

## ADMAN MINUTES NOVEMBER 16, 2005

Hart Hall Room 1341 3:30 PM

**Present:** George Hague, Chair; Pat Hunter, Vice Chair, Tom Mezzanares, Pat Aguilera, Brenda Ruth, Micki Eagle, Linda Bentley, Joan Learned, Carol Guthrie, Nancy DeHerrera, Felicia Smith

The Chair opened the meeting by introducing the invited guests, Ms. Irene Horgan-Thompson, Ms. Dede Wehman and Mr. Robert Nevraumont from the Human Resources Department. Mr. Nevraumont spoke first of issues involved in Labor Relations with various unions on campus. He mentioned they were now in pre-impasse mediation with CUE and moving in that direction with UPTA. Some of the issues involved are the layoff article and immanent notice provisions, the arbitration of "less-than-favorable-" performance appraisals, wages and respect. There is also the outstanding issue of the "No-Strike" and wages. CUE wants to go on a sympathy strike when other campus unions are striking. Current language does not allow it.

One Board member stated that she had at one time an employee who stated that four other employees had disrespected her.

Bob Nevraumont stated that they hear such things. It is a big issue for the union and each case must be investigated.

He was then asked what the University was doing to support its supervisors.

Bob N. responded that they investigate each case. He then went on to discuss the Status-Quo situation the University is now in with regard to the unions. All changes in work schedule require notice to the unions within 30 days of the change. He asked that all such notices go through his office.

He was asked if a recruitment using the term "various working hours" was used and you're in the Status Quo period how do you handle that. The hours are variable.

Bob stated that if you're not setting those work hours for long periods of time no notice to the union is necessary.

Another question asked if the union fails to respond in a timely manner, what do you do? Can we get an OK from HR to go ahead?

Bob N. No!

The subject of Preferential Rehires was brought up. The problem was with HR and trying to go through the process. A candidate returned to work under this program was given to the department but was not a good fit. The department was pressured to take the employee anyway. It cost three months. The policy, it was said, seems to protect everyone but the department.

IHT It's an Employment Division problem. This experience is not normal. IHT sees all the disqualifications and checks how much time each takes. A discussion then took place about candidate interpersonal skills.

Ms Horgan-Thompson then brought up the issue of several classifications which were in the process of being redefined. The first was the Student Affairs Officer I. This is being redrawn to include new criteria which were handed out. The position is being called "Student Services Coordinator". IHT discussed the long process of getting this position redefined and the extensive inclusion of campus staff and departments affected

by the change. She was hoping to have all comments by November 28<sup>th</sup>. If it's OK she will then work on getting the new position description out to the campus.

The next position HR is looking at is the Budget Analyst. This is a high level position which will replace in some cases the Administrative Specialist II Supervisor. They are testing a few things now; these went to Engineering in July. She has a template for the Analyst II at the department level for contracts and grants work. Three departments are looking at it.

The HR department is also looking at the MSO classification with an eye toward bringing the MSO IV title on campus. IHT says the work is almost done. It will stay an MSP position. She has the 2005/2006 market data. By January 1 there could be several reclasses. It will be done by HR working through the Dean's offices.

IHT then gave a report on the work of the People Admin. Oversight Committee. Specifically, she said they were working to bring on a product with several different configurations. (1) Applicant tracking: this will be for on-line job application and will replace the Job Machine II. On line applications will be able to be viewed by pass word. (2) This system will also automate equity increases, stipends etc. After the staff positions are completed it is the intention – sometime in spring 2006 - to include faculty positions. The information is being shared with the UC Med Center which now has people-soft. At the end of the process HR wants to be able to generate the same reports. The effort received first year funding from the Provosts office. Now it pays on a fee basis.

A Board member who had participated stated the project managers were excellent. They meet 2 hours per week and go through all the processes. A lot of thought and work have gone into the front end. They really included the users.

IHT mentioned that paper applications would still be accepted and scanned in.

It was added that in Spring 2006 Graduate Recruitment will be on-line, and that student evaluations will be on-line as well. In fact Vet-Med is currently doing it with 96% success.

A report on the activities of the Annual Conference Committee was then presented. This was followed by consideration of a request for membership in AdMAN. A vote was taken and unanimously approved.

There was a general discussion of Training funds, which seem to have been victim of the budget process.

The Chair raised a question about the meeting place for the next meeting and the discussion was postponed. He will advise the Board by email.