

## ADMAN EXECUTIVE BOARD MEETING

Minutes  
February 12, 2003  
2411 Tupper Hall

Present: Linda Bentley, Janet Brown-Simmons, Karen Castelli, Terry Davison, Mary Duthie, Gilda Garcia, Pat Hunter, Tracy Lade  
(Guest: Dennis Shimek)

Absent: Betty French, Julia Hadley, George Hague, Gerri Refsland, Brenda Unterleitner

### **APPROVAL OF MINUTES**

The minutes from the January 8, 2003, meeting have been posted on the ADMAN website.

### **MEETING WITH DENNIS SHIMEK**

Dennis began by saying that another VERIP has not been approved, and in fact is unlikely; however, it depends on the Governor's final budget, details of which we should know by May. He reminded us that UCRS is one of the few retirement systems where employees do not contribute.

A TRIP (or TRIT – Temporary Reduction in Time with resultant reduction in pay) has been authorized by the Board of Regents. Information should be available in late February with effective date as early as March. There is no minimum time commitment (can do for only one month), and there will be no reduction in retirement service credits or in calculations of retirement benefits. There will be an incentive for taking TRIT, such as an augmentation to vacation time. Details should be announced by 3/1/03.

The University is arguing strongly for pay raises. If there are pay reductions, further CAP allocations are likely. There is discussion of offering severance pay for layoffs in exchange for preferential re-hire rights. If departments and unit anticipate a layoff, they can notify Human Resources in advance of the official notice in order to place employees on the layoff list.

Dennis reported that they are still waiting for an answer from Steve Drown, Campus Counsel, on clarification of the background checks policy. He suggested that we invite Irene Horgan-Thompson to a future meeting to discuss how campus is implementing this requirement.

**Conference Committee:** Karen gave an update on the Mid-Management Conference and reported that details are being finalized. Information should be available soon. Dates are May 6-7, 2003.

**ABOG Conference:** Pat reported that registrations are coming in for the conference in Berkeley (April 6-9).

Linda Bentley has asked to be replaced on the ABOG Steering Committee. Mary will poll the Board first for interested individuals and then poll the general membership. If Linda goes off, then Pat Hunter will stay on for another year so that we don't have two new representatives.

The Board agreed to fund the travel expenses (over and above the \$300 allotted each Steering Committee member) for the two reps to attend the three Steering Committee meetings out of the ADMAN budget this year, and will fund what they can next year, depending on the budget allocation. A commitment had been made from Central Campus to support the ABOG reps but with budget uncertainties, that commitment is not assured beyond next year.

The Board also approved allocated \$1,000 to Barbara Smith's department toward her salary. Barbara provides the staff support for the ADMAN web site and has also contributed extensively to ADMAN and ABOG efforts.

**Membership:** There was discussion about the necessity of members reapplying for membership when transferring from one academic department to another in cases where title and reporting hierarchy do not change. It was agreed that an e-mail to the Chair of Membership would suffice in order to change the address on the mailing list. If the Membership Chair has any questions, it should be brought to the Executive Board for clarification.

Gerri Refsland, our long-time Historian/Membership Chair, will be retiring later this year, and we need a replacement. Mary Duthie will put out a call to the general membership asking for volunteers to act as Historian/Membership Chair. It was determined that one person could handle both functions.

Meeting adjourned at 5:00 p.m.

Minutes prepared by: Linda Bentley