

## Assembly Council Action Items

May 20-21, 2003

| <i>WHO</i>                         | <i>WHAT</i>   | <i>WHEN</i>       |
|------------------------------------|---|-------------------|
| Diane Metz                         | <b>ACTION ITEM:</b> <i>Diane will email the letter from President Atkinson to the board. The report provides information on contacting your legislature for support of UCCE statewide and local CE programs. A copy of President Atkinson's message can be found at <a href="http://www.ucop.edu/news/budget/issue7.html">www.ucop.edu/news/budget/issue7.html</a>.</i> | May 2003          |
| Diane Metz                         | <b>ACTION ITEM:</b> <i>Diane Metz will make a copy of the current list for Leigh and the Rules and Elections Committee.</i>   | July 2003         |
| Dan Marcum                         | <b>ACTION:</b> <i>Recommend the sub-regional rep issue be put on the September agenda for discussion.</i>   | Sept. 2003        |
| Diane Metz                         | <b>ACTION ITEM:</b> <i>Diane Metz will send the report forward and discuss it with Lanny. Add comment to cover letter that states that this report only goes back 5 years and there were inadequacies that go further back.</i>   | June 2003         |
| Gloria Barrett                     | <b>ACTION ITEM:</b> <i>Gloria Barrett accepted the appointment to serve as Academic Assembly Council's web-poster. She will post items for AAC beginning July 1st.</i>  | July 1, 2003      |
| Leigh Johnson                      | <b>ACTION:</b> <i>Leigh will work with Personnel on staggering appointments to keep internal consistency so not everyone goes out at one time.</i>  | July 2003         |
| Diane Metz                         | <b>ACTION ITEM:</b> <i>Diane will send AAC a copy of the Senate and Assembly addresses.</i>   | May 2003          |
| Mary Blackburn and Executive Comm. | <b>ACTION:</b> <i>The Executive Committee will work with Mary to finalize the plan by June 15<sup>th</sup>.</i>   | June 15, 2003     |
| New AAC Secretary                  | <b>ACTION:</b> <i>Name placards should have names printed on both sides</i>   | September Meeting |

## ASSEMBLY COUNCIL MEETING MINUTES

May 20, 2003

Town & Country Hotel, San Diego, CA

10:00 a.m. – 4:45 p.m.

**Attendance:** Jose Aguiar, Gloria Barrett, Mary Blackburn, Rebecca Carver, Ken Churches, Carol Collar, Rick Delmas, Chuck Ingels, Leigh Johnson, Steve Kaffka, Maggi Kelly, Marciel Klenk, Dan Marcum, Diane Metz, Dan Munk, Mike Murray, Antoon Ploeg, Carol Powell and Barbara Reed

The meeting was called to order at 10:05 a.m. on May 20, 2003.

### **Presidents Welcome and Report: Diane Metz**

After a brief welcome and introductions, Diane passed around the AAC committee list and asked members to write in changes and identify committee chairs for FY04. The group was then asked to review the minutes.

**MOTION:** Mike Murray moved to accept the minutes from the January 2003 AAC meeting as mailed. Seconded/**VOTE...PASSED**

Diane reported that she had not received any word on the AAC 2003-2004 budget request. Diane discussed the AAC's role in advocacy for support UCCE.

**ACTION ITEM:** *Diane will email the letter from President Atkinson to the board. The report provides information on contacting your legislature for support of UCCE statewide and local CE programs. A copy of President Atkinson's message can be found at [www.ucop.edu/news/budget/issue7.html](http://www.ucop.edu/news/budget/issue7.html).*

Diane reported that Regional Representatives tabled informing new advisors about AAC because of the hiring freeze. Diane thanked all the committees for their work over the past year. She further emphasized that action on the Strategic Plan needs to proceed today and not be postponed.

### **COMMITTEE REPORTS**

#### **Personnel...Mike Murray**

Mike passed out a copy of the Personnel Committee report and proceeded to make a few comments. The Personnel Committee completed the Ad Hoc Chair Survey and found improvements in the PR documents this year. Most of the comments were positive and there were no significant problems. The committee recommends three people be appointed on ad hoc committees rather than four.

Advisors who completed PR's this year were asked to participate in an online survey. Out of the 110 people sent surveys, sixty-nine responded. The committee will clarify the results and impacts of the responses at their next meeting.

While administration liked the new process, they feel there still needs to be some clarification on a few sections of the Blue Book. There are concerns about peer review journal criteria and letter of recommendations that need clarification. Also, Lanny feels PR's must include the current position description and if not, they should be disqualified from review. Mike was not able to report on the results of PR candidates this year because the Vice President has not completed his review. The Committee overspent its budget this year. He recommends annual PR training cost be absorbed by the Regional Directors rather than out of Personnel Committee funds due to the budget restrictions in the coming fiscal year.

Committee Chair for FY'04 will be Carol Collar with Fe Moncloa serving as Chair-elect and Jane Chin Young serving as Recorder.

**MOTION:** Rebecca Carver moved to accept the report. Seconded/**VOTE...PASSED.**

**Program Committee...Rebecca Carver**

Rebecca reported on the charges the committee was given:

Monitoring workgroup process...Lanny is doing this.

Distinguished Service Awards: The checks have been sent to recipients but there has not been an opportunity for a ceremony. Winners were: Sharon Junge, Steven Koike, Khaled Bali, Mark Grismer and Richard Snyder. The research team was given an extra \$5000. The committee is proposing that distinguished service awards be offered every other year and that a new award be added for those with five years of service.

Professional society travel: Applications are now on the web. The committee is collecting information on professional societies to include on the web. Travel awards are currently \$450 and the committee is requesting an increase. In addition they propose a \$1000 travel award for international travel every two years.

Professional Development Training: The committee organized a successful Statistics Training for Human Resources Advisors which was taught by Marc Braverman.

Rebecca asked the AAC Board for clarification on the charge that the Program Committee is responsible for getting publications on the web. The committee does not feel this is part of their responsibility.

**MOTION:** Dan Munk moved to accept the report. Seconded/**VOTE...PASSED.**

**Rules & Elections...Leigh Johnson**

Leigh reported that she will be the new chair of Rule and Elections and Gloria Barrett will be president-elect for Academic Assembly Council. The committee recommends that the terms of membership on the regional committees be staggered to get the right makeup of the committee. The Rules and Elections Committee is confused about what is the current committee list.

**ACTION ITEM:** *Diane Metz will make a copy of the current list for Leigh and the Rules and Elections Committee.*

The committee supports AAC. Discussion followed that we need to be specific so that staff people better understand what AAC does. The committee is concerned that some committees have trouble maintaining membership and recommend we go to three regions and eliminate the sub-regional representatives.

**MOTION:** Rebecca moved the bylaws be amended to consolidate sub-regions into regions. The motion received a second but it did not pass.

**ACTION:** *Recommend the sub-regional rep issue be put on the September agenda for discussion.*

**MOTION:** Mary Blackburn moved to accept report. Seconded/VOTE...PASSED.

#### **Welfare & Benefits...Barbara Reed**

The committee recommends further study on the salary issue. This will require more funding and recommends the report be sent to Admin Atkinson, Van Alfen and Gomes as well as campus deans.

**ACTION ITEM:** *Diane Metz will send the report forward and discuss it with Lanny. Add comment to cover letter that states that this report only goes back 5 years and there were inadequacies that go further back.*

**MOTION:** Mike Murray moved to accept the report. Seconded/VOTE...PASSED.

**MOTION:** Rebecca moved that this report be a separate report on the web site with a separate link to AAC on the DANR web page. Seconded/VOTE...PASSED.

**ACTION ITEM:** *Gloria Barrett accepted the appointment to serve as Academic Assembly Council's web-poster. She will post items for AAC beginning July 1st.*

#### **Strategic Plan Report...Mary Blackburn**

The strategic plan is on DANR web site in internal resources. Gabriele Kassner will be asked to put in a summary and announcement in the next ANR newsletter. It was suggested Mary Blackburn take pages 8 through 13 and make them the plan. The objectives should become action items. The introduction, pages 1 through 7 should be in a separate report. Expected outcomes can be worked on annually. Name ideas for the plan can be submitted to Mary Blackburn. All comments should be given to Mary immediately.

**MOTION:** Rick moved AAC get clarify suggestions to consolidate second half of the report and give Mary direction to make specific changes. Give Mary final comments by June 10 and final June 15 draft for final input for posting by July 1. Seconded/VOTE...PASSED.

**UC Riverside Campus...Antoon Ploeg**

The budget cuts continue to be a concern on campus. Travel funds were cut and things change continuously. Faculty is giving back SRA's to central campus pool.

**MOTION:** Barbara moved to accept the report. Seconded/**VOTE...PASSED.**

**UC Berkeley Campus...Maggi Kelly**

The budget cuts continue to be a concern on campus. There is no proposed plan but everything is on the table. Currently Berkeley has twenty CE specialists in four departments. Several also serve as adjunct faculty. Open positions will not be filled apparently.

**MOTION:** Leigh Johnson moved to accept the report. Seconded/**VOTE...PASSED.**

**Sub-Region 1 Central Coast & Southern Region...Carol Powell**

- The cost for professional society is expensive and advisors want monies to pay for membership or to be able to use donor funds to pay for dues.
- Want compensation for those who live in high cost of living places.
- Advisors ask that AC explore the pros and cons between a staff research assistant and a post-graduate research hire. AC responded this is an issue for the Regional or Personnel Office and the advisor should be directed there.
- There continues to be a request from those on the Federal Retirement System for equal treatment when actions are taken regarding benefits like caps.
- The final issue is directed toward the makeup of the Personnel Committee which advisors feel are staffed with the old guard and they want younger members to serve on the committee. Discussion on the makeup of the Personnel Committee was held and it was pointed out that the Rules and Election Committee is the one responsible for appointments.
- It was announced that Laura Tourte will continue on the committee, Mike Marzolla will serve for 3 years and the farm advisor position will be announced.

**ACTION:** *Leigh will work with Personnel on staggering appointments to keep internal consistency so not everyone goes out at one time.*

**MOTION:** Dan Munk moved to accept the report. Seconded/**VOTE...PASSED.**

**Sub-Region 2 Central Coast & Southern Region...Jose Aguiar**

- Jose emailed questionnaire to advisors in the region but only received 2 responses.
- The reduced budget is the issue on everyone's mind.
- Job security drew everyone to CE but now everyone is concerned about keeping qualified people.
- Private Industry is raising questions asking if University Administration is supporting CE.
- Staff people are questioning us being politicians rather than advisors. If so, we need mentoring period to transition into the position.

**MOTION:** Carol Powell moved to accept the report. Seconded/**VOTE...PASSED.**

### **Sub-Region 1 Central Valley Region...Dan Munk**

- UC delivers project is a positive experience and is gaining lots of support.
- Staff have question about the types of things we are giving to editors and what the editors really want. Perhaps we need more refining of what we want to project to the public.
- Concerning budget reductions, advisors felt they were getting good info via email but want to an opportunity at meetings where they could have input before budget is actually cut.
- Fee per service being discussed again and advisors want to know what is happening with this issue.
- Advisors feel the report from the governors committee on ag and natural resources was positive and request we use this report as an advocacy piece.
- The sub regional committee make up is still being developed. Anna Martin has agreed to serve as a representative.

**MOTION:** Rebecca moved to accept the report. Seconded/**VOTE...PASSED**

### **Sub Region 2 Central Valley Region ...Chuck Ingels**

- Advisors in the region want to know who is actually making the budget cuts, UC or the governors office?
- They also want to know why we haven't been asked for our input.
- They feel all academics should be treated equal and they don't feel the pay scale is adequate.

**MOTION:** Dan Munk moved the to accept the report. Seconded/**VOTE...PASSED**

### **Sub Region 1 North Coast & Mountain Region...Dan Marcum reporting for Yvonne Steinbring**

- Advisors want credit in their PR for past experience.

**MOTION:** Chuck Ingels moved to accept the report. Seconded/**VOTE...PASSED**

### **Sub Region 2 North Coast & Mountain Region...Ken Churches**

- Advisors have the same budget concerns already expressed.
- There is concern among 4-H staff that the loss of program representatives will affect the program and advisors will have less time for research, etc.
- Rumors hurt moral.

**MOTION:** Gloria Barrett moved to accept the report. Seconded/**VOTE...PASSED**

### **BUDGET REDUCTION DISCUSSION**

Diane passed out a copy of the AAC Budget Proposal with recommendations for 15% and 30% cuts. Discussion followed. Several Sub-region Committee chairs suggested conference calls replace meeting costs in the budget as a cost savings. Campus reps said they do not need money to meet. Personnel Committee spent more than was budgeted in the 2002-2003 year. The Program Committee feels awards could be given out every two years. The Statistics Training

session is important and should be continued. Concerns were expressed about AAC meetings being reduced. Rick Delmas recommended discussion on budget be tabled until we know more from Administration. There was consensus that AAC needs to meet in person with administrators.

### **PRESENTATION...Terry Salmon**

Terry presented a history of the Land Grant College, tracing the development of research to the present budget crisis.

**The meeting was adjourned until the following day.**

### **Minutes of May 21, 2003**

**Town & Country Hotel, San Diego, CA**

**8:30 a.m. – 11:45 p.m.**

**Attendance:** Jose Aguiar, Gloria Barrett, Mary Blackburn, Rebecca Carver, Ken Churches, Carol Collar, Rick Delmas, Cindy Fake, Chuck Ingels, Leigh Johnson, Maggi Kelly, Marciel Klenk, Lanny Lund, Dan Marcum, Diane Metz, Dan Munk, Mike Murray, Carol Powell and Barbara Reed

### **Strategic Plan**

Diane passed out copies of the updated and revised Strategic Plan and discussion followed.

**ACTION:** *The Executive Committee will work with Mary to finalize the plan by June 15<sup>th</sup>.*

### **Administrative Update...Lanny Lund**

Lanny discussed current budget expectations. The President has an Advisory Commission that is making personal contacts with legislators and a group testified in Sacramento May 20<sup>th</sup>. CE is trying to minimize layoffs and is looking at a LAP (Layoff Avoidance Plan) which may be offered if they can work out all the bugs so lawsuits can be avoided. If a LAP is offered, the monies cannot come out of the retirement fund. The monies would have to be self-financed.

The Merit and Promotion Process is on schedule. Merits will be funded this year. The budget crisis does not affect merits and promotion decisions.

**ACTION ITEM:** *Diane will send AAC a copy of the Senate and Assembly addresses.*

### **Break to listen to Town Hall Call...VP Gomes**

### **AAC 2003 – 2004 Plans... Dan Marcum**

- Dan discussed his plans to meet regularly with VP Gomes.
- He announced future AAC meetings would be held at Kearney Field Station (Sept 17, 18) and Arrowhead Conference Center later in the year.
- Some discussion about the locations followed.
- AAC Secretary has not been selected. This person must be approved at the September meeting.

- . Dan plans to keep CE staff informed through emails on his meeting with Gomes and AAC business.
- The AAC urged Dan to keep his emails short and to the point.

### **Meeting Evaluation**

The meeting room was poor for slides but otherwise it was a good location. Everyone agreed the group evening dinner and social was a good opportunity to relax and get to know each other. There was consensus that everyone contributed to the meeting.

***ACTION: Name placards should have names printed on both sides.***

Outgoing President Diane Metz thanked everyone for their participation and handed out faux certificated (real certificates will be mailed or presented to recipients) and especially Lanny for updating us on the budget crisis. Diane turned the gavel to Dan Marcum. Dan presented Diane a gift as a thank you for her leadership this past year.

The meeting was adjourned.

Respectively submitted by: Marciel A. Klenk, AAC Secretary 2002-2003

### **COMMITTEE REPORTS FOLLOW:**

#### **FINAL REPORT TO THE ACADEMIC ASSEMBLY COUNCIL ON SALARY AND COST OF LIVING ISSUES FOR COOPERATIVE EXTENSION ADVISORS**

Welfare and Benefits Subcommittee  
Respectfully Submitted May 20<sup>th</sup>, 2003  
Barbara Reed, Chair

#### **1) Compensation**

##### **SUMMARY:**

Previous discussions related to salary equity for Cooperative Extension Advisors focused on finding “comparable groups” or institutions for comparison. This was covered in the University of California Cooperative Extension Advisor and Specialist Salary Study conducted in 1995-96. According to that report, “there was no clear match found of the duties and responsibilities assigned to UCCE advisors with any other identified positions at the Comp 11.”

While that report established UCCE advisors did not have a peer group, it did not address issues related to salary growth over time for persons with similar duties and responsibilities outside of the Comp 11. The AAC Benefits and Welfare Committee spent the last 4-5 months of 2002 gathering information about salary growth for the years 1996 through 2001, both within the University of California and in a variety of employment sectors/job titles that could be held by people with a similar skill set and level of responsibility as UCCE advisors.

In all comparisons noted, UCCE Advisors fell far behind all other job classifications examined, for salary increases over time for the period 1996 to 2001. This was a limited project, done without funding augmentation to the Welfare and Benefits Committee. The committee recommends that a more comprehensive examination of this issue be initiated by the Academic Assembly Council either with AAC funding or through the Academic Personnel Office of the Division of Agriculture and Natural Resources.

**a) University Salary Growth and commitment to competitive wages**

In the AES Currents newsletter of August 9<sup>th</sup>, 2002, Neal Van Alfen reported on the budget, including salary information. He reported that the staff salaries had increased 23.4 percent and faculty salaries had increased 17.8 percent between 1998-99 and 2001-02. In the report on the budget from President Atkinson, November 2002, he stated "... we must provide salary increases for staff and faculty so that we do not fall further behind the market. Competitive salaries are key to quality - we must prevent further salary erosion and also begin to close the salary gap." **During this same period (98-02), Cooperative Extension Advisor salaries increased an anemic 6.2 percent.** Table 1 shows the divergence in salary growth for Cooperative Extension Specialists and Advisors between 1996 and 2001. Laosheng Wu reported on UC SRA salary information obtained from UCR Payroll. The percent change from '99 to '01 was 6% – 12 %, with the biggest increase occurring from '99 to '00.

President Atkinson reiterated his November message in his budget report on 4/15/03. He stated that, "maintaining competitive compensation for faculty and staff remains a high budget priority for UC. . ." This was further emphasized by Vice President for Budget, Larry Hershman. In the same communication, Hershman said that, "system-wide faculty salaries are expected to lag U.C.'s comparison institutions by approximately 9 percent next year, and that this continued erosion of competitive faculty compensation is putting real pressure on the University's recruitment and retention efforts. He also noted that faculty undergo extensive peer reviews every three years to determine merit and promotion status, and that a serious inequity would occur for the one-third of the faculty scheduled for review in a given year if faculty merit increases were not paid in that year. Cooperative Extension Advisors are no different from any other academic classification within the UC when it comes to being competitive in the marketplace. The data presented below shows UCCE Advisor salary growth lagging behind all other groups surveyed.

**b) Outside of UC**

- i) Department Heads: Barbara Reed collected information on this group. As equivalent positions to County Directors, Glenn County Department Heads had an increase in salaries between 1996 and 2002 averaging 32.2% (Table 2). This salary increase brought County employees' salaries in line with

surrounding counties. An inquiry into State Labor Market information for the general search “department heads” found the following information. The mean annual wage for general and operations managers for 2001 is \$87,462. The description follows below:

**(1) General and Operations Managers (SOC 11-1021)**

Plan, direct, or coordinate the operations of companies or public and private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Include owners and managers who head small business establishments whose duties are primarily managerial.

- ii) Agriculture Biologists- County positions: Barbara surveyed a limited number of Counties to find the change in salary over time for Agricultural Biologist positions. These positions generally require a B.S. as well as licensing (and several years of experience for the higher steps). For the counties that responded, increases were between 4-5% per year between 1997 and 2002.
- iii) Human Resources Personnel: Dorothy Smith examined public health nutritionist (Table 3). Salaries in Arizona and public health physician’s salary nation wide. She also contacted several California County Health Departments. Most had information about current salaries. Historical data was not readily available but could be obtained via a written request. In her discussions with Human Resource staff regarding salary, they indicated that salaries were adjusted approximately every two- three years to stay level with the current market (not COLA). Follow-up calls requesting how this market adjustment was determined revealed that in 90% of the cases “in-house staff did a very informal market salary survey.”
- iv) Youth Development Personnel: Marilyn Johns provided data on similar positions for those working with youth, including educators in the Public School Systems and Park and Recreation Departments that do youth development programming and found salary growth averaging 5-6% per year (Table 4).

Table 1.

| <b>Growth in Specialist and Advisor Salaries between 1996 and 2001.</b> |             |                  |                                |
|---|-------------|------------------|--------------------------------|
| <b>% Specialist Salary Growth</b>                                       |             |                  | <b>% Advisor Salary Growth</b> |
|   | <b>Step</b> | <b>1996-2001</b> | <b>1996-2001</b>               |
| Assistant   | 1           | 54.9%            | 10.9%                          |
|   | 2           | 55.2%            | 10.9%                          |
|   | 3           | 54.4%            | 9.8%                           |
|   | 4           | 54.9%            | 9.6%                           |

| <b>Growth in Specialist and Advisor Salaries between 1996 and 2001.</b> |             |                  |                                |
|---|-------------|------------------|--------------------------------|
| <b>% Specialist Salary Growth</b>                                       |             |                  | <b>% Advisor Salary Growth</b> |
|   | <b>Step</b> | <b>1996-2001</b> | <b>1996-2001</b>               |
|   | 5           | 53.7%            | 10.0%                          |
|   | 6           | 52.5%            | 10.1%                          |
| Associate   | 1           | 53.6%            | 9.9%                           |
|   | 2           | 52.4%            | 10.0%                          |
|   | 3           | 52.8%            | 9.9%                           |
|   | 4           | 54.9%            | 9.9%                           |
|   | 5           | 54.3%            | 9.7%                           |
| Full  | 1           | 43.8%            | 9.7%                           |
|   | 2           | 44.2%            | 9.9%                           |
|   | 3           | 42.4%            | 9.8%                           |
|   | 4           | 41.2%            | 9.8%                           |
|   | 5           | 40.8%            | 8.8%                           |
|   | 6           | 40.5%            | 8.8%                           |
|   | 7           | 40.1%            | 10.0%                          |
|   | 8           | 36.3%            | 8.8%                           |

Table 2.

| <b>Glenn County Salary Changes 1996-2002</b> |             |                |                           |
|--|-------------|----------------|---------------------------|
|  | 1996        | 2002           | % increase                |
| Agricultural Commissioner                    | \$54,028.00 | \$85,800.00    | 37.03%                    |
| Animal Control                               | \$30,576.00 | \$40,248.00    | 24.03%                    |
| Assessor                                     | \$50,154.00 | \$80,412.00    | 37.63%                    |
| Building Director/Inspector                  | \$44,382.00 | \$65,561.00    | 32.30%                    |
| Probation                                    | \$49,894.00 | \$78,416.00    | 36.37%                    |
| County Counsel                               | \$67,473.00 | \$100,630.00   | 32.95%                    |
| Director of Finance                          | \$53,846.00 | \$85,800.00    | 37.24%                    |
| Public Works                                 | \$64,142.00 | \$91,104.00    | 29.59%                    |
| District Attorney                            | \$65,728.00 | \$91,104.00    | 27.85%                    |
| Health Services                              | \$65,832.00 | \$95,742.00    | 31.24%                    |
| Human Resource Agency                        | \$65,832.00 | \$95,742.00    | 31.24%                    |
| Personnel                                    | \$52,702.00 | \$72,779.00    | 27.59%                    |
| Public Guardian                              | \$34,632.00 | \$50,356.00    | 31.23%                    |
| Sheriff                                      | \$58,006.00 | \$89,273.00    | 35.02%                    |
|  |             | \$80,211.93    | 32.24%                    |
|  |             | Average Salary | Avg. increase all classes |

Table 3.

| <b>Public Health Nutritionist Salaries in Arizona and Nationwide Public Health Physicians Salaries</b> |           |           |            |
|--|-----------|-----------|------------|
| Public Health Nutritionist   |           |           |            |
|  | '97       | '02       | % Increase |
| Nut I  | \$11.98   | \$15.16   | 20.97%     |
| Nut II   | \$13.70   | \$17.59   | 22.1%      |
| Nut III  | \$14.70   | \$18.94   | 22.38%     |
| Public Health Physicians   |           |           |            |
|  | '98       | '00       | % Increase |
|  | \$120,810 | \$133,218 | 9.3%       |

2) **REGIONAL COST OF LIVING ADJUSTMENTS**-The committee was also charged with examining compensation models that are adjusted for geographic differences in cost of living. Marilyn Johns provided this information both from a private employer (FedEx) and online relocation calculators.

a) Salary Adjustments for Geographic Areas - FedEx

i) FedEx uses a market level program because prevailing local wage rates vary from one area to another. The program tailors FedEx wages to local rates.

ii) Determination data to establish appropriate market level:

(1) Local Wage rates. A Prevailing Wage Rate Index is provided by the Economic Research Institute (ERI). Local rates are compared to national rates and a market level established. If the local wage rate is higher than the national average wage rate, the wage index would be a percentage of the national rate, and a market level assigned.

(2) Competitor company wage rates, local recruitment and retention data, rates for existing neighboring staff, recommendations of local management

(3) In certain premium market level designations, a geographic pay differential (GPD) for salaried employees is also given. It shows up as a separate pay line on the payroll check stub. It is identified as a percentage of salary, and tied to specific market level designations.

(4) Data is adjusted quarterly. Cost of living is a factor that can influence prevailing wages in a local area, and thus adjust market level designation. Cost of living is considered as a factor, but the primary emphasis is on the overall prevailing wage rates of the local community.

b) Relocation Calculator Information

i) Compare cost of living in hundreds of cities, across states, etc.

(1) <http://www.homefair.com/homefair/calc/salcalc.html>

(2) <http://www.onlinerelocation.com/cola.htm>

(3) <http://cgi.money.cnn.com/tools/costofliving/costofliving.html>

(4) <http://www.news.cornell.edu/releases/May97/ilrwebsite.dg.html>

ii) One of the most interesting links sends browsers to the Salary Relocation Calculator supplied by the Center for Mobility Resources. The calculator compares cost of living figures for various cities. Here, browsers can enter the city and state in which they work and then their current wage. By clicking on another city, the Salary Relocation Calculator will compute how much money one needs to earn in that city to maintain a suitable quality of life. According to the Salary Relocation Calculator, \$75,000 in San Francisco is equivalent to \$40,000 in Syracuse, and a \$100,000 salary in Manhattan is comparable to one of \$36,444 in Mobile, Ala.

**Continued on the next page:**

Table 4.  
**Research in HR Area - 4-H Youth Development Advisor  
 Similar Job Classifications**

|  | 1994   | 1995   | 1996 | 1997   | 1998 | 1999   | 2000   | 2001   | 2002    | Difference<br>(last less<br>first) | Overall<br>%<br>change | # Years<br>(first to<br>2002) | Change<br>per year |
|--|--------|--------|------|--------|------|--------|--------|--------|---------|------------------------------------|------------------------|-------------------------------|--------------------|
| Recreation Director *<br>Employer - City               | 80,537 |        |      | 85,446 |      |        |        |        | 120,473 | 39,936                             | 49.6%                  | 8                             | 5.2%               |
| Elem School Principal<br>Employer - School<br>District |        | 56,910 |      | 61,589 |      | 72,782 |        | 87,024 |         | 30,114                             | 52.9%                  | 7                             | 6.3%               |
| Education Director *<br>County Office<br>of Education  |        |        |      | 61,656 |      | 64,188 | 73,788 |        | 78,300  | 16,644                             | 27.0%                  | 5                             | 4.9%               |

Notes

Figures are from salary schedules at lowest step. Education director position salary doesn't include health insurance contribution (reported at \$500-\$600/month employee cost).

Challenges/Barriers to Obtaining Information

1. No obtainable aggregate database across state.
2. Considerable variability within and across counties - each school district different and each city different
3. Historical data available only via personal visit to HR personnel.

Current salary and job description were obtainable via web sites, per specific city or school district. Information about salaries from previous years was much more difficult to obtain, requiring a personal visit to the HR Dept. of a school district or visit to city hall.

**Academic Assembly Council  
 Program Committee Report  
 Spring 2003**

This report is being prepared by Rebecca Carver, outgoing chair of the Program Committee with sections inserted from committee members who have championed efforts of the committee. As of July 1<sup>st</sup>, Cindy Fake will be the Chair of this committee. She received all files at the May meeting and is taking the lead on committee business. She will work with the Rules and Elections committee to maintain a fully staffed committee.

The following update comes from Rollie Meyer who has taken the lead in administering Professional Society Travel Funds.

### **Professional Society Travel Funds Subcommittee Report**

#### Information on recent activities:

In FY 2002-03, beginning July 1<sup>st</sup> through March 31<sup>st</sup>, we had 107 requests for travel during the period that were awarded and utilized while only 15 requests were received for the April-June 2003 period. This brought the total for the year to 122 which is slightly below the previous average of 132. Historically, requests during the July-Dec period have been somewhat more numerous than other quarters and this year was nearly as large as several years in the past. Approximately 80% of the longer term average awards have been used for travel within the United States and a little less than 20% for travel to international professional society meetings. Total funds utilized this year were slightly below the longer term average allocation which has been about the same for perhaps 10 years or more but funds have been carried forward to accommodate the "high request" years.

#### Ongoing work – proposal to augment awards, etc.:

Advisors and Specialists are eligible for the reimbursement of travel expenses for one meeting per fiscal year. The travel awards are \$450 per meeting, which does not go very far with current airline and hotel costs. The committee is currently evaluating a somewhat larger request -- \$600 annually instead of the current \$450 with the option of up to \$1000 allowed every other year for international travel requests. A comparable increase has been made to an existing UC Davis Academic Federation program.

The next section was submitted by Ramiro Lobo who took on the leadership of the research training.

### **STATISTICS TRAINING SHORT COURSE A GREAT SUCCESS!**

The UC Academic Assembly Council in collaboration with the ANR Biometrics Workgroup sponsored a three-day statistics training seminar/short course entitled **“Surveys, Tests, and Questionnaires.”** The short course, held in Davis from March 4-6, 2003 was a great success according to the feedback received from participants. It was conducted by Dr. Marc Braverman, a 4-H Youth Development Specialist at the University of California, Davis and targeted University of California Cooperative Extension Advisors and Specialists working in the areas of Human Resources across the state.

The goal of the short course was to improve the understanding and skills of participants to effectively use survey instruments to assess the needs of clientele or to measure progress and impacts of research and extension programs. The short course covered a variety of issues related to the planning, design, development, and evaluation of survey instruments. It was conducted in a very interactive way and included a combination of

classroom presentations with hands-on activities, including practical applications of the concepts learned in a lab setting.

A total of 27 participants attended the course. The list of participants included Cooperative Extension Advisors and Specialists representing all geographic areas of the state. All of them are members of the Assembly Council and many were also members of the UC-ANR Biometrics Workgroup. All participants were extremely satisfied with the relevance and usefulness of the material covered for their research and extension efforts, with the format and organization of the seminar, and with the quality of instruction provided by Marc Braverman. A list of all seminar participants, and a summary of the comments provided in the evaluation form are enclosed for your information.

**Statistics Training Seminar Evaluation:**

| <b>Please rate this short course on the following items:</b><br>(5=Most Satisfied & 1=Least Satisfied) |   | <b>Avg. Rating</b><br>(N=24) |
|--|---|------------------------------|
| 1  | Was the content of this short course relevant for your work?              | 4.88                         |
| 2  | Were the sessions enjoyable?  | 4.79                         |
| 3  | Are you satisfied with the amount of new material that you learned?       | 4.50                         |
| 4  | Was the instructor knowledgeable about the subject matter?                | 5.00                         |
| 5  | Would you be interested in attending similar short courses in the future? | 4.67                         |
| 6  | Overall, was this a good course?  | 4.79                         |
| 7  | Overall, was the instructor a good teacher?                               | 4.92                         |

The third major activity for the Program Committee is the administration of the Distinguished Service Awards Program. Winners for 2002 were announced in ANR publications but a ceremony was not held due to the budget crisis. Plaques were not distributed. Checks were received by the winners. Recipients seemed appreciative and a couple wrote thank you notes to Henry Vaux for supporting the program.

**Winners were: Sharon Junge for Extension; Steven Koike for Research; and Khalid Bali, Mark Grimsmer, and Richard Snyder for Teamwork.**

The report on year one with recommendations for year, having been presented and accepted at the winter meeting of AAC, was sent forward to Henry Vaux. It includes a recommendation for *an additional award for New Professionals.*

Given the budget crisis, the AAC President, Diane Metz, after discussing the matter with Rebecca Carver, Program Committee and Awards Committee Chair, recommended that the AAC Awards be given every other year rather than annually and that the New Professionals Award be added to the group of awards.

Given the budget crisis, we have not gone forward with the Awards Program this year. Matteo Garbelotto has been taking over the role of Chair of the Awards Committee.

### **Central Valley Sub-Region 1 Report—by Dan Munk**

Central Valley regional advisors have continued to be relatively optimistic in their attitudes to the upcoming changes due to budget reductions and there are many signs of outreach to clientele that support the division and local county activities. Advisors have commented on the strength of the UC Delivers program though some have said that they hope the program will be timely enough before budget cuts take effect. UC Delivers editors have made comments back to advisors regarding content that in some cases reflects a will to change the outcome of a project or put a different “spin” on valuable research in agriculture. One issue that came up recently was a UC Delivers report on pesticide use in the state. The editor felt that the researcher needed to readdress issues on chemical use in agriculture and commented the UC researcher was “promoting pesticide use”. This may reflect the real gap in understanding between laypersons and agriculture and perhaps future training can work to manage these issues.

Regarding budget issues, one advisor has written me with the concern that ANR has been good at getting general budget update information out to advisors on how the division would broadly handle budget reduction issues, ie. research fund reductions will be drastically cut and fee for service is being examined—yet again. There really is little information available on how further cuts will specifically effect the division and a suggestion was made to move this discussion into a more open forum with advisor/specialist input. Finally, a suggestion was made to take the recent governor’s committee on Agriculture and Natural Resources report and get authorization to distribute this letter amongst the legislature for their review and consideration.

Respectfully submitted by Dan Munk  
Water, Soils and Cotton Farm Advisor

### **Central Valley Region, Sub-region 2 Report—by Chuck Ingels**

There have been very few concerns expressed by Advisors in this subregion. I and some other people still believe that the two CVR sub-regions should be combined due to lack of interest and because of the likely downsizing of UCCE.

We would like to hear more discussion about whether the upcoming UCCE budget cuts are being implemented by UCCE or the by Governor's office. Will UCCE just suggest that CDs make   ?   % cuts in each office? Why have we not heard more about a strategy?

The current budget crisis is obviously of paramount importance. What role has AAC had in helping administration develop a strategy in terms of being consulted, providing effective feedback to Dr. Gomes etc.?

We should is for the legislative budget committees to specify in their budget revision back to the Governor and UC that the University must treat Experiment Station Organized Research and Cooperative Extension the same as it treats the Instruction and Research academic programs. If reductions are necessary, all academic units should be treated equally.

Farm advisors' pay scale is still way behind where we were in 1991 compared to adjustments in the consumer price index. It is going to get farther behind in the future unless action is taken now. Although money is obviously short, that shouldn't be allowed to be used by the administration as an excuse to continue to discriminate against the farm advisor salary scale. We deserve equal treatment with the other academics in this university. After all, there are only 263 of us in the entire system! The University can find the money if it is pushed hard enough.

### **Southern and Central Coast--Sub region 1 Report by Carol Powell**

The following issues and concerns were raised in Sub region 1:

Professional Society costs...would like to see the cost for joining professional societies addressed. Advisors suggest that the University give each academic a set fee for professional society costs such as \$150 a year. Since being active in PS is a basic requirement for professional development, we should have costs defrayed. Since cost of living and salaries are not keeping up with costs this would assist the advisors in joining professional societies.

Cost of Living Factors: Advisors want the University to seriously address this issue. It comes up at every association meeting. What is our next step?

SRA's vs PGR's: Advisors would like some direction on strengths and weaknesses of using these job descriptions for research assistants at the county level. Does UC in general recommend PGR hires as opposed to SRA hires?

Advisor Comments: "Administration needs to rethink the restrictions on the use of various donors funds for professional society membership and periodicals. Budget situations and lack of raise could be cited as reasons to rethink this restriction.

Concerns were raised about the same "old timers" being on personnel committees in key roles. As new people come on board we need to extend opportunities to them. Also there have been some "old timers" that have never been on committees that would like to be. They also want to be on the Personnel committee, not just ad hoc committees.

## **North Coast and Mountain Region Sub-region 1 Report by Yvonne Steinbring**

The committee to represent us at the Academic Assembly Council will be as follows:

James Waldvogel, chair (term ends 7/1/2004)  
Paul Olin, (term ends 7/1/2004)  
Paul Vossen, (term ends 7/1/2005)  
Jane Chin Young (term ends 7/1/2005)  
Gloria Espinosa Hall (term ends 7/1/2005)

Thank you to these competent colleagues for agreeing to be our liaison with Academic Assembly Council. I hope you will keep them informed of your concerns. Thank you for the opportunity to serve on this committee this past year. –*Yvonne Steinbring*

Additional Comments from Dan Marcum for NCM Sub-region 1--May 2003

- Only two responses to a request for input.
- Interest includes concerns about equity and fairness to new employees, particularly about credit for pre-CE career experienced.
- Other input notes that the Assembly Council needs to work with Administration to enhance the CE profile statewide.
- General conversation with others in the region discovered that many are not aware of the propose, mission, past accomplishments, and future plans of the Assembly Council. The “connection” and opportunity for input appears to be strongest through administrative channels where the shots are called on budgets.

### **Plans for Assembly Council 03-04--D.B.Marcum, May 2003**

Background: The mission of the Assembly Council is to “enhance the impacts of CE programs and address the professional needs”. Activities of the Council to accomplish this goal consist of

- 1) Three general meetings a year,
- 2) Numerous committee meetings
- 3) Direct interaction of the President and Executive Committee with Administration.

Actions and Changes: I propose two changes in the Assembly Council in the 2003-04 year.

1. Direct and frequent communications between the Assembly Council and Reg Gomes, coupled with direct and frequent communication with members of the Assembly Council using email and out web site. This means I will be meeting with Reg monthly and communicating with you monthly. Members get to define the issues and concerns; council leadership meets directly with administration to take those concerns and issues to administration.

2. Development of informed, documented and supported position papers for administration and us. We will choose our topics at our September meeting, have draft documents at our January meeting and have final documents at our May meeting.

Identification of the issues--July – August 2003

Committee leadership will be asked to meet with members to determine the issues and bring back a list to the Sept 17-18 Meeting at Kearney Ag Center.

Some of the issues I hear are

1. Outside income
2. Curriculum
3. Core programs and people to keep
4. Health care
5. Putting all of CE on the same salary scale
6. Defining aspects of our CE culture that relate to function
7. Taking the CE needs message to our support groups

At the September 2003 meeting, this list will be narrowed to a few issues we can realistically deal with. If standing committees do not want to take on work clarifying the issues and responding to them, special committees will be appointed.

September 2003 – January 2004

This will be a time for committees to develop draft position documents for council review. The January 2004 council meeting will be Wed and Thurs Jan 14-15 at the Lake Arrowhead Conference Center.

February 2004 – May 2004

Final documents will be approved at the May 2004 Council Meeting Tues and Wed May 18-19 at Davis.