

## ADMAN Executive Board Meeting

Minutes of the Meeting held October 16, 2008

Present: Tracy Lade, Janet Brown-Simmons, Meshell Hays, Susie Lee-Tai, Tom Mezzanares, Rosemary Martin-Ocampo, Felicia Smith and D Madderra

Invited: Bob Loessberg-Zahl and Matilda Aidam

### Agenda Items:

Welcome new Members: Nora Orozco, CA&ES Dean's Office Jessica Potts, Mathematics Jennifer Wyatt, Emergency Medicine Kathleen Dooley, Entomology Kerri Hasa, Education

Membership Application: Discussions were made on voting criteria for new members of OR units. Even though the board can make exceptions it was felt that there should be a consistent method on the criteria for new members in OR Units. Topic was tabled.

Provost/Chancellor charge for budget crisis and input from staff: Bob Loessberg-Zahl briefly presented the Senior Advisors committee results of their review of comments on smart-site. The Senior Advisors committee was established at the request of the Provost and Chancellor's office. The charge of the committee was to review the comments that were shared by campus employees on smart-site about the recent budget reductions to campus. Finding solutions to staff workload issues, gaining efficiencies in systems and work smarter. The top five items of priority from the committee is following (no particular order)

Administrative unit review of Sponsored Programs Interdepartmental (shared development) IT solutions Evaluate and increase teaching loads/limit cost sharing Streamline academic merit/promotion processes (senate and federation) Energy conservation campaign

ADMAN suggested that items #1 and #4 need to indicate in-progress and recommended adding an additional two to the priority list. Possible suggested additions were: Electronic Management system, streamline processes in accounting, work with internal auditors and policy/procedures that are clear and concise. Bob will report back to the committee with Adman's recommendations and will keep us apprised of the review and next steps.

Mediation Services: Matilda gave a brief presentation of what Mediation Services provides to campus employees. 1) Mediation Services offers proactive, listening and identifying 2) Conflict Management 3) Conflict Coaching 4) Self help resource library 5) Training

The most common issues in mediation are: Communication Lack of Recognition Lack of Respect Trust Differing role expectations Different styles

ADMAN suggested that Mediation services provide some training materials on their website so employees can easily access information for guidance when needed if they choose not to go through their services.

Vacant ADMAN Board slots:

There are still two vacant slots available for representation. They are: L&S Social Sciences Graduate Studies\*

\*ADMAN discussed the graduate studies vacancy and has decided to keep the spot vacant until the new positions are filled in Graduate Studies, there will be another announcement going to Graduate Studies after that time.

Mid-Managers Meeting: An announcement has been sent out to ADMAN members to serve on the Mid-Managers Conference Committee. If you are interested on serving, please contact Tracy Lade or D Madderra.

Web-Based TEV/EEV processing: Ongoing dialog about "Pet Peeves". Next Forum is scheduled for October 27 at the MU II – Your input is extremely valuable in accomplishing streamlining of workload issues for the program!

Purchasing Card Update: A meeting will be scheduled sometime in October to review the purchasing card program, ADMAN members who will be representing are: Karen Castelli and Allison Mitchell.

There are upgrades being made in the DaFIS system for purchasing card approvers, Tracy Lade and D Madderra are reviewing the new model sent by Janice King that will improve the information document approver's view in the system prior to approving documents.

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.

Committee Updates: No updates to report at this time.

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: November 20 – Connie Melendy, MIV update  
December 18 – 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