

ADMAN EXECUTIVE BOARD MEETING

Minutes

January 9, 2002

2411 Tupper Hall

Present: Sharon Anglin, Janet Brown-Simmons, Karen Castelli, Mary Duthie, Betty French, Pat Hunter, Tracy Lade, Gerri Refsland, Barry Klein, Vice Chancellor for Research, Vivian Carmichael, OVCR

Absent: Linda Bentley, Lesley Byrns, Mariarosa Ferraro-Potratz, Trisha Pedroia

Announcements

Linda is ill today, so Mary and Pat agreed to co-Chair the meeting. Pat will prepare the minutes.

Approval of Minutes

Linda sent out the minutes of the October, November and December Board meetings; however, not everyone has read them. Pat asked that everyone read the minutes and report back to Linda if there are any problems. Otherwise, they will be considered approved.

Office of Research

Vice Chancellor Barry Klein attended our meeting, and briefed us on his assessment of the administrative functioning in OVCR. He is well aware of the customer service problems, and says most of it is related to understaffing, under-classifications and salary inequities. He reported that the CAO is being recruited, as recommended by the AUR, and they have five strong candidates. Interviews will begin next week. He anticipates the CAO will improve the day-to-day operations of OVCR. His first priority is to deal with the staff classifications and salary issues in OVCR, and he will not cut any positions, even with the impending budget problems. OVCR will continue to expand, with the focus of getting good people and keeping them. Barry suggests that instead of sending out a Customer Satisfaction Survey, that he be scheduled to meet with representatives from each School/College to hear their concerns. He prefers face-to-face meetings to surveys. Karen will work with Vivian Carmichael to set up five ADMAN forums: L&S, CA&ES, Engineering/GSM/Law, Vet Med/School of Medicine, Biosciences/ORU's. He also welcomes written questions and/or comments. Then, he offered to meet with ADMAN next fall to discuss progress. Karen asked that all ADMAN Board representatives send out an inquiry to their colleagues to get an estimated number of how many will want to attend these forums (maybe the MSO and Grant Manager in each department). Then, a decision can be made on where the meetings will be held and when. Karen hopes to give Barry some material in advance of the forums, so people should be asked what concerns they have.

Office of Research (continued)

Future issues on Barry's agenda are: 1) coordination of effort between OVCR and Business Contracts Office; 2) Training – the AUR recommended that as much as possible be redelegated to the campus departments. This will require training, and will be one of the items for the CAO to work on; and 3) a major investment is being made in creation of a new database and web page. The focus will be on allowing campus users to get as much information as possible from those resources (i.e., tracking where a proposal or award is in the system). He is coordinating with John Bruno from IT. A suggestion was made to investigate whether this could be on the MyUCDavis web page, but Vivian reported there are some problems to be worked out in that regard.

Graduate Studies

Trisha had forwarded to Board members the proposed changes to Graduate Student title vacation and sick leave policies. We didn't discuss this issue, but will put it on the agenda next month. Grad Studies would like our feedback.

ABOG Steering Committee

Pat reported that the ABOG website and conference announcement is being finalized, and we anticipate it will be sent out in the next week or so. Here are some important dates: **January 18th**, updated ABOG website launched; **February 11th**, conference registration deadline to campuses (\$295 reg fee); **March 8th**, hotel reservation deadline (room cost is \$165 Sun-Thurs and \$205 Fri-Sat). Pat will notify the Board of the website address after it has been updated.

Mid-Management Conference Committee

No report.

Service Unit Recharge Report

Mary reported that AVC Mike Allred accepted ADMAN's recommended revisions to the Report. The language will be changed to require that service units use the full AFAU beginning 7/1/03. Also, the service units will not maintain their own ID databases (which are never current), but will be required to verify ID's in DaFIS. The DaFIS helpdesk will be the central contact to report any problems or comments regarding these changes.

Budget Concerns

Many of the Board members and their constituents are very concerned about anticipated budget cuts because most of their funding is tied up in academic and staff salaries. They cannot take all of the cuts in the staffing area and yet maintain an adequate workforce to support the faculty and University mission.

Purchasing Card

Several Board members have attended the mandatory training; however, the training is very minimal. Since Linda's staff was part of the pilot, we will ask her if they can come to our next Board meeting to explain how this works. Use of the card is optional.