

ADMAN BOARD MEETING  
October 8, 2003

MEETING MINUTES

Members Present: Sandy Fielden, Gilda Garcia, Brenda Ruth, Tom Mezzanares,  
Felicia Smith, George Hague, Karen Castelli

I. NEW BUSINESS:

- A. Discuss general membership meeting for Fall
  - i. Gilda Garcia will research dates in first two weeks of November – try to find room in MU or Silo
- B. Discuss mentorship/coaching program
  - i. Karen will draft a description of the mentorship/resource program to be discussed at the general meeting
  - ii. Emphasize training/career goals
  - iii. Add section to web site for resource help
- C. Security of data on computers:
  - i. Karen provided information from her department IT manager regarding security of confidential information on computers. General discussion indicated that more effort needs to be spent in reminding people not to keep SS#/DOB/Name/Address information in computer files that may be vulnerable to outside hackers.

II. COMMITTEE REPORTS

- A. ABOG
  - i. Brenda reported that she and Pat Hunter will attend a steering committee meeting in Los Angeles on October 25 and 26.
  - ii. The Conference is Scheduled for April 25-28, 2004  
Park Hyatt hotel, Century City – rooms \$189/night  
Registration is \$295
- B. Mid-Management Conference
  - i. Date set: May 4 & 5, 2004
  - ii. Location: Tentatively set for Sacramento at the Sterling Hotel
  - iii. Theme: Healthy, Wealthy, & Wise – It's not always \$ & C
  - iv. Speakers: To be determined
- C. Membership
  - 1. Policy for change in status, i.e, MSO moves to new unit – Discussion: if no change in reporting relationship and duties/functions remain the same (i.e., from one academic

unit to another), no new application required. However, if title remains the same but reporting and/or duties are different, then application will need to be re-evaluated.

2. Discussion – be sure to include new School of Education - as At Large or separate member on Board?
3. Change the By-Laws to convert the Newsletter Committee to a new Communication Committee position. Non-voting member of the Board.

### III. ITEMS FROM BOARD

- A. Background check form and process for campus:
  - i. Discussion regarding several aspects of the background check process:
    1. years reviewed
    2. who is reviewing (on campus)
    3. inconsistency in form language
    4. assurance of forms destroyed after 1 year

It was recommended that Karen invite Dennis Shimek and campus counsel Steve Drown to a board meeting for clarification on these items.