

**Extension Educator Council (EEC) meeting
Minutes**

**Wednesday, February 21, 2001
9:00 – 11:30 am**

**UNHCE Merrimack County Office
Boscawen, NH**

Present: Marshall Patmos, George Hamilton, Cheryl Smith, Val Long, Debbie Cheever, Nada Haddad and Christine Bozak (UNHCE delegate to the UGCC – University Governance Communication Council).

Orientation for the new EEC comers.

George distributed the EEC by-laws. There was some discussion about the by-laws as well as a discussion about the role and responsibilities of different committees within the UNH Cooperative Extension organizations – (such as the EMT, etc...) and within the UNH System (SPPC: System Personnel Policy Council, UGCC: University Governance Communication Council). A chart listing the different committees and their roles would be helpful to all employees within the organizations, especially those who have been hired recently.

Board of Trustees Luncheon

Valerie Long will be attending the University System Board of Trustee luncheon on March 1, 2001 representing the EEC. An invitation was sent to all EEC members. Is anyone else from EEC going?

New EEC officers

The new EEC officers are:

- **George Hamilton, (Chair)** who convened today's meeting, was encouraged by the members to become the new Chair. He accepted the position. He sees his role more as a coordinator for the council. He asked the group to be involved in different matters/issues and take active roles within the council and that tasks be divided among members (for example ad-hoc committees). This will alleviate his workload within the council.
- **Valerie Long, (Vice Chair)** accepted to be the Vice Chair
- **Debbie Cheever, (Secretary)** accepted to be the Secretary. From now on, the secretary will take minutes at each meeting instead of having the task rotated

among the different members (by alphabetical order). This way it will make things less confusing as pinpointed by George.

George will notify John Pike, Biweekly update about the new officers.

Next EEC up-coming meetings

Year 2001: March 21
 May 9
 September 12
 November 14

Year 2002: January 9

Invitation to Administration

John Pike will be invited to our next EEC meeting (March 21) as well as Ed McAllister and Jim Grady. Val will invite them.

The anticipated discussion will be about

- * the role of the EEC (how they view our role) If a staff have a problem or an issue who do they go to? Some educators may not be comfortable talking with their program leader, who is the also the one who evaluate the staff. How about specialists? Who do they go to? Are we a sounding board to our administration?
- * With our new engaging with the university, does our administration see any changes with Extension Educator role. What do they see unfolding? What will be the impact?
- * Salary equity and range. It's time to look again into it. How our salaries compared to jobs outside the organization. We have not been able to attract 4-H educators, 4-H program leader, etc... Our positions are very demanding requiring work on nights and week – ends.
- * Policy, protocol, role and responsibilities of other committees in the organization (EMT, etc...)

Entry level Extension educator position

We need new people, new blood, etc...however, without diluting the system. Should we open the door to Bachelor of Sciences graduates and let them move into the ranking system and require that they have their Master completed within 5 years?

Should we get the feed back from other educators? Yes

Val will work on some questions (what are the advantages? Disadvantages? Impacts? Etc.) to be reviewed by the council and then it will be e-mailed ASAP to staff.

Telecommuting

Is this still is an issue? On campus, in some cases, it is an issue. It could be a threat in loosing support staff, etc....

How is the policy being implemented now?

The UNH System is looking at developing telecommuting guidelines as mentioned in the November issue of the Campus Journal.

Report: University Governance Communication Council- Chris Bozak

- President Lietzel mentioned about the acceptable use and abuse of e-mail.
- University got a 5% increase in operating budget.
- UNH has now a \$2 million budget (\$1 million/year) for Valedictorian scholarships
- UNH is getting a good response from industries about financial support.
- The Environmental Technology Building will be ready in March 2002
- The Coast guards will be giving the University 6 acres and a lighthouse.
- UNH will give the childcare facility more land on Mast Road and UNH will get half the spots.
- Operating and (PAT?) staff have a sick time pool. If you have a sick child can you take a sick leave or should it be an annual leave. They are looking into it.
- Operating staff is looking at the jury duty policy. Some departments may not be respecting it.

Orientation/Training

Orientation/Training/Mentoring should be recognized in the Plan of Work. New comers should be given a policy handbook instead of being told to check the webpage which is too much time consuming. Jim Grady is putting together a Personnel Training meeting.

Performance Evaluation

The new "Performance Feedback from County Advisory Council" form was used by some counties. It got a mix review by different councils. Were we better off when the council had members representing the 5 different program areas rather than "across - the - boards" members?

Minutes recorded and submitted by Nada Haddad