

EEC Meeting
January 31,2003

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

Minutes of the November meeting were reviewed and a motion was made by Steve Turaj and seconded by Alice Mullen to approve with clarification of Specialists into Depts.

Election of Officers -

Nominations were put forth for the following ;

George Hamilton, Chair, Val Long Vice Chair, Debbie Cheever Secretary

The vote was unanimous.

Letter from UNH President - George shared a letter from the UNH President that the University Governance Council has been dissolved and she is creating a Presidential staff meeting to include the presidents cabinet, the president's staff and all chairs of Governance groups. The group will meet the first Monday of the month 9-11 am on campus in the Trustees room.

SPCC Update- No one was able to represent the EEC at the December There was nothing to report at this meeting.

UNH Master Plan - Cheryl updated the group. There have various been various meetings to meet with groups on Campus. Turn out has been poor. Notice was short to notify people. The OS and Pat groups met together. There were two people from PAT and one from OS at meeting. One idea raised to close College road to traffic. Cheryl brought up that two labs on Campus need to be available for public on campus. A firm has been hired for the Master Plan and Cheryl reported that they come highly rated. She will keep the group updated as it progresses.

In February they will be looking at the Academic buildings, March Housing, Dining, Recreation, April, outlying areas. By May there should be more solid plans. Final plans will be out in Oct/Nov. Kathy Neal is on the sub committee for Land Use. Cheryl also reported that feasibility studies are being done for parking.

President's Award -

George, Val, Alice reviewed applications last year. The committee this year is Alice Mullen, Karen Blass, Val Long.

Discussion of Educator and Specialist Performance appraisal-

Sarah Smith joined the group to review the process put into place and that has been used for several years now. Ed is forming a performance appraisal committee to review the current system. He shared with the group that the program Leaders had met in December and he facilitated a discussion on the problem of identifying uniform standards for arriving at merit.

Lag time was raised as a concern by the committee. It was noted that every Program Leader addresses merit in their own way. Each have different standards. Ed noted that the criteria for

evaluating may be different for each Program Leader due to difference in programs. The EEC group felt that when changes are coming that we need to be more open to staff about this and have more lead time. There seems to be some changes in the process this year and some staff have raised concerns. There seems to be a perceived lack of communication on the standards being used. In the past people were told there at their performance appraisal where their appraisal fell. Once all appraisals are done the Administrative team, John, Ed, Jim and all program leaders place staff in categories and look for consistency across programs on how people have been categorized. .

The team talks as a group about the ratings of staff. Sometimes a program leader needs help on addressing a problem and any changes should be made after all discussion has taken place with the Administrative team. The program Leader has the final say in what a staff member receives for a rating.

What is performance evaluation?

What is the system for Merit?

These will be questions for the Performance Appraisal committee Ed will be working with. He suggested that any concerns from the EEC could be given to the committee.

Alice suggested that the committee consider across the board merit for this year. The changes for this year seemed to come mid stream.

Extension Faculty/ Specialist range discussion -

Jim shared with the group his suggestions for the wage schedule he is suggesting for Faculty/Specialists. Since we have Extension Educator faculty positions on campus he is suggesting this change. Jim's proposed schedule gives the opportunity for Specialists to start at a higher salary range for specialists in a dept. Jim feels we should look at this. This would have to go to Sharon Demers and then to the Systems office. If this were to change it would require that standards be created for Extension Specialists/Faculty within the EEC system. Extension Faculty have five year appointments. Question is- What is the process for review of reappointment of an Extension faculty position. Many Extension Faculty positions are requiring a PhD. Dept will make decisions as to what qualifications are needed for applicants. This proposal doesn't hinge on any merit. It is a classification issue. A motion was made by Cheryl and the EEC supports the proposal Jim has put together for moving the ranks for Extension faculty. The group supported it unanimously.

Budget - Jim reviewed the budget from John's Bi weekly of 11/22/02. Jim explained for the committee that as salaries go up so do the cost of benefits. The county piece was frozen. The University has picked up increase for salaries since 1988. The University has been paying for the increases for the past years. With the RCM model a section states that the University will pay for salary increases for Cooperative Ext, however, if the University faces a shortfall Extension is on its own. Salaries are 13% of the budget. With the Governor's impending Budget Jim has been doing some models based on what might take place. If we receive level funding and the trustees say a 4.5% increase we would face a \$500,000 shortfall. If we get a 5% cut-there will be no increases and we would still be \$500,000 short. If we get a 5% cut and the trustees say a 4.5% salary increase for salaries we would have a shortfall of a little over \$1 Million.

Jim was proposing that breaks be put on some decisions now for cost cutting.

George suggested if staff is reduced we would need to look at program reduction and Ed predicted that program would need to be reduced.

Maynard Heckel Award - review at the next meeting.

Ed stated that Maynard would want the application to address at least one of the criteria not necessarily all three of them.

Update on the Staff awards and recognition -

Alice shared the DRAFT of the UNH staff awards and recognition Program. Committee to review and offer suggestions at the next meeting.

Professional Development leave -

Ed reviewed that the policy is a University policy and that it applies to PAT's and EEC 's. Professional Development leave is a privilege not a right. The process starts between a supervisor and the employee. Information on the policy is on the web at BSC.

March 31st is next meeting.

Meeting adjourned at 12:30.

Respectfully submitted

Debbie Cheever