

MEETING MINUTES

ANR: Research & Extension Centers Superintendents' Conference TB 140, Davis Campus October 2 - 3, 2000

Present: Harry Carlson, Janet Clark Mike Conner, Daniel Hagillih, Brian Marsh, Zak Mousli, Fred Perry, Jimmy Ross, Paul Sebesta, Fred Swanson, Bob Timm, Dave Towle and Louis Whitendale

Monday, October 2, 2000

The meeting was called to order at 8:00 a.m. Fred Perry reviewed the [agenda](#), budget summary handouts and RCAS material were distributed to all attendees.

Louis Whitendale reported that he received feedback from the Administrative Assistants (AA) Conference, and the discussions on upward reclassification for the AAs. Louis felt this topic should be included in the discussion.

Items considered for discussion in addition to the agenda items are as follows:

- AA Position Reclassification
- Director's Position Update
- Status of Janet's Position
- Dan Alridge, development
- Five-minute update from all Superintendents (except for Fred Swanson who took 30)
- Energy costs

Temporary Funding Proposal for FY 2000-2001

Fred updated everyone with the request for one-time funds received from the Vice President. Everything on the [Temporary Funding Proposal](#) items submitted to the Vice President was, at Fred's surprise, funded!

Meeting Room Facility, Item No. 5

Lanny Lund showed interest in expanding these projects to include all the Centers that do not have meeting rooms. Fred indicated to Lanny that these estimates were for minimum-scope/cost projects. Lanny requested estimate of minimum and optimal. Fred put together a revised proposal with a range of options, for five Centers. The VP's office funded \$400,000 with the expectation to fund \$200,000 later in the current fiscal year or next fiscal year to fund both IREC and LREC. There is also the expectation that we will be funded for up to \$800,000 in the future for the other three Centers. Lanny requested that we try and raise participating funds from the industry. Fred is concerned about the cost for site work for the meeting rooms. Location can greatly impact on site work costs. Current estimates submitted to Lanny were for site locations that minimize costs.

High-Cost Equipment Funding

Items for high-cost equipment funding are IREC truck, SFREC dump truck, WSREC cotton picker, and HREC backhoe.

Deferred Maintenance

The University currently funds deferred maintenance from the sale of bonds. Typically we can expect to receive \$300,000 to \$320,000 from the bond fund, and receive \$40,000 to \$50,000 from general funds.

Bond market was doing well and, along with other factors, we received the following funding:

- \$360,000 for bond fund, 75% must be liened by September 30, 2001 and 100% expended in three years.
- \$93,000 for general fund, must be liened by June 30th.
- \$225,000 for bond fund, must be expended by June 30th.

All projects must be from a UCOP previously approved list. Project improvements must have a 15 year life and each project must be more than \$50,000. General Funds are the only funds that can be used for paving. Funds must be used for critical deferred maintenance needs. These projects should start and money should be spent as soon as possible to show OP that we really needed these projects.

One-Time Funding from the VP's Office

Fred reported that for the next two years we should have more one-time funding. We need to develop good worthwhile requests for these funds.

Strategies:

- Forge an alliance with Cooperative Extension
- Projects should serve multiple research programs
- Project should increase efficiency
- Projects should increase our ability to expand extension effectiveness
- Large projects should be done in multiple phases

High-priority projects would include:

- Meeting rooms
- Equipment needs
 - Specialized facilities that will benefit multiple programs. Irrigation systems and meeting rooms are good examples.

Central Coast REC (CCREC)

CCREC is an initiative that is being managed by the Vice President. Vice President is waiting for the local community to donate 300 to 400 acres.

County Directors' Meeting

Superintendents are not being invited to County Directors' Meetings. Is this a problem?

- Meetings often spend a lot of time on 4H programs and problems, they are very long, and do not pertain to REC-related matters.
- Superintendents should maintain open communications with County Directors and attendance at these meetings is one way.

ACTION: Superintendents to request time at County Director's Meetings to share update on Center Business.

ACTION: Regional Directors and Program Leaders should be invited to future Superintendents' Conferences.

Center Updates

Bay Area REC

Had six Field Days this year and invited everyone with a total attendance of 520 people. Of those in attendance included Lanny Lund, Senators, Assemblymen, etc. Generated crop income for the first time. Working with water district to get agricultural rates for water. Vice President Gomes is the RAC committee for BAREC.

Desert REC

Upcoming Ag Futures will be held on January 11, 2001 education outreach at the Center includes the El Centro School District after school ag program, ag learning center initiative similar to HALC (working with County Superintendent of schools to try and raise \$2.5 million), and cooperating with San Diego State University and local school ag outreach.

Hopland REC

Completed staff reorganization review. The only major change was to place the PSA in the role of Assistant Superintendent, responsible for day-to-day operations. HREC's 50th Anniversary is going to be next year. The Center is organizing an effort to have a number of articles in California Agriculture's Summer 2001 issue. Other events will include involving local community and industry in tours, field days, etc.

Intermountain REC

Received funds to purchase land, approximately 100 acres, to replace 100 acres lease site. Water is no longer abundant due to the Endangered Species Act and other issues include water quality. Staff reorganization at the Center was positive. There was tension among the staff before the reorganization, and since then staff appears more positive. The reorganization let each employee know whom they report to and what their responsibilities are. A new position description was prepared for every employee. Postharvest facility is running and doing well. Have purchased a grading line and working on the facility to house it. Currently utilizing 20 people for two weeks to hand grade potatoes and onions. Local farmers are having problems due to low crop sales.

Kearney REC

Completed field staff reorganization review. Hosted a Vice President's tour of facility. Academic Unit is working on process to draft five-year plan. Twenty-two academics are currently assigned to KREC may decrease to 18. Program Council will meet at the Center in December. Fred showed the mock up of the new sign for KREC incorporating the ANR logo. Also mentioned the successful UCD A&ES Dean's visit. The Dean was familiar and supportive of remote Centers. Fred also suggested inviting the Dean to future events.

Lindcove REC

Center will host a Field Day every month with Cooperative Extension with 50 to 100 in attendance. Second phase of the screen house project is scheduled for upcoming winter. Screen house project is 90% industry funded. Packinghouse received new company-donated grading system with new infrared, computer-controlled grading system. This project is estimated to be completed in two weeks. Also received \$10,000 grant for the packinghouse, and in total received \$110,000 in grant money.

Shafter REC

Will participate with Kearney's Ag Futures (intern program) to fund interns from Kern County. Dick Bassett retired 1-1/2 years ago and Shane Ball has filled this position. Good attendance at the annual cotton field day, and even ran out of food. USDA is 99.9% sure to stay at the Center. Cotton prices are looking better and with government subsidy, some growers made money. Fred and Brian are pursuing OMP funding for the Center. This would require that the Center be "owned" by the University. We are working with the Ag Commissioner to see if this is possible.

South Coast REC

Daniel is working on low-chill peaches and apples. Started a peach tasting with panel of Master Gardeners. Glassy-winged sharpshooters were discovered on citrus trees at the Center. We are working with our large nursery neighbor to try and mitigate impact on them.

Sierra Foothill REC

Hired new SRA to help with data management. Installed new gravity-pressurized system to service the Howarth pasture saving electricity. Good example of using one-time funds to save base budget expenses.

West Side REC

Working on reorganization of field and physical plant. Have seven full-time positions and two key positions are vacant. Trying to maximize flexibility and efficiency by utilizing purchased labor. Field Days and the Dean's tour were successful. At cotton field day, demonstrated the new Bee Line robotic system using GPS technology.

Superintendents' Roles

Discussed the changing role of Superintendents and PSAs. The following was the result of the discussion:

SUPERINTENDENT	PSA
<p>Center Management</p> <ul style="list-style-type: none"> ▪ Initial PI contact ▪ Conflict resolution ▪ Sets tone, policy, direction, leadership, oversight ▪ Develop operational guidelines ▪ Ultimately responsible for everything ▪ Principal liaison with the world ▪ Budget development ▪ Capital planning ▪ Program planning ▪ Resource allocation, final decision on budget ▪ RAC process management ▪ University relations ▪ Fund development ▪ Public relations <ul style="list-style-type: none"> ▪ Media relations ▪ Walk-ins ▪ Industry, University and college, foreign and other non-UC visitors 	<p>Day-to-Day Center Operation</p> <ul style="list-style-type: none"> ▪ PI point of contact after project approval ▪ PI resource prior to approval ▪ Matching needs to resources ▪ Personnel management ▪ Keeps Superintendent informed of critical issues ▪ Implement policies and procedures ▪ Primary contact with outside community related to day-to-day operations <p>Budget Recommendations and Planning</p> <ul style="list-style-type: none"> ▪ Budget Management ▪ Procurement authorization <p>Health and Safety Oversight</p> <ul style="list-style-type: none"> ▪ Communication conduit between Superintendent, PI and staff.
<p>Superintendents are primarily responsible for everything at Centers not the Director of REC.</p>	

There is an increased expectation for Superintendents to have more involvement with programs. This has meant that day-to-day operations falls on other staff. The three principal staff positions are PSA, ASPP, and the AA. The PSA and ASPP are mid-management positions and should be responsible for day-to-day operations. There is concern that by shifting more responsibility to the PSA, there will be a trickle down effect that will mean fewer hours for research. There is also a greater emphasis on extension. This should be reflected in Center programs such as field days, K-12 activities, training, etc.

ACTION: Superintendent's position description should be reviewed and revised to reflect an increased emphasis on program as appropriate.

RAC Process

Paul Sebesta informed the group that in lieu of submitting hard copy binders of projects to each RAC member, DREC posts their projects on the website with a password protection. They are currently using a numerical rating system and electronic project approval process on their projects. He commented that the old RAC process was long, and every project was read during the meeting. Since the hard copies were no longer available, each RAC member is required to read the proposals and reports prior to the meeting.

One suggestion was to have the RAC meetings electronically via email.

PA System

After Fred attended the Ag Futures at DREC, he agreed to fund a new PA system for the Center once Paul found a suitable one. DREC purchased the Passport P250 wireless, speaker stands, battery pack and converter at \$1,831 for the total system. Discussed funding similar systems at all Centers. The consensus was this system was too expensive and that Centers would fund their own system if it was a high enough priority.

PSA Conference

The PSA Conference is scheduled for last week of November. We will try and have a joint Superintendent/PSA Conference in the future. We will discuss "Changing Roles" at next meeting.

Tuesday, October 3, 2000

The meeting was called to order at 8:00 a.m. Fred Perry reviewed the agenda.

The OMP Project Block Funding Proposal

Fred's proposal is that we use \$200,000 OMP unallocated funds and allocate to Centers similar to equipment funding. The money will be used for repairs, replacements and improvements to physical plant projects.

If the emergency repair amount is less than the emergency minimum dollars set, the Centers will be required to take care of the repair/replacement. If the repair/replacement is more than the minimum, funding will come from OMP contingency with Fred's approval in advance. Fred encouraged the Centers not to bank the funds. Centers will need to report list of projects and amounts at the end of the year.

Environmental Health and Safety

Dave Towle reported that Richard Smith completed the Confined Space Administrative Guide, and he conducted presentations at the Centers. Richard developed template/model guidelines to cover every imaginable disaster. Disaster Preparedness Plan was drafted and presented at both SREC and SFREC. This plan will determine all aspects relating to disasters at each Center. This project is estimated to be completed in approximately 18 to 24 months.

Personnel

Reorganizations

DREC, IREC, KREC and SCREC have completed reorganization. For DREC and SCREC, they brought in Collective Bargaining Representative(s) and campus personnel to explain the reorganization to the Center staff. Superintendents typically decide on the staff reorganization. Every position description is reviewed and rewritten which can result in downgrading or upgrading positions, and set performance standards to each position.

Superintendents should anticipate and communicate with individuals who will be affected. For layoffs or downgrades, meet with the staff and give official notice prior to an all-staff

meeting; however, give the option to that affected employee to attend the all-staff meeting. In conclusion, have the face-to-face contact with the affected employee.

Employee Notebooks

Employee Notebooks were distributed. The notebook contained REC Mission Statement & Organization Chart, REC AO Responsibilities, Employee Position Material, Personnel Programs, Health and Safety, and REC/REC AO Standards.

Casual Employees

Dave Towle reported that the term "Casual Employee" will no longer be used in the UC system, the term "Limited Term Employee" will be used in its place. This change came from the Collective Bargaining units, legislators and the Governor. If an employee works 1,000 hours or more in a 12 month period with no break in service, this employee is considered "Career Employee". SX is already in effect with this policy; however, Dave stated that he needs more clarifications. A 120 days break in service will be required before we can rehire the same person.

Business and Financial Services

Health Care for Remote Areas

Janet Clark briefed the group on the remote area health care issues. She stated that letters were mailed out from OP for out-of-area benefits. They only receive 80% coverage as determined by health care companies. Health care companies determine the average cost in each area.

Rising Energy Cost Issues

Janet reported that Enron's representative spoke at the AA Conference regarding increasing rates in California. Legislation passed the deregulation to allow companies such as PG&E to sell electricity. The population, economy, etc. caused the rise in rates, as well as lack of power. Enron has a contract with the University that is 5% lower than PG&E. Next summer is predicted to be as high in cost as this summer.

- First day was an all-day training on Access labor program that Jennifer Logan developed. Janet commented on the good job Jennifer did and how detailed it was.
 - AA's have the CDs to take back with them, and it will allow them to edit and tailor to the Center's needs.
 - AA's also have 3 workbooks, instructor's business card, and a direct phone number to the instructor.
 - It was an easy written language, easy to use and modify.
 - Able to design queries and generate reports.
 - AA's may ask for more training. They can take additional refresher courses at no additional cost.
 - Janet recommended not using the new program until the next cycle.
 - Can hold up to 5 years of data.

AA Reclassification

The matter of AA reclassification was brought up before the group. AA's inquired about reclassification of their position to the level of Administrative Specialist at the AA conference. The AA's were given the information on the reclassification procedures. Superintendents are responsible for reviewing the Class Concepts and job announcements, and compare them to current position descriptions.

Non-Cash Awards

Janet informed the group of the current policy on non-cash awards. Non-cash awards must be in a form of non-negotiable awards, e.g., when purchasing non-negotiable gift card/certificate for employee recognition, length of service and retiring employees, the gift card/certificate cannot be cashed when it is not used in full--the store must give store credit not cash back. The non-cash award guideline is an attachment to the Employee Spot Awards Administrative Guides, and it is currently on the website.

HREC 50th Anniversary

Bob Timm announced that HREC will be celebrating 50th anniversary. Currently *California Agriculture* is reluctant to publish an entire issue focused on HREC. He will be working to add more articles, so they will publish an entire issue on HREC. He stated that he still has many more copies of 25th anniversary issue of *California Agriculture*, and it serves as an effective PR tool. Bob also announced that HREC will host a spring or fall banquet to VIPs and have a symposium.

The group expressed interest in producing publications to be used as an outreach tool, e.g., pocket-sized Cotton Handbook publication for the cotton growers. Fred made known to the group that VP office is encouraging all Centers to do public outreach such as Field Days.

Ji Maycon, Recorder

SUPERINTENDENTS CONFERENCE
October 2 & 3, 2000

Monday morning

Presenter/Facilitator

- Budget update
 - VP – funds
 - DM projects
 - Capital program
 - Strategies for FY 2001/2002

Fred Perry

Outcome: information, discussion and strategies for next year

- Changing roles of Superintendent/PSA

Fred Perry

Monday afternoon

- Changing roles of Superintendents/PSA

Fred Perry

Outcome: Better understanding and definition of responsibilities and expectations

- RCAS and new PA system

Paul Sebesta

Outcome: information

- Miscellaneous business and updates
 - Set date for next meeting
 - RAC members and RAC dates
 - PSA meeting

Fred Perry

Outcome: information and draft agenda for PSA meeting

Monday evening

- Hosted dinner

Tuesday morning

- OMP funds (new \$\$\$)

Outcome: consensus on disposition of funds

- Review: Personnel and Health and Safety
- Employee handbooks

Dave Towle

SUPERINTENDENTS CONFERENCE
October 2 & 3, 2000

- Status of center reorganizations
- Field restrooms

Outcome: information

Tuesday afternoon

- Review: Business Services and Financial
- Health care
- Labor program

Janet Clark

Outcome: information

- Development

Fred Perry

Outcome: develop strategies and expectations

- Security

Fred Perry

Outcome: develop strategies and expectations

**DIVISION OF AGRICULTURE AND NATURAL RESOURCES
 TEMPORARY FUNDING PROPOSAL SUMMARY SHEET
 for FY 2000-2001**

TEMPORARY FUNDING PROPOSALS

<u>Priorit</u> <u>y</u>	<u>Project/Activity</u>	<u>DANR \$</u> <u>Requested</u>	<u>Other \$ Avail.</u> <u>(Specify Source)</u>	<u>% Benefit</u> <u>to OR/CE</u>
1	High Cost Equipment Replacement	\$300,000	\$200,000 Dept. funds	100
2	KREC Postharvest Facility Upgrade and Improvements	\$51,000	*	100
3	LREC Electronic Fruit Grading System and Bin Filler Installation and Upgrade	\$33,000	\$80,000 Donor equipment	100
4	Research Sample Drying Facilities	\$85,000	**	100
5	Meeting Room Facility Research Sample Drying Facilities	\$190,000- 620,000		100
6	IREC Potato and Onion Grading Line and Potato Storage Remodel	\$88,500		100
7	KREC Post Harvest Controlled Temperature Rooms	\$109,000	\$7,000 Donor funds	100

Total DANR Temporary Funding Requested: \$ 857,500. - \$1,287,500.

*First phase of Post Harvest facility, to which this improvement is would be made was funded by donor; second phase was funded by state capital improvement program.

**Center labor will be used to install equipment

OMP PROJECT BLOCK FUNDING PROPOSAL
October, 2000

\$200,000	OMP Budget	Adj. Budget	Percent	Allocation	Allocation	Emerg Min 25%	Emerg Min 25%
DREC	\$213	\$213	\$0.17	\$34,000	\$33,386	\$8,346	9000
HALC	\$40	\$40	\$0.03	\$7,000	\$6,270	\$1,567	2000
HREC	\$132	\$132	\$0.10	\$21,000	\$20,690	\$5,172	6000
IREC	\$70	\$70	\$0.05	\$11,000	\$10,972	\$2,743	3000
KREC	\$565	\$300	\$0.24	\$48,000	\$47,022	\$11,755	12000
LREC	\$144	\$144	\$0.11	\$23,000	\$22,571	\$5,643	6000
SCREC	\$109	\$109	\$0.09	\$18,000	\$17,085	\$4,271	5000
SFREC	\$129	\$129	\$0.10	\$21,000	\$20,219	\$5,055	6000
WSREC	\$139	\$139	\$0.11	\$22,000	\$21,787	\$5,447	6000
		\$1,276	\$1.00		\$200,000		

\$200,000	OMP Budget	Adj. Budget	Percent	Allocation	Allocation	Emerg Min 25%	Emerg Min 25%
DREC	\$159	\$130	\$0.14	\$28,000	\$27,572	\$6,893	\$5,000
HALC	\$31	\$30	\$0.03	\$6,000	\$6,363	\$1,591	\$2,500
HREC	\$115	\$120	\$0.13	\$25,000	\$25,451	\$6,363	\$5,000
IREC	\$48	\$80	\$0.08	\$17,000	\$16,967	\$4,242	\$5,000
KREC	\$322	\$223	\$0.24	\$47,000	\$47,296	\$11,824	\$10,000
LREC	\$80	\$100	\$0.11	\$21,000	\$21,209	\$5,302	\$5,000
SCREC	\$82	\$80	\$0.08	\$17,000	\$16,967	\$4,242	\$5,000
SFREC	\$113	\$100	\$0.11	\$21,000	\$21,209	\$5,302	\$5,000
WSREC	\$97	\$80	\$0.08	\$17,000	\$16,967	\$4,242	\$5,000
		\$943	\$1.00	\$199,000.00	\$200,000.00		

OMP budget excludes PU,
refuse, janitorial O&E, typ.

adj=-99,000 for custodians

1. Funds for repair, replacement and improvement (related to the replacement/repair) projects
2. Center responsible for emergency repair/replacement up to emergency minimum
3. May be carried forward or be in overdraft (5% CF limit still applies)
4. Fund must be used for any planned project less than 75% or can be phased