

# ADMAN EXECUTIVE BOARD MEETING

Minutes  
June 11, 2003  
CEH Conference Room

Present: Linda Bentley, Janet Brown-Simmons, Karen Castelli, Terry Davison, Mary Duthie, Sandy Fielden, Betty French Gilda Garcia, Julia Hadley, Pat Hunter, Tracy Lade, Tom Mezzanares, Gerri Refsland, Brenda Ruth, Felicia Smith,  
(Guest: Irene Horgan-Thompson)

Absent: George Hague

## **NEW BOARD MEMBERS**

Members of the Board introduced themselves and welcomed new members. Sandy Fielden replaces Janet Brown-Simmons (CAES), Tom Mezzanares replaces Betty French (DBS), Felicia Smith replaces Tracy Lade (Engineering), and Brenda Ruth will serve as Vice Chair.

## **BUDGET FOR 2002-03**

Mary distributed a spreadsheet budget information for this past year. The Board agreed that the balance would be used to offset the expenses of the Mid-Management Conference held May 6-7. Mary stated that expenses for our ABOG reps will continue to be a priority.

## **MEETING WITH IRENE HORGAN-THOMPSON**

Irene discussed a new program being considered which will replace the paper version of the employment process as well as the Job Machine. Developed by People Admin in Texas, it allows applicants to view and apply on line for positions from anywhere in the world at any time. Once recruiters have screened applications, hiring authorities will be notified that the applications are available for review on-line. These can be viewed by multiple individuals simultaneously. Once a candidate is identified, the final report can be completed on line as well. Eventually, the information will be tied to PPS for the individual hired.

This company prepares software for higher education clients only. Information is stored on their server. UC Santa Barbara currently uses it and other UC campuses and the state system are considering it as well. Over the next two months, other groups will be reviewing this system and it is hoped that it will be available for use in January-February 2004. Use for academic recruitment is also being reviewed.

Irene commented that background checks are taking up to two weeks to run. However, employees may start working prior to the results of the check and then if something turns up, they can be terminated. It may be required that students have a background check, too.

**Conference Committee:** Karen reported that the Mid-Management Conference held May 6-7 was full subscribed on both days (120 each); there were only 9 no-shows. Reviews were mixed. The on-line registration went well. She distributed a final accounting of the meeting.

Following the regular meeting, a social was held to welcome the new Board members and thank the outgoing members.

Minutes prepared by: Linda Bentley