



UNIVERSITY of CALIFORNIA  
Division of Agriculture & Natural Resources



University of California Agriculture and Natural Resources  
Academic Assembly Council

**MINUTES**

Fall Meeting – September 19-20, 2007

Sea Grant College, Scripps Institution of Oceanography, UCSD, La Jolla

**ATTENDANCE**

**Members Attending**

Fe Moncloa, President  
Paul Vossen, President Elect and North Coast and Chair Mountain Subregion 1 Committee  
Chris Greer, Immediate Past President  
Leigh Johnson, Secretary  
Christy Getz, Chair UC Berkeley Committee  
Diane Barrett, UC Davis Committee  
Aziz Baameur, Chair Personnel Committee  
Frank Wong, Chair Rules and Elections Committee  
Ramiro Lobo, Past Chair Program Committee  
Karl MacArthur, Chair CCSR Subregion 2 Committee

**Guests Attending**

Don Cooksey, AES Professor Executive Associate Dean, UC Riverside  
Russ Moll, Director California Sea Grant College Program  
Joyce Strand, Academic Coordinator Spokesperson

**ACTIONS APPROVED BY ACADEMIC ASSEMBLY COUNCIL**

Specialists and Advisors Linkages:

1. AAC recommends that specialists use the Faculty Code of Conduct as a resource to support the link between campus specialists and advisors.

AAC Bylaws Revision:

1. AAC reviewed and approved proposed by-laws changes developed in April 2007 to be sent to the membership for a vote, with the exception of creating a committee to represent Academic Coordinators. Several additional changes were approved for the by-laws election after AAC members reviewed a revised proposal.
2. Joyce Strand was appointed chair of an *ad hoc* Committee on Status of Academic Coordinators. She will invite other ACs to participate. Mission of this committee is to:

- a) Identify AC issues, some of which may pertain to AAC
  - b) Report to AAC President and Secretary by first week of January 2008
  - c) AAC will cover necessary expenses for this committee to meet.
3. Taking into account the report of the ad hoc Committee on Status of Academic Coordinators, AAC will consider at the February meeting whether there is a need to reevaluate AAC membership and purpose.
  4. Paul Vossen will develop language for by-laws to provide clear direction to Regional Committee chairs on obtaining input and meeting with members of committee.
  5. Add to the by-laws a statement about including a past chair, chair and chair elect for each regional and campus committee.
  6. Add to the by-laws a statement about removing members upon committee Chair's request (see note on title page and section on page 12)
  7. Add to by-law under duties of Welfare and Benefits Committee: Request guidance from AAC on timely issues to address.
  8. President Elect will send to Secretary for by-laws: suggested revised duties for Chairs of Regional Committees.
  9. Secretary will incorporate to proposal to revise AAC by-laws the changes that were discussed at this meeting, send to AAC members and Joyce Strand for review and comment before sending to Assembly members for a vote.

Personnel Committee:

1. Past Chair, Chair, Chair Elect and Secretary need to divide the committee's work loads. This can be added to Personnel Committee's by-laws that must be approved by AAC.

Program Committee:

1. Program Committee is to revise the selection scale to include a criterion of AAC service that was approved in Spring 2007 and announce it to Assembly members.
2. Program Committee is to follow up on other recommendations from April 2007 Minutes. President Moncloa will check with committee to determine whether they have been implemented. She will work with Joni Rippee to add academic coordinators to the list of eligible parties on the online application survey.

Welfare and Benefits Committee:

1. Committee was reconstituted at the meeting by Rules and Elections Chair Frank Wong and President Fe Moncloa. Bo Cutter and Mary Lu Arpaia of UCR were appointed; Bo Cutter will continue to provide continuity in transition. Kathy Anderson and John Karlik of CVR were appointed to the committee.
2. Welfare and Benefits Committee functions are not specified in the AAC by-laws; clarity is needed.
3. AAC will ask Rules and Elections to consider appointing Past President Chris Greer to chair the Welfare and Benefits Committee.
4. AAC directs Welfare and Benefits Committee to implement the following:
  - a) Collect and evaluate data on: reasons for failed and successful searches; exit interviews
  - b) Survey advisors on non-monetary (job satisfaction) benefits of advisor position that could be included in job announcements or on a website that potential candidates could review
  - c) Explore possibilities of institutionalizing non-monetary benefit

- d) Assess number of advisors in high cost of living areas, number in rural areas with higher, out of pocket health care costs
  - e) Assess status of advisor salaries by the time of the next AAC meeting and propose next steps for consideration
  - f) Assist AVP Standiford in developing rationale for advisor salary augmentation for next year
  - g) Invite RD Kim Rodrigues to the next AAC meeting to report on the internship program in her region
5. AAC directs Welfare and Benefits Committee to flesh out issues regarding consulting policy for advisors. They should work with Jake McGuire and Catherine Montano to survey the advisors on issues of concern about the consulting policy. AAC will review it and ask the Regional Directors to have a question and answer session with a panel of advisors at a regional meeting (or at a county directors meeting if region will not have a conference in the next year

AAC Structure and Functions:

1. AAC developed a plan to increase membership and representation in AAC
  - a) #1 Priority: President will create a Powerpoint presentation, Past President and Personnel Committee Chair will update AAC brochure (fact sheet), and AAC bookmarks of what AAC and each committee does for Assembly members and post on AAC website. Feature AAC Powerpoint in:
    - b) plenary session of DANR orientations
    - c) plenary session of regional conferences
    - d) Program Review trainings
  - e) #2 Priority: Committee Chairs will present AAC Powerpoint to own and neighboring county CE staff.
  - f) President will invite local county academics to attend AAC meetings; if possible hold meeting at local CE office.
  - g) President will continue to schedule and locate meetings to foster participation by Program Council members.
  - h) Secretary will create 1-2 paragraph summary of meeting highlights with a link to full Minutes for ANR report and also send it to Assembly members
  - i) President will receive from AAC members and communicate to Assembly members via listservers any AAC updates. President to request input in a comment box prior to AAC meetings; Chris Greer and Joyce Strand coordinate to create a listserver for academic coordinators
  - j) Personnel Committee will communicate status of salary actions to Assembly members at the end of the year after discussion with AVP Standiford
  - k) President will ask Joni Rippee continue to put the Call for Professional Society Travel funds on the AAC website but the link she sends to Assembly members will be to the home page where they can find a prominent link to the Call. This change will increase members' opportunity to become familiar with AAC information on the website.
  - l) Rules and Elections Committee will send RDs and administration a report of active AAC committee members
  - m) President will ask AVP Standiford to acknowledge AAC's role when he announces the substantial salary increase, if it occurs

2. Budget is not sufficient to support three full Council meetings this year.
  - a) AAC will meet Feb. 5-6 in Riverside, beginning with lunch on Feb. 5 and meeting all day on Feb. 6.
  - b) AAC will request additional funds to support a meeting June 11-12 at a UC research station at Lake Tahoe.

Cross-County Advisor System Study:

1. Secretary will send draft survey of cross county advisor system (for her WELD internship) to AAC members attending this meeting and Joyce Strand for input on which questions are most important and how to ask questions about ways to improve for the future.

AAC Spring 2007 Minutes were approved.

**REPORTS AND DISCUSSION BY  
ACADEMIC ASSEMBLY COUNCIL MEMBERS AND GUESTS**

**President's Report**

Executive Committee Conference Call with AVP Standiford, Sep. 18, 2007:

Discussion:

In the 1930s the advisors were part of Academic Senate.

Health insurance and retirement contribution updates will soon be widely distributed.

Advisors want to be involved in review of consulting policy; there is concern that policy is too general.

PR packages for specialists differ among campuses. UCD must prepare a long dossier; UCR must prepare a dossier similar to that for faculty.

**Action:** Role of advisors in consulting policy review was referred to Welfare and Benefits Committee.

AAC Budget: Total AAC budget for 2007-2008 is \$40,711. It supports overall Council meetings, all committees and travel for *ad hoc* peer review process. Professional Society Travel and Distinguished Service Awards budgets are separate. Budget call is in January; AAC has been added to list for call and this is when to request carryover funds, too. President Elect must submit AAC budget to Joni Rippee and follow up with her.

By-Laws Issue: Welfare and Benefits Committee has one member and no chair.

**President Elect's Report**

Paul, Chris and Fe met in Oakland in July to discuss issues such as advisor salary and recruitment issues that have been a continuing topic of concern to AAC. AVP Standiford is a strong ally. AAC should allow him to continue working on these issues and see outcome before taking further action.

Primary issue for AAC: If new advisor positions are not funded in order to address salary issues, then we will need to review number of needed advisor and specialist positions. We need to

discuss which positions are needed and how to decide on them. In past the members of programs discussed position needs. CE needs to decide on its role and its place in the UC community.

**Action:** Secretary Leigh Johnson will send draft survey of cross county advisor system (for her WELD internship) to AAC members attending this meeting and Joyce Strand for input on which questions are most important and how to ask questions about ways to improve for the future.

Faculty Code of Conduct, APM 015: Encompasses ethics and how to interact with colleagues, students. We could develop such a code for specialists and advisors.

**Action:** AAC recommends that specialists use the Faculty Code of Conduct as a resource to support the link between campus specialists and advisors.

### **Don Cooksey, AES Professor, Executive Associate Dean and Interim Dean for College of Natural Sciences and Agriculture, UC Riverside**

All sciences and agriculture are encompassed in one college; about 280 faculty, including Ag Experiment Station and about 25 CE specialists. A recent review found the college's diversity is advantageous; the AES is about half of the college.

Some specialists have a 25% I&R appointment that requires them to teach a 3-unit lecture course. CE specialists with 25% I&R appointment undergo same review process as faculty.

Without an I&R appointment CE specialists go through a CE review process and are not eligible for career review. They will not do equity reviews, however.

Some specialists have a Lecturer appointment that allows, but does not require, one to teach.

AAC: How is the connection between faculty, specialists and advisors working?

Dean Cooksey: CE activities are included in specialists' review process; may work directly with clientele and/or may work with advisors. CAP advisory committee ensures specialists have a strong CE component.

AAC: Are specialists' PR dossiers reviewed by campus?

Dean Cooksey: Yes, he reviews them. Specialists' dossiers for title change are very long; somewhat long for a merit increase. They are reviewed on program overall, not on each project.

### **California Sea Grant College Program Director Russ Moll**

Sea Grant has 31 programs in US coastal and Great Lakes states; California has a second program at USC. Federal funds come from NOAA (about 40%) and state funds come from UC system, Cooperative Extension, and state Ocean Protection Council. SG supports research (about 50% of budget) and outreach. All research is coastal zone, not blue water oceanography.

Outreach includes communications, education and Sea Grant Extension. SGEP is funded by partnership with UC ANR. SGEP advisors extend information statewide and nationally.

Currently there are no specialists but we have received approval to refill Marine Fisheries Extension Specialist position. Education funds support graduate students in association with research projects. Postdoctoral program is supported by Cal-Fed Bay-Delta funds. Also some support for K-12 ocean camp.

### **AAC By-laws changes**

An academic coordinator should serve on Personnel Committee.

We need clarification on how ANR views status of ACs for various issues, e.g. eligibility for Core Issues grants.

**Action:** AAC reviewed and approved proposed by-laws changes developed in April 2007 to be sent to the membership for a vote, with the exception of creating a committee to represent Academic Coordinators. Several additional changes were approved for the by-laws election after AAC members review a revised proposal.

III. Purpose A. Advise and assist the Administration, including VP, Associate and Assistant VPs and members of Program Council, in maximizing Cooperative Extension's usefulness to the University and the people of California.

**Action:** Joyce Strand was appointed chair of the *ad hoc* Committee on Status of Academic Coordinators. She will invite other ACs to participate. Mission of this committee is to:

- Identify AC issues, some of which may pertain to AAC
- Report to AAC President and Secretary by first week of January 2008
- AAC will cover necessary expenses for this committee to meet.
- Add Joyce to AAC Collaborative Tools listserv

**Action:** Taking into account the report of the ad hoc Committee on Status of Academic Coordinators, AAC will consider at the February meeting whether there is a need to reevaluate AAC membership and purpose.

**Action:** Paul Vossen will develop language for by-laws to provide clear direction to Regional Committee chairs. on obtaining input and meeting with members of committee.

**Action:** Add to the by-laws a statement about including a past chair, chair and chair elect for each regional and campus committee.

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### **Standing Committee Reports**

Personnel Committee Chair Aziz Baameur reported:

- Committee has been active in web-based program review and streamlining merit review processes.
- New members are Cindy Fake and Shelly Murdock.
- PR training dates: CCSR Sep. 26; CVR Oct. 4, NCMR Oct. 16

- Program Review (E-book) manuals were prepared for advisors and for academic coordinators.
- Publication categories have been revised as per VP and SAC recommendations.
- Four appeals were requested and resolved before the appeal process was initiated.
- Ad hoc committee chairs will be trained Jan. 24, 2008 in Davis; alternate dates: Jan. 15 & 16.
- Personnel committee will meet the preceding day.
- AVP Standiford approved the streamlined merit process in October 2006.
- Online, annual performance review process has been revised and will be addressed in upcoming DANRIS-X training sessions. Personnel Committee is preparing guidelines.
- Traditional merit process to be used in 2007; streamlined process to be implemented in 2008.
- Committee surveyed 140 advisors on streamlined merit process. 67% spent 24 hours or less to prepare and 33% spent 25 - >40 hours to prepare the online annual evaluation document. 53% thought it would be useful in preparing a PR, 43% thought it would be helpful in streamlining the merit process, and 67% found the instructions helpful.
- The section on self-evaluation by the advisor will be viewed by the CD, but not by the RD.

Discussion: Specialists' merit processes vary; if they go to an online system, this model could be helpful and it may need to be standardized.

**Action:** Personnel Committee's Past Chair, Chair, Chair Elect and Secretary need to divide their committee's work load. This can be added to Personnel Committee's by-laws that must be approved by AAC.

Program Committee Representative Ramiro Lobo reported:

Professional Society Travel awards during July 2006 – June 2007: 88 of 120 requests funded; \$39,600 total.

**Action:** Program Committee is to revise the selection scale to include a criterion of AAC service that was approved in Spring 2007 and announce it to Assembly members.

**Action:** Program Committee is to follow up on other recommendations from April 2007 Minutes. President Moncloa will check with committee to determine whether they have been implemented. She will work with Joni Rippee to add academic coordinators to the list of eligible parties on the online application survey.

#### Welfare and Benefits

**Action:** Committee was reconstituted at the meeting by Rules and Elections Chair Frank Wong and President Fe Moncloa. Bo Cutter and Mary Lu Arpaia of UCR were appointed; Bo Cutter will continue to provide continuity in transition. Kathy Anderson and John Karlik of CVR were appointed to the committee.

Welfare and Benefits Committee functions are not specified in the AAC by-laws and clarity is needed.

**Action:** AAC will ask Rules and Elections to consider appointing Past Chris Greer to chair the Welfare and Benefits Committee

**Action:** AAC directs Welfare and Benefits Committee to implement the following:

- Collect and evaluate data on: reasons for failed and successful searches; exit interviews
- Survey advisors on non-monetary (job satisfaction) benefits of advisor position that could be included in job announcements or on a website that potential candidates could review
- Explore possibilities of institutionalizing non-monetary benefit

- Assess number of advisors in high cost of living areas, number in rural areas with higher, out of pocket health care costs
- Assess status of advisor salaries by the time of the next AAC meeting and propose next steps for consideration
- Assist AVP Standiford in developing rationale for advisor salary augmentation for next year
- Invite RD Kim Rodrigues to the next AAC meeting to report on the internship program in her region

**Action:** AAC directs Welfare and Benefits Committee to flesh out issues regarding consulting policy for advisors. They should work with Jake McGuire and Catherine Montana to survey the advisors on issues of concern about the consulting policy. AAC will review it and ask the Regional Directors to have a question and answer session with a panel of advisors at a regional meeting (or at a county directors meeting if region will not have a conference in the next year).

Rules and Elections Committee Chair Frank Wong reported:

Updated list of committee members and list of volunteers were circulated.

Welfare and Benefits Committee has no active members. Bo Cutter should be asked to continue as a member to provide continuity, but not as Chair, because he is a specialist.

Proposed by-laws changes have reduced number of specialists to one. Should we increase the number of positions and add an academic coordinator.

Mary Lu Arpaia has volunteered to serve.

Kathy Anderson and John Karlik of CVR were appointed to Welfare and Benefits Committee.

NCMR Subregion 1 committee includes Rachel Elkins. (Agricultural Resources and CD)

NCMR Subregion 2 committee includes Rob Wilson (Natural Resources), Chair

CVR Subregion 1 committee includes John Borba, Chair, Peggy Gregory and Mark Freeman

CVR Subregion 2 committee has no members; Chris Greer can recommend members

CCSR Subregion 1 committee includes Maria Giovanni and Carrie Pomeroy; there is no chair

CCSR Subregion 2 committee includes Karl MacArthur, Chair, and Darren Haver

UC Berkeley committee includes Christy Getz, Peggy Lemeaux, Doug McCreary, Vernard Lewis

UC Davis committee includes Diane Barrett, Ted DeJong, Thomas Harter, Frank Mitloehner

UC Riverside committee includes Frank Wong, Alec Gerry and Georgios Vidalakis

## **Campus Reports**

UC Berkeley Committee Chair Christy Getz reported:

- All 16 specialists meet every other month; members of a special committee alternate attending the Dean's meeting.
- Dean Paul Ludden has resigned and a search committee is active. Interim Dean is Keith Gilles.
- Specialist Alix Zwane has resigned. Prof. Barbara Allen Diaz is now ANR VP-Programs.
- Specialists very interested in progress on faculty-equivalent status for specialists. Support funds will double next year (2008) so they will be able to travel more.

UC Davis Committee Representative Diane Barrett reported:

- Committee has six members; meets first Monday each month and then immediately meets with the deans.

- Specialists hold an annual meeting each May. Issues discussed May 11, 2007: Salary adjustment, academic and strategic plan, faculty-equivalent status for specialists. Sponsored ANR tech tools conf, worked on I&R appointments for specialists, had UCD add list of specialists to college website.
- Rick Standiford reported on faculty-equivalent status for specialists that includes: tenure instead of career indefinite status; no sick leave, receive sabbatical leave and emeritus status.
- ANR drafted a white paper on specialists' issues and needs; Provost Hume is using white paper and has referred to Academic Senate. Julie Beale (assistant to Jim McDonald) prepared a chart of who reviews whom at UCD.
- UCD is recovering from budget cuts, so they will fill specialist positions until sometime in 2008. 20% I&R appointment for specialists was discussed; college wants specialists to bring real world experience to the classroom.

UC Riverside Committee Representative Frank Wong reported:

Specialists are in a period of transition in absence of a permanent Dean and Chancellor. They have not met with the Dean for about three years. Alec Gerry, Georgios Vidalakis and Bo Cutter have been appointed to the committee. Bo Cutter is the Chair.

### **Sub-Region Reports**

Central Coast and South Sub-Region 1: No report

Central Coast and South Sub-Region 2: No report

Central Valley Region Sub-Region 1: No report

Central Valley Region Sub-Region 2: No report

North Coast and Mountain Sub-Region 1: Paul Vossen reported on his survey of advisors:

- Seven out of eight reported low morale due to low salary, heavy work load and lack of recognition of Extension. Five reported strong interest in a substantial pay increase, two reported being discouraged and unable to live on CE salary, and one suggested a single pay scale for CE. Seven supported sacrificing new positions in order to fund a pay increase.
- Suggested tactics for obtaining a pay raise included: make advisors part of a campus department and gain faculty support, adjust salaries to reflect both cost of living plus performance, reduce administrative costs. Two commented that administration is or should be aware of this need.
- Suggested tactics for obtaining more positions: Create alliances with departments, industry and ANR administration; raise question to UC administration of how effective they want CE to be; create a campaign to inform and motivate industry supporters, legislators, UC faculty, regents and president of what CE does and how we do it; make a case to sustain ANR coverage in every area of California.
- Comments on DANRIS and PR process were generally negative regarding workload and that advisors are evaluated by people who do not understand their work.
- Unsolicited comments include concerns about the consulting policy, need for a fellowship or intern program, and that a PhD is not necessary for advisor work.

Discussion: Conflict of interest issues make the consulting policy for advisors more restrictive than for faculty or specialists. Advisors need more guidance on how consulting policy for advisors is interpreted.

North Coast and Mountain Sub-Region 2: No report.

### **Number of AAC Meetings for 2007-2008**

Budget is not sufficient to support three full Council meetings this year.

#### **Actions:**

AAC will meet Feb. 5-6 in Riverside, beginning with lunch on Feb. 5 and meeting all day on Feb. 6.

AAC will request additional funds to support a meeting June 11-12 at a UC research station at Lake Tahoe.

### **Action plan to increase membership and representation in AAC**

#### **Actions:**

- #1 Priority: President will create a Powerpoint presentation, Past President and Personnel Committee Chair will update AAC brochure (fact sheet), and AAC bookmarks of what AAC and each committee does for Assembly members and post on AAC website. Feature AAC Powerpoint in:
  - plenary session of DANR orientations
  - plenary session of regional conferences
  - Program Review trainings
- #2 Priority: Committee Chairs will present AAC Powerpoint to own and neighboring county CE staff.
- President will invite local county academics to attend AAC meetings; if possible hold meeting at local CE office.
- President will continue to schedule and locate meetings to foster participation by Program Council members.
- Secretary will create 1-2 paragraph summary of meeting highlights with a link to full Minutes for ANR report and also send it to Assembly members
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- Personnel Committee will communicate status of salary actions to Assembly members at the end of the year after discussion with AVP Standiford
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- Rules and Elections Committee will send RDs and administration a report of active AAC committee members
- President will ask AVP Standiford to acknowledge AAC's role when he announces the substantial salary increase, if it occurs

### **Academic Intern Report**

President will email summary page to Secretary as attachment to Minutes.

Her internship was a one-year assignment; she has worked independently with consultations with AVP Standiford twice a month to develop academic policy.

Draft policies were reviewed by CE Administrative workgroup, RDs and Academic Affairs

.Each group has had a two-week comment period. Draft policies include:

- Term review changes: first term review will be for mentoring; recommend that people at full title who have had successful term reviews receive indefinite status.
- Removing cap on off-scale salaries during hiring
- Procedure for advisors to request a career review that will consider need for salary adjustments

Respectfully submitted,

Leigh Taylor Johnson, Academic Assembly Council Secretary