

May, 1999

Minutes from 5/20/99

ADMAN Board Meeting

Here are the minutes from yesterday's meeting.

Please feel free to suggest revisions. Present: Linda Bentley, Lesley Byrns, Mary Dixon, Mary Duthie, Pat Hunter, Karen Lehman, Rick Markgraf, Jan Stallman, Sue Torguson. Absent: Karen Castelli, Judy Lingenfelter, Gerri Refsland, June Taylor

1. Approval of minutes from 4/29/99 -- minutes approved after amending #10 to reflect that the May networking lunch will be hosted by June, Jan, Sue, Karen Lehman and Karen Castelli.

2. New Membership Applications -- there were none to consider.

3. Board Election - We discussed the election process. Consensus was reached that we will not reopen nominations. The Bylaws allow that if no nominations or volunteers come forward, the Board may appoint. We discussed the appointment process, but need additional time to devise a suitable process. Judy Lingenfelter has indicated her need to resign from the Board due to workload and that under the new Bylaws, her position isn't eligible for membership. Pat will contact Judy. If she does resign, the Board will appoint a representative to serve out the remainder of her term, and we will have an election next year. Pat will call a special meeting and will send out a calendar to everyone to meet as soon as possible to resolve this.

4. General Membership Meeting - Classifications Forum - The meeting held this week was a success, and was well attended. We think that Human Resources went away from there with a sense that there are some problems in classifications, and this will hopefully spark some discussions in that area.

5. Committee Updates: A. Midmanagement Conference - Everything is ready for the conference next week. The Committee reports that enrollment is "maxed" at 200, which is a huge success, and a waiting list has been created. B. SAADAC - no time to discuss. C. E/O Advisory Committee - no time to discuss. D. Administrative Computing Coordinating Council - no time to discuss. E. Newsletter Committee - no time to discuss.

6. End of Year Social at Stonegate - Old Board/New Board/All Members will be invited to attend a reception at Stonegate on June 30th from 3:00 to 5:00 p.m. Thanks to Sue for organizing this for us. Board meeting set for 6/24/99 is cancelled.

7. Staff Development Program Planning - Michele Platten and Carina Celesia Moore informed the Board of their proposed plans for next year and asked for ADMAN's input. They reported that the Career Management area was very successful this year and

they will continue that. The computer training will be contracted out to Executrain instead of IT, and they have some excellent classes planned. The first four classes will continue to be free for staff. They considered going on line for the catalog, but the Training and Development Committee requested that the catalog be printed at least one more time, so it will be printed again and then re-evaluated next year. They reported that they had 2,000 on line enrollments this year before the catalogs were even distributed. So, they hope to go totally on line soon. They encouraged us to pass the word that staff should sign up even when classes are full because additional classes are created as the need arises. They are also working on some "tool kits" to be added to their web page to help supervisors work with their employees on development. Also, they will add some "best practices" on the web so that people don't re-invent the wheel. SD&PS has been charged with preparing a BOI Follow-up program, and they have drafted a brochure titled, "Business Management Development". They asked us to review the brochure and give them feedback. We agree that some guidance as to "expectations" is needed from OP before a program can be finalized.

8. Revision of PPSM Policies & Procedures - Bev Wilcox presented a PPSM Technical Review Questionnaire, and indicated that these are the local policies that have been out for at least two years, and they are ready for some fine tuning. She asked for ADMAN's recommendation on prioritizing the policy revisions that need to be done. She wants us to indicate our top six priorities, and return the questionnaire to her by June 1st. When asked which policies seem to have been the most problematic, she indicated the following: Incentive Awards, Salary, Complaint Resolution, Layoff, Vacation and Sick Leave/FMLA.

5:15 p.m. - meeting adjourned

April, 1999

Minutes from 4/29/99

ADMAN Board Meeting

Here are the minutes from our last meeting.

Present: Lesley Byrns, Mary Dixon, Pat Hunter, Karen Lehman, Gerri Refsland, Jan Stallman, Sue Torguson
Absent: Linda Bentley, Judy Lingenfelter, Rick Markgraf, June Taylor, Karen Castelli, Mary Duthie

1. Approval of Minutes from 3/25/99 - minutes approved.

2. New Membership Applications - Application of Marilyn Schiffman, MSO II, from Vice Provost's Office, is reviewed and approved. Application of Karen Hamner, Administrative Specialist in Graduate Studies, was reviewed and disapproved based on the Unit organization, and that she reports to Marilyn Kays, who is an ADMAN member. The intent of membership is that there be one representative per unit, and that is the person who reports directly to the Department Chair. Director. Dean. Vice Chancellor.

etc.

3. General Membership Meeting - Classifications Forum - Flyers were sent out last week. The date of the forum is Tuesday, May 18th from 3-5:00 p.m. in the East Conference Room of the MU. There are 20 RSVP's so far (other than Board members). Jan, Sue and Mary will be facilitators of the panel discussion, and the seven panel members (Dennis Shimek, Sue Hough, Irene Horgan-Thompson, Liz Hansen, Mary Anne Keenan, Connie Melendy and George Bynon) will each be asked to make a five minute presentation and then open it up for questions and answers. Mary will arrange for refreshments through catering. (Calendar: May meeting)

4. ABOG (Steering Committee Rep) - Sandy has now rotated off the Committee, and Rick and Sue remain as our two reps. They asked for a third rep from Davis since we are sponsoring the conference in 2001, and the ABOG Steering Committee approved. We discussed whether we really need a third rep because we will then lose the rotation, as two people will be rotating off at the same time. We concluded that when Davis hosts ABOG, the entire ADMAN Board will help, and most of the work is done by the Steering Committee. So, we don't really need a third rep. Consensus was to leave it "as is" with two reps. Sue will advise Rick.

5. Temporary Employment Pool Advisory Committee - Mary reported that the Advisory Committee is reviewing the letter that was drafted. She will let Pat know if the Committee wants it to be sent.

6. SWITF Response - We decided to wait until after the General Meeting and the Midmanagement Conference to make a response to SWITF. Our thoughts are that we are addressing staff concerns by the topics addressed in these two forums. (Calendar: 99-00 Board)

7. Board Election - Pat has sent out the call for nominations, which are to be received by tomorrow, April 30th. There is only one nomination for CA&ES and one volunteer from Engineering. No responses for Vice President, BioSci or Medicine/UCDHS. Pat will notify the Board after the deadline and send out the ballot. (Calendar: May)

8. Committee Updates: (Calendar monthly) Midmanagement Conference - The invitations are out; however, as of 4/28/99, there were 179 enrolled, and the maximum is 175. The Committee will be reviewing and confirming attendance. SAADAC - Jan has been unable to attend these meetings due to conflicts with other standing meetings and indicates she needs to resign. Pat volunteered to represent ADMAN on this Committee for the remainder of this year and next. Pat will contact the Chair of the Committee. E/O Advisory Committee - no report since June is not present. ADC3 - Mary reported that her first meeting will be in May, and she will try to come to our Board meetings to keep us informed. Newsletter Committee - Karen is not present; however, she reported that she has one new member for the Committee - Joan Learned. So, the Committee consists of Karen, Emily Galindo, Michelle Fulton and Joan Learned. Karen will call a meeting soon, and if anyone has ideas they want the Committee to address, please email Karen.

9. University Business Card Design - passed since Rick is not present. This can be addressed next year.

10. There was no April Networking Lunch due to ABOG. June and Jan will host one in May.

11. Next Board meeting is May 20, 1999 at 3:00 p.m. in ITEH Conference Room
4:30 p.m. - meeting adjourned.

March, 1999

Minutes from 3/25/99

ADMAN Board Meeting

Here are the minutes from our last meeting.

Present: Linda Bentley, Lesley Byrns, Mary Dixon, Pat Hunter, Judy Lingenfelter, Rick Markgraf, Gerri Refsland, Sandy Fielden
Absent: Karen Lehman, Jan Stallman, June Taylor, Sue Torguson, Karen Castelli

1. Approval of Minutes from 2/25/99 meeting - revised minutes approved.

2. New Membership Applications - The Board again discussed the application of Peggy Younglove after receiving some requests for reconsideration. She does not meet the criteria for membership; however, because the Board has the right to make exceptions, Pat will take a vote of the Board members by email and report back. (Calendar: April)

3. General Membership Meeting - Classifications Forum - Sue, Jan and Mary are trying to coordinate dates for the panel members. They are hoping to have this meeting the week of April 5th or 12th. They discussed the best way to notify the membership and email will be the primary mode; however, some flyers may be sent if time permits. (Calendar: April)

4. ABOG (Invitation Criteria / Best Practices Report) - The ABOG invitation criteria has been clarified to give first priority to managers in academic units/ORU's. Rick's UCD "Best Practice" presentation will feature our Staff Development program. He met with Carina and got some great ideas, and he plans to do a Power point presentation at ABOG.

5. Temporary Employment Pool Advisory Committee - Mary is Chair of this Committee and reported that TEP feels a need to spend more resources training temporary employees (DaFIS, PPS, Databases, Power point) in order to meet the needs of the campus. There does not seem to be support for more space or resources for TEP to meet this need. We agreed to write a letter to Dennis Shimek indicating our support for TEP (with a copy to Janet Hamilton). Pat will write the letter.

6. Committee Updates: (Calendar monthly) Midmanagement Conference - Rick reported the theme is "Easy Does It", and the speakers are confirmed for May 26 and 27th: Rosner for 1/2 day on "Working Against the Odds"; Maslach for 1/2 day on

"Burnout"; Barker for 1-1/2 hours on Civility and Connie Melendy and Larry Hoover for 1-1/2 hours. Rosner's presentation includes a set of questions that he asks people to answer before the conference, and he wants us to add a question specific to UCD. Linda has the web site where these questions are posted, and she will send us the address so we can take a look and then maybe help to suggest an appropriate question. The Committee went to the Heritage Inn and discovered it is not adequate for our needs. The Conference will be at the Heidrick Ag History Center in Woodland and Cracchiolo's will do the catering. A reporter from Dateline will attend and write an article. (Calendar: April) SAADAC - Jan is not present to give a committee update. However, the Soaring to New Heights event was well-attended. Also, the Ninth Annual Affirmative Action & Diversity Achievement Awards Luncheon was held on 3/22/99, and 11 awards were presented. E/O Advisory Committee -- passed to next meeting since June not present. ADC3 - Judith Ryan resigned from this committee due to workload issues. Pat will send out a call for the Board members to distribute to their constituents to find a replacement for the remaining two years of the term. Newsletter Committee -- passed to next meeting since Karen not present.

7. SWITF Response - We discussed how we should respond to this report. Dennis said ADMAN would be consulted but the period for comments has passed. It looks like the SWITF will continue working on this during the next year and have made some specific recommendations. Pat will email the Board members asking for their thoughts on what should be included in our official response. (Calendar: April)

8. Board Elections - It is time to send out a call for nominations for service on our Executive Board for 1999-00, which takes office on 6/1/99. The open positions are Vice-Chair (Chair-elect), CA&ES, BioSci, Engineering and Medical School/UCDHS. The representatives from Vet Med, L&S and At Large have only served one year. Pat will prepare an email for the representatives to send to their constituents. (Calendar: April)

9. Photographs for Web Page - we chose photographs for the ADMAN web page, and Mary will get them posted. Next Board meeting is April 29, 1999 at 3:00 p.m., ITEH Conference Room. April Networking Lunch will be hosted by Sue and Karen.

4:30 p.m. - meeting adjourned.

February, 1999

Minutes from 2/25/99

ADMAN Board Meeting

Here are the minutes from our last meeting. Please read the wording in #3 and #4 carefully. I'm not sure I have captured what we said/did/intended.

Present: Linda Bentley, Mary Dixon, Pat Hunter, Judy Lingenfelter, Rick Markgraf, Gerri Refsland, Judith Ryan, Jan Stallman, June Taylor, Sue Torguson, Karen Castelli
Absent: Lesley Byrns, Karen Lehman, Sandy Fielden

1. Approval of Minutes from 1/28/99 meeting - Minutes approved.

2. New Membership Applications - The Board reviewed the membership applications of Dee Madderra and Peggy Younglove. Based on our membership criteria, the Board voted to approve Dee Madderra but denied the application of Peggy Younglove.

3. General Membership Meetings (Speakers/Workshops) - We discussed several topics for general meetings, and decided to schedule a forum to discuss staff classification issues. Sue, Mary and Jan will put together a panel of people from H.R. and will solicit questions from the ADMAN membership. They will try to schedule this forum at the end of March or early April. Our Bylaws say we will hold quarterly general membership meetings; however, because all members are invited to attend the monthly Board meetings and there is a lack of participation, we will not call other meetings unless someone requests it or the Board deems it necessary. If our members are concerned about any issues, they are welcome to come to our meetings or contact their representative to have something put on our agenda. We will send the monthly agenda to our constituents. (Calendar: March)

4. ABOG (Invitation Criteria/Hospitality/Best Practices Report) - The ABOG Invitation Criteria was intended to include managers in academic departments and ORUs as the first priority for invitation; however, the wording did not get changed in the Bylaws. This is a clerical omission and the wording in the Bylaws will be corrected. Rick reports that he has enough volunteers for the hospitality suite, and he will let the volunteers know their assignments. Rick will present the UCD "Best Practices" at ABOG. Some of the following ideas were suggested: H.R. Manager goes to departments and makes presentations on Employment Law for supervisors and faculty. All TAs are required to attend Sexual Harassment training before they can be employed as a TA. EH&S offers an Ergonomic Assessment program, and they will come to the departments and make an assessment of each work station. Our Staff Development Program is the absolute best of the nine campuses; they partner with other learning Institutions (UNEX, Sac City, Yuba, etc.), provide career development and assessment; employ consultants; they are responsive to evaluation of courses and change the content when appropriate; there are some certificate programs. Also, we may be the only campus with an airport charter service. Our ASAP and Mediation Programs are excellent. Rick will draft something and bring it to the next meeting. (Calendar: March)

5. On Line Enrollment in Staff Development Courses - Staff Development was responsive to our concerns about the on line registration system not mentioning that supervisory approval is required. They modified the web notification statement to "recommend" that a dialogue about enrolling in courses takes place between individuals and supervisors prior to enrollment. Pat will thank them for their efforts.

6. University Business Card Design - Rick suggests that the policy outlining the design of our University business cards needs to be updated. We will collect business cards from the other campuses at ABOG and then review this again. (Calendar: May)

7. Committee Updates: Midmanagement Conference (Rick)- The title of the Conference is "Easy Does It" and the topics will be work/life, civility and burnout. Barker has been confirmed for "civility", Maslach has been confirmed for "burnout", Bob Rosner has been confirmed for "work/life" and they are trying to get Larry Hoover

and Connie Melendy to make a short presentation. The dates for the conference have been changed to accommodate the schedule of the speakers. It is set for May 26 and 27th (1-1/2 days) at a Sacramento hotel (probably the Heritage Inn). Rick will draft an announcement and get it to Mary to have posted on the web page. (Calendar: March) SAADAC (Jan)- passed. (Calendar: March) E/O Advisory Committee (June) - passed. (Calendar: March) ADC3 (Judith) - passed. (Calendar: March) Ad Hoc Committee for Compensation/Classification Issues (Mary) - Mary reported that a survey was sent out and reports that campus departments are interested in pursuing this, but they do not want to restrict it to the SAO series. We will pursue this as a general membership meeting topic. Newsletter Committee (Karen) - Karen has recruited two volunteers to help her with the Newsletter: Emily Galindo from Student Housing and Michele Fulton from Computer Science. She will schedule a meeting with them. (Calendar: March)

8. Gil Apaka, Chair, Campus Diversity Committee - Gil informed the Board of the charge to the Campus Diversity Committee. To enhance his understanding, he is trying to meet with as many of the constituency groups as possible to gain a better perspective on what makes Davis so diverse. Gil will provide Rick some written information about what his Committee does so we can perhaps highlight it at ABOG in our Best Practices presentation.

9. Response to Request for Separate Registration Fee Structure for Staff - Dennis Shimek responded to our request, saying that he has been working on this issue for some time and will continue pursuing it. It is a Systemwide-Regental policy, which requires a bit more time for everyone to review and discuss. He will advise us of the outcome.

10. PPSM revisions - Dave Shelby, who is part of the "HR Committee" has asked if there are specific sections of the "HRMI" Personnel Policies for Staff Members that are problematic and need to be revised. Karen mentioned that the "part-time personnel" campus policy may be too vague. She will find the section and get her comments to Mary to report back to Dave.

11. Networking Lunch - Linda will host the March lunch. Next Board meeting is March 25, 1999 at 3:00 p.m., ITEH Conference Room.

5:00 p.m. - meeting adjourned.

January, 1999

Minutes of 1/28/99

ADMAN Board Meeting

Present: Linda Bentley, Lesley Byrns, Mary Dixon, Pat Hunter, Judy Lingenfelter, Rick Markgraf, Gerri Refsland, Judith Ryan, Jan Stallman, Sue Torouson, Sandy Fielden

Dennis Shimek

1. Approval of Minutes from 12/10/98 meeting - #9, General Membership Meetings amended to reflect that Rick will try to get the Christine Maslach video from Phyllis. However, Rick states that the video is not available any longer. Minutes approved as amended.

2. Dennis Shimek, Associate Vice Chancellor - Dennis was here to meet with us and find out what ADMAN's issues are this year. We asked about the campus issues, and he reported these:

a) we are recovering from the budget cuts, and trying to decide how to move ahead without the staff to do the work;

b) collective bargaining - we are struggling to develop a respectful relationship between the University and the unions, a sharing of power, so that bargaining will go more smoothly. He pointed out that we must bargain on a systemwide level because State law presumes the University is one entity. However, we could bargain campus by campus if the Unions would agree, but they haven't.

c) SWITF - staff workload report just published brings forth some long-standing problems between staff and faculty. There are several issues we can do something about, and Janet is committed to that. He says ADMAN will be consulted and our input is valuable. We advised him that we will pursue the issue of "best practices" with our ABOG counterparts at the other campuses.

d) the \$50 million cut in the University's budget will have a significant impact on us;

e) diversity is still an issue from the perception of the public; how do we improve that perception to attract people of color to UCD? Dennis is willing to assist us in becoming more visible to administration and the Deans/Vice Chancellors, and we will let him know how we propose to do that. Dennis did confirm that Human Resources will be moving from the trailers to a location on campus before the Performing Arts Center construction begins.

3. Committee Updates: (Calendar: monthly) Midmanagement Conference: Rick reported that the theme for this year's conference is Quality of Life and Civility. The conference will be 1-1/2 days on June 2nd and 3rd. They are trying to get three speakers for 1/2 day each: Stephen Barker on Civility; Christine Maslach on Burnout and Terri Paulsen on a topic related to the theme. The committee is looking at off campus sites in Sacramento. Rick will report back as arrangements are confirmed. SAADAC: Jan asked that this be passed to next month. E/O Advisory: June is not here, so this is passed to next month. ADC3 (Admin Computing): Judith asked that this be passed to next month. Newsletter: Karen is not here, so this is passed to next month. Compensation/Classification: Mary reported that the committee met for the first time and reviewed what was done last year regarding the SAO titles. They decided to send out a survey asking about departmental interactions with HR on classification and reclassification issues. She will report back to us.

4. Web Page/Server/Temp Job Placement/Board Photographs: We discussed the different options Keith presented us for location of our web page. We agreed that

leaving it on the PLB server and creating a new domain name pointing to the PLB server is our best option. This way, we can change the location of the page to another server and still keep the domain name. We will not add a temporary job placement section to our page; it seems to work fine using the list serve when our members have job announcements. Mary has arranged for someone to come to our February meeting to take photographs of the Board members to post on the web (it's optional). Or, Board members may bring in a photograph.

5. Payroll Letter/Separate Staff Fee Structure Letter: The final draft of the letter to Payroll requesting more staffing and the letter to Dennis Shimek requesting that the Registrar be petitioned to create a separate fee structure for staff has been distributed. Board members are asked to review them and get any revisions or comments to Pat within a week. She will then finalize and send the letters.

6. On Line Enrollment in Staff Development Courses: Jan brought up the issue of staff enrolling in classes before getting supervisory approval. She suggested that something be added to the form that reminds employees they need supervisory approval before they enroll. Pat will email Michelle and Carina and see if this is a possibility. (Calendar: February)

7. ADMAN Budget for 1998-99: We have received an allocation of \$2,525 for this year's operating expenses.

8. Historian/Membership - What to Keep?: Gerri has boxes and binders of ADMAN material, and inquires about what needs to be kept? Only official correspondence needs to be kept: minutes of meetings, Midmanagement Conference material, Newsletters, Brochures, Bylaws. All other correspondence can be discarded.

9. Business Office Institute Update: Rick attended the October BOI and reported that it was a very good program. Some especially helpful presentations were those on how to facilitate meetings and how to work with your departmental computer expert and manage the department's computing needs. The next BOI is scheduled for March 16-18, 1999 in Newport Beach. The tentative date for the next northern session is August 23-25, 1999 in San Francisco.

10. Work/Life Implementation: This subject will be addressed as part of the Midmanagement Conference this year.

11. General Membership Meetings: One of our members made two suggestions for a general meeting on: a) Activities to develop the 10th campus, and she said Trudis Heinecke, Director of Physical Planning and Budget, UC Merced, would be a great speaker; and b) Stephen Barker to make a presentation on civility and communication (which will hopefully be part of the Midmanagement Conference). Rick tried to get the video on the Chester Karrass "negotiating" seminar, but it was not available. He found information on the web (www.karrass.com) and called them, but the cost for a 2-day seminar (4 hours each day) is \$400 per person. This cost is prohibitive for our purposes, but it is a worthwhile seminar. Pat will ask SD&PS if they have any courses on this subject and recommend the Karrass seminar. Another suggested topic is how to deal with collective bargaining issues in our departments. We need to decide on a topic or two and set a general meeting. (Calendar: February)

12. Y2K Problem - People are advised to view the UCD Y2K web site for information. See <http://y2k.ucdavis.edu/y2k/home.html>.

13. Letterhead - The letterhead will contain the names of all Board members.

14. R-Net CD from ABOG - Linda provided several copies of the R-Net CD to the Board members. If anyone didn't receive one, let us know and we will pass them around. Janene Styles, who worked on this program for UCLA is now the Manager of the UCDHS Cancer Center. So, if we have any questions, we can ask her. Also, ABOG may have another presentation on this subject since it has generated much interest from other campuses.

15. Networking Lunches: Mary is hosting the next one in February. Linda will host March. Sue and Karen are hosting April. June and Jan will host May. 16. Next meeting: February 25, 1999 at 3:00 p.m., ITEH Conference Room

5:00 p.m. - Adjourned

1998

December Minutes

Subject: Minutes from 12/10/98 ADMAN Board Meeting

Present: Linda Bentley, Mary Dixon, Pat Hunter, Judy Lingenfelter, Rick Markgraf, Gerri Refsland, Sue Torguson

1. Approval of Minutes from 11/12/98 and 12/4/98 - minutes approved.

2. Committee Updates:

Midmanagement Conference - The Committee hasn't met again since Rick last reported; passed to the next meeting.

SAADAC - passed to the next meeting.

E/O Advisory - already calendared for January.

Administrative Computing Coordinating Council (ADC3) - Judith reported to Pat that the ADC3 met with the IT Administrative Unit Review Committee to give input regarding IT services. This committee has met with several groups on campus at various venues to seek input about IT. They are open to receiving more comments. People are invited to email drshelby@ucdavis.edu and/or review the input received by checking out the website at <http://it.ucdavis.edu/adminrev>. Judith will write a brief announcement about the purpose of the ADC3, offering to provide ADMAN members with committee minutes or relaying their concerns to the committee. This

announcement will be sent to the Board members for distribution to their constituents. (Calendar: January)

Newsletter - passed to the next meeting.

Compensation/Classification Issues - Mary reported that she has some new committee members, and she will set a meeting soon to decide which classifications to focus on this year. (Calendar: January)

3. Web Page / Bylaws / Voting - We discussed the revised Bylaws, and there was agreement that they be sent out to the members for vote, after one typographical error is corrected. We discussed the mechanics of the vote; whether to post the bylaws on the web, or send them out with the ballot in hard copy. After much discussion, we agreed to do the voting by email rather than sending out hard copies. Pat will prepare the ballot, with a "yes" or "no" vote to the entire document and include space for comments; followed by the revised bylaws; and then the current bylaws. The votes will be due to Pat by Friday, 1/29/98. A statement will also be included encouraging members to contact their rep for more details. This will be a long message, but we felt everything should be in the same place for people to read before they vote. Rick withdrew his request to have a "pros and cons" section outlined for members to review before voting.

Mary reported that Keith has set up the web page on their server at (<http://www-plb.ucdavis.edu/t/adman>), and she asked all Board members to review it and let her know how we like it or if corrections need to be made. She will have Keith contact Pat Bell to put it on the server for constituent groups. (Calendar: January)

4. On Line Enrollment in Staff Development Courses - Jan asked that this be put on the agenda. Passed until next meeting. (Calendar: January)

5. TEP Advisory Committee - Mary is serving on an advisory committee to determine the best way to market the TEP to the campus community. She presented a survey form that is being considered for distribution to find out what kind of services the campus needs. The 3-page form looks like more of an evaluation, rather than an inquiry about what is needed. If they are just trying to find out what is needed, they could do a short form asking what services have been used and what do people need? There is consensus that TEP services are needed, especially in the clerical area.

6. Y2K Problem - passed to the next meeting. (Calendar: January)

7. Business Officer Institute Update - passed until next meeting. (Calendar: January)

8. Work/Life Symposium - We briefly touched on the work/life issue. The Midmanagement Conference Committee is considering this for a possible topic. I related that the Work/Life Symposium attendees from UCD agreed that the managers are in the best position to get the word out to begin changing the culture. Dennis Shimek commented that there is support from UCD administration, but they can't force these changes on people. The changes need to be accepted and implemented at the departmental level. We will discuss this further next month. (Calendar: January)

9. General Membership Meetings - We discussed some possible topics for general membership meetings. One suggestion was to bring back Christine Maslach, the speaker on "Burnout". She has a video, and perhaps we could preview the video and then decide about inviting her back for a general meeting. (Bio Sciences is considering bringing her here to speak for a college-wide training session.) Also, work/life is a possible topic. Rick suggests something on "negotiating skills". He attended an 8-hour course which was excellent, and perhaps we could break it down into two hour sessions at four general meetings. Rick will try to get the video, and he would be willing to facilitate the sessions. (Calendar: January)

10. Networking Lunches - We won't have a lunch in December. Pat and Gerri will schedule the January lunch, and notify everyone. (Calendar: monthly)

11. R-Net CD from ABOG - Linda will send these around to everyone. (Calendar: January)

12. Payroll (Letter to Flores and Hamilton) - Pat received a copy of a letter from Sandy Filby, asking for ADMAN's support of a request to increase the staffing level at Payroll. The CA&ES academic managers and Chairs signed a letter which was addressed to Tony Flores and Janet Hamilton, and requested an immediate increase in Payroll staffing to improve service to the campus community. The Board members agreed that Payroll has become increasingly impossible to work with these past few years. Many times a "human being" cannot be reached by telephone, and their voice mail boxes are too full to take messages. The ADMAN Board will write a letter supporting this request. Pat will draft it and distribute it to the Board members. (Calendar: January)

13. Next meeting: The next meeting is 1/28/98 at 3:00 p.m. The April meeting is reset to 4/29/99 rather than 4/22/99, so as not to conflict with ABOG.

December Minutes

Revised Minutes of Board Meeting on December 2, 1998

Present: Linda Bentley, Lesley Byrns, Mary Dixon, Pat Hunter, Judy Lingenfelter, Rick Markgraf, Gerri Refsland, Judith Ryan, Jan Stallman, June Taylor, Sue Torguson, Sandy Fielden, Karen Castelli.

1. Membership/Bylaws Revision - We discussed the pros and cons of changing membership criteria. The majority of the Board members voted to change eligibility for membership to those managers who report directly to: **a)** an Academic Department Chair; **b)** Director/Head of a Unit/ Division Chief; **c)** Chancellor and/or Dean; and who have responsibilities for the operation of teaching, research or service administrative units and are not represented by an exclusive bargaining agent. At UCDHS, eligibility is for those managers reporting directly to: **a)** an Associate Director, Hospital & clinics; **b)** Assistant Director, Hospital & clinics; **c)** Medical Sciences Clinical Department Chair or Division Chief; **d)** the Hospital Medical Director; or **e)** the Hospital Director. The Bylaws will be revised to reflect this change. The group also reviewed the Bylaws, and revisions were recommended. Official voting rights need to be clarified. There was

consensus that those representatives elected to the Board will be voting members. Ex-officio members and appointed Committee Chairs will have a consultative vote. Pat will revise the bylaws and submit to the Board for review and discussion at the next Board meeting. Also, we will discuss the ballot and voting process.

2. Next meeting: Thursday, December 10, 1998, at 3:00 p.m.

1:00 p.m. - meeting adjourned.

November Minutes

Revised Minutes of Board Meeting on November 12, 1998

Present: Lesley Byrns, Mary Dixon, Pat Hunter, Judy Lingenfelter, Rick Markgraf, Gerri Refsland, Judith Ryan, June Taylor, Sandy Fielden, Karen Castelli

Absent: Linda Bentley, Karen Lehman, Jan Stallman, Sue Torguson

1. Approval of minutes from 10/15/98 - approved, as submitted.

2. Committee Updates:

Midmanagement Conference: Rick reported on the committee meeting held on 10/28/98. The committee members are Rick, Gerri Refsland, Mary Dixon, Phyllis Leavitt-Espinosa, Marci Pieratt, Sharon Bruce and Janet Brown-Simmons. Committee assignments were made and conference theme, length and potential speakers were discussed. They are considering an off campus conference again, and Rick will keep us informed as plans materialize. (Calendar: monthly).

SAADAC - passed until the next meeting. (Calendar: December)

E/O Advisory Committee: June reported that this committee is just being reformed since Brodie Hamilton stepped down. June and Nancy Harrington will co-chair this Committee, which reports to Dennis Shimek. They will meet with Dennis and others on December 7th to discuss areas of concern from last year and the vision for this year. June will keep us updated as things progress. (Calendar: January)

Administrative Computing Coordinating Council (ADC3): Judith reviewed a summary of the first three meetings (6/22/98, 8/27/98 and 10/6/98). Professor Harry Matthews who serves on the AC4, which is the academic equivalent of the ADC3, attended the meeting to give an update on their activities. They are studying how computing relates to the campus instruction infrastructure, the viability of the California Virtual University, and student access to technology. Kent Kuo from IT gave an update on the Year 2000 (Y2K) problem. There is a 5-stage compliance process: stage 1 = inventory of existing systems; stage 2 = identify scope of Y2K compliance; stage 3 = detailed specifications on computing needs and identify what to eliminate; Stage 4 = serious modifications and testing done; Stage 5 = compliance. These units are in the following stages: BANNER/SIS DaFIS Cashier Telecom/Networking

Infrastructure is in Stage 4; Payroll/Personnel is in Stage 5; Storehouse is between Stage 1 and 2. Another meeting focused on the options for replacing Carole Barone's position (should it be academic or administrative), and what the advantages and disadvantages of each are. The majority opinion slightly favored the senior level administrative executive, either an Associate Vice Chancellor or perhaps elevated to the Vice Chancellor level. However, some believe it should be an academic position. Judith wants to be sure that the concerns of ADMAN members are represented to the ADC3. She will prepare an email to ADMAN members asking for their input, and the Board reps will send it out to their constituents. (Calendar: monthly)

Ad Hoc Committee for Compensation/Classification Issues: Mary reported that the Committee has been formed, and she will set a meeting soon. (Calendar: December)

Newsletter Committee: Karen Castelli has not received any responses from volunteers to serve on the Committee. She will call some people, and she asks that if any Board members know of people who might be good, to let her know their names. She wants to ask ADMAN members what points of interest they would like to see in the newsletter, and when she gets responses, she will ask if they would be willing to write a short article. Karen will prepare an email and the Board reps will send it out to their constituents. (Calendar: December)

3. Announcements:

Revisions to Personnel Policies for Staff Members: We reviewed the proposed changes to the P&P, and only have additional comments on one, the Reduced Fee Enrollment for staff. The policy needs to be clarified to indicate that it applies to "non-probationary career" employees. Also, Karen suggested that we petition the Registrar to create a separate fee structure for staff employees rather than "reducing the fee", because the staff are now subject to having this "reduced fee" reported as a non-cash benefit and taxed on it. The reduced fee for staff is based on the premise that they won't be using the services of the health center, the counseling center or the gymnasium; however, staff are already entitled to these services as part of their employment. Pat will respond to Bev and will write to Dennis Shimek requesting that the Registrar be petitioned to create a separate fee structure for staff employees. We will also request reconsideration of reduced tuition for children of faculty and career staff, as some other UC campuses and California State University campuses offer. (Calendar: January)

Nominees for Associate VC for Resource Management & Planning: No nominees were recommended for this position, so ADMAN will not respond.

4. ADMAN Membership - Lengthy discussion was had on this issue, but more time is required, and all Board members need to voice their opinion. A separate meeting will be scheduled to discuss this issue in conjunction with the Bylaws. Pat will send out a schedule and notify everyone of the meeting date.

5. ABOG Steering Committee Representative - Rick Markgraf was named to replace Sandy Fielden as one of the UCD ABOG Steering Committee Representatives for the next three years. The Bylaws will be amended to reflect that consideration will be given to rotating representation from different colleges each time a representative

is replaced.

6. Web Page/ByLaws - A separate meeting will be scheduled to discuss membership and the Bylaws. Pat will send out a schedule and notify everyone of the meeting date.

7. On Line Enrollment in Staff Development Courses - Jan wanted to discuss this issue. (Calendar: December meeting)

8. Business Officer Institute Update - passed to the next meeting. (Calendar: December)

9. Work/Life Symposium - passed to the next meeting. (Calendar: December)

10. General Membership Meetings - (Speakers/Workshops/Work-Life Symposium) - passed to the next meeting. (Calendar: December)

11. Networking Lunches - Rick and Judy will host this month's lunch at the Graduate on Wednesday, 11/18/98. No lunch will be set in December. Pat and Gerri will host one in January. (Calendar: January meeting)

12. R-Net CD from ABOG - passed to the next meeting. (Calendar: December)

Next regular Board meeting is set for December 10, 1998, at 3:00 p.m. in the ITEH Conference Room.

October Minutes

Minutes for October Meeting

Present: Lesley Byrns, Mary Dixon, Pat Hunter, Karen Lehman, Judy Lingenfelter, Rick Markgraf, Gerri Refsland, Judith Ryan, Jan Stallman

Absent: Linda Bentley, June Taylor, Sue Torguson

1. Approval of minutes from 9/24/98 - approved as modified (#2.b).

2. Making ABOG Steering Committee Members Part of ADMAN Executive Board - There was agreement that the Steering Committee members will become part of the Executive Board. This will be included in the revised Bylaws. Replacement of the Steering Committee members will be done by the Board; this is a 3-year commitment; Sandy Fielden's term expires this year. (Calendar: November)

3. Web Page/By Laws - Committee members have reviewed the revised brochure document; Jan says some of the historical information is not correct. She will send any proposed revisions to Pat. Sandy will get the ABOG home page addresses to Pat so we can link our page to theirs. Also, at Bell in Office of Administration is creating a home page for Constituent Groups, and we have permission to house our page on their server. He said if we will just send him our information in HTML format he will host it

and will update whatever we send him. Pat will send out an email to the Board which will be forwarded to all members advising them that we are proposing the development of a Web page which will include amendment of the brochure and bylaws and contain the Newsletter, membership list, Board meeting minutes, etc. After the web page is created and they have an opportunity to review it, they will be asked to cast their vote within 15 days, and no response will be interpreted as concurrence. We discussed revisions to the Bylaws, and many changes need to be made. Pat will revise them for discussion at our next meeting. (Calendar: November)

4. R-Net CD from ABOG - Linda was unable to be here today, so she will bring the CDs to the next meeting or send them to the Board members in the mail. (Calendar: November)

5. Call for Volunteers to Serve on Committees:

Midmanagement Conference Committee - Rick has some volunteers (Gerri, Linda and Terri Griffin), and will be setting a meeting in the near future. (Calendar: January)

Newsletter Committee - Pat advised the Board that Karen Castelli has agreed to serve as Chair of the Newsletter Committee, and plans to attend the Board meetings so she will know what the current issues are. She would like a volunteer from each School/ College, and would like names of people who might be willing to serve. A suggestion was made that the Newsletter Committee might consider putting some articles in Dateline -- for instance, something like an "ADMAN's Corner". Pat will ask Karen to call Jan and Rick to discuss their ideas. (Calendar: November)

Ad Hoc Committee for Compensation/Classification Issues - Mary agreed to serve as Chair of this committee. The committee volunteers are: Gerri Refsland, Letha Hayes, Carolyn Borgnino and Sandy Fielden. (Calendar: November)

UCDMC Rep to Executive Board - Karen agreed that it would be appropriate for the School of Medicine rep to also represent UCDMC -- as the new combined UCDHS rep. She will serve in this capacity, and the Bylaws will be revised to reflect this change.

Training & Development Advisory Committee - Sue has served on this committee for the past several years, and is rotating off. She will be suggesting names of people who might be invited by Dennis Shimek to replace her. Pat asked for any names of volunteers to be submitted to Sue. Mary would like more information about the Committee, and she said Carolyn Borgnino might be willing to serve. Pat will ask Sue to contact Mary.

6. Networking Lunches - Judith and Lesley are hosting the first Networking Lunch on 10/23; however, 17 have RSVP'd, and the Mustard Seed may not be able to seat everyone. So, they may change it to Cafe California. The November Networking lunch will be hosted by Rick and Judy. (Calendar: monthly)

7. Business Officer Institute - Jan reported on the first BOI in July. There were about 200 attendees; 30% academic business managers and 70% from central administration. This was somewhat of a problem, because the program was geared toward academic business officers, and some of the central administrative managers could not relate to the topics discussed in the small groups. She said a few changes

have been made in the program for October. Also, OP made it clear that academic business managers will be given priority for attendance. Jan reported that Wayne Kennedy's perception of MSOs has changed for the better since he first proposed this BOI, and this conference serves as a good way for managers to get the systemwide perspective on UC. Jan feels this is a quality program, and recommends everyone attend. (Calendar: November)

8. Committee Updates - We did not have time for updates from SAADAC, E/O Advisory Committee or the Administrative Computing Coordinating Council. These will be first on the agenda next month. (Calendar: November)

9. Membership List, Mailing Labels, Email Addresses, Listserv - Gerri passed out the email addresses for members on the listserv. Only last year was the email address added to the membership application, so all members are not on the listserv. We will send out a notice to the membership asking them to notify Gerri if they want to be included on the listserv. Also, all Board members will review the membership lists and advise Gerri of any corrections (several people have changed jobs and their addresses are incorrect on the list). (Calendar: November)

10. General Membership Meetings - We discussed what general meetings we might like to sponsor this year. Some suggestions were: PPS, Union Access, Facilities' Estimating Policy, Civility (faculty vs. staff), Classifications (Deans vs. Dept. level); Payroll problems; Work/Life Initiative. We will survey the members for "hot topics" they would like to have addressed. We really need to put forth an effort to re-establish ADMAN's presence and become known on campus again. (Calendar: November)

11. Next Meeting: November 12, 1998 at 3:00 p.m., ITEH Conference Room.

September Minutes

Subject: Minutes from 9/24/98 ADMAN Executive Board Meeting

Present: Linda Bentley, Lesley Byrns, Mary Dixon, Pat Hunter, Judy Lingenfelter, Rick Markgraf, Judith Ryan, June Taylor.

Absent: Karen Lehman, Gerri Refsland, Jan Stallman, Sue Torguson

1. Rick's New Position - Rick has accepted the MSO II position at Environmental Science & Policy (CA&ES), and he begins next Monday (9/28/98). His new phone #2-6370 and fax #2-3350. Congratulations, Rick!

2. Issues Pending from 1997-98:

a. Making ABOG Steering Committee members part of ADMAN Executive Board

- At the end of last year, the Board created some guidelines to assist the ABOG Steering Committee with invitations to ABOG. The criteria established was (in this order): 1) ADMAN membership; 2) Managers of Academic Departments; 3) Managers in Deans' Offices; 4) Single representative from each unit; and 5) Remainder of names

on our membership mailing list will be reviewed by the Board to ensure that someone who should be invited, gets invited. At that time, a suggestion was made that the Steering Committee members should be part of the ADMAN Executive Board, and that selection of the Steering Committee members (when their terms expire) should come from the Board. Sue was going to talk to other ABOG Steering Committee members to inquire how their replacements are selected. The Bylaws need to be changed to include the selection criteria for ABOG and adding the Steering Committee members to the Board. (Calendar: October meeting)

b. Ad Hoc Committee for Compensation/Classification Issues - We had a committee working hard last year to make some progress on the SAO classifications. There may be some changes coming in H.R., so we will wait to see if this committee should resume. In the meantime, we will ask for committee volunteers. Mary is willing to continue pursuing. She submitted a reclass to an AA III, and it was denied. Carolyn Borgnino was going to submit one, but we don't know the status of that. (Calendar: October meeting)

c. Web Page - Suggestions for information to be included on our web page is as follows: the Bylaws, brochure information, membership list, minutes of Board meetings, calendar of events, newsletter (if we can find a volunteer to do this), an email link for members to ask questions, and maybe some photographs and bios of the members (optional). Suggested links for our page are the H.R. Constituent Group page and the ABOG pages at other campuses. The brochure was discussed and the draft revised. Pat will send out a revision to everyone for further discussion at the next meeting. Linda and Mary agreed to oversee the information entered on the web page, and anything questionable will be brought to the Board. Barbara Smith and Keith Johnson will work together on creating this web page. We will review the Bylaws, and if changes are necessary, they need to be presented to the membership for vote. (Calendar: October meeting)

d. R Net CD from ABOG - Linda brought back from ABOG a CD describing the R Net database being tested at UCLA. This is a program which provides access to grant forms from about 15-20 agencies (NIH,USDA,NSF, etc.). It also contains faculty profiles so that information on current and pending support, salary information and a myriad of other facts can be collected and plugged into a grant proposal. Linda has made 5-6 copies and will provide one to each rep for their college/school's computer person. Linda will bring the copies to the next meeting. (Calendar: October meeting)

3. Budget - Pat provided a copy of the budget which was submitted for 98-99 for \$5,115, which included \$2,000 for the Midmanagement Conference. Pat will advise everyone when the allocation is known.

4. Call for Volunteers to Serve on Committees: Pat will send out an email notice requesting volunteers for the Midmanagement Conference Committee (Linda and Mary volunteer to serve), the Ad Hoc Compensation/Classification Committee (Mary will continue to serve), and the web Newsletter Committee. Each rep will forward the message to their constituents. We discussed asking for another UCDCM representative to the Board (since Marilyn Parker resigned), but it has been very difficult to get anyone to serve from there. We questioned whether or not the Med School rep could also represent UCDCM since they are now combined under UCDCMHS. Pat will ask Karen

how she feels about this. (Calendar: October meeting)

5. Networking Lunches - We agreed to continue the monthly Networking lunches. Some members said they were not notified of these last year. The notices were sent out through the ADMAN listserv, and all members are not on that listserv. So, this year we will send out the notices through the Board -- each rep to notify their constituents. Here is the schedule for the year: October (Lesley & Judith will arrange); November (Rick & Judy); December (we will skip due to busy time of year); January (Pat & Gerri); February (Mary & ?); March (Linda & ?); April (Pat will ask Sue & Karen to do); May (June & she volunteered Jan). Does anyone want to volunteer to help with another one in February and March when we only have one person signed up? (Calendar: October meeting)

6. Business Officer Institute Update - Jan wanted to update us on the first BOI held in Newport Beach. Jan reported the first one went pretty well, but it is really geared to academic business officers rather than dean's office or central service unit staff. This was made clear in the recent communication from OP for the October BOI where academic business officers will be given priority registration. (Calendar: October meeting)

7. Committee Updates:

a. Midmanagement Conference - Rick is hoping that people will volunteer to serve on the committee; he has some thoughts brewing about this year's conference, but will wait to call a meeting until he has some committee members to help. Linda and Mary have volunteered to serve. Rick will contact some past committee members. (Calendar: monthly)

b. SAADAC - Jan has volunteered to serve on this committee, but no meetings have yet occurred. (Calendar: monthly)

c. E/O Advisory - June has volunteered to continue serving on this committee. Jan attended the July meeting for her, and we will get this report next month. (Calendar: monthly)

d. Administrative Computing Coordinating Council - Judith is representing ADMAN on this new committee. She reports that they have had two meetings so far, with another scheduled on October 6th. They have mostly reviewed procedural matters so far: discussing the charge; Keith Young from Office of Research was added to the committee; Dean Alan Laub from Engineering is Chair of the Committee, and Judith is impressed with his leadership; discussed the restructuring of Carole Barone's position. Judith will give a report each month. (Calendar: monthly)

8. Membership List, Mailing Labels, Email Addresses, Letterhead, List server - We want to be sure everyone has an up to date membership list, mailing labels, email addresses and letterhead. We discussed whether or not we could automatically add all members to the ADMAN listserv, but we may need their permission to do so. Rick says there is a web page where we can see who is on our ADMAN listserv. He will send us the URL to locate this, and each rep will check to see which of their constituents are on the listserv. Pat will check with Gerri about whether or not members are asked if they want to be included on the listserv and ask her to revise the letterhead to reflect

Rick's new position. (Calendar: October)

9. General Membership Meetings - We discussed inviting a speaker or two to make a presentation on hot topics that might draw our members. The overwhelming turnout for the Staff Assembly Spring meeting on "burnout" made it clear that this is a real issue, and another presentation on that topic might be well attended. However, DBS is bringing that speaker back to present the "burnout" topic to their College. Do we want to have meetings with campus administrators (i.e., Janet Hamilton or Darrell Ralls)? There is agreement that meeting with the Deans was not successful, due to a limited audience. Rick suggested that maybe we could have some presentations geared toward teaching us specific skills (i.e., how to negotiate) or we could have a member from Labor Relations come to give us an update on all of the collective bargaining negotiations. Would we want to have some technical workshops on computer issues (i.e., an expert on using databases)? We will calendar this next month for further discussion. (Calendar: October meeting)

10. Other Items - Work/Life Symposium - June reported that the Systemwide Work/Life Symposium will be held in Newport Beach in October, and suggested this may be a good topic for a general membership meeting. This Symposium is sponsored by OP in coordination with the University Committee on Faculty Welfare as part of an effort to encourage University-sponsored programs that help employees to manage issues in their professional and personal lives. Fifteen participants from UCD (faculty and staff) will be attending, and June will report back in November. (Calendar: November meeting)

11. Future Meetings - Meetings are confirmed for October 15th, November 12th, December 10, 1998; and January 28th, February 25th, March 25th, April 22nd, May 27th and June 24, 1999; all from 3:00-5:00 p.m. in the ITEH Conference Room.

4:50 p.m. - meeting adjourned.