

Minutes
Extension Management Team Meeting
via PictureTel @ 7 sites
March 21, 2002

Present: Sue Butueu, Nancy Berry, Dan Reidy, Nory Parr, Sumner Dole, Peter Pohl, Rollie Barnaby, Don Black, Tim Fleury, Sarah Smith, John Pike, David Foote, Jim Grady, Holly Young, Charlene Baxter, Bob Edmonds, Ed McAllister (Cheshire County absent)

Distance Education Update - David Foote

1. "Continuous Presence" demonstrated and used for this meeting. It provides screen segments through the video bridge allowing all participants to be visible on the screen throughout the meeting. The speaker is the "dominant audio" and appears in the larger screen frame. This feature can be arranged through a special request to the bridge operator.
2. T120 Application sharing PictureTel - this feature is in the preliminary testing phase and provides the ability to hook up and project web sites. It also allows you to share documents for joint work.
3. Granite State Distance Learning Network (GSDLN) - this is a consortium of educational institutions in NH with 34 sites on-line. Extension has sites in 5 county offices (Grafton, Belknap, Merrimack, Rockingham, Sullivan), Taylor Hall, plus campus sites at Nesmith, MUB, CIS, NH Public Television and USNH. Other GSDLN sites include Dartmouth Medical Center, North Country Education Foundation, various high schools, state library, Keene and Plymouth State Colleges, NH Technical Institutes, College of Lifelong Learning and others. David Foote is vice chair of the consortium.
4. Internal and External use of the system - Requests for use of the network within Extension should be sent to David via email with requested dates and times. He will contact sites for availability and will schedule the bridge. To use a non-Extension site, make an email request to David and he will make the contacts. Consortium members have agreed not to charge each other for use of the system between 8 - 4:30. A fee structure will be established for non-consortium members, and Extension will also soon develop a fee structure. David will be scheduling a conference with counties with units to do this soon. For out-of-state conferences, there is usually no fee when it involves another Land-Grant university. For external conferences there is no fee if Internet II is used. If sites don't have high-speed access and have to use ISDN lines, users will pay about \$100 per hour for access.
5. Status of David's meetings with County Commissioners and Dept. Heads - Meetings have gone very well so far. Sullivan officials, in particular, were very excited about both high-speed internet access and the potential for nursing home and health care training. Meeting in Rockingham also successful. David has had discussions with Belknap and will be meeting with Merrimack officials in April. Down the road David envisions a phone savings resulting from reduced in-state rates. Besides high-speed internet and interactive video capabilities, county government will be able to take advantage of the wide offering of on-line training and streaming

video. Annual ATM fees are about \$15,000 for each site. About half goes to Verizon for high-speed access, the remainder covers the UNH bridge and related fees.

6. Bio-Terrorism Broadcast - Will be held today hosted by the National Association of Counties (NACo). It's intended for county officials and invitations have been extended by COAs. Participation is expected at the Grafton, Sullivan, Belknap and Merrimack sites.

State Advisory Council - Ed McAllister

This will be a dinner meeting in an effort to increase county participation. It's scheduled for April 18 at the Courtyard by Marriott in Concord, from 5-8:15. The 4-H Centennial observance in NH will be the main item of business. An agenda and further details will be sent out in early April.

State Extension Conference - Bob Edmonds

The conference will include education, recognition, interaction and program sharing. All staff have been invited including UNH and county support staff. As described in the Strategic Plan, conferences will be held annually and alternate between one and two-day meetings. The agenda includes a keynote speaker, address by John Pike, a variety of workshops and recognition, including the new Heckel Fellowship Award and recognition of retiring Joan Leitzel. Staff can select from a variety of workshops including Powerpoint Presentations, Communications in the Workplace, Balancing Work & Family, Preparing for Retirement and Dealing with Difficult People. There will also soon be a call for posters as a means to highlight state and county programs. Bob and Wendy Brock are co-chairs. Others on the planning committee are Cheryl Smith, Darrell Covell, Anita Mundy, Sharon Hughes, Holly Young, Amy Ouellette, Karna Williams, Thom Linehan and Nancy Evans.

June 6 Office Coverage - Jim Grady

With all Extension administrative assistants invited to the state conference, Jim suggests counties arrange for advisory council members or other volunteers to provide office coverage. An alternative is to hire an hourly employee to staff the office that day. If paying such an individual is difficult for a county, Jim said he can provide that service and will bill counties accordingly.

Cost Containment for Fringe Benefits - Jim

Jim followed-up the information in the last issue of Campus Journal about the dramatic increase in fringe benefits, particularly health care. Under RCM, each unit must determine how they will fund the increases. Fringe benefits will increase from 35% to 37% for FY03 (July 1), and increase to 39% in FY04. This amounts to an increase of \$197,000 for Extension which must come out of existing budgets. Staff are referred to the web link in the update for details of the proposed changes to contain these costs: <http://www.unh.edu/news/CJ.html>

National Leadership Seminar, March 18-20 - Holly Young

Our delegation returned from this annual session late yesterday. New Hampshire had seven delegates from six counties, with Holly serving as delegation leader. The event included sessions addressing the Extension Vision for the 21st Century Report, National Youth Conversation, Extension Disaster Education Network (EDEN), and a presentation about Extension's proposed FY03 budget. NASULGC (National Association of State Universities and Land Grant Colleges)

is proposing an additional \$212 million on top of the current budget request for Agro-Security. The visit to Capital Hill for legislative visits was yesterday, March 20. Aides were visited in the offices of Sununu, Bass and Gregg but the group was able to visit personally with Senator Smith. Council members shared their personal stories about the impact of Extension and urged officials to continue the federal base formula funding. Holly reported the visits went well.

UNH's Street Smart Training - Charlene Baxter

Charlene reported on her participation in this training to be offered again on April 26. She encouraged COAs to participate. Conducted by security personnel from Plymouth State and Colby-Sawyer Colleges, it included sessions addressing diffusing violence, dealing with violence, increasing interoffice respect and how to intervene effectively. It was suggested similar training be provided for Extension support staff.

Reports

Campus - Sarah Smith reported she had no significant information to share at this meeting.

Stafford - Don Black

- Budget request with a \$5900 increase has been passed by the sub-committee and executive committee. It will be voted on by full delegation this weekend.

Carroll - Peter Pohl

- Budget has been approved with a \$4000 Emergency Support Service item included at the recommendation of Rep. David Babson who serves on the council. It is intended to be used for economic or other unforeseen needs that arise. It was agreed Extension would return any unspent funds in this new line item.
- New landlord has recently completed replacement of 2nd floor windows.
- The vacant Agricultural educator position shared with Strafford County is being advertised with a search committee to be formed soon by Bruce Clement.

Belknap - Sumner Dole

- Budget passed at delegation meeting last night. Two new grant-funded county agencies have been formed, each having received \$150,000 in grant funds. They are a Citizens Council dealing with youth problems, and a Restorative Justice program. Sumner believes these may both become county funded programs in the future.
- Some concern about the Conservation District which was not fully funded. It's considered an outside agency.

Sullivan - Nancy Berry

- Budget request due tomorrow (July 1 budget year). Adding \$8757 to cover cost of ATM for period from Dec. 1 - June 30. Nancy sees this phase-in to full year funding as advantageous. Request is just under a 5% increase from \$176,000 to \$184,000. Commissioners definitely support the ATM and interactive video system. Nancy suggested the cost be shared with county departments who would benefit from the system but commissioners preferred the cost remain in the Extension budget.

- Advisory Council wants Extension to do more advertising and there isn't budget for radio advertising. Instead, a future issue of the county newsletter will be appear in the local newspaper with a request form to be placed on the mailing list. Cost will be about \$600.
- Nancy contacted Pitney Bowes and was successful in negotiating a reduced postage meter rate (Jim reported he is attempting to arrange a reduced rate for all of Extension)
- Nancy and Gail Kennedy conducted a very successful 7-week Strengthening Families program for high risk families. Developed in Iowa, the program provides separate youth and adult sessions plus combined sessions.

Rockingham - Rollie Barnaby

- Rollie introduced Frank Stoughton who heads the county Telecommunications office.
- Budget passed with an additional \$15,000 in salary for the new Land & Water Conservation position. Other increases are for support staff salary and fringe. Other budget items the same.
- Local legislators who support the Conservation District have proposed it be joined with Extension for funding purposes. Rollie is attempting to keep Extension separate given our different roles and purposes, and need for Extension to maintain its identity as a county agency.

Coos - Sue Buteau

- County operation is going fine, and Sam Stoddard is back in the office full-time.
- Sue shared a full-page photo spread in the Coos County Democrat of 4-H youth participating in County Demonstration Day.
- Budget meeting is tomorrow but it's felt Extension is in a good position for full funding. Although there is a \$2100 increase in support staff salary and benefits, a reduction in the prime rate has reduced their 99-year lease rate by \$2500 per year resulting in only a \$400 net increase in the budget.

Grafton - Nory Parr

- Has met with Commissioners on the budget which has only a \$3000 (1.28%) increase. Biggest item is \$7200 for 9-month costs of ATM/PictureTel. Commissioners are largely supportive of the new system. It's believed David's visit will encourage other departments to use the ATM line, more than offsetting increased costs with a net savings to the county. No problems expected in budget passage.
- Dartmouth murder trial coming up April 19 to May 17. PictureTel will not be in use during this time due to loss of the conference room.
- Retirement party for Hazel Ames on April 20 honoring her 37 years with Extension.
- Council expected to soon induct 2 youth as council members. Voting privileges not yet worked out.

Hillsborough - Dan Reidy

- Budget presented to commissioners yesterday. Requesting about \$13,000 (2.75%) increase. Increases include health insurance (\$6,400) for support staff and increase from \$1500 to \$2500 in the Conference and Education line item.
- Milford office is under renovations for addition of wheelchair elevator making the building handicap accessible.
- Delegation and Building Committee talking seriously of renovating the Bouchard Building at

cost of \$3 million. Big incentive is rental of the 2nd floor right wing to the Goffstown District Court.

- County looking forward to filling the Family Development vacancy created by Carla Billingham's resignation.

Merrimack - Tim Fleury

- Very unusual outcome of delegation meeting last night to vote on county budget. County appropriation approved but commissioners were directed by delegation to cut total county budget by \$500,000. It's unknown how commissioners will make this cut but no mention has been made of Extension for possible reduction.

Assessment of Pros and Cons of PictureTel

It was agreed the savings in time and travel was significant and appreciated by everyone. Further agreed to also hold the June 13 meeting via PictureTel, with mornings preferred if we need to meet for only a half day.

Announcements

Nancy Berry reported 4-H Educators Association will hold a PictureTel meeting on April 17 with two sessions open to other staff who have an interest: (1) Investing for Retirement, 9:30-11:00, and (2) Benefit Changes, Jim Grady, 11am-noon.

Next Meeting - June 13 via PictureTel