

MEETING MINUTES

ANR: Research & Extension Centers Superintendents' Conference Sierra Foothill Research & Extension Center May 29 - 30, 2002

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

Unable to attend: Zak Mousli

Wednesday, May 30, 2002

The meeting was called to order at 9:05 a.m.

Budget Outlook

Fred Perry gave an update on the State Budget outlook. The State deficit is growing daily. UCOP Vice President - Budget Larry Hershman, predicts things will get worse before they get better. The governor's budget has targeted a 10% cut for research. It's not clear the extent to which that 10% will directly affect the RECs. There should be a State budget by September or October.

The REC system has enough in reserve to carry us through the current project year without impacting our commitments to research. There was a discussion about tightening our belts now since cuts are inevitable. How do we start doing that, as a system? No consensus or decision was made.

Capital Programs

Kearney REC (KREC) Greenhouse project will go out to bid in July. This has been a high priority in REC AO. Desert REC (DREC) laboratory project is scheduled to go out to bid in July 2003. Funded capital projects, i.e., KREC Greenhouse and DREC Lab projects will not be affected by the current budget situation.

Deferred Maintenance Program

We have not completed last year's projects and have not started this fiscal year's projects. There will be no new money next FY for Deferred Maintenance projects, and most likely will not have funding for the next one or two years. This will not necessarily affect block grant funds, which we are using for deferred maintenance.

Bay Area REC (BAREC) & Central Coast REC (CCREC)

Bay Area REC will close when the State notifies us. We have a commitment from the State at least through the end of December. The BAREC budget has been committed to the new CCREC, and may not be available to help offset budget reductions.

The CCREC site selection review is continuing.

Academic Coordinator Series

The Vice President's (VP) office determined that the Academic Coordinator III was the appropriate classification for the Superintendents who are currently in the Academic Coordinator series. Assistant Vice President - Programs (AVP-P) Lanny Lund is scheduling with appropriate individuals to decide on a transition plan to the new salary scales. The difference between Level II and III salary scales was discussed.

Future Meetings

Fred Perry brought up the possibility of a joint meeting with Superintendents and Office Managers. It was agreed that the next meeting could have a one-day overlap, and OM's could also meet as a group during this time. A possible joint meeting of the Superintendents and Principal Superintendents of Ag was also discussed, as well as the possibility of PSA's meeting in sub-groups on specific topics of common interest. Management training or training in other specific related areas could also take place at PSA meetings. Also, it was suggested that PSAs should have a chance to meet on their own without the Superintendents or the Director.

Personnel & Labor Related Issues

Dave Towle discussed upcoming merit/range proposal negotiations for SX. Contracting for services is a critical collective bargaining issue. At this time, UC cannot displace current employees with contract services (i.e., custodial services). Contracting issues may be problematic for Centers in regards to contract field labor.

Maximum vacation, for non-represented staff, is two times annual accrual. After January 3, 2003 any employee with a vacation balance at their maximum will not accrue additional vacation. The Campus will send warning letters to the employees in this situation. Supervisors must submit a plan to reduce the accumulation. The donation of vacation for employees, who are in a situation of running out of leave time due to catastrophic illness, was discussed.

Ongoing collective bargaining, related to Centers, was discussed by Dave Towle. Farm laborers working as seasonal per diem farm laborers, then returning through a labor contractor at KREC are being reviewed, at the direction of the VP Office. The review was to determine if career appointments will be offered. Six out of 13 laborers reviewed may qualify to convert to career employees. A new series for unskilled labor is proposed to be initiated at a salary similar to the per diem farm laborer series. These are career positions, at least 50% for at least 9 months per year. How contract laborers are supervised and by whom may have an impact on whether they are considered employees. We may need to change the way we hire and supervise farm labor, but no action will be taken until we know more.

A table labeled "[Labor Types](#)" was distributed and discussed. The four labor types on the table are the only labor types that can be used. The conditions and restrictions on the different labor types are summarize in the attached table.

The issue of what type of services the Centers provide, and what the Researcher should provide in the way of labor was discussed. Dave Towle discussed how labor contracts are being looked at differently and renewal of these contracts should be done with plenty of lead time. The Davis Campus has assured us that they do not have a blanket policy to cut these contracts off.

Career appointments with end dates are normally used in grant funded situations. Career employees with end dates have the same rights as any other career employee. The end date does help with the justification for layoff when the grant funds expire.

AA Reclassification & Related Issues

Two tables and related notes and definitions were reviewed and discussed, [Authorities/Responsibilities Table](#) and [Criteria for Classification Levels](#). A committee (Fred Perry, Dave Towle, Debra Driskill, Joanne Fuller, and Pat Gray) developed the tables to help define the responsibilities and delegated authority of the Superintendents, Office Managers and supervisors.

The group discussed account delegate status of the Superintendents and the possibility of re-delegation to the Office Managers. There are procedures on separation of the approver versus the initiator that must be maintained. The difference between managing the purchasing process vs. making resource decisions was discussed. Environmental Health & Safety (EH&S) responsibilities were discussed regarding the Superintendent being responsible for their Centers. Budget management vs. analysis/monitoring responsibilities was reviewed and the [Authorities/Responsibilities Table](#) was used as a guide for these discussions.

The Fair Labor Standards Act (FLSA) requirements were discussed and how these requirements relate to the AA and MSO classifications. Davis is the only campus requiring supervision of more than one FTE for the Administrative Specialist classification. The possibility of our group going through UCOP for classification and compensation review was discussed. This would have to be for all classifications, not just the AA Series. It was suggested that this may not be desirable.

The supervisory requirement for the Administrative Specialist was discussed in detail, and how these determinations are made. The option to move forward on the reclassification issue was discussed. The possibility of granting an exemption for the Centers was discussed. The suggestion was made to put the strongest position description forward to compensation and see what happens. Dave Towle currently has the classification authority for the AA series and Administrative Specialist series, but he is required to follow Davis Campus guidelines. He must formally justify any classification/reclassification with documentation that demonstrates compliance with Campus guidelines. Dave has the option to submit a classification review to Campus HR for their review.

If an employee requests a classification review, they must do so in writing to their supervisor. The supervisor should review and revise the position description as applicable and review the position in the context of the series concept. Depending on the supervisor's determination, a request for a classification review can then be sent forward by the employee or supervisor to Dave. Once a formal request for a classification review has been submitted to Dave's office, he has 30 days to respond.

If the employee does not agree with the outcome of the classification review, they may appeal to Campus HR. The Superintendents need to communicate the requirements and options to their Office Managers.

First Day's Wrap-Up

Mike Connor led a Center tour from 3:30 to 5:30 p.m. followed by dinner at the Connor Residence.

Thursday, May 30, 2002

REC Administrative Office (REC AO) Reorganization

Dave Towle led the discussion on REC AO reorganization. Dave explained the physical reorganization among groups that need interaction. Then Dave distributed the new ANR REC Administrative Office Organization Chart and explained changes and proposed new positions. The job levels for each position were clarified. This discussion was then tabled when Larry Hoover arrived for his 9:00am session on Conflict Management and this continued until the lunch break.

AA Reclassification Revisited

When reconvening after lunch, the AA reclassification issue was resumed. The outline that follows was presented by Fred Perry:

- Dave Towle and Fred Perry will review their role in classification of the Administrative Series.
- Dave Towle and Fred Perry will initiate a process to develop common language in position descriptions to accurately and equitably describe Office Manager functions and Responsibilities.
- Dave Towle and Fred Perry, with others, will try to determine, based on additional information, whether there is a valid case for Office Managers working above the AAIII level.
- Dave Towle will continue to challenge Davis Campus to come up with a Level II.

This issue will proceed, as soon as possible. It is understood that this will be a major effort, possibly through a joint Superintendents/Office Managers meeting. August 22 - 23, 2003 time frame at Hansen Trust was proposed.

REC AO Reorganization (continued)

The REC-AO office reorganization discussion continued. The issue of the need for a strong MSO III was discussed. Title and level issues were discussed in relation to recruiting and getting the best possible candidate. One or two Superintendents will be on the committee. The possibility of an Office Manager on the committee was also brought up. No decision was made at this time on the committee makeup.

RAC Forms

Mike Connor led the discussion on revised RAC forms. Where the project initiation date should show up was discussed. The part of the title "Proposal for Continuation" was deleted from the Three-Year Project Review form. A new proposal is now required with the Three-Year Review to continue a project. These projects do not get priority over new proposals. Abstracts will be required on the new forms for websites, annual reports, and bibliographies.

The RAC can only review and approve a project as proposed. If Project Leaders propose a project for one or two years and decide to continue it beyond the period approved, they will be required to submit a Three-Year Review form at the end of this period and follow the same procedure as all other Three-Year Review projects.

Some uniformity is required in the Project Acceptance and/or Notification form, as well as the Annual Request for Land, Labor and Facilities.

ACTION: Fred Perry will be working on this.

Research Center Administrators Society (RCAS)

Jimmie Ross discussed the upcoming summer RCAS meeting that will be held at Purdue University, with tours to other areas (Sept. 8-10). The summer meeting will be used to plan the September 2003 meeting being held in Northern California. Fred Swanson, Paul Sebasta, Jimmie Ross and Mike Connor are heading the planning committee for the 2003 meeting. Winter meeting will be held in Mobile, Alabama. New officers will be nominated at the 2003 Meeting. The Secretary position will need to be filled, which is the starting point for other officer positions.

Superintendent Research Funding

Internal funding for a Superintendent research program was discussed. It was explained by Fred Perry that Superintendents, as Academic Coordinators, are still expected to have a research component, and are expected to find funding through grants. Start-up funds for new Superintendents or Superintendents with new projects were discussed. The possibility of each Superintendent receiving an annual funding based on percent of program time was discussed. No consensus was reached or action taken.

Follow Up

Center organization structure was discussed. Fred Perry stated he has final responsibility over organizational structure at the Centers. This is necessary because of the long-range budget impact of hiring staff. He also noted his history of rarely overriding Superintendents' decisions.

As a follow up to the "Strengths & Weaknesses" discussion at the previous meeting, the subject of how to improve communication between Centers & AO was discussed. At the next Superintendent's Meeting we will have a discussion on how to improve dialogue between the Centers and AO. We should talk to Fred or Dave directly and promptly about issues between Center and AO staff.

Discussions ended at 3:30 p.m.

Bob Timm made a slide presentation of this recent trip to Armenia and Azerbaijan. He served as a consultant in those two countries on the serious problem of rodents, probably a *Microtus* sp, destroying agriculture crops.

Meeting adjourned at 4:00 p.m.

Chris Feddersen, Recorder

FUNCTIONAL AREAS	REC-AO	SUPT.	SUPT. MAY REDELEGATE	SUPERVISOR
FINANCIAL SERVICES				
Account Manager (cannot redelegate)	X			
Account delegate (all Center accounts)		X	X	
Recharge Authority		X	X	
Income:				
Marketing commodities		X	X	
Establish local fees		X	X	
Staffing List	X			
BUSINESS SERVICES				
Purchasing Process	X	X	X	
Purchasing (signature authority)		X	X	
Benefits (local representative)		X	X	
Payroll:				
Career (leave reporting & monitoring)		X	X	X
Casual & Limited Term Labor		X	X	X
Inventory				
Accountability	X	X		
Property Officer		X	X	
HUMAN RESOURCES				
Center Organizational Structure	X			
Merit allocation (within limits set by REC-AO)		X		
Staff development		X	X	X
Evaluations & Position Description		X		X
Recruitment/reclassification process	X	X	X	
Evaluation Process	X	X	X	
C.B. Contract, Work Rules, P&P	X	X	X	X
LABOR RELATIONS				
Corrective action, Level 1 Review, Skelly		X		X
Collective Bargaining Liaison		X		
ENVIRONMENTAL HEALTH & SAFETY				
Policy and regulation compliance	X	X		
Worker Training		X		X
Reporting & Record Keeping		X	X	

FUNCTIONAL AREAS	REC- AO	SUPT.	SUPT. MAY REDELEGATE	SUPERVISOR
BUDGET				
Budget allocation to Units	X	X		
Managing	X	X		
RESEARCH/OUTREACH/EDUCATION				
Center Program	X	X		
Program Development/Coordination		X	X	
RAC Process	X	X	X	
Approved Project Support		X	X	
Farming		X	X	
FACILITIES & EQUIPMENT				
Capital Improvement Project Approval	X			
Major Equipment Purchase Approval	X			
Maintenance, Repair & Alteration		X	X	
Project Development and Management	X	X	X	
INFORMATION SERVICES				
Records, communications & data		X	X	

ADMINISTRATIVE SUPPORT – CRITERIA FOR CLASSIFICATION LEVELS			
FUNCTIONS	LEVEL I**	LEVEL II**	LEVEL III**
MANAGEMENT	Resource	Resource/Planning/ Policy	FLSA >50% manager
		Processing <30%-50%	Processing < 20%
SUPERVISION	Lead Person	Supervisor >1 FTE	Meets FLSA >2 FTE
FINANCIAL SERVICES			
Account Delegate	Limited/Supt Level*	Supt Level *	Supt Level*
Current Budget Adj.	Initiator/Approve	Analysis/Approve	Analysis/Approve
Fiscal Closing	Initiator/Approve	Analysis/Approve	Analysis/Approve
Recharge Authority	Initiator/Approve	Approve	Approve
Income	Processing	Analysis/Process	Analysis/Develop
BUSINESS SERVICES			
Purchasing	Processing/monit or	Approve/Program	Approve/Program
Benefits	Representative	Representative	Representative
Payroll	Processing/Resou rce	Process & Resource	Resource
Inventory	Process/Prop. Officer	Property Officer	Property Officer
Contracts/Agreements	Resource/analysis	Analysis/Develop	Analysis/Develop
HUMAN RESOURCES			
Evaluation Process	Processing/Resou rce	Processing/Resource	Resource
Staff Development	Processing/Resou rce	Processing/Develop	Approval/Develop
Recruitment/Reclass	Processing/Resou rce	Processing/Analysis	Analysis
Record Keeping	Processing	Processing	Resource

ADMINISTRATIVE SUPPORT – CRITERIA FOR CLASSIFICATION LEVELS			
FUNCTIONS	LEVEL I**	LEVEL II**	LEVEL III**
C.B. Contract, Work Rules, P&P	Resource	Resource/analysis	Resource/analysis
BUDGET PLANNING & ALLOCATION			
CY Planning & Analysis	Resource	Resource/Analysis	Analysis/Develop
Long Range Planning	Resource	Resource/Planning in Unit	Analysis/Develop
Allocation within Units	Within Admin Unit	Within Admin Unit	Admin & other units
PROGRAM-Research, Outreach, Education			
Program Development	Minimal	Minimal	Yes
Program Coordination	Yes	Yes	Yes
RAC Process	Processing/Resource	Process/Resource/Analysis	Resource/Analysis
INFORMATION SERVICES			
Communications & Data	Manage Systems	Manage Systems	Manage Systems
Records	Manage System	Manage System	Manage System
MISCELLANEOUS			
Center Policy & Procedures	Resource/Analyses	Resource/Analysis/Develop	Analysis /Develop
REC & UC P& P	Resource/Analysis	Resource/Analysis	Analysis
<p>* These delegations require review and approval by REC-AO prior to assignment.</p> <p>** Levels were used to help stimulate internal discussion, they do not necessarily relate to a specific classification</p>			

RESPONSIBILITY LEVEL CRITERIA - OTHER CRITERIA CONSIDERED

OTHER CRITERIA CONSIDERED (*Place related language in P.D. block for brief description of position*)

ENVIRONMENT

- **Organizational Complexity**
 - External
 - Internal

- **Client Contact**
 - Resident Academics
 - Remote

- **Program Complexity**

- **Staffing**
 - Size
 - Complexity

- **Supervision Received**
 - Operating Independence

CAMPUS

- **FSLA**
 - Strict compliance for all classifications
 - MSO I upward
 - Executive Exemption Test

COLLECTIVE BARGAINING - ADMINISTRATIVE CLERICAL UNIT

- **Reason Job Exists**
 - Focus of Work (Administrative Tasks)
- **% of Time**
- **Non-Supervisors**

TYPES OF WORK THAT WOULD PLACE POSITION OUTSIDE OF UNIT WORK

- Supervisor
- Management
 - Administrative Unit Business Office

***NOTE:** All proposed reclassification actions that would remove a person from a collective bargaining agreement to a non-covered classification must be notified to the union prior to an effective date.

DEFINITIONS

TERMS	DESCRIPTIONS
FLSA	Federal Labor Standards Act
Approve <ul style="list-style-type: none"> ▪ Purchasing/Budget ▪ Process/Oversight ▪ Final Authority 	<p>As a unit manager makes resource decision</p> <p>Makes administrative procedure decisions and monitors compliance</p> <p>Position ultimately responsible for the action within delegated authority</p>
Processing	Initiate and handle data input, forms, routing, and other administrative processing activities
Resource	Provide assistance to other unit managers/supervisors with administrative processing activities, P&P compliance review,
Analysis	Review and interpret information; P&P compliance review; budget review; reach conclusions; make recommendations; identify consequences
Develop (Generic)	Initiate; author language; generate ideas; negotiate; generate agreements;
Program Development	Initiate planning; research needs; find funding; negotiate terms; determine audience; develop goals; evaluate effectiveness (meeting goals); and future planning.
Program Coordinator	Implement activities
Property Officer	Responsible for tracking and reporting location; disposal processing

LABOR TYPES

Career Employee	50% or greater	Can not work less than 50% for the month Paid on a monthly basis for % of time in appointment. Can be paid for more than appointment % (variable)
	> 9 months	Furlough, off times changeable but not variable
Limited Appointment	< 1000 hours	Davis Campus policy is 870 hours maximum
	120 days minimum break in service before rehire	If employee exceeds 1000 hours in a 12 month period while in <u>any</u> UC pay status, that person becomes career
	Lifetime hours > 1000	Employee eligible for career benefits
Casual Labor	< \$1950 (proposed revision to lower this to \$1500)	Paid from revolving account
	< 1000 hours	Any UC <u>supervised</u> time includes all lifetime hours
Contract Labor	Purchase Order	
	< 1000 hours	Any UC <u>supervised</u> time includes all lifetime hours
		UC does not supervise or direct work

What's missing?

- Seasonal employee @ 100% >5 months < 9 months
- < 50% full-time