



**University of California Agriculture and Natural Resources  
Academic Assembly Council**

**MINUTES**

**Monday June 13, 2011, 1:00PM  
Conference Call**

**MEMBERS ATTENDING:**

Steve Wright, President  
Frank Mitloehner, President Elect  
James Bethke, Program Committee Chair  
Steve Koike, Personnel Committee Chair  
Jim Downer, Rules and Elections Committee Chair  
Kurt Hembree, Advisor Committee Chair, Central Valley Region Chair  
Matthew Portillo, Secretary, Central Valley Region Committee  
Kris Lynn Patterson, Academic Coordinator Committee Chair  
Joyce Strand, Academic Policy Committee Chair

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**CALLED TO ORDER:** by Steve Wright at 1:02PM

**I. COMMITTEE REPORTS**

- A. Program Committee: James Bethke, Chair, reported on the Biennial Distinguished Service Awards for UCCE Academics and Staff 2011.
- B. Rules and Elections Committee: Jim Downer, Chair, reported on vacancies for the following committees: Personnel, Welfare and Benefits, and Rules and Elections.

**II. OLD BUSINESS- None**

**III. NEW BUSINESS**

- A. Changes to the By-Laws

**MOTION:** Steve Koike moved to recommend changes to the By-Laws as read (See below).

**ARTICLE IX. COMMITTEES OF THE ASSEMBLY**

- C. Standing Committees

2. Standing Committees

b. Personnel Committee

1. Membership. Consists of eight members of the Assembly (including the past Chair) and the AAC President as ex-officio, non-voting. Members are appointed by the Rules and Elections Committee to represent program areas as equally as possible and include a minimum of two Advisors from each Former CE Region, an Academic Coordinator, and optionally a CE Specialist. Members must have held an academic appointment in University of California Cooperative Extension for at least six years in their current title, prior to serving on this committee. Members must have served on another AAC Committee prior to serving on this committee. A CE Advisor or Academic Coordinator must chair this committee.

Jim Downer seconded. Motion passed.

**MOTION:** Jim Downer moved to recommend changes to the By-Laws as read (See below).

ARTICLE IX. COMMITTEES OF THE ASSEMBLY

C. Standing Committees

2. Standing Committees

c. Program Committee

1. Membership. Consists of at least three members of the Assembly, but not more than four or five members, including one Advisor from each Former CE Region, one CE Specialist or Academic Coordinator, and the past chair, appointed by the Rules and Elections Committee.

d. Welfare and Benefits Committee

1. Membership – Consists of at least three members of the Assembly, but not more than four or five members, including one Advisor from each Former CE Region, one CE Specialist or Academic Coordinator, and the past chair, selected and-appointed by the Rules and Elections Committee. A CE Advisor or Academic Coordinator must chair this committee.

Steve Wright seconded. Motion passed.

**MOTION:** Joyce Strand moved to amend the main motion by striking out ‘four or’ as read (See below).

ARTICLE IX. COMMITTEES OF THE ASSEMBLY

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Steve Koike seconded. Motion passed.

**MOTION:** Joyce Strand moved to amend the amendment to the main motion as read (See below).

ARTICLE IX. COMMITTEES OF THE ASSEMBLY

C. Standing Committees

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c. Program Committee

1. Membership. Consists of at least three members of the Assembly, but not more than five members, including the past chair and where possible reflecting diversity in geographical region and title appointed by the Rules and Elections Committee.

d. Welfare and Benefits Committee

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Jim Downer seconded. Motion passed.

B. Secretary Nominations: Steve Wright asked for AAC Secretary nominations from the floor.

**MOTION:** Jim Downer moved to nominate and elect Matthew Portillo as AAC Secretary for 2011-2012. Steve Wright seconded. Motion passed.

**ADJOURNED:** Joyce Strand moved to adjourn the meeting at 2:10PM. Steve Koike seconded. Motion passed.

Respectfully submitted,  
Matthew T. Portillo, AAC Secretary

## ATTACHMENT

### Changes to the By-Laws with editing for recommendation to the Assembly

#### ARTICLE IX. COMMITTEES OF THE ASSEMBLY

##### C. Standing Committees

##### 2. Standing Committees

##### b. Personnel Committee

1. Membership. Consists of ~~ten~~ **eight** members of the Assembly (including the past Chair) and the ~~Associate Vice President~~ **AAC President** as ex-officio, non-voting. Members are appointed by the Rules and Elections Committee to represent program areas as equally as possible and include a minimum of two Advisors from each Former CE Region, ~~a CE Specialist is optional and~~ **an Academic Coordinator, and optionally a CE Specialist**. Members must have held an academic appointment in University of California Cooperative Extension for at least six years in their current title, prior to serving on this committee. Members must have served on another AAC Committee prior to serving on this committee. A CE Advisor or Academic Coordinator must chair this committee.

##### c. Program Committee

1. Membership. Consists of ~~five~~ **at least three** members of the Assembly, **but not more than five members**, including the past chair and where possible reflecting diversity in geographical region and title ~~including one Advisor from each Former CE Region, one CE Specialist or Academic Coordinator, and the past chair,~~ **appointed by the Rules and Elections Committee.**

##### d. Welfare and Benefits Committee

1. Membership – consists of ~~five~~ **at least three** members of the Assembly, **but not more than five members**, including the past chair and where possible reflecting diversity in geographical region and title ~~including one Advisor from each Former CE Region, one CE Specialist or Academic Coordinator, and the past chair, selected and~~ **appointed by the Rules and Elections Committee.** A CE Advisor or Academic Coordinator must chair this committee.