

1974 Pre-Board of Directors Meeting

Minutes – Meeting prior to
Board of Director Meeting
North Carolina Association of
Cooperative Extension
Secretaries

Ricks Hall
Raleigh, NC
April 5, 1974

At the suggestion of Dr. Blalock and Mr. Foil the officers and board of directors of the North Carolina Association of Cooperative Extension Secretaries met in Raleigh, Ricks Hall, Friday, April 5th, 10:30 a.m. and those attending were given time to go. Present were: Frances O'Neal, State President–Catawba County Lottie Herring, State Vice–President–Sampson County Ernestine Talley, State Secretary–Person County Faye Saunders, State Treasurer–Guilford County Sharron Carter, North Eastern Dist. Pres.–Currituck County Hilda Flowers, South Eastern Dist. Pres –Jones County Catherine Fields, South Central Dist Pres–Bladen County Eleanor Starnes, North Central Dist Pres–Durham County * Edith Herter, Southwestern Dist Pres–Catawba County Miriam James, Pasquotank County, Elizabeth

City.

Frances O'Neal, State President, had compiled questions she had received from all the districts and passed out copies to all those present. The first question was a request for an explanation of how the legislative bill, that we all had worked so hard to get passed, would work.

Dr. Blalock opened the meeting by answering this question. He stated that it was fairly complicated and he had hard time explaining it to some. After the bill was introduced he received a telephone call from the business office requesting a line item break-down, so he was 99% sure the funds called for in the special bill are in the budget; however, on April 5th, he had not been notified definitely.

The bill did not bring county secretaries under the State Personnel Act; that is not possible because of the split funding. It did provide funds that would enable the administration to establish a pay scale and classification of Steno I, II, and III on the part of the salary paid by the state. He used the figure of \$5500.00 as starting salary for Steno II. There would be 2 automatic increases; each one

given on the anniversary date of the employee, which would put the employee up to the third step of his classification after 2 years of employment, and after that, merit raises would be given to only 2/3 of all secretaries recommended for raises. This would be in addition to any across the board increase granted to all state employees by the Legislature to begin July 1 of any given year.

The classification of Steno I, II, or III will be determined by the responsibility of the job the secretary holds and the number of people she supervises. Education nor volume of work has any bearing in determining the classification. Tenure is not as important as performance. In a county where there are 3 secretaries, one will 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. However, the person receiving the highest salary in a county would be classified as Steno III, in most cases. This classification will be determined 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. (Ex. After Steno II reaches the highest step in her salary scale, she will not go to Steno III) The only way a classification is changed is for the job responsibilities to change or the individual move into a position that is classified as Steno III.

The action of the legislature is not binding on the counties and only affects the portion of secretaries' salaries paid by the State. However, a survey has been made in the counties and a Standard Pay Scale has been established for each county based on the county's ability to pay. It is hoped that the – counties will accept the standard pay scale set for that county.

Dr. Blalock stated that everybody would not be happy with this action; that a campus study had been made and some positions had been changed to a lower classification. He said the secretaries were angry and the Administration didn't like it either, but the secretaries at the University are under the State Personnel Act and the administration didn't control their decisions.

Mr. Foil stated the secretaries

could be a member of the Credit Union and that it offered lots of advantages. He also told the group that the State Employees Association could do more for us than anybody else and gave the name of Mr. Emmett Burton to contact saying the State Employees Assoc. maintained an office across from the Agriculture Bldg. there in Raleigh and also retained a full-time lawyer. He also passed literature about the Employees Association.

Mr. Foil said request for time to attend our State meetings should come through the Association State President and from her to Dr. Blalock and Mr. Foil. Requests for District meetings should be directed to District Chairmen. The indication was that time would be granted for us to attend meetings of our association but each has to be requested and acted on individually—no blanket authorization would be given.

Longevity Pay does not apply to extension secretaries—only state employees covered by the State Personnel Act are entitled to receive it.

Dr. Blalock spent about 45 minutes with the group at which time he had to leave saying he had someone waiting for him and Mr. Foil remained to answer

questions. Our conference with them lasted about an hour and 20 minutes.

After the conference was over the group remained for a Board meeting.