

Minutes approved February 7, 2014
ACADEMIC ASSEMBLY COUNCIL
May 30, 2013
Plum Room, ANR Building, UC Davis

MEMBERS ATTENDING:

John Karlik, President
Matthew Portillo, President Elect
Brenna Aegerter, Secretary
Kevin Day, co-Chair of PACE Committee
Anna Martin, Chair, Personnel Committee
Eta Takele, Past-Chair, Welfare & Benefits Committee
Joe Grant, Chair-Elect, Program Committee
Tom Turini, Chair, Rules and Elections Committee
Andre Biscaro, Chair, Advisor Committee
Kent Daane, Chair, UC Berkeley Specialists Committee

GUESTS:

Tu Tran, UC Asst Vice President, ANR Business Operations
Kim Rodrigues, Executive Director for Academic Personnel

MOTIONS MADE

Anna Martin made a motion that we approve the Policy & Procedures Handbook of the Welfare and Benefits Committee. Matthew Portillo seconded. Motion passed.

Matthew Portillo made a motion to appoint Brenna Aegerter for a second year as AAC Secretary. Kevin Day seconded. Motion passed.

John Karlik made a motion that we charge the Welfare and Benefits Committee with investigating the salary equity issue. Kent Daane seconded. Motion passed.

Business Meeting

John Karlik called the meeting to order at 10:09am.

I. Approval of Previous Minutes. Anna Martin made a motion to accept the minutes of the January 31, 2013 meeting. Matthew Portillo seconded, Motion passed.

II. Officer Reports

- a. President – A newsletter was produced and John received good feedback from it. John presented poster on AAC at Statewide Conference in Ontario. Developed and submitted an AAC Budget request which included an increase in Professional Travel Awards to \$750 per award (with same number of awards as previously). And requested monies for Distinguished Service awards for 2013-2014. There is a

- new process: administration asked for budget for 3 years out and with more justification (text).
- b. Secretary. Assisted President with production of Quarterly Newsletter, and ANR conference poster. Updated website.

III. Committee Reports

- a. Rules & Elections. Written report submitted. Tom Turini presented. Rules and Elections needs a Chair-elect (David Lile is willing and so will likely assume Chair for 2013-2014).
- b. Personnel – Anna Martin presented and also submitted written report.

Anna Martin will continue for second year as chair in 2013-2014 as her Chair-elect has stepped down. A by-laws modification affecting make-up of the Personnel Committee was made by a past chair and Anna will present to her committee at their July meeting.

Supporting and rewarding mentoring. Matthew brought up idea of providing incentives for mentorship. DSA award for mentors? Increased emphasis in M&P process? Mentoring is often done by those at upper ranks, but is mentoring valued as much as first-author publications for those in the upper ranks? Money for travel for mentor and mentees to visit each other? Could this be part of AAC budget?? At UCB, suggestion to have clusters of CE hires, but has not yet happened. New advisors need connections to cooperators, other advisors (especially in more isolated assignments).

Discussion about whether advisors are reviewed too much. UCB – 2 to 3 years schedule. UCR – you can submit package whenever you want. For Specialists, there is no consistency between campuses. Difference in how much emphasis on publications, etc. But evaluation of Specialists is outside realm of AAC?
- c. Program – Joe Grant presented, Rachel Surls also submitted a written report.

Quick start guide to go with Orientation Manual (now finished). Mentoring manual – close to finished – done by end of June. Call for DSA awards goes out in August-September. They are going to streamline the call for nominations. Would be nice if DSA awards could be given in same years as Statewide Conference if possible. Joe Grant is Chair-Elect. They would like a fifth member, preferably from HR program area.
- d. Welfare & Benefits – Eta Takele presented. Marcum submitted written report. Blake Sanden is Chair Elect.
 - i. Amounts for Professional Travel Awards and Professional Development funds.
 - ii. Salary scales for CE Advisors. Discussion of issues of equity, but also recruitment and retention of advisors.
- e. PACE Committee Update – Kevin Day, co-Chair presented. PACE is presenting report to Barbara on Monday June 3rd and to Program Council the following week. Report will be available to public after that.

M&P process rewards those pulling carrots (PI on projects) and not those cutting up the carrots and handing them out.

Process (survey and listening/dialogue sessions were positive experience. Should this process be repeated regularly? Every 5 years?

Note that PACE will not be making recommendations as charge was to gather information.

- f. Advisors – Andre Biscaro, Chair – mentorship is key for newer advisors. We suggested the Advisor Committee might want to have a conference call and decide on Chair (for 2013-2014) as well as a Chair-elect.
- g. Academic Coordinators – written report submitted.
- h. Specialist Reports
 - i. UCB – Kent Daane is chair. UCB Specialists are concerned about promotional packages. Achieved equivalency with faculty payscale. But now issue is full equivalency (having graduate students). Recruitment committees are one specialist and 4 AES. Old guard sees that these new specialists will be so basic that will be even less likely to work with advisors. UCB has no split appointments in new hires. Publications and grants are most important factor in promotion packages. UCB ESPM looks at specialists as additional faculty from different pot of money. Give them 0% I&R appointment so they can help with teaching load. Dean Keith Gilless is supportive of CE, but recruitment committees favor applicants with publications in prestigious journals. Once on campus, hard to keep them on CE mission and not get dragged towards basic research. Two new hires in Air Quality and Global Climate Change –will they work only with other faculty at UCB?
 - ii. UCD – No report.
 - iii. UCR – No report.

ADMINISTRATIVE UPDATE

At this point we were joined by Kim Rodrigues, Executive Director for Academic Personnel and Tu Tran, Asst VP, Business Operations.

Kim Rodrigues had handout on current recruitments for advisors; also handouts on projected retirements among both advisors and specialists.

Compliance of ANR admin handbook with UC APM. ANR 350 revision is done. Next is ANR 315 with respect advancement, including an update related to the opportunity to seek a Career equity Review. She reported that she does not take handbook updates lightly, they go through a transparent process and AAC has input. The Academic Policy Committee and Personnel Committee will be involved in update of section 315.

ED Rodrigues was asked about resignations of newer advisors. She reported that most have left because of personal reasons (family moving, etc.). Two have separated because of higher salary offer elsewhere. Retention offers can be made. Only a few recruitments have failed because of salary. Exceptions have been Bay Area and Bishop (due to higher cost of living). The process to change the academic salary scales is very complex and requires leadership at the VP level. But maybe there could be a discussion between Welfare & Benefits and administration about things that could be done. One suggestion was “low interest” mortgage loans. Currently, only Senate faculty can get

these “MOP” loans. Kim reported that VP Barbara Allen-Diaz would like to do something about salaries for UC ANR advisors and is seeking strategies to advance equity among UC ANR academics.

Assistant VP Tu Tran reported to us on administration of business operations.

There was discussion about the burden of administrative duties for advisors. Some counties are more disadvantaged than others on what level of county administrative support they have. Offset to make things fairer? Politicians requiring more accountability, so now we have to do more paperwork. So UC creates systems to create reports for the government. This relates to Joni Ripee and Karl Krist trying to replace various systems (e.g. CRIS, M&P, Danris-X and CASA) with a single system. AAC should invite Karl Krist and Joni Ripee to next meeting to talk about the new system.

Kim Rodrigues was asked about approval of consulting requests. She explained that consulting has categories 1 2 & 3. Category 1 is most likely to create conflicts of interest or conflicts of commitment (has the person fulfilled their local commitments to their clientele?). Requests are reviewed by CD of your county as well as by CD of other county. CDs make a recommendation to administration about approval, Bill Frost is the decision maker, and appeals are possible.

Rodrigues was asked how we can better support mentoring. She suggested trying to tie mentoring to existing funded events (SI conferences). But she said to talk to her about other ways to pay for mentoring opportunities.

PR Process. Bill Frost has to look at 80 Program Review packages, plus Annual Evaluations for all CDs and REC Directors. Letters are currently ready to go with a June 10th date. There was a 90% approval rate. Generally there are 2 to 3 appeals per year. There will be a meeting in July with Bill Frost to discuss how the process went this round. Streamlined merits are harder on the reviewer because of the format, so can sometimes affect the outcome in the case. A member of the Peer Review Committee reported on how rigorous and time-consuming the process is for them. This round the Peer Review Committee achieved consensus on all cases but one. Kim Rodrigues is a facilitator of the process; she does not have a vote on the Peer Review committee.

IV. Old Business

- a. Policy & Procedures Handbooks
 - i. Welfare & Benefits Committee. Anna moved that we approve the Policy & Procedures Handbook of the Welfare & Benefits Committee, Matthew seconded, motion passed.

- ii. Academic Policy Committee – standing committee, but functions more like an ad-hoc committee. No Handbook currently. We might want to revise the by-laws to make the Academic Policy ephemeral – only when needed to revise policy.

V. New Business

- a. Needs assessment (survey of membership) to determine charges for AAC committees; inform a Strategic Plan update? Matthew Portillo suggested we create a committee - combine people with Long and short in service. Suggestion to have an executive committee meeting via (phone conference?) after PACE report comes out to determine charges for committees.
- b. Next AAC meeting dates were set for February 6th, 2014 and May 29, 2014. Action item: send meeting dates to Bill Frost and Barbara Allen-Diaz.
- c. **MOTION**
Matthew Portillo made a motion to appoint Brenna Aegerter for a second year as AAC Secretary. Seconded by Kevin Day. Motion passed.
- d. **MOTION**
John Karlik made a motion that we charge the Welfare and Benefits Committee to investigate the salary equity issue, seconded by Kent Daane. Motion passed.
Meeting was adjourned at 2:30 pm.

Respectfully submitted,

Brenna Aegerter

The following are written reports submitted by the committees.

Rules and Elections Committee Report to AAC, May 30 2013.

Elections: Elections for President Elect and for the Rules and Elections Committee Vacancy were held. The ballots were made available on 15 Mar and closed on 1 Apr. Kevin Day (Pomology Advisor in Tulare County) is the 2013-14 President Elect and Steve Fennimore (Weed Science Specialist, Salinas) is the new member of the Rules and Elections Committee.

Dissolution of Advisor Committees based on Former Regions: The By Laws were rewritten to reflect the dissolution of the regional advisor committees and forming a single Advisor Committee with between 4 and 7 members. The recommendation was approved by a vote AAC, so there is currently a single committee. The roster is now current for this change.

From Feb 2013, substantial efforts were made to populate the Assembly committees. Efforts to fill the committees for 2013-14 fiscal year are ongoing. The newly

reconfigured Advisor Committee has sufficient membership, and there have been appointments made to the Personnel Committee to fill vacancies left by those rotating off in 2013. Steven Worker (4H YD Acad. Coord: CVR) had accepted the position of chair elect of the Rules and Elections Committee in Aug 2013, but within the last two months accepted a position on the Personnel Committee, so there is no chair elect in this committee currently. Additional time will be devoted to this in early June.

As the new members and committee chairs become active, it is important that chairs be reminded to contact members on their committee soon after 1 July, so that committee members know of the level of activity of the committee.

Academic Assembly Council Personnel Committee

Update Report 2012-2013

2013-2014 Personnel Committee Members:

NAME	TITLE	END DATE	NEW MEMBER	TITLE	END DATE
Anna Martin, Chair	HR Advisor	2015			
Janine Hasey, Past Chair	Ag Advisor	2014			
Pam Geisel	Academic Coordinator	2013	Steven Worker	Academic Coordinator	2016
Kurt Hembree	Ag Advisor,	2014			
Scott Stoddard	Ag Advisor	2013	Khaled Bali	NR Advisor	2016
Larry Forero	CD/ NR Advisor	2015			
Steve Tjosvold	Ag Advisor	2014			
Sue Manglallan	HR Advisor	2015			
Ben Faber	Ag Advisor	2015			

2013

- Due to unavoidable conflicts, Sue Manglallan will not be able to be Chair in 2013/2014. She will continue as a member of the PC. Anna Martin has agreed to continue one more year as Chair and Janine Hasey as Past Chair.
- April 11, 2013 meeting at the ANR conference in Ontario to review Ad hoc reports to ensure mentoring nature of reviews and recommendations
- Worked with Tom Turini and the Rules/Election Committee to appoint two new members to the AAC PC (See above changes).
- Pending: Need to identify and ask one of the new members to commit to being Incoming Chair next year—3 year cycle: Incoming Chair, Chair, Outgoing Chair
- Scheduled July 2, 2013 face-to-face meeting in Davis—Bill Frost and PRC will meet with the PC for a portion of this meeting to discuss the merit and promotion process (what worked, what didn't work, and improvements). The discussion will take into account the advisors and academic coordinators/administrators perspective as well as the reviewers themselves i.e. Bill Frost, PRC, AdHoc Committees. Agenda setting for the meeting in process.

2013/2014 Goals/Objectives (To Date):

- Continued refining of the annual evaluation and the merit/promotion process based on July 2nd discussion and feedback from advisors, academic coordinators/administrators, and reviewers.

- Assign a special task force or subgroup of Personnel Committee and Academic Policy Committee members to review and update Section 350 of the Administrative Handbook: Academic Personnel 300 Series
- Update Personnel Committee Handbook

Submitted by: Anna Martin, AAC PC Chair

AAC Program Committee Report for 5/30/2013
Submitted by Rachel Surls

Members and Chair

Rachel Surls is completing 2 years as committee chair, and will turn the chair position over to Joe Grant as of July 1st. Rachel will continue on as a committee member, as will current members Becky Westerdahl and Scott Oneto.

ANR Distinguished Service Awards Update

With help from John Karlik, Kim Rodrigues, and Joni Rippee, we determined that the next round of Distinguished Service Awards will be proposed for the 2013/2014 fiscal year, perhaps with a call going out in the fall, and awards made in spring 2014. A request for funding the awards needs to go from the AAC president to Bill Frost, with a cc to Joni Rippee. July would be a good time to put in the request for funding.

Mentoring Manual Project

Some additional edits and suggestions need to be incorporated into the manual that the Program Committee developed in conjunction with APU staff to help guide new ANR academics. This project will be completed by the end of June.

Professional Society Meetings

Our committee continues to review the requests for professional society meeting funds each quarter.

Welfare and Benefits Report 5 30 2013

Welfare and Benefits committee met 4 11 2013 at the Statewide Conference. Our policy and procedures require that we work only on issues assigned to us by AAC. However, we bring forward to AAC a couple of issues of interest for consideration.

1. Request administration to raise Prof Soc from \$450 to \$900 and raise Advisor training allocation from \$1000 to \$1,500.
2. Establish a committee to examine the salary inequity between advisors and specialists. Both titles desire to attract the best candidates, both have similar candidate pools, both have similar expectations for quality of work, and a more serious retention problem exists for advisors than specialists. Consideration should be made to move all CE appointments in California to one pay scale.

Sincerely,

Dan Marcum

2012-2013 Welfare and Benefits Chair

Report of the Academic Coordinators Representative Committee
Shermain Hardesty, Chair
May 25, 2013

Gemma Miner and I reviewed the draft of the AAC's draft Mentoring Principles and draft Orientation Guide, and I submitted our comments to Rachel Surls in late January, 2013. We suggested adding "Academic Coordinators" several times to the text for the Mentoring Principles. In the Orientation Guide, we clarified the importance of research to the role of Academic Coordinators, and we suggested inserting language on page 24 indicating that UC policy does not allow Academic Coordinators to have PI status, and that an Academic Coordinator must apply to the Associate Vice President of Cooperative Extension and the Agricultural Experiment Station for Exceptional Status to be a PI.