

ADMAN EXECUTIVE BOARD MEETING

Minutes  
September 11, 2002  
CHE Conference Room

Present: Janet Brown-Simmons, Karen Castelli, Terry Davison, Mary Duthie, Betty French, Gilda Garcia, Julia Hadley, George Hague, Pat Hunter, Tracy Lade, Gerri Refsland  
(Guests: Bob Loessberg-Zahl, Kelly Ratliff, Dennis Shimek, Mike Allred, Doreen Franke, Leslye Hayes, Tom Kaiser, Kathleen Moore-Joiner)

Absent: Linda Bentley

**APPROVAL OF MINUTES**

All minutes from the 2001-02 Board meetings have been approved. This is the first Board meeting of the 2002-03 year. Introductions were made around the table.

**ADMAN BOARD REPRESENTATION**

**At Large Rep:** Gilda Garcia has a new position as Intern at the Cross Cultural Center. This is a 6-month position, with possibility of it becoming permanent. Gilda offers to continue as At Large rep for now, and the Board agrees.

**AdC3 Rep:** Michelle Fulton was ADMAN's rep to AdC3; however, she has a new position as Assistant Dean in Engineering and cannot continue. The Board agreed that Mary will solicit our members for a volunteer for this 2-3 year commitment.

**ABOG:** Linda Bentley and Pat Hunter continue this year as our ABOG reps. Pat's term will expire in 4/03, and we will need to elect a new rep before the 4/03 steering committee meeting.

**STATUS OF OLD BUSINESS**

**Service Unit Billing (Full FAU):** Effective 7/1/02, the central service units were required to use the full accounting unit on their billings in order to use the feed system. Also, the IB's now route to DaFIS account managers, and if the account is incorrect, the manager can change it – eliminating the need for a cost transfer. This is a major accomplishment and a great timesaver for departments. No further action required on these issues.

**Priority List of Guests to Invite to Board meeting:** The Board agreed we will ask these people to come to a Board meeting to discuss problems in their areas:

- 1) Lynn Chronister, new Associate VC, OVCR. Bob Loessberg-Zahl and a couple of senior advisors want to attend this also.
- 2) Kath-Ann Gerhardt or representative from SISS to address problems with that office.
- 3) Lois Campbell, Graduate Studies to discuss changes to Graduate Student and postdoc policies.
- 4) Connie Melendy and Kay House from the Provost's office – streamlining the academic review process. Janet has great web-based system already in use. George says he is working on a web-based system with other UC Chemistry departments. Can we adopt something campus wide rather than everyone working on their own?
- 5) Business Contracts. Bob Loessberg-Zahl and a couple of senior advisors want to attend this.
- 6) Carina Celesia-Moore – Staff Development (her request to meet with us about 2002-03 classes).

**Merging PPS with EPARs:** Mike Allred is working with HR to have this in place by the January 2003 merit cycle.

**NBA Committees:** Janet will co-Chair the Business Process Team, and they had their first meeting. Committee members are just being selected for other Committees, so hopefully this will get moving. The NBA Project Manager has not yet been hired.

**Gift Processing:** Bob Loessberg-Zahl reported that Mike Allred and Ahmad Hakim-Elahi have been working on this. They did a matrix, and Bob will send it to Mary for distribution to the Board.

**Advisory Committee on Employee Systems (ACES):** A demonstration on PeopleSoft was given, and they sent out a survey asking for comments. Nobody is sure where this issue stands. Mary will email and ask if this is still an issue or not.

**ADMAN Historical Files:** Gerri had sent the historical files to Maria Ferraro-Potratz when she was secretary last year; however, Maria had to resign from this committee due to conflicting workload. Mary will contact Maria again and ask that she send them back to Gerri to keep as Historian.

### **MEETING WITH SENIOR ADVISORS**

Several of the Senior Advisors came to give us a budget update. Dennis Shimek reported that Bob Murta and other HR staff are meeting with departments regarding handling staffing issues resulting from anticipated budget reductions. HR has funds for training people on layoff. Also, they are focusing on early notification, and attempting to place people identified for layoff. Dennis also reported that collective bargaining is being delayed because of salary demands and budget complications. The Unions are objecting to small salary increases and increased insurance premiums. Dennis is encouraging the Deans and Vice Chancellors to share budget information with everyone in their Units as early as possible.

The budget process is broken into 3 parts: 1) Annual process – incremental funds received for growth (academic support, block grants, workload, maintenance, financial aid, salaries). These are allocated from the Provost to Deans and Vice Chancellors. 2) Biannual process – call for proposals every other year for new programs. This was first done in 2000-01, and they received four times as many requests than they had dollars available. As a result, staffing was increased in the central units (HR, OVCR, etc.), per ADMAN's advice. The biannual process was suspended this year due to the budget crisis. 3) Major Program Reviews – every 5 years AURs or reviews of Academic Units are done, and there is a budget process to address the findings.

Kelly Ratliff reviewed the directive that just came out today from President Atkinson about our current budget situation. We don't have the final allocation from OP yet for 2002-03; however, Provost Hinshaw has finalized allocations this week, even though the funding is still up in the air. The items definitely funded are: enrollment growth, 1.5% merit for faculty and staff, summer instructional support, plant operations & maintenance. Action taken this year included organized research cut of 10% (the Provost will ask us to take one-time cuts this year but plan for permanent cuts next year). Not funded are: outreach unsure; core needs reduction (20% of that base) = deferred maintenance, IR, libraries. Plus, we have a \$9-\$10 million gap in covering our energy costs. The Provost implemented a temporary reduction of 1.7% for the whole campus this year to assist with covering the short fall in energy costs. We must also plan for at least a 5% across the board cut mid year which may possibly be expanded to included permanent cuts. If the cut happens in January, it will in effect be a 10% cut for 6 months or = to 5% for 12 months. Additional cuts are projected for 2003-04. Budgets will be reduced strategically. We can keep up with the latest updates on the budget news webpage.

Some suggestions for dealing with the current budget problems: 1) consider not filling vacant positions (staff and faculty). No campus-wide hiring freezes will be imposed, but Deans and Vice Chancellors must assess and may implement policies college/school-wide. 2) expand floater programs by School/College; 3) centralize functions in Dean's VC's offices; 4) schools should push for fee increases where possible; 5) CA&ES will utilize 25 faculty FTE and faculty support to help cover their extra 10% reduction; 6) VERIPs don't save money in the long run, and there are no plans for another VERIP; 7) the TRIP (time reduction) program used in the early 90's is being considered; 8) Phased retirement program is being considered; 9) we are urged to start working on staff morale immediately.

**Follow-up/Action Items:** We will follow up on progress made on these issues: Gift processing (Bob Loessberg-Zahl) and Passwords/NBA/MyUCDavis (Mike Allred).

Meeting adjourned at 5:00 p.m.

Minutes prepared by: Pat Hunter