

I. RESPONSIBILITIES DELEGATED TO EXTENSION WORKERS INCLUDED IN REPORT

A. Assigned Administrative Responsibilities and Progress During Year, in Getting Increased Financial Support from Counties for Maintenance and Increased Staff.

1. Improved Working Conditions of County Staff in Relations to Salaries, Retirement, Leave, Office Equipment, and Clerical Help.

a. Salaries

While salary adjustments did not reach each individual home demonstration agent, assistant and secretary in 1954, the state did give merit raises to 60% of all of these county workers. Counties also increased the salaries of their home demonstration workers in 69 counties. These increments followed a four year period of salary increases on the part of the North Carolina State Legislature and the counties and put the **salaries** in North Carolina in the best position they have ever been in in relation to other women workers in education as well as with those in business and professional positions.

In 1954 the beginning salary for an assistant home demonstration agent without previous experience was increased from \$3360 to \$3480. This has helped greatly in securing replacements for assistants. Replacements for assistants are a greater problem than agents. The marriage rate is very high among North Carolina assistants. Most of the assistants who marry resign when they are married. Salaries for assistants now range from \$3480 for first year women with a Bachelor of

Science Degree in Home Economics and no previous training, to \$4500 for women with advanced degrees and many years of experience. Salaries of home demonstration agents range from \$4000 to \$6500, based on a similar rating. Salaries for clerical help range from \$1500 for girls with high school clerical training without previous experience, to \$3537 for secretaries with college training and experience.

Much time and effort has been spent and progress has been made in getting salaries of secretaries up. Secretaries are classed county workers and county managers and commissioners insist that extension secretaries' salaries be kept in line with other county secretaries. An educational program begins to prove that the secretaries are office assistants who carry above the average responsibility. In this way extension secretaries in many counties are better paid.

b. New Appropriations for Additional Workers

Because of additional federal funds for extension in the Farm and Home Development method, certain counties have been asked to appropriate offset funds to employ additional extension workers. White assistant home demonstration agents have been employed in ten such counties and funds are available to employ assistant home demonstration agents in two additional counties as soon as qualified women can be secured. Secretaries have also been employed with new funds to work in

these 12 selected Farm and Home Development Counties. 21 new assistant county farm agents will work in the twelve counties to make up what North Carolina Extension is calling a unit in our pilot Farm and Home Development counties.

c. Retirement

All agricultural extension workers in North Carolina are members of the North Carolina State Teachers' and Employees' Retirement System. Only the portions of salary paid through state source are covered in this system. 40 counties are making contributions to and providing for retirement and compensation benefits for the county's portion of extension agents' salaries.

79.5% of all home demonstration agents and assistants in the counties belong to the Civil Service Retirement System. At state level 95% of all home demonstration workers belong to Civil Service Retirement.

d. Hospitalization

Group hospital and medical care insurance is made available to all home demonstration agents and assistants requesting it through payroll deduction with an arrangement with Blue Cross Insurance.

e. Savings

Regular monthly saving is encouraged through a payroll deduction plan for buying savings bonds.

The retirement, the hospitalization and the savings

bond plans all offer inducement to extension workers who wish this protection against illness and wish to at the same time provide for future security.

f. Leave

Home demonstration agents are classed as state workers and receive $16\frac{1}{2}$ days of annual leave except in counties where agents work a 5 day week. These agents take 15 days of annual leave. Such holidays as are observed locally are allowed county workers. This varies from 6 holidays in a few counties to as many as 10 in counties like Forsyth where a long weekend extends through Easter Monday for their Easter celebration. Most counties allow one week as "Christmas Holiday."

We have no system of sabbatical leave but county farm and home agents may attend brief (two or three weeks) in-service training schools within the state on official time. A plan approved by the college allowed supervisors and staff members to attend 3 weeks of summer school outside the state on official time. Two supervisors and certain specialists go each year.

County workers attended many one day work shop type of training meetings and twice a year had intensive two day training meetings with subject matter specialists. Agents are encouraged to take leave without pay for advanced study whenever possible.

State College cooperated with the Extension Service in setting up a 3 week Extension Agents Summer School in 1954 to which 92 county workers came. Time was allowed the workers for study. The plan will allow each county worker to study every 3 years on a rotation system within the counties.

Epsilon Sigma Phi has a committee at work with the North Carolina State College Faculty Committee to work out with the Greater University a system for sabbatical leave.

g. Office Equipment

All home demonstration agents and assistants in North Carolina have been given excellent support from the counties in securing the office and field equipment necessary to do an effective teaching job.

In fifty-seven counties well equiped laboratories make it possible for home demonstration agents to train leaders and give method demonstrations to groups.

Sound movie projectors have been provided in 82 counties; 93 counties have slide projectors; eight counties have opaque projectors for use by the county home demonstration agents. All counties have use of mimeograph or duplicating machines and typewriters. 54 counties have tape recording equipment for making radio transcriptions. Plans are in the making to secure tape recorders for many additional counties.

h. Clerical Help

All home demonstration agents have clerical assistance but home demonstration agents in sixty counties have full time clerical help for the home demonstration agents only. Five counties employ 4-H club clerical helpers. The home demonstration agents share clerical assistance with the farm agents in forty counties. There is a need for additional clerical help in these counties.

2. Vacant Positions

Seven counties have made appropriations for additional home demonstration agents which they are holding in their budgets until sufficient state and federal offset money is available to meet their appropriation.

All North Carolina counties appropriate funds for one or more home demonstration agents. 17 assistant home demonstration agents are badly needed at once in the counties having no assistant home demonstration agent. Additional federal funds under the Farm and Home Development appropriation will be used with new county appropriations to provide relief for this situation in 12 or more of the neediest places in 1955. The North Carolina General Assembly which meets in January 1955 is being asked for state funds to match the county appropriations some counties have held for one year to 18 months hoping for state and federal offset funds to employ badly needed assistant home demonstration agents.

B. Supervisory Responsibilities and How Supervisory Group Operates as a Unit or Team and with Colleagues who Supervise in other Lines of Work

1. Headquarters Situation

Headquarters for all State and District workers are located on the State College campus in Raleigh. Offices of the Administrative group, district supervisors, specialists and 4-H field workers are all housed in the same building. Men and women district agents of the same supervisory district had adjoining offices and share the services of one secretary.

2. Maintain Joint Responsibility for:

a. Budget Planning

The State Extension Director presented the over-all budget situation and recommendations to the men and women supervisors in a joint conference. Men and women district supervisors planned a joint conference with Assistant State Director in charge of budgets and State Home Demonstration Agent to determine salary recommendations for all farm and home demonstration agents and assistants in their district. In turn, district supervisors held a joint conference with farm and home agents in each county to present over-all budget situation from the State level, and to determine salary recommendations for all Extension personnel in the county and other budget requests from county funds for the Extension program. At this same conference the procedure to be followed in presenting budget recommendations to the county commissioners was decided upon jointly.

In most counties the pattern followed in holding these budget conferences was for the district supervisors to discuss salary schedules with the county and home agents first. Then assistant agents were called in for discussion of the budget, with salary schedule of all agents being discussed openly. This proved to be a means of eliminating a barrier of suspicion and creating a better working relationship among agents. In all cases the agents were asked to go over the budget request with assistant agents, and to discuss with the secretaries their salary recommendations.

In about one-half the counties the men and women district supervisors were called on by the agents to accompany them jointly to the commissioners' meetings to present their budget requests.

Increment ratings, involving small annual State raises for part of the County Extension workers, are discussed jointly by the district men and women supervisors.

Salary schedules for secretaries who work for both county and home agents in a county are arrived at jointly with approval of both agents, both district supervisors and the Extension Budget Director.

When the Expanded Farm and Home Development Program was launched in North Carolina during 1954, the men and women agents worked jointly in presenting the program to the

agents and commissioners of the selected pilot counties and in securing county appropriations for this program.

b. Contacts with Officials and Other Key People in Counties

District supervisors realize the value of being well acquainted with county boards of commissioners and other key people in each of the counties in their supervisory district. A special effort is made to know county officials, editors of newspapers, key bankers, farm organization leaders, heads of other agricultural agencies, rural men and women leaders, etc. The men and women district supervisors have many opportunities to meet these people during county visits and special county activities. It is the joint responsibility of the district supervisors to maintain a pleasant and cooperative relationship with these key people in the counties and at the same time for each district supervisor to maintain his and her own identity with these people.

c. Program Planning, Directing and Evaluating

It is the joint responsibility of the men and women district supervisors to assist county Extension workers in planning a long-time program, keeping in mind that all phases of their work should be correlated and integrated into one county Extension program.

Farm and home agents are trained jointly in planning, directing and evaluating their county program during a two-day district conference each fall and during either a three-day

State or bi-district Extension conference each spring. An Agents' State Conference was held in May 1954 and the entire program was devoted to the theme "Extending Extension Through Leaders". Follow-up on this topic of increased use of leaders was included as an important part of the agents' district conferences in November 1954. It is believed that without a doubt this joint training of men and women agents, with all district supervisors jointly pushing the use of leaders, will have much weight in the Extension program of North Carolina during the coming months and years.

Men and women district supervisors worked together in planning training schools, conferences, and visits by specialists to counties to train agents on joint projects and programs.

Through regular monthly State staff conferences and more frequent conferences of the district supervisors and administrative staff, there is a continual planning and evaluation of work. The supervisors working jointly in each district confer at least once a week on plans and progress of work in their district. The district supervisors also plan joint visits and conferences with agents in each county at least twice a year to discuss the program and evaluate results.

The supervisory group works as a unit with the administration in planning all State and district planning and training conferences, In-Service Training Schools, Short Courses, and over-all programs.

d. Selecting and Supervising Personnel

Men and women district supervisors discuss applicants for vacant positions with each other to determine whether a prospective worker will fit in with the entire local staff. District supervisors also discuss applications with the State Home Demonstration Agent and other district supervisors to determine qualifications and the part of the State in which an applicant would be best suited. This is a great help in fitting workers into the program as their position and training directs.

Supervisory problems of mutual concern are always discussed with other district supervisors and the administration.

e. Planning State and District Programs

During 1954 supervisors worked together as a unit along with the administrative staff in planning the following State and district programs:

- (1) Agents' State Conference - May
- (2) Farm and Home Week - June
- (3) 4-H Club Week - July
- (4) Agents' Farm and Home Planning Training Schools - April
(Four schools per supervisory district)
- (5) In-Service Training School - June
- (6) Agents' Summer School - July
- (7) District 4-H Elimination Day - June
- (8) District 4-H Recognition Day - October

- (9) Agents' District Conference - November
- (10) District Master Farm Family Awards Program - October
and November
- (11) Farm and Home Development Training Schools for
Agents and Leaders in twelve Pilot Counties - November
and December

f. Promoting Cooperative Relationships Between County and
Home Demonstration Agents

Men and women district supervisors, working together in a supervisory district, assume joint responsibility in helping maintain pleasant working relationships among the entire

Extension staff in each county by:

- (1) Helping agents to put into practice the principles of human relationships.
- (2) Holding joint conferences with farm and home agents whenever feasible during county visits.
- (3) Women district supervisors showing an interest in farm agents' work when they visit in counties alone, making a point to stop by the county agents' office sometime during each visit.
- (4) Assisting agents in planning and executing joint programs and in integrating all phases of their work into one county Extension program.
- (5) Encouraging each worker to be loyal to his or her co-workers and to uphold each other's dignity on all occasions.
- (6) Stressing that each county have joint weekly staff conferences of farm and home agents at regular set time.
- (7) Planning joint recreational periods during agents' State and district conferences.

g. Holding Joint Conferences with County Personnel

District supervisors hold joint conferences with farm and home agents during county visits on such matters as budget

planning, personnel selection and training, program planning and execution, improving offices, etc.

h. Sending Joint Letters to County Personnel

District supervisors send joint letters to farm and home agents on all matters of mutual concern. On many occasions district supervisors collaborate with 4-H field workers in sending joint letters pertaining to the 4-H program to agents.

i. Promoting 4-H and YMW Programs

District supervisors work closely with the 4-H field workers assigned to their supervisory districts in promoting and guiding the 4-H and YMW programs.

3. Cooperative Relationships

A co-ordinated Agricultural Extension program depends, to a large degree, on a co-ordinated Extension personnel. There must be an understanding and a respect for the other Extension workers' position. Each position holds a different responsibility and purpose. There must be understanding and cooperation between the administrative and supervisory groups. Such relationship does exist with the North Carolina staff and serves as a stimulant for county cooperation.

District supervisors are concerned with the following relationships among the supervisory group:

- a. District Supervisors work with administrative staff in arriving at policies and directing Extension work throughout

the State, and serve as the go-between link from State level to county level and vice versa.

- b. Men and women district supervisors in the same supervisory district, as a team, have joint responsibility and mutual concern in over-all progress of district.
- c. District supervisors in different supervisory districts, as a unit, plan together on matters of State-wide significance.
- d. White district supervisors and Negro district supervisors hold joint conferences periodically and work together on matters of mutual concern.

C. Other Responsibilities, such as special assignments in cooperation with local, State, and Federal agencies, groups, and organizations.

1. The North Carolina Library Commission works in cooperation with the N. C. Extension Service through the Home Demonstration organization to promote good reading among rural families. The State Home Demonstration Agent and members of the Library Commission prepared a list of carefully selected books for Home Demonstration women. Nine hundred and sixty four club members received reading certificates at their annual Home Demonstration Achievement Day. These women had read and reviewed three approved books during the year. Advanced certificates were awarded to 532 Home Demonstration Club women who had read and reviewed five additional approved books.

County librarians, in cooperation with County Home Agents, held training schools for the educational leaders from local Home Demonstration Clubs. These schools were for the purpose of promoting the reading project, to instruct them on how to give a worthwhile book review, and also to familiarize them with the local county library and its services.

The books on the Home Demonstration reading list were marked for easy identification in county libraries. Many libraries bought the books on the recommended list if they did not already have them. The reading list and approved books were carried on the bookmobiles.

Many counties have set up lending libraries in rural communities. The Education Chairman acts as the local librarian. These book deposits are in community houses and

sometimes homes. The bookmobile brings the books to and from the county library.

The good reading program has done a great deal all over North Carolina to stimulate the quantity and quality of reading in rural homes. The Home Demonstration women in Clay County in Western North Carolina have organized Junior Reading Clubs for the boys and girls of their communities.

2. Health Agencies

a. Tuberculosis Association

Every county in North Carolina has been reached by the Tuberculosis X-Ray Mobile Units. They do not get to every county every year but reach only about two-thirds each year. Home Demonstration women, led by the Health Chairman of the local clubs, assist with the publicity and education for this campaign. In many counties the Home Demonstration women organize the communities and do a house-to-house canvass. They furnish transportation for persons and families who have no way to go to the X-ray Mobile. They also have assisted as hostesses at the Mobile Unit.

b. Cancer Society

Home Demonstration Club women have assisted in various ways at Cancer Detection Centers. They have conducted campaigns to get people, especially all women, to attend these clinics. They have furnished transportation, made the appointments, and promoted it in every way possible.

They have assisted also by making financial contributions to the Cancer Society.

c. Red Cross Bloodmobile

Home Demonstration women in every county have worked in cooperation with the Red Cross Bloodmobile. They have acted as hostesses at the bloodmobile, serving coffee and doughnuts. They have been donors of blood, have solicited donors, and have furnished transportation for donors.

d. County Health Department Clinics

Counties throughout the State report cooperation with Health Departments, Crippled Childrens Clinics, Pre-School Clinics, Diabetic Clinics, and clinics of all kinds.

3. N. C. Recreation Commission

The North Carolina Recreation Commission and the North Carolina Agricultural Extension Service have worked in cooperation to develop leadership in rural recreation. There is quite a need and desire for good wholesome recreation among many of the 300,000 rural families in this State.

Mr. Lonnie Powell, Specialist in Recreation with the N. C. Recreation Commission, has conducted schools for training leaders in 20 counties in North Carolina with an attendance of 1,008 persons. These leaders, both adult and youth, are trained to direct recreation in their local communities. The Home Agents and Assistants organize these two-day training schools within their counties and Mr. Powell furnishes the instruction. Many leaders have reported successful recreation programs in their communities as a result of this training.

4. Farm and Home Week and 4-H Club Week

The Farm and Home Week and 4-H Club Week were highlights for both the adults and youth of North Carolina. These two weeks were made educational, recreational, and inspirational. Many interested groups such as State Extension Staff, County Extension Staff, Research and Teaching Faculty at State College, N. C. Department of Agriculture, Farm Bureau, State Grange, N. C. Federation of Home Demonstration Clubs, Rural Ministerial Association, and others worked together in planning the programs, publicity, etc., to make these two weeks most outstanding.

5. Home Demonstration Pageant

"Green A' Growin'", the story of Home Demonstration work for forty years was portrayed at Farm and Home Week in a colorful pageant. Hundreds of persons from all counties in the State shared the responsibilities as well as the honors of the program which was enjoyed by approximately 5,000 persons.

The pageant was written in two acts. One scene was assigned to a county in each of the six supervisory districts and each District Home Demonstration Agent was responsible for working with the county in her district on their particular part of the pageant. These scenes were studied and enacted in the counties many times. When all groups came together at Farm and Home Week, the whole pageant was put together as a complete story.

One of the District Agents served as co-ordinator for the whole program. Committees of state and county

personnel were appointed to take care of stage arrangements and other details of the program. District and County Farm Agents cooperated in working with their counties at the county level and after they came to the campus.

The pageant was taken from the book "When We're Green We Grow" by Dr. Jane S. McKimmon and written by members of the Dramatic Arts Department of the University of North Carolina.

A film of the pageant was made by the Visual Aids Department and has been shown to many persons in the state who were not privileged to see it on the stage.

6. State Fair

The State and County Home Demonstration Staff and Home Demonstration women cooperated with the N. C. State Fair Association in preparing six educational exhibits on Home Demonstration work. One county from each supervisory district prepared a booth. These exhibits included all phases of homemaking.

Twelve educational exhibits in 4-H Club work were prepared by two counties from each of the six supervisory districts. District Agents, 4-H Club Staff, Specialists, Farm and Home Agents, and 4-H Club members worked jointly on these exhibits.

The State Fair this year also included "The Village of Yesteryear." The Home Agents and Home Demonstration women of Western North Carolina conducted a Craft Fair in the Village. Men and women brought their crafts and worked

throughout the entire week. Twelve crafts were demonstrated on such things as wood carving, weaving, wrought iron, cornshuck chair bottoms, metal work, lace making, and others.

7. Citizenship

a. Training Meetings

Home Demonstration Agents in all counties, State Home Demonstration Staff members, officers and leaders of the N. C. Federation of Home Demonstration Clubs have worked with many groups and agencies in a citizenship program designed to bring more people in all walks of life into active participation in citizenship activities and programs that these groups had to offer. The Home Demonstration group joined with ten other organizations and the Extension Division of the University of North Carolina in a one and a half day briefing conference on world affairs at Chapel Hill. Home Agents and Citizenship Leaders from many counties joined leaders from other groups in this meeting.

Training schools were held throughout North Carolina for the citizenship program. Many training schools for Citizenship Chairmen have been held on the county-wide basis. Following these training schools, the leaders have sponsored community and county-wide study and discussion meetings. These meetings have reached many families far beyond the Home Demonstration and 4-H membership.

b. United Nations Day Observance

United Nations Day was observed by the one hundred counties in North Carolina. Home Demonstration Citizenship Chairmen took the lead in planning the United Nations observance. Groups represented on the local United Nations Day Committee were Home Demonstration Clubs, Civic Clubs, Womens Clubs, PTA groups, schools, churches, and Red Cross. Eighty-six community meetings were held with an attendance of 7,550. Ten county-wide meetings were held with approximately 3,000 in attendance.

c. United Nations Study Tour

The highlight of the work of Citizenship and International Relationship Chairmen was their five-day study tour of the United Nations directed by Miss Ruth Current, State Home Demonstration Agent, and Mrs. W. K. Cuyler, Health and Safety Chairman.

The purpose and program for this tour are attached on the next page.