TRAVEL   |
| 14. IF HIDALGO COUNTY IS NOT FUNDING ANY OR PART OF THIS TRIP, INDICATE BELOW THE EXPENSE TYPE & SOURCE OF PAYMENT: |  | \$108.00           |                                |   |

**NOTE:** If trip duration is extended to take advantage of lower airfare, a comparison of the savings to the additional estimated cost must be provided with supporting airfare rate documentation.  
**ELECTED OFFICIAL/DEPARTMENT HEAD CERTIFICATION** (Place an "X" by each of the certifications)  
 Trip expenses are necessary and will be incurred for official county business.  
 Reasonable efforts to minimize the use of county funds have been explored.  
 Sufficient funds are available within my department's budget to pay for the related travel expenses without the need of a budget amendment.  
 If this trip is for out-of-state training, the training is not available in some other form that does not require out-of-state travel.

**APPROVED BY ELECTED OFFICIAL/DEPARTMENT HEAD:** Barbara C. Stang  
**DATE:** 3/28/12  
**DEPARTMENT CONTACT PERSON:** Marcelinda Cruz  
**PHONE NO.:** 383-1026

**FOR DEPARTMENT OF BUDGET & MANAGEMENT (DBM) USE ONLY:**  
**TRAVEL IS APPROVED** for the individuals listed below:  
**TRAVEL IS NOT APPROVED** for the individuals listed below:

**REVIEWED BY (PRINT NAME):**  
**DATE:**  
**REVIEWER'S SIGNATURE:**  
**PHONE NO.:**

**DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME):**  
**DATE:**  
**SIGNATURE OF DBM DEPARTMENT HEAD:**

Travel Outside of Hidalgo County in County Vehicle

TO: D.B.M. SAFETY DIVISION  
318-2658FAX

FROM: Hidalgo County Extension Service

DATE: 3/28/2012

Notice to be processed  
minimum of 24 hours  
prior to trip

Date(s) Requested: From: 4/15/2012 To: 4/19/2012  
Estimated Time Leave: 8:00 AM Est. Time Return: 11:00 PM  
Destination: College Station, Texas  
Reason for Trip: Program Excellence Academy

The following person(s) are requesting to take the following County vehicle(s) out of County:

Name of Driver: Christina L. Perez  
DL Number: #20474044 ✓ (Texas Only)  
Birth Date: 4/23/1984 ✓  
Expiration Date: 4/23/2014 ✓

Checklist:  
Ins. Card in Vehicle  
Jack in Vehicle  
Drivers License with Driver  
This approval with Driver

Name of Driver: \_\_\_\_\_  
DL Number: \_\_\_\_\_ (Texas Only)  
Birth Date: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

Name of Driver: \_\_\_\_\_  
DL Number: \_\_\_\_\_ (Texas Only)  
Birth Date: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

Vehicle VIN#: #1FTWW30525EB48635 ✓  
Tag Number: 884-793 ✓  
Asset Number: #42595 - 2005 Ford F350 Pickup ✓

Vehicle VIN#: \_\_\_\_\_  
Tag Number: \_\_\_\_\_  
Asset Number: \_\_\_\_\_

Signed: Barbara C. Stang  
Department Head/Designee

D.B.M. Safety Division Checked Insurances:

[Signature]

Dated: 3/28/2012

Date: 3/28/12 1:00pm

*\* advised dept. to use more economical vehicle.  
(F-150 is available as per Nora Linda.)  
3/30/12  
-DNB*

March 6, 2012

**MEMORANDUM**

**TO:** *Program Excellence Academy Participants*

|                   |                  |                        |                  |
|-------------------|------------------|------------------------|------------------|
| Monica Aguirre    | Brandon David    | Brianne Langdon        | Nick Risley      |
| Bethany Arie      | Michael Donalson | Shane Martin           | Denise Rodriguez |
| Joshua Beaty      | Oscar Galindo    | Humberto Martinez      | Brad Roeder      |
| Andrea Becker     | Jennifer Garza   | Matt Miranda           | Lauren Tedford   |
| Erika Bochat      | Cody Gfeller     | Ashley Moore           | Ben Tice, Jr.    |
| Matthew Bochat    | Marcus Glenn     | Mario Morales          | Heather Wade     |
| Amber Carroll     | Laura Graves     | Brice Mund             | Micah Walker     |
| Cayla Christenson | Michael Haynes   | Dawson Owens           | Katy Weber       |
| Josh Cobos        | Travis Helm      | <b>Christina Perez</b> | Linda Sue Wells  |
| Jackie Cole       | Caitlin Jackson  | Kimberly Peters        | Caleb Wendt      |
| Ryan Collett      | Jennifer Johnson | Teresa Petkoff         |                  |

**SUBJECT:** Travel Authorization

Travel is authorized for you to attend the Program Excellence Academy being held April 16-19, 2012 in College Station, Texas. **Travel expenses will be reimbursed from account 07-119200-22610.**

State travel guidelines **must be** adhered to for all travel expenses reimbursed on this account. For questions regarding travel, contact Susan McNeese in the fiscal office at 979-845-4748 or [SGMcNeese@ag.tamu.edu](mailto:SGMcNeese@ag.tamu.edu).

Sincerely,



Kyle L. Smith  
Executive Associate Director

600 John Kimbrough Blvd., Suite 509  
7101 TAMU  
College Station, Texas 77843-7101

Tel. 979.845.7907  
Fax. 979.845.9542  
[k-smith10@tamu.edu](mailto:k-smith10@tamu.edu)  
<http://AgriLifeExtension.tamu.edu>

## Setting the Stage for Educational Programming in Your County

The underlying theme to Texas AgriLife Extension Service's mission is to help people improve their lives. This is done through needs assessment processes targeted at local issues and needs. An important first step in the educational process is to assess these needs and issues.

There are many ways that needs and issues can be identified. It can be as simple as asking the right people or as complex as sorting through mounds of profile documents. Many researchers have found clever and innovative methods for categorizing these needs assessment tools and while the names may differ, the techniques are similar. For the purpose of this lesson, we will focus on existing data that is always available.

*Existing Data.* Existing data can help gain insights into populations. These data can be used to examine current trends of a given community as well as identifying changes in a community. This demographic data provides a source for Extension educators and advisory members to understand the way of life of local citizens they are attempting to change through educational programs, and have access into the groupings of their local citizens/clientele. Demographics help people see a visual representation of information about their community, thus making them important in assessing needs. Additionally, demographics often are used to provide a breakdown of local citizens according to such characteristics as age, sex, marital status, income, educational level, ethnic backgrounds, etc. Other than program needs, demographics are also highly useful in detecting clientele groups that are underserved in the county or community and in defining potential audiences.

While there are other sources for demographic data that may be more relevant to your community, county or state, these are a few valid sources for obtaining demographic data:

- U.S. Census Data
- Agricultural Statistics
- Local Chamber of Commerce Data
- Local Board of Education or Other School Data
- Local Health Department
- Review New Extension Agent Study Guide County Background Information

Other sources include labor surveys, sales tax reports, bank deposits, police reports, hospital information, and more.

### Assignment

- **DUE APRIL 6<sup>th</sup>** - Your assignment is to develop a 3-5 page (double-spaced) summary document to reveal data regarding your county and program area. Feel free to use any existing data you can find (including U.S. Census Data, Texas Community Futures Forum, LAB Validation of Issues, local news outlets, etc.).
  - o Do the characteristics of the community shape the culture, climate, and values of the community? Explain.
  - o Provide any relevant information that has shaped the local Texas AgriLife Extension Service program over the last year. For example has something major happened in the county that has forced you to address a newly emerged issue? (i.e. Drought in the county, drinking alcohol in schools, major industry leaving county, etc.)
  - o Summarize by narrowing the focus of the county to real issues that you could possibly develop an educational program to address. You will probably want to determine three to five issues you could develop further throughout the Academy into programs.
- **DUE APRIL 16<sup>th</sup>** - You will give a brief report to the class and provide each participant and teacher with the summary of your findings when we meet in April. Please bring 38 copies of the handout. Your report should focus on the 3 to 5 most important things that you discovered, that will impact the way that you develop and deliver educational programs in your county.

## Nora Cruz

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**From:** Christina Perez  
**Sent:** Wednesday, March 21, 2012 2:46 PM  
**To:** Nora Cruz  
**Subject:** FW: Program Excellence Academy - April 16 - 19  
**Attachments:** Setting the Stage for Educational Programming in Your County.pdf; April2012Agents.pdf  
**Importance:** High

This is the first official letter sent. I contacted Jeff a while ago and that is all he had.

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**From:** Jeff Ripley  
**Sent:** Wednesday, March 21, 2012 2:44 PM  
**To:** Christina Perez  
**Subject:** FW: Program Excellence Academy - April 16 - 19  
**Importance:** High

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**From:** Jeff Ripley  
**Sent:** Thursday, February 23, 2012 7:41 AM  
**To:** Amber L. Carroll; Andrea K. Becker; Ashley N. Moore; Ben Tice; Bethany J. Arie; Brianne N. Langdon; Brice Mund; Caleb E. Wendt; Cayla Christianson; Christina Perez; Cody R. Gfeller; Dawson Owens; Denise Rodriguez; Erika H. Bochat; Humberto Martinez; Jennifer C. Johnson; Jennifer J. Garza; Josh Beaty; Joshua Cobos; Katy Weber; Kimberly G. Peters; Laura Graves; Lauren Tedford; Linda S. Wells; Mario A. Morales; Matthew T. Bochat; Michael Donalson; Michael Haynes; Monica A. Aguirre; Nick O. Risley; Oscar Galindo; Ryan Collett; Shane R. Martin; Teresa Petkoff  
**Cc:** Megan Wright; Scott Cummings; Darrell Dromgoole; Kyle Smith; Pete Gibbs; Marilyn Frenzel; Bernadette Johnson; Rosemary Schoenfeld; Ed Smith; Maryland Mitchell; Sandra Schultz; 'Brenda Rue'; 'c-mapston@tamu.edu'; 'Danny Nusser'; 'd-fritz@tamu.edu'; 'Donald Kelm'; 'Donnie Montemayor'; 'Hurley Miller'; 'Miles Dabovich'; 'RJSaldana@ag.tamu.edu'; 'Scott Durham'; 'Sheila Lewis (sk-lewis@tamu.edu)'; 'Galen Chendler'; 'Marvin Ensor'; 'Monty Dozier'; 'Ron Woolley'; 'Elaine Fries'; 'Joan Chandler'; 'Judy Gully'; 'Susan Ballabina'; 'Dana Tarter'; Dolores Sandmann; 'Linda Willis'; 'Lupe Landeros'; 'Ray Bader'; 'Vince Mannino'  
**Subject:** Program Excellence Academy - April 16 - 19  
**Importance:** High

Good Afternoon:

Welcome to Extensions! We are looking forward to hosting you in College Station April 16-19 at your first session of the Program Excellence Academy. This will be your first opportunity to gain valuable training on program development topics to help you in your county. The Academy is a fast moving 3 ½ day, interactive event that will lead to great program success for you in the near future. Just a few quick points in this initial e-mail to get you oriented on what to expect in the coming weeks, this will be the first of several e-mails you will receive regarding the Academy:

1. You should have received two books from Organizational Development late last week. These are your textbooks for the Academy, and will be a great reference for you as you build your program competency. To get started, read Chapter 5 in the "Green Book" (Seevers), and Chapters 2 and 3 in the "Red Book" (Boone). These Chapters do a good job of laying the foundation for the Academy.
2. The Academy is designed as a graduate course, and thus you could be awarded graduate credit for your completion of the course. If you are a current or soon to begin graduate student, please let Jeff Ripley know ASAP of your plans. He will need to know where you are (or planning to start soon) attending, and who your major professor is.

3. There will be two assignments for you to complete and submit prior to coming to College Station. The first is attached for you to begin working on, and is to conduct a thorough analysis of the demographics and culture of your county. Pay special attention to those factors that can and will have an impact on how you develop and deliver educational programs.
4. We also need to know when you plan to arrive in College Station (Sunday evening or Monday morning). The Academy will start at 8:00 a.m. on Monday. Also, a list of participants is attached for your reference. If there is someone that you would prefer to share a room with, please let us know. We will be making your reservations and taking care of lodging directly. If you plan to stay with family or friends, please let us know that as well.

We would like to hear back from you on lodging preference and graduate school plans no later than March 2. I realize that many of you are traveling with Major Shows this Month, so the assignment due date will be later. If you have any questions. Please do not hesitate to contact me. See you in April!

Jeff and Megan

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Jeff Ripley, Ph.D.  
Assistant Professor and Extension Specialist  
Texas AgriLife Extension Service  
Department of Agricultural Leadership, Education and Communications  
Organizational Development Unit  
Ag and Life Sciences Building, Room 256  
979-845-7280

Megan Wright  
Extension Associate  
Texas AgriLife Extension Service - Organizational Development  
Department of Agricultural Leadership, Education, & Communications  
Texas A&M University  
230 Agricultural and Life Sciences Building, 2116 TAMU  
College Station, TX 77843-2116  
Phone: (979) 862-2035  
[meganwright@tamu.edu](mailto:meganwright@tamu.edu)

## **Program Excellence Academy I Agenda**

### **Monday, April 16 (Room 129)**

- 8:00 - Registration and Welcome (Darrell Dromgoole)
- 8:30 - Personality Assessment (Lance Kieth)
- 9:45 - Introduction to Extension Program Development (Jeff Ripley)
- 10:45 - County Demographics (Jeff Ripley and Megan Wright)
- 11:30 - Lunch – On Your Own
- 1:00 - Continue County Demographics
- 2:30 - Identifying, Recruiting and Training Planning Group Members (Larry Pierce and Michelle Allen)
- 5:00 - Adjourn
- 6:00 - Burger Social (Optional) – G. Rollie White Visitors Center

### **Tuesday, April 17 (Room 129)**

- 8:00 - Volunteer Management (Courtney Dodd, Jeff Ripley)
- 11:30 - Lunch – On Your Own
- 1:00 - Identifying, Prioritizing, Analyzing and Describing Issues (Jeff Ripley and Megan Wright)
- 3:00 - Target Audience (Megan Wright)
- 3:45 - Outcome Indicators/Objectives (Jeff Ripley and Scott Cummings)
- 5:00 - Adjourn
- 6:00 - Night at the Ballpark – TAMU vs. Rice (Optional)

**Wednesday April 18 (Room 129)**

- 8:00 - Educational Design (Lance Kieth and Scott Cummings)
- 11:30 - Lunch – On Your Own
- 1:00 - Planning and Reporting in TExAS (Megan Wright)
- 3:00 - Marketing and Branding your Extension Programs (Scott Cummings)
- 3:30 - Concurrent Sessions
- 4-H FCS 101 Intro (Courtney Dodd and Angela McCorkle) Room 200
  - 4-H Livestock 101 Intro (Kevin Chilek) Room 301
- 5:00 - Adjourn
- 6:00 - Administrative Social – Wings ‘N More Party Room

**Thursday April 19 (Room 129)**

- 8:00 - Effective Meeting Management and Facilitation Skills (Donald Kelm)
- 10:00 - Program Area Committee Simulation (Donald Kelm, David Groschke, Kristen Greer, Chelsea Stevens)
- 11:30 - Lunch (Provided)
- Combined Session in Room 129**
- 12:15 - Travel Reimbursement through Concur E-Travel – Kim Payne
- 1:00 - Marketing and Branding your Extension Programs (Scott Cummings)
- 1:30 - Administrative Panel and Q&A
- 2:00 - Wrap up and Awards

**ACADEMY I PARTICIPANTS**

|    | NAME              | POSITION TITLE | PROGRAM AREA | CTY./ DIST.       |
|----|-------------------|----------------|--------------|-------------------|
| 1  | Cody Gfeller      | CEA            | AGNR         | Somervell D8      |
| 2  | Oscar Galindo     | CEA            | AGNR         | Maverick D12      |
| 3  | Humberto Martinez | CEA            | AGNR         | Jim Hogg D12      |
| 4  | Matthew Bochat    | CEA            | AGNR         | Bee D11           |
| 5  | Linda Sue Wells   | CEA            | FCS          | Burnet D7         |
| 6  | Shane Martin      | CEA            | 4-H          | Coryell D8        |
| 7  | Andrea Becker     | CEA            | FCS          | Live Oak D12      |
| 8  | Bethany Arie      | CEA            | FCS          | Fannin D4         |
| 9  | Kimberly Peters   | CEA            | 4-H          | Randall D1        |
| 10 | Jennifer Johnson  | CEA            | 4-H          | Moore D1          |
| 11 | Lauren Tedford    | CEA            | FCS          | Henderson D5      |
| 12 | Brice Mund        | CEA            | 4-H          | Washington D11    |
| 13 | Brianne Langdon   | CEA            | FCS          | Hood/Somervell D8 |
| 14 | Michael Donalson  | CEA            | AGNR         | Refugio D11       |
| 15 | Caleb Wendt       | CEA            | 4-H          | Brazoria D9       |
| 16 | Ben Tice, Jr.     | CEA            |              | El Paso D6        |
| 17 | Christina Perez   | CEA            | 4-H          | Hidalgo D12       |
| 18 | Josh Cobos        | CEA            | AGNR         | Reeves D6         |
| 19 | Michael Haynes    | CEA            | AGNR         | Caldwell D10      |
| 20 | Joshua Beaty      | CEA            | AGNR         | Fisher D7         |
| 21 | Erika Bochat      | CEA            | FCS          | Victoria D11      |
| 22 | Denise Rodriguez  | CEA            | HORT         | El Paso D6        |
| 23 | Monica Aguirre    | EA(CEP)        | FCS          | Maverick D12      |
| 24 | Dawson Owens      | CEA            | AGNR         | Terrell D6        |
| 25 | Katy Weber        | CEA            | AGNR         | Martin D6         |
| 26 | Ryan Collett      | CEA            | AGNR         | Hill D8           |
| 27 | Cayla Christenson | CEA            | FCS          | Leon D8           |
| 28 | Jennifer Garza    | EA(CEP)        | FCS          | Harris D9         |
| 29 | Ashley Moore      | EA(CEP)        | FCS          | Harris D9         |
| 30 | Nick Risley       | CEA            | AGNR         | Roberts D1        |
| 31 | Laura Graves      | CEA            |              | Lamar D4          |

|    |                |         |     |                 |
|----|----------------|---------|-----|-----------------|
| 32 | Amber Carroll  | EA(CEP) | 4-H | El Paso<br>D6   |
| 33 | Teresa Petkoff | CEA     | FCS | Freestone<br>D8 |
| 34 | Mario Morales  | EA(CEP) |     | Zavala<br>D12   |