

Extension Management Team Meeting September 25, 2003

Present: Paul Bonaparte-Krogh, Paula Gregory, Amy Ouellette, Marshall Patmos, Charlene Baxter, Bob Edmonds, Steve Judd, Nancy Berry, Wendy Brock, Bruce Clement, Nancy Franz, Margaret Hagen, Nory Parr, Don Black, Peter Pohl, Tim Fleury, Jim Grady, Dan Reidy, Sam Stoddard and John Pike. Late arrivals David Foote and Holly Young.

Paul reviewed the agenda.

COA Updates:

Paul indicated that COAs should keep in touch with him about the county budget process. COAs indicated they would like more information on how the state deficit reduction will impact county budget processes especially any future costs transferring from the state to the county. Paul suggests using county Advisory Council treasurers to work on and present the budget rather than just the COA. He also suggested an increased need to be accountable for staff (online calendar systems, etc.). Paul wants to talk with COAs in the future on their participation in staff performance appraisal. Paul passed around a data base of county elected officials for staff to update including term of office and the person's affiliation. He is conducting Advisory Council orientation this fall. One copy per county of the orientation binder and a county directory were handed out. Dan and Paul will be involved in the county commissioner's and affiliates annual meeting.

Specialists Meeting:

Paul is still looking for a second specialist to serve on the EMT. Specialists are planning future meetings together to address issues in their work. They met earlier this month for an electronic polling demonstration, discussion of the PicTel technology, Civil Rights training and discussion of future specialist meetings. They aren't convinced that the EMT meets specialist needs.

Steve Judd's Report:

There are no prescheduled trainings for IT. Training will be offered for groups of interest as they are needed. Six people minimum are required for training to take place. This allows training to be focused on particular tasks rather than general software training. The ITDE training goal is to bring classes to where the people are. The next iteration of the web redesign goes up next week. Please take time to comment.

UNH President's Visits:

The Merrimack County visit went well. Paul passed out a list of comments and photos from the event. The post event details are being worked out. Staff did a great job with the event. The facilitated portion of the event may be tweaked a bit for future visits. The key to the whole visit is the presence of legislative representatives. The major themes that came out of the conversation included:

- Agricultural research and outreach must remain strong
- Continue effective communication between UNH, UNHCE and the County

- Increase educational efforts towards families and youth
- Expand the use of Family, Home and Garden Education Center

Plan of Work Process:

Paul expressed support for the work staff have done for this process. Nancy Franz shared the PowerPoint slides and logistics for the Plan of Work county sessions. The state Plan of Work Caucus was also discussed. She is amazed by the great support of staff interested in helping with these events and other aspects of the Plan of Work process. Staff will be invited to several data parties to interpret data from the county sessions and the state caucus. Staff will also be asked to each find two people who are non-Extension users in November to take an online gap analysis survey. Nancy will draft a one page document on the role of Advisory Councils in the Plan of Work process for staff to react to.

State Advisory Council Meeting:

Paul and John are working on the details for the October 30th (from 10:00 a.m. to 2:00 p.m.) meeting. Two people from each county council should attend. The event will take place at the College of Life Long Learning in Bow. Council members could help with analyzing the county gap data that day and get clearer on their role in the Plan of Work process. Heckel Award winners could present their programs as well.

Budget:

The UNH HR office recently approved the separation incentive program. Staff will find the most recent budget information in the Biweekly Update. No other information is being shared with staff that isn't in the Update. Our budget is \$19 million including 85 competitive grants through the Office of Sponsored Research and 15 competitive grants through Jim's shop. 35% of the budget is made up of competitive grants. \$300,000 of income through cost recovery comes to Extension through grants. \$280,000 income is coming from tuition- new revenue source for Cooperative Extension. 71% of the budget supports salary and fringe benefits so that is where most of the major \$780,000 budget deficit will be realized. Only 6% of the budget includes unrestricted support (travel, supplies, etc.) About 12 people have indicated an interest in retirement which adds up to about \$700,000. Anyone who has been in a benefits eligible position for at least five years (whether eligible for retirement or not) can participate in the separation incentive program. The separation incentive is not tied to Civil Service Retirement. The cost for separation incentives will be about \$400,000 of our \$800,000 carry over of funds. Anyone interested in a separation incentive MUST contact Jim by October 15, 2003 and retire by April 15, 2004. The Leadership team is looking at not only what needs to be cut to meet the deficit but also creative ways to enhance revenue generation. Jim will send out details to all staff on the separation incentive program and conduct a PicTel session on the topic. He will also personally contact everyone he knows who is interested in the separation. 30% of our funds come from the Federal Government but 18% of those are grant funded. Counties provide 13.1% of Extension funding.

Inservice on Revenue Generation for Staff:

This event is being held November 20th with 29 staff registered. The focus includes a shift to a stronger revenue generation culture in UNHCE. There will be a panel of staff who successfully generate revenue. Jim will also give a historical view of our fiscal history around revenue generation. Office of Sponsored Research staff will share tips on identifying funders and writing, securing and managing grants.

Charlene's Report:

Judy retires tomorrow after 24 years with Cooperative Extension. She will return to teach a facilitation course listed in the professional development roster. Charlie French will shadow Judy and teach a similar series in Berlin. Staff can still sign up on line for either course. Charlie will also be working with group facilitation around the widening of Route 93. The group expressed concern about Extension getting involved in contentious issues and being perceived as an advocate for a particular aspect of an issue.

Holly's Report:

She thanked staff for patience while the publications center is in transition. She is reviewing future operations of the publications center. She presented several scenarios being explored for publications distribution. Holly will be cleaning out the publications with Program Leaders. Another 3,000 copies of the new ornamentals publication are being ordered. Peg and Holly are working on a communications audit. They have interviewed leaders and specialists in the organization. A final report will go to the Leadership Team soon. Holly gave an update on the highway road signs. Banners have been created for county 4-H youth development programs. Let Holly know how many Extension promotion brochures you have and how many you need. She is in the process of updating the Extension promotion video.

Don's Report:

Don reinforced the importance of our county connection and the need to promote that connection. He unfurled a banner of the Strafford County seal that he plans to hang in the Extension office with the Cooperative Extension banner. He suggests wrapping banners on a cardboard cylinder for preservation. Paul suggested that each county use the county name as well as UNH Cooperative Extension when answering the phone.

National Leadership Conference:

Holly reported on the conference slated to take place March 29-31, 2004 at the National 4-H Center. A purpose statement needs to be added to the one page handout presented to the EMT on this event. Participants must be confirmed by December 12th. The group discussed ways to follow up with Advisory Council members who attend the event.

David's Report:

Frame relay technology is on its way out but is still being used in several offices of our offices. Our contract with Verizon finishes at the end of this month so he is negotiating a new contract. David and Steve are constantly looking for cheaper and better options. David shared the need to get gap session data from county staff ASAP. He is working with Charlie French on a program for A Safe NH with NHPTV, Volunteer NH, and NH libraries. Our staff will serve as facilitators. The program starts in October and part of a

national pilot. He is currently taping a program on securing funding with coalitions that staff can check out.

Bruce's Report:

He stressed support for the digital diagnostic system in each office. The system's goal is to improve response time for growers and home owners on their plant problems and interests. There will be minor annual costs (less than \$200) for maintaining each lab. There was agreement that these costs would be included in county budgets.

Wendy's Report:

Wendy shared 4-H Camp numbers. They had 1,062 camp weeks. The majority of campers are in 5-7th grades.

Bob's Report:

Bob has been meeting with each county staff to help them prepare for a Civil Rights review. He has encouraged specialists to share their Civil Rights data with each county for their files.

Margaret's Report:

She reminded staff that the number of calls coming in from each county is documented on the F,H&G Center website. This information is useful for county reporting season. There is concern that some county support staff won't refer calls to the F,H&G Center and that some bad information may be given by some of the F,H&G Center volunteers. She would be glad to meet with county staff to talk about the F,H&G Center. There is some work on figuring out how to report the kinds of calls that come in back to Extension staff. They are using DES fact sheets for water quality calls rather than UNHCE fact sheets. It is important that all the old UNHCE water quality fact sheets be destroyed.

Dan's Report:

The staff are preparing their CYFAR grant. Their move to Goffstown will hopefully be in January. They will have a small conference room as part of their Goffstown space. There will be 70 county staff in the total office space. Two towns are working towards doing the Community Profiles process.

Sam's Report:

There are four vacancies on their advisory council. They are working on level funding for their budget. Their 2003 budget will close out in a good state. They have been getting increased request from Vermont residents for service especially in ag. Other counties indicated that they are getting cross border calls from other states as well. The Coos County staff are inviting the Vermont staff to collaborate.

Paula's Report:

It is important to get a natural resources representative on the EMT. The specialists are concerned that there needs to be this second person because Paula doesn't have a faculty

position and faculty issues can be different. They want to continue specialist meetings on an ongoing basis.

Amy's Report:

They have submitted their budget request and waiting for their date to defend it. Becky is working on a CYFAR grant proposal. New conference room tables and chairs are on the way and the room will now seat 20 people. The county complex is getting a new roof. The county activities room is unusable until after the roof is done. They filled three Council vacancies. John suggested that at a future EMT meeting the process for filling Advisory Council vacancies be discussed. Amy is looking for feedback on how to deal with representatives that don't show up at the meeting. Nory suggested she talk with the chair of the delegation.

Marshall's Report:

Their budget has been submitted 1 1/2% below level funding. Gap Session invitations have gone out. The council is full and has some new members. There is a lot of enthusiasm by council members. Carl, Loren and Marshall are working with the county farm committee on a mission statement. Staff are also working on inmate rehabilitation programs. Delegation members are looking to Extension for this programming. Their office may be moving at some point.

Nancy Berry's Report:

They lost seven council members and have replaced six. Their budget got approved in September. The commissioners have given her a year to prove that PicTel is fiscally beneficial. They are holding a demonstration program for a business group with Nancy F. and David. Gail is working with community collaborators on a CYFAR grant. The library resource notebooks are going out to libraries and showing them how to use the web site. They want to move towards all web based resources.

Nory's Report:

He and Mike L. are on a county farm advisory committee. Pressure is being put on the county farm wood lots as a source of income. \$168,000 has been generated. There have been two accidents on the farm so Extension is helping with safety training. They are tapping into Cooperative Extension farm safety money to do this. He collaborated on a CLL course on wood identification and tree identification with a bunch of UNHCE staff. They are working on gap and President's conversations. October is a tough month for schedules.

Don's Report:

The county is raising taxes rather than not fund programs. One commissioner is concerned about Extension's visibility with the commissioners. He and Don are working on showcasing staff projects to remedy this. Dave and Tom's smart steps program has engaged county employees, commissioners and the media successfully. Don presented

faux human fat to help the group understand this program and shared the associated news article.

Peter's Report:

There are about 40 people coming to the gap session tonight. They have had council vacancies and will promote participation at the gap session. He has completed the ergonomic upgrade in his office. Almost all of the workstations were affected. They have a slight increase (2-3%) in their budget proposal. He is honing his personnel management skills. An office move is in the cards again.

Tim's Report:

He reported earlier on the President's visit.

The Next Meeting:

December 11, 2003, PicTel is not available that day, location yet to be determined