

ADMAN EXECUTIVE BOARD MEETING

Minutes
January 8, 2003
CHE Conference Room

Present: Janet Brown-Simmons, Karen Castelli, Mary Duthie, Betty French, Gilda Garcia, George Hague, Pat Hunter, Tracy Lade, Brenda Unterleitner
(Guests: Kelly Ratliff, Dennis Shimek, Bob Loessberg-Zahl)

Absent: Linda Bentley, Terry Davison, Julia Hadley, Gerri Refsland

APPROVAL OF MINUTES

The minutes from the 12/11/02 meeting may have been circulated to the Board, but we will check with Linda.

New Business Architecture : Mary asked for ADMAN volunteers to serve on the Change Management Committee, and five members have responded. Mary will send their names to the Board to vote. Also, Janet related that the Business Process Renewal Team will be identifying ideas the Committee came up with, and they will be posted on the NBA website for review.

Background Checks for Critical Positions – Dennis Shimek advised that he has not heard from Campus Counsel about clarifying this issue. Some Board members have experienced different requirements from HR while doing new recruitments or reclassifications. Mary will invite a representative from HR to come to our Board meeting to explain how HR is handling this campus-wide, and which positions require a background check.

HUMAN RESOURCES UPDATE

Dennis reiterated that there is no plan for a VERIP. However, if budget reductions are as significant as expected, OP may consider some retirement incentive which would be program directed (areas targeted for significant reductions). Also, the program would probably not be offered to faculty because they will not be impacted by layoffs and we must have teachers for the increased student numbers expected in the next several years. The IRS has stringent rules for these programs, and they must be non-discriminatory. If any plan were created, it wouldn't take effect before 2003-04. However, a voluntary Temporary Reduction In Time Program (TRIP) will be offered. Incentives are being developed (i.e., extra vacation, no loss of service credit or salary reduction in the retirement computation). By 3/1/03, the TRIP program should be in place. An employee can reduce their time between 50-99%, and yet continue to receive full service time and salary credit (as if working full-time). Requires participation for one-year minimum and two years maximum. Also, HR is imposing a hiring restriction protocol where each Dean or Vice Chancellor must approve any recruitment. Then, beginning 2/3/03, recruitment will be tiered to: 1) internal applications will be referred first; and 2) external applications will be referred only if there was no qualified internal candidate. HR will be flexible in moving people around who are on layoff, but the Unions must be noticed. Also, HR has funds specified for training anyone who is identified for layoff. As for collective bargaining, CUE and AFT are going to mediation this month, and UPTE negotiations are getting close.

BUDGET UPDATE

Kelly Ratliff provided the latest news on the budget situation. Provost Hinshaw announced the mid-year reductions to Deans and Vice Chancellors (see UC Home Page – Budget News for latest posting). She has a Budget Workgroup working with her on this. Many of the cuts were mandated to specific programs or areas. However, the cuts are being distributed to provide as much flexibility as possible.

Some units were exempt from the cut due to extenuating circumstances (see Budget News): CA&ES, VMTH, Campus Advancement, Sponsored Programs, Student Affairs, Graduate Student fees (partial). The Governor will release his budget proposal for 2003-04 on January 10th. More specific cuts are anticipated. The Provost will not make “across-the-board” cuts, and has called for Budget Reduction Plans in two different tiers to deal with the permanent cuts. Kelly, Dennis and Bob will meet with our Board again in February to update us further on the budget. They will also send a notice to Mary when new budget updates are posted so we can inform our members. Members of the ADMAN Board expressed their appreciation for the way Provost Hinshaw is handling the budget reductions so openly and keeping the campus community informed of the process.

Kelly informed us that the campus carry forwards are being scrutinized by UCOP, and Davis carry forwards are extremely high. Planning & Budget has been asked to identify “legal liens”. It is very difficult for UCOP to make a case to the Governor that we need more money when they see so much “unspent money”. Kelly’s Office will be asking for detailed explanations of the 6/30/02 carry forward funds. She reminded us to put thorough explanations on the DE’s (i.e., start-up package for Dr., committed via letter of ____/03.) Kelly will see if campus can assign a special fund # for faculty start-up funds or a special transaction document to reserve start-up packages as “legal liens”.

Meeting adjourned at 5:00 p.m.

Minutes prepared by: Pat Hunter