

# ACADEMIC ASSEMBLY COUNCIL PERSONNEL COMMITTEE REPORT

**MAY 20, 2003- SAN DIEGO**

*Prepared by: Mike Murray, AAC Personnel Committee Chair*

The AAC Personnel Committee has met twice since the January AAC meeting in Oakland. The first meeting combined a one-day committee meeting with the *Ad Hoc* Chair training, held in Davis on January 22-23. There were potentially 18 Chairs to train, and approximately  $\frac{3}{4}$  of them attended. This number is down from previous years, but the number of requested salary actions this year is also down. The Chairs attending seemed happy with the quality and depth of the training. Attached is the *Ad Hoc* Review Committee Chair report, which identifies specific strengths and weaknesses of the review process. The Personnel Committee will be using many of these suggestions as we revise the “bluebook” prior to the 2004 salary-action year. Thanks to Elizabeth Gomez and her staff for conducting the survey and preparing the report.

The Personnel Committee also met in Oakland for two days, April 14-15. The major task was to review the *Ad Hoc* committee reports for constructive criticism, breadth of coverage, helpfulness to the candidate and completeness. We reviewed 36 reports and felt the quality was higher than in previous years. In a limited number of cases where the Personnel Committee saw opportunities for improving the report, the Chairs were contacted and all were receptive to the suggested revisions. The Personnel Committee did not have to include any “disclaimers” this year.

Myself and the Chair-elect, Kings County Dairy Advisor Carol Collar, participated in a SAC (Senior Advisory Committee) meeting at Oakland on May 7. SAC had just concluded two days of reviewing all merit and promotion packets. The purpose of our attendance was to receive feed-back, while it was still fresh in their heads, about what worked well, as well as suggestions for improving the process. In general, they are content with the “new process” initiated two cycles ago. There was some concern expressed about the need to clarify the general topic of letters of recommendation. Personnel Committee will be revising that section of the bluebook before the ‘04 cycle begins. There was also concern expressed about some candidates not complying with the new format. There was a discussion about what a peer-reviewed journal is. Finally, the Director said that anyone submitting a PR in the future that does not contain a *current* Position Description will be automatically disqualified from pursuing the requested salary action. Personnel Committee will be stressing that at the regional PR training sessions.

As mentioned, Carol Collar will be assuming the Personnel Committee Chair role on July 1, 2003. Carol is a Dairy Advisor in Kings County and has several years experience on the personnel Committee. We elected Fe Moncloa as the Chair-elect at our April meeting. She will assume that role on July 1, 2003, and move into the Chair role on July

1, 2004. Fe is a 4-H Youth Development Advisor in Santa Clara County and also has several years experience on Personnel Committee. Jane Chin-Young has agreed to continue as our recorder. Jane does a great job and her assistance is appreciated. Mike Murray will serve the 2003-04 year on the Personnel Committee as the immediate past-Chair. We are anticipating one replacement for retiring Personnel Committee member Ken Willmarth.

It appears that there will be a number of activities that Personnel Committee should be involved in during the coming year. Certainly any actions to “down-size” programs which impact Assembly members should involve serious discussions with Personnel Committee, *early-on and before decisions have been made!* There is an increased value for the activities of Personnel Committee in these uncertain times.

That all costs money, however. Personnel Committee over-spent its budget this year. Our committee is geographically diverse, by design, so travel expenses to meeting can be high, depending on specific member’s locations and travel options. The committee has assumed major training roles in the annual PR training workshops that the regions hold. Most of our meeting times and locations are dictated by administrative convenience: in July, the committee is asked to meet with the Program Council, at Davis, to review the last year’s activities, respond to input from Program Council, introduce new members and interact with Program Council; we meet in Oakland in October to develop recommendations for *ad hoc* committee members; in January we meet at Davis, in conjunction with our *Ad Hoc* Chair training; in April, we meet at Oakland to review *Ad Hoc* committee reports. Administration needs to make a decision of whether or not these functions should continue to be adequately funded. If the answer is no, we will look to Senior Administration for guidance as to where to make specific cuts.

Also attached to this report is the preliminary results of the PR survey. Fe Moncloa took the lead on this, as well as developing a computer-based system for surveying in the future. She has done a great job!

I have enjoyed the opportunity to serve on Personnel Committee. The best part was all of the great people, both within and peripheral to the committee. The diversity of programs, locations, etc., stimulates lively and productive discussions. Personnel Committee is integral to the concept of shared governance and must continue to work with administration on issues impacting Assembly members.