

MEETING MINUTES

**ANR: Research & Extension Centers
Superintendents Conference
Comfort Suites Hotel - Conference Room
Davis, California
Wednesday, March 24, 2004**

Present: Chuck Boldwyn, Harry Carlson, Mike Connor, Jose DeSoto, Dustin Flavell, Daniel Hagillih, Karen Hamner, Bob Keiffer, Don Kirby, Francisco Leal, Brian Marsh, Dale Pattigan, Fred Perry, Edwin Scott, Paul Sebesta, Walt Stutsman, Fred Swanson, Bob Timm, David Towle, Joanne Watkins and David Wetovick

Unable to Attend: Sherri Klittich and Doug Peters

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

Meeting Minutes and Meeting Agenda

Everyone received notice via email regarding the minutes on the website from the Joint Superintendent/RAC Chairs' conference, [October 27 & 28, 2003](#) and the [meeting agenda](#). Director Perry updated the group since the minutes and agenda are available on the website, we will no longer provide hard copies in the future.

Director Perry informed the group that he is very impressed with the Centers, and he recognizes the hard work and talented people in the RECs. He acknowledged Walt Stutsman and Edwin Scott working as interim Superintendents, Jose DeSoto taking over Physical Plant position and now holds the domestic water certification, and Amy Carter taking on 2.5 positions in REC AO. He also indicated, due to workload, that some vacant positions will be filled. He thanked the group for the Centers' efficiency and accomplishments.

South Coast REC - Northern Sphere #6 Development

Director Perry apprised the group of his meeting with the Irvine Company in March. The Irvine Company will be breaking ground in August 2004 to build approximately 4,600 homes, retail shops and schools. These projects will border South Coast REC--one side will border the nursery, one side will border Irvine Boulevard, and two sides will border Irvine Company's property. As a result of this meeting, Director Perry sent a letter to the Irvine Company regarding the environmental impact, operational restrictions, concern over historical rootstock, etc. He informed the group that Irvine area is very pro development since land is worth between \$300,000 to \$1 million and more per acre.

Capital Improvement Program Projects

Director Perry reported that Kearney REC Greenhouse and Headhouse project is near completion. The Greenhouse dedication and anniversary ceremony will be held on May 5th. Current and future projects are as follows:

- Lindcove REC Meeting Room to build 2,500 square feet is currently under construction
- Desert REC 3,500 square feet laboratory building is currently under construction and is scheduled to complete in October 2004
- Desert REC Pressure Irrigation System received funding

- Lindcove REC Laboratory Building (+/- 2,500 sq. ft.) proposed for 2005-06
- Hopland REC Education Center proposed for 2007-08
- Kearney REC Irrigation proposed for 2006-07
- Kearney REC Insectary proposed for 2008-09

Lindcove REC's and West Side REC's Superintendents' Positions

Director Perry informed the group that the vacant Superintendent positions will be filled; however, these positions may not be full time. These positions may be campus-based or county-based positions with split appointments. Lindcove REC's Superintendent's position, however, may be partially funded by the Citrus Research Board.

Operation and Maintenance of Plant (OMP)

Director Perry reported that there will be no cuts in OMP funding, and currently there are no reduction in allocated budget; however, he reported that there will be no new OMP funding for new square footage in buildings. The square footage for the RECs was offset by Bay Area REC closure. He also reported that in 2005-2006, we will have additional square footage that should be funded.

Budget News (per Vice President's Conference Call on March 23, 2004)

- **AES Funding**
 - 5% Cut to AES still stands in Governor's proposed budget
 - UC President Dynes is supportive to UCCE and research
 - VP's office had severe budget cuts
 - Currently there is no information on which AVP position(s) will be filled
 - New list will be published in near future from the VP office listing responsibilities
 - Budget will be status quo this year

The group discussed at length on the budget shortfall, and they agreed that the RECs is not a one-size-fits-all model. Despite current budget shortfall and possible additional future cuts to research, Director Perry stated that he is optimistic about OMP funding.

Environmental Health & Safety (EH&S)

▪ Safety Notebooks

Richard Smith presented the Safety Notebooks and the EH&S program. He informed the group that he will be visiting the Centers and provide training. The Safety Notebooks contains task lists and responsibilities, training and frequencies, etc. The employees will be required to update their own Safety Notebook as they receive new training as required by law. Richard suggested a comprehensive EH&S review at Centers. He commended Mark Barros for his 342-item checklist. Particular emphasis was placed on updating the training documentation as employees received training. He explained before the group when an accident occurs, Cal OSHA will ask for training documentation. He reported that UC Berkeley and UC Davis received a fine by California Unified Program Agency (CUPA) for not having documentation on training. UC Davis received a \$40,000 fine. The group expressed their concerns over amount of paperwork. Richard encouraged the group to use the employee training spreadsheet, an MS Excel document, as a tracking tool.

▪ Safety Notes on REC Website

Richard also presented the new Safety Notes available on the REC website. The Safety Notes are not-to-exceed one-page document, and they provide brief overview of safety equipments. Richard encouraged the Centers to provide brief training, i.e., 10 to 15 minute

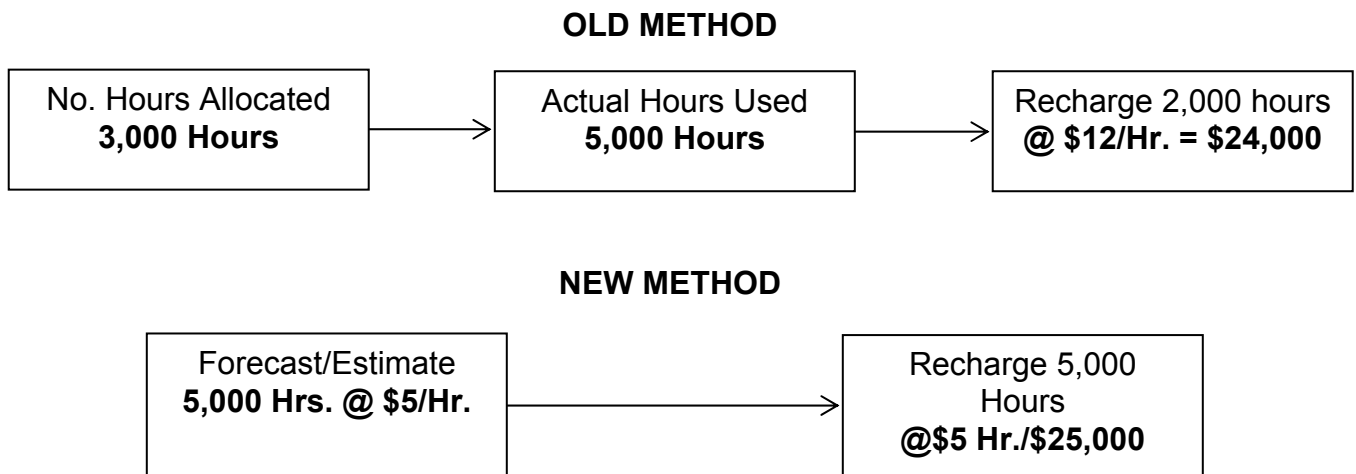
training on each subject. During the discussion of the Safety Notes, question arose as to if the Safety Notes are redundant since UC Davis EH&S office publishes Safety Nets. Richard explained that Safety Nets are published for students and lab safety on Davis campus, and they do not address common shop tools and equipment.

Richard reported that the Department of Toxic Substances Control inspector inspected Desert REC for five hours; however, the inspector was only able to find two container labels without dates. He praised Desert REC's efforts in their health and safety program.

Recharge

- Treat everyone equally, i.e., projects with Federal grant versus projects without grants or other special funding.
- RAC is allocating subsidized hours not free hours

Director Perry gave an illustration of how forecasting/estimating labor hours would benefit the RECs. He also explained the difference with the new method that is everyone would pay.



Director Perry was requested to calculate a per acre charge; however, due to not enough time he was not able to work on this. He noted that for Hopland REC and Sierra Foothill REC, it would be per hour or per project charge, not per acre. He also reminded the group since the last Superintendent/RAC meeting, it would be the RAC and Superintendents' decision. The group also discussed two-tier rate and the need for a uniform rate.

Sierra Foothill REC New Recharge Procedure

Director Perry reported that a letter to all Sierra Foothill REC's researchers was distributed in early March to propose new recharge procedures. Mike Connor reported that he only received responses from three researchers, and they were very favorable to the new procedure.

Action: Director Perry notified Desert REC, Hopland REC and Lindcove REC to send similar letters to all clients, researchers and bring it to discussion before the RAC and measure the responses at the next RAC meeting.

Bob Timm raised a question if the RAC can grant hours to hardship cases. Also some Centers have had projects since the 1950s, and these projects may only use 20 hours a year.

Labor Reporting

Group discussed consistency in recording hours, and encouraged to meet in the future by subgroups and communicate via email. The Office Managers will need to be informed of the proposed recharge procedures.

Action: Director Perry will set up meeting(s) to discuss labor reporting.

Changing Roles

Group discussed how the Superintendents' responsibilities are taking more on the programmatic side as the numbers of academics have been lost in past years. Two vacant Superintendent positions at Lindcove and West Side RECs will be filled. This discussion led to possible split appointment, e.g., Harry Carlson's and Brian Marsh's positions as Farm Advisor/REC Superintendent. Director Perry explained that the PSAs' positions are the day-to-day managers, and they are mid-management positions. The group also expressed their concerns with how the PSAs' responsibilities have changed.

Next Day's Discussion

In addition to the agenda, Director Perry asked the group for other topics to discuss. The following topics were added:

- PSA: Labor Reporting for Projects
- Personnel
 - Motivation
 - Awards
 - Superintendent Vacancies
 - Changing Roles of Superintendents/PSAs
 - Role of PSAs
 - Additional Support from REC AO
 - Annual Evaluation
 - Reclassifications
 - Merit

Meeting adjourned at 5:00 PM

Thursday, March 25, 2004

Present: Chuck Boldwyn, Harry Carlson, Mike Connor, Jose DeSoto, Dustin Flavell, Daniel Hagillih, Karen Hamner, Bob Keiffer, Don Kirby, Francisco Leal, Brian Marsh, Dale Pattigan, Fred Perry, Edwin Scott, Paul Sebesta, Walt Stutsman, Fred Swanson, Bob Timm, David Towle, Joanne Watkins and David Wetovick

Unable to Attend: Sherri Klittich and Doug Peters

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

University's Investigation Training

Barbara Aguirre, UC Davis Labor Relations Consultant/Investigator introduced herself to the group and presented an overview of her background as an investigator. She explained the following four types of investigations conducted by the University:

1. Manager conducted investigation--most common type
2. Outside person investigation
3. Discrimination investigations, i.e., sexual harassment, age, etc. and advised these should be conducted by Human Resources
4. Office of the President/Professional University's investigations such as the recent body part scandal and politically-charged cases

The group discussed employee privacy in areas such as desk drawers, computers, and in around areas of workstation. Ms. Aguirre informed everyone that the University gives high level of privacy to employees; however, managers can have understanding with their employees that they can look in their areas when they're not present.

Action: Director Perry stated that a memo will be issued to REC AO and the RECs that employees' desk drawers and work areas will be accessible by Supervisors when they are not present.

She also advised the group not to share computer passwords as it is the University's policy. If a manager needs to access an employee's computer, she advised to have the consent form signed for computer accessibility.

Bob Keiffer and Jose DeSoto presented their experiences on personnel matters at their Center. In Bob Keiffer's experience, he emphasized documentation of events and training for all employees. Director Perry suggested to the group by listing "Lessons Learned" on the whiteboard as follows:

- Document events even when an employee is notified verbally
 - May not always be a verbal warning at first. This depends on degree of severity and may lead to letter of warning
 - If an employee requests to view employee file, always be present when they review the contents of their personnel file
 - The official employee file is located on Davis Campus, Human Resources
- Probationary period -- take seriously!
- Safety training must be done as soon as possible
- Policy training must be done as soon as possible

Director Perry suggested when problems arise with an employee meet with them, and offer assistance and finding solutions to problems.

In cases where there is substance abuse, Dave Towle recommended not to allow issues to continue without addressing it with the employee.

Workplace Violence Presentation

Director Perry advised everyone not to ignore even the smallest complaint relating to workplace violence. He noted the following:

- Don't diminish their complaint
- It is the supervisor's responsibility to make the decision whether or not to call law enforcement. He also encouraged the Centers to call REC AO for assistance.

Karen Hamner also recommended the following:

- Keep an open communication
- Clarify expectations
- Consistent and clear on policies

University Policies

The group discussed the policies in length and the questioned parking University vehicles at airports overnight as it is against policy when REC employees travel. Due to the remote locations of the RECs, Director Perry stated that he will defend REC employees on parking University vehicles at airports overnight.

Supervision

The group discussed the trend of fewer supervisors. Dave Towle suggested delegating some duties to a lead person to lessen the workload on supervisors. In cases where needed and justified, supervisors should extend probationary period with conditions.

Director Perry informed the group when an employee is consistent in their performance, has clear expectation, independence, decision-making, self-determination in their job, they should be at a higher level. He stated that if you let someone do a higher-level job, they should be in proper classification, and budget should not be an issue. He encouraged everyone to discuss what it will take them to be reclassified to the next level with employees during annual evaluation.

Director Perry commented how annual evaluations led to merits; however, in recent years, due to collective bargaining agreements and budget cuts employees have not received merits. He encouraged the RECs to award employees with Spot Awards.

- **Reclassification**
 - Has nothing to do with level of performance, it is based on responsibilities
 - Letter from the Superintendent why the employee should be reclassified
- **Evaluations**
 - Can be a tool
 - Can change
 - Insist list of accomplishment and use it to write evaluations--if employee doesn't have much to list, Supervisor won't have much to write
 - Check to see if the goals have been accomplished
 - Goals are common ground as discussion during evaluations

Residential Rentals

Director Perry announced that the residential rentals are too low, and the RECs are far below the market. He also indicated that the IRS can view the low rents as compensation, and collective bargaining may view low rents as a long-term benefit. Mike Connor suggested raise rental prices to cover expenses such as for maintenance, and to have money reserved for future repairs.

The meeting adjourned at 4:00 p.m.