



United States
Department of
Agriculture



Cooperative State
Research, Education,
and Extension Service

Washington, DC
20250

APR 22 2009

Dr. John E. Pike
Dean and Director
Cooperative Extension
University of New Hampshire
59 College Road
103A Taylor Hall
Durham, New Hampshire 03824-3587

Dear Dr. Pike:

Enclosed is a copy of the Civil Rights Compliance Review Report of the New Hampshire Cooperative Extension. This report is for your administrative use with members of your staff, as well as, a general guide for use with other staff members in reviewing Extension programs and employment practices. You and members of your staff will want to review the findings and recommendations which are set out in the report.

Our recommendations, if followed, should complement and supplement the efforts of you and your staffs to provide Extension information to the people of New Hampshire on a nondiscrimination basis. After you and members of your staff have studied this report, we would appreciate receiving the specific actions taken on each of the recommendations listed in the report by September 7, 2009.

We appreciate the fine spirit of cooperation, the sharing of information, and the sufficiency of data provided by you and your staff during the review. Your continued support for equal opportunity and civil rights are noted and commended. If there are questions regarding the review findings and/or a need for assistance, please feel free to contact Curtiland Deville, Director of our Equal Opportunity Staff at 202-720-2700 or e-mail cdeville@csrees.usda.gov.

Sincerely,

Colien Hefferan
Administrator

Enclosure



United States
Department of
Agriculture



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Research, Education,
and Extension Service

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Civil Rights Compliance Review Report

***The University of New Hampshire
Cooperative Extension***

Extension Programs and Employment Practices

CIVIL RIGHTS COMPLIANCE REVIEW REPORT*
of
University of New Hampshire
Cooperative Extension
As of August 26, 2008

Review Team

Norman Pruitt, Program Compliance Review Team Leader
Cecilia Johnson, Equal Opportunity Specialist
Ronald Young, Equal Employment Opportunity Specialist
CSREES-USDA
Washington, DC

*The principal findings, conclusions, and comments in this compliance review report are not intended in any way to reflect on the quality of content of Cooperative Extension carried out in University of New Hampshire Cooperative Extension.

University of New Hampshire Cooperative Extension (UNHCE) Program and Employment Compliance Review

INTRODUCTION

The Cooperative State Research, Education, and Extension Service (CSREES), U.S. Department of Agriculture (USDA) civil rights compliance review of UNHCE programs was a regular, systematic inspection designed to determine how well New Hampshire Extension benefits and services were being delivered by staffs in compliance with the USDA, civil rights and equal opportunity regulations. Specifically, the review evaluated the effectiveness of Extension staff members' methods and procedures to deliver Extension program benefits to eligible minority customers in the State, on a nondiscriminatory basis.

The review was conducted in accordance with USDA policies, guidelines, and relevant civil rights regulations. The review covered sufficient control points, i.e., access to physical Extension facilities, organizational structure and functions, program admission policies, program functional assignments of employees, program complaints, training, public notification, etc., to establish clearly whether compliance was present in all relevant areas of the UNHCE operations. This coverage included the following determinations, among others:

- Whether Extension services offered were furnished in a different way to some customers because of their race, color, national origin, gender, and disability.
- Whether the employment assignment and training were without discrimination.
- Whether there was a pattern of Extension personnel – customer contacts following race or national origin.
- Whether Extension employees provided assistance to any organization that excludes any person from membership.
- Whether the extent to which educational methods used, including workshops, open meetings, etc. were accessible to all interested customers.
- Whether program planning and development committees, organized Extension groups and clubs were representative of the racial composition of the geographic areas/communities being served.

- Whether plans were being implemented to identify individuals and groups that are underserved, including underserved communities.
- Whether Extension county staffs maintain an educational program which meets the needs of all segments of the society for which Extension has a responsibility.
- Whether Extension educational programs were reaching and meeting the needs of customers with Limited English Proficiency (LEP).

The review accessed conditions in the Extension workplace that ensures staff members adhere to and implement equal opportunity civil rights requirements. Also, it included analysis of Extension plans of work, examination of internal program monitoring and evaluation system, as well as data collection as it relates to program participation, including enrollment in Extension organized program groups and clubs.

Authority The authority for conducting the compliance review found in the statutes and regulations listed below:

- Title VI of the Civil Rights Act of 1964¹
 - Section 504 of the Rehabilitation Act of 1973²
 - Title IX of the Education Amendments of 1972³
 - USDA implementing regulations⁴
 - DOJ implementing regulations⁵
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¹ 42 U.S.C. §2000d-2000d-7

² 29 U.S.C. § 794

³ 20 U.S.C. §§ 1681-1688 *et seq.*

⁴ 7 C.F.R. Part 15, Subpart A-Nondiscrimination in Federally assisted Programs of the Department of Agriculture-Effectuation of Title VI of the Civil Rights Act of 1964; 7 C.F.R. Part 15a, Subpart D-Discrimination on the Basis of Sex in Education Programs and Activities Prohibited; 7 C.F.R. Part 15b-Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving Federal Financial Assistance; Department Regulation 4330-2 Nondiscrimination in Programs and Activities Receiving Financial Assistance from USDA.

⁵ 28 C.F.R. Part 41-Implementation of Executive Order 12250, Nondiscrimination on the Basis of Handicap in Federally Assisted Programs; 28 C.F.R. Part 42, Subpart F-Coordination of Enforcement of Nondiscrimination Federally Assisted Programs.

**USDA
Jurisdiction**

UNHCE, is a 1862 Land-Grant University and receives federal assistance from USDA. Therefore, it is subject to a civil rights program compliance review by CSREES and the Department's Office of Civil Rights.

**Selections of
Recipient for
Review**

CSREES selected UNHCE for a routine compliance review in accordance with established criteria. The selection was not due to any filing of program discrimination complaints or congressional or public inquiries.

Discussion with Management

Based on the information gathered through the review process, preliminary findings were developed by the reviewers and presented to University of New Hampshire Research and Extension officials at an exit conference held on August 26, 2009, on the University of New Hampshire campus.

Representing UNHCE and UNHAES/COLSA at the exit conference is as follows:

John Pike, Dean and Director, UNHCE
Jim Grady, Associate Director, UNHCE
Paul Bonaparte-Krough, Assistant Director, UNHCE
Hugh Christian, Assist. Director, UNHCE
Tom Brady, Dean and Director, UNHCOLSA
Jon Wraith, Associate Dean and Director, UNHCOLSA/AES
Juli Brussell, Agriculture Resources Program Leader, UNHCE
Darrel Covell, Forestry and Wildlife Program Leader, UNHCE
Chris Neefus, Interim Associate Director AES and Chair Department. BioScience
Tina Sawtelle, Associate Dean of Admin and Director Finances and Planning

CSREES, USDA was represented at the meeting with the University officials by:
Team Leader: Norman Pruitt, Equal Opportunity Program Leader
Laura Artis, Equal Opportunity Specialist
Cecilia Johnson, Equal Opportunity Specialist
Ronald Young, Equal Employment Opportunity Specialist

The exit conference did not represent a formal presentation of the findings, but provided Extension officials the opportunity to review and react to the preliminary findings; to submit any additional documentation, and to discuss any additional factors which may not have been brought to the review teams' attention during the review.

As of August 26, 2008

EXTENSION

EQUAL OPPORTUNITY

PROGRAM

CIVIL RIGHTS

COMPLIANCE

REVIEW

Review Conducted by:

Cecilia Johnson
Equal Opportunity Specialist

Norman E. Pruitt
Equal Opportunity Specialist
Program Compliance Review Team Leader
CSREES-USDA
Washington, D.C

Onsite Review

The work associated with this review was performed in the county Extension offices in Hillsborough and Strafford Counties, and at the State Extension Office at University of New Hampshire in Strafford. Information was obtained through: interviews with Extension staff members, examination of Extension employment data, records, reports, plans of work, program announcements, newsletters, program participation data membership data in Extension groups, clubs, program committees, etc., and by personal observation of Extension's physical facilities.

The reviewer conducted a brief entrance conference at each county Extension office. The reviewer informed the county staffs of the purpose and scope of the program Civil Rights compliance review.

Demographic Data

The demographic data for the State population was compiled from the 2000 US Census of Population and Housing that indicated for the State of New Hampshire, a total population of 1,235,786. The female population represented 50.8 percent of the total. The racial and ethnic minorities represented 4.7 percent of the population.

Hillsborough County had the largest population with 380,841 residents, according to the 2000 U.S. Census of Population. The female population represented 50.7 percent of this total. The racial/ethnic minorities represented 9.2 percent of the population.

Strafford County had a total population of 112,233, according to the 2000 U.S. Census of Population. The female population represented 51.5 percent of the total. The racial minorities represented 4.6 percent of the population.

County Extension Personnel Reviewed

The County Extension program staff provided that their primary function was the delivery of Extension educational programs on a nondiscriminatory basis to meet the needs and interests of clientele in ways that contribute significantly to the development of families, youth, and farmers. A civil rights statement on nondiscrimination and related authority was in the County Office Administrator and Family and Consumer Science Extension Educators position descriptions. Minority hiring was evident where Hispanic

or Latino populations increased, for example, in Hillsborough County which had a 3.2 percent Hispanic population, there were two Hispanics on staff.

At the time of this review, there were a total of 22 employees assigned for Extension positions in both Hillsborough and Strafford Counties. Of this total number of

employees in both counties, 19 or 86.4 staff was White and 3 or 13.6 percent were minorities. There were 12 females in Hillsborough County and five females in Strafford County. All staff interviews were conducted individually or in small groups in the Extension offices.

The following is a list of the Hillsborough and Strafford county staff by race, gender and job title:

Hillsborough County	
Race/Sex	Job Title
White, male	County Office Administrator, Communications Division
White, female	Educator, Agricultural Resource
White, male	Educator, Agricultural Resource
White, female	Educator, Forest Resources
White, female	Educator, Community Forestry
White, female	Program Associate, Nutrition Connections
White, female	Educator, FCS
White, female	Educator, FCS
Hispanic, female	Program Coordinator, Nutrition Connections
Hispanic, female	Program Associate, 4-H Program
White, male	Educator, 4-H Youth
White, female	Educator, 4-H Youth
White, female	Administrative Assistant, FCS
White, female	Administrative Assistant, 4-H Program
White, female	Administrative Assistant, Agriculture
Strafford County	
Race, Sex	Job Title
Black, male	County Office Administrator, Agriculture
White, female	Educator, Forestry and Wildlife
White, female	Educator, Food and Consumer (FCS)
White, female	Program Coordinator, 4-H Program
White, Male	Program Coordinator, Food and Nutrition
White, female	Administrative Assistant, 4-H and Forestry
White, female	Administrative Assistant, Agriculture/FCS/Nutrition

Interviews and records revealed that the County Office Administrators administratively oversees the standards and procedures which govern employment practices and program delivery for UNHCE staff which are necessary to the successful performance of the institution's Extension educational functions in the counties.

They also have other UNHCE duties. They have moderate involvement in any given program, in addition to their administrative responsibilities. The County Office Administrators are responsible for assuring that County Extension programs are conducted in a nondiscriminatory manner.

In both counties reviewed, there were no racial/ethnic minority group members serving in professional positions as Extension Educators in Agriculture, Forestry and Wildlife, Family and Consumer Science (FCS), or 4-H Youth Programs. There were two Hispanics employed in Hillsborough County, one Nutrition Connections Coordinator, and one Program Associate in the 4-H Program.

Recommendation(s):

- UNHCE officials, given the availability of qualified minorities, should take specific steps to eliminate absence of minority employees in both of the Counties Extension workforce. UNHCE should search/recruit in areas previously unexplored. Setting timetables and taking related action should be detailed in a recruitment plan.
- Positive deliberate action should be taken by UNHCE officials to actively recruit qualified eligible minority persons for county Extension Educators positions as actively as they have recruited for White candidates. An expanded search network, as determined necessary, should include not only traditional avenues, but potentially fruitful channels through which promising minority candidates can be located. This related action should be detailed in a recruitment plan.

Observation- In some Extension areas it appears that minorities are frequently recruited only for positions thought to be for minorities, such as in the FCS programs (i.e. Nutrition Connections Coordinator). While these positions may have a particular suitability for minorities, Extension must not restrict consideration of minorities to such areas, but should actively recruit minority individuals based on their eligibility as Extension Educators for which they may also be qualified.

Program Management and Civil Rights Compliance

Assurance Requirement

County Extension staff members are required to assure that they will conduct their programs and activities and operate Extension facilities in compliance with all requirements in the relevant civil rights regulations.

UNHCE's Assurance

UNHCE has a policy on nondiscrimination and equal opportunity and a web site which notes civil rights responsibility, and affirmative action requirements which indicates that its programs, activities and facilities will be operated in a nondiscriminatory manner. All Extension employees responsible for delivery of programs are required to know what the law requires, what the University's policy is, and how to interpret the policies and implement the program within the area of their responsibility.

County Staff Knowledge of Civil Rights Requirements

All interviewed employees acknowledged that they are charged by civil rights policy and regulations to conduct official Extension business in such a manner that they do not directly or by implication support, encourage, or condone the practice of discrimination, or conduct programs in ways that permit or limit participation of youth or adults in programs; or provide separate services for reasons of race, color, national origin, or gender.

All county staff described discussions on civil rights as recent as the scheduled USDA review. During individual interviews, County staffs were able to describe their knowledge of the laws, rules, and regulations relating to nondiscrimination. Extension staffs in both counties demonstrated a willingness to ensure that Extension programs are conducted in accordance with civil rights nondiscrimination requirements. This was also verified by documented discussions with staffs at the state levels, through review of county record examination, and data collection.

Training Requirements

The USDA civil rights regulations require Extension to provide periodic training in civil rights concerns designed as an effective method to develop in Extension personnel such qualities as awareness, sensitivity, and objectivity in order to contribute to the overall equal opportunity mission.

Civil Rights Training

County staff members indicated that they had civil rights training during new employee orientation which included civil rights laws and regulation, and also identified specific employees responsibilities and duties in the administration of equal opportunity in Extension programs and services to youth, families and communities.

Employees interviewed reported consistent participation in professional development, and other educational and training opportunities on civil rights aspects of Extension programs. These programs also included in-service trainings nondiscrimination on the basis of sex; and nondiscrimination on the basis of disability.

Position Descriptions And Performance Standards

UNHCE officials are required to ensure nondiscrimination in all terms and conditions of employment, including work assignments and opportunities to serve on committees or Extension decision-making bodies. County Extension records showed that county staff members are not limited or restricted to working with or servicing customers because of their race, national origin, or gender. Employees were not limited to working in specific geographic areas which would tend to maintain a racial identity between employees and customers.

Public Notification Requirements

Nondiscrimination regulations hold Extension staff members responsible for making sure that all eligible customers particularly minorities are informed of program availability and of the Extension policy of nondiscrimination. All informational materials released to the public will, as appropriate, contain a nondiscrimination statement, and as determined necessary photographs and graphics will be used to convey the message of equal opportunity.

**UNHCE
Public
Notification**

UNHCE has a written plan for public notification outlined in the New Hampshire Civil Rights Guide (2008). The plan detailed guidance for State and county Extension personnel. It contained information on the use of nondiscrimination statement on the cover of brochures, initiating new programs, or materials promoting programs conferences, guidance for use with news papers, and news releases, flyers, radio, and television.

In the Extension office, several flyers and program announcements, designed at the county level, did not have the accommodation statement for potential disabled participants. There was evidence that local news releases did not have the standard UNHCE nondiscrimination statement. However, the nondiscrimination statement was consistently used on all forms, brochures, announcements, or flyer produced by UNHCE.

The USDA "...And Justice for All," poster was visibly displayed in both county Extension offices. There was evidence that written materials were available in Spanish. There was also documented evidence of notification to organizations of UNHCE's nondiscrimination policy in both counties.

Recommendation(s):

- Reasonable accommodations for qualified disabled clientele are required unless Extension can show that the accommodation would create an undue financial hardship. UNHCE should ensure program announcements produced, at the county level, contain a special needs accommodation statement for disabled to participate in programs.

**Monitoring
And
Evaluation of
Programs**

Civil rights regulations require Extension to establish and implement a systematic procedure for reviewing the compliance status of Extension county programs and activities that have civil rights implications. The review determined how well Extension benefits and services are being carried out by county Extension personnel in compliance with equal opportunity requirements.

Internal Reviews UNHCE's civil rights plan contained specific instructions for conducting internal reviews. However, there was no indication that internal reviews had been initiated prior to the USDA on-site review in August. The UNHCE civil rights plan stated beginning in 2009, UNHCE will conduct internal audits for two counties, and cover the remaining the State's counties, once every six years. The internal review process plan does include an outline of compliance reviews of civil rights activities and accomplishments; and that deficiencies will be noted with action plans for correction. The plan did specify the responsible personnel for the evaluation and a time frame for correction. There was no indication that the review will examine accessibility of facilities for disabled customers.

Observation- In some locations, doorways, entrances and parking facilities may not be fully accessible for disabled participants. Extension Educators should have some training on potential problems in assessment of facilities to ensure that programming locations can accommodate wheelchairs or other devices used by the disabled.

Program Accessibility for Disabled Customers Section 504 of the Rehabilitation Act of 1973, prohibits discrimination on the basis of disability in programs and activities. Title II of the Americans With Disabilities Act (ADA) of 1990, prohibits discrimination on the basis of disability by State and local government programs, whether or not the programs receive Federal financial assistance.

UNHCE'S Assurance UNHCE must ensure that existing facilities used by county Extension personnel to provide program services are readily accessible to and usable by persons with disabilities. Internal reviews must evaluate compliance with the requirements in Section 504 of the Rehabilitation Act of 1973.

Extension Facilities Accessibility UNHCE had a written policy in its civil rights plan reflecting the requirements for compliance for the disabled customers ensuring that existing facilities used by the County Extension staff to provide programs and services were readily accessible for persons with

disabilities. In addition, the guide covers accommodations to program services and provisions for auxiliary aids to ensure effective communication for persons who were hard of hearing and/or blind.

In both counties, offices were accessible to the disabled, and staffs were knowledgeable and demonstrated a willingness to include individuals with disabilities in Extension programs.

Hillsborough and Strafford Counties were both located near County Government office space with ample handicapped parking spaces. Both county offices provided examples of outreach material with accessible statements. Some outreach materials, designed by Extension staff did not have accommodation requests on some registration brochures or outreach materials.

Limited English Proficiency (LEP) Requirement

UNHCE is required to ensure that persons, who as a result of national origin, or limited in their English proficiency, have equal access to Extension programs and activities. No Extension clientele, on the grounds of their national origin should be excluded from participation in or denied the benefits of Extension educational programs. UNHCE must show a legitimate nondiscriminatory reason for denying participation of persons with LEP in Extension programs.

LEP Participants in Extension Programs

UNHCE did not have a formal policy for the guidance of Extension personnel to ensure that Extension programs are made accessible to eligible customers who are not proficient in the English language. There were no administrative procedures or plans to improve assurance of continued access to Extension programs and activities by eligible LEP participants.

In both of the counties reviewed, Extension Educators with optimal intentions to include eligible LEP participants were implementing their programs in a manner by which persons with limited English proficiency could have access to benefits and services. To reach and meet the needs of Hispanic LEP customers, Extension

educators employ the use of interpreters and translation of program materials into the Spanish language. Also, Hispanic staff members and family volunteers were used to present educational materials in workshops and for groups or individual setting.

Recommendation(s):

- UNHCE should have a clear written statement which sets forth the institutions legal obligation and policy for services to individuals with Limited English Proficiency. Internal communication of UNHCE's policy in writing to all Extension personnel is essential to their understanding, cooperation, and compliance.
- UNHCE should prepare a plan for the guidance of Extension personnel, to improve access to Extension educational programs and activities by LEP customers.

Extension Boards, Councils, and Committees

Requirements

Civil rights regulations require Extension to conduct official business in such a manner that the organization, procedures, and membership of Extension boards, advisory committees, and Extension councils are representative of the racial/ethnic population in relation to geographic areas being served. Extension is prohibited from denying a person because of race, color, national origin, sex, age, or disability the opportunity to participate as a member of a planning or advisory body which is an integral part of the program. Extension ensures that programs, activities, and educational methods are planned to indiscriminately reach potential participants of all races, colors, and socio-economic levels.

Composition of Advisory

In both Extension counties reviewed, there were opportunities for Extension Educators to solicit volunteers to serve on the Extension Advisory Council or program committees to assist Extension in Program planning and development of agriculture, master garden, 4-H youth programs and community economic development. These

programs and activities are planned to meet the needs and interests of eligible participants.

Examination of the racial composition of the individuals serving on program advisory committees for both Hillsborough and Strafford Counties revealed that there were no racial minority group members serving on the Extension Advisory Council. At the time of this review Hillsborough County had a total of 12 participants serving on the council, 6 male and 6 female. In Strafford County, there were a total of 14 members, 11 were male and 3 female.

**Oversight of
County Extension
Council**

UNHCE designated the County Office Administrator (COA) to facilitate a process of recruitment of volunteers to the Extension Advisory Council. Volunteers are recruited from diverse geographical communities within the County as potential participants and data is maintained by race, ethnicity and gender. Training of the Extension Advisory Council members on civil rights Extension program requirements is implemented by the COA. There was evidence that the board members in each County had received orientation in civil rights requirements.

Recommendation(s):

- UNHCE should review the Guidelines for Expanding Extension Program Development Committees on recruitment and publication notification process to serve on these Extension councils and committees. UNHCE must consider the use of special outreach, including sufficient detail for interested minority persons to understand the assignment and know contact information to volunteer for membership.
- UNHCE should provide clarification on the process and train all Extension staffs on these guidelines to increase the number of minority participants on County Extension Advisory Councils.

- UNHCE should assist the COA in developing positive action plan with Extension Educators to publicize the recruitment and selection/election process for the county Extension Advisory Council through various media, including minority media, such as newspapers, newsletters, fliers, the internet, etc., and ensure equal access and opportunities for racial/ethnic minority group members to volunteer to serve on these program decision-making bodies.
-

Program Complaint Processing

Requirements

Any person or persons acting on their own behalf or on behalf of any specific classes of persons who believe that he or she have been discriminated against on the basis of race, color, national origin, gender, age, or disability may personally, or through a representative, file a complaint. A complaint must be filed no later than 180 days from the date of the alleged discrimination, unless the time for filing is extended by the Agency or by the Secretary⁶.

Complaints Process

UNHCE had a written policy and process for handling employment complaints of discrimination, which may be found under the University of New Hampshire's Office of Human Resources. In each County Extension office, all staff had a copy of this policy and they were aware of the process. County Extension employees had a separate personnel policy handbook located in each county.

UNHCE does not have a formal policy on the resolution of program complaints for Extension Programs. UNHCE Civil Rights Plan (2008) stated that the County Office Administrator (COA) is responsible for informing the Assistant Director for Civil Rights (ADCR) about all civil rights complaints or issues. The process for resolving the complaint was noted as follows: the issue will be addressed promptly, no one will be denied proper attention to civil rights grievances, all such issues and grievances shall be documented, and the COA will be the principal contact with anyone representing the United States Department of Agriculture, CSREES in a county civil rights review. The civil rights plan does

⁶ 7 C.F.R. § 15.6; 28 C.F.R. 42.107(b)

not specifically direct Extension staff employees on the use of the "...And Justice for All" poster which informs customers that they can file a complaint with USDA, Director, Office of Civil Rights, Washington, DC. The reviewer recommends that UNHCE formalize the program complaint process and provide training on the resolution process, including the use of the USDA poster for all Extension staff.

**Complaint
File**

At the time of this review, there was no active discrimination complaints on file against UNHCE with respect to any of the Extension programs in the counties reviewed.

Extension Program Participation Data

**Racial/Ethnic
Data Collection**

UNHCE as a recipient of Federal financial assistance is required to establish a system for collecting and reporting data on customer participation in Extension programs. The system must identify eligible populations and measure delivery of program benefits in order to measure the quantity of Extension benefits and services delivered to minority and nonminority customers.⁷

**UNHCE Data
Collection
System**

Across both counties data contacts were collected by race, gender, and ethnicity and showed the use of county demographic and 2000 U.S. Census and 2002 Agriculture Census to compare contacts. The data contacts showed that minorities were participating in program activities. In all the counties, contact data was available

⁷ 7C.F.R. 15.56

The Department's regulations identify requirements of data and information which must be met and implemented by State Cooperative Extension Services to assess compliance with the intent of nondiscrimination statutes. These major requirements are set out as follows: Identify Extension clientele in the population eligible to participate in Extension programs and activities, using the best available data; establish program participation targets in Extension annual Plans of Work; incorporate specific program targets for the delivery of Extension educational benefits and service areas of underrepresentation in clientele groups; promote parity of participation in Extension programs by underrepresented racial group members; provide approved eligible targets against which Extension performance can be measured; collect data for all counties in which the State Cooperative Extension Service program operates.

from all Extension Educators by race, gender, and ethnicity. The ES237 form was used to collect 4-H data by race, gender, and ethnicity and this was consistently utilized in 4-H programming in both counties. Staff in Hillsborough County used the standard data form to collect EFNEP and FSNE data. During interviews, some county staff demonstrated knowledge about the relationships between civil rights data collection and meeting the requirements to increase minority participation in all program areas based on potential clientele data. However, for some Extension Educators documentation of all reasonable efforts was insufficient to trace the follow-up of outreach efforts in program areas.

Recommendation(s)

- UNHCE should engage all Extension staff in a management directive that provides a review of the appropriateness, necessity and reasonableness, and valid functions served by the collection of program participation data by race, and gender. The directive should provide illustrations of actual uses of the data.
- UNHCE should develop procedures which require county Extension staff members to demonstrate ongoing valid use of the program participation data.

Extension Programs

UNHCE's system was an informal educational operation that linked the Extension educational and research resources and activities of the University to meet the needs of the people it serves. Interviews revealed that Extension programs were planned and carried out in a manner to enable eligible participants to improve their lives and communities through learning that puts knowledge to work. Extension staff members offer a range of programs to actual and potential clientele.

UNHCE focused program efforts around specific needs, problems, and concerns of clientele and communities. Extension programs included, but were not limited to: Community Development, Agriculture Resources, Energy, 4- H and Youth, Food and Nutrition, Forestry and Wildlife. UNHCE provided programming at the county levels through Extension Educators in both counties.

UNHCE overall program participation included minority groups in both the counties reviewed. The Extension staff determined the total number of eligible clientele by race, gender, and ethnicity who were potential recipients of Extension services using the 2002 Census of Agriculture for the potential eligible recipients of agriculture educational programs and the 2000 U.S. Population Census for New Hampshire on potential eligible populations in their respective counties.

The Extension workers, in both counties, had determined the total number of eligible clientele by race, gender, and ethnicity who were potential recipients of benefits of Extension programs, including the percentage of potential clientele attributable to each minority group. They collected contact program participation data⁸ which served as an important index for them to evaluate participation by various minority group members in county Extension educational programs. Also, they collected membership data of individuals who belong to structured club units, committees and advisory councils, including enrollment data of eligible persons whose names had been placed on a register or who had been enrolled in an Extension course, workshop, 4-H camp, or short-term program activity.

⁸ "Contact participation" refers to the coming together of two or more individuals face-to-face to participate in an educational experience or conduct Extension-related business. Contact participation occurs in conferences, consultations, workshops, seminars, and similar activities in which the mission and business of Extension are carried out. Data on indirect contacts made by circular letters, newsletters, radio, television, telephone, and so on, may be collected by States if desired.

Program Implementation

Agriculture

Agriculture Profiles of State and Counties Reviewed

Operators	New Hampshire	Hillsborough	Strafford
American Indian & Alaskan Native	18	3	1
Asian	14	-	4
Black or African American	3	-	-
Native Hawaiian & Pacific Islander	0	-	-
White	3,334	480	281
Spanish, Hispanic or Latino	77	1	-
Operators claiming more than one race	23	2	2
Women	1,981	307	194
Total	5,450	793	482

The 2002 Agriculture Census data showed the State of New Hampshire with 3,363 farms and 444,879 acres of land in farms. According to the 2002 Census of Agriculture there were 2,116 or 38.8 percent minorities and women as farm operators. Table 1 showed Hillsborough and Strafford Counties farm operators who were minorities and women operators. In Strafford County, there were 313 or 39.4 percent farm operators who were minorities and women.

Forestry and Wildlife Program in Hillsborough County

The agricultural programs in both counties were planned to meet the needs and interests of the various agricultural groups. The agricultural Extension Educators were aware of the equal opportunity requirement to ensure that agriculture programs were provided to all clientele on a nondiscriminatory basis. Contact participation data by race, gender, and ethnicity were being collected by educators. UNHCE had a professional forester in each of the 10 counties.

A review and analysis of the participation data in forestry and wildlife (table 2) represented the actual number of contacts for 2008 and 2007 program years by race and ethnicity for professional foresters serving Hillsborough County for two years; and for the Extension Educator serving Strafford County for one year.

**TABLE 2: Forestry and Wildlife for Hillsborough and Strafford Counties
Race and Ethnicity
As of August 26, 2008**

	Total	American Indian & Alaska Native	Asian	Black or African American	Native Hawaiian Pacific Islander	White	Some other race	Two or more races	Hispanic or Latino
Hillsborough County 2008	200,899	0	8,631	3,835	0	182,424	0	0	6,009
% of Total	100%	0.0%	4.3%	1.9%	0.0%	90.8%	0.0%	0.0%	3.0%
Hillsborough County 2007	201,197	0	27	20	0	201,103	0	20	27
% of Total	100%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%
Strafford County 2008	401	0	2	1	0	398	0	0	0
% of Total	100%	0.0%	0.50%	0.2%	0.0%	99.3%	0.0%	0.0%	0.0%

The Forestry and Wildlife programs, in both counties, were designed to educate urban landowners with wood lot and wildlife habitat care and public organizations with landscape needs. A review and analysis of the participation data for Hillsborough County showed that overall there was an increase in the number of participants in 2008. There were more female (354) participants than males (299) in the education programs than in 2007. Outreach efforts demonstrated support of programs that highlighted content that appealed to women foresters and these were well documented in program brochures. In 2008, the Forestry and Wildlife program in Strafford County, showed two Asian participants and one African American participant. There were 223 males and 178 females who participated in these programs. The 2007 data was not available for this program during the review.

Agricultural Resources and Natural Resources Business Institute in Strafford County

**TABLE 3: Agricultural Resources, Natural Resources Business Institute for Strafford County
Race and Ethnicity
As of August 26, 2008**

	Total	American Indian & Alaska Native	Asian	Black or African American	Native Hawaiian Pacific Islander	White	Some other race	Two or more races	Hispanic or Latino
Agricultural Resource 2008	653	0	3	1	0	641	0	0	8
% of Total	100.00%	0.0%	0.46%	0.2%	0.0%	98.2%	0.0%	0.0%	1.2%
Agricultural Resources 2007	518	0	5	0	0	510	0	0	3
% of Total	100.00%	0.0%	0.97%	0.0%	0.0%	98.5%	0.0%	0.0%	0.6%
Natural Resources Business Institute 2008	34	0	0	0	0	34	0	0	0
% of Total	100.00%	0.0%	0.00%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%
Natural Resources Business Institute 2007	21	0	0	0	0	21	0	0	0
% of Total	100.00%	0.0%	0.00%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%

Strafford County showed more educational contacts in the Agricultural Resources programs for Asians, African Americans, and Hispanics in 2008; and from Asians and Hispanics in 2007 data years. Gender participation increased for females (354) more than for males (299) in 2008. In 2007, male participation was 400 while female participation was 348. The minority participation was nonexistent in the Natural Resource Business Institute in either fiscal year. However, there were 18 males who participated in this program and 16 females in 2008; while in 2007, 9 males participated and 12 females. Documentation of outreach efforts did not show availability or access to minority businesses.

Master Gardener Program Strafford County

The Master Garden volunteers in Strafford County included one Asian participant and no other minorities. In the 2008 Master Garden program, males represented 12.2 percent of the volunteers and females 87.8 percent. In 2007, males were 13 percent of the Master Garden volunteers and females were 87 percent. Gender data showed that of the 93 members, 13 were male and 80 were female volunteers. The reviewer saw evidence of outreach efforts in recruitment and training for Master Gardeners in both counties demonstrated in press releases, articles in local newspapers that also included the nondiscrimination statement, and accommodation statements for disabled clientele.

Hillsborough County provided a list of active volunteer Master Gardener members; however, the list was not maintained by race or ethnicity. There were a total of 93 participants. Gender data showed that 13 were male and 80 were female volunteers. However, the reviewer was unable to determine if outreach efforts were implemented to recruit minority participants.

Community Development, Hillsborough County

The participation in Community Development education contacts for Hillsborough County decreased in 2008 for Asians, African Americans, and Whites and remained the same for Hispanics. The County Extension Administrator works with the county government in supporting community decisions in strategic planning and providing technical assistance on conservation and community issues. A review and analysis of the participation data showed that minority participation was evident at 4.3 percent in 2008 and 5.3 percent in 2007. Gender data showed that there were more male participants (530) in both program years; however, the number of female participants (452) was equally impressive for this program.

Family and Consumer Science (FCS)

In conducting the Family and Consumer Science programs Extension Educators in both counties used various teaching methods to reach clientele. Nutrition Connections was New Hampshire's home for the Expanded Food and Nutrition Education Program (EFNEP) and Food Stamp Nutrition Education (FSNE). The EFNEP and FSNE nutrition education programs were for participants who met the eligibility criteria in both counties reviewed. In both counties, Extension Educators used various teaching methods to reach and meet the needs of individuals and families in the population being served. Nutrition Connection provided nutrition education programs for adults, seniors, and

youth participants one-on-one, through home study, and small groups. Table 4 is the contact data for Nutrition Connection programs for adults, seniors, and youth for Hillsborough County.

**TABLE 4: Nutrition Connection Data for Adults and Youth Hillsborough County
Race and Ethnicity
As of August 26, 2008**

	Total	American Indian & Alaska Native	Asian	Black or African American	Native Hawaiian Pacific Islander	White	None given	Two or more races	Hispanic or Latino
Adults 2007	42	1	1	0	0	38	1	0	1
% of Total	100.00%	2.38%	2.38%	0.0%	0.00%	90.5%	2.38%	0.00%	2.4%
Adults 2006	101	3	0	7	0	82	1	0	9
% of Total	100.00%	2.97%	0.00%	6.9%	0.00%	81.2%	0.99%	0.00%	8.9%
Youth 2007	563	2	3	41	10	413	1	28	65
% of Total	100.00%	0.36%	0.53%	7.3%	1.78%	73.4%	0.18%	4.97%	11.5%
Youth 2006	455	1	0	57	0	287	57	0	53
% of Total	100.00%	0.22%	0.00%	12.5%	0.00%	63.1%	12.53%	0.00%	11.6%

During the past two years, minorities continued to participate in the adult nutrition education program in Hillsborough County; however, for American Indians, African Americans and Hispanics, the adult participants each showed a decrease in participation during 2007. Documentation, in the plans of work, showed that all reasonable efforts were implemented to ensure equal access to nutrition education programs for these adults. The data contacts also showed that 93 percent of the participants were females and 7 percent were male participants in 2007.

For the minority youth who participated in nutrition programs in Hillsborough County, their participation increased in 2007 for American Indians, Asians, Native Hawaiians and Pacific Islanders, and Hispanics, and decreased for African American youth. The data contacts for 2007 also showed that male participation was higher (241) than in 2006 (212) and female participation continued to increase (257) in 2007 compared to

(190) in 2006. An outreach effort for male youth appears successful and should continue in this nutrition program.

Nutrition Connection in Strafford County

**TABLE 5: Nutrition Connection for Strafford County
Race and Ethnicity
As of August 26, 2008**

	Total	American Indian & Alaska Native	Asian	Black or African American	Native Hawaiian Pacific Islander	White	Two or more races	Hispanic or Latino
2008	1442	10	12	32	0	1309	42	31
% of Total	100.00%	0.7%	0.83%	2.6%	0.1%	90.8%	2.9%	2.1%
2007	4155	8	30	73	0	3942	30	72
% of Total	100.00%	0.31%	4.18%	18.49%	0.00%	35.85%	0.00%	41.16%

In Strafford County, overall total participation for all races and ethnicity in adult and youth nutrition programs decreased from 4,155 in 2007 to 1,442 in 2008. The total minority participation in the nutrition education programs for adult and youth minorities increased from 5.12 percent in 2007 to 9.23 percent in 2008. Asians, African Americans, Whites, and Hispanics participants in nutrition education classes showed a decrease in participation comparing 2007 to 2008 data. Gender participation showed a decrease in the number of females in 2007 (3,258) compared to the number of females in 2006 (511). It appeared that all reasonable efforts were carried out to ensure equal access to nutrition programs for all categories.

Expanded Food and Nutrition Education Program (EFNEP) in Hillsborough and
Strafford Counties

**TABLE 6: EFNEP Adults and Youth Hillsborough and Strafford County
Race and Ethnicity
As of August 26, 2008**

	Total	American Indian & Alaska Native	Asian	Black or African American	Native Hawaiian Pacific Islander	White	Some other race	Two or more races	Hispanic or Latino
Hillsborough Adults 2008	77	0	0	1	0	57	0	0	19
% of Total	100.0%	0.0%	0.0%	1.3%	0.0%	74.0%	0.0%	0.0%	24.7%
Hillsborough Youth 2007	211	0	10	8	15	62	0	69	47
% of Total	100.00%	0.00%	4.74%	3.8%	7.11%	29.4%	0.00%	32.70%	22.3%
Hillsborough Youth 2006	62	2	0	1	0	57	0	0	2
% of Total	100.00%	3.23%	0.00%	1.6%	0.00%	91.9%	0.00%	0.00%	3.2%
Strafford Adults 2008	39	0	1	0	0	38	0	0	0
% of Total	100.00%	0.00%	2.56%	0.0%	0.00%	97.4%	0.00%	0.00%	0.0%
Strafford Adults 2006	62	2	0	1	0	57	0		2
% of Total	100.00%	3.23%	0.00%	1.6%	0.00%	91.9%	0.00%	0.00%	3.2%
Strafford Youth 2007	154	0	1	4	0	146	0	2	1
% of Total	100.00%	0.00%	0.65%	2.6%	0.00%	94.8%	0.00%	1.30%	0.6%
Strafford Youth 2006	382	1	0	7	0	354	13	0	7
% of Total	100.00%	0.26%	0.00%	1.8%	0.00%	92.7%	3.40%	0.00%	1.8%

In Hillsborough County, the EFNEP program data showed in 2006 minorities participated in EFNEP programs. Adult participation data for 2007 was not available during the review. The table also showed that 18 or 23.4 percent of the total number of participants were minorities and males represented 7.8 percent of the participants and females 71 or 92.2 percent of the participants. Minority youth participation increased in 2007 for Asians, African Americans, Native Hawaiians and Pacific Islanders, Hispanics. The data showed that there was a decrease in the number of American Indian and White participation in 2007.

In 2007, 9 or 4.7 percent of the adult and youth participants were minority in Strafford County. There was an increase in Asian participation in 2007. However, in that same year, it was noted that African American and Hispanic participation had decreased. There were more females participating than males in both program years. Documentation of outreach efforts were noted in both counties and showed the development of partnerships to expand participation with programs that share similar eligibility requirements.

New Hampshire Circle for Home and Family (NHCHF)

NHCHF was an independent, volunteer educational organization who maintained two way communication with UNHCE to provide mutual support and cooperation in conducting informal adult education opportunities for participants. The review and analysis of NHCHF contacts showed that of the 6 groups only one was integrated. The data showed that there was one Asian and one Hispanic participant in 2008. Of concern was the potential for the groups to be seen as single race because the Memorandum of Understanding did not document a clear process or procedure for instructing groups to outreach and expand participation to include minority participants. Discussion with the Extension Educator provided specific efforts to increase outreach efforts with group members in the recruitment of new members and training for current members.

Recommendation(s):

- UNHCE should issue procedures for Community Resource and Agricultural Resources Business Institute programs to incorporate specific program targets for the delivery of Extension educational benefits and services to minority and women in business.
- UNHCE should promote special outreach efforts to increase the number of minority volunteers to participate in the County Extension Master Gardener program.
- UNHCE should review documentation of all reasonable efforts, where Extension staffs document outreach efforts to serve minority clientele. These plans should consistently apply for all Extension staff to help increase the number of minorities in programs.

4-H Youth Programs
4-H Participation

The following charts highlight 4-H youth participation by race/ethnicity and gender in the two counties reviewed. The 4-H program data was available from the Annual 4-H Youth Enrollment Report, ES 237 for 2007 and 2006 reporting period.

4-H Youth Development for Hillsborough County By Race, Ethnicity and Gender As of August 26, 2008							
Hillsborough				Hillsborough County			
2007				2006			
	Hispanic	NOT Hispanic	Total		Hispanic	NOT Hispanic	Total
White	130	889	1,019	White	91	761	852
Black	14	73	87	Black	36	24	60
American Ind./Alaska Nat.	0	10	10	American Ind./Alaska Nat.	0	4	4
Asian	0	29	29	Asian	0	24	24
Native Hawaiian/Pacific Isl.	0	1	1	Native Hawaiian/Pacific Isl.	0	0	0
Total Hispanics-one race	144				128		
Total one race			1,146	Total one race			940
White & Black	0	27	27	White & Black	0	5	5
White & American Indian	0	7	7	White & American Indian	0	1	1
Black & American Indian	0	0	0	Black & American Indian	0	0	0
White and Asian	0	1	1	White and Asian	0	2	2
Balance (Other Combo.)	0	0	0	Balance (Other Combo.)	0	0	0
Total Hispanics-mixed race	0			Total Hispanics-mixed race	1		
Total mixed race and balance			1,181	Total mixed race and balance			948
Total Hispanics	144			Total Hispanics	129		
TOTAL Youth Participants			1,181	TOTAL Youth Participants			948

Hillsborough County's racial and ethnic data for 4-H programs reflects an increase in the participation for the program year 2007 as compared to 2006. Those who identified themselves Hispanics showed an increase in the number of youth participation, that is

144 youth participants in 2007 vs. 4 youth participants in 2006. The number of female youth enrolled in 4-H programs with duplications eliminated decreased to 561 female participants in 2007 from 684 female participants in 2006.

Males enrolled in 4-H programs with duplications eliminated increased from 387 in 2006 to 497 in 2007. In each year, overall gender comparisons showed that although males increased in participation, female participation levels were higher in both years.

4-H Youth Development for Strafford County By Race, Ethnicity and Gender As of August 26, 2008							
Strafford				Strafford County			
2007				2006			
	Hispanic	NOT Hispanic	Total		Hispanic	NOT Hispanic	Total
White	12	630	642	White	0	1,027	1,027
Black	0	11	11	Black	0	15	15
American Ind./Alaska Nat.	0	2	2	American Ind./Alaska Nat.	0	4	4
Asian	0	3	3	Asian	0	41	41
Native Hawaiian/Pacific Isl.	0	0	0	Native Hawaiian/Pacific Isl.	0	0	0
Total Hispanics-one race	12				0		
Total one race			658	Total one race			1,087
White & Black	0	2	2	White & Black	0	5	5
White & American Indian	0	0	0	White & American Indian	0	0	2
Black & American Indian	0	0	0	Black & American Indian	0	0	0
White and Asian	0	0	0	White and Asian	0	0	0
Balance (Other Combo.)	0	0	0	Balance (Other Combo.)	0	0	0
Total Hispanics-mixed race	0			Total Hispanics-mixed race	0		
Total mixed race and balance			660	Total mixed race and balance			1094
Total Hispanics	12			Total Hispanics	0		
TOTAL Youth Participants			660	TOTAL Youth Participants			1,094

Strafford County showed a decrease in the number of 4-H youth who participated in 2007 as compared to the 2006 totals. This difference showed 434 or a drop in participation by 39.7 percent of the 4-H youth who did not participate in 2007. In 2006, there were 67 youth who participated and only 18 participants in 2007. The data collected for these program years, included the total number of 4-H youth participants

who were in volunteer led community clubs, special interest/short-term, and school enrichment. Documentation of all reasonable efforts was not available for the reviewer. Therefore, the reviewer cannot determine the actual number of minority youth who were recruited through outreach efforts to participate in 4-H programs during the 2007.

There were 382 female youth enrolled in the Strafford County 4-H program with duplications eliminated in 2007 and 619 enrolled in 2006. Males enrolled in a 4-H program with duplications eliminated in 2007 were 276 and 474 enrolled in 2006. Female participation in both years was higher than male participation.

4-H Program Distribution of Youth in Integrated and Non-Integrated 4-H Clubs

In Hillsborough County, the data showed a total of the 30, 4-H community clubs, 10 percent (3 clubs) were in integrated racially/ethnically mixed communities and 90 percent (27 clubs) were not integrated in mixed racially/ethnically communities. Review of the plan of work documentation showed that all reasonable efforts were documented, but were unable to discern the reasons for lack of minority participants in 4-H community clubs in racially/ethnically mixed communities. However, there was documentation of training efforts by the Extension Educator to the 4-H new leadership on what were the all reasonable efforts to help expand to more diverse membership.

Of concern to the reviewer, in Hillsborough County were the 4-H clubs that were not integrated but, located in racially/ethnically mixed communities. Review of documentation showed that although all reasonable efforts, such as use of media and outreach materials, were provided, the documentation of outreach efforts did not sufficiently explain the reasons for lack of minority participation

In Strafford County, the data showed a total of 5 family clubs in this county. According to Extension Educators, all of the clubs were small and had not been meeting on a regular basis. All five were not integrated and not located in mixed racial communities. However, the family clubs were being monitored for further expansion, however, there was no documentation available to support outreach efforts to demonstrate an increase in club participation located in racially mixed communities. 4-H program membership was supported through in-school and after school programs. The 4-H Extension Educator had been in this role for three years. The Educators outreach efforts were to focus on areas that were integrated and located in more mixed areas where Extension was beginning to notice minority families settling and staying in the county.

4-H Camp Participation

In 2008, Hillsborough County 4-H camp participation was 69 campers and of these members, 5.8 percent were minorities. In 2007, camp participation was 72, 4-H members and 4.2 percent were minorities. The Hillsborough County 4-H agent helped recruitment efforts by advertising camp through media releases and flyers to all potential eligible children in Hillsborough County.

In 2008, the Strafford County 4-H camp program sent 76 overnight campers to Bear Hill and Barry Conservation Camps and 72 overnight campers in 2007. There were only 4 minority campers who attended in 2008, and 3 minorities attended in 2007. There were more females who participated in overnight camp than males.

4-H District/State Events

In both Hillsborough and Strafford Counties, 4-H youth participated in both District and State 4-H events. There were 106 4-H youth participants from Hillsborough County who participated in District and State 4-H events and 8.4 percent were minority youth. In 2007, there were 134 youth who participated from Hillsborough County and 1.5 percent were minorities.

In Strafford County, there were 437 youth participants who attended District/State 4-H events in 2007 and 2.5 percent were minority youth. Of the 437 youth, 140 were female and 297 were males.

Volunteers

In Hillsborough County, data contacts showed the total number of adult volunteers in nutrition programs (EFNEP) for 2007 and 2006 was 92 participants. Of that number, 5.6 percent in 2007 were all Hispanic volunteers. In 2006, there were only 1 African American volunteer and 1 Hispanic volunteer. Strafford County showed a total of 367 volunteers for 4-H programs. Of that total, all of the 4-H volunteers were White.

Recommendations:

- Extension 4-H staff should review the outreach and recruitment efforts for 4-H programs and adult volunteer participation to ensure that all reasonable efforts to recruit minorities are documented by county Extension staffs.

- UNHCE 4-H officials should require Extension educators to document all reasonable efforts to conduct outreach activities to increase the number of minority participants in 4-H community clubs that are not integrated but, located in racially/ethnically mixed communities.
- The 4-H Extension Educators should take specific steps to decrease the number of single race clubs in racially/ethnically mixed communities and increase minority representation in District and State 4-H events.

As of August 26, 2008

EXTENSION

EQUAL EMPLOYMENT

OPPORTUNITY

PROGRAM

COMPLIANCE

REVIEW

Review Conducted by:

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University of New Hampshire Cooperative Extension (UNHCE) Employment Review

Introduction

This review was undertaken as part of a systemic program of the Cooperative State Research, Education, and Extension Service (CSREES) to examine the delivery of programs and services by University of New Hampshire Cooperative Extension (UNHCE) to all eligible customers and the extent that employment practices of UNHCE relate to the assurance of equal opportunity in program benefits and services. The review included the following determinations among others:

- Determine whether Extension policies and practices have had the effect of denying equal employment opportunity and benefits to certain groups or persons on a discriminatory basis.
- Determine any patterns of Extension job positions and job assignments that were assigned on the basis of sex or race of the individual.
- Determine if there were Extension positions or program units where Blacks, women, and other racial minority group members were not employed or were underutilized.
- Determine if male and female Extension employees were performing the same duties and bear the same program responsibilities, but were accorded different salaries and advancement opportunities.
- Determine if women and minorities were recruited only for Extension program positions thought to be for minorities and women.
- Determine if recruiting and hiring decisions were governed by unverified assumptions about a particular individual's willingness or ability to relocate because of race or gender.
- Determine if minority hiring was not limited to filling vacancies created by the departure of other minority employees.
- Determine whether any patterns of difference in the rate of pay, status, type of appointment, termination, or rates of advancement within jobs or program units which were identifiable by sex or racial minority groups.

- Determine if Extension official's employment decisions in selection, hiring, promotion, transfer, and layoffs were based upon the person's ability and merit, not on the basis of race, color, national Origin, religion, sex, age, or disability.
- Provide technical guidance in the resolution of deficiencies or other problems associated in the development and implementation of the Extension land-grant institutions' equal employment opportunity programs.

In conducting the employment review, the review team had adequate access to information and employment data of UNHCE's workforce. Such information included data reflecting generally the employment status of existing Extension employees and specific information on the UNHCE's recruitment and hiring patterns and on its employment criteria, policies and procedures, including information on employment decisions. The review included interviews with UNHCE officials responsible for participating in the employment matters.

UNHCE Staffing Profile Overview

The employment profile of UNHCE, as of August 29, 2008, indicated a total of 132 employees. Of the 132 employees 130 or 98.4 percent were White, 1 or .7 percent were Black, and 1 or .7 percent were Hispanic, 88 or 66.66 percent were female, and 44 or 33.3 percent were male.

Findings:

- UNHCE's staff profile was consistent with the State of New Hampshire's Civilian Labor Force (CLF) for example UNHCE's White employees were 98.4 percent of the workforce and the State's CLF for Whites was 96 percent. Black employees were .7 percent of UNHCE's workforce the same as the State of New Hampshire's CLF. The only exception was that Asians were not represented in UNHCE's workforce but, consisted of 1.3 percent of the State of New Hampshire's CLF.
- UNHCE's male and female representation is consistent with the State of New Hampshire's CLF.(See Table 1a and 1b)

Tables 1A and 1B: Overview of UNHCE Employment Profile by Job Title, Race/Ethnicity and Gender.

Table 1A: UNHCE Employment Profile by Job Title, Race/Ethnicity and Gender As of August 29, 2008							
Job Title	White	Hispanic	Black	TOTAL	Male	Female	TOTAL
Dean and Director	1	0	0	1	1	0	1
Associate Director	1	0	0	1	1	0	1
Assistant Director	2	0	0	0	2	0	2
Program Leader	5	0	0	5	2	3	5
Senior Information Technology	1	0	0	1	1	0	1
Extension Educator Professor	12	0	0	12	4	8	12
Extension Educator Associate Professor	3	0	0	3	1	2	3
Extension Educator Assistant Professor	2	0	0	2	2	0	2
Extension Associate Professor	1	0	0	1	1	0	1
Extension Educator/County Coordinator	3	0	0	3	0	3	3
Associate Extension Education/County Coordinator	6	0	1	7	2	5	7
Assistant Extension Educator/County Coordinator	2	0	0	2	2	0	2
Extension Educator	14	0	0	14	8	6	14
Associate Extension Educator	9	0	0	9	4	5	9
Assistant Extension Educator	10	0	0	10	3	7	10
Extension Educator, Extension Specialist	1	0	0	1	0	1	1
Associate Extension Educator, Extension Specialist	1	0	0	1	1	0	1
Assistant Extension Educator, Extension Specialist	3	0	0	3	3	0	3
Extension Instructor/County Coordinator	1	0	0	1	0	1	1
Extension Instructor	1	0	0	1	1	0	1
Educational Program Coordinator	9	1	0	10	2	8	10

Table 1B: UNHCE Employment Profile by Job Title, Race/Ethnicity and Gender							
As of August 29, 2008							
Job Title	White	Hispanic	Black	TOTAL	Male	Female	TOTAL
Educational Program Coordinator II	9	1	0	2	0	2	2
Educational Program Coordinator I	2	0	0	1	0	1	1
Marketing and Promotion Coordinator	1	0	0	1	0	1	1
Accountant II	1	0	0	1	0	1	1
Staff Writer/Editor III	1	0	0	1	0	1	1
Camp Manager	1	0	0	1	1	0	1
Coordinator-Special Student Programs	1	0	0	1	0	1	1
Training/Planning Specialist-E	1	0	0	1	0	1	1
Extension Program Associates	11	0	0	11	0	11	11
Information Technology Manager	1	0	0	1	1	0	1
Information Technologist IV	1	0	0	1	0	1	1
Information Technologist III	3	0	0	3	1	2	3
Senior Business Services Assistant	3	0	0	3	0	3	3
Program Support Assistant	1	0	0	1	0	1	1
Administrative Assistant III	6	0	0	6	0	6	6
Administrative Assistant II	5	0	0	5	0	5	5
Administrative Assistant I	2	0	0	2	0	2	2
TOTAL ⁹	130	1	1	132	44	88	132
PERCENT ¹⁰	98.48%	0.76%	0.76%	100%	33.34%	66.66%	100%

Recommendations: None

⁹ Total represents tables 1A and 1B combined.

¹⁰ Percent represents tables 1A and 1B combined.

As illustrated in Figures 1 and 2 UNHCE's minority representation was consistent with the New Hampshire Civilian Labor Force (CLF) of 132 employees 130 or 98.4 percent were White. UNHCE's Gender make-up was 15.9 percent lower for males and 15.8 percent higher for females; 88 or 66.6 percent were female and 44 or 33.3 percent were male when compared to the State of New Hampshire's CLF data. (See Figures 3 and 4)

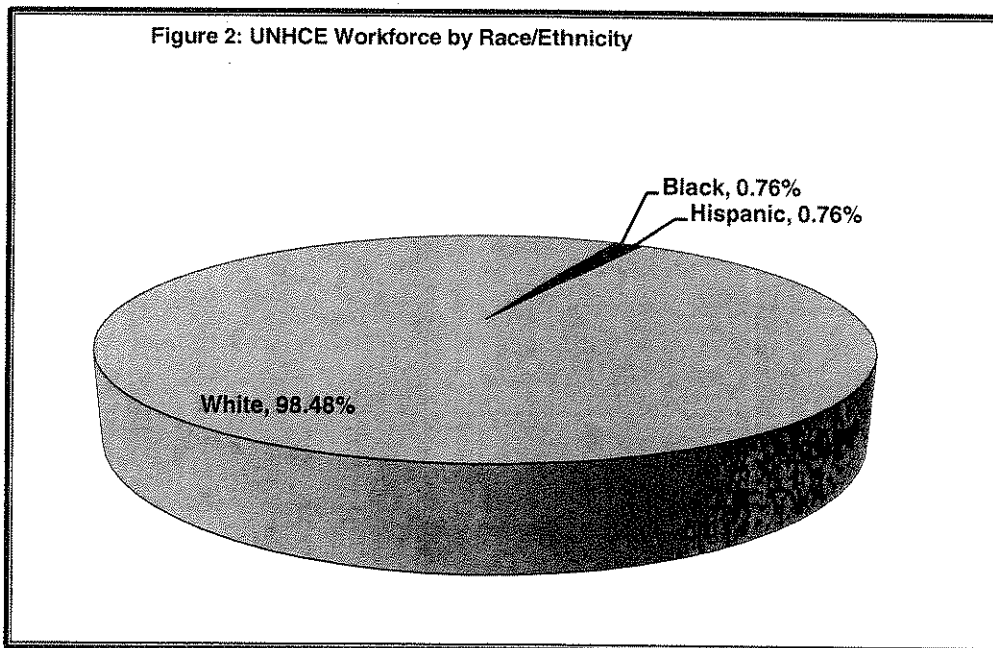
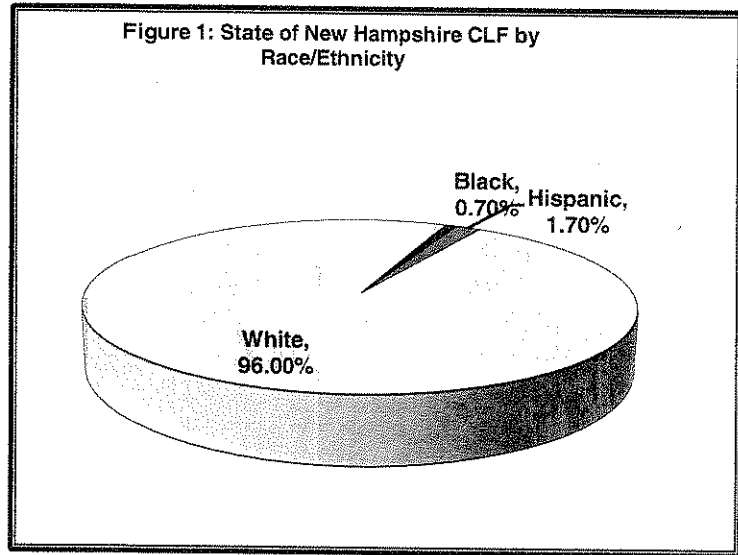


Figure 2: UNHCE Workforce by Gender

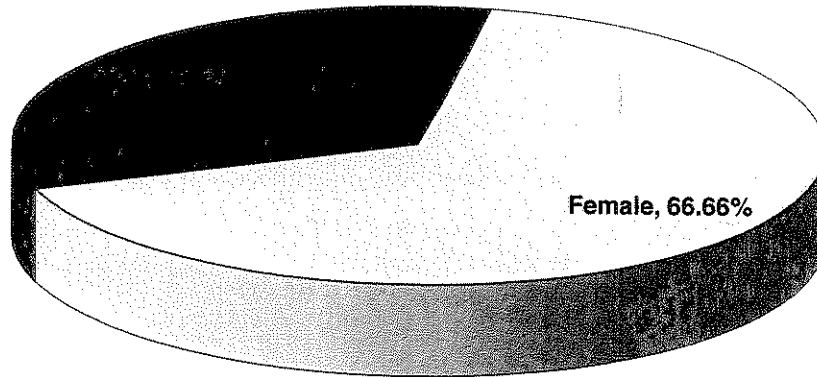
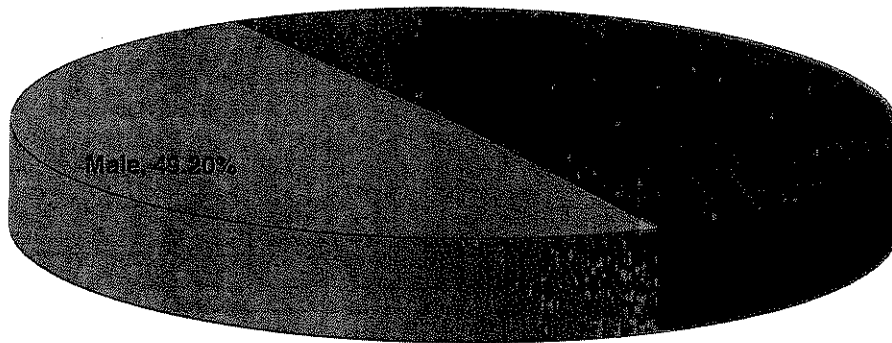


Figure 3: State of New Hampshire CLF by Gender



Program Leaders

Finding:

- UNHCE focuses its work in five core program areas: Family and Consumer Resources, 4-H Youth Development, Agriculture Resources, Forestry and

Wildlife, and Sea Grant and Water Resources Community Development. These core program areas are managed by the following Program Leaders: Charlene Baxter, (White, female), Family and Consumer Resources, Wendy Brock, (White, female) 4-H Youth Development, Juli Brussell, (White, female), Agriculture Resources, Darrel Covell, (White, male) Forestry and Wildlife, and Brian Doyle, (White, male) Sea Grant and Water Resources Community Development.

Table 2: shows an overview of the UNHCE Program Leaders by Race/ Ethnicity, and Gender.

Program Leaders	White	TOTAL	Male	Female	TOTAL
Family and Consumer Resources	1	1	0	1	1
4-H Youth Development	1	1	0	1	1
Agriculture Resources	1	1	0	1	1
Forestry and Wildlife	1	1	1	0	1
Sea Grant and Water Resources Community Development	1	1	1	0	1
TOTAL	5	5	2	3	5
Percentages	100%	100%	40%	60%	100.0%

Recommendation: None

New Hires

Finding:

- UNHCE data regarding new hires, as illustrated in Table 3, shows UNHCE hired a total of 24 permanent employees during the period of July 30, 2007 through August 1, 2008. The new hires race/ethnicity and gender was as follows: 24 or 100 percent were White, 14 or 58.3 percent were male, and 10 or 41.7 percent were female. There were no minorities hired during this hiring period.

Table 3: shows an overview of the UNHCE hires for the period of July 30, 2007 through August 1, 2008, by EEO-6 Occupational Category, Race/ Ethnicity and Gender.

Table 3: UNHCE Hires by EEO-6 Occupational Category, Race/Ethnicity and Gender during the period of July 30, 2007 through August 1, 2008.									
Occupational Category	White	Hispanic	Black	American Indian	Asian	TOTAL	Male	Female	TOTAL
Executive/Managerial	0	0	0	0	0	0	0	0	0
Professional Faculty	1	0	0	0	0	1	1	0	1
Professional Non-Faculty	19	0	0	0	0	19	13	6	19
Technical/ Para-Professional	0	0	0	0	0	0	0	0	0
Clerical	4	0	0	0	0	4	0	4	4
TOTAL	24	0	0	0	0	24	14	10	24
Percentages	100%	0%	0%	0%	0%	100%	58.3%	41.7%	100%

Recommendation:

- It is recommended that UNHCE make all reasonable efforts to hire minorities when job opportunities occur.

Promotions

Findings:

- UNHCE promoted 10 employees during the period of July 30, 2007 through August 1, 2008, of which 9 or 90 percent were White, 1 or 10 percent were Black, 5 or 50 percent were male, and 5 or 50 percent were female. (See Table 4) One Black employee was promoted to Extension Educator during this period.
- UNHCE had one female and two male Associate Extension Educators eligible for nomination to the next level, but not nominated and four female Assistant Extension Educators eligible for nomination to the next level, but not nominated. Of the 7 eligible for next level, but not nominated, 5 or 71.4 percent were female.

Table 4: shows an overview of the UNHCE Promotions for the period of July 30, 2007 through August 1, 2008, by Job Title, Race/Ethnicity, and Gender.

Table 4: UNHCE Promotions by Job Title, Race/Ethnicity and Gender during the period of July 30, 2007 through August 1, 2008.						
Job Title	White	Black	TOTAL	Male	Female	TOTAL
Extension Educator	4	1	5	1	4	5
Associate Extension Educator	2	0	2	2	0	2
Assistant Extension Educator	3	0	3	2	1	3
TOTAL	9	1	10	5	5	10
Percentages	90%	10%	100%	50%	50%	100%

Recommendation:

- It is recommended that UNHCE conduct a civil rights analysis to determine the reason that female Assistant/Associate Extension Educators were 71.4 percent of the not nominated and not promoted to the next promotion level.

Separations

Findings:

- UNHCE had 26 employees separate their employment during the period of June 1, 2006 through May 31, 2008. Of these 26 separated employees 21 or 80.7 percent were female and 1 or 3.85 was a minority. In addition, 9 or 34.6 percent were in-voluntary separations and of those 9, 100 percent were female. (See Table 5).
- Upon notification of an employee's resignation, retirement, or termination the employees' supervisor and the campus Human Resources Office coordinates an exit interview and provides the employee with important information about their benefits and potential unemployment compensation. The employee is formally given an exit interview on-line at the UNH Human Resources Department website. There is a section that asks the employee to select a reason for leaving UNH and a satisfaction level survey is available as well.

Table 5: shows an overview of the UNHCE's Separations for the period of June 1, 2006 through May 31, 2008 by Job Title, Race/Ethnicity and Gender.

Table 5: UNHCE's Separations by Job Title, Race/Ethnicity and Gender for the period June 1, 2006 through May 31, 2008						
Job Title	White	Hispanic	TOTAL	Male	Female	TOTAL
In-Voluntary Separations Only						
Extension Program Associate	9	0	9	0	9	9
Percentages	100%	0%	100%	0%	100%	100%
Total Separations						
Extension Professor	2	0	2	2	0	2
Extension Educator/County Coordinator	1	0	1	0	1	1
Extension Educator	3	0	3	3	0	3
Asst. Extension Educator	2	0	2	0	2	2
Extension Program Coordinator I	1	0	1	0	1	1
Extension Program Associate	13	1	14	0	14	14
SR. Business Service Asst.	1	0	1	0	1	1
Administrative Assistant II	2	0	2	0	2	2
TOTAL	25	1	26	5	21	26
Percentages	96.15%	3.85%	100%	19.24%	80.76%	100%

Recommendation:

- It is recommended that UNHCE conduct a civil rights analysis to determine the reason female employees are over 80 percent of the overall separations and 100 percent of the in-voluntary separations during this period.

Recruitment and Hiring

Finding:

- UNHCE adheres to the University System of New Hampshire Policy for all recruitment and hiring decisions. UNHCE as developed criteria and procedures for filing staff positions. These criteria and procedures were made available to the reviewer. UNHCE convenes a recruitment committee for all hires.

Recommendation: None

Equal Opportunity Policies and Directives

Findings:

- UNHCE has a Civil Rights Guide, Second Edition, dated June 2008. This civil rights guide includes the civil rights responsibility at all levels of UNHCE. This guide incorporates a variety of tools that UNHCE uses to monitor their civil rights climate. The Dean and Director of UNHCE issued a signed Civil Rights and Affirmative Action Policy letter to the staff.
- UNHCE provided a copy of the UNH Discrimination Harassment Policy

Recommendation: None

Staff Development and Training

Findings:

- UNHCE conducts new employee orientation which includes civil rights, affirmative action, discrimination, and harassment training.
- UNHCE provides in-service education: Social Justice Educator Training. This in-service education encompasses a professional development opportunity for UNHCE staff to further diversity awareness, knowledge and skills sets allowing for critical analysis of the services they provide, and of the relational dynamics they seek in a diverse institution.

Recommendation: None

Complaints and EEO Counseling

Findings:

- UNHCE adheres to UNH's complaint process procedures and provided the reviewer with a copy of these procedures. UNHCE had no outstanding or unresolved employee complaints for the review period specified.
- UNHCE did not provide any data to support having an EEO Counselor program.

Recommendation: None

Committees

Findings:

- UNHCE had a Recognition Committee of which selects multiple recipients annually from UNHCE's staff and Cooperative Extension support staff employed by a county in the State of New Hampshire for the Diversity and Pluralism Award. The 2008 committee consisted of 6 or 66.6 percent female, 3 or 33.4 percent male, and 1 or 11 percent minority membership.
- The make-up of the New Hampshire County Extension Advisory Councils consisted of each County having 12 elected members and one member of the County Delegation and a representative of the County Commissioners. The state-wide racial/ethnic make-up of the county advisory councils were 100 percent White, 75 or 56.3 percent female, and 58 or 43.7 percent male.
- The 2007/2008 4-H Foundation of New Hampshire Board of Directors totaled 24 Directors with the racial/ethnic make-up of 19 or 79.1 percent female and 20.9 percent male.

Recommendation: None

Salary Administration

Findings:

- UNHCE adheres to the University System of New Hampshire compensation policy which was governed by the Executive Committee of the Board of Trustees.
- The Board of Trustees has approved a 5.5 percent salary increase pool for all eligible non-union employees for Fiscal Year 2009 effective July 1, 2008 or the beginning of the appointment for percent-time staff. Unionized employees will receive increases as outlined in the respective collective bargaining agreements.

Recommendation: None

Special Programs

Finding:

- UNHCE and the reviewer discussed several programs such as an Intern and a Agent-In-Training program, but no data was given to support these programs.

Recommendation: None

