

MEETING MINUTES

**ANR: Research & Extension Centers
Joint Superintendents/Office Managers' Conference
Hansen Trust, Ventura
August 19 - 20, 2002**

Present (A.M. Meeting): 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

The following Office Managers joined the meeting during lunch: Julie Chavez, Debbie Driskill, Chris Feddersen, Annette McGregor, Chris Robles, Freddie Swing, Jim Winter and Linda Woodley

Unable to attend: Jane Rohrbough

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](#):

- ANR Reorganization Review
- Review Center/REC-AO Communication
- Larry Hoover Presentation

Center Program Reviews *(every 3 to 5 years)*

Director, Associate Director and Business & Financial Services Manager would visit each Center for communication of goals and objectives of Center and Superintendent. The following items would be discussed at these visits:

- What issues does Centers have that they need assistance?
- Suggested that the review would be program review not a Superintendent evaluation.
 - Center report
 - Five-year plan
 - Center program
 - Superintendent program
 - REC AO support
 - Superintendent program review (debrief Director/Superintendent). Superintendent evaluation is a totally separate process.
 - Researcher/Department Chairs/County Directors
 - How to get direct input into a consistent format for the Director
 - Annual survey--direct from Director
 - What is working well?
 - What is not working well? Suggestions? Suggestions are as follows:
 - Incorporate researcher input into Center Program Review
 - Use focus group format
 - Random phone calls to researcher

- Consider two processes:
 1. Center Program
 2. REC system as a whole
 - Anything else?
- Future PSA Meetings
 - Do we need one every year or every two years?
 - If good, related subject matter
 - Interaction between individuals is important
 - Researcher relations
 - Always at a Center--what about UC Davis/UC Riverside farms?
 - Issues at Center
 - Training/conflicts
 - Labor
 - If subject matter is critical to both Superintendent/PSA a joint meeting would be helpful
 - This year would be difficult to get a meeting set up
 - Harry Carlson nominated Jimmie Ross to facilitate the agenda and the meeting. Jimmie stated that he would be honored.
- RAC Chairs/Superintendents Meeting
 - There will be a meeting held, but there's an understanding that not everyone will attend. The meeting will be held on Davis Campus.
 - Input, feed back, how meetings are run, and training
 - Need specific objectives to bring participants
 - Consistency to meeting facilitation
 - Budget
 - Director expectations
 - Project review process
 - Late projects
 - Inform them of how important and valuable their roles are
 - Criteria of approving/disapproving projects
 - RAC member orientation
 - Consensus that responsibility of the Director
 - Do we need a RAC Chair? Yes!
 - Superintendent as facilitator (seemed to be consensus in favor)
- RAC Guidelines
 - Fred Perry will develop general guidelines
 - Superintendents' roles
 - Process, structure and agenda
 - RAC Chairs' roles
 - Project approvals, resource allocation

- Budget cuts - tactical discussion
 - What can we do to be more proactive in preparing for reduction
 - Can't keep putting it off
 - Can't insulate researchers
 - Can't take >5% in only one year
 - Stay visible

P.M.

- Agenda Change
 - Tuesday morning for about one hour or so will be Superintendents only.

What's New

- **Desert REC**
 - PSA Richard Tamayo retired
 - Filling Physical Plant position
 - Expand Farm Smart
 - Sugar Cane project is expanding
- **Hansen Agricultural Learning Center**
 - Current barn "meeting" room was just completed (remodeled). It was originally built for a Budweiser commercial.
 - Pole shed is in construction
- **Hopland REC**
 - New asphalt
 - Second attempt to hire an Assistant Shepherd
 - New outreach program primarily with junior high and high school level.
- **Intermountain REC**
 - Water this year
 - Completed a lot of building projects due to no water
 - New research projects
 - New property now in production
- **Kearney REC**
 - Full compliment of staff now being reduced by one
 - Greenhouse/headhouse project
 - EH&S Specialist
- **Lindcove REC**
 - SRA Raul Gonzalez retired 7/31/02
 - New Field Day topic added "Fruit Tasting and Display"
 - Conference room building is anxiously being anticipated
- **Shafter REC**
 - Three years of Ag Futures
 - New PSA, Frank Leal
 - Gearing up for Field Day

- **Sierra Foothill REC**
 - Animal Science just fill SRA position
 - PSA may be retiring in about one year
 - Recent fire damaged some research, helped others. Center became HDQs for CDF command center
- **South Coast REC**
 - Trying for over two years and still not have been able to hire a Physical Plant Mechanic
 - New sprinkler system
 - Daniel giving many tours
 - Agricultural Technician has resigned per medical
- **West Side REC**
 - Filling vacant position
 - Gearing up for field day
 - Cotton picker safety program on 9/24
 - Center has participated 8 to 10 years

Budget

- Fred discussed general status of budget situation in regards to 10% AES reduction, and potential for a very small fund allocation from the Vice President's office.
 - Department of Finance has indicated possible 20% across-the-board cuts for all state agencies next year.

Suggestions by Office Managers

- No duplication (Centers vs. REC AO)
- Efficiency
- Time tracking on projects
- Recharge for other than research labor hours

Office Managers' Reclassification

- Four points of last meeting
 - Delegated authority for administrative serves for Dave Towle relinquished
 - Common language -- haven't done due to workload and number of PP's submitted by Centers
 - Received from campus what they considered as typical __III's. Not real good because the positions were not specific in regards to size and complexity
 - Dave Towle to challenge the campus on other series concepts at level II.

REC AO Staffing

- **MSO III**
 - Fund management
 - Financial oversight
 - Account manager
 - Troubleshooter
 - Resource management

- Business services program
 - Training
 - HR program
 - Backup support
 - **Susanne's Role**
 - Centers are still sending Statement of Cash Collections to Susanne
 - ? purpose, need to keep sending
 - No audit
 - *Susanne will change without informing Centers
 - Accounts receivable
 - Purchasing
 - Equipment
 - *Communication
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Tuesday, August 20, 2002

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Account Structures

Review of structure to determine whether or not there are changes/modifications to make process more efficient.

- Office Managers' Comments
 - Suggest account definitions wait until new MSO
 - Note Business Services area as resource
 - MSO to further define and provide training on accounts payable issue of where campus Accounts Receivable is posting income
 - ARIN Accounts Receivable Invoice (*high priority*)
 - Document
 - Training
 - Fix Problems
 - SCC Statement of Cash Collections
 - Cross training - REC AO communications across units within (Luzanne is the initial point of contact, but she is not a DaFIS user). SREC project requests for funding-- could be Fred Perry on this project, Luzanne was to get back to SREC.
 - DBA, EOB - take off Dave Towle email list to all Superintendents and Office Managers.
 - No OMP Labor Codes, or reporting to REC AO
 - ? should Centers use "project codes"? Fred will remove project code from PEW, will use them very sparingly
 - Object codes - review for efficiency
 - Delegations: Current REC system Superintendents' delegations to remain until new MSO has opportunity to review/comment

Budget Strategy 20%

- Discussion items
 - Farming income/uniform cropping
 - Equipment money
 - OMP block money
 - Recharge
 - Services provided
 - High material cost for specific programs
 - Services programs
 - Per acre
 - Base SOP
 - RAC as grant

Recharge

- Predictability
- Administrative cost
- *Every project has a charge
- *Pay up front
- Show impact
 - At least 5%
- Centers are to begin planning for this fiscal year 2002-2003 of 5% (44 account) reduction
 - 2003-2004 - 10% 44/64 Account
 - 2004-2005 - 5% 44/64 Account

*Fred Perry will be working on.

Farming Income

- No change in uniform crop

New RAC Forms

- There are new RAC forms. Copies were handed out and they will soon be available on the REC website.

H. David Towle, Recorder