

## ADMAN EXECUTIVE BOARD MEETING

Minutes  
December 11, 2002  
CHE Conference Room

Present: Linda Bentley, Janet Brown-Simmons, Karen Castelli, Terry Davison, Betty French, Gilda Garcia, Julia Hadley, Pat Hunter, Tracy Lade, Brenda Unterleitner  
(Guests: Connie Melendy, Kay House and Binnie Singh (Office of the Vice Provost – Academic Personnel))

Absent: Mary Duthie, George Hague, Gerri Refsland

### **APPROVAL OF MINUTES**

The minutes from the 11/13/02 meeting as posted on the ADMAN website will be reviewed by the Board and corrections made as necessary.

### **MEETING WITH ACADEMIC PERSONNEL**

Connie Melendy, Kay House and Binnie Singh joined us from the Vice Provost-Academic Personnel Office. As a result of the recommendations of the recent Administrative Unit Review (AUR), several changes have been made to their unit. They presented highlights of these changes. A brief summary of their presentations includes:

- 1) The organizational structure as recommended by the AUR has been completed, incorporating a programmatic emphasis rather than a functional one.
- 2) Only the changes in the Academic Senate Manual and the Annual Call for Academic Actions will be published annually.
- 3) There will be a point and click hyperlink on their website for access to policies, forms, directives and processes.
- 4) They are developing a tracking database that will soon be rolled out to Dean's Offices, and they are considering use of web-based dossier reviews on campus. The Entomology model has been sent to the Academic Senate for review. There are three pilots in CA&ES and then a Joint Committee and the Vice Provost will review the evaluations.
- 5) Initial eligibility lists will be published centrally so that Dean's Offices will not longer be required to perform that function.
- 6) The Annual Report of Professional Activities is no longer included in merit/promotion packets, but it is still required each year.
- 7) They are looking at online systems for faculty recruitment.
- 8) Kay House is in charge of policy review and revision. She will be updating our UCD policies as the UCOP policies come out.
- 9) Work/Life perk for faculty – the Provost's Office will fund one quarter off for the birth/adoption of a child. The Provost will provide funding for teaching release. See details on the Provost's website.
- 10) CAP and ad hoc committee coordination has been relocated to the Academic Senate offices in Voorhies Hall.
- 11) An Academic Personnel Certificate Series has been developed and offered through SDPS. The series is geared for staff at the MSO level or administrative staff with at least 1-2 years experience with academic personnel.

- 12) Affirmative Action & Diversity has been moved out of the Provost's Office to the Office of Campus Community Relations.
- 13) While the Academic Senate rejected the idea of online student evaluations, the Provost's Office is continuing to look at options.
- 14) Staffing for the Partner Opportunities Program (POP) has been increased from 0.5 to 1.0 FTE.

**Midmanagement Conference Committee:** Karen reported that the conference theme will be Crossing Bridges and will include how to manage employees from four different generations and how to transition from one to the other. It will be held on May 6-7, 2003, at the Marriott Courtyard in Sacramento. Bus transportation from campus will be provided. The same program will be offered each day which better facilitates staffing of offices. The registration fee will be \$95.

**ABOG Conference:** Pat reported that the Steering Committee is looking for ideas to present on "best practices." Davis has already reported on this subject in the past so we had nothing new to report.

**Background Checks for Critical Positions:** The Board wrote to Dennis Shimek requesting clarification on the conflict of wording on the "Authorization to Release Information" form. Dennis responded that Campus Counsel is reviewing this issue, and he will report back to us. We will post his response on the ADMAN website.

Meeting adjourned at 4:30 p.m.

Minutes prepared by: Linda Bentley