

## MEETING MINUTES

**ANR: Research & Extension Centers  
Superintendents' Conference  
Desert Research & Extension Center  
March 6 - 8, 2001**

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

### **Tuesday, March 6, 2001**

#### **REC Director's Position Description**

1. Strong voice that the position needs to be filled
2. Suggested Changes to Position Description
  - Program Council Involvement
  - Delete three-year term
3. Mike Conner was chosen to lead discussion with Assistant Vice President - Programs (AVP-P) Lanny Lund

#### **Recharge Issues**

1. Recharge methodology
  - Are there better methods?
  - One up-front charge based on percentage of total cost of research
  - Per acre charge
  - Recharges promote efficiencies
  - Recharge system is needed and advocated by ANR Vice President
  - Different at each Center
2. Budget issue
  - The Center is contributing huge dollars to research projects
3. Mission impact/management impact
  - Small percentage of recharge can affect budget and increase the amount of research in a great way

#### **Updates**

1. Budget Submittal
  - No major changes to overall University of California (UC)/Division budget
  - \$1 million increase for Cooperative Extension was taken out of governor's budget
  - OMP funding change *out buildings* (i.e., screenhouses and greenhouses) 50%
  - Anticipate high utility costs
  - REC budget due to AVP-P Lund by April 16, 2001
  - Centers shall submit budget requests including one-time funding requests to Fred Perry by March 30, 2001

## **REC AO Staffing Changes**

1. Recruitment for Janet Clark's position
  - Good candidate pool; interviews conducted
  - Fred Perry will conclude 2nd round by Friday March 9, 2001
  - Will have someone identified by 3rd week of March
  - Title changed to Financial/Business Services Manager
2. Project Manager's position
  - Working on position description
3. Centers
  - Average of 4 to 5 people retiring annually
  - Chuck Baldwin, new PSA, at Kearney
  - Recruit for Assistant Superintendent of Physical Plant at Kearney

## **Bay Area REC and Central Coast REC**

1. Bay Area REC (BAREC) status is year to year
  - Up to the State of California for next action
  - According to the State of California, BAREC will be a research center for another year
2. Central Coast REC
  - No new updates

## **Research Center Administrators Society (RCAS)**

1. Paul Sebesta elected secretary-will work up the ranks to president
  - Need to select new State representative
  - Jimmie Ross unanimously appointed as State Representative
  - Next meeting will be at Virginia Beach
  - Membership has greatly expanded to approximately 35 states

## **Human Resources**

1. Employment
  - Casual employee classification is now called limited appointment
  - Maximum 1,000 hours in a 12-month block
  - Must have 120 day break in service after 1,000 hours or will automatically become career employee
  - Center budget will absorb benefit costs
  - UC look back period 13 months. Employed on 1/1/00 will look back to 1/1/99
  - Davis Campus might restrict all limited appointments to four months regardless of % of time and hours worked. Dave will keep Centers posted. Should know by March 2001.
2. Collective Bargaining
  - TX and RX still in bargaining with no end in sight - a mediator has been called in
  - CX (clerical) ratified a contract 12/20/00
  - Will open wage negotiations in April 2001 for 9/30/01
  - Significant changes to contract:
    - Any reclass out of the CX unit requires a 60-day notice to the unions
    - Union has right to meet and confer and challenge any reclass
    - One written warning is required before a formal letter of warning
    - Performance evaluations and counseling memos are not types of discipline

- Individuals can now submit discrimination claims without topic matter
- Change in work schedule of less than 4 weeks requires 5-day notice to Union. Change in work schedule of more than 4 weeks requires 15-day notice
- Annual opportunity to choose whether overtime is paid or comp time
- Performance standards require 60-day notice to union
- Changes in work rules requires 45-day notice
- Incentive Award
  - UC has set up a process for CX members to submit claims regarding their incentive awards
  - Administrative Assistants are encouraged to submit their claims
- Spot Awards increase from \$250 to \$500

### **Presentation to AVP-P Lund Regarding Director's Position**

- Important to move quickly
- Encourage a close tie between new Director and AVP-P Lund
- Ex-officio member of Program Council-level of coordination need to be in Position Description
- Comments on Director's position description due to AVP-P Lund by 3/18/01

***ACTION:*** Fred Perry will coordinate finalization of Position Description

### **Center Updates**

#### **Harry Carlson, Intermountain REC**

- Water issue facing Tulelake--snow pack is 30% of normal
- May only get 25% of water allocation
- 100 acres purchased with the highest water rights
- Moving all cereal research onto the new land
- Installed a computer-operated potato grading line

#### **Jimmy Ross, West Side REC**

- Water issue, last year received 60% of normal allocation this year 15%
- Down approx eight projects from normal RAC process
- Have 6,000 labor hours need 8,000
- Utility costs have risen especially on pumps to run deep wells
- Reorganization has increased efficiency

#### **Bob Timm, Hopland REC**

- 40 to 45 projects
- This year is 50th anniversary planning a celebration banquet
- Working on a Cal Ag issue on center
- Working with Toby Winer fundraiser for new conference room
- Completed the Animal Task Force. Was helpful to have Mike Connor on the committee. Very positive experience.

#### **Paul Sebesta, Desert REC**

- Oldest Center in system
- Small Grain and Alfalfa Field Day April 10, Carrot Field Day today
- Research includes sugarcane important research for the Valley
- Alberta Ag Barley, USDA Sunflower, BLM-UC-SDSU collaboration on Pierson's Milk Vegetable

- 40 to 45 projects, but need to expand
- Outreach includes 2nd annual Ag Futures, International Bird Festival, NSF grant, fair project, and 120 6th grade students on 16th
- Anticipating new lab building

#### **Louis Whitendale, Lindcove REC**

- Finished renovation of packinghouse funded by the Division and the industry includes 31,000 sq. ft. screenhouse
- Working with Toby Winer on fundraising for conference room
- Revenue from citrus in down due to the market
- Labor in good shape

#### **Fred Swanson, Kearney REC**

- Eastside valley ag in trouble due to tough economic times
- Two years since reorganization and seen good positive things
- Completed new network upgrade
- Funded for new 18,000 sq. ft. greenhouse
- Several staff changes (turnover and reorganization)
- Series of thefts
- 80 to 90 research projects, 47 Project Leaders from 20 departments

#### **Brian Marsh, Shafter REC**

- Water and energy issues
- Cotton acreage 930,000
- Two new researchers, one University and one USDA
- Two USDA positions still open
- Crop improvement only funding cotton research on Center
- Stockdale Exchange Club funded an Ag Futures Intern at Shafter

#### **Mike Conner, Sierra Foothill REC**

- Online with gravity flow pipeline replacing a 40-horse pump (just in time)
- 35 to 40 projects with labor hours the limiting factor
- Watershed management grant
- Research includes pink eye in cattle, control of yellow star thistle, rangeland weed control, and water quality
- Provided a tour to high-level agency regarding measuring water quality

#### **Daniel Hagillih, South Coast REC**

- Politics surrounding possible airport
- Irrigation upgrade, replaced asbestos siding in two buildings
- 45 to 47 projects per year
- Master gardener program very successful

#### **Zak Mousli, Bay Area REC**

- No water for seven months
- 1,700 labor hours available projects used 3,000
- Six Field Days
- Administrative Assistant Delma Sled retired
- Energy cost will impact researchers
- Income from sale of crops will be impacted

**AVP-P Lund**

- Gone through two budget cycles with temporary funds
- 87 work groups
- \$1.8 million 25% spent for work groups. Work group submission procedures on the web
- \$2 million in new money last year
- 35 Advisor positions in recruitment, 10 or more on July 1, 14 new Specialist positions, two to four more next year
- Position gives back (vacated positions revert back to division)
- April 16th deadline for budget requests
- Funds for Summer Internship Program (funding for 20 positions)
- Increase awareness in Division on development issues

**Recharge Discussion with AVP-P Lund**

- Fred Perry provided recharge information summary by Center
- We as a system have worked hard to come up with a system that does not create researcher dissatisfaction
- Willing to look at a new methodology
- Impact: Will higher recharge impact mission?
- Small percentage of recharge greatly increases Centers' ability to provide resources for more research

Meeting adjourned with dinner following at the Center

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**Wednesday March 7, 2001**

Natural Resources Tour and lunch in Mexico

**Academic Coordinator Series Update**

- Letter of response was submitted
- Nothing new to report
- AVP-P Lund will check on grandfathering of current Academic Coordinators

**Superintendent Roles and Responsibilities**

1. Administration

- Supervision
- Resource management
- Environmental Health & Safety (EH&S)
- Planning-direct research support

**% Time by Center**

Bay Area	50%	Lindcove	53%
Desert	33-35%	Shafter	40%
Hopland	55%	Sierra Foothill	70%
Intermountain	35%	South Coast	60%
Kearney	90%	West Side	100%

2. University & Public Service
  - University committees
  - Community and agency committees
3. Professional Competence
  - Professional societies
  - Professional development
4. Extending Knowledge
  - Outreach and education (who and what we are)
  - Extension

#### **Annual Report**

- Fred Perry requested a spreadsheet of projects from current and previous years
- Information will be put into a spreadsheet and possibly on the web

#### **Surplus Program**

- Key personnel retirements
- All agreed this program is important and needs to be supported

#### **Presentation on Surgarcane Project**

- PowerPoint presentation by Paul Sebesta

Meeting Adjourned with dinner following at Barbara Worth

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**Thursday, March 8, 2001**

#### **Role of Administrative Assistants** (*Administrative Staff*)

1. Human Resources
  - Recruitment/hiring
  - Payroll
  - Benefits process
  - Classification analysis
  - Position description composition
  - Independently maintain knowledge of P&P
  - Confidential assistant

2. Resource Management

#### **Budget**

- Budget process
- Budget analysis
- Budget tracking and reporting
- Administrative budget decision making
- Other functions

### **Purchasing**

- Process
- Vendor relations
- Delegated purchase decision making
- Independently maintain knowledge of P&P
- Audit process
- Management team
- Process management

### **Financial Services**

- Accounting function
- Independently maintain knowledge of P&P
- Audit and reconciliation
- Fund management
- A/R and A/P

### **Labor Tracking**

- Process management
- Analysis
- Reporting

### **Recharge**

- Process
- Process management/development
- Receivables
- Client relations
- Support

## 3. Environmental Health & Safety

- Record keeping
- Scheduling
- Safety coordinator
- Administrative support to safety coordinator
- General knowledge base
- Responsible for administrative space

## 4. Planning

- Member management team
- Master calendar
- Ad hoc function
- As assigned

## 5. Miscellaneous Administration

- Support
- Center supervisors
- Researchers
- Reception
- Information/communication management
- Command center hub
- Computer support

- Network administrator
- Meeting logistics
- Scheduling

6. RAC Process

- Process management
- Minutes
- Process development
- Support
- Analysis and reporting

7. Outreach

- Meetings/field days
- Support
- Day-to-day public contact (*public relations*)
- Direct public contact
- Center representative
- Facilitate support seminars
- Outreach program design, development and implementation
- Publications

8. Superintendent Program Support

- Publication clerical editing and formatting support
- Data input
- Desktop and web site publishing

9. Supervision

- Supervision of administrative staff
- Lead person for administrative staff
- Ad hoc lead person

Important components to keep in mind when writing position description and requesting reclassification:

- Levels of responsibility differ Center to Center
- Level of input
- Level of participation
- Complexity
- Workload

**Overview of Review Team Process in Florida**

- PowerPoint presentation by Fred Swanson

**RAC Forms** (*need for uniformity*)

1. Project Proposal

- Signatures not required
- Proposed initiation date and proposed end date (*need language*)

**ACTION:** Fred Perry will make changes and circulate

2. Annual Summary of Progress
  - No longer part of the RAC process
  - Superintendents responsible for acquisition of information if needed
3. Three-year Progress Report and Termination Report

**ACTION:** Mike Conner will create a draft and circulate the proposed changes

  - Separate into two forms
4. Land, Labor and Facilities

**ACTION:** Fred Perry will work up draft and circulate
5. Researcher Acceptance Forms
  - Combine all three forms

**ACTION:** Fred Perry will work with Dave Towle to revise and circulate

Meeting Adjourned