

# Summary

## Superintendents' Conference

*Hopland R & E Center*  
*May 4-5, 1999*

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### **TUESDAY, MAY 4th**

The Superintendents'/Directors' meeting convened at 8:30 a.m. on May 4th at the Hopland R&E Center. The agenda that had been developed by Fred Perry and Bob Timm, with input from the entire group, was reviewed.

The majority of the morning's discussion focused on discussing strategies and preparing content for the May 5th session with newly-appointed Assistant Vice President-Programs, Dr. Lanny Lund.

The afternoon session involved completion of planning for Wednesday's visit by Lanny, as well as brief discussions of the RAC process following the current reorganization, group's recommendations for recruiting a new Director of the REC system, and the recent Staff Congress.

### **RAC Process**

It was the group's consensus that under the new reorganization, we would like to see the individual RAC decisions on labor and resource allocations be an advisory to the REC Director. Superintendents will need to continue to work closely with RACs and RAC chairpersons to make sure recommendations are consistent with available Center resources and with policies. We would like Lanny to appoint RAC members, although we do not know whether he may wish to delegate this responsibility to the REC Director. We expect RACs (including Superintendents) continue to provide suggestions regarding appropriate candidates for appointment to fill RAC vacancies. **It will be important that we, as a group, write guidelines for RAC responsibilities and processes**, and present these guidelines which reflect how we believe RACs should function in the new structure to Lanny.

### **REC Director Recruitment**

Following discussion among the Superintendents and Assistant Directors, the consensus of the group was that an academic should fill the Director position. This person would hold a  $\geq 25\%$  research or extension appointment in a department, and could thereby represent our system effectively as a programmatic unit with strong capabilities in the Division's program arena. The person could be appointed for an indefinite term, but it was felt that tenure of at least 5 years would be necessary for the person to be effective. We believe that appropriate candidates can be found by conducting an open search internal to the UC system. We will present these recommendations to Dr. Lund on May 5th.

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### **Staff Congress**

Jane Rohrbough, AA at HREC and Staff Congress representative, joined the group. Jane, Dave Towle, Fred Perry, and Paul Sebesta reported on the recent Staff Congress meeting held at Intermountain R&E Center. The Congress received nominations of 75 total individuals who were submitted either as individuals or team members for Recognition Awards. The Congress had excellent discussions and deliberations regarding this year's awards, and had >\$41,000 to distribute. The top award was approximately \$2,000. Fred encouraged individual Centers to recognize these individuals as appropriate; however, his ability to come to each Center to present the awards is limited by time and logistics. Attempts to list award recipients from our unit in Division publications has not been successful in past years, although a list of recipients will be developed and circulated within the REC system. Announcements regarding the awards should be made available by about the first week of June. Jeff Couture, as chairperson of the Recognition Award committee, will write up a summary of the awards for p.r. purposes.

The group adjourned at approximately 3:45 p.m. for a tour of the upper-elevation pastures of HREC.

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### ***WEDNESDAY, MAY 5th***

The group re-convened in the HREC Conference Room at approximately 8:15 a.m. Final preparations for Lanny's meeting with us were completed.

### **Budget**

Fred Perry reported that no budget "call" had been received yet from the Division. We know that 3.5% reduction/reallocation will not take place this coming year. Most likely base budget for our system and for each Center will remain the same. The reorganization is costing the Division considerably more than expected, partly due to transfer of South Central and South region CE academics to the UCD payroll system, requiring funding of accumulated leave. Janet Clark noted that budget call letters will be distributed to the Centers within approximately next week or so; the process will be the same as last year, with responses due within approximately 3 weeks. Some or no temporary funds are expected to be available to us from the Division; there may also be minor amounts of temporary funds available within the REC system. Farming income appears to be low, and there is some concerns if we will reach the \$400,000 threshold. It is difficult to forecast, as the farming income picture often changes significantly in the last quarter of the fiscal year.

Instructions for fiscal closing have been sent to Centers, and Superintendents should check carefully for deadlines and critical dates for approval of specific actions via DaFIS. The critical dates are in early July, and if Superintendents are expecting to be absent on critical dates, they should inform Janet so she can do the necessary approvals. The Division may be looking closely at carry-forward amounts, particularly those in excess of 5% of budget. This does not include funds that have been liened. Electric utility billing from Enron has been a huge problem, due to inaccurate, duplicated, or missing billing statements. Janet is working to straighten this out. Sets of invoices were sent to AAs last week.

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### **Personnel Items**

Dave Towle sent information on hiring Seasonal Farm Worker positions to all Centers. We hope to implement the new procedures by July 1st. Dave has also sent details of negotiations/status of each bargaining unit. Dave's work was appreciated by everyone for tracking these issues and providing information on necessary actions at the Center level.

### **Equipment**

Items with values <\$1,500 will no longer be inventoriable after July 1st with the exception of vehicles, microscopes, and firearms. These items will be removed from existing inventory lists. Inventory lists are being updated at the REC Admin. Office and lists will be sent out soon. We will need to conduct physical inventories on each Center. Assistance in locating items that have moved between Centers is needed.

### **Labor Program**

Janet and Louis reported that the contract firm in Visalia, which had been engaged in helping to develop a windows-based labor reporting system, has completed an initial general description of the type of program needed and relationships between data sets. However, the price estimate for actual development of the customized Access software is excessive and therefore cost-prohibitive. Further development will likely be slow; it would be least costly if we could find commercially available software that would serve our purpose, but so far such a package has not come to anyone's attention. Centers have different needs for tracking labor; for some Centers, the existing Professional File software will continue to function adequately. We will likely continue to use the existing software for the coming year.

### **Presentations/Discussions with Dr. Lund**

Lanny Lund and Toby Winer arrived by 9:45 am and joined the group. Following introductions, Toby briefly described progress in the reorganization, focusing on transfer of personnel functions and administrative duties between campuses and within consolidation/realignment of the CE regions. She stated that things were moving along well, with the major components of the reorganization to be completed by the July 1st target deadline. Fred Perry presented an overview of the REC system using our existing slide set. He continued with a brief budget and administrative overview. Mike Connor then presented a summary of the strengths of the REC system.

The group then was taken on a tour of the lower-elevation pastures and research sites at HREC, including a stop in Foster Biological Area at a recently installed water quality monitoring flume. At this site, Ken Tate (Agron. & Range Science, UCD) briefly explained his interdisciplinary research project and the value of the Centers to his research effort. Greg Giusti (Mendocino Co. CE) described county CE interactions with the Center, and the value of Centers for Extension efforts locally and regionally. The group ended the tour with a lunch in the HREC picnic area, joined by HREC staff and others who are stationed at the Center.

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### **Presentations/Discussions with Dr. Lund - *continued***

Following lunch, each Superintendent briefly shared some highlights of activities at his Center as well as briefly describing personal research/extension interests. Bob Timm presented the group's recommendations regarding the Director Search, and Lanny asked that the group forward to him its recommendations and the draft guidelines/position description/justification that have been developed. Harry Carlson reinforced the importance of the REC unit as a program arm of the Division and made the recommendation that the REC Director be able to meet with the Program Council. Dr. Lund noted that it might be very appropriate and useful for the Director to be able to meet with the 4 Program Leaders on some basis. Open discussion was held on a variety of topics centering on REC programs, RAC processes, and strengths of the unit. Lanny and Toby departed at approximately 3:00 p.m.

### **GSA Surplus Program**

Fred reported that efforts to inventory existing GSA equipment are nearing completion, and efforts to dispose of unwanted equipment are making good progress. The question of disposal of outdated computer equipment was raised. It was recommended that it be designated as scrap (even if donated to a local school, as the official process for donation is cumbersome) and disposed of locally in an appropriate manner. There was a strong feeling that the GSA surplus acquisition program is valuable for our system; several Superintendents expressed a need for acquiring additional vehicles, if available. Efforts are being made to reduce the amount of non-useful material screened and acquired; Fred is providing additional oversight and requiring specific justification for current acquisitions.

### **Superintendent Evaluation/Promotion Process**

It was recognized that the Superintendent academic peer-review process for promotion/merit will change, with changes in how Division academics are evaluated. It is likely that the coming year is an appropriate time to consider how we would like Superintendents to be classified and evaluated, and make our recommendations. This is perhaps a good topic for our next Superintendents' meeting.

### **Future Meetings/Tours**

It was generally recognized that the type of introduction we provided to Dr. Lund might be very useful to present to the new Program Leaders. After discussion, it was decided that we might plan to arrange such a tour/presentation for each new Program Leader individually at an appropriate Center on a future date (perhaps by fall 1999): Bill Frost at Hopland; the Pest Management/Policy Leader at Kearney; Mike Reid at West Side.

The meeting adjourned with refreshments/dinner at the Hopland Brewery at approximately 5:00 p.m.

*Summary drafted by Bob Timm with additions/clarifications by Janet Clark and Fred Perry.*