



UNIVERSITY of CALIFORNIA  
Division of Agriculture & Natural Resources



**University of California Agriculture and Natural Resources  
Academic Assembly Council**

**Spring Meeting  
April 18-19, 2007  
University of California – Davis**

**MINUTES**

**Members Attending:**

Chris Greer, AAC President  
Steve Vasquez, AAC Immediate Past President  
Fe Moncloa, AAC President Elect  
Leigh Johnson, AAC Secretary  
Mike De Lasaux , Personnel Committee  
Frank Wong, Rules and Elections Committee  
Bo Cutter , Welfare and Benefits Committee  
Ramiro Lobo, Program Committee  
Jeanette Sutherlin, Program Committee  
Paul Vossen, North Coast and Mountain Sub-Region 1 Committee  
Rob Wilson, North Coast and Mountain Sub-Region 2 Committee  
Mary Louise Flint, UC Davis Campus Committee

**Guests Attending:**

Rick Standiford, UC ANR Associate Vice President/Acting Vice President  
Neal Van Alfen, UCD CAES Dean  
Kim Rodrigues, UC ANR North Coast and Mountain Regional Director

**MEETING HIGHLIGHTS** (Please see meeting details following the highlights, motions and action items.  
Committee reports are posted under documents on the AAC website at <http://groups.ucanr.org/AAC/>.)

ANR Associate Vice President/Acting Vice President Rick Standiford presented and discussed in considerable detail: key provisions of the Advisor Status Task Force Report and follow-up plans; an update on efforts to gain equivalency status for Specialists; and a series of administrative issues affecting ANR in general, as well as campus and regional staff.

UCD CAES Dean Neal Van Alfen presented and discussed the following: He meets monthly with the UCD Specialists Committee to address issues of interest to them. He wants to know how campus and county staff can collaborate. Under the new CAES Academic and Strategic Plan for 2007-2012 members of the college will partner with colleagues in natural resources and environmental sciences. Six new, specialized centers and a series of research and information centers will build relationships with industry and communities.

ANR North Coast and Mountain Regional Director Kim Rodrigues reported that Program Council has submitted recommendations for six new Advisor positions with consideration of statewide needs. She commented on the need to integrate statewide special programs and campus deans into the position prioritization process. Affiliated Advisors are encouraged to contribute to campus department discussions. Advisors may use the new UCD CAES virtual centers to strengthen campus connections. Discussion followed.

AAC President Chris Greer reported that he is updating the AAC website and wants to establish a committee. It has been difficult to staff Sub-regional Committees; Rules and Elections Chair Frank Wong has a vacancy list. President Greer will ask Pam Kan Rice to include an AAC column in four issues of the ANR Report each year.

AAC President Elect Fe Moncloa has drafted the AAC budget for 2007-2008 and has developed priorities for her work on Advisor Status Task Force recommendations. We will not receive additional budget, so increasing Professional Society Travel grants to \$600 apiece would reduce the number to be funded. She will create AAC letterhead with names of officers and committee chairs in the left column to be used for official correspondence.

AAC Secretary Leigh Johnson presented Fall 2006 Meeting Minutes. Council approved the Minutes and appointed her AAC Secretary for 2007-2008.

Program Committee Chair Elect Jeanette Sutherlin reported on and discussed extensively the status of Distinguished Service Awards and how to improve the announcement and application process. The following awards were presented this year:

- Outstanding Educator: Peggy LeMaux, UCB Agriculture and Biotechnology Specialist
- Outstanding Research: Mike Davis, UCD Plant Pathology Specialist
- Outstanding New Professional: Steve Vasquez, Fresno County Viticulture Advisor
- Outstanding Team: Farm Quality Team included about 20 people

Program Committee Chair Ramiro Lobo reported on and discussed extensively the status of Professional Society Travel (PST) Awards. In the last year 74% of applications were funded (64% Advisors and 35% Specialists). Most of those declined were submitted late. Submissions must be made online via a Sitebuilder survey. Council directed Program Committee to:

- Determine the implications of increasing PST funds to \$600 for an international meeting while retaining the \$450 ceiling for domestic meetings, in light of AAC budget expectations for 2007-2008;
- Add a criterion of service on an AAC committee within the past 5 years to the PST application;
- Update wording of the PST application to include Academic Coordinators;
- Propose appropriate wording and eligibility of Academic Coordinators for Distinguished Service Awards in the next year and discuss it at the Fall 2007 AAC meeting; and
- Develop an eligibility and funding proposal for an Outstanding Administrator Award and discuss it at the Fall 2007 AAC meeting.

Personnel Committee Chair Mike De Lasaux reported on and discussed extensively the merit and promotion process. The committee enhanced online performance reviews for promotions and accelerated merits and is now working to streamline merit reviews. They are also working with ANR administration to create an integrated reporting system for DANRIS-X, CASA, Annual Reviews and Program Reviews.

Welfare and Benefits Committee Chair Bo Cutter reported they have completed the exit interview survey and have begun working on the failed search survey. The committee should collaborate with President Elect Fe Moncloa in her work for AVP Standiford, who wants her to create a survey on why people left for RDs and CDs to complete annually. Council members commented that an anonymous exit survey would be more

accurate than asking RDs and CDs to interpret the reasons. The Administrative Working Group is addressing failed searches and President Elect Moncloa asked the committee to send their survey results to Carolyn Frazier.

Rules and Elections Committee Chair Frank Wong reported that they certified the elections of Paul Vossen as AAC President Elect and Rachel Elkins to the Rules and Elections Committee. Terms are July 2007 – June 2010. Council approved the election results.

Several committees will have vacancies. Discussion ensued on AAC's need for visibility and the difficulty of finding members for sub-regional committees, given that AAC now has 66 committee positions for ~360 advisors, specialists and academic coordinators. Council decided to add AAC committee service as one criterion for Professional Society Travel awards and to request a quarterly column in the ANR Report. Council discussed replacing sub-regional with regional committees.

UCD Campus Committee Chair Mary Louise Flint reported that they are working with Dean Van Alfen to strengthen campus and county links, e.g. the recent ANR Technology Tools Conference and by offering all specialists I&R appointments. The UCD CAES strategic plan is at <http://caes.ucdavis.edu/FacStaff/ASPC/Default.htm> and all UCD CE Specialists are listed along with their areas of expertise on the College web site at <http://caes.ucdavis.edu/OutExt/CEspecialists.htm>. CE Specialists have begun reporting through the DANRIS-X system.

North Coast and Mountain Sub-Region 1 Committee Chair Paul Vossen reported that it has been difficult to recruit committee members and that chairs need more direction on their responsibilities. Many advisors believed that the recommendations of the Advisor Status Task Force would benefit newer advisors, but not “good trooper” advisors who have made do with less for years. They requested a substantial, across-the-board salary increase. Advisors in his sub-region differed on whether to delay filling new positions until all advisors’ salaries could be raised. They hope that the new ANR Vice President will have a strong commitment to Cooperative Extension.

North Coast and Mountain Sub-Region 2 Committee Chair Rob Wilson reported that the annual review process was very time consuming, that the format does not document Extension activities well and that it has not been demonstrated how well it will carry through to the merit process. DANRIS-X, CASA and annual reviews need to be integrated. Several advisors commented that the Advisor Status Task Force addressed important issues, especially consistency in salaries among advisors to be addressed by career equity review and off-scale salaries. His region recently filled many new positions.

Council discussed issues of council structure and function that have arisen at recent meetings and made the following proposals to revise the AAC By-laws:

- Replace Sub-Regional Committees with Regional Committees;
- Each Regional Committee will include 1 County Director and 1 each of agriculture, natural and human resources Advisors;
- Establish an Academic Coordinators Committee with 2 members;
- Add an Academic Coordinator to Personnel Committee and change wording on other committees to more general language that would allow them to serve;
- Delete section on appointed members that is ineffective;
- Reflect the change in name from DANR to ANR;
- Update other points for internal consistency and for consistency with current practices;
- Circulate the proposed revisions to AAC members and Academic Coordinators;
- Hold an election on the revisions in June 2007 or as soon as possible, if comments are minor;
- Return the issue to AAC at the Fall 2007 meeting if comments are major; and
- AAC Secretary will implement the review and election process.

To improve AAC Committee functions the Council decided that:

- Following approval of by-laws revisions, the AAC President will develop and send to Regional Committee Chairs a letter outlining their duties and responsibilities and explaining that active committee service will be addressed in the formula for allocating Professional Society Travel funds. The President will direct the chairs to forward the letter to their members.
- The AAC President will direct standing committee chairs to develop a handbook for their position and committee, including pertinent language from the by-laws and lessons learned from committee service.

Executive Committee will request a June 2007 meeting with AVP Standiford and include President Elect Paul Vossen to follow up on action items and motions discussed at this meeting and to discuss consulting policy details. The committee has not had a regional chair this year; Rob Wilson is interested in serving.

## **MOTIONS PASSED**

1. Minutes of Fall 2006 Academic Assembly Council meeting were approved.
2. Elections of new President Elect Paul Vossen and new Rules and Elections Committee member Rachel Elkins were certified by Rules and Elections Committee and approved by Academic Assembly Council.
3. Program Committee will consider the implications of increasing professional society travel awards to \$600 for people who will participate in an international meeting, keeping the ceiling at \$450 for domestic meetings, and explore other options. They will report to the next Academic Assembly Council meeting.
4. Program Committee will add service on an Academic Assembly Council committee in the past five years as an additional criterion for the Professional Society Travel grant.
5. Program Committee will change wording of the application form for Professional Society Travel funds to include Academic Coordinators.
6. Leigh Johnson was appointed Academic Assembly Council Secretary for the 2007-2008 Council year.

## **ACTION ITEMS APPROVED**

1. Once the by-laws have been changed, current President Elect Fe Moncloa will develop a letterhead with officers and committee chairs in the left margin to be used for all Academic Assembly Council announcements and correspondence.
2. President Chris Greer will ask Pam Kan Rice to include a column for Academic Assembly Council in four issues of the ANR report, e.g. "Academic Assembly Council at Work." It could feature news such as election results and information on the Professional Society Travel awards and criteria.
3. Secretary Leigh Johnson will send proposed by-laws changes to Academic Assembly Council members and Academic Coordinators for preliminary review. If there are no or only minor comments, she will send them to the entire Academic Assembly membership for a vote. Major proposed changes will provide representation to Academic Coordinators and replace Sub-Regional with Regional Committees to reflect the reduced number of Advisors in Cooperative Extension. Minor proposed changes are for consistency with Council practices and among by-laws sections.
4. Program Committee will take a year to work out appropriate wording and eligibility of Academic Coordinators for Distinguished Service Awards. This item will be added to the agenda for the Fall Academic Assembly Council meeting.
5. Program Committee will develop a proposal for eligibility and funding for the Outstanding Administrator Award. This item will be added to the agenda for the Fall Academic Assembly Council meeting.
6. Executive Committee will request a meeting with AVP Standiford (and new President Elect Paul Vossen) to discuss action items, motions and consulting policy. Rob Wilson wants to serve as regional chair.

2007-2008 AAC Meetings: September 18-19 Lake Tahoe; February 5-6 San Diego; June 3-4 Berkeley

Respectfully submitted, Leigh Taylor Johnson, Academic Assembly Council Secretary

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Details follow on succeeding pages. See committee reports on the AAC website <http://groups.ucanr.org/AAC/>.

## **GUEST PRESENTATIONS**

### **ANR Associate VP/Acting VP Rick Standiford**

#### **Advisor Status Committee Report**

ANR Associate VP/Acting VP Rick Standiford discussed the Cooperative Extension Advisor Status Committee Report and provided an update on next steps. Former VP Reg Gomes appointed the members and AVP Standiford chaired the committee. Its charge was to compare policies and procedures for advisors, specialists, and faculty and recommend policy changes. The committee's report is available at <http://ucanr.org/advisorstatus>

#### **ANR is working on the following:**

##### Career equity review:

Aiming for 2008-2009 review cycle for advisors

##### Off-scale salaries:

- Hiring people at an off-scale salary is now common; 80% of faculty in sciences are off-scale
- Campuses have much more flexibility in how they use them
- Under current ANR policy, we cannot go more than \$100 less than the published salary for the equivalent step in the next rank when appointing a new hire
- Take into account existing salary, market characteristics, etc.
- Campuses are more flexible in matching market rate
- Our policy requires getting people back onto scale, but this is not required on campuses
- Begin with CE administrative working group (RDs and 2 CDs from each region)
- Want AAC to review and respond
- Will then open for wide comment
- Want new policy in place by June or July

##### Educational requirements:

Academic Personnel Manual Advisor Series description requires a B.S. degree, yet no degree is required for specialists and faculty. ANR will make the language for advisors consistent with that for specialists and agronomists, i.e. delete the degree requirement from the APM. Degree requirement will be expressed in the position description

##### Retention packages:

The Committee created general, operating guidelines to help ANR administrators decide how to respond when people present competing salary offers on a case by case basis. Tools might include a combination of off-scale salary, reevaluation of their rank, and perhaps some additional support dollars. Campuses will only do this for an equivalent academic position. Industry positions are not comparable because of differences in benefits, academic freedom, etc. However, some advisors receive private sector offers. Thus, ANR will request all details of the offer and review pay, benefits, perquisites to determine how to offer a comparable retention package.

##### Family-friendly policies:

ANR will be more proactive in advising people of family-friendly benefits. For example, faculty have a stop-the-clock policy for tenure that is used for child care leaves. Academic Assembly Council requested that consideration be given to extending the policy to elder care leaves and asked about personal health leaves. Committee member Fe Moncloa responded that there is a policy to allow for special cases

##### Start up packages:

The standard startup package is \$10,000 per advisor. The Committee suggested ANR allow flexibility in start up packages to address disciplinary and other differences.

### Merit and promotion procedure:

The process for advisors is cumbersome. Further, term reviews every two years may discourage recruitment of people at senior levels. The Term Review Committee would need to evaluate the person's prospects, e.g. whether the candidate has such a strong record that they should be granted indefinite status immediately. Another special committee is needed to review the term review process. Because several changes in the merit and promotion process are already in progress, this will be a lower priority.

### Other:

- Faculty recruitment allowance (housing allowances) is a cash payment to help people with a down payment on a house. Campuses use them to deal with high housing costs in California. They are not available for CE specialists or advisors. They are only available to academic senate members and senior management. There may be a possibility of a case by case evaluation.
- MOP loans would be available to CE specialists if they had faculty-equivalent status
- Consulting policies are alright; they are equivalent to how faculty are treated. However, there are some differences for CE vs. faculty
- CE advisors and specialists are the only non-Senate academics with sabbatical leave privilege

### **Update on efforts to gain equivalency status for Specialists**

- A two-page briefing document was developed by Executive Council (4 Deans, ANR VP and AVP)
- Proposed language for APM 115; just add phrase “and CE Specialists”
- Shared with UCR, UCB, UCD Provosts
- Shared with UCOP Academic Affairs, Provost, Academic Senate leadership
- Next stage:
  - Proposed giving CE Specialists a 20% I&R appointment to make them Senate members.
- Concern that Specialists are leaving because of second class status on campus;
- Bo Cutter: loss of specialists is especially severe at UCR

### **Administrative Updates**

- Update on AVP-Programs search: This position will also be the REC Director. Committee has reported following interviews. AVP Standiford will conduct follow-up interviews in May.
- Update on HR and NRAA Program Leader searches: Interviews will occur within two weeks.
- Status of Vice President Search Process: Regents meeting will review at May meeting; expect Provost to conduct search soon after. The ANR VP will report to the Provost, will have a direct advisory role to the President, participate in Cabinet and on Council of VPs, i.e. there will still be much access to the President. The President will continue to tour agriculture in the state.
- Status of Advisor/Specialist Positions: AVP Standiford discussed status of filling 2005-2006 and of 2006-2007 CE Advisor positions. The 2007-2008 budget pool is based on reversion from advisor retirements. This year we will need to use some funds to address advisor compensation, specialist support, etc. On Sep. 12, 2007 the Program Leaders and Regional Directors will each propose six advisor positions to create a “raw” list. The final decision will be in June 2008. We need to do a better job of linking state, regional, campus and county position planning. 6-year rule can be summarized that if a person achieves career status and leaves, then the position goes back into the pool. This applies to county director positions, too. When a CD plans to retire, they must send a letter of intent in order to qualify the position for consideration in the budget pool. If they leave or transfer before 6 years, the position is retained and can be refilled without going through justifying it.
- Deans at UCR and UCB have departed. Keith Gilles is Interim Dean at UCB and Don Cooksey is Interim Dean at UCR. Both have been the Executive Associate Dean.

- Status of UC Budget: 7% overall increase for UC vs. <1% for entire state budget; 5% pool for staff and academic salary increases (merits, cola's, equity adjustments); the increase in research of \$20M plus bond money did not include the “Strengthening ANR Budget Initiative”. The Regents requested a \$15M augmentation for research that included Agriculture but was not included in the Governor’s budget. In future ANR will work with people who can craft a solid message to show how ANR contributes to California’s economy and sustainability and that it is a public-private partnership.
- Current federal trends: California Agriculture is worth \$35 billion, representing 13% of total US Agriculture value. California does well in competitions for funds but not in formula funds because they are weighted for rural states.
- Early feedback on the Advisor Annual Evaluation Process: AVP Standiford commended Academic Assembly Council for streamlining the advisor annual evaluation process and the efforts of Personnel Committee, Karl Krist, and Pat Day. Dialog with the county director will probably be separated in future. Assembly Council thanked AVP Standiford for his support of this process.

### Discussion

AAC Q: Regarding advisor retention. Private industry asks people to sign a contract to stay a certain number of years if they receive an incentive package to stay instead of taking another offer.

AVP Standiford: This would not be realistic in the academic environment. Some people use this process as a way to raise their salary, although most do not.

Dean Van Alfen: We would not like to keep someone against their will as they would not be productive. It is rare to see someone do this twice; if they did it a third time we would invite them to accept the other offer.

AAC Q: Many specialists received a salary augmentation. This increases gap between advisor and specialist salaries.

AVP Standiford: Some campuses have approached salary compression by giving an off-scale increase to everyone. Davis has a professorial salary scale with off-scale increments. They worked with provosts of UCB and UCD campuses; ANR has provided funding for them and has set aside funding for UCR. AVP Standiford is investigating how to address salary compression for advisors.

AAC Q: What are the prospects for a cost of living increase this year?

AVP Standiford: We will know after the May revise of the state budget.

### **Dean Neal Van Alfen on UCD CAES**

- Dean Neal Van Alfen believes that the connection between campus and county programs must be strong and wants to hear ways that we can work together.
- He meets monthly with UCD Specialists Committee. The committee members and the chair are elected annually by UCD specialists. They develop an agenda and work on it jointly to address issues of interest to the specialists on campus. They also discuss broader, statewide CE issues.
- CAES’ new Academic and Strategic Plan, 2007-2012 dated Feb. 21, 2007 reflects campus, experiment station and extension components. CAES will partner with natural resources and environmental sciences colleagues. Outreach is the responsibility of everyone with an AES appointment; faculty also have a service requirement. With loss of 25% of college resources we must consider what we want to accomplish in our relationships with stakeholders. Directors of new centers have non-academic appointments so they focus on managing the center and building relationships with industry and community, for example:
  - Agricultural Sustainability Institute creates relationships with agricultural, animal and human sciences by including an economist, community development scientist, etc. It is a virtual center similar to SAREP. Dean Van Alfen wants it to tie campus and county activities closely together.
  - Center for Regional Change
  - Center for Urban Horticulture should be a partnership with Master Gardeners.
  - Robert Mondavi Institute for Wine and Food Sciences

- Center for Produce Safety was created jointly with industry, which is providing seed money and which will serve on boards to direct activities of the center.
- Center for Study of Regional Change – Jonathan London is coordinating the June sustainability meeting at UCD.
- Research and Information Centers

### Discussion

AAC Q: How will cross-disciplinary efforts affect faculty members' ability to receive credit for their work?

Dean Van Alfen: Cross-disciplinary efforts are part of UCD CAES culture so he has not heard concerns about faculty getting credit for participating in them. Faculty are concerned that too much cross-disciplinary work will shift to the new centers. To meet matching funds requirements, all of CAES discretionary funding in the past two years has gone to centers and institutes. Support will be shifting back to other positions.

AAC Q: What is status of Associate in AES program? We must make it effective.

Dean Van Alfen: Wants to better connect campus and counties; create a continuum in line with the vision of CE. He created the associate status for advisors to strengthen this continuum. We need to increase advisors' knowledge of the faculty.

Discussion ensued on ways to increase faculty and advisor interactions. Interest was expressed in having associate status for advisors at UCR, too. It already has been implemented at UCB. RD Rodrigues complimented Dean Van Alfen and Dean Ludden for their efforts to establish associate status for advisors.

Dean Val Alfen: UCD specialists now have 25% I&R appointment to address the specialist equivalent status.

AAC Q: Have you received comments from specialists about conflicts between teaching and CE responsibilities? In the past most specialists did not want I&R appointment because of the potential for these conflicts. We need to find reasonable solutions to fit individuals.

### **ANR North Coast and Mountain Regional Director Kim Rodrigues on Program Council**

- ANR North Coast and Mountain Regional Director Kim Rodrigues reported that Program Council discussed the permanent budget last week. Each Regional Director and Program Leader submitted 6 positions; there was much overlap. They considered the needs of the entire state, not just their own region or program. We need ongoing conversations with statewide special programs about where they see gaps and how to integrate them into the process. She will meet with UCD deans and hopes that there will be opportunities to meet with UCB and UCR deans about gaps and positions to fill them.
- Orientation bus trips for new advisors, faculty and specialists would provide opportunities for such discussions. AAC could work with Regional Directors to plan orientation bus trips.
- When campuses invite advisors to participate in department meetings or campus events there will be implicit recognition that advisors are expected to contribute, not just listen.
- Dean Van Alfen's virtual centers are opportunities to strengthen connections and we should consider linking with them.
- AVP Standiford and Program Council members were disappointed that there was no state budget augmentation for agricultural research. External clientele are asking what they can do to help. A subcommittee of Jim McDonald, Tim Paine and Kim Rodrigues is planning a strategy for the future.

### Discussion

AAC Comments: CE specialists at UCR are not as strong a presence as at UCD. Extension work does not give credit toward promotion and tenure. Publishing papers is critical. Incentives to work with advisors are being weakened. The AES mission is not a priority at UCR and this cannot be solved from bottom up.

RD Rodrigues: At UCD the APM spells out extension expectations; not so at UCR or UCB. There is strength in collaborations and connections. Advisors must also do research that generates peer-reviewed publications. If we care about the mission and the continuum we must push from all sides. She is willing to work with Dean Cooksey to make the same kinds of connections that she is making with UCD leaders.

RD Rodrigues put an ANR fellowship program in her regional temporary budget. Several advisors had been interns. She has proposed two fellowships for graduate students in masters degree programs to do an applied project with an advisor and a faculty member.

AAC Q: Why not provide it also to PhD students?

RD Rodrigues: That would be a good idea, because most new hires have PhDs. She wants to begin with a small pilot project. Many industry groups are likely to sponsor a fellowship to address issues of concern to them.

AAC Q: Would out of state or foreign students be eligible?

RD Rodrigues: First we must complete the pilot and the student would probably be from California.

RD Rodrigues has nearly finished filling new positions in her region. Many qualified and interested people don't apply because salaries are so low. She is working with AVP Rick Standiford to offer off-scale salaries. She is confident that they will also be able to address this issue for existing advisors.

RD Rodrigues works closely with UCD representatives because she is located on campus. We should consider appointing one RD as a liaison to each campus, e.g. Peggy Mauk to UCR and Linda Manton to UCB. If deans and associate deans respond, it could help to build relationships.

RD Rodrigues is pursuing a few multi-state positions. This could allow us to account for multi-state programming and accomplish some projects.

Q: In addition to multi-state positions, is CE thinking about encouraging multi-state projects in areas that may be geographically dispersed?

RD Rodrigues: The Western Extension Leaders have suggested several multi-state projects, e.g. energy which is a priority for our governor.

## OFFICERS' REPORTS

### President

- President Chris Greer is updating the AAC Web Page and wants to establish a website committee. Joni Rippee has volunteered to help. Many files were lost in conversion to the new format. Past Presidents should be listed.
- It has been difficult to get involvement on some sub-regional committees and some chairs have not responded to calls and emails. He has asked other committee members to serve as chairs. Rules and Elections Committee Chair Frank Wong has a list of vacancies.

### President Elect

- President Elect Fe Moncloa has drafted the budget for next year. She recommended reducing Rules and Elections Committee's budget next year because the committee has not spent any money this year. Next year is not a Distinguished Service Award year, so we are not asking for money to support it.
- If we don't ask for carryover funds, we only get 5% of the total; if we do ask for them we get all of the funds.
- President Elect Fe Moncloa has developed priorities for her work on advisor status. Recommended changes will be sent to the Cooperative Extension Administrative Work Group that includes the three Regional Directors and two County Directors from each region. Most policies so far pertain to advisors. Family friendly policies will be addressed next. She has proposed changing due dates so DANRIS-X, CASA and

Annual Performance Review are due at the same time (October) and is collaborating with Pat Day on reporting deadlines.

#### Discussion

- President Chris Greer: AVP Standiford will probably not be able to increase total AAC funds this year. If we increase the maximum amount for each Professional Society Travel Award, we will then be able to award them to fewer people.
- Program Committee Chair Ramiro Lobo: Workgroup and CIG funds cannot be used for out of state travel, so Professional Society Travel funds are very important. During July 06-June 07 we funded 87 people at \$450 apiece. If we increase to \$600 and have the same number of people we would need at least \$12,000 more. People are turned down for late submissions, for providing incomplete information or sometimes for not submitting a paper.

#### **Secretary**

- Academic Assembly Council Fall 2006 Meeting Minutes were presented and approved by Council.

### **STANDING COMMITTEE REPORTS**

#### **Program Committee**

Program Committee Chair Elect Jeanette Sutherlin referred to a printed report on the Distinguished Service Awards and offered to answer questions and take suggestions. 17 people were nominated for the awards. There were only 2 nominations for the research award; both were highly qualified. They are not required to give the award, but can give it if only one person applied who was highly qualified. Committee was impressed by the professionalism and quality of the colleagues who were nominated. Those who won the award two years ago served on the recommendation committee this year.

President Greer: VP Gomes told AAC Executive Committee in December that there were so many people on the team work award that they doubled the funds so each would receive more.

Past Chair Sutherlin: The team had non-academics and AVP Standiford decided that only academics could receive the award. Thus the names on the application for the team award only included academics. The team believed that a non-academic was very important to the team and requested that part of the award money be given to that person, which AVP Standiford denied. Thus, the team members shared funds with the non-academic team member.

President Elect Moncloa: The announcement needs to clarify that the award is income, not for program work.

Lead time was short this time. With online submittal we can have more lead time in future. Some people did and some did not do a good job reading the rules and following them with respect to numbers of copies, meeting deadline, etc. Online process will eliminate these issues. We asked for support letters but scoring criteria did not include them. Also no scoring criteria for self- vs. other-nominated.

Program Committee Chair Lobo: Some people are using outdated forms. If we receive a paper form and tell them to resubmit online, they may not be able to do so, if the online process has closed. Solution: We could decide only to accept online submissions.

President Greer: we announce by email and provide a link to the online form

Program Committee Chair Elect Sutherlin: We need to address this issue of timeliness by enforcing deadlines.

Distinguished Service Award Winners:

Outstanding Educator: Peggy LeMaux, UCB Agriculture and Biotechnology Specialist

Outstanding Research: Mike Davis, UCD Plant Pathology Specialist

Outstanding New Professional Steve Vasquez, Fresno County Viticulture Advisor

Outstanding Team: Farm Quality Team included about 20 people

Program Chair Lobo: Professional Society Travel: 118 applied and 87 were funded = 74%; most of those declined were because of late submission. We handle the online submission as a Sitebuilder survey. 64% of applicants were advisors and 35% were specialists.

President Elect Moncloa: Another option would be to upload it to a website.

Q: Will AVP Standiford increase the amount of each award?

President Greer: It was approved by Academic Assembly Council but total money budgeted for Professional Society Travel Awards will probably not be increased this year because of ANR budget constraints, according to AVP Standiford.

Past President Vasquez: Moved to increase professional society travel awards to \$600 for people who will participate in an international meeting and keep the ceiling at \$450 for domestic meetings.

After discussion he withdrew

NCMR Sub Region 2 Committee Chair Rob Wilson seconded the motion.

Discussion: Jeanette Sutherlin has attended one international meeting. In HR there is very little international opportunity. New advisors can least afford to go to professional society meetings. However, advisors going to international meetings are more likely to be experienced and better able to afford them.

Ramiro Lobo: Program Committee can break down the figures to see how many go to domestic vs. international meetings.

More discussion: Program Committee could decide, for example to set aside a certain portion of the funds for domestic and for international travel.

Past President Vasquez withdrew the motion. He then moved that Program Committee will consider the implications of increasing professional society travel awards to \$600 for people who will participate in an international meeting, keeping the ceiling at \$450 for domestic meetings, and explore other options. They will report to the next Academic Assembly Council meeting.

President Elect Moncloa seconded. Motion passed unanimously.

### **Personnel Committee**

Chair Mike De Lasaux reported that all PR trainings and the Ad Hoc Chair training were conducted. The online performance review for PRs and accelerated merits was enhanced. The committee's main project now is streamlining merit reviews.

The streamlined merit process was initiated in fall 2005 and approved for action by AVP Standiford in fall 2006. It was originally conceived as standardizing the annual review form. Testing was conducted via a pilot process in 2006 and a survey was conducted of the 5 counties that participated. 53 people have responded so far to the online survey of the new online annual performance review process.

Some people are concerned that the new process will entail more work because they are looking at the annual evaluation in a new way.

Administrative Working Group recommendations are on page 2 of the Personnel Committee report. They believe that more education is needed on expectations for the annual evaluation.

Some advisors encountered problems with inputting CASA screens. Some advisors entered their entire career bibliography.

Discussion about need to include AA data and narrative in annual review and PRs when each advisor submits a detailed CASA report each year. This could be checked with the AA office. Although the federal government no longer requires AA reporting, we are still subject to audits and would need data if audited.

Personnel Committee chair De Lasaux reported that Personnel Committee is working with ANR administration to create an integrated reporting system for DANRIS-X, CASA, Annual Reviews and Program Reviews.

Discussion of advisor concerns that annual evaluations will be used for merit advancements so they had better do a good job on them. The full PR is too much explanation and thus too much work.

President Elect Moncloa: The CE Advisor Task Force Report addresses the merit and promotion process for advisors. A committee will be formed, probably a year from now, to review everything we do in the merit and promotion process.

Discussion of need for examples of PRs for people at different stages of their careers.

Personnel Committee needs members to replace Fe Moncloa and Mario Moratorio whose terms are ending.

### **Welfare and Benefits Committee**

Welfare and Benefits Committee Chair Bo Cutter reported they have completed the exit interview survey and have begun working on the failed search survey. New committee members are needed. Ken Churches and Nyles Peterson will remain on the committee. The new committee should collaborate with Fe Moncloa in her work for AVP Standiford.

President Elect Moncloa asked them to send the exit interview survey to Carolyn Frazier. The Administrative Working Group is addressing failed searches. AVP Standiford wants her to create a stand-alone survey that RDs and CDs complete annually to create the data on why people left.

Discussion that the exit interview report should be sent to AVP Standiford, who has acknowledged that there is an issue with people leaving. An anonymous exit survey will provide more accurate data than asking RDs and CDs to interpret the reasons.

### **Rules and Elections Committee**

Chair Frank Wong reported that the elections have been completed.

President Elect candidates: Dan Marcum and Paul Vossen

Rules and Elections candidate: Rachel Elkins

120 of 356 possible voted.

New President Elect Paul Vossen won with about 60% of the vote.

New Rules and Elections Committee member Rachel Elkins was elected with 85% of the vote.

Rules and Elections Committee has certified the election results.

Bo Cutter moved to approve the election results.

Leigh Johnson seconded the motion.

The motion passed unanimously.

Several vacancies will occur this year on committees. An email will be sent to all Academic Assembly members. Executive Committee was requested to suggest people to fill vacancies. Continuing committee members could serve another term or go to another committee.

Frank would like to serve as chair again for next year. The ANR Portal mailing lists are very helpful. Many people did not know what AAC is.

Discussion about filling sub-regional committees: AAC President or Rules and Elections Committee can appoint people to these committees if the chairs do not hold elections to fill their committees.

AAC needs visibility. One means could be to show that AAC funded the Professional Society Travel grants.

Fe Moncloa moved that Program Committee will add service on an AAC committee in the past five years as an additional criterion for the Professional Society Travel grant.

Ramiro Lobo seconded.

Motion passed unanimously.

We do not have a regular notice or newsletter on AAC activities.

President Greer is supposed to send a newsletter to members each year.

We could use the electronic mailing list to communicate to people each year.

We could also put an article in the ANR report.

Committees do not use consistent letterhead for their reports and do not necessarily show that they are an AAC committee.

Action Item: Once the by-laws have been changed, future President Moncloa will develop a letterhead with officers and committee chairs in the left margin to be used for all AAC announcements and correspondence.

Action Item: President Greer will ask Pam Kan Rice for AAC to have a column in four issues of the ANR report, e.g. AAC at Work. For example we could give the election results and info on the Professional Society Travel awards and criteria.

AAC committees comprise 66 positions. There are about 350 advisors and specialists. Possibly regional and campus committees could be just one person who usually does all the work anyway. However, when travel is involved, committee members could take turns. Another option would be to combine subregions since we have fewer advisors than in the past.

## CAMPUS REPORTS

### UC Berkeley Committee

No report.

### UC Davis Committee

UCD Specialist Committee Chair Mary Lou Flint reported that new members and a chair have been recruited for the UCD committee. They are working with Dean Van Alfen to strengthen the links between counties and campuses. One proposal is to offer all specialists I&R appointments. The full strategic plan is available on the

website in her report. We used to have a title Post Graduate Researcher for which it was easy to hire people. Now we have to use searches and a title of Specialist or AES Specialist. Another title is Junior Specialist. The titles are easily confused with CE Specialists. The committee sponsored the Technology Tools Conference at Davis in February. Handouts are available at <http://groups.ucanr.org/tech%2Dtools/Toolbox/>.

## **UC Riverside Committee**

No report.

### **Discussion of Integrating Academic Coordinators into AAC**

AAC By-Laws say that all academic employees of the UC with an academic appointment in Cooperative Extension are members of the Academic Assembly. Thus Academic Coordinators with an academic appointment in CE are already members of the Academic Assembly. However, they have indicated that they are not adequately represented by Academic Assembly Council. Options discussed regarding committee representation for academic coordinators:

- Create an Academic Coordinators' Committee with two members.
- Generalize standing committee members to county and campus, instead of advisor and specialist.
- Add an academic coordinator to the Personnel Committee.

**ACTION ITEM:** Secretary Leigh Johnson will implement

Page 5 Composition of the Regions/Campuses/Academic Coordinators: Combine sub-regions so that each region has one committee and just refer to the region by name; thus:

A. Membership. Assembly members headquartered within a Cooperative Extension region are included in that Region. Assembly members headquartered on a campus are included in that Campus. Assembly members shall belong to only one Region/Campus.

B. Regions/Campuses/Academic Coordinators.

1. North Coast and Mountain Region
2. Central Valley Region
3. Central Coast and Southern Region
4. Davis Campus
5. Berkeley Campus
6. Riverside Campus
7. Academic Coordinators

Page 6 New wording and deletion

B. Region/Campus/Academic Coordinator Committees

1. Membership.

a. Region/Campus/Academic Coordinator Representatives

1. Number of Representatives. Each Regional Committee shall consist of four representatives which may be selected from the regional membership. One each representing Human Resources, Agricultural Resources, Natural Resources and County Directors. Campus Committees shall have at least the following specialist representatives: Davis campus (6), Berkeley campus (3), Riverside campus (3). Academic Coordinators' Committee shall have at least 2 representatives.

b. Appointed Members. Eliminate this entire section

Page 8 Rules and Elections Committee membership: change "specialist" to campus

Page 8 Personnel Committee membership: change "minimum of two from each CE region and a CE specialist." to "minimum of two from each CE region, a CE specialist and an Academic Coordinator."

Page 9 Program Committee membership: change "specialist" to "campus"

Page 9 Change name of Benefits Committee to Welfare and Benefits Committee

Page 9 Benefits Committee membership: no change (already says campus instead of specialist).

Go through by-laws, change DANR to ANR, change sub-regions to regions and clean up other language to be consistent internally and with current practice.

Change revision dates after Academic Assembly members approve changes.

Provide a rationale for the changes in a cover note to the reviewers and voters.

- Change from sub-regional to regional committees and reduce the number of members serving on each to reflect the smaller number of advisors currently in CE.
- Update representation on regional committees to reflect human, agricultural and natural resources and county directors.
- Create a committee for Academic Coordinators to provide representation to them.
- Change selected wording to allow Academic Coordinators to serve on standing committees.
- Specifically add an Academic Coordinator to Personnel Committee.
- Delete section on appointed members as it has not been effective.
- Reflect that name of the Division has changed from DANR to ANR.

Write to Steve Vasquez first, then to Dorothy Smith to request a copy of the by-laws in Word format.

Draft updated by-laws and circulate to AAC members for discussion via Collaborative Tools. Also send to the Academic Coordinators for comment and summarize their responses. Request comments within two weeks. If comments are minor and can be handled with small wording changes, revise and send to the Academic Assembly members for a vote this Council year. If discussion goes beyond minor changes, we will bring this back to the AAC for discussion at the fall meeting.

### Awards

President Elect Fe Moncloa moved: Program Committee will change wording of the application form for PST funds to include Academic Coordinators.

Paul Vossen seconded.

Motion passed unanimously.

Action Item: Eligibility of Academic Coordinators for Distinguished Service Awards: Program Committee will take a year to work out appropriate wording and eligibility of Academic Coordinators for DSAs. This item will be added to the agenda for the Fall AAC meeting.

Action Item: Outstanding Administrator Award: Program Committee will develop a proposal for eligibility and funding for the Outstanding Administrator Award. This item will be on the agenda for the Fall AAC meeting.

Past President Steve Vasquez moved: Leigh Johnson will serve as AAC Secretary for 2007-2008 Council year. Paul Vossen seconded.

Motion passed unanimously.

### AAC Meeting Schedule

Council discussed whether to hold three instead of two AAC meetings per year and commented that AAC must tackle substantive issues in order to increase participation. The following meetings were scheduled:

- September 18-19 Lake Tahoe with tour of UC facility
- February 5-6 San Diego with tour of SIO and meet SG director; invite new UCR dean

- June 3-4 Berkeley; invite new UCB dean; hold meeting at Berkeley Marina Marriott

## SUB-REGION REPORTS

### **North Coast and Mountain Sub-Region 1 Committee**

Chair Paul Vossen reported that it has been difficult to recruit members to the sub-regional committee. Combining sub-regions into regional committees may have resolved. Committee chairs and members need more direction concerning their responsibilities.

Discussion: President Elect Fe Moncloa suggested that chairs send committee members an email outlining their responsibilities. NCMR Sub-Region 2 Chair Rob Wilson commented that AAC may want to develop a letter that all of the regional committees could use.

Action Item: Once the proposed by-laws revisions have been approved, AAC President will develop and send to chairs of the regional committees a letter outlining their duties and responsibilities and explaining that active committee service will be addressed in the formula for allocating PST funds. He/she will direct the chairs to forward the letter to their members.

Action Item: Standing committee chairs will develop a handbook for their position and committee, including pertinent language from the by-laws and lessons learned for effective service.

Chair Paul Vossen continued with a report on Advisors' reactions to the report of the CE Advisor Task Force. Many commented that they did not see anything in it for them. They appreciated that some ideas in the report will help to increase salaries for new people. They did not see assistance for "good trooper" advisors, who have been doing more with less for many years. They requested a substantial, across-the-board cost of living increase. They hope that the next ANR VP will have a commitment to CE.

Discussion of CE Advisor Task Force report: Last statement on decoupled salary refers to people who bring an offer of a competitive salary for another, academic position.

Chair Paul Vossen reported that some advisors believed new positions should not be funded until farm advisor salaries are increased and that others want more positions.

### **North Coast and Mountain Sub-Region 2 Committee**

Chair Rob Wilson reported that the annual evaluation process was very time consuming. We need to integrate DANRIS-X, CASA and annual reviews. Extension activities were not well-documented in the annual evaluation process. There is much more narrative. It has not been demonstrated how well it will carry through to the merit process.

Several advisors commented that the CE Advisor Status Task Force addressed important issues, especially consistency in salaries among advisors to be addressed by career equity reviews and off-scale salaries.

New positions: many people stated that we can always use new staff, but that NCMR has filled many new positions recently.

### **Central Coast and Southern Region Sub-Region 1 Committee – No report**

### **Central Coast and Southern Region Sub-Region 1 Committee – No report**

### **Central Valley Sub Region 1 Committee – No report**

### **Central Valley Sub Region 2 Committee – No report**

**Executive Committee**

Action Item: Executive Committee will request a meeting with AVP Standiford (and new President Elect Paul Vossen) to discuss action items, motions and consulting policy. Rob Wilson wants to serve as regional chair.

Respectfully submitted, Leigh Taylor Johnson, Academic Assembly Council Secretary