

ADMAN Executive Board Meeting

Minutes of the Meeting held
January 17, 2008

Present: Janet Brown-Simmons, Tracy Lade, Brenda Ruth, Meshell Hays, Joan Learned

DISCUSSION

1. New Member Review

Joni Rippee: remains pending until more information received regarding her connection to the Davis campus (ANR employee).

The addition of a membership application module to the ADMAN website was discussed at the 11/5/07 meeting and remains pending. Janet will follow-up.

2. People Admin

Janet has added ADMAN's endorsement of People Admin on campus. The software is to be launched around the April 2008 timeframe.

3. Follow up Meeting with Accounting & Financial Services

A meeting with Mike Allred and AFS representatives is scheduled for Friday, January 25th, 1:30-3 pm, in 357 Hutchison. Janet will send a reminder invitation to all members of ADMAN. The meeting is an opportunity for staff to air their continuing concerns about service provided by Accounts Payable, e.g., lack of response to questions, lack of clear instructions with respect to practice and policy (different instructions depending on who you ask), slow processing times. It is also an opportunity for AFS to communicate ways in which they are addressing the concerns of their constituents.

4. Cell Phone Policy

Members of the ADMAN Executive Board reported having seen a draft of the new cell phone policy, but there were mixed opinions on if a final policy has been determined (more mixed messages from AFS?). To be addressed at the January 25th meeting with Mike Allred and AFS.

5. ABOG Update

This year's ABOG will be held in San Diego, April 6-9. The Davis campus has 28 slots and all 28 were filled within two days of open registration. Meshell has a waiting list and reported that there is a chance additional slots will be allocated to Davis.

6. Mid-Manager's Meeting

Scheduled for Thursday, March 13th, at the Library Galleria, Sacramento. The theme is Knowledge and Nourishment. Save-the-date announcements will go out next week. This is a one-day event with 300 slots for attendees. One of the speakers will be Professor Bob Emmons who will make a presentation on his research in the area of gratitude. Tracy will look into purchasing 50 copies of the book by Emmons from Amazon: the books will be raffle prizes at the conference.

7. Guest Presenter, Sally Waters

Sally Waters visited the group to talk about the services offered by her unit, Organizational Development Services (ODS). ODS is a self-supporting unit offering consultation to campus to help improve organizational performance.

One-on-one services include: leadership development, individual coaching, skills assessment, learning transfer, and manager consultation.

Team effectiveness services include: climate assessment, retreat/meeting design and facilitation, team coaching, team workshops (role clarification, communication, decision making, problem solving, conflict management), and customized training.

Strategic planning services: unit, departmental, or cross-organizational services such as planning change, project management, mission/vision/values development, competency profiling, climate assessment, goal setting and action planning.

Recharge is \$92/hour for the consultant's time; there is no recharge for the program coordinator's time. As an example of how much services would cost, the facilitation of an 8-hour workshop in which the material had already been developed by the unit, would be recharged at 8 hours for the workshop plus 2-4 hours of prep time. A 10-15 person unit going through organizational change in which those affected are experiencing conflict and fear might require 60-80 hours of the consultant's time, which includes assessment, planning and design, evaluation, intervention, and coordination with other service providers (ASAP, HR, Mediation Services, etc.). Almost half of ODS projects thus far have been team effectiveness, team building and coaching, followed by about 20% time spent on training and facilitation activities.

ODS is comprised one consultant, Sally Waters, and a half time program coordinator, Lisa Harry.

8. Presenters at Future Meetings

February: Marion Randall, Interim Executive Director of Human Resources
March: Graduate Studies (Jeff Gibeling, Annik Hirshen)?
April:
May: Kelly Ratliff, Associate Vice Chancellor, Budget Resource Management

8. Next Meeting

Thursday, February 21, 2008, at 3:00 PM in room 176 Hutchison.