

Extension Educator Council Meeting Minutes Sept 14, 05

9/20/05

Present: Karen Blass, Alice Mullen, Alan Eaton, Steven Turaj, George Hamilton, Matt Tarr  
Visitor: Wanda Mitchell

We reviewed and approved the May 11 minutes. March 9 minutes are still incomplete (Alan departed to teach class); Matt will add his notes to finish them, then they will be reviewed via email.

Wanda Mitchell joined us; she is Vice Provost for Diversity. We discussed the 2004-9 Diversity Plan. Wanda was a visiting professor here in 2002. The current diversity plan started with the task of actualizing UNH's diversity statement. She became involved in this effort, and they made an action plan (released earlier this year). They held discussions with many UNH groups and committees. Among the feedback was the suggestion to contact Cooperative Extension, so she met with John Pike (and EEC invited her here).

We discussed the plan and upcoming activities. One activity coming up is a tenure workshop for new faculty (especially for those in under-represented groups) to help them prepare for tenure decisions, and improve their chances of achieving tenure. One area still needing attention in NH: women still attain lower levels of education and earn less than men.

Wanda pointed out that they are gathering baseline data now and will report on progress in their plan in May of 2006. She is willing to do outreach activities if we have opportunities for her.

Wanda departed and we discussed our continuing consideration of EEC by-laws revision. We made two minor changes to clarify the bylaws. Under Length of Term, second paragraph, it currently says "A person filling a n unexpired term may be elected to two consecutive terms." We amended it to say "a person appointed to fill an unexpired term..." In paragraph 3 of the same section, the last sentence reads: "If this occurs in the last year of the member's term, the Council Chair will name a replacement." We amended it to read "...the Council Chair will appoint a replacement." We approved the bylaws as amended; Alice will distribute them via email.

One idea from our discussion of the by-laws was to create a means by which staff could freely express concerns and criticisms. If this could be done anonymously, so that there was no chance of feeling intimidated, it might allow for more balanced discussion of some issues. We voted to ask Steve Judd if it would be possible to set up such a "blog" site, so that ideas expressed could remain anonymous. Concerns about COA position are examples of things that need opportunity to be heard. Do we need a policy on how COA positions are filled? Time allotted for COA duties is a concern. Should we have young, newly hired staff doing this, possibly jeopardizing getting promoted, or finishing a degree? Some people feel this is just another add-on responsibility, and therefore a big problem. We had an open discussion on a blog and the COA position.

George suggested that a major task for us in the next year should be to draft job descriptions for EE Council members. One item that should be included is release time to serve on EEC. We don't want anyone getting criticism that they are spending too much time on EEC business, and not enough on other job aspects.

Update on recent President's meeting:

The Harassment and discrimination policy is now on the UNH website. Budget: \$1.4 million withdrawn from E&G reserves to close out the year. They are worrying about oil (heating) costs. RCM (resource centered management) review is underway. Enrollment is stronger than expected this semester.

Alice serves on the performance management committee. They are working on tools to assist supervisors to evaluate (PAT & OS) employees. They will present this tool Oct 26<sup>th</sup> from 2-4PM in MUB theater 1. Alice invited EEC members to attend.

We need an EEC representative to serve on the SPCC (Systems Personnel Policy Committee). Karen might be able to do this; Steve cannot (long ways). They have quarterly meetings.

The 2005 staff excellence brochure was recently sent to campus employees. This (light blue) pamphlet has photos and articles about presidential award of excellence winners for PAT, OS and Extension staff. This is the first time this was done; previously only faculty winners were honored in this way. (This was the result of suggestions by George Hamilton)

We need someone from EEC to help with this year's recognition ceremony, which will be Friday, May 5<sup>th</sup>. Alice has been doing this, but she will be out of state on that date this year. Alan will be teaching. Alan suggested asking Charlie French next, since he is located on campus. Alan will check with Charlie.

Update from Nancy Franz (not here today): We are in POW planning process, getting feedback from councils. Open space, parenting, 4-H and agriculture issues have come out.

Update from Jim Grady (also not here today): The cost of Ext promotions was \$27,000 this year. This exceeded the 1% we set aside for merit, so dipped into reserves. We gave a bonus for some staff who had done well in getting outside funding. Bonus \$ came from the reserves; not in our 3% allotment for salary increases. Just over 1% of the salary base is set aside for educators increases.

Elections: George Hamilton will be completing his terms. Charlie will be ending his first term. Charlie's preference is to decline running again. We need to find a candidate for the specialist representative, and have only 6 people in human development to ask.

We set the 2006 EEC meeting dates as: January 11 9-noon, (12<sup>th</sup> snow date) March 8 (9-noon), May 10<sup>th</sup>, July 12<sup>th</sup> (9-12), Sept 13<sup>th</sup> (9-12) and Nov 8<sup>th</sup> (9-12).

Adjourned at 11:40 AM

Notes taken and transcribed by Aslan Eaton