

ADMAN EXECUTIVE BOARD MEETING

Minutes
February 13, 2002
2411 Tupper Hall

Present: Sharon Anglin, Linda Bentley, Janet Brown-Simmons, Lesley Byrns, Karen Castelli, Mary Duthie, Betty French, Pat Hunter, Tracy Lade, Mariarosa Ferraro-Potratz, Trisha Pedroia

Absent: Gerri Refsland

Guests: Members of the Senior Advisors Group: Mike Allred, Bob Loessberg-Zahl, Kathleen Moore, Donna Olsson, Rahim Reed, Dennis Shimek

Announcements

No report.

Approval of Minutes

The minutes of the January Board meeting were approved.

Senior Advisors

Bob Loessberg-Zahl and delegates from the Senior Advisors Group attended this meeting. They want to follow up on ADMAN's concerns outlined last year. They asked what still needs to be done, what the priorities are, and our assessment of how the campus climate is. Linda Bentley expressed ADMAN's appreciation for the improvements that have come in the past 18 months due to our collaborative efforts (i.e., floaters have been hired in several Dean's Offices; staff have been added to Compensation, Benefits, Extramural Accounting and Sponsored Programs; equity adjustments have been re delegated to the Deans; stipends are being approved more quickly; My UC Davis; Staff Communication Plan website to keep us better informed.) On continuing issues of concern to us, the Board addressed the following: 1) departmental workload and funding problems that result from delayed and retroactive salary increases (the outcome of collective bargaining settlements). Dennis Shimek stated that this is regularly, albeit unsuccessfully, included in negotiations; 2) the workload impact of increased enrollment (including Summer Session) and added courses with no additional staff. Specific examples were cited where one undergraduate program has tripled the number of majors in the past two years and another has doubled. Plus, we are just beginning the Tidal Wave II increases, with more students anticipated each year. Incentives have been offered to faculty and students to enroll in Summer Session courses, but no incentives have been offered to staff. Bob Loessberg-Zahl stated that some very limited funding will soon be available for Dean's Offices to address Summer Session needs, and that additional funding is expected as the legislature funds increased enrollment; 3) streamlining gift processing, and implementing the suggestions of the Gift Processing Dialogue Group. As far as we can tell, the majority of the recommendations of that Group have not been implemented. The Board feels like there is no resolution because the authority crosses over several administrative areas, and some coordination needs to take place. Bob agreed to make inquiries about the status of the Gift Processing recommendations. 4) the Board recommended that there be departmental representation on the New Business Architecture implementation task groups. Mike Allred confirmed that input from our group will be solicited for the

Change Management and Business Process committees as well as through the expanding Customer Advisory Team. Mike invited us to send him any concerns we have. He will post updates and progress reports on the NBA web site, including minutes of the Implementation Committee meetings. He is working to add Banner to the one logon method (like My UC Davis), but it will require more technology due to increased security concerns surrounding student records; 5) morale problems related to anticipated inequities in budget cut discussions as they relate to staff vs. faculty. Several Board members shared concern for the impact of tight budgetary times, which may lead to staff turnover. This greatly impacts workload because there is a 6-12 month learning curve for external hires. Staff is concerned that cuts cannot be taken entirely from staff, as happened with Phase III. The Provost has reiterated that they will not repeat the mistakes of Phase III. 6) academic personnel processes – there are many redundancies in academic personnel processes and ADMAN has been trying to get the process streamlined for years. Connie Melendy will come meet with the Board to address those issues. ADMAN is committed to streamlining this process, including meeting with Assistant Deans who are responsible for academic personnel, developing best practices and forwarding them to the Administration. Bob agreed to follow up on our concerns and report back to us.

Mike Allred asked for input on the issues or challenges related to UCD's ledger reconciliation process. He asked us to share any "best practices" on campus, identify who owns them, and what can be done to improve our process. He is currently reviewing Scripps (UCSD) ledger reconciliation process to determine if it would be beneficial for UCD. Rahim Reed asked for recommendations on the structure of the office of Community Relations, and asked for feedback on campus climate issues. The Board had not received his handout, but he asked us to send him our comments. Dennis asked that ADMAN's members be advised that Senior Staff met with the Board. Linda Bentley confirmed that this would be done. She will post the information we received from the Senior Advisors on the web, and the Board representatives will notify their constituents to review the information and get their comments back to the Board. Our minutes and future Board meeting dates will also be posted for the membership.

Use of ADMAN Listserve

Gerri had reported that she receives many requests to post information (like advertisements) on our listserv, and some people have been complaining that they are getting too many announcements. The Board agreed that the current use of the listserv is appropriate. Anything that will be helpful to our members (sharing information) is proper. Members can delete what they aren't interested in. Gerri is not present, so we will address this again next month.

New Members

Gerri had advised that Elizabeth Ehnat has applied for membership. She reports to Bob Murta, who is the Director of HR, and manages a function. So, her application appears appropriate for membership.

Graduate Studies

No discussion. We will address the issue with Connie Melendy next month.

ABOG Steering Committee

No report.

Mid-Management Conference Committee

Mary reported that conference registration will be open to “—“ Assistant III’s and above. The brochures will be mailed out next week for the April 11th conference.

Purchasing Card

No discussion.

BOI Attendance

Pat had asked how different Schools and Colleges handle invitations to BOI. OP has concerns that not all of the departmental managers have attended BOI, and they want to be sure the managers are receiving invitations. Some Dean’s Offices monitor attendance, but others do not. However, it appears that everyone receives notice of the event, either through their Dean’s Office or a directive. We need to encourage our members to attend BOI, as this is a worthwhile conference. No further action required.

Meeting adjourned at 1:00 p.m.