

EEC Meeting  
January 14<sup>th</sup> 2004

Present: Alan Eaton, Alice Mullen, Karen Blass, George Hamilton, Debbie Cheever, Steve Turag, Jim Grady, Christina Van Horn, Phil Hammond

The Council welcomed Alan Eaton as a new member to the Council. Karen Class has been re-nominated for Family Development.

**2004 Election Results -**

Val Long sent an official letter of resignation to the Council due to her resignation from Extension. Alice Mullen moved to accept Val's Resignation and it was seconded by Karen. Unanimous vote. George will prepare a ballot for replacement. George and Alice will prepare a certificate for Val and Cheryl for their service to the Council.

The minutes were reviewed and accepted as presented.

**2004 Election of Officers-**

Alice Mullen will serve as chair  
George Hamilton as Vice Chair  
Debbie Cheerer - Secretary

**Update from SPPC -**

The council is reviewing termination, transfer and demotion polices and updating these. One cannot use annual days to extend the time you leave by. Non exempt staff need to be paid for every hour after 40 hours. Extension staff qualify as exempt staff so this does not affect them. There were question on demotion and how this might affect TIAA CREFF contributions. There would be no change in benefits but TIAA CREF is a % of ones salary and this part would be reduced.

Karen and Alan will attend the joint Councils meeting.

**Christina Van Horn from Human resources -**

She is the new contact for the employees recognition program. The awards for staff include 2 PAT awards, 2 OS, 1 Extension Educator award. She explained that the recognition ceremonies have been done separately for OS, EE, PAT for the longevity awards. This years nominations for these awards are due back March 26<sup>th</sup>. Nomination forms are being mailed within the next week. The Biweekly will have the link to the nomination form.

Alice Mullen will send email to everyone to encourage nomination for the awards and for the Presidential Award of Excellence. George will forward new officer elections to Christina. Three members of the EEC need to review the nominations from the EEC. Everyone who is nominated gets invited to the President's House for a reception.

Deb, Alan and Karen will be on the nomination committee.

George asked that names of nominees go to John Pike, Nancy Franz after nominees have been chosen. It was suggested that the invitations to invites to the reception be sent to the person's

office address. Nominations forms will be sent to peoples campus address's.

1 person needs to work with Christina on awards program for PAT ,EE on May 6<sup>th</sup>. The event will be held in the Strafford room of the MUB - Bruce Malloy will step in for President Hart as she is unable to be present on that date. Phil Hammond and Rick Macdonald will MC the event and Alice will help.

There has been talk to have all three groups, OS, PAT, EE join together for awards program. Nothing has been resolved on this. They are trying to look at this as staff recognition day. To do the whole event together would involve 221 employees eligible to be recognized. This couldn't happen this year as there is no space available large enough. The Commons Room has a capacity of 228 and this is where the luncheon will be held for those being recognized. OS recognition will be held on May 4<sup>th</sup>.

Christina will send list of gifts to Chairs of councils to choose gifts choices.

Feb 3<sup>rd</sup> is date for OS, PAT, EE council retreat/orientation. Dr. Hart will be there till noon. Jan 22<sup>nd</sup> councils will meet to help with planning in President's conference room T-Hall.

Orientation day AM - Getting councils to know one another.

PM - Brainstorm issues to discuss, the Family leave proposal, faculty get 12 weeks leave vs PAT/EE who only get 4 weeks, privatization of services etc

### **Mentoring program-**

Bob sent email to George describing status of the program. George shared email with us. Currently the mentoring program is on hold because we are not hiring any new staff.

### **Proposed compassionate leave**

Supposed to be received by Presidents Council but didn't make agenda so doing it by email. Will be piloted 2/1.

### **President's staff meeting -**

Roundtable- George talked about reduced staff. Provost has received letters from NH citizens stating Cooperative Extension does make a difference. CE State Advisory council is working on being more proactive to get more appropriations for CE.

### **POW -**

Looking at a two year bridge and then a five year plan. A wish list was made at the POW caucus. Nancy will pull this together by working with specialists and appropriate educators.

### **Performance review program -**

The tools designed will be used in a pilot this year. The EE council strongly recommends "job competencies" to "performance development goals" and make a separate sheet on performance appraisal forms. Viewed this as a tool for developing professional rather than a rating form. Jim stated that we can do bonuses in recognizing staff for work when employee is not eligible for merit.

### **Budget-**

Hopefully medicaid monies will help balance the state budget. Still do not know the future of the UNH and federal budgets.

**Things for Council to complete-**

Fill in holes of missing minutes, review bylaws. George will develop 2 new notebooks for new committee members; at March meeting will do an orientation for new members . July meeting is July 14<sup>th</sup>, EE council also involved in grievance but have not had any in 4 years. Three people will be needed for a committee if needed.

Meeting adjourned 12:20 pm