

Extension Educator Council
March 31,2003
Minutes

January Minutes were reviewed and corrections were made.

Report of OS/PAT/EEC Orientation meeting-

President Hart spoke. Commented on making Extension more visible. She also addressed peoples questions on the budget with what she knew to date. It was noted that the different Councils have different committees and often have representatives in to speak to them about issues effecting the campus and University. Sharing of minutes was suggested by the group as a whole however it would need to be thought how this could be done. The OS and Pat Councils meet the 1st Wednesday of the month. The AOP conference was coming up. It was noted that anyone is invited to attend. This not just for administrative staff. There was a lot of discussion of donor/sick pool leave - It was thought that Extension should have someone on the committee as this had been being discussed for some time now but no resolution has come about. It was suggested to have quarterly meetings of the Councils. Web sites were also suggested to be exchanged. It was noted that the Presidents office needs to include the EEC when setting up meetings. Alice and Debbie will meet to draft up notes from the meeting.

UNH President's Monthly Meetings-

These are the 1st Monday of the month. They meet from 9:00- 11:00 am at Thompson Hall. Alice will contact Val for attending and Alice will attend if Val can't.

They are addressing three issues -

Trade mark logo - A place in town is misusing it.

Website - UNH Drunks.com- Looking to get this unlisted.

University Accreditation - One piece of this is outreach. Out of six programs Extension was cited in the 1st and 3rd report. Only Specialists were cited..

Recognition Program - May 15th is the date for the University recognition program. Alice will be our contact that day for the event.

Systems policy and Procedure committee -

This group is dealing with shift differential policies, personal leave policies , jury duty policy and the upcoming FRESH system that is to go on line July 1st.

Master Plan Committee -

Cheryl reported that there will be one meeting for housing and recreational proposals in April .

They will also be outlining areas for academics in April.

Educator/ Specialist Performance appraisal Committee

Ed is hoping to get to this soon. His plan is to have it completed by the time he leaves . It is his hope it will be available by the beginning of the fiscal year. He envisions it to be an open process. The final report will come to the EEC committee .The Chadwick Consensus model will be used . July 9th meeting will be an overview of the process for the EEC.

Professional Leave Policy -

This was reviewed and questions raised on how people know about this. Ed offered to put an

update in the Biweekly . This policy is a privilege and each opportunity needs to be reviewed to see if it fits.

Maynard Heckel Award criteria -

There was concern raised by the fact that the name of the recipient goes in in October and the Award is not given until the Annual meeting in May. This is when the UNH Foundation who administers the award needs the information.

The purpose of the award was reviewed by Ed. Its purpose is to recognize exemplary programs, program accomplishments, innovative and creative approaches in at least one of the awards criteria areas. The approach to be used is to identify recipients who meet at least one of the three criteria. The awards is about accomplishments and creative approaches to outcomes and impacts. Ed will work with Jim to get the Maynard Heckel award put forth to the UNH Foundation to get the \$1000 award for the annual meeting. The EEC committee will let Jeff Schloss know he is the award recipient so he can prepare his presentation for the annual meeting..George will take care of this. Letters thanking the nominees needs to go out from the committee. Karen Blass is taking the lead in redoing the questions for the evaluation committee

Grant Proposal Proposals -

This is a Program Leader issue. The program leader needs to sign off on the grants. The program leader reviews who is named in the grant. One grant in question has been in existence for over 12 years and there has been an issue getting the cost share for it. It is not the responsibility of Jim or Ed to notify people it is the Program Leader responsibility. It puts the Principal Investigator in a difficult situation when people aren't aware of them being named in a grant. Everyone on a grant needs to be documented in TERS and their salary. These codes need to be in place as grants get documented.. People need to buy into the grants. Jim noted that it needs to be recognized that 26% of a grant is cost share and 85% comes back to the organization. People need to know early on that they are being written into a grant as part of the cost share. Educators need to work with the PI as to what is reasonable for a staffs time in a grant.

Recommendation- Before signing off on a grant a paper be given to the staff person and a code they are to be using for the grant be assigned. Along with the cost share amount. If the PI is from the county the COA sign off on the grant as well. When a Program Leader signs off they are signing off programmatically on the people who are the grant. Salary offsets need to be in grants as well as the cost share.

Update on the budget -

We don't have accurate figures at this point. The best case scenario would be to receive level funding or maybe 1% over FY03. Fringe benefits rose 2% and are expected to rise another 2%.There is a 7 million dollar salary base just for Extension.

Budget

70% Salary fringe benefits

4% support for the operation from Smith Lever Funds

10% from County funds

Rest of funds are restricted.

39% of funds go toward fringe benefits.

Jim is working with USDA for voluntary early retirement authority. The salary separation could cost the organization \$400,000. The organization is looking at a 6 month separation package. What ever is done has to be offered to a "group" so it is fairly distributed. These figures don't point to vacant positions in the budget Jim has prepared.

One recommendation by the group would be not to accept merit but give it to the overall Extension Budget. The group did not want people who are being promoted to be affected. The Extension Educator Council could come out with a recommendation after the State budget is approved. The current budget is 4.6 million or 2 PAU's.

Extension Faculty Update -

Jim has talked with Sharon Demurs and Gaynelle Pratt and it has been agreed that this is not the greatest time to do this. New class codes are being redone within the system.

Annual Conference -

This was brought up and questioned as to whether we would go forth with it. This is a one time cost and it is very important in the Strategic Plan. The committee has planned a minimal budget conference. They are not paying for any speakers and it is being done on a bare bones budget. The President will be there for lunch and Holly is bringing 2 tables of potential donors.

Next meeting -

May 14th

Discussion with Nancy, Paul, Ed , Jim on how the EEC is used.

Heckel Award

New Form - Names to be brought forth for this years nominations.

Submitted by

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