

ACADEMIC ASSEMBLY COUNCIL AGENDA

August 4, 2020

9–3pm

Zoom

Begin Business Meeting

Roll Call: President Van Butsic; Past President Jim Downer; Secretary and Academic Coordinators Committee Tunyalee Martin; UC Berkeley Specialists Committee Ellen Bruno; Multiple Academic Welfare and Benefits Committee Ben Faber; Titles Committee Karina Diaz Rios; Program Committee Susie Kocher; UC Davis Specialists Committee Vikram Koundinya; Advisors Committee Fadzayi Mashiri; Rules and Elections Committee Ali Montazar; Personnel Committee Steven Worker and John Karlik

Guests: John Fox, Glenda Humiston, Tina Jordon, Wendy Powers

Approval of Previous Minutes: Approved, no changes

Reports

President

- Schedule for next meetings set: 03 November 2020, 02 February 2021, 04 May 2021, 03 August 2021, 02 November 2021.
- ANR @ work survey: Mixed yes and no's for who has seen specific unit results. Van requested a breakdown for academic units and academics overall. Satisfaction somewhat high. Most primary opportunities relevant to senior leadership (so about broader steering of ANR).
 - ***For leadership: How they plan to address the primary opportunities? Ask Leadership to collect more data in order to address the issue in a more comprehensive way.
 - ***For leadership: How do you plan to address the marginal and low scores from Black, Latino, and Multiethnic employees about harmful experiences at work. Diversity results noted for Black, Latino, and Multi-Ethnic employees for experiencing/observing negative behaviors. Evaluation committee of Diversity, Equity, and Inclusion (DEI) workgroup is looking at the survey results too. If you want to do more analysis, reach out to Van or get in touch with DEI group. Van will connect Vikram with John Fox. Vikram interested in raw data.
 - Van: Invite DEI Evaluation Group to talk to AAC about findings and what the DEI as a whole is working on.
 - ***For leadership: Salaries: understand that it's not possible to discuss now but what's the future plan. Is it more about appreciation?
 - Suggestion to invite UCSD group to present how they did their analysis. DEI evaluation committee had that presentation. There is the potential to ask for more breakdowns and statistics.

Past-President (Budget Update)

- Not traveling so not spending money. Suggestion to reallocate the travel funds to professional development awards. Or something like a better online communications fund: buy webcam, buy microphone to assist. Holding off until next meeting to discuss in more depth. Van: add to next agenda.
- No word about next year's budget.

Committee Reports

Rules & Elections (Ali)

- Contacted chairs for recruitment needs. Appointed four new members to the Rules & Elections Committee. Appointed two new members to the Program Committee. Helping recruit five new advisor members. Tunyalee: update roster and website when new advisors appointed.

Personnel (Steven)

- Joint meeting with the Peer Review Committee: reported out and reviewed all the actions.
- Subcommittee reviewed negative or mixed letters and provided feedback on how to improve the letters.
- Three new members.
- Projects and groups: 1) Working with academic HR to revise 300 section of the manual with public comment/review period anticipated in fall. Not many changes, mostly updated process and roles. 2) ebook update. Probably not big changes. 3) Training workgroup scheduling and planning trainings. 4) Annual evaluation guidelines clarifications being added.

Program (Susie)

- No funding round this spring. Distinguished Service Awards were awarded. Tunyalee: add to website? Now allocating travel awards.

Welfare & Benefits (Ben)

- Putting together a FAQ based on the survey of members in January 2019. For example, sabbatical leave, travel options for people in more rural areas, plus where to find information, and contact for that information.

Advisor Report (Fadzayi)

- Five open positions being recruited.
- Met last week to discuss survey responses.
- Working on a FAQ of issues and flushing out answers. Advisors that are funded by grants that are not allowed to do public or university service. Adding to FAQ to be clear on position descriptions that this isn't an expectation.
- Asking HR about the process of negotiating as a new academic (base salary and off scale requests)
- Planning to put out information about regional salary equity with different cost of living expenses based on location. Adjustment done for staff but not academics.

Multiple Academic Titles Report (Karina)

- Request to have exit surveys/interviews for definite or short-term appointments positions.

Academic Coordinator Report (Tunyalee)

- New Chair Tunyalee Martin, Chair-Elect Marisa Coyne, and Second Chair-Elect Andy Lyons. No other committee members.
- Two action items from May AAC: 1) Reached out to Mark Lagrimini to plan for a webinar on developing goals for administrative work and how to best tie administrative work to ANR's condition changes. Wendy Powers and other academics are meeting on this topic. So, waiting to hear about the outcomes of the meeting. 2) Draft a welcome sheet for academic coordinators and multiple academic titles about our respective committees that would be added to the packet for the ANR orientation. No progress has been made yet.
- Academic coordinators developing a 'Welcome Package'. We plan to gather what new academic coordinators wished they knew when they first started and how to become involved with AAC.
- Meetings: fall webinar or discussion about the ANR @ Work survey results. Second meeting after we turn in our annual evaluation or merit packages to discuss how that process went. And a third meeting to start the conversation about diversity, equity, and inclusion.

Specialist Reports

- UC Berkeley (Ellen): No updates
- UC Davis (Vikram): Graduate certificate in extension program continues. Deans office working on professor of extension title as well.
- UC Riverside (Mark): Continues to work on professor of extension title

Program Council Liaison (Georgios): No report

Exit interview discussion

Based on AAC suggestion, Academic HR committed to doing exit interviews. John Fox supportive. Revamped the exit interview questions. But HR has been doing them sporadically or not at all. Academics leaving have requested exit interviews but not been given them. ANR PPM 320: Separations --- <https://ucanr.edu/sites/anrstaff/files/119388.pdf> has section about separated academics to submit a terminal report that goes to appropriate vice provost. Goal of having exit interviews: Barriers and obstacles encountered to share with AAC and senior leadership: common patterns that can be addressed.

- Discussion about having AAC members moderate the interviews. Concern about whether we should take this on or HR's responsibility, especially as we are asked to do less with less. Believe the data is important in order to prevent losing people. Suggestion that the exit survey/interview is AAC coordinated. Would ensure specific questions and will be done in a certain way to get the best data. Or ensure there is a mechanism that academic HR reports to AAC their results. Can do both survey and interview. Survey identifies who to talk to. Interviewer should be a person not associated with the person being interviewed. Summary: Desire for AAC to be support the process with HR. Interested in a survey component combined with interviews. Should have a discussion about who will do the interview (such as asking the person leaving for interviewer suggestions).
- Proposed idea of adding concerns to the annual evaluation Barriers section. Subcommittee of the Personnel Committee would review that section and code the comments to analyze.

***Question for Tina/John: What is the status of the exit survey option?

Meeting with John Fox (11:00)

Academic HR agreed to exit interviews, but workload got bigger and fewer were done. Staff changes prevented. May meeting agreement was to refocus and get information to AAC. Plus a change in how it was rolled out, with a focus on a survey and if appropriate or requested, do a more indepth interview.

Exit interviews were yielding useful information. Interviewees were willing to share. Interviewees appreciated the opportunity to share comments and thoughts. Status of the online survey: Vikram Koundinya reviewed the interview questions to inform a development of an online survey. Academic HR staffing is down one member and staffing is a challenge. AAC offering to help out. If we need to do things to ensure exit surveys/interviews get done, we support that. Once HR is in a better place, we want to let HR do the exit surveys/interviews. We acknowledge exit surveys/interviews are a central HR function. Who to survey or interview: Survey those retiring. Interviews for people leaving but not retiring. Do we interview people who are leaving because their appointment has ended (term appointments: such as project scientists or Non-Cooperative Extension specialists)?

Conclusion: trial period where AAC does the interviews for ~6 months. AAC has formed an ad hoc committee for exit interviews (Chair: Jim Downer, John Karlik, Ben Faber, Vikram Koundinya).

- Jim: send an email to others on the AAC to determine interest in serving on the ad hoc committee.
- AAC ad hoc committee and HR determine questions and set up survey and who receives (retirees, all?); have a check box to request an interview if interview not automatic.

- AAC ad hoc committee and HR revamp interview questions and develop ground rules/training for consistency of interview process.
- Tina Jordan will coordinate the exit interview with the AAC member assigned as the interviewer (HR prefers 1 person designated that is familiar with the process and understands what is appropriate and not appropriate to discuss).
- Interviewer provides transcript and shares with academic to get feedback and ensure everything is captured. Final transcript is the shared HR document to ANR leadership (and with AAC?)

Meeting with Glenda/Wendy (2pm)

Susie: How do you plan to address the marginal and low scores from Black, Latino, and Multiethnic employees about harmful experiences at work. Glenda Humiston/Wendy Powers respond:

- Low ranking scores carried across a lot of groups. Working closely with Diversity, Equity, Inclusion (DEI) office at UC Davis on how partner and access to UCD resources to address. There are two aspects: grievances/investigation of complaints and culture of the community. UCD has two offices that address these two aspects. Investigating a contract with UCD to investigate grievances/complaints. The culture and community side is addressed by living up to our Principles of Community. But working on the request to have it formally defined as policy.
- Incorporating DEI work into the evaluation process. Dossiers examples are on the Academic Human Resources website:
https://ucanr.edu/sites/anrstaff/Personnel_Benefits/Academic_Personnel/PR_Dossier_Examples. Steven Worker suggests this as a good example of strong commitment to DEI and Affirmative Action efforts: <https://ucanr.edu/sites/anrstaff/files/331021.pdf>. This narrative demonstrates an understanding of the importance of affirmative action in the program and has strategies in place to reach underserved clientele: <https://ucanr.edu/sites/anrstaff/files/331018.pdf>.
- Regarding hiring, implicit bias training has been required for the past 3 years, and considering making it mandatory (e.g., UCLA implicit bias training program consisting of seven short video clips available here: <https://equity.ucla.edu/news-and-events/bruinx-releases-seven-part-implicit-bias-video-series/> or <https://ucnet.universityofcalifornia.edu/working-at-uc/your-career/talent-management/professional-development/managing-implicit-bias.html>). Discussing the possibility of assigning a person on a search committee the role of observing conversations and decision making through the DEI lens. Also encouraging a more diverse candidate pool by looking at where the position is advertised and connecting with campus groups like MANRRS (Minorities in Agriculture, Natural Resources, and Related Sciences with chapters at Davis and various California State universities).

Jim: How do you plan to address the primary opportunities? Glenda Humiston/Wendy Powers respond:

- Regarding having a voice, this is not about people getting what they want. Change is needed in how ANR operates and some folks are resistant to change. Asked if the town halls were helpful and several folks said personally yes.

Van: Can you provide a budget update? Will there be funding for Program Teams or Workgroup meetings? What about program support funds? Will the advisor salary equity program resume next year? Glenda Humiston/Wendy Powers respond:

- Depends on the next federal stimulus package. At best flat. Could be \$15 million deficit. Wendy Powers, Lagrimini, and Bell reviewed every program budget line item and are proposing changes to Tu Tran and Glenda Humiston. No travel will offset some deficit. There will be backfill from the reserves. Travel, program support funds, funds to support the peer review process, program team meetings, Strategic Initiative funding all face potential reductions. Can't continue doing business the way we've been doing business. Don't have a sense of when more will be known and be able to communicate more information. Still don't know about federal and state budgets. Balancing whether

it's better to reduce budgets now or wait to inform about budget change needs until there is more information, but that might be too late. Also waiting to hear about the new President's views.

Other potential topic discussed: Disconnect between ANR HR and Retirement System and delays from retirees getting benefits in a timely manner. Not able to get in touch with a representative.

Other potential topic discussed: Update for systemwide policy changes that we can coordinate a formal letter response to comment or recommend on the academics (APM change or other policy changes).

Van: connect with Lagrimini and Robin about access to policy updates in time to comment.

Adjourn

Next Meeting: November 3, 2020 from 9–3pm