



**University of California Agriculture and Natural Resources  
Academic Assembly Council**

**MINUTES**

**January 26, 2012, 9:00AM – 5:00PM  
Dept Animal Science, UC Davis  
Meyer Hall, Room 2154, La Rue Drive**

**MEMBERS ATTENDING:**

Frank Mitloehner, President  
John Karlik, President Elect  
Steve Wright, Past President  
Matthew Portillo, Secretary, Central Valley Region Committee  
Franz Niederholzer, Advisor Committee Chair, Central Valley Region Chair  
Shermain Hardesty, Academic Coordinator Committee Chair  
Ken Tate, Specialist Committee Chair, UCD Campus Committee Chair

**GUESTS:**

Barbara Allen Diaz, VP, Director of Ag Exp Station & Coop. Ext. (11:00AM–1:00PM)  
Bill Frost, Assoc. Dir. Coop. Ext. and Ag Exp Station (11:00AM–1:00PM)  
Kim Rodrigues, Executive Director for Academic Personnel (11:00AM–5:00PM)

---

**MOTIONS MADE:**

**Motion:** To amend Personnel Committee Membership, Section IX. Part C, subpart 2b1

**Motion:** To approve minutes of May 26-27, 2010 AAC meeting.

**Motion:** To approve minutes of January 27-28, 2011 AAC meeting.

**Motion:** To approve minutes of June 13, 2011 AAC Conference Call meeting.

---

**ACTION ITEMS:**

**Action Item:** AAC Secretary will request AAC expenditures from previous two years for budgeting.

**Action Item:** AAC will charge the Program Committee to develop a CE Advisor Mentoring Handbook and to coordinator with Academic Personnel and the Welfare and Benefits Committee.

**Action Item:** AAC Secretary will request review copy of UCD Specialists Mentoring Handbook from Frank Mitloehner to give to the Program Committee.

**Action Item:** AAC will charge the Academic Policy Committee to address institutional and structural improvement for CE to compete and survive.

**Action Item:** AAC will charge the Welfare and Benefits Committee and the Academic Policy Committee to develop a committee handbook respectively.

**Action Item:** AAC Secretary will contact individuals for assistance in developing an eNewsletter.

---

### **Assembly Council Executive Committee Meeting**

Meeting called to order at 9:00AM by Frank Mitloehner.

Discussion occurred on the AAC budget (see attached proposed 2011-2012 operating budget).

Discussion occurred regarding the continuum between CE, commodity groups, public, and campuses.

Next scheduled AAC meetings:       May 31, 2012, ANR Bldg, Plum Room, 9:00AM – 5:00PM  
                                                January 31, 2013, ANR Bldg, Plum Room 9:00AM – 5:00PM

---

### **Academic Assembly Council Planning Meeting**

Meeting called to order at 10:00AM by Frank Mitloehner.

Discussion occurred on changing the AAC By-Laws Section IX, Part B, subpart 2a3 term of office from three years to two years for campus representatives to accommodate campus specialists.

Further discussion occurred on the AAC budget. Committee requested expenditures from previous two years to better allow funds to different accounts.

Discussion occurred on ANR structural changes affecting behavior of CE. What will CE look like in the future?

Discussion occurred on developing a CE advisor mentoring handbook. Committee would like to review UCD Specialists Mentoring Handbook.

---

**Lunch, Introductions, Discussion with Vice President Barbara Allen-Diaz, Associate VP Bill Frost, and Executive Director for Academic Personnel, Kim Rodrigues**

Meeting called to order at 11:00AM by Frank Mitloehner.

Frank welcomed our ANR administrators and provided an overview of the AAC agenda for the current year.

Administration provided an update to budget, position recruitments, and competitive grants.

Discussion occurred regarding the continuum between CE, commodity groups, public, and campuses, what are the limitations, and how do we improve the continuum?

Discussion occurred regarding the need to develop a CE advisor mentoring handbook.

Discussion occurred on institutional and structural improvement for CE to compete and survive.

Discussion occurred in charging the Academic Policy Committee to address the above issues. Further discussion included involving input from all CE and AES. More thought is needed for the organization to function system-wide.

Charge Letter from Frank Mitloehner (see attachment)

---

**Academic Assembly Council  
Business Meeting**

Meeting called to order at 1:30PM by Frank Mitloehner.

**I. Approval of Previous Minutes**

- Matthew Portillo moved to approve the May 26-27 2010 Minutes. Steven Wright seconded. One abstained. Motion passed.
- Steven Wright moved to approve the January 27-28, 2011 Minutes. Matthew Portillo seconded. One abstained. Motion passed.
- Steven Wright moved to approve the June 13, 2011 Minutes. Matthew Portillo seconded. One abstained. Motion passed.

**II. Officer Reports**

- a. President: Frank and Steve have meet with Kim Rodrigues to discuss AAC concerns to improve the continuum between CE, commodity groups, public, and campuses.
- b. Secretary: See attachment.

**III. Committee Reports**

- a. Rules & Elections: No report
- b. Personnel- No report. Discussion occurred regarding changing the By-Laws to address membership eligibility difficulties in recruiting qualified individuals. **Motion:** Steven Wright

Membership. Consists of eight members of the Assembly (including the past Chair) and the AAC President as ex-officio, non-voting. Members are appointed by the Rules and Elections Committee to represent program areas as equally as possible and include a minimum of two Advisors from each Former CE Region, an Academic Coordinator, and optionally a CE Specialist. Members must have held an academic appointment in University of California Cooperative Extension for at least six years in their current title, prior to serving on this committee. Members must have served on other University Committees such as the following: another AAC Committee; at least 2 AAC Personnel Ad hoc Peer Review Committees or served as the Chair of an Ad hoc Peer Review Committee; or served on University Administrative appointed committees ~~another AAC Committee~~ prior to serving on ~~this~~ the Personnel Committee. A CE Advisor or Academic Coordinator must chair this committee.

John Karlik seconded. Motion passed unanimously by electronic vote on February 22, 2012.

- c. Program: See attachment.
- d. Welfare & Benefits: No report
- e. Academic Policy: No report
- f. Regional Reports: Franz reported region was concerned with vacancies.
  - i. NCMR
  - ii. CVR
  - iii. CCSR
  - iv. Academic Coordinators
- g. Specialist Reports: Discussion occurred on differences that exist between campuses regarding Specialists seeking merit/promotion, type of appointment and 9, 11, 12 month faculty with grants.
  - i. UCB:
  - ii. UCD
  - iii. UCR: See attachment.

#### IV. Old Business

- a. None

#### V. New Business

- a. Policy & Procedures Handbooks: Discussion occurred on committee handbooks to assist committee chairs and member with duties and planning the year. Committee handbooks exist for all committees except for the Welfare & Benefits Committee and Academic Policy Committee. It was recommended to charge the Welfare & Benefits Committee and Academic Policy Committee to develop a committee handbook respectively.
- b. CE Advisor Mentor Handbook: It was recommended to charge the Program Committee to develop a CE Advisor Mentor Handbook with the cooperation of Academic Personnel and the Welfare and Benefits Committee.

**VI. Other**

- a. Discussion occurred on developing an eNewsletter and/or using Facebook to better communicate, update, and receive feedback on AAC activities. Matthew will contact individuals for assistance in developing an eNewsletter.

**ADJOURNED:** Franz Niederholzer moved to adjourn the meeting at 4:40PM. Steven Wright seconded. Motion passed.

Respectfully submitted,  
Matthew T. Portillo, AAC Secretary

**ATTACHMENTS**

**2011-2012 REQUESTED BUDGET  
ACADEMIC ASSEMBLY COUNCIL OPERATIONS  
L-SWPACCN**

	<b>Sub</b>	<b>Special</b>	
1	AA7X1	Assembly Council	\$11,618.80
2	AA7X2	Executive Committee	700.00
3	AA7X3	Program Committee	250.00
4	AA7X4	Personnel Committee	10,000.00
5	AA7X5	Rules and Elections Committee	250.00
6	AA7X6	Benefits Committee	250.00
7	AA7X7	North Coast Mountain Region	300.00
8	AA7X8	Central Valley Region	300.00
9	AAX9	Central Coast & Mountain	300.00
10	AA710	Davis Campus	300.00
11	AA711	Berkeley Campus	100.00
12	AA712	Riverside Campus	100.00
13	AA713	Academic Coordinators (new)	100.00
		<b>Davis Total</b>	<b>\$24,568.80</b>
	Funds may be reallocated among subs as needed with approval of AAC President	<b>Budget proposed for 2011-2012 operations is equivalent to 2010-2011 budget. Does <u>not</u> include Distinguished Service Awards budget of \$15,000 approved for 2011-2012.</b>	
		<b>Total</b>	<b>\$24,568.80</b>

**Academic Assembly Council**  
**Secretary Report**  
**January 26, 2012**

Submitted by Matthew Portillo, January 24, 2012

- AAC Website: Updates have been made to reflect changes in committee assignments, minutes, By-Laws, and committee reports.
- Sent Policy and Procedures Handbooks to all committee chairs with the exception of Academic Policy Committee and Welfare and Benefits Committee as they have no document.
- Propose using FreeConferenceCall.com to increase AAC participation and/or accommodate those with meeting conflicts.

**Academic Assembly Council  
UCR Specialists Committee Report  
January 26, 2012**

Submitted by Alec Gerry, January 20, 2012

1. Faculty Equity Issues
  - a. CE Specialists lacking an I/R appointment at UCR have been granted the right to serve on student committees, including as sole major professor, with the requirement that one member of the committee must be a member of the Academic Senate.
2. CE Specialist Merit/Promotion files
  - a. We are very near the point where CE files will be submitted through the same electronic submission process (eFile) that non-extension faculty must utilize for merit and promotion files.
  - b. There has been some discussion among the UCR Specialist Committee as well as the CE Advisory Committee (committee that reviews CE files for the Dean) regarding the frequency with which Specialist clientele are asked to write letters in support of Specialist merit and promotion files. From informal conversations with farm advisors and other Specialist clientele, it appears that the frequency with which farm advisors are asked to write evaluation letters is burdensome to them. Non-extension faculty files have evaluation letters (for teaching, etc...) at less frequent intervals. Would be worth some discussion by AAC members about the effort that they must provide to write these letters every 2-3 years and the impact of reducing this frequency to letters supporting promotion files (4-8 yrs) rather than every merit file.
3. Associate Dean for AES/CE at UCR
  - a. Don Cooksey has stepped down at the Associate Dean with oversight of CE and was recently replaced by Tim Paine (Entomology). Tim is a long time advocate of Cooperative Extension and has a good sense of the history and purpose of extension in California.



**Academic Assembly Council  
Program Committee Report  
January 26, 2012**

Submitted by Rachel Surls, January 25, 2012

We facilitated the 2011 DSA Awards. The results were announced in October (see announcement, below).

The DSA applications were available and announced in ANR Update, ANR Report, and via email to ANR employees beginning on June 14. Applications were due on Aug. 1st.

The DSA call was very similar to past calls, with the addition of an award for outstanding staff. The call can be viewed at:

<http://ucanr.org/blogs/blogcore/postdetail.cfm?postnum=5105>

Our committee also coordinated the funding for professional society travel.

Our membership and leadership changed over the past year. I became chair in July, taking over from Jim Bethke who is still on the committee. Scott Oneto continued on the committee. Mike Marzolla retired and left the committee. We added Joe Grant and Becky Westerdahl.



Frank Mitloehner, Ph.D.  
Associate Professor and CE Specialist  
Academic Assembly Council, President  
Department of Animal Science  
2151 Meyer Hall  
One Shields Ave  
Davis, CA 95616  
(530) 752-3936

April 10, 2012

TO:  
Kevin Day, advisor, Co-Chair, advisor  
Frank Mitloehner, Co-Chair, specialist, UCD  
Joyce Strand, academic coordinator  
Steve Wright, advisor  
Steve Koike, advisor  
Brenna Aegeter, advisor  
Adina Merenlender – specialist  
Alec Gerry – specialist, UCR  
Carolyn Stull - specialist, UCD-SVM  
Kim Rodriguez – ANR executive director – ex officio

FROM: Frank Mitloehner, UCCE Specialist & President, AAC

RE: Charge to Extended AAC Policy Committee to Gather Input on Strengthening the UC ANR Continuum

Dear colleagues,

The Academic Assembly Council (AAC) has been asked by UC VP Barbara Allen Diaz to form a Committee to seek broad input from UC ANR academics related to the role(s) and responsibilities of CE Specialists and Advisors to support the UC ANR Mission and Vision. The purpose for this Committee is to gather broad and diverse input, which will provide important information as we move forward.

In order to gather this input, an extended AAC policy committee is being charged comprised of a CE Specialist from each college (UCD-CAES, UCB-CNR and UCR-CNAS) and the School of Veterinary Medicine (UCD-SVM), four Advisors, and an Academic Coordinator to work together with Executive Director Rodrigues to support a series of statewide discussions on this critical topic. This Committee will receive staff support from Katherine Webb-Martinez in order to develop a process, carry out the discussions, and summarize this statewide input. The Committee members will develop an open and transparent process to engage ANR academics throughout the state in these discussions. The Committee will participate in the discussion and assist in the development of a report to UC ANR leaders based on the outcomes of the statewide discussions.

We anticipate the discussions to be held over the next several months at 3-4 locations in California, from the South to the North. A report from the Committee is due to VP Allen Diaz by August 1, 2012. The report will be shared with the AAC Executive Committee and UC ANR leaders shortly thereafter. The results of your work will also be reviewed and discussed by Program Council to inform Division leaders with respect to future positions.

I look forward to your participation in this important effort. No response is necessary unless you are unable to serve.

Sincerely,  
  
Frank Mitloehner