

ACADEMIC ASSEMBLY COUNCIL AGENDA

Nov 3, 2020

9-3pm

Zoom

I. Begin Business Meeting

A. Roll Call

Members: President Van Butsic; Past President Jim Downer; Secretary and Academic Coordinators Committee Tunyalee Martin; UC Berkeley Specialists Committee Ellen Bruno; Academic Welfare and Benefits Committee Ben Faber; Program Committee Susie Kocher; UC Davis Specialists Committee Selina Wang; Advisors Committee Fadzayi Mashiri; Rules and Elections Committee Ali Montazar; Personnel Committee Steven Worker and John Karlik
Guests: Glenda Humiston, Wendy Powers, Mark Lagrimini

B. Approval of Previous Minutes: Approved.

II. Reports

A. President - Budget Update – Planning for meeting with Wendy

- i) No funds spent. Budget is \$21,000 for the fiscal year with a budget cut. No call for travel grants this fall since most are not traveling.
- ii) AAC comments collected for changes to APM 700 via a formal letter. APM 700 covers leaves and absences. Comment period open until 03 Feb. Personnel Committee is working on minor leave updates for ANR policies (e.g., removing gender specific language). Welfare & Benefits and Personnel committees will work together to put together a comment from the AAC. Steven and Ben: comments to AAC a week before comments are due.
- iii) What to discuss with Wendy

B. Past-President - Exit Interviews:

Nine interviews conducted with those that left ANR. Retirees generally happy. Those that resigned are harder to get an interview with and for those contacted most moved on to a position out of state and out of ANR. Some issues expressed:

- Retirees not getting compensated for months after their retirement date.
- Grants support is better outside of ANR. Felt that leadership philosophy is for academics to get support versus other institutions that support their academics with funding. One said county support is lacking. standardized invite letter to those that left.
- I tried to talk to leadership before I so don't feel the need to respond now.
- ANR is still hierarchical.

Process: Developed set of interview questions and reviewed with HR (Tina Jordan added a DEI question). Ad hoc group interviews and takes notes of responses to the interview questions. Working on a survey to answer in the future instead of an interview. Currently, there isn't a formal report of the results. Still waiting for people to respond for those who left ANR in 2020. Will report results to AAC once have more responses. Lost 60 academics in 2 years.

III. Committee Reports

- A. Rules & Elections (Aliasghar): Added 5 new members for Advisor Representative Committee. Contacted all chairs to see if they have recruitment needs. Please contact Ali if you need or have new members. Election for President-Elect to start in July (probably in July).
- B. Personnel (Steven): Revised the ebook and evaluation forms. Working with the Peer Review Committee to find 12 to 15 dossier reviews as examples. Ebook major changes:
 - Academics provide the names for letters of evaluation, vice provosts add external names to the list, and HR sends out invites to review the academic's package and provide a letter.

Numbers of recommendations/not recommended (no names) from ad hoc and Peer Review Committee will be shared (not shared previously)

- Lots of clarification on acceleration.
- Page limits increased to 10 pages for promotions/actions.
- Update for academic coordinators and academic administrators expectations tables.

Working with HR to update section 300. Reviewed all chapters (16) and with senior leadership for review. Will address senior leadership changes and then a 30-day comment period is anticipated. The training working group (John Karlik, Surendra Dara, Khaled Bali, and Mary Blackburn) are working on a Q&A academics training. Future work: Prepping for the advancement cycle coming up: 23 cases expected 82 advancement expected. Peer Review Committee led by Linda Manton is asking for guidance on COVID affecting work and how this will impact decisions on actions. Coaching on how to talk about this in the narrative: how academics are spending their time even if results or critical outputs didn't happen yet.

Compassion is being asked for in committee reviews and with leadership. Pivoting. Obstacles overcome. Here's who is on the PR committee: Linda Manton, Chair, Mary Blackburn, Sheila Berry, Van Butsic, Oleg Daugovich, Luis Espino, Maria de la Fuente, Carmen Gispert, Betsy Karle, David Haviland, Gemma Miner, Keith Nathaniel, Steven Swain, Pam Tise (Support)

C. Program (Susie):

No meeting this year because no funds to allocate. Last meeting in spring for the Distinguished Service Awards. Will meet and figure out what to do with the funds. Funding doesn't need to be for travel and can be for other things. Some thoughts are to support good webinar hosting with tools or funding for the Program Support Unit since they handle continuing education units (cost about \$300 to \$500/hr webinar). Program Teams can also help with funding to hold webinars (upcoming Program Teams leaders webinar on what to do/how to plan end of Nov. or early Dec.)

Van: determine allocation vs. spend dates and constraints to how to spend.

D. Welfare & Benefits (Ben):

- Presented cost of living adjustment by geography proposal. Others do cost of living by location: federal government, other state extension programs, and campus off-scale. CA no adjustment similar to AZ and TX. NY adjusts according to home county. FL adjusts according to county with adjustments down or up from base salary.
- Campuses adjust as off-scale. Adjust up front or over a period of years (and sometimes throughout career). In ANR represented staff salaries are determined according to campus. Nonrepresented staff salaries are tied to cost of labor and competitive with local hiring salaries (4 salary adjustments areas).
- What is the robustness of organizations that are doing cost of living adjustment? Are they maintaining or increasing staff? Or still having retention issues? What is the organizational success in having these practices. What about in areas where the cost of living is low, but interest in positions is also low (i.e., failed job searches)? Do we pursue cost of living adjustment to improve in these areas? Ben: Join an advisor representative meeting and present the information since failed searches comes up in the advisor committee multiple times.
- More work by W&B to do before bringing to leadership. Ben: Working with HR to get numbers.

E. Advisor Report (Fadzayi):

- New committee members.
- Advisors plan to create a FAQ page. Going to include cost share issue in FAQ, concerns and successes.

- **Loss of advisors:** Losing critical mass and what can be done? Need more advisors to be effective. Continue pursuing cofunded positions. Advisors suggest instead of 5 years go to a 10-year model that may attract more applicants. How to maintain independence and reduce influence with these cost share positions is still a concern. Worry about retention. New evergreen terms with an initial 5-year term, but keep on adding 1 more year ahead of time. Most agreements allow for extension.
- **Pandemic:** Impact on academic success and issues with lack of child care. Impact more women than men. Advisors request training on how to write impact statements that reflect pandemic impacts and want to be clear on the expectations and if there will be adjustments. How to effectively communicate impacts of pandemic? Providing space on dossier for academics for original goals and then reporting what did instead? Are there different ways of measuring productivity?
- **5402 contracting:** Concern counties don't have the capacity to provide number of contracts to comply with the 5402 policy. Needs more work upfront. Perhaps a survey to ask if this is working and where it is not working can the policy be discontinued.
- **BOC reorganization:** Reorganization resulted in delays for requests. Hire more people to handle cases. Phone calls/Zoom is suggested for better communication instead of continuous back-and-forth emails.
- **Maternity leave:** Considered a disability and can leave advisors with no leave reserves. Can Welfare & Benefits Committee take on to help provide explanation?

F. Multiple Academic Titles Report (Karina): no report

G. Academic Coordinator Report (Tunyalee)

Affirmative action: Missy Gable is interacting with the U.S. Department of Agriculture, National Institute of Food and Agriculture (USDA NIFA) about affirmative action compliance reporting and challenges with the current method. **Changing cost recovery policies and procedures:** Cost recovery is being encouraged (e.g., registration fees for trainings, fees for service) while at the same time the guidelines and procedures are being developed. Concern was expressed about the potential for increased financial administrative work or more time reviewing financial details for cost recovery. **Integrated Web Project (IWP):** Communications so far indicate that phase 1 to be done by July 1st 2021 is for all content to be moved into the IWP platform. Some Academic Coordinators have been contacted by Jon Wilson about moving content, others not. Several expressed that this move is a significant amount of unanticipated work and that uncertainty about the timeline/process could hinder program planning for the coming year. Early communications would have been appreciated. Improved communication for the implementation plan was requested.

H. Specialist Reports

- UC Berkeley (Ellen):
UC Path and transfer to ANR business unit Sept 01 documented issues to prevent disruptions happening in the next transitioning units:
 - health insurance terminated (most didn't know until later in September)
 - life insurance cancelled
 - vacation/sick leave not transferring error resulting in not approving timesheets but no approval meant folks didn't get paid
 - some employees still under UCB so lack of communication about timesheet approval and not getting paid
 - ANR notification for annual training and listserves since treated as "new" employees.
- UC Davis (Vikram):

- **Professor of Extension Working Title:** The UC Davis Specialists Advisory Committee is drafting a proposal highlighting the need and potential uses of the working title. It will be submitted to the Provost's Office by the end of this calendar year.
- **Graduate Academic Certificate (GAC) in Extension, Outreach and Science Communication:** This has been changed to Graduate Academic Unit Certificate (GAUC). GAUC is only for students enrolled at UC Davis and needs to be approved by the faculty serving on the graduate school faculty committee as opposed to needing approval of all the UC Senates. This change is expected to be in place from Winter 2021.

- UC Riverside (Mark): no report

I. Program Council Liaison (Georgios): no report

IV. Meeting with Glenda/Wendy (2pm)

- **Budget and curtailment status.** The plan is to manage the budget without curtailment. But the President and Regents want systemwide consistency. What is planned takes into consideration future need for funding requests from the State. Proposal is out for comment. Make strong comments: does it save money, ANR is different from campuses. Proposal is number of curtailment days by salary rank and campuses can add to those days.
- **COVID impact on actions for merit/promotion.** How can academics better draft their narratives to describe pivoting done because of COVID. Higher education as a whole is looking at this issue. Nationwide submission of papers to journals for publication from women academics is down. There is concern among academics that if they defer advancement, they will fall behind and are aware of the need to maintain academic rigor. ANR leadership confirms that expectations are the same and to defer or reduce percent FTE time. Leadership asks what would assistance look like? Suggest in narrative to talk about what you accomplished (not what you didn't) and what you did differently or learned. Academics suggest a training to focus on how to pivot.
- **UC Berkeley transition to ANR Business Operations Center.** What hasn't been resolved? Will pass on issues list to UC Path so UCR and UCOP can prevent these transitional hiccups.
- **Update on 5402 contracting out policy and exemptions.** Continuing to negotiate and communicate about differences between counties and campuses regarding this policy. Exemptions are possible, especially where accessibility to contractors that meet the criteria is difficult. Unfortunate side effect is can reduce ability to use local businesses.
- **Consideration for academic coordinators to have added flexibility to use salary savings over more than 1 year.** Assumption was that all academics were being considered. May ask at next December committee meeting.
- **Update on positions, idea of multistate positions, and new models to fill positions.** Filled all advisor positions released (may have 1 pending). Quality of candidates are good. Few starting in Jan./Feb. 2021. New partners and conversations about cofunded and fully-funded advisor positions. Additional funding for community educator positions also being pursued. There's discussion at UCB for faculty positions that are externally funded without tenure and specialist positions without indefinite status. Talk about shared extension positions with Nevada for 4-H and Master Gardeners. The Western region program leaders are thinking creatively on how to gain more extension positions.
- **Mechanism to get notices of comment periods and provide comment from ANR on UC policies.** AAC is working to provide comments on recent updates to APM 700. Personnel Committee is working on update to APM 300. How to coordinate sending those notices out consistently so that ANR can provide comments?

- **Retirees reported not getting paid until 3 months past their retirement date.** This was possibly a systemwide issue and changes have been made at the Retirement Administration Service Center so that this should not happen again.

VIII. Adjourn

Next Meeting: February 2, 2021 from 9–3pm via Zoom