

MEETING MINUTES

**ANR: Research & Extension Centers
Superintendents' Conference
TB 140, Davis Campus
November 26 - 27, 2001**

Present: Harry Carlson, Mike Connor, Joanne Fuller, Daniel Hagillih, Sherri Klittich, Lanny Lund, Brian Marsh, Zak Mousli, Fred Perry, Jimmie Ross, Paul Sebesta, Fred Swanson, Bob Timm, David Towle and Louis Whitendale

Monday, November 26, 2001

The meeting was called to order at 8:00 a.m. Fred Perry reviewed the [agenda](#) and the [Superintendent Evaluation Process](#) handout.

The following topics were added to the [agenda](#):

- RAC Membership
- Labor Hours and Recharge
- AA Reclassification Process
- Purchasing and Accounting
- Staff Advisory Group (formerly Staff Congress)
- Field Trips

Central Coast REC (CCREC)

The process to establish CCREC is proceeding, and Fred Perry has been appointed as head of CCREC Site ID Task Force committee by the Vice President's office. We have a potential land donor. This committee will be looking at the site and determine what will be the suitable site for a new REC.

The UC Capital Improvement budget currently includes \$5 million for CCREC in FY 2003-2004 and FY 2004-2005. There is currently no provision in the budget for operating funds in addition to the budget from BAREC.

Superintendent Merit/Promotion

Michael Reid, Professor, Environmental Horticulture at UC Davis and Chair of the Director recruitment committee was invited to attend this portion of the conference.

Questions arose regarding the Superintendent Merit/Promotion such as the uncertainties of their role as Superintendents, opportunities for advancements, summary of accomplishments, evaluation process, peer-review committee, and revising position descriptions.

ACTION: Typical Farm Advisor, CE Specialist and Academic Coordinator position descriptions will be reviewed in the process of updating the four Academic Coordinator Superintendents position descriptions.

To distinguish different types of administration in the position descriptions, administration and program administration will be separated and highlighted as well as RAC process. Position descriptions should accurately reflect expectations.

It was suggested to have percentage breakdown in job functions in the position descriptions for review purposes.

Budget

There is currently a hiring freeze for academic positions in the Division until further notice. Currently there is no hiring freeze on support staff. Criteria for hiring support staff will be established by the VP office.

There will probably be a 5% to 10% budget cut this year.

The targeted programs that will be affected by the budget cut are as follows:

- K-12 programs
- Medical-related programs
- K-12 teachers' programs for profession development

Each Center is a stand-alone layoff unit.

There will probably be an energy augmentation due to the rising cost of energy.

Annual Report

Everyone received a copy of the REC-AO Annual Report and urged everyone for their feedback on the Annual Report. This report was intended as a report to Lanny from the Director.

EH&S Self-Audit

Dave Towle reported on the EPA self-audit. KREC was the only Center that had the self-audit due to the number of labs, and it was completed and submitted. There were deficiencies and will be looking at remedies. They will be reported to OP in December, and OP will do a final report to EPA. The lesson learned from KREC's self-audit will be applied to all Centers.

AA Reclassification

Fred stated that he met with Dave Towle and Joanne Fuller to discuss the AA reclassification. A conclusion was reached that not all AA's have the same duties and levels of responsibilities at every Center. Possible reclassification titles are AAlll, Administrative Specialist, Analyst, and MSO I.

ACTION: We will work on criteria for classification to the various titles.

What's New!

- New lab at DREC was funded through the State-funded Capital Improvement Program.
- Sold bonds for Deferred Maintenance (DM); we were getting \$350,000, but currently down to \$277,000. DM is a five-year program and we currently are in the fourth year of the program.

Current Year Budget

AES base budget was increased by \$120,000 for cost-of-living increases, fuel, labor, etc., and OMP base budget was increased by \$161,000 due to additional square footage of new buildings. Currently there is money to allocate to the Centers; however, due to the budget uncertainties REC-AO may not allocate the money this year.

The Division made the decision to use temporary funds for current year budget cuts.

Proposed Criteria for Distribution of Current Base Budget Increases

- Recharge/RAC cuts
- % across the board
- Support for high-priority research (would not be project-by-project basis)
- New programs
- Under funding for current program
- Rate increases - fuel (rate increase not quantity increase)

Meeting adjourned at 5:00 p.m.

Tuesday, November 27, 2001

Attendees: Fred Perry, David Towle, Joanne Fuller, Zak Mousli, Paul Sebesta, Bob Timm, Sherri Klittich, Harry Carlson, Fred Swanson, Louis Whitendale, Brian Marsh, Mike Connor, Daniel Hagillih and Jimmie Ross.

The meeting was called to order at 8:00 a.m.

Focus Group

The Superintendents, under the direction of Harry Carlson, held a Focus Group meeting without the presence of Fred Perry, David Towle, Joanne Fuller and Ji Maycon. This meeting focused on strengths and weaknesses of the Administrative Office, and it lasted approximately two hours.

After the Superintendents met, Harry Carlson explained what the group did. He reviewed the comments from the group, and most were based on consensus. The following items were presented:

Strengths

- Administrative Structure
- Support from the Administrative Office in areas that are common to all Centers i.e., EH&S, Labor Relations, Policies and Procedures and website
- Appreciate local control: budget, management, surplus program, budget process/equipment
- Methodology and process

Weaknesses

- Staff efficiency
 - Timeliness
- Centers are clientele for AO and feels that AO should have service attitude
- Linkage to rest of the UC - programmatic not administrative
- Surplus -- disposal of junk
- Would like to see Centers served as primary clientele
- Concerned about lack of linkage to other UC programmatic units
- Communication
 - Need a vehicle for regular two-way communication/evaluation
- Intra-office teamwork/communication at REC-AO should be improved
- Lack of trust between Centers and AO
- Management
 - Lack of Ag research expertise in AO
 - Lack of onsite Center experience
 - Funding administrative policy stifles creativity (openness to discuss new ideas before money)
- One-size-fits-all is not always the case with Centers--we need to reevaluate uniformity
- As administrative workload is transferred to the Centers, administrative dollars should come with it
- Rethink process for Center reorganization
 - Step back and see what improvements can be made

ACTION: An Action Plan will be made and REC-AO will have a focus group as part of the REC-AO reorganization.

New Direction

- Increasing the "Program" at Centers
- Conference rooms

Fred stated that he would like to have a forum for sharing and learning between Centers in addition to administrative issues, to share ideas, e.g., field days, extension programs, etc. As a system he would like more Centers to take an active and proactive role in developing and conducting on-site education programs.

- Resident researchers
 - Problems with communication with program group
- Improvement involvement in program planning
 - Fred will try to get included in the Program Council's agenda.

Labor Program Current Method

- Learning curve
- Difficult to operate
- Some have successfully operated
- Glitches in the LREC program
- Support--each Center is on their own--why not centralize?

Joanne reported that at the AA Conference, the consensus was that all Centers want to use the same program for support and training purposes. One suggestion was that to use Amber Shrum, Hopland REC or Jennifer Logan, Lindcove REC to train others. She also reported that the frustration was evident among the AAs. The consensus was for the Centers to deal with this locally with help from other Centers.

Center Security

Fred Perry stated that facility improvements for security are not very effective. From a loss standpoint, most likely computers and other high-end office equipment would be targeted. Alarm systems are difficult to justify based on amount of loss.

ACTION: The "24-hour notification" from non-University personnel working at the Center policy (Research & Extension Center, Policy and Procedures, Page 7, Access to Centers) will be revised. For people who want to come to the Center during the weekend, the Center should be notified during working hours prior to the weekend.

Energy

Fred reported that there are five generators (50 to 60 kW, diesel-powered generators) available and they are required to be licensed. Fred has received request from only SCREC.

Transgenic

Fred asked the group, "what are we doing about transgenics"?

- You better know what's being planted at your Center!
- What are the rules?
- EPA permit requirements?
- Non-EPA permit substances?

ACTION: If a researcher checks off transgenic on the Annual Request for Land, Labor and Facilities form, they will be required to submit a copy of the EPA permit. The RAC needs to know about transgenic projects since they approve and disapprove projects.

The following items were discussed:

- CCREC OP budget
- Recharge
- Purchasing and Accounting
 - Upon request, a credit card per account will be assigned to a person, usually the purchasing person at each Center/office
- Field trips
 - At future Superintendents' Conferences, we'll include trips that will be educational

Next Meeting

Next Superintendents' Conference will be hosted by SFREC in March or May. Due to the budget situation, there may be another conference in the summer after the fiscal year.

Ji Maycon, Recorder