

**ACADEMIC ASSEMBLY COUNCIL**  
**August 19, 2015**  
**2801 Second Street, ANR Building**  
**Coast Room**

**Attending:**

**Larry Forero, President and representative, Personnel Committee**

**Allison Ferry-Abee, Secretary**

**Gemma Miner, representative, Academic Coordinators**

**Julie Finzel, chair, Advisors**

**John Karlik, chair, Welfare & Benefits Committee**

**Eta Takele, chair, Rules & Elections Committee**

**Sam Sandoval Solis, co-chair, UCD Specialists**

**Mark Hoddle, chair, UCR Specialists**

**William Stewart, representative, UCB Specialists**

**Guests:**

**Chris Greer, Vice Provost for Cooperative Extension**

**Business Meeting**

**I. Approval of Previous Minutes**

J. Finzel moved to accept minutes, E. Takele second, motion passed unanimously

**II. Officer Reports**

**a. President**

1. L. Forero discussed the transferring of funds left over from AAC budget to the Professional Society Travel Awards. AAC increased these funds by \$10,000, which increased individual awards from \$450 (previous) to \$650.

2. Several members expressed the desire to further increase these awards, but J. Karlik mentioned that this had been attempted in the past and that there were administrative complications which prevented the action.

3. J. Finzel will add questions to the advisor survey to determine the approximate current costs and usage of the travel fund (i.e. in-state or out of state travel); will send questions to the AAC when questions are formulated.

4. M. Hoddle had questions about how travel awardees are determined and applications are evaluated. Eta said that she thinks that the program committee reviews the application but not definite. Clarification needed.

**b. Secretary**

No Report

**III. Committee Reports**

**a. Rules and Elections**

1. Request was made to increase program committee membership from 5 to 6. However, this increases the potential of a tied vote. Several options to remedy this were discussed; the final determination was for by-laws to be changed to:  
“In case of a tie, the academic assembly council president will cast the deciding vote”

2. E. Takele informed the Council that Missy Gable, committee member will serve 2 years rather than one.

**b. Personnel**

1. Three of the current committee members are rotating off the committee and need to be replaced. Incoming members need to have an agriculture and human resource background. It is also desirable to add female committee members, as all current members are male. Members are selected by the Rules and Elections Chair.
2. Question for Chris Greer: In the review process, how much importance is given to administrative duties? (see Q1 below)
3. Merit and Promotion Summary: Sixty-six cases went forward for consideration, 50 merits including upper level Steps VI and VII. Eleven were acceleration requests, 15 were promotions (of which 3 were accelerated promotions). There was one term review and five cases with indefinite status reviews. Decisions: all were given positive recommendations except nine of the cases, which required alternative actions: a Step XIII was denied, merit to full title IV (two of these rejected), accelerated merit to full title V was denied (AVP approved normal merit from III to IV, not III to V). Full title VI (x2) and Full title VIII (x1) denied. One appeal lodged and under review.
4. Brent Holtz will be the incoming Personnel committee chair.

**c. Program Committee**

No report; B. Westerdahl, chair, not present.

**d. Welfare and Benefits**

J. Karlik is examining how current UC ANR salaries have tracked with inflation compared to the 1980's (also taking into account differences in base salary vs. take-home pay). **A report of the findings will be presented at the next AAC meeting.**

**e. Advisors**

1. Committee met on August 7; input and comments from survey were solicited.
2. Katherine Soule will be chair-elect.
3. Questions from advisors concerning:
  - Can staff (such as 4-H staff, lab assistants, etc.) be terminated?  
The AAC doesn't have much input on this issue. The process is admittedly time consuming and difficult, but it is possible.
  - Can anything be done to speed up or streamline CATS?  
Answer addressed by C. Greer in Administrative Update (see Q6 below).
  - When a county director is hired, do advisors have input?  
Answer addressed by C. Greer in Administrative Update (see Q3 below).
  - In the review of County directors in merits and promotions, how much significance is placed on administrative duties?  
Answer addressed by C. Greer in Administrative Update (see Q1 below).
  - If the advisor has an issue with their CD, who should they go to?  
Answer addressed by C. Greer in Administrative Update (see Q4 below).
  - Does AAC have any input on how positions are ranked?  
AAC doesn't have any input, mainly because AAC rankings would

probably be biased, based on who is on the council at the time.  
Answer also addressed by C. Greer in Administrative Update (see Q7 below).

- How much authority do CD's have on outside contracting and consulting?  
Answer addressed by C. Greer in Administrative Update (see Q5 below).
- Why are off-scale salaries for advisors less and less over time compared to specialists, which maintain the pay scale?  
-Answer addressed by C. Greer in Administrative Update (see Q8 below).
- For high level merits and promotions there is confusion about the requirement for continual improvement/relevance over time. How is this achieved?  
-Increased relevance is achieved by dealing with new issues as they come up (i.e. water issues, new pests, etc.) which require new extension efforts and research.

**f. Academic Coordinators**

1. There is confusion among Academic Coordinators concerning how improvement is judged, especially at higher level merits and promotions (i.e. some coordinators think that if they coordinated five field days this year, they must have seven field days next year, etc.) How can this error in perception be changed? Can appropriate expectations be put in writing in the Blue handbook?

- Answer addressed by C. Greer in Administrative Update (see Q2 below).
- A specific training next year for A. Coordinators may be warranted.

**2. Issues with coordinators not being granted permanent status**

**g. Specialist Reports**

**i. UCB**

1. Had more successful Specialist hires this year than professors.
2. All new positions have "Policy" in their title, there is some confusion regarding how much influence these Specialists will actually have in policy.

**ii. UCR**

No update

**iii. UCD**

1. Recommendations made last year for descriptions of Step Plus expectations were accepted.
2. Had a UCOP Task Force meeting related to Indirect Cost Rate
3. Planning on meeting with the new AVP- Glenda Humiston
4. Planning on having a Strategic Initiative meeting regarding building bridges between campus and county offices.
5. Will have another UCOP Task Force meeting to discuss the monetary costs and benefits associated with housing specialists on campus, compared with how much money UC ANR provides to the campus. **Will provide report of the UCOP meeting at the next AAC meeting.**

**IV. Old Business**

It is possible for most UC ANR employees to have a career equity review if they are outperforming/have outstanding reputations that exceed their current position level. However, this is not possible for specialists based on campuses. C. Greer to look into the policy at UCR.

## **V. New Business**

- a. Update from J. Karlik on salary scales and UCRP benefits
- b. Update from S. Sandoval Solis on results of UCOP task force meeting on campus specialist costs and benefits.

## **VI. Other**

Next meeting tentatively scheduled for late January. Will send out Doodle poll in early December.

## **VII. Administrative Update: Q&A with Chris Greer**

**Q1:** In the review of County directors in merits and promotions, how much significance is placed on administrative duties?

**A1:** It depends on the situation—for example during the first MCP's the CDs were spending a large percentage of their time on administrative tasks, which was expected. However, you still have to have an active program as an advisor. Even with extra administrative duties, the success rate for CDs has historically higher than advisors for merit and promotion packages. Accomplishments as CD should be included in the narrative summaries just like one would with a project (i.e. what information was gained out of going to meetings, progress made, etc.)

**Q2:** How can the blue book be changed to reflect the specific expectations for promotion of academic coordinators?

**A2:** The academic coordinator committee needs to work with the personnel committee to give specific recommendations to make changes in the blue book. Next year a specific merits and promotions training for academic coordinators may be warranted.

**Q3:** When county directors are appointed, do advisors have input?

**A3:** C. Greer meets with the county advisors and solicits their opinions on the new county director. However, there are frequently very few people willing to be county directors, which needs to be taken into account in the decision making process.

**Q4:** If an advisor has issues with their county director, what is the next step?

**A4:** A survey was conducted last year to look at CDs' performances. This will be continued every December/January. (CDs will receive number scores, but will not receive specific comments). C. Greer will also receives calls/complaints from people if they have issues.

**Q5:** What is the role of a CD in the consulting approval process?

**A5:** The county director does not approve or deny consulting, they only make a recommendation. The final decision is made by Bill Frost. The only things you will be denied for are conflicts of interest or conflict of commitment (i.e. not getting their own

job done). If the work is being done in another county, the CD in that county can also provide input.

**Q6:** Is there anything that can be done to CATS to speed up the hiring process?

**A6:** Can you summarize specific instances of issues/ what is creating the time delay? Will soon have a ticketing system so that you know whose desk the position is on and how long it's been there.

**Q7:** Can the AAC provide input into upcoming position decisions? Also, Southern California feels that they are left out, don't have as many new hires.

**A7:** Some program teams are not very well organized and so there is less information to make the best informed positions. Counties should try to get together and decide what regional positions are most important. Most important positions that were not opened were not because there was no position proposed, or it was too poorly written to move it forward. Best strategy is to get fewer industry support letters, but ones which are very high quality (both in content and in level).

**Q8:** Why are off scale salaries for advisors less and less over time compared to specialists, which maintain the pay scale?

**A8:** There's no policy for either of these salary systems. Much of this is based on local practice at campuses rather than specific policy. C. Greer believes specialists at most campuses have the option of a career equity review.

**Q9:** Have you met the new VP, comments?

**A9:** Says she's on board with continuing hires.

**Q10:** Are there cost of living increases in the new salary scale in the budget?

**A10:** The president, Janet Napolitano is insistent that all increases are tied to merit based promotions, rather than cost of living increases. Salary scale adjustments are 1.5%, the rest of the 1.5% adjustments are tied to merit based promotions (happens Sept. 1). However UC ANR academics don't really fit in the category of the budget. New salary scales are on the OP website.