

ACADEMIC ASSEMBLY COUNCIL AGENDA
October 29, 2018
9-3pm
Stanislaus, CA

I. Begin Business Meeting

A. Roll Call

- i) President Katherine Soule; President-Elect Van Butsic; Past-President Jim Downer; UC Berkeley Specialist Representative Jodi Axelson; Rules & Elections Chair Surendra Dara; Academic Coordinator Chair Sandy Derby; Program Committee Member Jennifer Heguy; Advisor Representative Chair Betsy Karle; Welfare & Benefits Chair John Karlik, Secretary Tunyalee Martin; Personnel Chair Tom Turini

B. Approval of Previous Minutes

- i) July 2018 meeting minutes posted on aac.ucanr.edu on 13 August 2018
ii) For the future, draft minutes will be circulated to the Council and the Council will review, providing corrections to the draft minutes within two weeks of release. After the 2-week review period, the minutes will be published on the AAC website.

II. Reports

A. President

AAC President's Newsletter: first newsletter out after last meeting with positive feedback from academics and leadership; Council response is also positive; President will keep writing the newsletter

i) AAC Budget Cut and Adjustments:

49K AAC budget for 18-19 with 10% cut from the professional society travel awards

- For meetings that are late in the fiscal year, we pay out of next year's budget, so have used 30K of 40K (with 40K being the number before the budget letters came out). Possibility that these were very high and high priority funded grants, and maybe now only very high will be funded to save money now we know about the cuts.
- Program committee doesn't know who ends up getting funding until the emails come out with Joni Rippee and Michelle Hammer Coffey making the final decisions. If this process continues, preference is for Program Committee recommendations to match who gets funded. Need a process to get information from Joni and Michelle about how many applied and how many receive, plus other information that helps the Council make decisions to ensure the professional society travel awards process is efficient.
- How do we want to give out travel grants and can we simplify the process?

***Decision to move \$2500 from Council meeting funds to professional society travel awards on a temporary basis

***Decision to change the call process: Call twice per year, in August (review by October with decisions based on budget) and February. Call is currently out. Will review the current applications and then start with the twice per year schedule.

***Decision that president-elect will work with Joni/Michelle on changes to work together to finalize decisions

B. Secretary

Added Chris Greer as program council liaison on the membership page and will add a roles webpage once get information. Next meeting on Feb 5 is in the San Joaquin Room, ANR Building.

III. Committee Reports

A. Rules & Elections (Surendra)

- ANR Mentoring Committee developed to prepare everyone to have a long career with ANR: Chair Tom Turini, John Karlik, Gemma Miner; David Lewis
- ANR Academic Exit Survey Committee to maintain high quality academics and reduce the pattern of academics staying for 2–3 years and then leaving as well as learning from those who had a long career with ANR and are retiring: Chris Greer, Jim Downer, Kendra Lewis, John Fox, and Tina Jordon

B. Personnel (Tom)

- Committee: Tom (chair), Mary Blackburn, Oleg Daugovich, Chutima Ganthavorn, Gemma Miner, John Roncoroni, Steven Worker (chair elect);
- Addressed action item from summer meeting with clarification on ebooks and trainings; circulated document and had conferences with a focus on the bibliography
 - Merit/promotion summary of action for newsletter
 - Discussion with Greer and Lagrimini to determine a set percent breakdown of advisor effort: general feeling from Personnel Committee is against the quantification of percentages [see below section VI.C.]
 - Lynn Schmitt-McQuitty gave a merit/promotion presentation for county directors; Mary Blackburn presenting at county directors meeting this month
 - Due to Wendy's request, Personnel Committee reviewed bibliography policy with Kim Ingram, resulting in peer review category split into scholarly journals (including *California Agriculture* journal) and recommending against use of impact factors; other peer review category includes UC publications like UC Statewide IPM Program's Pest Management Guidelines

C. Program (Jennifer)

No official committee report

D. Welfare & Benefits (John)

Some issues: [Public institutions getting less support](#). Health insurance plans and access difficult especially in rural areas. John Karlik invited to UC Retirement System Advisory Board to learn how retirement system is doing and will report at next meeting.

E. Advisor (Betsy)

Concerns:

- Cost of living and ANR doesn't have a cost of living adjustment [John Fox: University doesn't recognize differences in location for academics (while it does for staff); difficult to handle the variation of cost of living (e.g., housing prices)]
- ANR is top heavy in administration, but, for example, environmental horticulture advisors is decimated. Please clarify how position calls over 2 years are working; qualifying what's an automatic refill for when people pass away or leave. [What is an automatic position refill and will there be an evaluation of the positions process? Is there a way to reopen critical positions outside of the process? Wendy: Past practice was vacated within 2 years of hire were refilled, but not able to do this at this point because of finances; offcycle requests have occurred in the past, but no capacity to fill them right now; conversation about how this will continue after this position cycle is finished]
- Research and Extension Centers: only concerns 1 and 2 addressed; please readdress and work on 3 = not enough time to raise funds to cover REC increases once they were finalized, 4 = current projects can no longer afford to complete, and 5 = users didn't get their costs for next

- year and so didn't know how to plan budgets for next year [Wendy: Felt it was a reasonable amount of time. Didn't know what researchers were going to ask for. March committee determined feedback on costs, it was discussed, then REC directors had to put out letters. Rate recharge committee letters were out by March with approved costs given in May for June start. Multiyear awards with a committed budget talked with REC director and notified the intent to do research for multiple years, but requests still need to be submitted yearly and approved yearly. Multiyear projects are defined as a locked-in budget at the time of submission with the sponsor committing to funding at that budget amount.]
- Questions about how cross-county directors should weigh in on mentoring, etc. Who signs? Mentoring more flexible via cross county advisors
***This topic and questions will be addressed via the newsletter
 - Availability of physical and other resources varying by location and how that can affect evaluation. Don't really know until you go through it – can we quantify each of the criteria academics should we do? What's considered a balanced program? Example of differing resources: how to store pesticides? Some have a place to store, others use various donors to fund. How to make equitable? Scoring system/rubric/checklist for evaluation? For example, in this review period I have lots of research, then next period lots of extension. Will I get docked for not having a “balanced” program? Also how to be successful when accelerating (esp. since differences amongst counties)? Who to work with to make these changes? Can Personnel Committee be looped into the conversation when decisions are being made? And in general, how does ANR leadership tie into the AAC: how do we work together?
 - Recommending travel awards and professional development funds be increased; travel awards not guaranteed (AAC wants awardee to present, but it can be difficult to commit to a meeting at that level when you're unsure you'll have funds to go – possible to have earlier call and decision? There are expectations to do international work and professional development funds can't be used for international travel. Advisors are spread thin and this requires learning in many areas, which means lots of conferences. Can there be additional funds for those who need to be knowledgeable about additional topics [Wendy: federal funds can't be used for international work; suggest contacting Emily La Rue]
 - IT concerns: blog tool is tough to use; surveys crash; survey replies not going out, then going out the next day all at once; all tools tough to use; want IT to monitor for problems rather than academics having to initiate IT help when they find the problem; improve getting response once request IT help. Suggest providing competitive salaries, beef up the team, internet access improving but that's a long-term plan and we need help now. [What is the plan to improve IT support or the platforms we use? Wendy: IT being asked to recharge for services and with that is an expectation for good service. With recharge should be able to staff up to what they need to do the work. Not aware of plans to move away from SiteBuilder.
***Wendy will pass on the concern.
***John Karlik will bring up concerns to the Communications Advisory Board

F. Academic Coordinator (Sandra)

- Kendra Lewis attended July meeting.
- Currently four committee members with plans for Lyn Brock and, in one year, Sandy Derby stepping down.
- Committee is continuing with the work from Steven Worker days to send information about Council decisions and survey about academic coordinator needs. Goals: clarification on

- academic coordinator positions since often very different and providing support they need; plus, increasing membership on the AAC academic coordinator committee.
- One focus area is assistance with the program evaluation/annual review and Project Board. Academic coordinators have questions about how it'll work and although there are trainings, academic coordinators often don't quite fit in or examples aren't geared toward. At the end of November, the academic coordinator committee is having a face-to-face retreat to work together through Project Board and potentially provide an academic-coordinator-specific webinar hosted by Kit Alviz or Gemma Miner to answer questions and get clarification.

G. Specialist Reports

- UC Berkeley (Jodi)
 - New dean in College of Natural Resources (CNR): David Ackerly. Learning about Cooperative Extension. Steve Lindow is retiring as Associate Executive Dean. Dean Ackerly has requested input from the CE specialists and opened up the process to nomination (or self-nomination). [Jodi: update Dr. Nicolas Mills to begin appointment as new Associate Executive Dean January 1 2019]. New specialists: Daniel Sanchez (ESPM) and Ellen Bruno (ARE).
 - Food Institute donor for a 5-year term CE specialist position. Concerns about how a person develops an outreach and research program so quickly, feeling like second class citizen, how will fit into college priorities. Feel other titles would be more appropriate and should be investigated. Dean Ackerly says these kinds of short-term positions will become more common under funding constraints. Questions remain on campus and ANR leadership will handle donor-sponsored term positions and will the input of the campuses affected be asked for? How will you determine if these positions meet the goals of ANR or if there are other positions that we should pursue? [Wendy: Positions that are pursued have come through the position call process and ANR looks at those that are favorable to partnerships. Primarily look at priority funding areas and then for partnerships. Recognize that not all donor opportunities are a good fit for us. Need messaging about limited-term positions that state the value to prevent perception of lack of stability or second-class feeling. In the past, we've had positions fully funded by ANR after limited-term funding is done and it doesn't work well. For the newest limited-term NRCS-funded position there are lots of applicants. ANR is trying it and will see.]
 - CE specialists will be working to increase visibility on campus and beyond. One of the new chancellors (Carol Christ) priorities is outreach, which aligns perfectly with CE mission. Specialists will pursue a special issue or CE highlight in the CNR publication "Breakthroughs"; encourage CE to seek endowed positions; having CE guest lecture on campus so students better understand role within departments.
 - CNR leadership encourages CEs to work more with students but to fully engage with undergrads in teaching and graduate students in advising we have to have adjunct professor position (with some teaching requirement) which pulls away from extension component of job.
 - Graduate Students in Extension program funding uncertainty. This program has a lot of value training a next generation of extension academics. For example, two people have been hired recently who participated the Graduate Students in Extension program and others have applied to ANR positions. [Wendy: GSE program cut. Three-year pilot and no funds to continue.]
 - With a 5-million deficit concern amongst CE specialists about what process ANR will use to decide which options to pursue, and will our feedback be sought out?

- Salary saving agreement allows for savings to be used to support a student, etc; logistics still being worked on but making positive progress (if you don't use it within the time period, it returns to ANR: could the period of time be lengthened?)
- Wendy sending welcome letters to AES new faculty with some contention at UC Riverside. People also concerned at Berkeley? [Jodi: two new specialists and AES faculty received letters from Wendy and welcomed the outreach and introduction to ANR including extensive resources].
- UC Davis (Tina)
No new information to share – no report
- UC Riverside (Mark)
No new information to share – no report

H. Program Council Liaison (Chris)

- Program Council finalized the Informatics and GIS Statewide Program (IGIS) 5-year review and provided feedback to Glenda Humiston.
- No competitive grants program this year.
- Finalized recommendations to Glenda Humiston on positions. Not expecting a large number of positions to come out of it to be conservative due to not knowing what the budget is going to be like for the next two years. Expect an announcement in Jan./Feb. about number and what positions.
- What is liaison role? What can be shared to AAC? To Academic Assembly?

IV. Lunch

V. Group Discussions

A. Other Business:

- Academic Exit Survey Special Committee (Chris)
Getting together to meet. John Fox and Tina Jorden on the committee. Some academics are leaving and will need exit surveys
- Mentoring Topic 1-Pager Special Committee (Tom)
First conference call on 09 November. Topics to talk about: level of formalization; how structured; interaction between county director and mentor
- Added to bylaws: new academic committee for research scientists and specialists not on a campus. Need to appoint chair and members of the committee.
***Surendra will talk to Kim Ingram for a list of those academic titles that are not advisors or academic coordinators; Tunyalee will help Surendra to contact potential committee members to determine interest.
- For next meeting:
 - UC Path: keep track of your vacation when the switch to UC Path happens [agenda item for February]
 - Next meeting invite Lagrimini
 - Discussion on expectations for us and expectations for ANR Leadership for communicating and working together; things appear to be happening in tandem; ANR Leadership should involve AAC in decision making processes; will make it easier to do their work

VI. Discussion with UC ANR Leadership (with Dr. Powers 1:30 – 3:00 pm beginning with a presentation on advisor salary plan from John Fox at 1:30pm)

- A) John Fox: ANR strategic plan goal 6d: recruit and retain
- i) Advisor equity plan year 1 2017; year 2 effective 01 Oct 2018 (4-year plan). Adjusted salary scale on HR website. Goal to improve competitiveness of advisor salary, not to make it comparable to specialists
 - ii) Flat budget 18–19, plus approved salary programs for academics and staff. 4% increase to UC faculty and specialist. 3% increase for advisors and non-faculty academics
 - (1) 25% fill of gap between advisor and specialist; future years will be determined by budget and gap
 - (2) 165 advisor increases last year; this year 175. Adjusted scale used for new hires. Similar adjustment strategy for staff. Letters out to advisors by 31 Oct. Got questions? Talk to Tina Jordan.
- ***Message about this topic from John Fox via AAC in the newsletter
- B) Wendy Powers:
- i) Committee addressing Huron report update? Draft report to President's office: final draft today or yesterday but coming soon and president will sign off in Dec. ANR will remain under UCOP. How we're funded in the future in report, but not impact this year.
 - ii) Recharge policies and efficiencies being instituted with the service units (RECs, IT, statewide programs). Competitive grants program dropped in 2019. Much of budget shortfall from reserves, but that's not sustainable. Reduction in statewide programs budgets.
 - iii) Position call will be evaluated and getting notes together when meet next week. Plan to solicit feedback. Better than in the past? Constructive feedback on how to further the process from what was done in the past or this process. Who develops first set of positions instead/in addition to county directors is a comment received.
 - iv) For different concerns outside of evaluation process, if advisor, go to Lagrimini and if statewide program go to Bell. Also depends on topic: everyone sees each other and talks regularly, so if go to the wrong person it will get to the right place.
- C) Lagrimini: What is the status of the assignment of percentages of effort and are you working on ebooks language for exceptions (AAC or the Program Committee make ebook exceptions, for example, for university service in grant-funded positions where it is not listed as a role in the funded proposal)? Lagrimini is working on the assignment of percentages of effort. Had a first meeting to discuss changes for academics that hold significant administrative roles and summarizing important points of administrators across the division. Administrative appointment is a significant wedge of administrative effort (county director or REC director) and shrinks time for other parts. How is this communicated to the Peer Review Committee so when they review they know not to expect same amount of research and extension, etc for heavy admin positions? Percentage of efforts looks like: compilation of research efforts and extension efforts minimum 60%; 10% professional competency; 10% public/professional/UC service; 10% individual efforts. These percentages were not determined by Personnel Committee. There was an early conversation about percentages of effort between Turini, Greer, and Lagramini. Then Lagrimini met with 7 academics of different academic titles to come up with the percentages. Goal is by April to have a fully-vetted recommendation to Wendy.
- ***Lagrimini will send his list of committee members
- ***Turini will send a list of Personnel Committee members (link to website) to Lagrimini

VII. Adjourn

Next Meeting: February 5, 2019 from 9–3 in Davis: San Joaquin Room

Account Number for Travel Expenses: L/AAC6200-AA7X1