

# 1974 Spring Board of Directors Meeting

Minutes – Board of Directors  
Meeting

North Carolina Association of  
Cooperative Extension  
Secretaries

Ricks Hall  
Raleigh, NC  
April 5, 1974

A meeting of the North Carolina Association of Cooperative Extension Secretaries Board of Directors was held in Raleigh, North Carolina at 10:30 A.M., with Dr. T. C. Blalock, Associate Director and Mr. J. E. Foil, Assistant Director, County Operations.

There were Present:

- Frances O'Neal, State President – Catawba County
- Lottie Herring, State Vice-President – Sampson
- Ernestine Talley, State Secretary – Person
- Faye Saunders, State Treasurer – Guilford
- Sharron Carter, Northeastern District President – Currituck
- Hilda Flowers, Southeastern District President – Jones
- Catherine Fields, South Central District President –

## Bladen

- Eleanor Starnes, North Central District President – Durham
- Edith Herter, Southwestern District President – Catawba
- Miriam James, Pasquotank, Elizabeth City

The twenty-seven (27) questions received from districts were compiled by our State President, Mrs. Frances O'Neal, highlighted the discussion.

Dr. Blalock informed the Board of Directors that the budget committee called the State Extension Office on Thursday, April 4, and asked for a breakdown on the Six Line Items in the Extension Budget, One item was the Secretaries Bill. He expressed that they had no assurance that the bill was passed, however, it was there.

### How the Bill works:

Secretaries cannot be included in the State Personnel Act because of split funds. The State has no assurance that counties will raise their part. The Institute of Government has established a standard scale of pay for each county in the State. The bill will give the secretaries an automatic raise on the anniversary of date she was employed to work and this will be effective for three

raises or years. Then after this, they will get merit raises.

Seventy-five (75\$) will be eligible for this raise but only 50\$ will get it. This is the same way the State Personnel Act works.

Dr. Blalock said that employees who have been with the service for two or more years should be up to Step 3: They will take tenure and calculate 3/4 for merit raise. Those employees less than two years will get automatic increase to bring them up to Step 3. This is an annual basis from the day employee started to work. This does not effect the budget or across the board raise. Extension secretaries have not been given automatic or merit raises. This procedure is planned in order to adjust the secretary's salary at the level of others and across the board each year.

He also stated that he could not ask for more salary because the County Board of Commissioners would not go along with this policy, due to the fact that each county has a different starting salary. The majority of the counties have accepted the State Salary Plan. This bill will adjust the secretary's salary with one-half salary from the State" and the County will be contacted to put up their one-half. Other

secretaries (Health Department, the Social Services, etc.) are under State Personnel Act. He was not able to answer "why" this difference.

If a secretary is classified as Steno II and reaches top of bracket will her classification automatically change to Steno III? How will you determine if a secretary is Steno II or Steno III? And what about tenure?

Dr. Blalock furthered the answering period by saying when there are three or more secretaries in an office, the highest paid one is brought up to Steno III. Some counties are classified. The Institute of Government determines the classification. If a secretary is classified as Steno II and reaches top bracket, she will have to be re-classified to become a Steno III. Tenure does not have anything to do with classification, neither does education.

Qualifications and responsibilities determine classification. Our district agent is in position to notify each secretary of her classification and salary grade in reaching the figures requested in the budget.

Question: What about Job Description? There should be a Job Description for every

Extension worker on file in each County Extension Office.

Question – 4-H Program

Assistants: 4-H Program

Assistants will go on State–County. If the County does not come across with their part of the funds, then they will shift the federal fund to another county.

At the conclusion of Dr. Blalock's discussion, Mr. Edd Foil, Assistant Director, County Operations entertained the following questions:

1. Will secretaries be granted time to attend association meetings?
2. Will it be possible for secretaries to improve professionally by video tape?
3. Will it be feasible for secretaries to send news articles to EXTENSION NEWS?

Mr. Foil commented that he saw no reason why secretaries should not be allowed time for their association meetings. He suggested that the State Office be informed in advance for a State Meeting and the District Chairman be notified for a District Meeting. The proposal should state the date, time and place.

Mr. Foil felt that the video tape would be a most impressive means of communication. Also,

he thought secretarial news writing would be accepted by the News Editor of EXTENSION NEWS. The Board of Directors, along with the President, agreed that the main objective of our organization is

\*\*\*\*\* In the absence of our State Guest, the meeting was continued with final plans that: Our Annual State Meeting will be held on Friday, September 20, 1974, in Raleigh, North Carolina. The district presidents (Board of Directors) will be responsible for the program of the meeting.

Dr. Blalock, Mr. Craig Wilburn and Mr. J. E. Foil would appear on program to answer questions directed.

All questions for the Annual Meeting should be mailed to the district president by June 15, 1974. The district president will compile questions and mail to Mrs. Lottie Herring, Vice President and Chairman of the Board. Questions should be sent by July 1, 1974.

It was the general consent of the board that each District President would appoint someone in their district to get secretarial news to the Editor of EXTENSION NEWS.

Our State Meeting will begin at 10:00 a.m., and adjourn around 3:00 p.m., with lunch served from 12:00 noon to 1:00 p.m.

If there should be any requests for a change in the By-Laws, suggestions should be sent to our State President, Frances O'Neal, Catawba County, at least thirty days prior to our State Meeting, Standing rules maybe set up by each district, but they must be in accord with State rules.

Treasurer Report; Faye Saunders reported that the Constitution and By-laws had been mailed to all paid members. Southeastern reported 22 paid members, Northwestern 1, Southwestern 30 and we received no report from the Western, South Central and North Central districts.

The meeting adjourned.

Ernestine R. Talley, Secretary  
Frances O'Neal, President