2008 AACES Proposed Resolutions

Proposal 1) Whereas AACES continues to support the initiation of the policy for Off-Campus Duty Assignment, we request an update of its status.

Background: An Off-Campus Duty Assignment (OCDA) or sabbatical leave is an appointment that allows eligible faculty and administrators to pursue an approved project while being relieved of Extension and/or administrative duties during that period. The purpose is to enhance the individual's value to the Extension Service. In 2005, a committee proposed an OCDA policy to administration. Since that time, organizationally Extension has become aligned with academic departments and job titles have changed to include academic standing, e.g., associate professor. Although OCDA are available, they are by special request and are not according to formal policy such as sabbatical leaves on the Fayetteville campus.

Proposal 2) Whereas flex hours for classified employees and specialists may allow for more incentive for good employees to remain with Extension, we recommend a formal policy be established whereby classified employees and specialists may request flex hours from Extension administration within the time from 6:30 AM to 6:00 PM, with approval of their immediate supervisor, for 8-hour work days.

Proposal 3) Whereas AACES appreciates and commends the changes in GroupWise to update it periodically and specifically to increase the mailbox size from previous levels, we recommend that the mailbox size continues to increase to double its present size as soon as possible. Doubling the inbox size would allow additional documents, such as power point presentations to be mailed and also to be stored for brief periods of time without having to be saved in other files.

Also, we recommend that the server that houses GroupWise needs to be upgraded or clustered to handle the large number of employees that access it simultaneously, especially on Mondays and following holidays.

Additionally, we recommend that GroupWise be configured to enable access of Groupwise on PDA's/Smart Phones/iPhone, etc., without depending on the web interface.

We also recommend that additional efforts be made to combat the continuous spam problems that plague our in-boxes. Entirely too much time is spent removing spam to keep the size of mailbox down.

Proposal 4) Whereas retired faculty and staff have served the University of Arkansas for many years and may continue to assist with programs after their retirement, we recommend that Extension work with other University personnel so

that retired faculty and staff and their families be given the same privileges as working staff pertaining to tuition benefits within the University system.

Proposal 5) Whereas a timely feedback of resolutions enhances the value of the process, AACES recommends that written responses to the annual resolutions from the professional associations and administration be distributed back to the associations within 60 days of the associations/administrators resolutions meeting.

Proposal 6) Whereas, we commend Extension and the work of the Extension Excellence Awards committee for their efforts in recognizing outstanding employees and programs within Extension, then we recommend that these awards for Extension faculty be recognized at the Division of Agriculture awards banquet, Galaxy Conference, or other venue that provides distinction and recognition due to award recipients.

Proposal 7) Whereas faculty are responsible for tracking their own budgets and expenditures, we request that each unit have secretarial support for monitoring and maintaining their expenditures and budgetary accounts.

Background: While EPRINT is a valuable tool, program managers need an accurate account balance to prevent overspending, particularly near the end of the fiscal year. An accurate balance oftentimes is not available due to pending charges and 30-day billing cycles. Each unit should have someone trained to track program budgets and expenditures. It is a common practice at higher education institutions for someone within the department or college to track budgets and expenditures. Although some departments are successfully doing this, several Extension program managers indicate they lack this type of support. Job descriptions for secretarial support oftentimes do not require skills for maintaining these records (i.e., accounting skills). We support department heads assigning one of their support personnel this responsibility and making sure they get the training necessary. Information Technology offers classes in EXCEL, but often these courses are canceled due to lack of interest. Financial Services personnel will assist in learning how to read and interpret EPRINT reports. In most cases, all the resources are present, however accounting and getting someone trained adequately needs to be made a priority within the department. If a department does not have enough personnel available to assign this task, the shortage of personnel should be addressed in the annual departmental budget.