

AdMAN Executive Board Meeting Recap October 19, 2005

Attendees: Janet Brown-Simmons, Nancy Deherrera, Meshell Hays, Joan Learned, Tom Mezzanares, Brenda Ruth, Felicia Smith, June Taylor, Leslie Young

Absent: Patricia Aguilera, Micki Eagle, George Hague

Committee reports: We received committee reports from the Campus Council for Information Technology (CCFIT), the Advisory Council for Employee Systems (ACES), the DaFIS Steering Committee, Staff Affirmative Action and Diversity Advisory Council (SAADAC), the systemwide Academic Business Officers Group (ABOG) Steering Committee, CAT: Contracts and Grants Subcommittee, and the AdMAN Conference Committee. If there is information to share, a brief summary of the committee report follows. *If you have questions or concerns you would like addressed, please contact your rep or the Adman representative to the particular committee*
http://adman.ucdavis.edu/members/Adman_Board.htm

Brenda Ruth gave updates on CCFIT, DaFIS Committee and ACES activity. CCFIT meeting minutes are posted on line at <http://ccfit.ucdavis.edu> The DAFIS meeting was scheduled for October 24. Brenda will provide an update at the November meeting. The minutes from the ACES meeting follow:

PPS Admin Group will announce the new PPS Website to campus soon. "How Do I" guides will walk users step-by-step through various PPS transactions. The Provost's Office will create "How Do I" guides for academic transactions. The Admin Group will add several other "How do I" guides once statistics on usage by action code can be prioritized. In addition, the Admin Group will develop Web-based PPS policy training classes that require users to answer questions before being allowed to move to the next section.

PPS Advisory Group will work with Linda Durst to analyze and prioritize PPS DS change requests submitted by department users and will form a committee to analyze ways to expand the "How Do I" guides.

PPS Security Group is currently working to develop a secure website that will reset passwords within 24 to 48 hours and allow departments to update their PPS hierarchy ORG structure online, which will expedite the granting of user access to the PPS entry-update area.

PPS Training: Mike Allred stressed the need for a well-trained pool of employees and the group discussed the feasibility of training "floaters" from Temporary Employment Services and paying a higher rate of pay to those with PPS training. However, the feeling is that most good temps quickly hire into permanent positions. The group also discussed the practicality of having retirees trained in PPS as floaters.

Managers are often reluctant to approve PPS training when the system is not a function of the employee's current position. Supervisors receive an email notification when an employee enrolls in a Staff Development course. Supervisory approval is required in the

PPS training lab since employees use departmental data in their training lab. Employees have been known to take vacation in order to complete training outside their job description. Peggy Younglove and the Advisory Group will poll supervisors to see if there is a consensus as to whether an agreement could be reached to approve PPS training for staff who lack PPS in their Position Description.

Help Desk Activity: Cindy Jones invited Greg Hodgkins to give an update on the PPS Help Desk. The Help Desk handles all manner of inquiry and trouble shooting with a major focus on new hires, leaves, and rehires although not all inquiries are related directly to PPS. Feedback is positive and the Help Desk has assisted 800 users since the February startup and announcement to campus in March, with 140 of the 800 inquiries as password resets. The desk has averaged 30 calls per day and 50 during fiscal close. Greg provided an overview of future goals and objectives including inserting screen shots into our user's guide modeled after UCLA's. Campus "PAN Notice" forums are being developed and Greg will work with the ACES and its sub-groups to determine a schedule for the forums. Training will stress the need to review the PAN notices in a timely manner, which is of concern to Internal Audit. Greg will continue to promote the Help Desk at PPS classes that he teaches.

UCOP/ESI Project Update: The target date for the Web-based earning statement is late fall or early January. The statement will appear as a screen shot of the current pay statement and include 18 months of online data. There will be a way to default to an online statement, but also a way to receive paper copy.

The response time for the Web-based PAN is slow. The group discussed the need to refine searches, especially those relating to academics, and the placement of organizational hierarchies that ensure who is doing what. Enhancements will be made to improve speed, functionality, and navigation. The target date for completion is October.

Internal Audit Report: The IA report looked at the process to generate payroll, but did not look at the benefits process. Although some data may be old, the group discussed the fact that a significant number of errors were found. Mike stressed the need to make sure folks are paid on time and correctly in a system that is not designed to monitor for errors. It is evident that current training is insufficient in preventing errors when 70% of PAN notices are not reviewed according to the IA report. Mike is currently working with Controls and Accountability Director John Gregg, Associate Accounting Officer Henn, and Payroll Manager Jones to analyze the findings and communicate back to the departments the necessary training related to these errors.

The group discussed a need to look at a decentralized model that considers smaller groupings of departments. Mike indicated that he and Dennis will discuss this with the HRC and with Senior Advisors. There is a need to increase accountability and take action when repeated errors occur at the individual as well as the departmental level and a mechanism for more timely information regarding errors. Mike emphasized the need to enlist the support of the Deans, Assistant Deans, Provosts and Vice-Provosts to improve accountability by addressing accountability in the Employee Performance Appraisal Review process. Recommendations from Internal Audit include asking employees to take periodic refresher courses.

Learning Management System (LMS): The RFP from Staff Development went out last Friday. Budgetary needs will be defined further once a finalist is determined. The People Admin system is currently for staff only and not faculty and there will be a new front end for temp pool. The Job machine will go away with implementation of People Admin. Rollout is expected in less than a year.

Leslie Young shared that the SAADAC committee had a conversational meeting with the Chancellor in mid-October but that she was unable to attend and suggested we ask Micki to report on the meeting at our November meeting.

Tom Mezzanares gave an ABOG Conference Steering Committee update.

The 2006 ABOG Conference will be hosted by UC Irvine (April 23-26, 2006) and held at the Westin Hotel in Costa Mesa. UCD has been allotted 25 reservations for participation. The program is shaping up nicely and should be announced by the end of December on the ABOG website and will be linked to our AdMAN website. In addition to planning the conference, the steering committee met with Judith Boyette, Associate Vice President for HR and Benefits. Judy shared that the Mercer Consulting firm have been hired to take a look at the total compensation packet of UC employees. The Mercer group will address the suggestion to resume contribution to retirement plans. They are also contemplating new retirement plan designs for new hires. Regents are focused on laying out a plan to keep us competitive and keep our benefits level. They feel the compact is solid, but even if it fails, they are committed to staff salary issues. She said the Regents are now committed to bringing salaries to market within 10 years. There's a proposal to appoint two staff regents with staggered appointment years. Each position would be a 2-year commitment creating a junior and senior position for continuity. The committee asked Judy about a number of issues that she indicated she would look into and get back to us. These included:

- 1) the possibility of having staff serve probationary periods when accepting new positions;
- 2) why don't faculty have to submit to a background check while staff do;
- 3) what is OP doing about succession planning? Judy shared that each campus has turned in a plan and they have all been compiled. President Dynes is sponsoring a program in Feb/March (called Talent Management) to discuss these and focus on lower level (MSP) to train and get future leaders ready to take jobs. The MSO of the future academy in Davis was mentioned and so was the UCSF ABOG Mentorship program.
- 4) What is the status of the plan to have people pay into our benefits? It will not happen before July 2007. Contributions will be gradually phased in, perhaps at a 2% contribution to let people's salaries catch up.

June Taylor reported the Chancellor has indicated he would be "honored" to open our Spring 2006 AdMAN Conference.

Janet Brown-Simmons reported that CAES MSOs had a meeting to discuss communication goals with OVCR. Some of the issues brought up were the possible mechanisms to track pre-awards and facilitate timely communication between OVCR

and the departments on issues of award status. A meeting with Lynn Chronister and OVCR staff and CA&ES managers is scheduled for mid November.

Discussion Items:

Felicia passed around the proposed AdMAN letterhead which includes the UC address and AdMAN website with the names of committee members listed in the left margin. The committee liked the changes and the only suggested change was to add "UCDAVIS" just below the logo. The letterhead will need campus approval and then we can begin using it.

The budget has been submitted to the office of administration and we are waiting for the final approval. Hopefully we will have an approved budget by the end of the month. [Note: We received the general operating budget on October 31. [Our 2005-06 operating budget is \$2500.]

Employment issues: Departments have been asking for an update on the SAO, Budget Analyst, and MSO IV classification. College reps reported concerns regarding the amount of time it takes to fill staff vacancies. We discussed inviting Irene Day, Irene Horgan-Thompson, Dede Wehman, and Bob Nevraumont to the November meeting to discuss these "Employment Issues" relative to "what we need to run our departments".

Janet Brown-Simmons gave an update on the meeting between CAES MSOs and OVCR Steering Committee. They worked on a list of goals on processing grants and improving communication.

June Taylor announced that she would be stepping down as AdMAN Chair effective in November to accept a position at UC Santa Cruz. George Hague as Vice-Chair will be asked to take over as Chair effective November and Pat Hunter, first runner-up in the Vice Chair election will be asked to take over as Vice Chair and Chair of the Conference Committee.

Our meetings, which are open to ALL AdMAN members, are scheduled from 3:30 to 5 (may be extended to 5:30 depending on agenda). **Please contact George Hague for information regarding the meeting location for the November 16 meeting.** Future meeting dates are:

Nov 16	Mar 15
Dec 21	Apr 19
Jan 18	May 17
Feb 15	Jun 21