

ADMAN EXECUTIVE BOARD MEETING

Minutes

November 13, 2002

CHE Conference Room

Present: Linda Bentley, Janet Brown-Simmons, Karen Castelli, Terry Davison, Mary Duthie, Gilda Garcia, Julia Hadley, George Hague, Pat Hunter, Brenda Unterleitner
(Guests: Barbara Smith and Lois Campbell, Academic Personnel Assistant, Graduate Studies)

Absent: Betty French, Tracy Lade

APPROVAL OF MINUTES

The minutes from the 10/9/02 meeting were previously reviewed by the Board and approved via email.

Mary Duthie asked us to consider ideas for more involvement of the general membership; e.g., re-establishing the networking lunches, holding general meetings or quarterly discussion groups. One suggestion was made to poll the general membership to ask for suggestions. There will be further discussion at the December Executive Board meeting.

ADMAN WED SITE

Barbara Smith led a discussion on having a bulletin board on our web site for frequently asked questions. The Vet School has such a board. A database could be used to search for information that would be useful to our membership. Requires a programmer to set it up. It could be linked from MyUCDavis. Barbara will send the Board the Vet Med page which has this information. Mary suggested we set it up for one year and count the hits. If it's not used, it could be pulled down.

We also discussed moving the ADMAN web site from the Plant Biology server to the HR server. They have the space and are willing to move it. The Board agreed that this was appropriate.

BUDGET: Mary distributed our budget for 02-03. We received \$3,700 and discussed uses of the funds. Suggestions included sponsoring registration to ABOG for some of our members, supporting campus events such as Soaring to New Heights, and contributing to Barbara Smith's salary for her web support.

BACKGROUND CHECKS FOR CRITICAL POSITIONS

The Board discussed the recent Directive 02-136: Background Checks for Critical Positions. George brought up the conflict of wording on the "Authorization to Release Information" form. After considerable discussion, George offered to draft a letter to Dennis Shimek asking for clarification.

Midmanagement Conference Committee: Karen reported that the conference will be held on May 6-7, 2003, at the Marriott Courtyard in Sacramento, where the School of Medicine has an agreement for use of their ballroom. Bus transportation from campus will be provided. The same program will be offered each day which better facilitates staffing of offices. Theme is "Weathering the Storm" and will include planning for the future under reduced state funding and the impending retirements due to the "baby boomers" reaching retirement age.

ABOG Committee: Pat reported on the October 27/28 meeting of the ABOG Steering Committee and briefly presented the tentative program. It is hoped that the ABOG website will be active by December 1st. Announcements will probably come out in late January or early February.

MEETING WITH GRADUATE STUDIES

Lois Campbell, Academic Personnel Assistant for Graduate Studies, discussed two major changes: 1) The new Graduate Student Researcher (GSR) title code, and 2) Postdoctoral policy.

The GSR title replaces RA and SPGR and does not impact Postdocs or non-student PGRs. This title is used on all sister campuses. It is available for use beginning Winter 2003 and all current RA and PGR students must be in the GSR title by Fall 2003. Each graduate group is developing a compensation plan and will determine the initial hiring step and the qualifications and timeline to increase steps.

Details of the changes in the postdoctoral policy can be found in PPM 210-65. Postdoc is defined as a person who comes to UCD for "training." If a postdoc is hired to work on a grant project (vs. training), this policy does not apply. Beginning Fall 2002, the changes include:

- All new appointments must receive an appointment letter outlining the requirements and responsibilities of their position. A template for this letter is available on the Graduate Studies website. Also included is a mentoring document which discusses the role of the PI as mentor and the importance of mentoring (which must be included with the appointment letter).
- All postdoctoral scholars must undergo an annual review and receive a written evaluation from their PI/mentor. Departments may decide on their own forms and procedures for performing the evaluation.

Beginning July 1, 2003, there are two major changes in policy:

- With some exceptions, all appointments beginning on or after July 1, 2003, will have a minimum salary, equivalent to 100% of a Non-Student PGR, Step I.
- All appointments must be at 100%
- Any appointment less than 100% will be approved by Graduate Studies through a petition for exception initiated by the postdoc. The petition form (under development) must be accompanied by a memorandum of understanding (MOU) between the postdoc and the PI regarding the responsibilities and expectations of a less than 100% appointment.

During 2002-03, Graduate Studies will be conducting orientation sessions to assist faculty and staff with this transition.

Meeting adjourned at 5:00 p.m.

Minutes prepared by: Linda Bentley