

**UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources**

**ACADEMIC ASSEMBLY COUNCIL MEETING MINUTES
October 6-7, 2005 – Pines Resort, Bass Lake, CA**

Attending:

Officers:

Stephen Vasquez, President
Chris Greer, President-Elect
Gloria Barrett, Past President
Leigh Johnson, Secretary

Committee Representatives:

Fe Moncloa, Chr., Personnel Committee
Christy Getz, Chr., UC Berkeley Representative
Ramiro Lobo, Chr., Program Committee

Regional Representatives:

Christy Getz, Chr., UC Berkeley Committee
Jeff Mitchell, representing UC Davis Committee
Anna Martin, Chr., CVR Sub-Region #1 Committee
Morgan Doran, Chr., CVR Sub-Region #2 Committee
Jodi Cassell, Chr., CCSR Sub-Region #1 Committee
Darren Haver, Chr., CCSR Sub-Region #2

Others Attending:

Rick Standiford, ANR Associate Vice President
Paul Ludden, UC Berkeley Dean of Natural Resources
Maxwell Norton, ANR Agricultural Production Program Leader
Linda Manton, Central Valley Regional Director
Jennifer Hashim-Buckey, Viticulture and Small Farms Advisor, CVR
Christine Duchene, 4-H Youth Development Advisor, CCSR
Karl McArthur, Desert Natural Resources Advisor, CCSR

Unable to Attend:

Dorothy Smith, Chr., Rules and Elections Committee
Jerry Higginbotham, Chr., Welfare and Benefits Committee
Jeff Mitchell, representing UC Davis Committee
Bo Cutter, Chr., UC Riverside Committee
Paul Vossen, Chr., NCMR Sub-Region #1 Committee
Lynn Wunderlich, NCMR Sub-Region #2 Committee
Charles Go, Chr. CCSR Sub-Region #1 Committee
Reg Gomes, ANR Vice President

The following motions were approved at the meeting in response to issues and discussions:

1. AAC directs its President to request the ANR Associate Vice President to seek Distinguished Service Award funding annually at the current levels.
2. AAC directs its President-Elect and Secretary to work with ANR administration to develop an effective way to communicate with assembly members and have it updated regularly.
3. AAC directs its Welfare and Benefits Committee to:
 - Refine the Exit Interview Form in consultation with the Regional Directors and statewide special programs.
 - Develop a Recruitment Survey for searches/new hires. Work with Regional Directors and statewide special programs to obtain historical data.
 - Based on this data, develop a template to standardize data collection for future recruitments and exit interviews.
4. AAC directs its Program Committee to work with the Regional Directors to include the following in Regional Trainings:
 - Consulting Policy
 - AES appointment for advisors
 - Work with Rules and Elections Committee to educate on AAC purpose and functions, disseminate committee roster and recruit committee members
 - Investment Plans – asset allocation and how UC investment funds fit into asset classes
 - Statistics – specific software and general statistical approaches suitable for all program areas
 - Work with County Directors and ANR Communication Services to explore how advisors can participate in marketing Cooperative Extension programs within their counties
5. AAC directs its President to encourage ANR administration to continue to present information on Cooperative Extension to the California State Association of Counties.
6. AAC requests ANR administration to involve us in planning for future state and regional meetings.
7. AAC directs its President to update the AAC website and CCSR Sub-Region 2 Chair Darren Haver to update the AAC brochure and make it downloadable for wide dissemination. They will work with committee chairs and members to accomplish these actions. They will request ANR Communications Service to develop the ability to send an automatic, personalized welcome message from the AAC President to new specialists and advisors.

Full committee reports are posted on the AAC website <http://ceaac.ucdavis.edu>

Standing Committee reports highlighted the following issues:

Rules and Elections:

1. Requests guidance in filling vacancies. Assembly members are encouraged to contact committee chair Dorothy Smith at dorsmith@ucdavis.edu to volunteer for service.

2. Discussion: It would help to have the ANR Report advertise for AAC committees. We need to educate Assembly members about AAC purposes and operations. AAC reports could be sent to the ANR Report and County Directors for discussion in staff meetings. Emails focused on committee openings for each campus and region are effective “niche marketing.”

Personnel:

1. E-submission of program reviews was piloted successfully last year and all dossiers, publication samples and letters of evaluation will be submitted online this year. Reviewers can download materials and submit evaluations and reviews online.
2. The committee proposed a new system to simplify merit reviews. Annual reviews would be a 5-8 page list, not including the bibliography, and would be due in January. Merit reviews would comprise annual reviews and a comprehensive self statement. The new system will be piloted in a county this year. Advisors in definite status would write full Program Reviews.
3. Personnel Committee membership needs to reflect the Assembly to appoint appropriate ad hoc review committees.

Program:

1. Distinguished Service Award funding will continue: \$5,000 each for Outstanding Research, Outstanding Extension and Outstanding New Professional; \$10,000 for Outstanding Team.
2. Professional Society Travel funds will continue at \$18,000 total and \$450/year maximum per advisor. Most denials are for late applications or insufficient justification.
3. No funds are allocated to AAC for advisors’ training and professional development.
4. Committee members are needed.

Welfare and Benefits:

1. Currently UC does not offer a “cafeteria” style benefits plan.
2. Committee is drafting an exit interview form to gather data on why people are leaving and to address concerns about retention. ANR Personnel staff would handle the survey.
3. A salary survey was conducted in a previous year.

Campus Reports highlighted the following issues:

UC Berkeley:

1. Dean Ludden is supportive of Cooperative Extension; specialists reinstated an Executive Council of CE specialists to meet with Dean’s Council.
2. AAC committee chair is primary point of contact for advisors with UCB campus. Advisors can affiliate with Department of Environmental Science, Policy and Management and receive UCB library access.
3. Dean Ludden has committed to include an advisor on each specialist search committee. There are now 16-17 specialists; new searches should begin next year. Specialists receive \$6,800 support funds for direct use in their programs.

UC Davis:

1. Specialists Committee advises Dean Van Alfen’s office. It needs to consider future specialist roles, e.g. likely clientele, enhancing relationships among specialists and with advisors.

2. Associate appointments for advisors should foster better working relationships. Pilot departments are: Human and Community Development, Plant Sciences, Animal Sciences, and Land, Air and Water Resources.
3. Support levels need to be increased for all UC Davis specialists; Dean proposed a travel fund.
4. College of Agriculture and Environmental Sciences wants to bring Cooperative Extension and campus together for a workshop on future visions and enhancing relationships.

UC Riverside:

The committee reported issues transmitted to Dean Cooksey and his responses:

1. Specialists need a simpler process for participating in graduate student advising and committees. Reply: A co-major professor with an I&R appointment is appropriate and should be workable. Please provide examples of problems in committee service.
2. Specialists would like to advise on priorities for new specialist positions. Reply: There will be no new Cooperative Extension Specialist positions for awhile. Input from specialists and AES faculty will be requested to prioritize requests for new advisors.
3. Specialists want to help plan 100th anniversary of Experimental Station. Reply: Event is on hold until first week of October and committee will keep specialists' request in mind.
4. What is the time line for reviewing policy that career reviews can be requested only by specialists with I&R appointments? Reply: Dean Cooksey will ask again.
5. Specialists would like to review AgOps' charges for Experimental Station that may be lowering the utilization rate? Reply: Dean Cooksey will ask again.

Sub-Regional Committee Reports highlighted the following issues:

North Coast and Mountain Region – Sub-Region #1

1. Salary lag continues to be a serious problem
2. Consulting policy will increase workload and create potential conflicts of interest and reduced rapport with clientele. It is not an adequate substitute for redressing salary lag.
3. Energetic and visionary ANR leadership is needed to work with Legislature to boost CE budget, including improved salary for advisors and adding at least 100 positions.
4. Associate in AES title for advisors could increase workload without increasing pay; need to see benefits for advisors, as well as campus.

North Coast and Mountain Region – Sub-Region #2

1. Low salaries continue to be a problem; PhD requirement for Assistant I may justify higher salary; reserve MS requirement for Junior Assistant I; a blanket salary increase for all advisor ranks is the only non-discriminatory approach.
2. Key CE positions need to be refilled and specialist-advisor interactions need to be increased.
3. Strong ANR leadership is needed to obtain long-term funding for competitive salaries.
4. All Cooperative Extension academics need to be educated about the new, 25-year ANR planning process; input needs to come from a wider array of people.
5. A major initiative could be presented to the Legislature for ANR to address critical issues.
6. A fact sheet is needed on consulting policy for advisors. The new policy brings advisors in line with other UC academics and should not be a problem if it remains in bounds.
7. Associate in AES will be a benefit if it involves advisors in departments in a meaningful way; a privilege or budget should be awarded with the appointment.

8. Academic Personnel Manual should allow advisors to submit CV to department and receive a Lecturer appointment that is a step toward I&R appointment and Senate status.

Central Valley Region – Sub-Region #1:

1. Salary levels are a problem. Many new hires have PhD, which suggests advisors come from same pool as specialists and faculty and should be on same salary scale.
2. Existing staff must cover too much territory due to resignations and retirements.
3. Some do not understand new consulting policy; some found it enhanced program and papers.
4. Associate in AES title for advisors is positive, enhances status at professional meetings. Concern it may be just one more credential for Program Review.

Central Valley Region – Sub-Region #2:

1. Advisors experience low morale due to low pay, high stress, expanded work load. Salary lag is affecting recruitment; for example recently only 2 candidates interviewed out of 9 that were qualified; many new hires receive \$20,000 above scale; some avoid public employment.
2. Responsibilities and areas to be covered by new positions are being expanded so they can compete for funds. This leads to unrealistic expectations for new hires. Expanded responsibilities should lead to higher salaries.
3. A new plan is needed to address changing environment in which Cooperative Extension operates; advisors fill new and traditional roles; consider how to create a regional CE presence while maintaining direct clientele contact.
4. Address campus-advisor disconnect and refill specialist positions.
5. ANR administration could assist county directors and advisors in educating counties about CE. Discussion: Many counties effectively market CE to county government.
6. Health benefits choices are limited in rural areas, many are poor and co-payments are rising. Discussion: Welfare and Benefits committee could seek expanded choices.
7. Advisors are using consulting policy to good effect.
8. There is no incentive for advisors to become an Associate in AES.

Central Coast and Southern Region – Sub-Region #1:

1. Salary discrepancy is a major concern; why are we spending on new hires when we do not compensate existing advisors adequately? PhD requirement for advisors would boost salaries since we are hiring many PhDs anyway.
2. Responsibilities are growing as colleagues retire or resign.
3. Paperwork to obtain permission to consult is a barrier; trainings and instructions on website could assist. Consulting policy is a poor substitute for a pay raise. Consulting could become a problem as staff are already depleted. Need training on discussing consulting in PR dossier.
4. Associate in AES title is evidence that advisors are academics.
5. Use a corporate model for benefits, for example a special, nontaxable spending account for purchasing additional benefits such as long-term care, supplemental disability, health club memberships; expand what is eligible for pre-tax account.

Central Coast and Southern Region – Sub-Region #2:

1. Advisors' salaries need to be raised to reflect our work load, academic responsibilities and the importance for the University of our Relationship with clientele.

2. UC policies for personnel, contracting/purchasing/accounting, grants, etc. are increasingly burdensome. Loss of administrative staff has exacerbated the problem. Our roles as agents of change are increasingly difficult due to bureaucratic layers and research/extension mix.
3. ANR administration needs to needs to “market” CE’s activities in urban areas.
4. Some advisors need information on how to utilize the consulting policy. Time needed to gain approval from administration could be a roadblock.
5. Advisors are unclear on benefits from Associate in AES title.

Guests represented Vice President’s office, Deans, Regional Directors and Program Leaders:

Rick Standiford, ANR Associate Vice President:

1. Lanny Lund will lead “Strengthening ANR” budget augmentation process for July 2007. Design groups of AES and CE academics are addressing seven broad topics to guide ANR for 25 years, e.g. sustainability and viability of California agriculture, sustainable use of natural resources, pest management/invasive species, environmental quality. Input will also be sought from workgroups and coordinating conferences.
2. UC Delivers has 180 stories in backlog; new call to be issued October 2006 will use a streamlined process. Stories will tie directly with OGER and the website will be improved.
3. New committee will coordinate leadership development, e.g. provide orientation for new academics in CE and AES and consider how to develop new county directors.
4. Core Issues Grant proposals are due November 1. Will provide one year of seed money for projects with high probability of long-term payoff that include faculty, specialists, advisors.
5. Base rate for County Director stipend permanently increased by \$2,000 on October 1, 2006. Stipend = base rate + adjust for budget managed + adjust for program complexity.
6. Four Research and Extension Center directors will be recruited internally: Sierra, Lindcove, Westside, Desert (underway). They will receive 40% release time and 60% program time.
7. He strongly endorses AAC Personnel Committee proposal to streamline merits; 93% success rate for normal merits. UC Compact will provide similar raises next year.
8. ANR has 117 specialists. Cuts of 2003-04 concentrated on support. Executive Council chose \$30,000 as average threshold level for specialist support, some of which will go to campus costs. Deans will see if this amount is effective. Separate funds for advisors and specialists.
9. Of eleven positions ANR seeks to fill this fiscal year, four have accepted and all were top choice. UC advisor salaries are above market with cash and benefits, below market for cash.

Paul Ludden, Dean of UC Berkeley College of Natural Resources:

1. All deans are committed to the research-extension continuum; UC Berkeley College of Natural Resources mission is similar to CE mission.
2. CNR will offer courtesy appointments to CE advisors who could affiliate with a department or broadly with the college. They will receive a UCD ID card with a Cal Met number that allows library access (including online) and an email account.
3. CNR: Dept. of Environmental Science, Policy and Management; Agricultural and Resource Economics, Pest Management and Biology; Berkeley Institute of the Environment; Center for Water Resource Management; Geospatial Informatics Facility; Center for Undergraduate Education; Nutritional Science and Toxicology; Center for Fire Research and Outreach.
4. Campuses need to raise grant and gift funds in an increasingly competitive environment. Dean Ludden wants to discuss how CE can participate.

Maxwell Norton, Agricultural Production Program Leader:

1. Other program leaders: Tim Payne, Pest Management and Policy at UCR; Karen Varcoe, Human Resources at UCR; Bill Frost, Natural Resources and Animal Agriculture in CVR.
2. PL Duties: Guide Core Issues grant program and workgroup funding process; involved in position allocation process; obtain internal stakeholder input from workgroup and continuing conference chairs; assemble focus groups for ANR listening sessions; gateway for UC Delivers process; on Statewide Administrative Committee; read PRs in program area.
3. SAC considers UC Delivers stories in evaluating PRs.
4. PPAC process begins this year; it is primary ANR planning process every 5-7 years.
5. Discussion of statistical support for advisors: ANR does not want to sacrifice a position to provide this support; grant budgets could include biometric support; UCB has Bio-Informatics Support Unit and Survey Research Center; UCD has Statistical Consulting Laboratory; CVR has StatGraphics and it would be helpful to have someone with expertise in it; training funds needed for statistical software short courses.
6. Discussion of seed money for work on emerging AR, NR, HR issues and crops of which perhaps only one person is aware; it will facilitate ANR remaining on cutting edge.

Linda Manton, Central Valley Regional Director:

1. CVR has 3 new advisors and is recruiting 2 more; NCMR is recruiting 2 advisors; CCSR has offered a position to 1 advisor and is recruiting 3 more.
2. Timeline for CE Advisor positions: Raw list sent to Program Council Oct. 1, 2005; Program Council develops final budget recommendations April 11-12, 2006.
3. County Directors will be trained in "crucial conversations" to handle difficult personnel issues. Five CE academics are training eight county academics and staff to use Myers-Briggs personality inventory for team building.
4. Overall, 78% (82) merit or promotion packages were successful in 2004 cycle, including 93% of normal merits, 76% of normal promotions, 67% of accelerated merits and 42% of accelerated promotions (some appeals are pending). 47% of people receiving negative actions received a lesser, positive action, e.g. single instead of double acceleration. 3 merits were granted retroactively and 3 people received off-scale salaries.
5. Plans to rehire a retired advisor must take into account whether the work would overlap a new advisor's program. She requires them to develop their own funding, work no more than 25% and for a limited time.
6. Chris Casey is working with the Regional CAOs (formerly MSOs) to streamline the classification process for support staff positions.
7. Advisors at the Forest Products Lab are housed at Richmond Field Station that is part of UC Berkeley. ANR provides temporary funding so they can travel.

The Executive Committee will meet in January with Vice President Gomes and Associate Vice President Standiford.

Academic Assembly Council will meet in April at UC Berkeley.

Respectfully submitted,
Leigh T. Johnson, Academic Assembly Council Secretary