

Extension Education Council
Wednesday July 14, 2004

Present: George Hamilton, Charlie French, Alice Mullen, Debbie Cheever,

Extension Educator Minutes - These were reviewed and approved as written.

Maynard Heckel Award update- Alice talked with Campus Journal and something on Suzanne Knight will be forth coming.

Dates for Next year's meetings - Jan 12, Mar 9, May 11, July 13, Sept 14 , Nov 9th. Alice will ask at the Sept meeting of the President's to set the date for the orientation day next February.

Presentation by Tracey Boyle -

Tracey Boyle met with the council to review the family friendly policy and the discussions around this. She shared the summary of recommendations that she presented to the OS Council and the PAT Council.

Sharon Demurs and John Griffith were to meet the week of July 20th with Joan Tambling. They are looking for input from the different Councils. The hope is that the recommendation can be shared with Keene State and Plymouth the 1st of August and then look at it with the SPCC Council in September , October meetings.

There seemed to be the most support going with recommendation # 3. They are recommending that the current Pat/EE sick time policy be maintained. Maintain the current Maternity leave for all three Councils. Add adoption leave policy into Family leave policy. Allow PAT, OS, EE to dip into sick pool directly for family purposes. Work will be done with Joan Tambling at the Systems office with this proposal. The general consensus of the EE Council is to move forward to accept the proposal.

Salary Increase results -

The information on the final proposals are in the bi weekly update. The 3% across the board passed the trustees with 1% for merit for University staff. Cooperative Extension will be getting a 3% increase starting Sept 25th and being reflected in the Oct 8th paycheck. The increases are not retroactive.

Benefit cost containment results - The recommendations were voted on at the trustees meeting . They accepted the recommendation of the SPCC Council.

Total Quality Management proposal -

If an employee comes up with good idea for cost efficiency the employee will be rewarded. A committee has been formed to review suggestions. Discussed need for University "pot" of money for the employee rewards. Some people questioned whether they were looking for Dept savings or University wide savings?

Discussion of 20% salary for specialists -

There was discussion about mixed stream funding and that this could be dangerous. Many funds don't allow for use of funds outside of constraints of grants.

Letter From President Hart-

Alice shared with the group a letter from the President of the University about the budget.

Update of meeting with Nancy Franz -

Alice met with Nancy and expressed concerns from the EEC. They discussed the Staff recognition plan, logic models, impact reports etc. Alice reported to her the cost of staff to do logic models(\$200,000)as a staff to do these as individuals, interdisciplinary teams, and time commitment and 20% of specialists. The EEC is seen as administrative and staff are still expected to a part of interdisciplinary teams.

Paper reduction Act - Charlie reminded the group of the 1995 federal act and that as a public institution that we should be reducing paperwork . Catherine Violette and Charlie will look into consolidation of reporting.

Parking Costs -

Visitor parking has gone up to \$10.00 per day. When on Campus specialists pay for own parking pass. County pays for a county parking pass. Some staff pay individually for parking pass. It appears that each county handles it differently

20% salary generation for Specialists -

There are 8 specialists that are affected by the 20% salary generation. This amounts to \$150,000. Everyone will get one year to generate the 20% or risk possibly being reduced to 80% time. Some questions have been brought forth. Should the IT office be expected to bring in funds? Should Paul Bonaparte generate some funds. Program leaders already have to bring in 25% of funds. Specialists are asking to be approved to be able to teach at other institutions. Concern was raised that the Human Service grant community is hard because UNH takes a large part of the overhead from the grant. If you are writing a \$500,000 grant you want to be the PI on the grant. The reality is that if you are a PI you have all the reports to do so time is more like 40% to carry out the grant. A question was raised that if you are a PI for a grant and don't get it what does this mean for the time spent?

It was noted that this group could be the voice for inconsistencies of the current proposal put forth.

There is concern over whether we will be taken away from our mission. This proposal is in place at this time. People have a year to put this into place. The 20% of funds for teaching needs to be a 1 to 1 match.

Interdisciplinary Teams -

Charlie had a discussion with Nancy Franz on this. Work on interdisciplinary teams is to be incorporated into what we already do.

Membership of the Council -

The membership makeup was reviewed and a proposal was put forth to have 5 program areas represented plus an at large specialist and an at large educator. Two issues surfaced-

of members on Council now- Is it adequate?

How can we best represent staff with the current representative?

The current council membership is seven people. This was tabled until the September meeting. George will bring lists of staff to review so we can see the breakdown.

Budget update - Jim

He had nothing to report other than what was reported in the biweekly.

There was concern raised by the recent Governor's budget mandates for more reductions.

Concern was also expressed about federal funds and that the governor is refusing Federal funds and the impact this could have on our organization. People who are operating on grants are concerned about the effects of the cuts on them as they did not have a chance to put in larger percentages to buffer the cuts. If staff would need to be reduced the UNH policy is a 90 day notice for exempt staff.

Recognition plan -

The committee still wants to go ahead with the plan. They don't feel a need to survey staff

They will move plan in in stages. They will pilot 2 awards this next year, one award for Program of distinction and a Diversity award.

The process has been simplified to one page. There is a checklist for person nominating the person and brief information on the program. The nomination process will be communicated at county office meetings and program area meetings.

The distinctive committee will begin in January and run through March. Forms will be due on December 31st. Awards will be given at the April staff meeting.

Extension Directors Award - Committee wants the leadership team to oversee this. The EEC will oversee the Maynard Heckel award and the President's Award.

Jim Grady and Paul Bonaparte will oversee recognition for support staff and provides recognition for those with 5 or more years of service. Jim Grady will oversee the plan administratively. It will be piloted in "05". COA's will also be asked to talk about and promote the awards.

Merit -

Concerns were raised as to how this would be dealt with in the future. Questions have been raised at the criteria for determining this. There are questions on how interdisciplinary teams are going to be counted. Bonus's were raised as another option to look at for recognition. Questions about merit go to the leadership team. Merit is based on performance. Employees should know where they stand at the end of the evaluation process. Supervisors do merit so they determine guidelines for this. Another question ; where should we be putting our evaluation time, on new staff or tenured staff.

Meeting adjourned at 12:30 pm.