

ADMAN Executive Board Meeting

Minutes of the Meeting held November 20, 2008

Present: Janet Brown-Simmons, Meshell Hays, Susie Lee-Tai, Tom Mezzanares, Felicia Smith, Karen Castelli, Mary Bankston, Kerry Hasa, Joni Rippee and D Madderra

Invited: Connie Melendy and Carolyn Borgnino, Academic Personnel

Agenda Items:

Membership Application: Felicia is working with Alfred Chan on the ADMAN voting website to include comments field on voting.

IT Roadmap presentation: Dave Shelby is scheduled for December 3 from 3:30-5 in 1065 Kemper Hall to give a presentation on the campus IT Roadmap, including updates on new campus IT systems that are in various stages of development.

Campus Human Resources: ADMAN held a meeting on November 4 with human resources to discuss classifications, volume of work/complexity, etc. The top 14 items that are being addressed were sent out to the ADMAN group in November. Human Resources are very receptive to the items addressed. Karen Hull is scheduling a follow up meeting with ADMAN in December.

Graduate Work study and Student Employment: A question was posed on why paperwork for GSRs that are on work study is going to the Student Employment Office. Mary Bankston will be following up with Grad Studies and Student Employment to schedule a meeting with the board in January or March of 2009 to discuss with the ADMAN committee.

Mid-Managers Meeting: Hold the date: "Doing what you "really" love for a living" scheduled for March 18, 2009 at the ARC Ballroom at the Davis Campus.

Sub-Committee Updates:

People Admin: Classes are currently underway for 1) Recruitment; and 2) Classification. There has been a freeze on submitting any new recruitment to HR for the period November 26 through December 15 to roll the program over for implementation to the campus.

UC Davis Campus Community Book Project: Author: Tracy Kidder "Mountains Beyond Mountains". The author will be on campus December 1 at the Robert and Margrit Mondavi Center for the Performing Arts. More information can be found at <http://occr.ucdavis.edu/ccbp2008>

MIV- My Info Vault update: Connie Melendy and Carolyn Bornio presented updates to ADMAN on the progress of My Info Vault. Version II has been released. Phase II has allowed for document uploads, bio-sketches and they fixed the problem with publication imports.

MIV Pending items: The committee is currently working with the senate IT group on privacy issues and will hope to have confidential items encrypted in MIV. They have also requested to ORMP and the Provost a Decision Support type of report to be able to extract other items to be used for other functions that are non-confidential. There will be one voting module available as a stand-alone system that departments can choose to use for voting within their department.

Academic Federation streamlining committee: Connie announced that a committee is being formed that will be reviewing and streamlining the processes for academic federation appointments, dossiers. Connie requested that ADMAN send forth their recommendation for three MSOs to serve on the committee. The three representatives sent forth are: Janet Brown-Simmons, Karen Castelli and Susie Lee-Tai.

Reminders:

ABOG 2009: ABOG is schedule for April 5-8, 2009 at the Hyatt Regency in Sacramento. The committee is still working on the details of the conference an announcement about the conference will be coming out shortly. ABOG 2010 will be hosted by UC Riverside and held April 11-14, 2010 at the Mission Inn Hotel & Spa.

ADMAN meetings are held the third Thursday of each month from 3-5 in 156 Hutchinson Hall. All ADMAN members are welcome to attend.

Schedule of Invited speakers for ADMAN meetings:

December 15 – Dave Shelby, IET – IT Roadmap process (proposed)

January 15 – OPEN

February 19 – Mike Allred (proposed)

March 19 – OPEN

April 16 – OPEN

May 21 – OPEN

June 18 - OPEN