

ADMAN BOARD MEETING MINUTES

May 17, 2006

The meeting opened at 3:30 PM in the DaVinci Court conference room on Research Park Drive. The agenda covered:

SAADAC presentation	Dennis Shimek
Update on HR issues	Irene Horgan Thompson
Vice Chair nominations	George Hague
Board elections	All
Other business:	
B. Ruth	SciQuest
M. Hays	Membership
T. Mezzanares	Web site

AVC Shimek began the meeting by reporting on the outreach efforts of the Staff Affirmative Action and Diversity Council. A handout listing the many workshops and career fairs attended in an effort to get the word out that UCD is actively recruiting with diversity as a goal. Between January 2006 and this date, thirty such events have been attended and more are scheduled. A 13 page report on the special task force outreach activities, goals, training courses and targeted development programs as well as an analysis of the discrimination complaint process and procedures was distributed. AVC Shimek mentioned one effort which is to become a part of the recruitment process, i.e. a requirement to include under represented classes of employees on the interview panels. The "under represented class" will differ by skill and position classification. A list of qualified individuals to serve in this capacity is available on the HR webpage .

Ms. Sylvia Reyes spoke about the program and mentioned that they will be preparing a "tool kit" for managers to use in this process. She also mentioned that the program will be moving from their current location at TB122 to a new location in TB115 next month.

The discussion then turned to Ms. Irene Horgan Thompson and several classification issues HR and ADMAN have been working on during the past year. First, ADMAN has argued that the title of Budget Analyst II, which has heretofore not been available at the department level, be made available at the department level. Two positions have been reclassified in LAWR and Civil & Environmental Engineering. After long discussion with the union and other affected parties, Ms. IHT reported that the process should be concluded, and the title available, beginning July 1, 2006. Mike Allred and Lynn Chronister reviewed the position specifications and added some pre-award responsibilities to the position. There may be multiple levels of Analyst for these jobs. The title will be a lateral transfer from an Administrative Specialist title. It will require 80% analytical job content, but not include supervision

She continued her discussion moving to the title of Management Services Officer IV, which is a title on other UC campuses but has not been used at UC Davis for many years. She said that this title would be permitted for MSO positions with the highest level of student populations, contracts and grant dollars and complexity, and multiple units or

“Centers” within the department. Assistant Deans have been requested to submit position descriptions for the MSO positions they recommend be re-graded.

Lastly she turned to the Student Affairs Officer classification. It had been previously suggested by HR that this title be replaced with a title of Administrative Assistant IV. ADMAN objected to this proposal and pushed HR to reconsider. In doing so they solicited comment from faculty and staff and the union. The input they received supported ADMAN’s position and the SAO title will remain. Additionally the title of SAO II will be permitted in the largest programs. Ms. IHT reported that this change will also be completed in the very near future. She is meeting with CUE next week.

The agenda turned to nominations for Vice Chair of ADMAN. Three had been received. They were, Mr. Daniel Slauson, Ms. Janet Brown Simmons, and Ms. Linda Potosky. The Chair will request interest statements from each nominee and then email a ballot to all ADMAN members to vote.

Micki Eagle nominated Ms. Donna Roggenkamp for a Board representative position from Vet. Med. All Board representatives will be identified after the close of our “Call”, i.e. June 1st. If more than one nomination/volunteer from each School/College is received, the Chair will conduct an email election among members of that School/College.

Brief presentations were made by Ms. Brenda Ruth (SciQuest, an upgrade to the procurement process), M. Hays (membership application which was approved) and T. Mezzanares (issues relating to management of the ADMAN and ABOG web site, which will be discussed at the next meeting).

The meeting adjourned at 5:15PM

The next meeting will be June 21, 2006 at an off campus location