

MEETING MINUTES

**ANR: Research & Extension Centers
Superintendents Conference
Comfort Suites Hotel - Conference Room
Davis, California
Monday, October 27, 2003**

Present: Harry Carlson, Mike Connor, Daniel Hagillih, ¹Karen Hamner, Sheri Klittich, ²Lanny Lund, Brian Marsh, Fred Perry, Jimmie Ross, Paul Sebesta, Fred Swanson, Bob Timm, David Towle and Louis Whitendale

¹Karen Hamner attended the morning session

²Lanny Lund arrived shortly after lunch

The meeting was called to order at 9:00 a.m.

Meeting Minutes and Meeting Agenda

Everyone received copies of the minutes from the Joint Superintendent/RAC Chairs' conference, [October 18, 2002](#) and the [meeting agenda](#).

Center Visits

Director Perry updated the group of the Center visits that were scheduled throughout the year to observe Center operations. These visits were originally scheduled to last one week; however, due to busy schedule and other conflicts an entire week was not possible at Hopland, Intermountain, Kearney, Lindcove, Sierra Foothill, and South Coast. Desert was the only Center where he was able to visit for an entire week. Although the trips were cut short, he stated that the Center visits were very informational. It gave him opportunities to observe farming operations, lambing, insect identification, etc.

Budget

Director Perry discussed the overview of the budget situation. Budget discussion topics were as follows:

- Strategies for the upcoming year
- Final budget letter from VP's office stating that there will be no further cuts this year
- Program Council meeting held on October 7th in Riverside
 - Discussion about closing Centers included:
 - Program Council's recommendation not to close any Center
 - AVP Lanny Lund is very knowledgeable about what we do and supportive of the REC system
 - Closing Centers should be a program decision and involve input from stakeholders
 - VP Reg Gomes makes final decisions
 - AVP Lanny Lund is now the Acting/Interim Associate Vice President
 - Director Perry stated that we would actually lose more OMP funding than what we save in AES funds if we shut down a Center. He further stated that due to the investments made on the facilities and infrastructures on each Center it would not make sense to close a Center based on savings in current AES budget.
- It is important to build constituency with the industry and community. Director Perry recommended everyone to continue outreach programs and build relationships.

- Campuses will not receive full OMP funding for new building square footage added in 2004/05. Because of the closure of Bay Area REC, we did not have a net increase in square footage.

Questions arose how Director Perry's presentation made to the Program Council was received, and he informed the group that it was well received. He noted that he also gave them a copy of the RAC allocation spreadsheets sorted by researchers and their affiliation. He further discussed how Don Cooksey, Associate Dean at UC Riverside is concerned that UCR's field research facilities may lose research projects to the RECs because UCR's recharge rates may be higher. Other Associate Deans noted that they were in favor of keeping the RECs.

- Expectation for next year
 - State Department of Finance has asked all State agencies to plan for another 20% reduction in 2004-05
 - UC Regents, for the first time, has proposed to restrict enrollment if there are additional reductions.

Director Perry reported that even with an additional 20% reduction, assuming that this would be AES funding, in his opinion, this would not warrant closure of a Center.

The rationale for budget reductions in 2003-04 included the following:

Balanced downsizing

- Hours for research proportionally
 - Sub S and Sub 3 proportion
 - Management proportion to staff

Recover from income the costs of producing the income

Increase total recharge income

- Even with a proportional increase in recharge, the net funded value to research projects is still very high

Business will not be as usual

- Options (not mutually exclusive)
 - Researchers pay more
 - Centers do less

AVP Lanny Lund arrived.

Consensus: From a budgetary standpoint, it would not make sense to close a Center. If there are further cuts, Centers can downsize, reduce services, and/or increase recharge as appropriate.

Research Centers Administrators Society (RCAS)

Paul Sebesta notified the group that the next RCAS meeting is scheduled for February 1 through 4, 2004 in Phoenix, Arizona with a post conference tour in southeast Arizona. Paul is the Vice President of programs for RCAS, and he stated he is soliciting for proposals. The call for proposals in the past has generated only three papers, and all were submitted from California.

The current state representative is Jimmie Ross, and due to his retirement Fred Swanson was nominated as the new state representative.

Superintendents' Positions

The group discussed about the Superintendents' positions due to Jimmie Ross' retirement and budget cuts. Currently there are three CE Specialists, four Academic Coordinators and two Farm Advisors. The group also discussed the possibility of a cost share program for a Farm Advisor positions with a split appointment of administration and program, and to provide competitive salary.

AVP Lund informed the group that split appointments are not uncommon for Farm Advisor positions. He also noted that CE Specialists are tied to campuses. ANR is reducing the number of administrators, and are losing advisors and will continue to lose them over the next three years due to retirements, resignations and simply by not filling vacant positions.

Director Perry stated his concerns about the Farm Advisor/Superintendent model, because it has such broad range of responsibilities. He was concerned about how a candidate would narrow the focus. Harry Carlson's responses were if the candidate has a good Office Manager and a Principal Superintendent of Agriculture, this person would be able to perform Superintendent's duties. Harry recommended that the new WSREC Superintendent's position be a Farm Advisor; however, he stated that time management would be an issue for someone with a split appointment. AVP Lund informed the group that Farm Advisors are generally assigned to a county.

Campus Ties

Director Perry asked if anyone had any good ideas on how to recruit campus-based researchers as resident researchers at Centers. AVP Lund was asked if there are opportunities or incentives for Centers to entice campus-based researchers to Centers. AVP Lund's responded as being difficult since department Chairs would not want to give up their people.

Superintendents Annual Evaluations

Director Perry informed the group that he will be doing Superintendents' evaluations, and will be asking for a one-page description of the Superintendent's non-administrative academic program using the same four criteria in the program reviews, i.e., extending knowledge and information, applied research and creative activity, professional competence and activity, and university and public service. He further explained that if the Superintendents are assisting/enhancing research at the Center, they should capture this in their program.

Storm Water Runoff

Dave Towle reported on the storm water runoff regulations as follows:

- Regional Water has developed Conditional Waivers
 - Requires monitoring
 - Includes provision for coalitions
- Applies to all who irrigate and produces crops; however, irrigated pasture may not be included.
- Currently available only in the Sacramento valley watershed
- Monitoring runoff and testing
 - Without a coalition it could cost \$8,000 to \$9,000 to monitor a farm with 200 acres-- this does not include remedial work.
 - Monitors nitrates and other elements
 - Property owner can opt out of the coalition at any time

Longevity Awards

There was a concern raised about the definition and the procedures for longevity awards. REC has a very specific policy for longevity awards. Not all Centers are consistent with the policy.

Consensus: Since REC AO receives the notices from UC Davis Human Resources, REC AO shall purchase gift cards for employees. The gift cards shall be the type that is not store specific and an employee can purchase merchandise at any store where it accepts them.

Staff Resource/Expertise Sharing

Director Perry discussed the idea of sharing staff resources. Through more frequent interactions between the RECs and REC AO, and through future conferences, it will give more opportunities to get to know each other better and share expertise, and be comfortable enough to solicit advice from other RECs via telephone calls and email.

Action: There was general consensus for the following:

- It is a cost-effective approach
- Schedule conferences among physical plant, safety coordinators, PSA and ag series, e.g., every three years

Meeting adjourned at 5:00 PM

Tuesday, October 28, 2003

Present: Harry Carlson, Mike Connor, Daniel Hagillih, ¹Lynn Huntsinger, Craig Kallsen, Sheri Klittich, Don Lancaster, ²Lanny Lund, Brian Marsh, Fred Perry, Bruce Roberts, Jimmie Ross, Paul Sebesta, Fred Swanson, Bob Timm, David Towle and Louis Whitendale

¹Lanny Lund left in the afternoon

²Lynn Huntsinger left shortly after lunch

³Ellen Rilla participated via conference call

Following RAC Chairs were unable to attend: Kent Daane (KREC), Larry Godfrey (SREC), Larry Teuber (DREC) and Becky Westerdahl (SCREC)

Tuesday, October 28, 2003

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

AVP Lund

AVP Lund updated the group on the budget cuts made in the Division broken down by percentages and the number of layoffs. He also discussed how ANR endowments have accumulated substantial accumulated balances, and how the endowments can partially fund Advisors' positions. The Division is only using the accumulated balances, and has left enough money based on the normal spending pattern. Therefore, the Division has informed the campuses to use the money as they would normally would. Benefits include preserving program staff and it is fiscally responsible.

- **Budget Next Year**

We will need to continue internal and external advocacy. We also need to protect research and public service from additional reduction.

- **Restructuring UCCE**

AVP Lund also displayed responses received via web from difference group for various scenarios regarding restructuring the counties from leaving as is, i.e., separate counties to clustering counties together and the regional approach.

- **ANR Grants Unit**

He also discussed having one ANR Grants Unit to include endowments, contracts and to get large grants to benefit the entire system.

- **New President Dynes**

The new president Dynes has already met with the president's Ag Commission. VP Gomes is scheduled to meet with president Dynes in April 2004. New president is a firm believer in research, development and delivery. The Division is trying to get president Dynes to tour off-campus facilities.

Rates and Recharge

Director Perry discussed the history regarding rates and recharge, and this topic has been debated at past Superintendents' Conferences and RAC meetings. He referred to the [Rate and Recharge Principles](#), [Rate and Recharge Methodology](#), and [Systemwide Recharge Rate](#) handouts.

Director Perry noted that he serves on a committee along with Bob Sams, Director for ANR Communications Services and administrative managers from the VP's office to develop ANR recharge policies. He discussed the UC policies and principles behind recharge and recharge rate development. He proposed to have a committee of users and administrators including associate deans, program leaders, department chairs, etc.

The group had a lengthy discussion on the numerous possibilities including implementing an up-front estimate, direct charge where there no longer a concern to deal with rates and

recharge, and a RAC process where they will no longer grant hours. Some felt that the current method allows flexibility. Some suggested we fix what is now not in compliance with OMB A-21 and stay with the current process and methods as much as possible.

The group also discussed the RAC allocation process including the following:

- Allocation maximums and minimums
- Maximum number of subsidized hours per Center
- Two rate system, subsidized rate (\$3-\$4/hr) and a non-subsidized rate (\$12-\$15/hr)
- A grant program of “free” hours up to 10% of estimated hours

Schedule for implementation of a new recharge methodology was discussed including an aggressive program for starting this program year.

Consensus:

- Recharge rates should be uniform across the system
- The recharge should apply to all chargeable hours
- Allow RAC to allocate “subsidized hours” and “free hours” based on local criteria
- Transition new methodology during the next year with implementation starting in the 2005 program year

Outreach and Internal/External Relations

Discussed importance of community relations and building constituencies and getting our message out to the stakeholders. Past and current RAC members are one of our greatest assets. RAC members are our best ties to Campuses.

Action: Send copies of future REC Annual Reports to all RAC members.

Employee Notebooks

Everyone received a sample employee notebook as well as HREC's table of contents to be used as an example or guidelines.

Action: Director Perry is requiring all RECs to create an employee notebook for each employee. Employees are responsible to update their notebook with new or updated position descriptions, performance standards and accomplishments and training records.

Labor Relation

Director Perry reminded the superintendents that any disciplinary action or potential action needs to be brought immediately to the attention of REC AO. Certainly before anything is put in writing, but also before there is any “formal” discussion with the employee. If there is a situation where there is a concern for personal safety, Centers need to use their judgment when to call in local law enforcement.

Whistleblower Policy

Dave Towle informed the group that if they receive any comment or documentation, written or verbal, regarding misuse of University property, the person making the claim shall be informed that they need to contact Jake McGuire.

Next Superintendents' Conference

The group agreed to schedule the next conference during the RCAS meeting in Phoenix, Arizona. The RCAS meeting will be held in February 1 through 4, 2004, and the group will meet on February 4th.

The meeting adjourned at 5:30 p.m.

Ji Maycon, Recorder