

MEETING MINUTES

**ANR: Research & Extension Centers
Joint Superintendents/RAC Chairs Conference
TB 140, Davis Campus
October 18, 2002**

Attendees are as follows:

Harry Carlson¹, Mike Connor, Kent Daane (KREC), Larry Godfrey (SREC), Daniel Hagillih, Lynn Huntsinger² (SFREC), Craig Kallsen (LREC), Don Lancaster¹ (IREC), Bob Lane (HREC), Lanny Lund, Brian Marsh, Ji Maycon, Fred Perry, Bruce Roberts (WSREC), Jimmie Ross, Paul Sebesta, Fred Swanson, Larry Teuber (DREC), Bob Timm, Becky Westerdahl (SCREC) and Louis Whitendale

¹Participated via conference call

²Arrived after lunch

The meeting was called to order at 8:30 a.m.

Review Agenda ([see attached PowerPoint outline](#))

Added items as time allows:

- Role of Superintendent in RAC meeting
- Travel reimbursement for RAC members

Action: Approved agenda as amended.

Review RAC Process & Procedures ([see attached PowerPoint outline](#))

Director Perry gave presentation on current RAC process and procedures. There was a general discussion on common areas of concern. *No action taken.*

Budget Reductions ([see attached PowerPoint outline](#))

Director Perry gave an update on budget expectations for the next two years. Research and Extension Centers (RECs) received a 4% reduction in AES funds for 2002-2003. We are planning for a 10% reduction in 2003-2004 and a 5% reduction in 2004-2005. He asked for suggestions and comments on dealing with unknown levels of budget reductions while we allocate resources for more than a year in the future.

Action: There was general consensus on the following:

- Continue to accept new projects
- RACs need to be more critical in their review and approval of projects; however, there was no agreement on procedures.
- Use current prediction on reductions and allocate resources accordingly.

Project Review: Process & Criteria ([see attached PowerPoint outline](#))

Director Perry gave an overview of current RAC procedures and concerns. Discussion led to the following conclusions:

- Project review is a pass/fail or pass/fail with conditions. Only projects that are approved are allocated Center resources.
- Process varies from Center to Center. No consensus to standardize procedures.
- RACs need to do a better job of defining and documenting criteria
- No consensus for moving forward with a scoring system

Project Allocation: Process & Criteria ([see attached PowerPoint outline](#))

Director Perry gave an overview of current RAC procedures and concerns. Several allocation methodologies were reviewed. Discussion led to the following conclusions:

- Allocation process does not need to be uniform across Centers
- RACs need to document existing process

Message to Voters

Assistant Vice President, Lanny Lund discussed new program to get ANR accomplishments out to the voters. ANR is developing a Web-based system.

AVP Lund will be asking for statements from units and programs including the RECs to be included in the "Impact Page, i.e., Success Stories" on the ANR Website. Communications Services has developed a web-based form for submission of the "Success Stories".

Action: AVP Lund asked the RECs to write a summary to include the following information in a one-page format for each Center:

- Overview of each Center
- Highlights from last five years
- Three accomplishments/stories and important contributions to include the following:
 - Focus on problems to solutions
 - Clientele testimonial or quotes
 - We need to show why we are relevant

Changes in RAC/Center Process and Procedures ([see attached PowerPoint outline](#))

Director Perry proposed and defined a general process for major changes in our process. The new process would require prior notification and an opportunity for input from stakeholders prior to implementation of any major change. There was general approval of new process.

Meeting Facilitation ([see attached PowerPoint outline](#) and [exhibits](#))

Director Perry discussed proposed changes in how we currently facilitate RAC meetings. Proposed changes were generally accepted as guidelines.

Costshare (Recharge)

Director Perry reviewed current policy and process. There was general discussion on concerns and issues. There were several alternate methodologies discussed. No consensus or conclusions were reached.

Role of Superintendent in RAC Meetings

General discussion did not lead to any conclusion or consensus on changing current role.

Travel Reimbursement for RAC Members

There was a general consensus that some level of travel reimbursement should be made available to RAC members especially when it requires overnight travel.

Meeting adjourned at 5:00 p.m.