

**Extension Management Team
Meeting Minutes
Thursday, December 6, 2007**

Agenda

9:00 - Coffee

9:30 - Welcome

- Introductions - Jim
- County updates - Staff
- UNH Updates - Jim
- COA job description - Jim
- Advisory Council and other county issues - Paul
- County Conversations - Paul/Holly

Noon to 1:00PM - Lunch

UNHCE Emergency Communication Plan - Dave

- COA stipend discussion - Jim
- Other (Grafton voucher system, UNH AOP conference, meeting dates for the coming year....)

Adjourn by 3:30

Attendance: Jim Grady, Paul Bonaparte-Krogh, Hugh Christian, Wendy Brock, Kathy Jablonski, Geoffrey Njue, Marilyn Sullivan, Sue Buteau, Holly Young, Nancy Bradford-Sisson, Tina Savage, Ann Hamilton, Dan Reidy, Lynn Garland, Debbie Cheever, Amy Ouellette, Juli Brussell, Darrel Covell, Dave Foote. Charlene Baxter joined us at 10:10 a.m. Alice Mullen joined us at 11:00 a.m.

Jim introduced Hugh Christian, Assistant Director, Finance and Human Resources.

County reports: – just a couple minutes, highlights

Grafton: budget process starting, gathering information, management associate position opening, fully staffed with administrative assistants. Positive relations with county administration. Calendars were well received. In middle of \$14M jail proposal. Administrative assistants are evaluated by COA with guidance provided from the county, because they are county employees.

Strafford: Njue – Strafford forester hiring process underway. Don retires December 31. County budget – COA consult with county administrator to make sure it will go through okay. Slight increase in budget of about 1.25%, Advisory council approved and submitted to county, which was due by December 8th. Not foreseeing any problem. Good relationships with commissioners and delegation – delegate representative supports budget. Hiring two temporary assistants to replace two going on 12-week leaves in coming months. Advertised through NHJobs.com. Got about 16 applications, and have reviewed them. Plan to take top two, then offer them both positions. One will start in January, but the other is unknown. Interviews at the end of next week. FMLA is a federal act.

Jim Grady: Even though these are county employees, UNH can help explain FMLA and how it works. HR could provide training on these issues if you would like.

Paul B-K: Deadline of December 10th for getting nominations for Supervising@UNH.

Marilyn: Develop a good relationship with the county HR person. It's extremely important.

Jim: Each county has its own HR policies.

Question about FMLA hiring – it's based on financial availability if you can fill the position temporarily.

Question about what to tell someone about a person's leave. Just provide information that the person is on leave and will be back in xx weeks. Due to confidentiality, shouldn't disclose that. When issues come up, Jim is looking at a team approach. Jim will be providing a handout later on as to who to contact within Extension administration with these questions.

FMLA is 12 weeks per year, but it can be taken intermittently.

Merrimack: Marilyn handles internal, Debbie handles external. Fully staffed, things working well. Annual county highlights is coming up. Get ready by end of January, and it's distributed in March. A good tool for relationships, especially with legislators. Parking will continue to be an issue in Boscawen. January/February 2008 will be the opening of the new building, but beyond the 15/16 spots for parking, we don't know what will happen. Marilyn doesn't know if the county understands the issue of 20+ cars beyond current capacity at times. Safety issues with walking down path from parking.

Jim: Would Laconia be willing to help out. Amy: yes, they have available space for meetings and adequate parking.

Deb: Can park above and walk down, but the path is not always maintained well. Growing pains with the new facilities (jail and nursing home). Deb has communicated parking needs to Commissioner (JD Colcord), and it is being worked on. As you sign up with the office, please read the instructions on where to park. Budget submitted, up about \$300, just in support package mostly. Projecting that the county will be up 20%, and there are big things coming down from non-Extension projects. Putting in ventilation to make space better – conference room and work room areas.

Jim: please send a copy of your budget to Hugh Christian when it is drafted.

Sullivan: Less than 2% increase in operating budget. Waiting to hear if there are any "marching orders." Received a stellar letter of support for the new Cheshire County Forest Resources Extension Educator from a former advisory council member.

Carroll: Tina supervises support staff (they are UNH employees, not county staff). Budget submitted, and is up 2.9% over what was submitted last year. Budget concerns over \$25,000 for the forestry position, because it hasn't been asked for from other counties in recent hires. But in minutes, there was no guarantee that we would be asking for additional funds from other counties indefinitely. They underwent a move from Ossipee to Conway. But the good news is that they are looking at building a green building on county farm land by 2012.

Jim: At that time, we were going through a budget crisis, and we needed to look for additional funding if we wanted to fill positions. Two counties came forward with \$25,000/year and one county provided about \$13,000/year. They see it as an issue of fairness, but it is really an issue of finance. Jim recognized Tina and Ann for their excellent work during difficult times.

Hillsborough: Things are going well. Three administrative assistants, fully staffed and high quality. We have four vacancies technically, but are looking to hire three in the near term. Three staff just got outreach scholarship grants.

Rockingham: Wonderful meeting where discussion about shifting of eldercare to county responsibilities; while juvenile delinquency responsibilities are shifting to state. 5% incentive funds from counties. This may go away in the coming year. This has represented about \$14,000 for 4-H camperships. Claudia connected county HR with UNH HR to discuss Harvard Pilgrim insurance. County HR was thrilled with the information they got as a result. Budget – 2% operational cost-cut, but keeping out the salary line from that. We were first department to get in the budget. Took \$1,000 out of Extension’s conference line, and commissioners talked about how is the information from the conference shared back with the county. The county is taking a little bit out of all department’s budgets, because of non-Extension expenses. Got computer equipment from current budget.

Many counties don’t have conferences separate from travel line. That doesn’t highlight it as much.

Belknap: Budget submitted with 2.4% increase due to increases in support staff salaries and benefits. We expect budget to pass. We will probably return about \$6,000, primarily due to Sumner Dole’s departure in early October. Nursing home cited two times for inadequate care. They overspent their budget to respond to concerns, so that will likely go up. Forest Resources Extension Educator position has been advertised and is open through January 9.

Coos: County budget hearing is Saturday. Our budget is supported, and doesn’t have concerns over the Extension budget. Concern over possible sale of county lands. Two staff are county-based. Other educators are answering phones a lot, due to support staff being out on leave. County and state have agreed on a formula, but some expenses are going up a lot. County is going to have to spend more than what we were allocated. Program associate position being looked at by Jim and HR. May be reclassifying some positions down the road. If there is a new hire or reclassification, there will be a background check. This is new UNH policy.

Lynn Garland: Last year added in time for overtime. But we worked it out within the 2-week pay period in the past. But it is up to the staff person how they get paid – time and a half if they work more hours. They can sign a waiver of the 8-hour limit, but if the county has a policy then you need to follow.

Kathy: You can get professional development leave, and Deb Maes will take this during January through April 2008.

Juli Brussel: Natural Resource Business Institute is a great success and has been a great interdisciplinary.

Charlene Baxter: Lighten-up NH website went on line.

Wendy Brock: Fisher Cats game this coming summer. President Huddleston visited Coos County, Carroll/Belknap County Mt. Washington boat tour for county conversations. Approach on that county conversation was successful, and we are looking at duplicating that in other counties. Sullivan County Conversation will happen March 17, 2008.

Sullivan: (Jim conveyed from email from Chuck Hersey) Budget got through unscathed and the county administrator decided to leave.

UNH: Our budgets are balanced so far, but there is a Separation Incentive Program being offered, and 11 of our staff are eligible. Extension will have to pay for the incentive out of our own coffers (not coming out of county dollars). We will need to recoup dollars when a vacancy

comes up. We are looking at using our reserves for programming. Strategic Plan Implementation Team has been working hard to identify programming needs/opportunities. Usually make up the separation within 1 year.

UNHM and Extension grants. All six proposals were fabulous and all were given funding. This was to work in the Manchester area.

New academic affairs assessment being charged to Extension that we didn't formerly pay. Extension was formerly exempt from paying. They have combined assessments into one general assessment. We now have a new assessment of \$450,000. But they gave us the money to cover it this year. Jim put together a justification for why Extension should not be charged this new assessment. Extension has not received a formal response, but Jim thinks that is good, because other Departments have been told they have to deal with it within five years.

Lynn: Are we still getting tuition dollars? Jim: we are not. But for those specialists who get Extension faculty status, we get additional dollars toward their salaries.

COA Job Description discussion:

This was emailed around to everyone earlier, and is the result of many discussions and much input. Alice queried members about COA and how it's going. Many feel it's been a good experience, others not. Need to involve entire staff when COA responsibilities are looked at, even though the COA is ultimately responsible. This position is so critical to Extension.

Will be talking about stipend after this. Can't increase by 20%, that would amount to \$150,000 increase, and we couldn't sustain that.

Lynn Garland: Coordinating the budgets through the process is important to add to the budget section. Add a separate bullet. Lynn was asked to send wording to Jim. Everyone agreed with the addition.

Paul: Interdisciplinary section – e.g., Coos county loss of 300 jobs, all educators responding to that issue.

Jim: Is there anything else that we would have to change.

Dave: Should add something under Section 3 (Office Operations) about "COA communicates with Extension administration and county staff when there is an emergency, in accordance with the UNH policy." Jim asked Dave to provide wording on this bullet.

Jim: We are all Cooperative Extension, we are not counties and Durham. And Jim wants to make sure that we are all working together.

Kathy: County has instituted emergency plan.

Appointments of COA was pulled out because it was not part of the job description.

Jim asked for a vote on this with two amendments. We approved unanimously.

Holly: County Conversations: Handout provided. Because Carroll/Sullivan County Conversation was so successful, we want to repeat that format. Working on the Sullivan County program to mimic the successful Carroll/Sullivan County tour. There will be a couple tours. Amy said that it was wonderful that Pres. Huddleston gave examples of student success stories from Belknap and Carroll Counties.

It was suggested that the timeline be moved up eight weeks out to begin the process earlier. Wendy suggests that we maintain a good list of topics that have been done in the past. President's calendar is very tight.

These are the confirmed dates for County Conversations.

Sullivan, March 17
Merrimack, April 28
Rockingham, June 2, 08
Hillsborough, September 15, 08
Coos, November 17, 08

Unconfirmed dates (tentative)

Strafford March 09
Cheshire, April, 09
Carroll, June 09
Grafton, September 09
Belknap, October 09

Jim asked Holly to consider comments from today.

Paul asked COA's to send an email with comments about dates suggested.

Dan asked about wanting to know which PL was to be assigned to the county conversation.

Emergency Plan Discussion:

Dave Foote delivered Emergency Plan documents only to COAs.

Note the following on the cover:

- 1) Internal Emergency Plan
- 2) Confidential, not to be shared even with other staff members, due to home and cell phone numbers.

In order of who to contact, contact Dave Foote 1st, then Jim Grady, then John Pike.

COA's should see handout for additional details that Dave went over.

Marilyn: County staff and volunteers can either be notified by COAs or EMTs. COA's will be notified which it will be depending on the incident.

Note: Keep David Foote's telephone number accessible and call him when in doubt about whether to notify anyone.

Debbie: We do need to fill out incident reports and keep these documented.

Jim: Note that there are many different examples of what might happen—make sure that the incident reports are filled out, whether an employee or an Extension volunteer.

Marilyn: Who has jurisdiction over incidents in the building? UNH or the county?

Jim: We would both be responsible so notify both entities.

Alice: How would an event at UNHM affect UNHCE offices in Manchester and Goffstown offices?

Dave: Not a problem from top-down, but he's not sure from bottom-up. He will discuss.

Jim offered that he or Hugh are available to meet with county staff if/when you want them to come.

Jim advised that all documents be kept regarding hirings (resumes, etc.), even for county staff that are county employees. Jim said that Taylor Hall has a copier that can scan in the materials, and you could save them as PDFs on a disk and put in your Civil Rights folder.

Kathy requests a half-day training on personnel, how long to keep, files to save, civil rights information, etc. (Deb Cheever agrees).

Dave says we have an “Acceptable Use” policy, and we’re recommending that you keep electronic records for four years. Juli says that we should make sure to keep electronic records in two separate places – one away from the office.

Paul:

Check out the UNH Carsey Institute’s

National rollout for eXtension is Feb 21, 2008 at 3:15 p.m.

Renewable Energy Community of Practice – Juli Brussell to be leader. Not just renewables, but looking at energy innovations (reducing carbon footprints). The northeast was selected, but the proposal is due in March.

Bob Dalton is the copyright/intellectual property guru at UNH. We are now officially part of eXtension, since Bob Dalton signed off on our agreement with that entity.

There will be future trainings on eXtension and this issue (this will be one that can go on the inservice calendar).

County Operations:

Jim: See handout of a draft of primary contacts for various activities within the counties. This includes Paul, Hugh, Jim and Program Leader responsibilities.

COA Stipend Discussion:

Jim indicated \$5,000 as a figure to begin the discussion.

Geoffrey – EEC has discussed many times, and at length. Discussed that administration doesn’t see this as an add-on to work that is done for regular programming.

Kathy – would the money be available if someone wanted to be hired to help out. Jim – no, if it goes to \$5,000, that is in the classification of COA, not at the discretion of the COA.

Tina – with this job description in hand, what does administration assign for the value to this description.

Jim – this is one of the most important positions in the Extension system.

Amy – at \$3000 after taxes, it’s \$40/week extra pay. It usually doesn’t add up. I would like to see the \$3000 doubled if possible.

Hugh – What is the percent time?

Kathy – 2 full days last week.

Amy – 20% of time if everything’s running smoothly.

Lynn – 20-30% of time even in shared county.

Sue – Number of hours increases. Hard to estimate a percent of a 40-hour week.

Is it an add-on for everyone – yes.

Jim asked if everyone was interested in an increase in pay for the COA position. The vote was 9 to 1 in favor of the increase range discussed of \$2,000-\$3,000, while 1 was in favor of a lesser amount (e.g., <\$2,000 increase).

Jim says that it can’t be made retroactive, but this should be put into effect when it is approved by HR.

Jim – at a minimum it would be \$5,000 that Jim would be seeking, and he’s not comfortable with going any higher than \$6,000. If approved it would probably be part of the FY salary process.