



UNIVERSITY of CALIFORNIA  
Division of Agriculture & Natural Resources



University of California Agriculture and Natural Resources  
Academic Assembly Council

**MINUTES**

October 7-8, 2008 – Office of the President, 1111 Franklin Street, Oakland, CA

**Members Attending:**

Paul Vossen, President  
Leigh Johnson, President Elect  
Fe Moncloa, Immediate Past President  
Brenna Aegerter, Secretary  
Jeanette Sutherlin, Program Committee Chair  
Shelly Murdoch, Personnel Committee Chair  
Jim Downer, Rules and Elections Committee  
Chris Greer, Welfare and Benefits Committee Chair  
Rachel Elkins, North Coast and Mountain Region Committee Chair  
Sheila Barry, Central Coast and Southern Region Committee Chair  
Joyce Strand, Academic Coordinators Committee Chair  
Christy Getz, UC Berkeley Committee Chair  
Frank Mitloehner, UC Davis Committee Chair

**Guests Attending:**

Dan Putnam, Program Leader Agricultural Productivity  
Rick Standiford, ANR Associate Vice President  
Carolyn Frazier, ANR Director of Human Resources  
Andra Strads, Administrative Analyst, Academic Personnel unit

Meeting Highlights

- Program Leader for Ag Productivity Dan Putnam introduced himself and discussed his thoughts on ANR and his new role as PL
- AVP Rick Standiford discussed the ANR Strategic Plan Initiative, upcoming reviews of ANR and Cooperative Extension, the report of the task force on the merit & promotions process, and the Advisor positions to be filled this year.
- Discussion concerning DANRIS-X problems and how we might provide input to the administration on how to improve it
- Discussion concerning the merit and promotions process. Personnel Committee is working on a list of what is expected of Advisors at the various ranks, Personnel Committee will be offering new hands-on PR writing workshops in addition to Breeze training for PRs. They will also conduct training for ad-hoc committee chairs.
- Distinguished Service Awards – 5 awards will be given this year, call for nominations will go out soon

Motions Passed and Action Items:

Motion: Minutes of the June 2008 meeting were approved as corrected

Action items:

- Chris Greer will add a NCMR member to the Welfare and Benefits committee, change the end dates so don't all coincide, and identify a chair elect.
- Chris Greer and Jeanette Sutherlin will recruit for the CVR committee (need 4 members: 3 program areas and a CD)
- Jim Downer will contact listed UCR members to see if they are still involved
- Jim Downer will contact fellow Rules & Elections committee members and have them choose a chair from among themselves

Motion: Approve change in AAC by-laws regarding the removal of an elected committee chair

Action item: Brenna Aegerter will give notice to assembly members at least two-weeks in advance of action to be taken on by-laws (the action being an online vote by the Assembly Council)

Motion: Appoint an ad-hoc DANRIS-X advisory committee, which will report back to AAC. The charge to the committee will be to make DANRIS-X an effective and useable tool and reporting mechanism. This committee will be chaired by Sheila Barry.

### Committee assignments

Action items:

- Chris Greer will add a NCMR member to the Welfare and Benefits committee, change the end dates so don't all coincide, and identify a chair elect.
- Chris Greer and Jeanette Sutherlin will recruit for the CVR committee (need 4 members: 3 program areas and a CD)
- Jim Downer will contact listed UCR members to see if they are still involved
- Jim Downer will contact fellow Rules & Elections committee members and have them choose a chair from among themselves

Committee assignment updates:

- Margaret Collins was added to the NCMR committee; James Bethke was added to CCSR
- We have added Academic Coordinators committee and some seats on standing committees are now for either a specialist or a coordinator
- Nobody present from UC Riverside so we don't know about that committee
- Frank Wong would like to remain on Rules & Elections as a past-Chair
- Additions to committees made after today should be forwarded to Brenna so that we can have an updated list of committee assignments

Comments: The regional committees should have reps of different program areas if possible

The Rules and Elections chair should be recruiting for standing committees (not committee chairs)

Program committee has full membership, but in the future would like to add a member from NCMR

There are new handbooks for committees' duties posted on Collaborative Tools

President: Committees should meet prior to the statewide meeting in April 27-29 Sacramento and give a concise report to an AAC meeting at that time

### Proposed change to AAC bylaws

The proposed change to the AAC bylaws is regarding the removal of an elected committee chair (elected members are Rules and Elections committee members and president elect, while Rules and Elections committee appoints members of other committees) There was discussion of what constitutes non-performance, which is hard to define.

It was noted that for standing committees, each chair can decide whether they want to keep an inactive member, but for the Rules & Elections chair, they must at least hold elections in a timely manner.

There was discussion of the wording of proposed change, settling on the proposed added wording below in blue lettering:

Provisions for Recall and non-performance. Upon request of a Standing Committee chair, Council President shall contact an inactive committee member. If he/she is unresponsive, the President shall direct Rules and Elections Committee to remove him/her from that committee and appoint a replacement to serve the remaining term. **If the Rules and Elections Committee Chair is not fulfilling committee responsibilities and is unresponsive, the President shall consult with the members of the Executive Committee and the Rules and Elections Committee. Upon their approval, the President will remove the inactive Chair, identify a suitable replacement committee member, and appoint that person to complete the member's term. The Rules and Elections Committee shall then elect a new committee chair.** Upon request of a Council member, Council President shall contact an inactive Representative or Standing Committee Chair. If he/she is unresponsive, the President shall direct Rules and Elections Committee to remove him/her from that committee and appoint a replacement to serve the remaining term. Representative Committee Chairs shall be responsible for contacting and conducting a recall election, if needed, to replace inactive Representative Committee members.

Motion: Approve change in AAC by-laws regarding the removal of an elected committee chair

Action item: Brenna Aegerter will give notice to assembly members at least two-weeks in advance of action to be taken on by-laws, to be done by posting on Advisor & Specialists listserv (this also goes to Academic Coordinators), voting by the Assembly Council to be done via online survey

### **AAC President Report**

President Paul Vossen reported that his objective is to

- orient Dan Dooley to what AAC does, energize membership to discuss issues
- get important positions filled
- help administration get CE back to where it ought to be
- address concerns about cumbersome merit & promotions process and about salaries necessary to recruit the “best and brightest”

Discussion: How do we convince the assembly that AAC can play a role in improving conditions for us, and in getting clients/industry to understand who we are?

**Dan Putnam**, CE Specialist and new Program leader for Ag Productivity (as of July ‘08)

- Currently SAREP is being reviewed – people should let them know what they think about that statewide program, let Dan know if you don’t get an invitation for input (invitation should be coming from Michael Singer) Question was asked if it is possible to get a summary report after these reviews of a statewide program (yes)
- Almond board came up with \$45,000 to fund internship program for pomology farm advisors (likely CVR) – both a undergraduate internship and a graduate internship with a farm advisor. Dan is looking for ideas of how to structure this, there was some discussion of the past program which ended in 1980s. It was mentioned that the county directors developed a structure a year and half ago that would be helpful.
- Dan mentioned his new website Continuing Education Application Page ([pca-cca.ucanr.org](http://pca-cca.ucanr.org)) to request CE credits, he is troubleshooting the website and will send out e-mail once it is working well.

He discussed his role as program leader; he oversees:

Certain Statewide programs (Small Farms Program, SAREP, and others)

Certain workgroups (commodity workgroups, Precision Ag, and others)

Certain Continuing and Coordinating Conferences (Veg Crops, Plant Sciences, Ornamental Horticulture, and others)

He mentioned that \$30,000 had recently been given to each program leader for workgroup activities for this year

Dan’s 5 goals as Program Leader

1. To listen (to program chairs, WG chairs, CDs, FAs, commodity groups, Farm Bureau, administration...)
2. To improve relations between FAs and campus departments  
AAC: money is not coming from stakeholders to campus, now comes from federal programs, we need incentives to improve the connections between campus and advisors. The old model is no longer valid (hierarchy in which campus develops information and advisors disseminate)
3. Analysis of our activities/funding. Should we drop some activities? what do we need to give up doing, what should we do more of? what is our product? (pubs? information? service? students?) what does our customer want?  
short-term benefits vs. longer-term contribution (e.g. field days vs. book)  
AAC: value of field days is high to local clients, county supervisors – media may pick up, key people may be there even if count is low  
AAC: how do we reach our stakeholders? what do they need and how do we connect with them?
4. Visualize an electronic future, “global competition for ideas”  
AAC: do advisors need to be the ones marketing our information, or should the university have somebody doing that?  
Dan wants to have collection of student programmers to help with online delivery
5. Enhance funding opportunities  
He hopes to smooth the UC relationship with water boards (we should be able to access prop 50 monies)

AAC: we hope that he and the administration come to AAC for input, especially on positions

AAC: suggestion that Dan attend county director meetings in each region

### **Carolyn Frazier and Andra Strads, ANR Human Resources**

They stopped in to introduce themselves. Carolyn oversees both academic and staff personnel, she will focus on academic personnel while Robert Martinez will focus on staff personnel issues, they are taking on labor relations duties due to changes in that unit

- AAC: What about an advisor or specialist who feels they have not been treated fairly in the merit & promotion process?  
Answer: there is no formal mechanism beyond the appeal process, but Carolyn can facilitate meetings between the advisor and administration.
- Carolyn mentioned the new online tracking system to reduce paper CATS (classification applicant tracking system) – which was piloted in some counties  
AAC: suggestion was made to move to online leave records for advisor, online timesheets for staff
- The Regents have mandated reduction in Oakland location staff to 700 (about half of current number)– some units will be relocated and other staff will be laid off.

### **Past President Report**

Fe Moncloa reported that she currently is serving a 50% appointment with Rick Standiford. She outlined the process for proposed new policies she has been working on, and where each policy is in that process

Highlights of new policies:

ANR 330 Salary scales: Off-scale salaries given at time of hire will not return to scale (note that this will not be retroactive)

ANR 310 Filling Vacant Positions: Removed language on term reviews and updated policy to reflect current practice

ANR 340 Leaves: Included “family friendly” policies

(in answer to a question Fe noted that advisors can do consulting while on sabbatical leave)

ANR 315 Appointment and Promotion:

- Term reviews: Added mentoring ad-hoc committee to first review (currently first review is only seen by CD and RD). Academic’s term review may be reduced to 2 terms if hired at Full Title.
- Added Career Equity reviews (after reached indefinite status, if feel that one is performing at higher level than rank - differs from acceleration in that the period may be longer – period could be whatever you choose – impact of program might not be visible in short time period?)
- Will add new language on academic criteria and rank expectations for Advisors.

### **President Elect Report**

Leigh Johnson reported on the AAC budget: we have \$40,711 total in account.

regional committees have \$350 in subaccounts, Program committee has \$500, Welfare and Benefits has \$2,500, Rules & Elections has \$300, each campus committee has \$300, Personnel has \$11,000 for their functions (PR training, etc)

Discussion of funds for Academic Coordinator committee (\$350) we should ask for budget augmentation or take from benefits committee budget.

### **REPRESENTATIVE COMMITTEE REPORTS**

#### **UC Davis Campus Committee Report**

Chair Frank Mitloehner reported that the UCD committee meets monthly with Dean Van Alfen (this committee is the same as the Dean’s Specialist Advisory committee)

issues of concern:

- work on a mentoring handbook for specialists
- Status and title of CE Specialists – there is a two class (or three class?) system (Faculty with a big F and with a little f): concern that UC is putting themselves at a competitive disadvantage because the Specialist title is not understood on grant proposals – Christy Getz mentioned considering possibility of 0% I & R appointment to deal in part with this issue (would then also get a vote on Senate). Need this status to recruit new specialists as we are competing with other universities. Also, there are some new position titles on campus which are also named ‘specialists’ – this is unfortunate and very confusing.

#### **UC Berkeley Campus Committee Report**

Chair Christy Getz submitted this written report:

- Keith Gillless has been appointed Dean of the College of Natural Resources. Former Dean Paul Ludden has moved on to a provost position at Southern Methodist University in Texas.
- The Department of Environmental Science, Policy and Management’s Forestry Specialist Richard Harris retired in the Spring. The position was supposed to revert immediately to the College, spurring a flurry of energy to come up with a position description. Three position descriptions were hotly debated within ESPM:
  - Urban/Forest Entomologist
  - Specialist in Environment, Poverty and Health
  - Climate Change SpecialistWith the budget crisis, however, this position has been put on hold.
- Although AES faculty have taken a huge financial hit in their support funds, CE specialists will retain the same support \$\$ as 2007-2008.
- With one exception, Specialists at Berkeley do not have IR appointments. Dean Gillless is exploring the possibility of giving Departments the option to offer their specialists 0% IR appointments, which would give them membership in the Academic Senate.
- In the Spring, the Specialists elected 2 new members to the Berkeley CE Executive committee: Kent Daane, ESPM; and Pat Crawford, Nutritional Sciences.

#### **UC Riverside Campus Committee Report**

No report.

### Academic Coordinators Committee Report

Chair Joyce Strand reported that this new committee met in August to get organized and elect officers and then met again in September for a working meeting highlighted below.

Reviewed where we (and ANR) are on Academic Coordinator issues. Decided on a few items to pursue.

- Clarify the role of ACs and recognize the differences between ACs and other academic and staff titles
- Define and clarify the usage of AES and CE academics in documents, etc.
- Establish access protocols to some opportunities afforded other ANR academics such as the DANR Analytical Lab
- Enhance communication from ANR and ANR programs to include ACs in announcements by including them in contact lists and specifying ACs in the announcements.
- Alert Regional Directors to include ACs in PR training meetings.

Accomplishments/events of interest to ANR Academic Coordinators

- Collaborative Tools group for the Representative Committee set up and minutes of meetings were posted.
- Standiford added Joyce Strand to the distribution list for HR announcements.
- New policy and procedure on promotions of Academic Coordinators was developed.
- Annual Evaluation for ACs format and instructions was prepared.
- Annual Evaluation training includes ACs.
- E-Book for Academic Coordinators and Administrators prepared.
- Training for the merit process will include information for Academic Coordinators and Joyce will participate.
- Professional Travel awards call was distributed to all ANR Academic Coordinators.

### North Coast and Mountain Region Committee Report

Chair Rachel Elkins's report:

The AAC North Coast & Mountain Region representatives met on September 23 in Davis. Present for the meeting (with term ending year): Rachel Elkins (Lake County Pomology, 2010), Scott Oneto (Amador and Tuolumne CD/Rangeland, 2009), and Margaret Collins (Tuolumne/Mariposa NFCS, 2011). Rachel Elkins was elected as the regional committee chairman; Scott Oneto will set up the Collaborative Tools website and e-mail list for use by the NCMR Assembly members. Rachel had already set up a Collaborative Tools site for the Committee members.

Member not present was Roger Ingram (Placer/Nevada CD/Livestock, 2009). It was decided to solicit a new member representing 4H on the North Coast to bring membership up to five. Rachel would call possible candidates. Member whose terms expired in 2008 was Sharon Junge (Placer/Nevada 4H).

The group decided a survey of all academics in the North Coast & Mountain Region would be the best way to learn our colleagues' knowledge and opinions of Academic Assembly Council. The survey will also inform Academic Assembly Council regarding key issues among academics in the region. Margaret Collins volunteered to set-up the survey.

#### *Draft Survey as follows:*

1. Name: (optional)
2. County: (optional)
3. What is your Program Area? (required)
4. How many years have you worked in Extension? (required)
5. Do you have a cross-county assignment? Yes  No  (required)
6. Do you have a cross-discipline assignment? Yes  No  (required)
7. Do you feel that the Academic Assembly Council is an effective entity to represent you within ANR? (required)  
Very Effective  Effective  Undecided  Ineffective  Very Ineffective  Don't Know
8. The Academic Assembly Council is composed of the following committees: **Benefits Committee, Personnel Committee, Program Committee, Region-Campus-Academic Coordinator Representative Committees, Rules and Elections Committee.** (required)

Please rank your knowledge/familiarity with the following committees:

#### **Benefits Committee:**

Very Familiar  Familiar  Undecided  Unfamiliar  Very Unfamiliar  Don't Know

#### **Personnel Committee:**

Very Familiar  Familiar  Undecided  Unfamiliar  Very Unfamiliar  Don't Know

#### **Program Committee:**

Very Familiar  Familiar  Undecided  Unfamiliar  Very Unfamiliar  Don't Know

#### **Region-Campus Committees:**

Very Familiar  Familiar  Undecided  Unfamiliar  Very Unfamiliar  Don't Know

#### **Rules and Elections Committee:**

Very Familiar  Familiar  Undecided  Unfamiliar  Very Unfamiliar  Don't Know

9. What issue(s) do you feel the Academic Assembly Council should address within your region?

10. Would you like someone from the Academic Assembly Council to contact you about this issue?



- they wrote new description of what should be done at different ranks, but still waiting for approval from administration, will hopefully become policy by next year will be in handbook

Discussion about what training there is for members of SAC and for ad-hoc chairs, Discussion of different types of research (experiments, surveys, meta-analysis) that need to be recognized by people evaluating program reviews

### **Program Committee Report**

Chair Jeannette Sutherlin reported

- Distinguished Service Awards (Education, Research, New Professional, Leadership (new) and Teamwork), delay in 2008 awards due to late approval of budget.  
Chair would like \$30,000 – \$5,000 for each award, \$10,000 for Team award Paul Vossen had requested \$4,000 each, \$8,000 for teamwork - admin approved \$16,000 (Leadership was not included). Welfare and Benefits chair has offered \$2,000 from their budget; we need an additional \$12,000. If we have the money, requests for nomination will go out next week and due back Dec 1<sup>st</sup> (Concern was voiced about how the decisions are made, Chair said she provided leadership last year and felt very good about the process)
- We have a draft handbook for Program Committee
- Professional Society Travel awards: Academic Coordinators are now eligible also.  
Joni Rippee has a spreadsheet now to track historical awards so that priority can be given to those who haven't recently received award
- Chair had received a request from an assembly member to develop a CE curriculum, President said he will respond

### **Welfare & Benefits Committee Report**

Chair Chris Greer reported that the committee will meet within the next month

- Consulting policy: The revised policy has not yet been posted; Chris will make an appointment with Kathryn Montano to discuss.

Concern was voiced about lengthy approval process – if a potential customer wants you to come out the following week you won't be able to get permission in time

Advisors need some training on consulting policy, but regional directors don't have funds for this- perhaps have Item on agenda for statewide conference?

Chris will poll constituents about understanding of consulting policy.

we need some clarification about some gray areas – e.g. what constitutes a conflict of interest? for advisors associated with state-wide programs, can they consult within the state?

- Exit survey: Chris will ask RDs what they are using, find existing exit survey.

We don't know much about what is done as it varies from region to region, county to county. We should ask Carolyn Frazier for clarification about what is done, where that information goes, and Chris will report back to us at the next meeting.

Concern was voiced about certain people hired into short-term positions (eg 3-5 years) that are going to be gone soon– it was decided this was not a welfare question, it was decided that anyone in such a position who had been actually told that the position was permanent should contact Rick Standiford

### **Rick Standiford, ANR Associate Vice President**

#### **• Strategic Planning Initiative**

Audience is the UC Regents, get on their agenda and be part of the regular discussion of the Regents since all people in the state are touched by what we do. Target date for the presentation is May, 2009.

11-person steering committee co-chaired by Regent Fred Ruiz and VP Dan Dooley, including Jeannette Sutherlin as CD representative, the four Deans, VP Steve Beckwith, Provost Bob Grey; external members: Stuart Woolf –grower tomatoes, grapes, almonds (also chairs PAC) and Rich Rominger (former head of CDFA and former #2 at USDA)

Five working groups (and chairs)

1. Structure of California – what CA is likely to be like -demographics, labor supplies, infrastructure (Tim Paine, chair)
2. Ag and Food Systems (Dan Sumner, chair)
3. Natural Resource Systems (Marylynn Yates, chair)
4. Health and Human Nutrition Systems (Connie Schneider, chair) food safety, food security
5. Human Development (Richard Enfield, chair) – community development and family

Working groups producing white papers in their areas, identifying issues facing the state in the year 2025.

Some groups are polling, others are using existing data

December-January: chairs will work with PC to merge documents into integrated plan

look at where we are now (DANRIS and CRIS) and where there are gaps

(AAC: Concerns about problems with DANRIS)

RS: Director Pat Day and the Office of Program Planning and Reporting reports to Barbara Allen-Diaz. They are sensitive to the system being user-friendly, they are trying to address issues raised by users. He supports formation of a user-group/advisory group, he wants DANRIS to be something that people want to use)

Timeline:

January 29<sup>th</sup> draft plan to present to the Steering Committee, first step to address issues

Feb-March: open comment period for academics and stakeholders to comment

PAC will host focus groups of stakeholders around that state to get input

They have someone to help them brand and market the plan

Plan will be finalized at April 21 Steering Committee. Plan how to take it forward

ANR Statewide Conference (April 27-30) – half day session to hear the plan and series of breakout sessions to discuss implementation

VP Dan Dooley will present the plan to regents at May meeting

- **Provost Review of ANR:** 3 days with visits to UCB, UCD, UCR, Nine person review team chaired by Cathy Woteki, (Global Director of Science for Mars Corporation) – Review team appointed by Provost after nominations from Chancellors, Executive Council, Academic Senate, and Senior ANR Leadership.

- **CREES review of Cooperative Extension**

Review will be at UCD on Jan 11-14, 2009

Review team is co-chaired by Mike Fitzner (National Program Leaders with USDA CSREES) and Jim Zuiches (Vice Chancellor at NC State). A seven member committee has been appointed by CSREES.

Will provide a measure of the quality of the programs, provide feedback for future planning

Dan Dooley has the flexibility to decide how to implement suggestions

- **Task force on Merit and Promotion process** (Fe Moncloa was on this task force) recommendations:

1. Regional director (RD) will no longer vote on people in their region in the SAC meeting, but RDs in other regions will (In past, RD essentially got to vote twice)

2a. Include as members of SAC 2 advisors to serve perhaps 3 yr terms, this moves us more towards a self-governance system like on the campuses, advisors to define what a quality program is. (Rick likes this and wants to move forward, but hasn't been done yet; he'd like to get feedback on this).

2b. One member of ad-hoc committee should/could be from outside program area, to get a more broad-based idea of what a quality program is – (this hasn't been implemented yet, he is looking for feedback)

3. More streamlined PR process (he definitely wants to move forward with this, it will continue to be online)

- **2008-2008 CE Advisor Positions:**

- Nutrition Family and Consumer Sciences Advisor, Sonoma County
- Viticulture Advisor, Napa County
- Livestock and Natural Resources Advisor, Tehama, Glenn, and Colusa Counties
- Crop Production Advisor and Director, Intermountain REC
- Orchard Systems Advisor, Tulare County
- Crop Production - Entomology Advisor, Riverside County
- Ventura Co County Director

Rick Standiford: Questions? Advice?

AAC: How does the Strategic Plan (SP) for ANR dovetail with other plans (ie IPM plans, other 5 year plans)?

RS: This will be a broad strategic plan, there will still be all those other plans, but hopefully statewide program plans will make use of the strategic plan

AAC: Regarding the inclusion of advisors on SAC, consider that there are two contingents of assembly, those that prefer the traditional extension model (more commodity-based) and the newer, issue-based view, both of those viewpoints should be represented on SAC.

AAC: Please clarify role of these ex-officio members?

RS: Ex-officio is not the correct term, as the advisor members would vote, so 9 votes on every case (2 RDs, 4 PLs, Barbara Allen-Diaz, 2 advisors)

RS: what do you think about 2b above?

AAC: Regarding 2b, the Personnel Committee recommendation was that it be optional to include somebody from outside program area (e.g. small farm advisor may not mind having an HR person on their ad-hoc committee)

AAC: Jeannette Sutherland as chair of the Program Committee asked for \$12,000 from administration for Distinguished Service awards, Rick said he would find out if that is possible.

AAC: Should we be having an assembly meeting at the statewide conference?

RS: He endorses if there is time, Barbara Allen-Diaz is in charge of the program, and Shelley Murdock serves as a member of the planning committee

AAC: need training for SAC in how to evaluate PRs to improve consistency, we'll have new list of what is expected at each rank that will be useful to SAC, but right now how does SAC maintain consistency?

RS: SAC talks about criteria among themselves, they also look at e-book

AAC: Please include Shelley Murdock in the group that "trains" PLs

AAC: Training for ad-hoc chairs should be mandatory, not optional, Personnel committee needs to develop a "do-not-call" list of people who should not serve on ad-hoc committees based on past experience

RS: Rick endorses increased role for AAC, getting our ideas to Dan Dooley

## DISCUSSION

Discussion about having an Assembly meeting at the Statewide Conference in April.

Ideas:

- 1 hour Breakfast meeting to increase attendance
- Program chair suggests celebration of Distinguished Service awardees
- Have AAC brochure on tables, along with paper to turn in with suggestions/issues
- Short reports from each chair about a recent committee meeting? OR
- President introduces assembly council members, chairs can then introduce committee members very quickly, no reports from committee

Note that the report from the Merit & Promotion task force won't be released until after PRs are submitted so as not to cause confusion. Once it is released, how do we get feedback from the assembly?

Next AAC meeting: conference call in February.