

ACADEMIC ASSEMBLY COUNCIL AGENDA

November 15, 2019

9-3pm

UC ANR Building, San Joaquin Valley Room
Davis, CA

I. Begin Business Meeting

A. Roll Call:

President Katherine Soule, President-Elect Van Butsic, Past President Jim Downer (via Zoom), Secretary Tunyalee Martin, Personnel Committee Member Gemma Miner, Program Committee Chair Jennifer Heguy, Welfare & Benefits Committee Co-Chair Rebecca Ozeran, Academic Coordinator Chair Andy Lyons, Advisor Representative Chair George Zhuang, Multiple Academic Titles Chair Karina Diaz-Rios (via Zoom), UC Davis Specialist Representative Leslie Roche, UC Berkeley Specialist Representative Ellen Bruno
Guests: Mark Bell, Kathy Eftekhari, John Fox, Tina Jordan, Mark Lagrimini, Wendy Powers

B. Approval of Previous Minutes: Approved

II. Reports

A. President

UCOP Statewide Working Group on Academic Privileges effective February 1, 2020 (review online: <https://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/policy-issuances-and-guidelines/index.html>)

B. President-Elect

i) Budget Update: Funds for travel grants; open and announcement 2 weeks ago; applications due 02 Dec; biannual request for travel grants is working well.

III. Committee Reports

A. Rules & Elections (Surendra): Katherine Soule reporting

- Emily Symmes appointed to Advisor Representative Committee

B. Personnel (Steven): Gemma Miner reporting

- Two members rotated off and four new joined (see report). Two academic coordinators on the committee in addition to advisors and specialists, so very well-rounded group
- In August Peer Review Committee and Personnel Committee met jointly about changes to the annual review process with Wendy, Lagrimini, Bell. Formed a subcommittee (Andre Biscaro, Mary Blackburn, Kathernine Soule, Steven Worker, Gemma Miner) to revamp guidelines. Wendy provided feedback during the process. Changes summarized include emphasis on goals, broadening how academic chooses to tell his/her story, simpler annual evaluation process, provide clarity and conciseness for e-book, e-book consolidated, programmatic thematic dossier criteria reduced from 16 to 7, annual evaluation docs updated: with the goal to significantly reduce the time to prepare the annual evaluation, letters of support needed only for promotion, when moving to indefinite status, to full title, and for accelerations, suggested removing ad hoc committees to simplify the process with the Peer Review Committee reviewing as it has in the past. Reasoning is the Peer Review Committee is diverse while ad hoc committees are not always a review by your peers since not everyone had peers. Continued work will provide examples, annual evaluation goal examples, defining balance, defining trajectory, and accelerations.
- How can the AAC get the word out that this process has changed? AAC short attention capturing email; in President's newsletter; on website with links to info/trainings

C. Program (Jennifer):

- Travel awards are out...apply!

D. Welfare & Benefits (Rebecca):

- Academics wanted to learn most about sabbaticals as reported in a survey earlier in the year. Next most requested topic to learn about is salary equity, but not sure what this means: do we provide resources/webinar or let John Fox know and let human resources handle it. Other potential webinar or video tutorial could be about travel awards program do's and don'ts
- proposed revisions to Academic Personnel Manual Section 120 (APM - 120), Emerita/Emeritus Titles (<https://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/policies-under-review/index.html>)
 - (a) Thought we could respond formally, but instead learned that change of Academic Senate approving ANR emeritus requests has been implemented. Background: faculty on campus automatically receive emeritus title when they retire. For ANR it used to be that vice president or associate vice president approves. Concern that Academic Senate don't understand ANR to make good decisions granting emeritus status. While change is in place, technical edit allows opportunity for comments.
 - Welfare and Benefits committee working with Tina Jordan can take lead on developing response.

E. Advisor Report (George)

- Issues with UCPath with pay rate not correct and AggieTravel
- Business Operations Center (BOC) Davis/BOC Kearney announced merge and are seeing a slow down in response. Want to know who will handle what now and what's the new process? Phone numbers for people to contact?
- ANR orientation administrative and programmatic: one day is not enough and should be held 3 or 4 times per year. Personal relationship building with the people you'll work with is good. A 2- to 3-day programmatic orientation doesn't cover everything so can increase to 2 to 3 times per year? Allow people with over 5-years of experience to attend as a refresher.
- Survey link on AAC website: Goes to Tunyalee who forwards the information to the correct committee or adds to the list for interest in serving on committees.
- Can we join Academic Senate? No, we don't meet the membership requirements. AAC President has quarterly meetings with the Academic Senate chair. What about shared governance? Biggest concern is it is perceived unwillingness of ANR leadership to change even though feedback is being provided. Advisors want a clearer picture of what's going on with the changes in the future and what they can and can't provide input on.
- Concern about co-funded positions: retention, recruitment pools, not qualified for indefinite status, require more work for county director, continuous finding of funding partners, high possibility of them leaving after a few years (if ANR is trying to improve retainment then this is opposite). Glenda has stated she sees no evidence for these concerns.
- Conflict between specialists and advisors when specialists are doing research in an advisor's county, but not working with them, providing a FYI, or directly competing with them. Better to do research together and want collaboration/communication on research projects with equal respect and equal roles. Suggestion to provide training that advisors are doing research and not just extension anymore. Advisors and specialists should feel comfortable speaking up about their expectations and receiving feedback about collaboration. Would be a case-by-case situation. Might help to mention the specialist travel funds to work with advisors to encourage that communication/collaboration.
 - Katherine Soule will send George one-pager about working together.
- Development services: More details made public such as money generated.

- Accelerations: No changes in percentage of accelerations approved. Need to make sure it's clear that the Peer Review Committee and Personnel Committee are comments only and not a yes/no recommendation.
 - 13/24 rule: criteria in e-book is updated
 - 100% administrative county director without an academic background and concern that misunderstanding of role is leading to more administrative paperwork. This position in Fresno/Madera/Kings/Tulare & soon will be a position like this in the Bay Area).
 - Auto refill on advisor positions when people leave within 2 years: paused this practice (not a policy)
 - Negotiate with ANR: unclear what the criteria are for why people when hired get an offscale, etc. How to help people already hired would be through an equity request.
- F. Multiple Academic Titles Report (Karina):
- Joji Murimoto new organic production specialist in UC Santa Cruz in the group
- G. Academic Coordinator Report (Andy):
- ProjectBoard strategies and entering data when you're an academic coordinator since programs don't quite fit the same way as with an advisor/specialist. And many academic coordinators do very different things. May request a workshop with Kit Alviz
 - Going to survey academic coordinators to see if gaining principle investigator (PI) status is still an issue for folks. Can request PI status exception from supervisor and Wendy approves. Not a problem if your supervisor approves, but what if not.
 - Discussed streamlined annual evaluation process and brought up worries about the new process
 - Had an acceleration question and looking for experienced person to help shed light on the process
 - Mark Bell is our leadership representative and he joined us for the last 15 minutes of our meeting for Q&A
- H. Specialist Reports
- (1) UC Berkeley (Jodi): Ellen Bruno now representative
 - (a) CE specialists with 0% adjunct now able to serve as chair of graduate student committees after submitting a package for the grad division to approve. Background: CE specialists were chairing graduate student committees, but recently found was against policy. This remedies.
 - (2) UC Davis (Richard Blatchford and Roger Baldwin): Leslie Roche and Kassim Al-Khatib now representatives
 - (a) new CE specialists so had annual meeting in fall with ANR leadership and dean. Working on communication issues. For example, 35 people in the room but only a few knew that salaries with advisors had diverged.
 - (b) New graduate certificate in extension and education communication (noted on transcripts) lead by Amanda Crump. First course with 24 students, half MS and half PhD, with social science and ag ecology majors. 8 to 10 continuing on and enrolling in certificate study. Developing 2 more core courses and internship requirement with specialist or advisor. Requires 12 units for certificate. Looking for more funding to expand this program.
 - (3) UC Riverside (Mark): no report
- I. Program Council Liaison (Chris): no report

IV. Planning for Meeting with Leadership

Please pass on any leadership liaison issues to Katherine if have them.

- See below section on Discussion with John Fox, Discussion with Tina Jordan, Discussion with Leadership

V. Discussion with John Fox (11:00am)

- Challenges with Business Operations Center (BOC) merge? Via John Fox: Plan to transition BOC Kearney to Davis effective next 01 July 2020. May impact efficiency. BOC Director position in Davis being hired now. Kearney folks opportunity to relocate. Those positions that don't, will refill. Emily LaRue and Cherie McDougald working on the transition – talk to them about more information.
- CE Advisor Compensation Strategy: Background: for strategic plan, 4 years ago began increasing advisors salaries to increase competitiveness and increase retention. Assistant 3 advisor in line with assistant 1 specialist and began to close the gap incrementally over time.
 - (1) But hiccup in 2018 specialist 4% increase (because tied to faculty) and advisor 3% increase that widened the gap. In 2019 Office of the President decided on 4% increase to faculty but 3% increase to ANR specialists.
 - (2) Currently between 2 and 5% difference.
 - (3) Academic reversion pool is paying for the compensation strategy. Towards the end of this plan what's the change to begin hiring academics again? Are staff county director positions being funded from the academic reversion pool?
 - (4) Will this continue for the 4th year? Depends based on budget
- Climate Survey: ANR at work survey for academics and staff spring 2020 using UC San Diego tool they've been using for 15 years and other campuses have adopted. Designed for staff. Tu and Glenda became aware of its use at UC Office of the President. Tu wants this to be annual, to hold us to be accountable and prioritize activities to improve the workplace. UCSD will generate the canned report based on organizational structure (which is challenging in ANR since they use a campus structure). Need at least 5 responses from a unit to keep anonymous and we have some counties that don't have 5 people so will combine groups to see the data. Adding new questions. Adding questions that are specific to ANR. Will have access to the raw data (anonymous). Working on demographic information capture (no report but can look at those items via raw data)
 - (1) 17 March 2020 survey launched → survey closed 03 April 2020 → report delivery 08 May 2020
 - (2) Staff Assembly have prioritized needs and have some actionable items but are looking to ANR leadership for direction
 - (3) AAC will develop an action plan based on survey results: prioritized and with actionable items to hold leadership accountable for change
 - (4) Kathy Eftekhari offers to listen and see if there's something that can be done before the survey comes out.

VI. Discussion with Tina Jordan

- Planned Updates to the [UC ANR Policy and Procedure Manual](#): ANR administrative handbook now UC ANR policies and procedures manual. Seventeen procedures related to academic personnel are outdated. Starting revisions with the leaves section (systemwide policy updates needed and confusing text)
 - (1) AAC suggests updating the [Advancement section](#)
 - (2) Post systemwide policy as we develop ANR policy for academic privileges
- Emeritus changes: welfare and benefits committee partnership to write a formal response. Unfortunately, new policy already incorporates this change 01 July 2019 and this open comment period is for a technical edit. Working toward a new procedure to get emeritus Senate review for ANR academics to meet the policy. Will share outcomes with Personnel committee

and then AAC. AAC offered an ad hoc committee. Most likely will use Program Council to review requests and make the emeritus recommendation to Academic Senate.

VII. Lunch with Leadership

VIII. Discussion with UC ANR Leadership

- **Academic coordinators and principle investigator (PI) status:** Concern that there was a discrepancy with some units being able to get an exception for PI status and others not. Current process is to submit a request for exception by project and timeline (request acceptance will depend on person and time requested). Currently Wendy grants PI status to everyone who asks. If they are doing the work and leading the project, then Wendy's philosophy is to grant PI status. Use the Human Resources process if there's an issue with the supervisor to get PI status since supervisor must approve and these were the shared reasons why people did not get a PI exception.
- **Leadership openness to increase shared governance:** Shared governance = employees having a say in decision-making. For example, with the 13/24 rule requirements requesting more reasoning and explanation via Wendy about when decisions don't match with peer groups (PRC and ad hoc). Wendy sees opportunities for realignment. Appeals process is via Glenda. Wendy is open to seeing a list where advisor input can be added but can't ensure that advisor input will be incorporated into a decision.
- **Fund development services:** Added four people in past three years in addition to positions already in place previously. One position won't be hired because that role is too early to need right now. Wendy reports Q1 revenue shows group is making progress. Before 2018, annual donations \$800K and solely for 4-H. Now seeing diversity of programs being supported. Q1 is \$568K in 2020. About flat for Q1 among 2018, 2019, 2020. [Q1 July to Sept?].
- **Specialist and faculty salary divergence:** Many changes led to divergence. Faculty are 9-month hires (vs. year-round for specialists) with differences in sick leave, buy out options, and increase for many was in October and ANR started increase in July. Not sure what will happen in the future. Campuses were offered ability to make up the difference. Nonfaculty got 4% (vs 3%). The decision was made by UC Office of the President.
- **Staff county director position concerns:** Complex system as ANR and four counties (with MCP and two independent counties) takes a long time before understanding. Not understanding the culture leads to frustration (e.g., requiring leave requests 2 weeks before leave). Concern about increasing administrative load coming to academics such as submitting own travel. Staff without academics feeling lack of support because County Director has such an extensive role).
- **BOC Challenges | Quarterly orientations:** See above notes with John Fox.
- **Invite senior academics to Academic Orientation:** Or other mechanism to connect new folks with senior academics. Marks will look to see how to change the language to make it more open to people who want to be there and keep inviting senior academics as panel members.
- **Emeritus APM Changes:** Academic Affairs pitch via Wendy to change; see Tina Jordon notes above.

Follow up from last meeting:

- **AAC Committee Liaisons:** Wendy: personnel committee meetings to work on e-book. Specialists and multiple academic titles both setting up regular meetings Jan, May, Sept | Bell: Program Committee meeting as needed. Will join Academic Coordinators on regular calls | Lagrimini: Advisor Representative, Welfare & Benefits committee attending
- **Communicating successes:** Share fund development results via President's newsletter (giving Tuesday). Sharing changes to annual evaluation and merit/promotion process. ANR work survey mentioned in Town Hall meeting. \$500K donation announcement coming soon. ANR

update at the end of January for accomplishments could be something to mine for successes for President's Newsletter.

- **Evaluation of current administrative structure:** Work with Kathy and Glenda to see what that evaluation would look like.
- **Program Council:** two at-large AAC seats to fill: filled one seat to start on January (Georgios Vidalakis). Staggering seats so next one will be filled next year and targeted for who is lacking representation (such as nutrition right now) and who can meet the meeting and work commitments. Summer application request with October review. Had an emeritus application but decision to not include and will be clarified in the next call for applications.
- **Reconfirmation process:** no comments
- **RECs:** How to engage more specialists and advisors to use? Survey on what is missing that would allow you to use the REC more. Most are being used, but Kearney and Westside could be used more fully. 5-year projection of cost requested/being developed now by RECs. REC user panel are putting together the feedback on what's needed: what research is good for a REC and what researcher would best use a REC (George suggests lab space for advisors since field work is typically done in commercial fields). Another panel putting together suggestions for key investments.
- **E-book changes:** Learning period is anticipated especially in respect to the goals for annual evaluation. An objective is annual and what's going to get done this year; goals are multi-year in scope.
- **How partnerships are beginning to connect:** Some partnerships include: California Department of Food and Agriculture and climate educators; educators on food safety; potential Department of Conservation academic coordinator positions bridging the link between sustainable lands conservation and county government with specialist to coordinate; CalFire Project Learning Tree funded advisor and now with California Naturalist and 4-H; potential for fire advisors in partnership with CalFire; plus possibly money to increase emergency services partnerships in counties; Natural Resources Conservation Service cofounded positions going well and may grow in the future. Possibility of California Department of Pesticide Regulation community educators to support IPM advisors with advisors doing the research and developing the information with educators doing the teaching.

Scheduling meetings after May: decision is to keep this schedule so Program Council liaison can reduce costs of travel (hold meeting Tuesday before Program Council meeting).

VIII. Adjourn

Next Meeting: February 4, 2020 from 9–3pm in Davis

Account Number for Travel Expenses: L/AAC62GF