

ACADEMIC ASSEMBLY COUNCIL AGENDA

Feb 2, 2020

9–3pm

Zoom

I. Begin Business Meeting

- A. Roll Call: President Van Butsic; Past President Jim Downer; Secretary and Academic Coordinators Committee Tunyalee Martin; UC Berkeley Specialists Committee Ellen Bruno; Program Committee Susie Kocher; UC Davis Specialists Committee Vikram Koundinya; Advisors Committee Fadzayi Mashiri; Rules and Elections Committee Ali Montazar; Academic Welfare and Benefits Committee Rebecca Ozeran; Personnel Committee Steven Worker and John Karlik; Multiple Academic Titles Committee Karina Diaz Rios and Annemiek Schilder; Program Council Liaison Georgios Vidalakis
Guests: Glenda Humiston, Wendy Powers
- B. Approval of Previous Minutes: approved with correction

II. Reports

- A. President - Budget Update –Planning for meeting with Wendy – finding a new secretary
- Need to use the travel budget, about \$20K left.
 - Looking for the next AAC secretary. Ali will contact the AAC members, and then make an announcement to the general Assembly if no one is interested.
 - Western Extension Directors Association (WEDA) awards. AAC not participated previously. How do we want to participate? Previous emails for nominations have come from Joan Taylor Warren and not AAC. If we participate, would send out the email asking for nominations (Feb 15th due date?) and then some process to determine which couple of names to forward to Wendy. ***Clarify with Wendy AAC's role.
<https://weda.extension.oregonstate.edu/weda-awards-excellence>
 - Other topics to bring up to Wendy and Glenda?
 - ***Glenda: 360 review: was it completed and what were the results?
 - ***Wendy: What's the administrative organization plan now that Lagrimini left? How is the PR process going to proceed with Lagrimini? [Brought back Linda Manton.]
 - ***Glenda: Regarding diversity, equity, and inclusion (DEI), what outcomes do you see coming out of this process? What activities would academics practice? What is the value of DEI to you? How will academic hiring include DEI principles? Examples of successful approaches to DEI would be appreciated. The DEI advisory committee is newly formed and will determine next steps. Hiring a Vice Provost Academic Personnel Inclusion and Equity. Van talked to Katherine Soule about a potential liaison from the DEI advisory committee and the AAC for a better connection and information transfer.
 - ***Glenda: how can we get retirement money and information to retired folks?
 - ***Wendy: Is the currently suspended equity program permanent or will it be coming back? [Jim]
 - ***Wendy: Clarity on what awards mean to leadership and the advancement process. Lagrimini and Program Committee meeting in January on Lagrimini request that this group could help to encourage more academics to nominate for awards. This is more

routine with other state Extension programs. Awards become more important at full title.

B. Past-President - Exit Interviews

Thirty people leaving in 2019; sixteen people left in 2020. Most people retiring had a good experience and career. Overall responses were positive. Some mentioned not being paid for a few months after they retire. Some did express retiring because they were unhappy and retired rather than resigning. About 30 interviews so far. Jim is meeting with Vikram to determine how to handle qualitative comments. Trying to interview the 2018 folks . Waiting for Tina Jordan to get the data to Jim. Potential outcome: These interviews can provide the data that a lack of critical mass of academics is affecting other academics' success. Administrative/reporting part of the job is getting more complicated. Jim: Draft report for review/discussion for the next AAC meeting.

III. Committee Reports

A. Rules & Elections (Aliasghar) – recruitment for new AAC president (starting as president elect, July 2021)

Committee elections coming soon: Personnel Committee, Program Committee, Welfare and Benefits, Multiple Academics Title Representative Committee. Ali will communicate with the committee chairs to start the recruitment process. Also, election for president-elect. Qualifications: Served 2 terms in an AAC committee or served as chair of the committee for one year. Look for the nominations email going out to the Assembly for president-elect this month.

B. Personnel (Steven)

- Training group: four members provided PR dossier preparation support by answering questions from academics.
- Eighteen academics in ad hoc committees and trained. The letter review group is ready to review negative recommendations from ad hoc committees.
- Summer debrief meeting with leadership and the Peer Review Committee to discuss changes that are needed for the eBook or process.
- Helping to update PPM 300. In the comment period. Comments go to Catherine Montano then a small group will review those comments to address. Question & Answer session 12 February if have questions.
- Participated in Promotion & Tenure Innovation & Entrepreneurship summit to learn about best practices for merit/promotion shift to address improving humankind. Mostly for campuses and less having to do with ANR. ANR efforts are already well aligned with addressing societal challenges to improve lives.
- Personnel Committee procedures have been revised. Out for review in the committee
- Worked with John Fox on guidelines for ANR affinity groups.
- Feedback from the Peer Review Committee and Wendy Powers about position descriptions: position descriptions are required with the appropriate signatures and current in date. It was decided that the Peer Review Committee can remark on the age of the position description or missing information, but not stop the review process because of it. If there's a mismatch between the position description and the work described that can affect the review. Good practice is to have a current position description.
- New Personnel Committee chair: Steven rotating off; rest of committee will be continuing.

- Upcoming tasks for next year: 1) splitting the eBook example activity tables for advisors/specialists; 2) collected list of annual evaluation guidelines and eBook changes to fix (e.g., no narrative requirement for annual evaluation but the word ‘narrative’ appears in the guidelines); and 3) question around the process of selecting ad hoc committee members: open call for volunteers some years, and sometimes members are identified and invited personally.

C. Program (Susie)

Awards: The Program Committee and Mark Lagrimini met in November 2020. Lagrimini encouraged the Program Committee to be more involved in encouraging people to apply for professional awards. The committee suggested the following steps to increase awards activity:

1. Ask our leadership to more clearly articulate the role of winning a professional award in review of academics and staff. Applying for awards can be a lot of work, so it some may feel they don’t have the time to apply if it’s just for their personal satisfaction.
2. Ask our leadership to highlight awards in some of their blogs and town halls. We could ask for a person who nominated a colleague and the colleague who received the award to write an article on how the process worked or to do a five-minute presentation at an ANR town hall.
3. Clarify the process by which we share with others that we have won an award or achieved a remarkable milestone. For example, how do we get it in the employee news?
4. Work with Strategic Initiative leaders to identify awards within their disciplines that are available and encourage applicants to apply. [next steps: What can Strategic Initiative leaders do to assist in these efforts and what inventory of awards are out there?]
5. As the PAC/AAC write an employee news article about the renewed focus on awards and encourage people to apply for them (Karrie is willing to help with this).
6. Susie will discuss these ideas at the next AAC and get back to the program committee members about next steps.

***Wendy: Is this focus on applying for awards still a priority now that Lagrimini has left? Suggestion to add to eBook the mention of award significance in promotion to full title to plant the seed for early. In the eBook, the importance of recognition for professional competence is in there, but awards are not specifically mentioned.

Travel funds: No fall travel funds call. A call went out for spring. Fifteen applications and all funded. Funded all requests of actual costs to attend meeting versus the \$600 allowed. Inperson meetings will give up to \$1000. Since funds left over, planning for an additional call at the end of March to fund meetings April through the end of June. Is the money only for travel or can it be used for other things like: hosting own meetings? PSU support? Membership dues? ***Wendy and Glenda: are these funds are designated as travel funds or can they be used for other professional uses? Can we roll this money over to use next year?

D. Welfare & Benefits (Rebecca and John)

Rebecca: Soliciting comments about the Academic Personnel Manual (APM) family leave policies. ANR’s policy and procedure manual doesn’t have a leave section and refers to the APM. The Welfare & Benefits Committee asked for comments. Ben Faber drafted a

letter that includes the comments. Will rework so more of a story rather than quotes and submit.

- Systemwide Review of Proposed Revisions to the Leave-Related Policies of the 700 Series of the APM <https://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/policies-under-review/apm-sys-rev-leave-policies.html>
- We would appreciate receiving your comments no later than February 8, 2021. Please submit your comments to ADV-VPCARLSON-SA@ucop.edu. If you have any questions, please contact Director Kimberly Grant at Kimberly.Grant@ucop.edu

John: There is a Fidelity fee for managing 403B and other savings accounts. No fee for the core UC-retirement funds. Fidelity fee was reduced at the last contract bid. John presented what he learned at the UC Retirement System Advisory Board meeting (see presentation).

E. Advisor Report (Fadzayi)

Sent out a survey asking for concerns:

- ***Wendy: Will the salary equity plans return?
- ***Wendy: Business Operations Center staff turnover resulting in advisors not knowing who to contact. Requesting an organizational chart with pictures that can be kept updated. Would be helpful for all counties and committees. Also, it would be beneficial to introduce departmental staff during townhall meetings, especially the Business Operations Center staff. And can website be updated with pictures?
- Will there be an ANR statewide conference?
- ***Wendy: Can the Lagrimini position be an internal hire to ensure that person has institutional knowledge? If not ANR then UC? Someone who understands the organization is needed.
- ***Wendy: Can we hire people faster? Advisors are experiencing delays hiring casual labor. Especially, for example, for emergency harvesting due to weather events. Difficulty getting the help they need.
- ***Wendy: 5402 policy update? It is creating issues for people in small counties. Some organizations/businesses can't show evidence that they meet the salary requirements.
- Business Operation Center/Contracts & Grants? take too long to get grant funds established resulting in delays for advisors to start their projects.

F. Multiple Academic Titles Report (Karina)

Better understanding of ANR evaluation process. Committee met and discussed ways to improve participation in future meetings. Some mentioned concerns about Project Board and the relevance of format for represented academics. Unsure about what level of detail is needed. How does Project Board connect with the annual evaluation and advancement process? Recognize there is effort put into clarifying Project Board but doesn't seem to be sticking. Can there be a fact sheet or webpage with concise language about Project Board and the annual evaluation? Can there be a Multiple Academic Title member on the Personnel Committee to help inform the Multiple Academic Title members about the evaluation process. Khaled Bali is on the Personnel Committee but isn't on the representative committee.

COVID and deferral. Would prefer adjusting work expectations during COVID rather than letting people defer and delaying their career progress. Research shows certain groups are more affected career-wise by COVID. ***Wendy: Research shows that women

academics are being affected disproportionately by COVID. Is deferring an advancement the best way to help or are there other ways to adjust? These two commentaries summarize well the evidence on productivity disparities in academics due to COVID:

- <https://www.nature.com/articles/d41586-020-01294-9>
- <https://jamanetwork.com/journals/jamasurgery/article-abstract/2769186>

G. Academic Coordinator Report (Tunyalee)

eBook updates and Project Board. Met in January. Had a eBook and Project Board question and answer with Kit Alviz. Kit helped us understand how Project Board is used and what to include. Many academic coordinators expressed not knowing what criteria is used to review a merit package or why their own packages were successful. There was a request to lessen the expectation for University service for grant-funded academics.

[Steven says check out eBook page 14 section H. Academics with Restrictions on Advancement Criteria. <https://ucanr.edu/sites/anrstaff/files/334911.pdf>] There was a request for expectations that describe each step. Discussion about milestones and trajectory and how it's vague for an academic coordinator.

Update requested for salary rollover for academic coordinators. ***Wendy: update please.

Integrated Web Project (IWP). IWP is still a concern. Academic coordinators request more transparency, specifically a timeline of who is being migrated and when so that the work of moving content and reviewing can be fit into people and program's workplans.

H. Specialist Reports

1. UC Berkeley (Ellen): Pursuing a working title change like UCR. The process is still underway. Has full support at the college level. ***Wendy: Updates on budget and curtailment.
2. UC Davis (Vikram): Working title change also in progress. Results soon. Positive feedback. Graduate certificate course in extension has five students. Will have a more detailed update next time.
3. UC Riverside (?): Need to find a representative.

I. Program Council Liaison (Georgios)

We do so much work in ANR but could do better on advertising. Program Council does a good job looking for solutions regardless of affiliation. Bring issues to attention of Program Council and administration in whatever mechanism you have. Budget is a difficult conversation as always. Many are doing a great job finding outside funding with shrinking core funds. Will follow up with Wendy about how can get what is learned in the AAC meetings to Wendy. AAC get our information to Georgios to inform his convos with the Program Council.

IV. Meeting with Wendy (1pm)

- *Vice Provost for Research and Extension position—will the position duties change and will it be an internal or external search?* Previously, the plan was to hire two vice provost positions, the vice provost for research and extension and one that focused on career-long mentoring, led the Peer Review Committee, and worked to increase competency and confidence around diversity, equity, and inclusion. The decision is to recruit for both positions. Not going to backfill John Fox's position. Two vice provosts, one for inclusive excellence and the other for academic excellence. Linda Manton contracted to do work with the Peer Review Committee this year. Will have a nationwide search. Would like to have the position filled by August. Recruitment out by this time next week. The Diversity, Equity, and

Inclusion Advisory Committee is reviewing the recruitment right now. Mark Bell is reaching out to invite folks to be on the search committee. The VP for Research and Extension recruitment is being reviewed.

- *Please confirm the priority to apply for awards and the role AAC plays in selecting WEDA award nominations.* Requesting the Program Committee assist with finding applicants for leadership to consider nominating (2 or 3). It's important to Wendy that peers are putting forward candidates. Awards are important for recognition, but don't make or break merit/promotion decisions.
- *Did give out travel awards. Anticipate extra funds because people haven't been able to travel; can we carry forward?* Two thirds of the budget shortfall is being made up by reserves, so may not be possible. May not be traveling until 2022, so may see same pattern of not spending that money for 2021.
- *Can the process be sped up to hire casual labor?* If it's a union position need the time to get through the process.
- *An update please on the 5402 exemption. Can this be addressed at a Town Hall meeting?* Tu Tran and Bethanie Brown continue to work on this issue. The policy was put in place without knowledge of ANR and ANR's special circumstances. We'll possibly get some exemptions but not all. Minimum wage is a big point that won't be excepted. Paperwork for exceptions will be time consuming. Decisions will be on a case-by-case basis. Once you get a company approved you still have to go through the process if use again. Yes, will be addressed at a Town Hall meeting.
- *Was there a decision on academic coordinators being allowed to carry over their salary savings?* Policy changes are not completed. Right now the language is it will be up to the director of the program if it can be done for the academic coordinator or not. Salary savings will be retained by the director, not the academic coordinator. To summarize, the policy will apply to academic administrators, but for academic coordinators it may depend. Kathy Nolan still has to reconvene the group to finalize the decision.
- *Will the salary equity program continue?* Depends on the budget. ANR may get a bump this year (3% increase), but it still does not make up for past cuts. A few new line items in addition to the 3% increase for ANR include pesticide assessments to fund IPM work; small farm advisors and community educators funding via California Department of Food and Agriculture (CDFA); and funding for fire advisors. Also is an assessment of campuses that could result in \$7.5 million for ANR. Campus leadership has to agree for this to happen. Depends on if they see the value of ANR.
- *Where did the new line items in the budget come from?* From conversations with supporters. They're the ones who push for it. Concept notes were developed and shared with supporters (in this case, CDFCA and California Department of Pesticide Regulation for example) who championed for the funding.
- *Can we rethink the merit/promotion expectations during COVID?* Systemwide conversations that ANR is going to abide by to have consistent expectations for promotions (associate to full title) systemwide. Leadership will pay close attention to success rates of different groups (e.g., gender, race → information that can be collected in UC Path). Looking for trends to date to see if there will be a difference. Looking throughout the entire workforce and not only academics. July meeting with Wendy, Personnel Committee and PRC conversation to discuss this further including research papers. Academic Human Resources and the Personnel Committee will be collecting and analyzing (going forward 2021+) demographic information

in the advancement process. This should help identify potential disparate and unequal impacts of COVID. Will see what systemwide conversations are going on for next year and make decision then.

V. Meeting with Glenda (2pm)

- *In light of our recent evaluations, did you complete a 360 review and what resulted from it?* Have not gotten the 360-review completed. Will start in March. A 360 review include review by peers, supervisor, team members, colleagues in system, and external stakeholders,
- *What practices do you see that academics would take to include diversity, equity, and inclusion (DEI) in their work? What is the value of DEI to you? How will academic hiring include DEI principles?* We are supposed to be serving all Californians. DEI Advisory Committee with program directors, HR, and leadership need to live up to that mission. Some want more efforts listed than the Principles of Community. Contract with UC Davis for complaints (not enough complaints to hire staff within ANR and arrangement with outside campus makes people feel safe).
- *DEI Advisory Committee role clarification: is their role getting ANR somewhere already defined or getting ANR to where we need to go?* Principles of Community are where we want to be. When we are recruiting we have a broad network that know about the open positions. We make sure position descriptions don't have bias built into them. Selection committees have diversity on them. Implicit bias is understood on hiring committees. New vice provost position would oversee hiring of academics and would serve on hiring committees. DEI Alliance has a good website with resources. DEI Advisory Committee may come up with other activities. Affinity groups can support these efforts.
- *Some retirees still not getting paid for several months after retiring.* New configuration of the system and new folks in charge now. ANR Human Resources folks are doing what they can on their end working with the UC system.
- *Tell us more about the budget.* Line items are great, but not a sustainable way to fund ANR. Cooperative Extension is mentioned in conversations more by legislators, but now we need to see that translate into funding. Because we're a part of UC, the education committee is not as familiar with value of ANR. Regarding new positions, Program Council is looking at 2018 proposed positions, recent retirements, other issues and keeping a rolling list of top 10 positions in case we find funding. Probably not releasing any before July. Cofunded positions are moving forward. Federal help in COVID relief bills may assist UC, but not sure if assist ANR (the last relief bill had funding for UC but not to ANR). Competitive grants (e.g., AFRI grants) may get a bump in funding but need capacity funds in order to keep the academics who will propose work for the competitive funds. Anne Megaro is working on an agriculture infrastructure bill with \$11.5 billion for ag research facilities that need deferred maintenance and upgrading. If that happens and funding is for infrastructure, that takes the pressure off the rest of the budget.
- *Will the salary equity program for academics and nonrepresented staff continue?* Yes, the plan is to resurrect once there's a budget; it's a top priority.
- *Recent innovation success.* Newly formed nongovernmental organizations (NGOs) at the local level work with small farmers, spreading information that is not necessarily based on science. The California Naturalist Program has cooperative agreements with NGOs. Could this similar process be used between small farms advisors and small farms NGOs? To make them partners and get them hooked on good science.? Exploring what that might look like. 4-H is partnering with school districts and NGOs and other youth delivery organizations. The

AAC has a role to help make sure everyone knows about any innovation efforts and successes.

- *What do you see for the next 5 years after COVID?* See ANR continuing to make sure the state legislature and Regents know who ANR is and what ANR does and ANR's value. Via that, we get more funding. State general fund funding is the best funding for people. See the funds development team bringing in funds from cooperators, 4-H alumni, and UC Master Gardener alumni. See increasing the diversity of the funding portfolio. Plan to retire in 5 years.

VI. Adjourn

Next Meeting: May 4, 2020 from 9–3pm in Davis