

1974 1st Annual Meeting

Minutes – Annual Meeting
North Carolina Association of
Cooperative Extension
Secretaries

Faculty Club

Raleigh, NC
September 20, 1974

North Carolina Association of
Cooperative Extension Secretaries
held their Annual Meeting in
Raleigh, North Carolina at the
Faculty Club on Friday,
September 20, 1974 with the
official opening of the meeting at
10:30 a.m., by Mrs. Phyllis
Haywood, serving as hostess.

- President – Frances H. O'Neal,
State President
- Invocation – Edith Herter,
President Southwestern District
- Welcome – G. W. Miller, Jr.,
Wake County Extension Chairman
- Roll Call – Ernestine R. Talley,
State Secretary
- Introduction of Guest Speaker
– Lottie Herring, State Vice
President

Speakers

- Dr. T. C. Blalock, Associate
Director, North Carolina
Agricultural Extension Service
- Mr. J. E. Foil, Assistant

Director & County Operations,
North Carolina Agricultural
Extension Service

- Mr. R. Craig Wilburn,
Retirement & Insurance Officer,
North Carolina Agricultural
Extension Service

Speakers lectured from the
"Question Sheet" submitted by
secretaries prior to the
September 20th meeting.

Dr. T. C. Blalock

- Expressed his appreciation, a
big "Thank You" for being a
Secretary. Then he continued his
discussion on Numbers 1, 2, 3? &
15 questions (Note attached
sheet–Page 2). Dr. Blalock' s
opinion of classification of
secretaries was based on the
secretary. He stated that
education nor volume of work
had any bearing in determining
the classification. Tenure is not
as important as per–formance. In
a county where there were three
or more secretaries, one
secretary would be classified as
Steno III and according to the
structure of the organization, the
secretary classified as Steno III
would be the person serving as
secretary to the highest
Extension position in the county.
The classification would be
determin–ed by the State
Administrative staff. When a

secretary reaches the top of her salary grade she is frozen at that level and will not automatically go to the next grade. After a Steno II secretary reaches the highest step in her salary scale, s.he will not go to Steno III. The only way a classification is changed, the job respon–sibility must change or the individual move into a position that is classified as Steno III.

- Dr. Blalock suggested that we contact our county chairmen and district agents to further acquaint us with the system.

J. E. Foil

- Mr. Foil also expressed thoughtful thanks as to our involvement in the careers of operating the North Carolina Agricultural Extension Offices. He stated that our working conditions are much better with our rapidly changing State, however, it is hoped that with more effort, we can become better equipped for this working career.

1. If a county has hired a part time secretary as of the 1st, or 15th, of July 1974, what are the chances of re–classification for the secretary with the greater amount of responsibility to Steno III? Is further legislation need–ed? If so, is the State Association at liberty to work on this legislation

now?

2. Is the State Association at liberty to work on legislation now for re-classification for the Secretary having greater responsibilities to Steno III even if there are only two girls in the office?

3. Since secretaries are now classified, will they receive the longevity pay as outlined in the release given them at Secretarial Workshops last year. The statement was previously made by State Personnel that Secretaries would not come under this since they were not classified. If the answer is still no, can the State Association work on legislation to get this covered for them?

4. Was the 7 ½ percent pay increase which was given to all State employees based on the Secretaries' salary before adjustment or after the adjusted salary?

5. What courses are given at State or other accredited schools for self improvement of Secretaries? Will scholarships be given for this?

6. Can we have a definite answer on leave policy?

7. After the legislation we worked on last spring to bring up the salaries of secretaries was passed, the salaries of secretaries in several counties were not

brought up as expected. Why? Is anything being done now to correct this situation? If the situation is corrected, will this be retroactive to July 1, 1974?

8. When will we be allowed "time" for secretaries * meetings?

9. What requirements do the Extension Secretaries have to meet to become professionals?

10. Will the State provide the training necessary for us to improve ourselves as well as granting us the time?

11. Why are agents referred to as professionals, omitting secretaries?

12. Could we have someone from the Department of Labor to explain our rights, etc.?

13. How will you determine if a secretary is Steno I, Steno II or Steno III? What are the necessary qualifications?

14. If there are three, or more secretaries in a county and two or more have approximately the same qualifications, and their respective jobs carry the same responsibilities, why can only one secretary in a county be classified as Steno III? Is this fair?

15. Secretaries cannot be included in the State Personnel Act because of split funding, however, secretaries in the Health Department, Social Services⁵ etc., are under State Personnel Act, Could the same exemption made

for Health and Social Services
Departments to come under the
State Personnel Act be made for
County Extension Secretaries?

16. Can anything be done
about a secretary's salary when
the county refuses to pay their
part of the increase?

17. We would like to know what
insurance programs, etc., which
are offered to the Extension
Service, the secretaries are not
allowed to participate in and why?

18. Why were the secretaries
left out of the Federation?

Questions 1, 2, 3, & 16 (Attached
question sheet) claimed Mr. Foil's
attention. Mr. Foil stated that
many secretaries of other
agencies and universities have
been made to become much
upset over the split funded
system, however, he would
suggest that if we desire
additional information to contact:

Mr. Burton
State of North Carolina
Department of Administration
Office of State Personnel System
Raleigh, North Carolina

Mr. Foil felt that the time was not
appropriate for split fund change,
due to other work his office was
engaged in for the betterment of
our work relations. Our State
Personnel and State University is

continuously asking our local governments, who do not have leave policies, to work something out with the county commissioners who are in charge in each county. He emphasized that secretaries cannot be included in the State Personnel Act because of split funds. The Institute of Government is governed by a standard scale of pay for each county in the State.

Coming Soon ... which was a fresh approach was the statement entertained by Mr. Wilburn. A "Special Appropriation" by the 1974 General Assembly was on the way to grace salaries of county secretaries. Mr. Wilburn made mention that if we desire information on the breakdown of salaries by counties, he would furnish us individually, Mr. Wilburn continued the discussion by discussing directed questions suggested by secretaries who chose the need to ask certain questions pondering them from the question sheet which affected their county budget program.

Time did not permit us to hear additional rulings from our State Department on many of the questions appearing on the question sheet.

BUSINESS

The minutes – by the Secretary, Ernestine R. Talley. The minutes of the previous meeting wan read and the minutes of the Board of Directors meeting was read and approved.

The following reports were submitted:

The Nomination Committee –
Patsy Sykes, Chairman – 1975
Officers:

President – Mrs. Catherine Chase
Vice President – Mrs. Catherine Fields
Secretary – Mrs. Bettye J. Fisher
Treasurer – Mrs. Lila Nelson

The Treasurers Report – Faye Saunders, State Treasurer
TREASURER REPORT NORTH
CAROLINA ASSOCIATION OF
COOPERATIVE EXTENSION
SECRETARIES

• Amount received for State
Membership:

- o South Central District –
16 members: \$32.00
- o South Western District –
32 members: \$64.00
- o North Central District –
35 members: \$70.00
- o North Eastern District –
23 members: \$46.00
- o South Eastern District –
25 members: \$50.00
- o Western District – 15

members: \$30.00

- o Northwestern District –

6 members: \$12.00

- o 152 members: \$304.00

- o On hand from meeting
in Greensboro 2.00

- o Total Amount received:
\$306.00

- Expenses:

- o Service Charge: \$.12

- o Checks: \$2.41

- o Stamps for Chm. State
Nom.. Committee: \$11.10

- o Stamps for President (2
mailings): \$22.00

- o Total amount of
Expenses: \$35.63

- o Balance in account as of
September 20, 1974:
\$270.37

Faye W. Saunders, Treasurer. On motion duly made and seconded, the following reports were unanimously adopted.

The Report of Proposed Changes to Constitution and By-Laws –
The Chairman

PROPOSED CHANGES TO
CONSTITUTION AND BY-LAWS

- Article V – OFFICERS AND
THEIR DUTIES

- o Addition – Section 6: –
Any officer who does not
fulfill her duties as set forth
in the Constitution and By-
laws can be removed from

office with a 2/3 vote of the Board of Directors.

- ARTICLE VI – ELECTIONS
 - o Proposed change: –
Section 1: State Officers shall serve a term of one year and take office on January 1 following election. However, she shall be installed at State Meeting following election. No two officers shall be elected from same District and election of President and Vice President shall rotate from District to District until all Districts have had an opportunity to have a representative from her district serve in the capacity of President if they so desire. The elected officers may serve only one term in any one office.
 - o Section 8: To be removed. The Nominating Committee shall forward a slate of officers to the Executive Board, who will approve or disapprove by a change of name(s), and return to the committee chairman. The committee shall then prepare and mail to each member of the Association a voting ballot, leaving room for write-ins. Ballots shall contain qualifications of nominees,

and shall be returned to the Nominating Committee Chairman by a specified time.

- ARTICLE IX – MEETINGS

- o Proposed change: –
Section 1: The Association shall hold an annual State Meeting in September at such time and place as may be determined by 2/3 vote of assembly at prior State Meeting. Invitation to hold a State meeting for the following year shall be sent to the President at least 20 days prior to state meeting. State meetings shall rotate from District to District. If no invitations are received it shall be the duty of the Executive Board to name a site.

- ARTICLE XIII – DISTRICT ASSOCIATIONS

- o Section 1: The District shall follow the same Constitution and By-Laws as outlined for the State. They may make standing rules which are pertinent to local or district affairs and which are not in contradiction to the State Constitution and By-Laws.

- ARTICLE XIII – PARLIAMENTARY AUTHORITY –
Changed to ARTICLE XIV with same heading

- ARTICLE XIV – AMENDMENTS
 - Changed to ARTICLE XV with same heading
- ARTICLE VI – ELECTIONS:
 - o Proposed change: –
Section 3: Delete “by secret ballot” (would take too much time from meeting to vote this way)
 - o 2nd proposed change –
Section 3: The State Officers shall be elected by the active members of the Association by secret ballot if two or more persons have been nominated for the same office...etc.
- ARTICLE VIII – BOARD OF DIRECTORS:
 - o Proposed change: –
Section 3:(7) delete – (this is contradictory to proposed amendment of Article IX – Meetings)
 - o 2nd proposed change:
Section 3 ...(7) Set time and place of annual meeting only if no invitation is extended....(8) Delete – (the President usually appoints committees – not Board of Directors)
- ARTICLE XI – COMMITTEES:
 - o Proposed change: –
Section 3: Appointments to committees shall be made by the President.

On motion duly made and seconded, the Proposed Changes to Constitution and by-Laws and Additional Proposed Changes to Constitution and By-Laws Report was approved by the association.

The Southeastern District accepted the Annual Meeting. The date and place was not definitely decided, however, it was voiced that most likely it would be held on September 19, 1975, and we would be notified by the President later as to the place.

The Installation of our 1975 Officers was conducted by Mr. J. E. Foil.

The meeting adjourned.

Ernestine R. Talley, State
Secretary

Frances H. O'Neal, President