

ADMAN BOARD MEETING
AUGUST 20, 2009, 3-5 PM
156 HUTCHINSON HALL
Minutes

Board Member Attendees:

- Dee Madderra, Plant Sciences
- Rosemary Martin-Ocampo, University Relations
- Tracy Lade, Physics
- Felicia Smith, Mechanical & Aeronautical Engineering
- Norm Chapman, Animal Science
- Kathy Miner, Economics
- Susan Sainz, CBS Dean's Office
- Allison Mitchell, Information & Education Technology
- Mary Bankston, Student Affairs
- Kerry Hasa, School of Education
- Joni Rippee, DANR
- Robert Pattison, Theatre and Dance
- Meshell Hays – Computer Science

Absent:

- Linda Potoski, Electrical & Computer Engineering
- Rose Mary Miller, Art
- Susie Lee-Tai, Anatomy/Physiology/Cell Biology
- Karen Castelli, Public Health Sciences
- Steven Albrecht, Graduate Studies

ADMAN Member Attendees:

- Christel Cantlin, LAWR
- Janet Brown-Simmons, Plant Pathology/Nematology

Committee updates:

- CCFIT no meeting held this month
- ABOG members decided to continue to hold the conference planned for next year; however a scaled back version of the conference will take place. Survey results were leaning toward cancelling the conference; however it was felt that due to the current budget crisis, furloughs, etc. That it would be best to hold the conference and network with others on how to deal with the crisis/cutbacks of staffing. Conference will be held at the Mission Inn in Riverside.
- On-Line Directory – meets quarterly (no report)
- DaFIS committee – dissolved at this point and will be taken off the committee list

Membership:

An email announcement was sent out to ADMAN members by Felicia Smith to update the membership list. However, very few members have responded to this request. Felicia will be resending the request and asks that board members review it and send her updates.

Nimbleness Committee: Next meeting is scheduled for September 1, 2009, 9:30-11:00am at 176 Hutchinson. Topics of discussing include: Service Centers: centralizing HR/Personnel/Payroll functions. The service centers are being considered to reduce redundancies, error rates and inconsistencies on campus. ADMAN has sent an

agenda to Connie Melendy, who will not be present for our meeting; she will be providing the Chair of ADMAN an update on Academic streamlining. There will be a special Nimbleness Meeting held with Mike Allred and Janice King on September 24 to discuss updates on travel, purchasing, accounting and Kauli.

General discussions were held regarding furloughs:

ADMAN discussed the upcoming furlough situation and how campuses and other units would be handling the workload and staffing issues arising from this. Members discussed, UC Riverside downsizing and centralized their business services. Some schools are looking at reducing teaching by 10-25%. There has been talk about reductions in staffing levels by 30% by year end. What would be the complications if bargaining units do not approve furloughs, how would departments/units handle this?

Bylaws:

The board held a long discussion about updating Article III on membership opting to delete some language and broadening the definition of membership in order to recognize the constantly changing roles of managers in units and departments on campus. Article V will be updated to clarify nominations to the board to be at the Assistant Dean Level and/or equivalent. The Chair of ADMAN will be contacting the Graduate School of Management and School of Law to see if there is interest in having a representative on the Board. All Articles were reviewed by the board members and are currently being updated by the Chair of ADMAN.

Once the bylaws are updated and reviewed by the Board, a notification will go out to all members of ADMAN for a vote on the changes.

ADMAN Mixer will be held September 10 at the Gunrock Pub at 4PM – there will be a no-host social to discuss “how are we going to do less with less”. What are Departments/Units doing and/or not doing to meet the workload and staffing issues during this crisis? All members are encouraged to attend.

The meeting was adjourned at 5:00pm.

Next scheduled meetings will be held:

September 17, 2009 – Guest: Susanne Rockwell “Web Content Mgmt”

October 15, 2009 – Guest: Mike Allred “Kauli Demonstration”

November 19, 2009 – Guest: Connie Melendy “Academic Streamlining”

All meetings are in 156 Hutchinson Hall from 3PM – 5PM