

Minutes
Extension Management Team
Sept. 17, 2002
Merrimack County Office

Present: Nancy Berry, Sue. Buteau, Nory Parr, Dan Reidy, Don Black, Tim Fleury, Lauren Bressett, Karen Blass, Sarah Smith, Paula Gregory, Steve Judd, Holly Young, David Foote - PM, Brian Doyle, Charlene Baxter, Wendy Brock, Bob Edmonds - PM, Ed McAllister (Belknap & Carroll absent)

Strategic Plan Implementation

Ed reviewed key components of Issue 1 in the Strategic Plan that describes future programming addressing critical and emerging needs. Also reviewed was the strategy to develop a process to identify and prioritize high-priority state needs; involve faculty, elected officials and advisory councils in the process; and implement a planning process that identifies audiences, methods and outcomes (Logic Model). While the Associate Director and Program Leaders have ultimate responsibility for the plan to achieve these goals, Lisa Townson and Seth Wilner, co-chairs of the Program Planning & Evaluation Team, were introduced to facilitate the following discussions:

Introducing Advisory Councils to the Logic Model for Program Planning - following a sample presentation by Seth as one approach for teaching councils about the model , several counties voiced the preference to have Seth or Lisa provide this initial introduction for their councils. Ed requested all counties plan to do this within a year, and to contact Seth & Lisa directly with possible dates. If a county staff member is interested in providing this training, Lisa and Seth said they would also be happy to assist the individual prepare. Council training will not be provided until all staff in the county have been trained and are comfortable with the council getting this orientation.

Needs Assessment and Priority Setting for FY2005-2009 Plan of Work - Lisa reviewed a listing of desired outcomes for this process created during the Sept. 10 Program Leader meeting. Additional comments and suggestions were added. Seth & Lisa will be working with the Program Leaders again in early December to draft a proposed process, to be reviewed during the Dec. 19 EMT meeting. In the meantime, EMT members were encouraged to discuss this topic with their colleagues and councils and encourage input for development of a POW needs assessment and development process. Suggestions and input should be forwarded to Program Leaders, Ed, Lisa or Seth. One option described was to delegate responsibility for facilitating POW base/disciplinary program development to Program Leaders, and conduct a statewide needs assessment involving councils, elected officials and others aimed at critical and emerging issues.

Plans for Dean & Director's County & Campus Meetings

Ed reviewed the plans as provided in the Aug. 30 Biweekly Update. He pointed out that county staff reports should be submitted to John in advance. The purpose of the campus meetings is to inform deans and dept. chairs of the many existing collaborative efforts in Extension involving teaching and research faculty. These examples of integration are intended to facilitate the further integration/affiliation of specialists in departments, including the establishment of Extension

Faculty in all 5 schools and colleges.

Search for Associate and Assistant Directors

Ed reported the review of applications began as of 9/16, with a large pool of diverse applicants for both positions. He explained that names of applicants will remain confidential and no names will be revealed by either search committee except the finalists when open presentations are announced. Both search committees plan to begin the process immediately with the goal to have it completed by the Dec. holidays if possible. Catherine Violette chairs the Associate Director committee, with Steve Judd chairing the Assistant Director search. Catherine and Steve will remain in close communication throughout the process to ensure consistency in procedures.

Assistant Director, County Operations

Because this is a new position that will supervise COAs and work very closely with county staff and advisory councils, Ed reviewed the job description and discussed the position from his perspective. He urged COAs and county staff to participate in finalist interviews and presentations (tentatively planned for Dec.) and to provide feedback to the search committee. The committee will also arrange for some county advisory council members to participate in final interviews and offer their opinions about candidates.

Information Technology & Distance Education (ITDE) Manager Report - Steve Judd

1. The unit is making a number of changes to improve service and efficiency. Steve no longer visits county offices on a regular schedule, and asked to be informed if more ITDE assistance is needed. An on-line request form requesting assistance is now up and Steve will use these to determine priorities. The Hotline remains in place for urgent and time sensitive needs. The ITDE website has been reorganized with the intention of making it easier to find needed information. The unit is also attempting to increase the amount of training offered at sites other than Durham.
2. Plans were discussed for several software application upgrades (see Sept. 9 ITDE Newsletter). While this cost will be paid by administration, Steve reminded COAs that counties are responsible for hardware upgrades and should build computer replacement costs into annual budget requests.
3. A technical support contract for the Blue Ribbon youth enrollment software is being purchased.

Educational Marketing & Information Coordinator - Holly Young

1. The marketing web site is being reorganized effective Oct. 1. It will include a standard advisory council recruitment packet retrievable from the web. An accompanying CD is also available. This information will be described in the next Biweekly Update.
2. Holly is ready to submit a county signage request to the Dept. of Transportation. It includes requests for both new and replacement signs with consistent office identification. Offices such as Coos and Belknap on major roadways don't qualify per DOT.
3. National Leadership Seminar will be March 17-18 but no further details known. Recruitment should begin now. Registrations will likely be due Dec. 1.

Information Technology & Distance Education Director - David Foote

1. David reported on a successful DRED sponsored press conference this morning focused on high-speed Internet access for businesses in the state. The purpose was to inform businesses not

connected of the opportunities for them to use the Internet despite their location. Three of the 6 interactive video sites were the Laconia, Newport, and Brentwood Extension offices (handout).

2. David hosted an executive meeting of the NH Association of Counties at Extension's five PictureTel sites on Sept. 6. It resulted in their best attendance ever and provided a great opportunity to demonstrate the capability and potential for interactive video. The group is expected to use PictureTel for future meetings (handout).
3. David is now chair of the Granite State Distance Learning Network (handout). New members include NH Police Standards & Training Council, NH Fire Training Academy, and NH Community Technical College System. Ellen Snyder's "Biodiversity and the Granite State" will air on the GSDLN on Sept. 19.
4. Kansas State University is managing a database of institutions with video conferencing capability via Internet II (handout). UNH is the only New England institution listed but David reported the NE land-grants all have this capability, although Umass is not on Internet II.

County Web Calendars

It's been pointed out that some county web calendars are blank, or have programs listed by only one staff member. COAs need to discuss this situation with county colleagues and determine if they want to actively use the calendar feature or request ITDE staff to remove it from their site. David offered to provide the number of calendar hits if that would be helpful.

Advisory Council Handbooks

Handbooks are badly out-of-date and Ed requested counties improvise until the new Assistant Director, County Operations is on board. He will work with this individual to make this responsibility an immediate priority. Nancy Berry is willing to share the handbook Sullivan County recently created.

Advisory Council Staff Evaluations

Charlene reported a letter has just gone out to council chairs requesting this annual input, with no changes made from the process last year. The mailing includes forms labeled for each staff member and return envelope. Councils can request a PL attend to facilitate the process if desired. COAs need to reiterate that this input is incorporated with self, peer and other evaluation data collected by the PL.

Carsey Institute for Effective Families & Communities

Charlene reported preparations are underway for the 1st Annual Carsey Institute. The target audience is members of the legislature for the purpose of making them more familiar with what's available at UNH in this field. Charlene asked COAs to inform her of family/community issues of concern to legislators to assist the planning committee when it meets the first week of Oct. The conference is tentatively planned for early Dec.

County Reports

Coos - Sue Buteau

* Have recruited 8 adults and one teen to join 4 current council members. They were successful in getting highly enthused and energetic individuals resulting in a council with "more fire than any

before”. Commissioner and delegation reps are supportive of Extension but don’t attend meetings regularly.

- * Handbooks were distributed at the Sept. meeting, POW reviewed, budget process explained and program updates provided.

Rockingham - Karen Blass

- * The new 3-way shared COA position is working great so far.

- * No date yet for submitting county budget request

- * Last Saturday about 150 people attended the Rock. Botanical Garden Open House. A commissioner and a few legislators attended.

- * New 4-H educator, Rick Alleva, joins the staff on Sept. 30.

Sullivan - Nancy Berry

- * David Foote met recently with dept. heads to demonstrate PictureTel capability. Many got excited and County Manager challenged each to identify 10 potential training opportunities that could be accessed. The Nursing Home Director identified 17 in-services for his staff. The county has funded monthly charges through June 30 providing an opportunity for the county to assess the value for the cost.

- * Staff have gotten involved in a local coalition addressing alcohol, tobacco & drug abuse, and is assisting in securing \$134,000 earmarked for the county. Extension helped bring the group together to develop the grant proposal.

- * Early in the summer staff conducted a council survey to determine what members liked and didn’t like about the experience. It was found they wanted more socializing and the opportunity to get to know each other. Get acquainted activities have been added to council meetings.

Merrimack - Tim Fleury

- * Budget season just started. Commissioners requested zero increase budgets.

- * Tim successfully upgraded their Secretary/Bookkeeper position and hopes to get the other 2 upgraded also. If other counties attempt this, he suggests carefully examining job duties and working in conjunction with the county HR director.

- * Extension works actively with the Academy Program (next door) providing classes and training in gardening, nutrition and money management.

- * Re-doing the fact sheet notebook for libraries. Will more direct users to on-line resources to reduce the number of fact sheets/notebooks.

Strafford - Don Black

- * Strafford and Carroll share ag educators with Geoffrey Njue working with the greenhouse and nursery industry, and newly hired Tina Savage handling animal science and agronomy. Both councils were involved in their selections and the arrangement is working well.

- * Don reported a successful marketing effort involving commissioners presenting certificates to Master Gardeners. He advises it’s best to involve commissioners because their involvement brings the press. He works through the County Administrator to arrange for commissioner participation. Another success was the commissioners deciding to hold a meeting at Rochester Fair since they’d been asked to judge exhibits, and the also agreed to sponsor trophies providing yet another photo opportunity for Extension.

Cheshire - Lauren Bressett

- * Commissioners keep moving up the budget date and are now requesting the Jan. budget in August. They asked for level requests but since the previous budget included a new photocopier, Extension has leeway resulting in a request lower than last year.
- * Likely to have a whole new Board of Commissioners elected in November. Commissioner rep on the council, Margaret Lynott, is running. Greg Martin was a supportive commissioner but not running. Peter Davis resigned his position after the filing date so that position will be court appointed.
- * Difficult to fill council vacancies, and also to get members out to meetings. Have a full council now but 3 don't attend.
- * New ag educator, Carl Majewski, started July 1.
- * Working on support staff upgrades.

Grafton - Nory Parr

- * Yesterday commissioner and legislator dignitaries participated in a groundbreaking for a nursing home addition with building expected to take 16 months. The old nursing home will be renovated for Extension and other offices.
- * David Foote convinced the commissioners and others that ATM is a good investment with the opportunity to connect other departments in the courthouse.
- * Struggling to keep council positions filled. Have 2 new good members who were encouraged by outgoing members. Council has 2 youth reps. but needs new legislative rep.
- * Have had change in county's Executive Administrator and expect he may come to meetings.
- * New 4-H secretary, Kristie Vaughn, started July 1.

Hillsborough - Dan Reidy

- * Goffstown office will be closed about Nov. 1 and moved to Milford while the Bouchard Building is renovated. Sometime next summer the entire staff will move back to the Bouchard Building eliminating the Milford office.
- * Kim Miles has resigned her position and newly hired administrative assistant was hired for the vacant Nutrition Connections position. The ½ time adm. assistant position needs to be filled. Jessica Pratt Brown has also resigned.
- * Dan is involved in the selection process for the county's new HR Director.
- * Also having problems filling council positions. Making a particular effort to recruit a member from an ethnic group. Both youth positions are vacant.
- * Community Profiles will be conducted in Greenfield on Oct. 25-26.

Next Meeting - Dec. 19 via PictureTel