

ACADEMIC ASSEMBLY COUNCIL AGENDA

February 5, 2019

9-3pm

UC ANR Building, San Joaquin Valley Room
Davis, CA

I. Begin Business Meeting

A. Roll Call

- i) President Katherine Soule, President-Elect Van Butsic, Academic Coordinator Chair Sandy Derby, Program Council Liaison Chris Greer, Specialist Representative Chair Mark Hoddle, Advisor Representative Chair Betsy Karle, Secretary Tunyalee Martin, Welfare & Benefits Committee Member Rebecca Ozeran, Personnel Committee Chair Tom Turini (also during lunch and after Mark Lagrimini and Wendy Powers)

B. Approval of Previous Minutes

- i) Betsy Karle motion to approve. Sandy Derby seconded. 8 ayes/0 nays

II. Reports

A. President

- i) UCOP Statewide Working Group on Academic Privileges (Executive Committee: 2/27 10-4, Oakland)
 - (1) Soule appointed by Mark Lagrimini to working group on Academic Privileges. Only Senate Faculty have academic freedom, rest of UC academics do not, including UCCE. UCOP Statewide Working Group was requested to review academic freedoms for academic titles that are non-Senate faculty (academic privileges APM-010 and APM-015: rights and ethical responsibilities) with the intent of possibly extending this to other groups (e.g., librarians with academic titles). Academic freedom protects freedom of research, teaching, and extension—academic freedom allows controversial results or information to be extended and taught; and evaluation by a peer group. These freedoms come with responsibilities – APM-15, rights of faculty, ethical principles, no discrimination, sexual harassment, etc. Katherine’s experience with the workgroup has been positive, but found there is a lack of understanding of what Cooperative Extension does. Goal is a vetted draft ready in April.
***Are there others on the Executive Committee or Council that can attend a meeting to review a draft on 2/27 from 10–4 in Oakland February (30 minute at UCOP in Oakland to review/vet this document); Let Katherine know if interested in going. ***Sandy will contact Andy Lyons to represent the Academic Coordinators.
- ii) AAC Executive Committee Nominations for UC ANR Governing Council
 - (1) Napolitano put together a council as recommended from the Huron report. There were four recommendations emailed in Dec: 1) ANR budget model following the UCSF corridor model (budget model with the goal of smoothing out funding ups and downs); 2) **campuses retain for ??? state AES funds**; 3) maintain status of systemwide reporting to Napolitano; 4) develop a governing council. Council role: advising and recommendations to Napolitano on budget, strategic plans. Council composition: 15 committee members from other campuses and 3 positions for Academic Senate, Provost, Glenda ex officio. Three people put forward to Humiston from ANR (two advisors and one specialist) for review and selection of one nominee to serve on the UC ANR Governing Council. First meeting April 8th.
- iii) Salary Savings
 - (1) See advisor report

iv) WEDA Award Nomination Recommendations

- (1) Western Extension Directors Association sponsors award, but reviewed by Western Region Leaders Committee (Mark Bell on now). Historically, since so many winners from California, it is now limited to two individual submissions per university, plus one multistate team submission. AAC will review the applications to come in with Mark Hoddle as Chair. Applications are due in March. Recommendations needed by April or so.

***Chris has prior scoring sheet that can be used with specific points awarded based on criteria (30% based on outcomes and impacts) and will send to Hoddle.

v) Proposed Revised Presidential Policy on Copyright Ownership

- (1) AAC feedback provided to Soule and passed onto upper ANR administrators.

Determining who in UC has ownership rights to intellectual property. Most up-to-date UCOP copyright policy was from 1992. Group met over the last 4 years to expand pool of works protected by copyright, including grad student works, and eliminated obsolete clauses in policy.

vi) Changing Role of AAC

- (1) Requests are happening in between in-person meetings with increasing frequency to deal with “urgent” requests for feedback. Are there other options for ensuring we can respond to these requests?

***Decision to have Executive Committee meetings via Zoom in between in-person meetings to handle issues that need to be responded to quickly. Manage expectations for turnaround time based on the importance of the issue (and who is asking). Soule can propose the issue to the Executive Committee and ask for a volunteer to champion the issue. If no champion then AAC has no opinion.

- (2) Do we need to have a second year for the past president? Jim is willing to serve.

***Not necessary for the past president to also serve two years

***Tunyalee will extend invitation to Jim during the transition and make changes to the bylaws

- (3) Wendy doesn't want to meet with AAC to go over complaints/concerns, especially repetitive complaints/concerns that have been aired previously. So, what is the role of Powers/Bell/Lagramini at AAC? How do we move forward? In the past, a list of questions with answers were provided and responded to by leadership. Lately our interaction has been by our invitation to talk to us or if there is a request to talk to us, usually to provide input for UC level issues, but not necessarily ANR needs. How do we interact with leadership and bring up issues? Can AAC identify and help fix issues rather than complain about issues?

***Going to try and propose solutions/recommendations instead. Need to ask leadership what they see as AAC's role/what they expect from AAC.

B. President-Elect

i) Budget Update

- (1) Still about \$5K to cover AAC meeting travel costs, about halfway through the budget period.
- (2) There was a request for ad hoc meeting travel—one person to discuss promotion packets in-person (requested \$400). Request approved.
- (3) Professional travel changed to two times per year rather than four (more equitable). Received four requests for this review period. Plan to fund high priority requests and if we run out of money there might be more funds to support.

- ***When next announcement goes out to the Assembly, include a synopsis of why this change happened
- ***Katherine email to Program Committee to encourage more involvement
- ***Van will work with Michelle and Program Committee to develop new call
- ***Van will ensure funding for DSA is in next year's budget with Joni
- ***Van will have a budget conversation first with Joni. If there's money, then a poll to the Assembly to determine if DSA money should be moved to professional travel awards.

III. Committee Reports

A. Rules & Elections (Surendra)

- i. Other academics changed to Academic Representative Committee (Multiple Titles). All present were in agreement to make the change without full Assembly review. There weren't any volunteers to be on the Multiple Titles committee. Surendra will work on more specific inquiries to UCSB and Merced to invite people to serve on the committee. It was decided that more active recruitment is needed.
 - ***Chris will send a list of Specialists at Kearney to Surendra to contact
 - ***Tunyalee will change the bylaws and update the website
- ii. Elections to be held for Rules & Elections committee and Program Council Liaison. No President-Elect elections this year.

B. Personnel (Tom)

- i. Committee has not changed. Committee membership reviewed and committee activities discussed with respect to Merits and Promotions. Steven Worker Chair on July 1. Mary Blackburn gave a presentation for County Director roles in the merit/promotion process at the County Director meeting in November. Conducted conversations with Lagrimini to let him know the role of the Personnel Committee. Lagrimini is requesting input on changes to the annual review template (this is for implementation next year). Personnel Committee provided feedback in January, but Turini hasn't heard back.

C. Program—no report

D. Welfare & Benefits (Rebecca)

- i. UC Retirement Board: does plan have enough funding for current and future obligations? Currently below; although 85% coverage is pretty good considering it was much lower in 2013. \$123 billion in assets. Investments balanced in short- and long-term assets; mostly equities for higher return; target rate of return now 7.25% (8% earlier, but not feasible); possibility of a Roth account plan. Advisory Board is competent and appears that funds are being well managed.
 - ii. Committee sent out a survey of 2 questions (71 responses): indicate a topic to learn about; what topic concerns you the most
 - (a) Topic to learn about = sabbatical leave; salary equity; travel award program are the top 3; Best understood are annual leave requirements.
 - (b) Noted that interest in sabbatical leave is cyclical dependent on number of new people. Approach: workshop at statewide conference with those in the know presenting (this is what I did and available to answer questions), plus use county directors as a resource to answer questions
- (2) concerns = 'salary equity' first and 'I have no concerns' second response
- (a) Approach: Better explanation of salary equity plan (many think it's to bring advisors up to specialists pay but it is not)

- (b) Noted potential for conversations about special leave like maternity/paternity leave; green cards/visa and one size fits all ANR policy that does not help with getting green card; talk to Systemwide Advisory Committee on the Status of Women about policy development
- (c) Update on draft of document about children at workplaces. ANR family-friendly guidelines for conferences and meetings were developed, but HR wanted it to be revised to make it more professional
***Katherine will follow up to see where document is

E. Advisor (Betsy)

Advisors feel that administration is asking for a lot of change to happen at the same time, such as ProjectBoard/Interfolio, Duo, Single Sign On, budget news, no new advisors, UCPath implementation. And this during annual evaluation/merit/promotion time, plus key meeting season. Having to sort out reporting/technical solutions to ANR-created issues without assistance. Positions left unfilled increase demand on folks already in place. Concerns especially with assistant advisor who feel it is unclear what is being refilled. Can communication be improved/increased? Was there input solicited on salary savings? In 3 years 4-H programs will need to be funded 100% from local resources and no central funding will be available. Large unexpected assignments with no lead in discussion from ANR administrators or proposed teamwork to sort these problems out. Number of advisors is down, what has changed to make these positions unattractive (i.e., do job, write grants, get donations, etc. expectations increased a lot compared to what used to be acceptable). Salary for Assistants considered non-competitive given the “expectations” which may be felt to be underlying, even if expectations are clearly defined differently in the e-Book. Major concern that there could be a surge of resignations because of dissatisfaction with the job. Exit surveys indicate salaries are an issue, better opportunities elsewhere. All this leading to stress, confusion, and anxiety.

- (1) Salary savings now to be used within 1 year. Must spend and can’t stockpile to pay for big item expenses that may come around every few years. ANR wants to capture these unexpended funds. Were impacts to advisors evaluated? Possible Approach: ***Chris will send PAC presentation from Glenda about budget for viewing to get a good idea of where ANR budget is at. A presentation by Glenda is needed to frame the conversation and learning: a formal townhall meeting with graphs/data, potential options that can be implemented and budget impacts for each, evaluation and impact on local programs, and asking what makes most sense → this would show that Leadership cares about what is being said and that we have the ability to work towards a solution together. This has happened in the past with Program Council or AAC, but doesn’t seem to be happening with this leadership group. Possible Approach: Rather than unlimited and now 1-year turnaround to use salary savings, would like for it to be extended to 10 years. Wendy is not sure why this decision was made. Could be a policy change or reserves are so low that unable to backfill salary savings funds anymore.
- (2) Improve communications: Possible Approach: Use Research and Extension Council (like old County Director Council) to help develop or shape communication of leadership announcements, provide input to leadership on how to better communicate issues or items to be aware of that may come up. Possible Approach: Consider timing of new information or requests based on current expectations (e.g., please limit burdensome activities in January; staggered timelines instead of deadlines being concurrent).
- (a)

- (3) Possible Approach: Education to include expectations of new advisors despite what they're hearing from their clientele about expectations of the former advisor. Enforce at academic orientation. This approach might also improve negative financial feelings about work and salary expectations. Assistant levels seem most concerned about salary equity. Assistant 1 and 2 increase not as big as other steps in assistant level.
- (4) Possible Approach: Anonymous morale survey as long as there is a possibility of making improvements

F. Academic Coordinator (Sandra)

- i. No committee changes. Concerns shared were those already presented. One concern was "cost of living adjustment"=salary increase being the same across all titles (1.5% for academic coordinators vs 3% for advisors). And there were Project Board concerns. A group of academic coordinators sat down together to work on evaluations using Project Board even though they had very different roles. Plan to hold a webinar or other professional development opportunity to address Project Board to make it easier to use next time.

G. Specialist Reports

- (1) UC Berkeley (Jodi): Three issues: 1) general question about ANR website and will there be updates because it doesn't integrate well with other webtools; 2) salary savings were not allowed from the very beginning, but close to being able to do; and 3) to have a lab you need to be adjunct, meaning a teaching responsibility. It generally works OK. Recently it was realized that adjuncts should not be advisors and so there are now exceptions until the next promotion and at next promotion there should be a solution (Professor in Residence status seems to be what most will do; it is Senate faculty, but with no tenure; same teaching expectations; Nick Mills is the Program Council representative). Similar issue at Riverside
- (2) UC Davis (Richard Blatchford and Roger Baldwin): Meeting monthly to educate graduate students on outreach. Plant Sciences class (taught by Amanda Crump) is first requirement to getting a certificate. An internship is the second requirement. Capstone project at end.
- (3) UC Riverside (Mark): REC fees and how to best solicit feedback on what would make the RECs attractive to use. Alex's three question questionnaire presented and would be amenable to an online survey, and is seen a path to "solutions" for issues pertaining to REC's.

H. Program Council Liaison (Chris)

- (1) Met in October wrapping up recommendations for positions. ANR would like to find partners to cost share new positions where appropriate. It's possible that greater budget knowledge, and knowing who is retiring, may mean some positions will be released. Around 46 out of 60 positions submitted under consideration, not all will be funded. Nov/Dec meetings were cancelled. Statewide Programs gave updates on their mission critical sheets. Usually provide budget input, but there's no budget call this year. Does ANR have incentives to make people retire? OP has done in the past and ANR did not participate.
- (2) Program Council membership changes: Steve Lindow → Nick Mills and Michael Anderson → Tim Paine. Added Lynn Schmitt McQuitty and David Lewis for strategic initiatives.

IV. Lunch

V. Group Discussions

A. Other Business:

- Academic Exit Survey Special Committee (Chris)
 - Concerns: if there are a few people leaving it means surveying is not always anonymous; over time can aggregate information so it is
 - What are you using the exit survey data for (i.e., can we ID things that could result in keeping people around in certain situations)?
 - Retention data on advisors when Chris was Vice Provost, but Tina might not have had access to it. Lagrimini wants simple quantitative information (yes/no) and issues being faced (open-ended questions). Tina is working with John Fox to develop survey questions
 - Survey goes out to people or inperson/phone conversation with additional questions
 - Process and questions help is appreciated
 - ***Chris will talk to Tina about question refinement
- Mentoring Topic 1-Page Special Committee (Tom)
 - Three-person team involved. Charge was to develop a 1-page web resource on the potential benefits of mentoring. Handout: lists potential benefits, ANR should encourage mentoring, steps to how you might go about it, left it very open to individualize. Available on ANR website: [https://ucanr.edu/sites/Professional_Development/Office - Team Management/](https://ucanr.edu/sites/Professional_Development/Office_-_Team_Management/) [but 404 error]

VI. Discussion with UC ANR Leadership (with Dr. Powers 2:00 – 3:00 pm beginning with a request for an anonymous planned retirement survey)

- ANR stating funding good/fine, then a sudden turn around and unexpected cuts come. Part of the issue has been to use reserves to forestall the cuts that are coming – should've been more upfront about the issues from the beginning rather than hiding it. Need to get everyone on the same page and no sheltering from the bad news with respect to funding shortfalls and spending down the reserves. Presentations on shortfalls and what anticipated impacts on local programs could be based on county level feedback. Listening sessions on Zoom planned, soliciting feedback on how to deal with cuts of 15% for example. Funding from Governor is flat for 2019, an increase in funding was anticipated. Budget was released on 15 Jan. 2019.
- Membership on Program Council: 2 at-large seats open; strategy and process in the works
- Homework: What did you hear today from Wendy as a group?
***Van will start a Googledoc to begin work and will set a deadline for input
- Retirement survey: will AAC send out who might be retiring? ***Chris will send out survey. Thinking about options for reduced appointments (don't want to work full time now but have intention of returning to full time)
- No HR vice provost position
- Agenda topics for next time: budget; effort reporting committee

VII. Adjourn

Next Meeting: May 7, 2019 from 9-3pm in Davis

Account Number for Travel Expenses: L/AAC6200-AA7X1