

EEC Meeting  
September 10, 2003

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

The July meeting was cancelled due to conflicts in schedules so minutes of the May meeting were reviewed. With a few corrections a motion was made by Val to accept and seconded by Alice.

**Election Process for the Council -**

Cheryl Smith is not running again. Karen Blass agreed to run again.

**Plan of work progress -**

Nancy Franz will be holding meetings throughout the State to gather input with counties for the two-year plan of work format. She is going to be working on the format for the next plan of work.

**UNH Professional development grants -**

This will be mentioned in the biweekly for staff to be able to take advantage of.

**Meetings for 2004 -**

People should note these dates in their calendars for 2004

Jan 14, Mar 10, May 12, July 14, Sept 8, Nov 10th.

**University Governance Council -**

President's cabinet meetings have been changed to the last Wednesday of the month. No one from the council was able to attend this month's meeting.

**SPPC meeting-**

This group hasn't met since early summer so there was nothing to report.

**Update on Staff awards -**

Alice reported that the logic model went to Nancy Franz and that there would be a conference call to go over recommendations.

**Role of EEC-**

Questions have come from staff as to the role of the EEC. It was suggested that the bylaws of the group be put in the biweekly for staff. George told the Council that he had met in 1997 with the Administration to try to clarify the role of the EEC and when do staff go to the EEC with questions for the group to address. The role of the EEC is to deal with terms and conditions of employment. Anything in the policy handbook would be issues that the EEC could advise on.

The role of the EEC was brought up and its relationship to the budget and policy issues around this. It was stated that program leaders are hired to manage and oversee finances in their department. Jim was asked how he saw the role of the Council in terms of the current budget situation. He directed individuals to go to their program leader first if they have concerns. It was noted that the process needs to be looked at, not the event.

It was reported that the PAT staff handbook has been updated and there were questions as to the Extension Handbook and where this was at.

### **Heckel Awards -**

Five staff were contacted to submit. Catherine Violettet, Nada Hadda, Suzanne Knight, Charlotte Cross, Paula Gregory.

The committee reviewed four applications. Paula Gregory was not able to participate this year. Karen developed the criteria for the Council to use for these awards. Thank you Karen. There were four VERY STRONG candidates.

Karen will follow up with letters to all the candidates . The council suggested that all the candidates get an exemplary programming certificate at the Annual Extension meeting. Karen will talk with Nancy Franz as to when the awards would be announced. The decision needed to be made now because it was the Councils understanding that the UNH foundation needed the name by Oct 1<sup>st</sup>.

Budget Update- Jim

The organization has a target of 780,00 dollars . Questions were asked of Jim as to how the organization was going to deal with the program impact from the budget cuts. He noted that the organization first has to deal with the deficit then how to handle the deficit. We need to look at what benefits us organizationally. Program leaders will need to work with staff to help make decisions.

The group was reminded again that since 1988 county and state salaries have been met through the UNH budget. A new tuition increase would help to offset some of the deficit for Extension. This is projected to be \$280,00. This is a first for Extension to receive these dollars.

Jim has worked on scenarios one being %'s of dollars that each program area would need to reduce. This was how it was done during the last budget crisis.

### **Pay raises -**

Salary increases are due by September 1<sup>st</sup>. Annually Jim does an analysis of time in rank . He looks at quartiles for deficiencies and internal equity. He needs to build the budget with this information as well as dollars needed for promotion. Jim has recommenced distribution of dollars for this year. 2% for salary, 1.5% additional for merit, equity, promotion,(.3% toward equity, 1.2% across the board salary.)

### **Performance review - Steve**

Steve reported to the group the process for this committee to date. Steve suggested that everyone review the materials he sent. The group would like Nancy Franz to attend the November meeting. It was the understanding of this committee that it had met by pictel and email to develop the materials to date. The group requested that as Secretary, Debbie Cheever write an email to Nancy Franz to express the importance of the process and the concern that the committee meet face to face so everyone could benefit from two way communication by all representatives to the committee. George asked the question of job descriptions and whether this could change without an individual being involved. It was noted that the job descriptions are generic and the actual position is what you do. It was clarified that a job description and a Position announcement are different.

Meeting adjourned at 1:15

Agenda items for November

Performance Appraisal process update and committee input - Nancy Franz

Mentoring- Bob Edmonds

Position Descriptions