

Assembly Council Action Items

September 25-26, 2002

<i>WHO</i>	<i>WHAT</i>	<i>WHEN</i>
Personnel Comm.	Put results of PR Advisor Survey in ANR Report with note to go to web site for full report.	By or before January 8 th issue
All Chairs & Reps.	Email reports to D. Metz to put on AAC web site	Now
Metz	Put reports on web	ASAP
Metz	Send list serve information to all chairs	ASAP
Rules & Elections	Utilize conference call to discuss filling vacancy.	ASAP
Personnel Comm.	Discuss propose committee make-up change.	Next PC mtg.
Carver	Continue communications with Dr. Vaux about awards.	On going
Metz	Set up AAC Minutes to have sub-link for regional reports on web.	ASAP
Exec. Board	Responsible for maintaining updated reports on web and updated communications	Continuous
Program Comm.	To develop web-link format to give to Metz	ASAP
AAC	Revisit web-link format to see how it's working.	Jan. AAC mtg.
Carver & Metz	Meet with Vaux to discuss awards and call for proposals so information can be put on web.	Early Nov.
Dasher	Add CD's to survey and a cover sheet explaining who has volunteer mgt. Responsibilities and explain outcome expectations. May decide to use focus group interviews to gather more information needing clarification.	Now
Metz	Write up procedures for reimbursements on budgeted item.	ASAP
Metz	Inquire about mailing AAC business by postage or penalty.	ASAP
Ingels	Share report on cost of living/price index with Lund.	Done
Exec. Board	Send regional chairs duties to new chairs annually	Before fall meeting
Holtz	Direct the specific staff member with the unique concerns to the appropriate section in the Academic Adm. Handbook	ASAP

<i>WHO</i>	<i>WHAT</i>	<i>WHEN</i>
Metz	Have logo on AAC Brochure approved	ASAP
Metz	Have AAC brochure printed 500 –1000 copies for best price break.	Before SW mtg.
Exec. Comm. & Blackburn	Appoint a working group to help develop an action plan for strategic plan.	Now
Blackburn	Come up with visionary statements to go out to Regional Reps. For staff input.	By Nov.
Blackburn & Metz	Contact J. Brenner to facilitate an issues focus discussion to come up with strategic plan for action at the Jan. AAC mtg.	Now
Blackburn	Report status of plan at Statewide Mtg.	Feb.
Metz	Meet with Statewide Mtg. committee to see where AAC will fit into the program	ASAP
Metz	Arrange for special invitation with RSVP to AAC event at Statewide Mtg.	By Dec.

Assembly Council Minutes Fall Meeting.

Date: Sept. 25, 2002

DANR Office Bldg, Davis, CA

Present (Day 1-Day 2): Diane Metz 1-2, Rick Delmas 1-2, Marciel Klenk 1-2, Rebecca Carver 1, Barbara Reed 1, Yvonne Steinbring 1-2, Mike Murray 1, Ken Churches 1-2, Chuck Ingels 1-2, Jose Aguiar 1-2, Cindy Fake 1-2, Steve Dasher 1-2, Mary Blackburn 2, Brent Holtz 2, Jim Grieshop 2.

Absent: Dan Marcum, Carol Powell, Antoon Ploeg

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PAST PRESIDENT REPORT...R. Delmas

- Strategic Plan Report...Blackburn fine tuning report before putting on web
- PR Bluebook...good job by Personnel Committee
- Welfare Committee...commended for proactive approach
- Awards...3 ANR Awards (\$5000 ea) to be given at SW Meeting
- Health Benefits...Metz will continue to bring in expertise to provide benefit updates to help AAC representatives respond to colleagues
- Rules & Elections...think about a 2 year term for AAC President

PRESIDENT'S REMARKS...D. Metz

- Welcome
- Doris McCarty, Office of the President, is assigned to AA and will maintain web page for AAC, budget, etc.
- AAC web page up and contains forms for applying for professional society meeting funds
- AAC needs to address issues we can change
- Review minutes, some committee reports still missing
- Thank you gift presented to Delmas.

MOTION: Murray moved to accept minutes with correction that the word *plague* be changed to *plaque*. **PASSED**

COMMITTEE REPORTS

Personnel Committee...M. Murray

- Met with SAC to discuss activities
- Surveyed advisors (98) who went through PR process, 54 responses
- Subcommittee proposed revisions to Bluebook (*P.C. only makes recommendation, Adm. approves them*)
 - Adm. can solicit outside list for letters of recommendation
 - PR should cover calendar year
- Four regional PR training workshops planned, emphasis on consistency over regions
- RD's identified good PR's, plan to use examples in training.
Survey results reviewed

MOTION... Delmas moved the Personnel Committee evaluate the 2003 PR Cycle using same survey with clarification on question #3. Carver amended motion to read... PC to send out same survey with clarification on question #3 at end of 2003 Cycle and retain raw data for comparison. PASSED

MOTION...Carver moved to accept the Personnel Report with the remark that PC is working on appending Ad Hoc training. PASSED

ACTION

- ✓ PC to put results of survey in ANR Report with note to go to web site for full report.

Welfare & Benefits...B. Reed

- Identified areas of employee concern
- Goal to educate employees on benefits
 - clarification of health benefits
 - improve communications
 - address salary inequity
- Recommending flat percent for healthcare benefit
- Will communicate with staff via web
- Staff should send health concerns to W&B Chair Reed
- Salary Survey (covers 1996 – 2001)
 - Salaries barely keeping up with inflation
 - Starting salary offers resulting in failed searches, weak candidate pools for new hires. New hire feel they were given “false promises”
 - Committee searching for “peer group” with similar job requirements to compare how their salary changes over same time period, cost of living differential, will look at other companies to see if salaries are competitive
 - Use CA Budget Project as background for supporting salary increase
 - Cap II concerns addressed by Judy Ackerhalt. Cap II only available to UC Retirement Plan because funds are from the UC Retirement Fund

ACTION

- ✓ All chairs to send information to get onto web to President Metz.
- ✓ Metz to send list serve information to all chairs.

MOTION...Murray moved to accept Welfare & Benefit Report. PASSED

Rules & Elections Committee...Y. Steinbring

- Vacancy on Welfare & Benefits Committee to be filled by R&E

ACTION

- ✓ R&E will utilize conference call to discuss filling vacancy.

Program Committee...R. Carver

- Five people serving on DSA selection committee
- Recommend information for DSA be on web year round
- Suggest Professional Society funds be increased to \$600 for US travel and \$1000 for International travel. Narrative needed for proposal
- Program Committee monitoring AAC web site and suggests more information be included such as all forms, committee membership list, committee reports, action sub-regional and campus reports, AAC by-laws, etc.
- Program Committee concerned about committee make-up

MOTION...Churches moved that AAC endorse R&E Committee's recommendation for the "New Advisor" Award and it be taken forward to administration by President Metz with guidance from Program Committee. PASSED; 1 opposing vote..

MOTION...Churches moved to accept PC Report. PASSED

ACTION

- ✓ PC to propose committee make-up change.
- ✓ Carver to continue communications with Dr. Vaux about awards.
- ✓ AAC Minutes to have sub-link for Regional Reports on web.
- ✓ Executive Board will be responsible for seeing Reports are on web and maintaining updated communications.
- ✓ All regional/campus and committee chairs will email reports to AAC. President Metz to put on web.
- ✓ Program Committee will develop a web-link format and give to Metz. AAC will revisit this issue in Jan. 2003 to see how it is working.
- ✓ Carver and Metz to meet with Dr. Vaux (at earliest in Nov.) to discuss awards and call for proposals so information can be put on web.

SPECIAL PROJECT REPORT**Human Resource Advisors Survey...S. Dasher**

- Committee checked to see if prior surveys exist...No
- Developed survey to ID administrative and management role of HR Advisors

ACTION

- ✓ Add CD's to survey and a cover sheet explaining who has volunteer management responsibilities and explain outcome expectations. May decide to use focus group interviews to gather more information needing clarification.

BUDGET...D. Metz

- Re-bill conference calls to AAC Account.
- Sub-regions only have \$250 each in budget.
- Program Committee needs monies to administer DSA Awards

ACTION

- ✓ Metz to write up procedures for reimbursements on budgeted items.
- ✓ Metz will inquire about mailing AAC business by postage or penalty.

REGIONAL REPORTS**North Coast & Mountain****Sub-region 2...K. Churches**

- In process of recruiting committee members.

Sub-region 1...Y. Steinbring

- Concerns include salary discrepancies, health issues, hiring concerns.

Central Valley**Sub-region 2...C. Ingels**

- Developed chart showing cost of living adjustments vs. consumer price index
- Request AAC address this issue, develop a strategy to amend the advisor pay scale to reflect the true nature of our work, and address lack of parity adjustment
- Request AAC send COLA vs. CPI table to all advisors as way of encouraging understanding of situation and developing strategy for resolving issue
- “1000 Hour” employee rule affecting programs. How do campuses and experiment stations handle it?
- Staff want a mailing option for surveys to maintain confidentiality
- Propose returning to 3 region representation rather than sub-regions and relaxing guidelines for committee reps selection

ACTION

- ✓ Share report (chart) with Lund.
- ✓ Send regional chairs duties to new chairs annually.

MOTION...Ingels moved report (highlighting item 2, paragraph 2) be sent to Welfare & Benefits Committee and go to Welfare & Benefits Committee for further review. PASSED

MOTION...Delmas moved to accept report. PASSED

BENEFITS UPDATE...Elizabeth Hansen,
Employee Benefits Mgr, UDD Benefits Office

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REGIONAL REPORTS cont.**Central Valley cont.****Sub-region1...B. Holtz**

- Want vacant positions open for in-house applicants first.
- Want to take various donor funds when transferring counties
- Why is professional society mtg. Policy limit 2 years for international travel?

- Training inadequate for CD's in personnel management skills.
- Concerns about budget impacts & salaries.

ACTION

- ✓ Refer staff with concerns to Academic Administration Handbook.

MOTION...Steinbring moved to accept report. PASSED

Central Coast & Southern

Sub-region 1...no representative, report in mail

Sub-region 2...J. Aguiar

- No report.

Davis Campus...J. Grieshop

- Specialist Advisory Committee is also advisory to dean.
- Issue of "equivalent status" so CE can receive tenure and formalized leave of absence privileges, and automatic emeritus status like academic senate.
- Completed CD report and sent to Dr. Vaux. Results to be presented at a later date.

MOTION...Ingels moved to accept report. PASSED

AAC BROCHURE...D. Metz

- Will be on AAC web site
- Given to new employees
- Handed out at SW Meeting

ACTION

- ✓ Have logo approved then print 500 –1000 copies.

STRATEGIC PLANNING COMMITTEE PLAN...M. Blackburn

- Administration reviewed draft, suggested refining report and work on strategic action plan.
- Put on web
- Provide summary at State wide Meeting

ACTION...

- ✓ Appoint a working group to help develop an action plan for strategic plan.
- ✓ In Nov. come up with visionary statements to go out to Regional Reps for staff comments.
- ✓ At Jan. meeting, have J. Brenner facilitate an issues focus discussion to come up with strategic plan for action.
- ✓ Report results at SW Meeting.

STATEWIDE MEETING...D. Metz

- Reviewed options for AC Report to staff
- Options, 1) Wed. a.m. at early arrival, 2) Thurs. breakfast, 3) Social hour before DSA

ACTION

- ✓ Metz will meet with Planning Comm. to see where AAC will fit into the program
- ✓ Arrange for special invitation with RSVP

ADMINISTRATIVE REPORT...Dr. Lanny Lund**Assistant Vice President-Programs**

- Budgets, not looking good; AES hardest hit
- New staff orientation underway
- Internship Program, working well
- Merit report coming out soon
- Future of county based CE, study in progress for future directions
- Workgroups, still funded, information on web
- AAC Program Plan will be an action plan
- Searches, internal or external at discretion of RD
- Adm. comes to AAC for input and dissemination of information

ADJOURN**ASSEMBLY COUNCIL WRAP-UP****BIN ITEMS:**

- 1000 Hour Law
- Alternatives
- Carol Berman – contracts
- Sally Philbin – UC labor relations expert possible session for SW Meeting
- Attendance at AAC meetings
- CA Family Leave Act

MEETING EVALUATION**Positive**

- Reports went well
- Action items well prepared
- Agenda moved well

Needs Work

- Attendance
- Follow-up with people not here
- Web improvements
- Image improvements