

## ADMAN EXECUTIVE BOARD MEETING

Minutes  
October 9, 2002  
CHE Conference Room

Present: Janet Brown-Simmons, Karen Castelli, Mary Duthie, Gilda Garcia, Julia Hadley, Pat Hunter, Tracy Lade, Gerri Refsland, Brenda Unterleitner  
(Guest: Lynn Chronister, Associate Vice Chancellor for Research Administration)

Absent: Linda Bentley, Terry Davison, Betty French, George Hague

### **APPROVAL OF MINUTES**

The minutes from the 9/11/02 meeting were previously reviewed by the Board and approved via email.

### **ADMAN BOARD REPRESENTATION**

**AdC3 Rep:** Mary introduced and welcomed Brenda Unterleitner as ADMAN's new rep to AdC3. She will serve for a 2-3 year term. Brenda will report to the Board on the AdC3 meetings.

**Advisory Committee on Employee Systems (ACES):** Peggy Younglove has resigned from this committee, and Damian Chapman has agreed to represent ADMAN. He will keep the Board updated on the committee's activities.

### **OLD BUSINESS**

**Use of ADMAN Listserve:** Gerri asks that guidelines be established for posting messages on our listserv. Only Gerri and Mary are allowed to post messages, but Gerri reports that she gets many requests that seem unrelated to ADMAN business. Last year we had agreed that anything that helps our colleagues solve a work-related problem is also appropriate for posting. Also, if an ADMAN Board member represents us on a Committee, announcements from that committee are appropriate to post. This has opened up the listserv to many more messages, and some of our members have complained that they are receiving too many messages from us. A suggestion was made that we could have a bulletin board or website to post items of interest rather than sending them out on the listserv. Or, we could post questions and answers on a website and members could go in and add things. Mary will talk to Linda and Barbara about the possibility of enhancing the ADMAN website. In the meantime, if Gerri has a question about the suitability of posting something, she should check with Mary or email the Executive Board. Pat volunteered to assume responsibility for posting messages to the listserv, but Gerri offers to continue in that capacity.

**Gift Processing:** We will pass this item until the next meeting when more Board members are present.

**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.

### **NEW BUSINESS**

**Midmanagement Conference Committee:** Karen is Chairing the committee this year, and their first meeting will be held soon. She will report to us next month.

**ABOG Committee:** Pat gave an update on the ABOG Steering Committee progress. The next conference is set for April 6-9, 2003 in Berkeley, and Davis is responsible for registration of conference

participants. The registration fee will remain at \$295. The hotel is the Radisson Hotel Berkeley Marina, and the room rate is \$159/night. Davis has 30 slots available. The Steering Committee will meet on October 27/28 to finalize the program. But, the tentative format is 1) keynote speaker; 2) faculty spotlight (one faculty member from the host campus who is a good speaker and has interesting research will talk to us about his/her research; 3) information from above (OP); 4) interactive sessions (workshops/breakouts); 5) inspirational speaker (work/life or motivational); 6) tour of UC Berkeley and a short historical synopsis of the "first UC" campus. We also anticipate presenting something on each campus' Best Practices, so Pat will email our membership and ask for ideas. The membership already provided ideas on breakouts for specific Medical Center issues. We also talked about addressing what each campus is doing on the Faculty/Staff relations document that came out from the Academic Senate a couple of years ago.

## **MEETING WITH OVCR**

Lynn Chronister, Associate VC for Research Administration, gave us an update on what is happening in OVCR since she arrived five months ago. She is making changes in response to the Administrative Unit Review report. She doesn't think OVCR is understaffed; it just needs some restructuring. Some of the initiatives she is working on are:

- New organizational structure and operating systems for OVCR: She is using the AUR report to address issues and do some restructuring of the office and positions as people leave and new recruitments are occurring.
- Development of an Electronic Research Administration (ERA) System: A new system will be implemented. It is designed as a pre-award reporting system, and a tracking system. Electronic routing for signatures is the first priority for completion. Lynn has set up similar systems at two prior Institutions and knows what programs are out there. Four systems are being considered, and have gone to AC4 for consideration. A decision will probably be made after 1/1/03 on which system to purchase.
- Education and Training: Betsy Fischer is responsible for HR and coordinating staff training for the ERA. Betsy will be asking for input from departmental users as to the curriculum for the training program. A Certificate of Completion for pre and post award classes will be given. OVCR will sponsor teleconferences several times per year.
- Coordinated Compliance Effort: We are in a climate with a greater emphasis on compliance, so she is creating a Compliance Committee. Also, a Faculty Development position will be added (grant writing workshops, etc).
- Sponsored Programs (SPO) Restructuring and Improved Communication between SPO, researchers and research administrators: Sponsored Programs is being restructured, and will probably take effect after the first of the year (2003). There will be a Clinical Research Administration Team to work with faculty clinicians to prepare proposals and clinical trial protocols. Sue Blair is assigned solely to clinical trials (with assistance from Wendy Ernst). The division between public and private will be eliminated. Staff in Sponsored Programs will be assigned to deal with all proposals from specific colleges. Three Analyst V positions have been added (and offers are just about to be made). One Analyst will be assigned to each College and Division, and some colleges may have 2 analysts (Medicine, CA&ES) plus support staff, based on the activity level and complexity of work. This way, faculty and staff in departments will have one contact in OVCR for all proposals (cradle to grave assignment). This team approach should result in better customer service.
- OVCR Policy Review: There are many outdated policies that are contradictory. She will assign one person to coordinate and update all policies that OVCR must follow.

- Technology Transfer: Tech Transfer officers will be assigned to particular areas (including UCDHS), and an education program will begin soon. They will try to reach the faculty and explain exactly what encompasses intellectual property.
- Development of large multidisciplinary proposals: OVCR is setting aside money to develop large multi-disciplinary proposals. Much staff time and effort will be invested in this.
- Review of internal grant programs: There are 11 programs supported centrally. A faculty committee will take a look at these and see if we need all of them or not. Information on these programs will be placed on OVCR's website in a place that is easy to locate.
- Coordinated efforts with OVCR and Med School Clinical Research Coordinators: Sponsored Programs staff will meet routinely with Clinical Research Coordinators to address some of their specific problems.
- Expanded outreach efforts and Research Park - Mona Ellerbrock and Barry Klein have been working hard on outreach and developing the Enterprise Park. Mona Ellerbrock will be focusing more on research outreach, as we will be partnering more with Industry. An Industry Advisory Board is being created to enhance this partnership.

Lynn responded to some of our concerns, as follows:

- 1) Sponsored Programs and Business Contracts passing problems back and forth between offices, causing great delays. Lynn states that the Business Contracts Office reports to Office of Administration vs. OVCR. So, there isn't one person responsible for oversight of both functions. She has asked the Sponsored Programs staff to take responsibility for anything that appears to be research-related, rather than sending it to Business Contracts.
- 2) Delays when assessing gifts vs. Sponsored Projects – she will put this on her list of things to look at.
- 3) Delay in getting funds to the departments after awards are made. Lynn said that UCD has the authority to set up new federal accounts 90 days ahead of time; however, it has not been UCD's practice to do this. She sent out a letter to the Deans and VCs advising them of this and asking if they wanted to approve; however, only a few Deans responded. She is trying to reduce the bureaucracy but still give the Deans control over what they need. Private contracts are more problematic – they need to be negotiated faster.
- 4) Master agreements – why can't OP negotiate some master agreements that could be used with all State agencies to speed up the contract process (i.e., copyright, publishing, technology). Lynn advised that David Mears from OP works full-time to negotiate with the State General Services some master agreements that would be universal for many UC/State contracts. However, this is very problematic and a lengthy process.

Lynn is establishing rewards in OVCR for customer service vs. rewards for implementing policy. She has asked each OVCR unit for a "Client Service Plan". She believes this will enhance customer service. Also, Sponsored Project and Tech Transfer Officers are risk managers, but they have never been given authority to take a risk. She is now giving them that authority, so she expects things to speed up.

Lynn said if we are having trouble getting a response from someone in OVCR, we should call Ahmad if it involves Sponsored Programs. If no response, we are urged to call Lynn.

Meeting adjourned at 5:00 p.m.

Minutes prepared by: Pat Hunter