

EEC Meeting  
November 13, 2002

Present: Debbie Cheever, George Hamilton, Steve Turaj, Alice Mullen

Minutes of the September meeting were reviewed with a few corrections made. They will be sent to George and he will forward to Judy Strauss.

**Maynard Heckel Award**

The Maynard Heckel Award discussion was tabled for the next meeting.

**Educator Evaluation Process Update from Ed-**

Ed shared copy of information that was shared with Councils. Numerous programmatic changes would mean changes for evaluation process. CRAS committee recommended evaluation process be reviewed. A committee will be formed before Christmas for Performance evaluation and to look at Program Leader and Specialist Job Descriptions. The goal is to have it completed by October 1<sup>st</sup>. 2003 The EEC can appoint one or more people to serve on committee. The work will be done by email and PIC tel, conference calls. As for performance appraisal system has been in place for several years and need to be looked at. The form currently used may not apply for all questions. The program leaders will be clarifying as a team criteria for Outstanding and Above average etc.- the merit system. This will be available soon for staff.

**Mentoring program for new staff -**

Currently two staff are piloting the program. There is scheduled a one day mentor training for late winter or early spring.

The Mentoring committee members are Bob Edmond, John Porter, Catherine Violet, Mary Ann Kasprak .A letter went to Program Leaders for mentor names. Program leaders have been asked to forecast new staff and project the need for mentors. December 10<sup>th</sup> will be the new staff orientation update for PAT staff, operating staff, Extension Educator. people involved in the orientation include, Bob Edmond, Jim Grady, each Program Leader, Holly Young and the Information Systems office.

**Extension Faculty Discussion -**

This has been approved by three Departments. John sent a letter this fall to Depts with proposed titles for every specialist to have a home in a dept. Depts fully approving specialists are Plant/Natural resources, Resource Economics, Animal/Nutrition Sciences . Awaiting word from Family Studies ,Zoology, Recreational Management /Policy. 2/3rds of the specialists have been approved into a Dept.

**Update from Jim on Salary -**

Every October Jim has to send to USDA names of staff titles, field specialist ,district staff designation of all staff for them to do a national salary average. After this is available (table 13-17 of CSRESS web site) Jim reviews. Jim shared with the group a proposed classification system proposed by UNH for Instructor, Assistant, Associate, and Full Extension Educators. He is proposing looking at moving the entry level for a Specialist and that they be given a different range.

**Annual Leave Cash Out-**

Information would be sent to staff to give them a one time opportunity to use up to 5 annual leave days to help with the increase in Health benefit costs. A form would be available on the web to be able to cash out

Supervisors would need to approve time and record for verification and then send on to Human Resources.

Every one is required to use 2 weeks annually of annual leave. If some one terminates the most that can be paid out is 30 days.

The lump sum will need to be cashed out in Jan/early Feb. After Feb 3<sup>rd</sup> cash outs will not be accepted. Taxes do apply to this cash out and will show up in next tax year. December 15<sup>th</sup> will be the earliest the request will be able to be submitted. The amount of buyout will be pro rated based on appt time.

Starting July 1st,2003 Human Resources is going to the Banner program and at that time all employees will be assigned a code. Under the new web based system staff will be able to see their benefits. It may be required to submit every two weeks a time and effort report.

#### **Retirement System Update\_**

New Plan - Any staff hied into benefit position after Sept 4<sup>th</sup> 2002 now participates in the CREFF retirement system. Employee contributes 21/2 employee, UNH 5%, after 1 year goes to 11% employee. Anyone not enrolled will be given until July 1<sup>st</sup>, 2003 but will go by the guidelines for September 4<sup>th</sup>.as far as employee contribution and employer contribution.

#### **Health Benefits for Retirees -**

People hired before ARC had that in lieu of benefits . The earliest one can get ARC is 62. At 65 supplemental plan kicks in because of medicare. New employees get no benefits into retirement - health etc.

#### **Professional Development Grants -**

Pat, OS get these grants. Jim Grady spoke with Patsy Stewart chair and Sharon Demurs and Greg Sanborn and was told that Extension Educators were absolutely included in these grant opportunities. The form will be redone to include a box for Extension Educators. Thank you Jim for clarifying this. George as chair will send email to all EE staff so they can apply as well.

#### **Election Update-**

Results - Val Long will start second term. George Hamilton will start 2<sup>nd</sup> term.

#### **University Governance**

Nothing to report - There has been discussion this group may be dissolved . Possibly a different format to come from the University President.

#### **System's Policy and Procedure -**

Items covered , Cost Containment benefit changes have been made, the retirement plan vesting requirements finished ,tuition waiver benefits complete ,medical plan coverage employee, employer contributions and mitigation plan for FY 03 only, and total compensation philosophy.

#### **President's Inauguration -**

George representing the Council.

#### **Awards -**

Ed received to date the pieces the committee developed to review and give comments on. The new system to be implemented at the annual Conference . Alice will send the information to the committee.

Meeting Adjourned at 11:55 am

Respectfully submitted  
Debbie Cheever