

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. Getting Increased Financial Support from Counties for:

a. New Personnel

District agents worked with local extension workers and county boards of commissioners in securing county appropriations to offset state and federal funds to employ eleven additional assistant home demonstration agents and six additional county clerical workers in 1956.

Of these new workers, **fourteen** will give the major portion of their time to work on the farm unit approach, which in North Carolina Extension organization is called Farm and Home Development.

One assistant home agent has been employed to give the major portion of her time to consumer education and marketing in Mecklenburg County. In addition, a consumer education assistant home agent will work in Guilford County as soon as a qualified person can be employed.

All state and federal off-set funds available to supplement county appropriations for additional personnel in counties in 1956 was ear marked for the employment of workers in farm and home development, marketing, or rural development.

Appropriations for additional assistant home demonstration agents were made in four other counties and are being held until state and federal offset funds are made available to supplement the counties and make possible the employment of the home demonstration assistants the counties are asking for.

Assistant home demonstration agents will also be employed in three counties to work in Rural Development phases of extension as soon as the qualified people can be secured. Arrangements made with these three counties did not call for county funds for salary of workers. The counties were only asked to supply office space, teaching aids and supplies for the rural development assistants.

b. Salary Adjustments

District agents assisted in getting salary adjustments for home demonstration agents, assistants and secretaries from forty-nine counties. Not every woman received a county raise in all of these counties but adjustments were made for 120 home demonstration workers in these counties. Farm and Home Development assistants were given the same consideration as other extension workers in county salary increases.

c. Housing, Equipment and Supplies

District agents worked with home demonstration agents and county boards of commissioners in securing new or increased appropriations for laboratory and/or office

space, and/or equipment for demonstration supplies in thirty-six counties. The addition of Farm and Home Development, marketing, and Rural Development assistants and the further adjustment to the unit approach made it necessary to secure additional office space and additional supply funds from counties. Re-organization and re-arrangement of space, equipment and supplies was possible in many counties. County commissioners have given full support in providing quarters and tools for doing the county extension job for the 1956 expanded staff. In addition to the adjustments mentioned, special notice should be given to the following new county additions financed entirely by the counties:

Gaston, Stanley and Chatham counties occupied for first time in 1956 new, modern agricultural buildings.

Seven counties in 1956 renovated, remodeled, or added space in Court Houses or other county buildings to better house the home demonstration agents in Hoke, Bladen, Caswell, Ashe, Stokes, Yadkin and Yancey counties.

Four new home demonstration laboratories were provided in 1956 and the furnishings, equipment, or other major improvements were made in seven already established laboratories.

## 2. Improving Working Conditions of County Staff

### a. Office Equipment

In addition to the improved housing and equipment which counties have financed and made available to county home demonstration workers, the district agents have

secured the assistance of subject matter specialists in Housing, House Furnishings, Management, Office Administration, Visual Aids and Agricultural Engineering as they have assisted agents in counties to better arrange and equip offices and laboratories for more effective work. These specialists have also advised and furnished information on the selection, use and care of equipment for home and community use by home demonstration agents.

The demonstration equipment and supplies used by home demonstration agents in club meetings, home visits, television programs, fair exhibits and other places is so carefully selected, assembled and used by the home agents that county commissioners have come to understand its worth and have increased their support for it. As a result the quality of the demonstrations given have improved greatly in practically all counties.

b. Clerical Help

As home demonstration agents have expanded the activities and program to more people, more groups, and through wider areas of the county, more and more calls upon the agents' time have led to a need for qualified and efficient clerical assistance in all counties. All counties have provided certain funds for clerical assistance. Clerical assistance has been expanded and strengthened in six counties. In 1956 seventy-one counties had full time clerical assistance 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 twenty-nine counties. There is close cooperation between county agent and home demonstration agent clerical helpers in all counties employing more than one clerical worker. All help each other with peak work loads.

c. Increase in Salaries

Funds were provided from state and federal sources to increase salaries of sixty-one home demonstration agents, fifty-eight assistant home demonstration agents and twenty-one home demonstration secretaries. Even with these increases the salaries of North Carolina Home Demonstration workers were not in quite as strong a position in 1956 as in earlier years. Women in business are being paid higher wages and are working fewer hours and carrying less responsibility. Salary increases secured for home demonstration agents have not been in proportion to living costs and transportation costs. The increases made in 1956 in salaries did help us to hold many of the home demonstration agents already employed but were not enough to lighten the recruitment load of district agents who seek to employ qualified, experienced replacements necessary.

The beginning salary for an assistant home demonstration agent was raised from \$3480 in 1955 to \$3600 in 1956.

This is a help in securing beginner assistants with no experience but it is not enough to attract experienced home economists. The over-all salary condition of home demonstration agents was improved in 1956. There is a need to work for further adjustments for individuals and for an over-all salary increase for home demonstration agents. If home demonstration work is to continue to attract and to hold the type of well trained, resourceful, dedicated worker North Carolina has had for many years, we must increase salaries. Appropriations for home demonstration work is felt and is being expressed throughout the state. [The time is at hand when] steps should be taken to hold the fine workers we now have and to recruit the most promising young home economists in the field to replace those who necessarily resign each year.

Progress was made in 1956 in getting salary increases for secretaries at both county and state level. Many counties set up a classification system for secretaries which has resulted in adjustments and a system whereby merit raises will be provided annually for qualified workers. This system has attracted the interest of other counties who have promised to consider setting up a merit system to reward good work in the near future. Extension secretaries are generally better paid than other county clerical workers. District agents and county home demon-

stration agents have assisted in defining the job and the responsibility so that commissioners better understand why more is expected of extension secretaries than some other clerical workers. Much more work is needed to build understanding as a step toward increases in clerical salaries in many counties.

d. Retirement

All home demonstration agents 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. Forty-two counties are making contributions to and providing for retirement and compensation benefits for the county's portion of extension agents' salaries.

Since 1955 the extension secretaries have had both State Teachers and Employees' Retirement and Social Security.

All home demonstration agents and assistants in the state belong to the Civil Service Retirement System, as do all home demonstration staff members at the state level.

e. Hospitalization and Surgical Insurance

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

f. Life Insurance

Federal Group Life Insurance coverage was offered to home demonstration workers in North Carolina in 1955. This protection is carried by twenty out of twenty-two state staff workers and 167 out of 215 county home demonstration agents and assistants.

The retirement, hospitalization, and group life insurance plans offer inducement to prospective workers who desire protection against illness and wish to provide for future security.

g. 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 five day week. These agents take 15 days of annual leave. Such holidays as are observed locally are allowed county workers. This varies from six holidays in a few counties to as many as ten.

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.

North Carolina State College cooperated with the Extension Service in setting up a three week Extension Agents Summer School in 1954. This was repeated in 1955 and again in 1956. Time was allowed the workers for study. The plan allows each county worker to study every five years on a rotation system within the counties.

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

B. Supervisory Responsibilities and How Supervisory Groups Operate 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 Land-Grant College campus in Raleigh. Offices of the Administrative group, district agents, specialists and L-H field workers are housed in the same building. Men and women district agents of the same supervisory district have adjoining offices and share the services of one secretary. One secretary serves two men and two women district agents.

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 agents planned a joint conference with the Assistant State Director in charge of budgets and the State Home Demonstration Agent to determine salary recommendations for all farm and home demonstration agents and assistants in their district. In turn, district agents held a joint conference with farm and home agents in each county to present the over-all budget situation from the State level, and to determine recommended requests from county funds for all county Extension personnel and other budget needs. 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 agents to discuss salary schedules with the county and home agents. The Extension agents were asked to go over the budget request with assistant agents, and to discuss with the secretaries recommendations for their salary. In many instances, the men and women district agents assisted the farm and home agents in presenting budget recommendations to the County Board of Commissioners.

Increment ratings, involving small annual State raises for part of the county Extension workers were discussed jointly by the district men and women agents.

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

With the increased funds for enlarging Farm and Home Development, the men and women agents worked with the State Home Demonstration Agent and the Assistant Directors in selecting additional counties, in securing county appropriations, in selecting personnel, and in launching the program in the new counties.

In 1956 men and women district agents worked with the Administration and representatives of other Agricultural Agencies, Health Departments, Welfare Departments and counties involved in deciding upon, working out the budget, and activating three pilot counties in Rural Development.

District agents have cooperated with all agencies, officials, business men, consumers, and farm leaders in working out budgets and personnel for market programs in three counties, two of which includes special work in consumer marketing.

b. Contact With Officials and Other Key People in Counties

A special effort was 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 agents had many opportunities to meet these people during county visits and special county activities. It was the joint responsibility of the district agents to maintain a pleasant and cooperative relationship with these key people in the counties and at the same time for each district agent to maintain his and her own identity with these people.

c. Program Planning, Directing and Evaluating

It was the joint responsibility of the men and women district agents to assist county Extension workers and county leaders in Program Projection or building a long-time program based on the situation, needs and desires of the people. While doing this planning they kept in mind that all phases of the work should be correlated and integrated into one county Extension program. Farm and Home agents were trained jointly in planning, directing and evaluating Program Projection.

One man and one woman district agent worked on a State committee to develop an outline for the first North Carolina

Joint Extension county plans of work based on the needs of the people as shown in county Program Projection.

To further orient and prepare the county worker for Program Projection and joint annual plans of work the Administrative staff and district men and women agents held three two-day, bi-district Extension conferences in May and six one-day district Extension conferences in November or December.

Men and women district agents worked with the Administrative staff and a committee of specialists in planning and conducting a two-day workshop on the techniques of program projection. The entire State Extension staff both white and Negro participated in the workshop.

As a result of several previous years of work on program planning and procedures plus the intensive work in 1956 on program projection, on December 1, 1956, 100 counties submitted to the district agents their first joint county Extension plan of work. These were submitted in sufficient quantity so that each man and woman subject matter specialist and the Administrative staff have copies.

For the benefit of the North Carolina Home Demonstration program, the women supervisors worked with the State Home Demonstration Agent and Mr. Ken Warner, Extension Educationist, Extension Service, U.S.D.A. and Dr. Edward V. Pope, Extension Specialist in Child Development and Parent Education, Extension Service, U.S.D.A. in planning and

conducting a two-day Home Demonstration State Staff workshop on "Effective Home Visits." Plans were made for conducting a similar workshop by districts for county workers some time in 1957.

Men and women district agents worked together in planning training schools, conferences, and visits by specialists to counties to train agents or leaders on joint projects, programs, Farm and Home Development techniques and marketing.

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

The supervisory group worked as a unit with the administration in planning all State and district planning and training conferences, In-Service Training Schools, Extension conferences, over-all programs, and special activities.

d. Selecting and Supervising Personnel

Miss Ruth Current, State Home Demonstration Agent, assisted the women district agents with recruitment of agents. She made several visits to colleges to interview home economics

students for prospective workers. She then recommended certain girls to each district agent who followed through on obtaining applications, writing references, interviews with the girls, and interviews in the counties having vacancies. Men and women agents discussed applicants for vacant positions with each other to determine whether a prospective worker would fit in with the entire local staff. District agents also discussed applications with the State Home Demonstration Agent.

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

e. Planning State and District Programs

During 1956, men and women district agents worked together as a unit along with the Administrative staff in planning the following State and district programs.

- (1) Agents training schools on 4-H Club work.
- (2) Leader training school in Recreation - January to March
- (3) Agents training in Farm and Home Development
- (4) Bi-district conferences - May
- (5) Farm and Home Week - June
- (6) In-service training - June
- (7) Extension Training School - June-July
- (8) District 4-H Contest Days - June-July
- (9) State 4-H Club Week - July
- (10) Agents' District Conference - August and November
- (11) Television Training Schools

- (12) Adult leader workshop in Districts
- (13) Assisted with American Institute of Co-operation held at State College
- (14) Assisted with National Poultry Science Association meeting held at State College
- (15) District 4-H Club Recognition Days - October
- (16) State 4-H Club Recognition Day - November
- (17) Six District Program Planning Meeting for Agents - October
- (18) Twelve District 1957 Outlook Meetings - November-December
- (19) Special conferences and training schools for establishing Rural Development, Farm and Home Development, consumer and farm marketing, Public Affairs, Area and Community Development

f. Promoting Cooperative Relationships Between County and Home Demonstration Agents

Men and women district agents, working together in the supervisory district, assumed joint responsibility in helping to maintain pleasant working relationships among the Extension staff in each county by:

- (1) Helping agents 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 agents showing an interest in farm agent's work when they visit in counties alone, making a point to stop by the county agent's office some time 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 a regular set time.
- (7) Planning joint recreational periods during agent's State and district conferences.
- (8) Encouraging active Home Demonstration Agents Association and County Agents Association.

g.  Holding Joint Conferences With County Personnel

Men and women district agents held joint conferences with farm and home agents during county visits on such matters as:

- (1) County Extension budgets
- (2) Personnel selection and training
- (3) Program Projection procedures
- (4) Annual program planning and execution
- (5) Farm and Home Development
- (6) Office management problems
- (7) General supervision and training
- (8) Planning and execution of special county programs and activities

h.  Sending Joint Letters to County Personnel

District agents sent joint letters to farm and home agents on all matters of mutual concern. On many occasions district agents collaborated with 4-H specialists in sending to county workers joint letters pertaining to the 4-H Club work.

i.  Promoting 4-H and YMW Programs

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

j. Promoting Adult Leader Programs for 4-H Club

It is believed that the future strength of 4-H Club work in North Carolina will lean heavily upon interested adult leaders. The district agents are working with the men and women county agents to start, develop, strengthen and use adult leaders and adult leader organizations.

3. Cooperative Relationships

District agents were concerned with the following relationships among the supervisory group:

- a. District agents worked with the 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 agents in the same supervisory district, as a team, assumed joint responsibility and mutual concern in over-all progress of the district.
- c. District agents in all supervisory districts, as a unit, planned together on matters of state-wide significance. Examples of this joint planning is shown in the In-Service Training Schools, Farm and Home Development Training School, and Extension Service Training School. Joint planning was necessary from the State, district, and county levels.
- d. White district agents and Negro district agents hold joint conferences periodically and work together on matters of mutual concern, such as, the Challenge Area Supervisors group meetings. These groups are composed of supervisors

from all farm organizations and agencies and has as its main objectives the sponsoring of the North Carolina Community Development Program, though it also considers other problems of general interest in that particular area of the State.

C. Other Responsibilities, such as Special Assignments in Cooperation with Local, State and Federal Agencies, Groups, and Organizations

1. The Home Demonstration Reading Program

The North Carolina Library Commission works in cooperation with the North Carolina 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 recommended list of carefully selected books for home demonstration club women. 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 recommended books were carried on the bookmobiles.

The good reading program has done a great deal all over North Carolina to stimulate the quantity and quality of reading in rural homes.

2. Rural Recreation

The State Home Demonstration Agent and supervisors have worked in cooperation with the North Carolina Recreation Commission to develop a recreation leadership training program both for adult and youth of rural North Carolina. Supervisors, in cooperation with the 4-H staff, selected counties and advised with the county personnel on arrangements for training schools conducted by the North Carolina Recreation Commission.

3. Farm and Home Week

The State Agricultural Extension staff, research and teaching faculty of State College, North Carolina Department of Agriculture, Farm Bureau, State Grange, North Carolina Federation of Home Demon-

stration Clubs, Rural Ministerial Association, and others worked together in planning and executing the Farm and Home Week program at State College. The week was educational, recreational, and **inspirational**. District supervisors urged home demonstration agents to promote attendance in their respective counties to Farm and Home Week. District supervisors participated throughout the week by serving on committees and other special assignments. They also served on state planning and evaluation committees.

4. Fairs

The State Home Demonstration Agent and supervisors cooperated with specialists in selecting counties to participate in educational booths at the North Carolina State Fair. Six counties, one per supervisory district, prepared an exhibit on Home Demonstration work. Twelve educational exhibits in 4-H Club work were prepared by two counties from each supervisory district. Supervisors, 4-H staff, subject matter specialists, farm and home agents and 4-H Club members worked jointly on these exhibits. Five educational exhibits on "North Carolina Accepts the Challenge" were prepared by one county representing each of the five Challenge Areas in North Carolina.

District supervisors served as judges for county and regional fairs.

5. The Challenge

The North Carolina Extension Service has cooperated in a united effort of all agricultural agencies and farm organizations in a procedure and carrying out of a program for development of agriculture and rural life in North Carolina.

The State Home Demonstration Agent is a member of the State Board of Organizations and Agencies which meets quarterly. The Board is composed of the heads of all farm organizations and agencies on the state level.

The district supervisors of all farm organizations and agencies met quarterly to discuss the counties which they supervise and the progress of each county toward their over-all long-time objectives, and how they can assist through their respective organization or agency. The district supervisors encouraged county personnel to cooperate with other organizations and agencies in the county, and to participate in the County Agricultural Workers Council.

6. U. S. Savings Bonds Program

The State Home Demonstration Agent and district supervisors worked in cooperation with the North Carolina Director and State Woman's Chairman of the United States Savings Bonds Division of the Treasury Department on a United States Savings Bonds promotion program for rural North Carolina through the home demonstration organization. This group sponsored a Savings Bonds Essay Contest for home demonstration club members, "Twelve Reasons Why I Should Buy Savings Bonds". Forty-five counties participated in this project. North Carolina received special recognition for their outstanding work on the United States Savings Bonds program.

7. Class for Home Economics Students in Home Demonstration Organization

The State Home Demonstration Agent and district supervisors cooperated with East Carolina College and Woman's College of the University of North Carolina in planning a course for home economics majors on Home Demonstration Organization, Principles, Techniques

and Procedures. The State Home Demonstration Agent, district supervisors and other Extension staff members assisted with certain classes.

8. State Adult Educational Meeting

The State Home Demonstration Agent served on the program committee for the Adult Education meeting held at the University of North Carolina in Chapel Hill. This program was sponsored by the North Carolina Education Committee composed of all women's organizations in North Carolina. The district supervisors attended the meeting and assisted county personnel in planning for the follow-up work in the counties.

9. World Affairs

The annual conference on World Affairs, "Our Role in this Revolutionary World", was held at the University of North Carolina in Chapel Hill. The conference was arranged by the American Association for United Nations and the University of North Carolina. Approximately 18 state organizations participated. The State Home Demonstration Agent served as a member of the program committee.

10. National Citizenship Conference

One district supervisor accompanied 17 North Carolina Delegates to the National Citizenship Conference held in Washington, D. C. District supervisors have encouraged and assisted county personnel with plans for the follow-up work on the citizenship program in the counties.

11. Special Committees

- a. The district supervisors have served on many special committees such as Extension Summer School, Handbook for Extension Workers, new programs, forms for county plans of work, national meeting of American Institute of Cooperation held on the State

College Campus.

- b. The State Home Demonstration Agent has served on the following special committees:
- (1) The Governor's Traffic Safety Council.
  - (2) The Rural Church Committee of the North Carolina Council of Churches.
  - (3) The Board of Directors, the Service Committee, and the Public Education Committee of the North Carolina Division of the American Cancer Society.
  - (4) Adult Education Association of U. S. A., Delegate Assembly member from North Carolina.
  - (5) North Carolina Adult Education Association, Coordinating Committee.
  - (6) North Carolina Farm Electrification Committee.
  - (7) Advisory Board of American Freedom Association, Inc. Incorporated.