

EEC Meeting
September 11, 2002

Present: George Hamilton, Steve Turaj, Alice Mullen, Karen Blass, Debbie Cheever, Val Long, Cheryl Smith

Minutes were reviewed and a few corrections were made and then approved. They will be sent to Faye Cragin for uploading on the web.

Heckel Award -

This was reviewed and it was decided to invite Maynard to the December meeting so the committee can review the award with him and be sure of the intent.

UNH Master Plan -

Cheryl reported on this. No meeting has been held since the last update. Cheryl has received the current plan to review. There is a portion on Professional Development on Campus. The August 19th meeting was to review the professional development plan on campus. It seems to be geared for Administrative level positions. There will be a test run through with Administrators. Jim serves on the space allocation committee and Kathy Neal is on the landscaping planning committee.

Election for Council -

October nominations will be sought by George. November will be elections. December - two slots will be filled.

UNH Presidential Inauguration -

This will take place on November 22nd George has inquired as to how groups get to meet with the President.

George reported he got a call on Saturday afternoon of Labor day weekend from T Hall to Attend Presidential inauguration on November 22nd. They needed the name form the Council as to who was going to attend. The group felt we needed to be proactive in letting others know we are here. Steve suggested sending a letter to the UNH President inviting her to the November meeting to orient her to Extension.

George has been in touch with other Councils and has opened more communication between Councils.

UNH Staff Development grants

In John's September 30th update UNH staff development grants mentioned that there are grants for OS, Pat staff up to \$750.00 There was a question as to why Extension Educators are not eligible.

Leadership training comes out of Human Resources Cheryl recommended that a letter be written asking of our concern to Human Resources Greg Sanborn and cc to Sharon Demurs stating the need to have the EEC recognized . The letter should also be sent to other Council Officers. There

was consensus by the group to have George pursue this further.

Updates from University Committees

10 A.. University Governance - Nothing to report

B Systems Policy and Procedures - Hadn't met since last report.

C .Update on staff awards and recognition - No Further progress

Mentoring Program - Presentation by Ed, Bob Edmonds, Mary Ann Kasprzak

Bob Explained the process -

The recent Strategic plan outlined the need to maximize retention of staff through training , orientation, and a mentoring program.

Orientation - This is a 2 year process

It will include one day orientation on December 10th with lunch at the New England Center.

There will be comprehensive orientation program and will include an evaluation component.

Sally Barney and Mary Ann Kasprzak put the program together. Mary Ann is working on her degree program and collaborated with others to put the program together.

The program is research based and was done by reviewing Land Grant programs in other states .

She talked to people across the Country - 6 states were interviewed -They included Penn State, Texas, Colorado, Wisconsin, 2 programs were new, 2 were in the middle of program and 2 had long term programs. Several articles were cited about the difference that mentoring programs

made in attrition and how people serving as mentors were compensated which included letters of accommodation in their files, reworking POW, and in one case a stipend for the mentee.

To develop program Mary Ann interviewed a quarter of the new staff from 1999-2001. Mary Ann surveyed 26 people -some new, some a couple of months on the job and some up to 3 years on the job. Through a 41 question survey she asked what they wanted and needed. 22 surveys were returned giving an 85% return . Out of the 26 people all wanted a mentor, except three people who found their own mentor

It was suggested that the campus tour be done early on for new staff. Val raised question about when program leader meets with new staff person..

Things that were deficits here were found to be the same in other states. One question Mary Ann asked was " What can we do to make people succeed? The one day orientation is seen positively by new staff. Weak areas included making connections with program areas. Each program areas cover POW, TERS, Program planning and evaluation..

It was made clear that CONFIDENTIALITY is a must in this whole process.

George thanked Mary Ann for her work and indicated wanting to see data through articles she is going to write.

Question to leadership team -

Did they look at a statewide program and whether staff can take time for mentoring. It was noted that this should be a part of the promotion and evaluation process.

There was a question as to whether the leadership committee has seen the summary of surveys?

It was suggested that Program leaders share with staff. There is concern that there needs to be staff buy in for this new program. . There needs to be an opportunity for more staff input .There is interest on the part of the EEC for the leadership team to share with everyone in the

organization. There will be a summary and synopsis in the biweekly .Ed indicated a critical need to implement the program very soon. Probably the #1 weakness in the organization is staff orientation and professional development. The organization has a number of new staff currently. The organization will take feedback, consider it, and then implement the mentoring program on a pilot basis for 1 year. After one year it will be reviewed and then identify what went well and what not so well. There will be opportunity for input from the EEC as well.

There needs to be clear responsibilities for the following- Program Leader , roles of the mentee County office coordinator, relationship of the mentor to the program leader, and program leader to mentor

Communication is key to this process.

It was suggested that the mentoring program be a part of the annual conference so all staff are familiar with it.

Agenda items for November

Develop Criteria for the Heckel award at the November and January meeting with Ed coming in to the group.

Meeting adjourned at 12:05 pm.