

ADMAN Executive Board Meeting

Minutes of the Meeting held
February 11, 2008

Present: Janet Brown-Simmons, Tracy Lade, Brenda Ruth, Meshell Hays, Joan Learned, Tom Mezzanares, Dee Madderra, Nancy DeHerrera

DISCUSSION

1. Guest Speakers, Ahmad Hakim-Elahi and Leslye Hays

Ahmad and Leslye had asked to join the group to talk about a change in the organizational structure of Sponsored Programs in the Office of Research. Leslye began a temporary assignment to the Office of Research in March 2007 to provide office management assistance and advice.

Significant growth in sponsored program activity over recent years (increase in awards from \$198 million in 1996 to \$543 million in 2007) has highlighted inefficiencies in the organization's structure, including a lack of consistency between the teams and the problem created by having everything go through one final approval authority (Ahmad). The staff has been suffering from a heavy workload, long work hours, and possibly classification inequity.

Barry Klein tasked the team leaders in Sponsored Programs (SP) to come up with a plan of how to address the problems. The team leaders developed several models to streamline operations, be faster and more efficient. The proposed structure is currently under review by HR. Leslye presented the plan to ADMAN and requested our feedback before it's implemented.

Overview:

- ★ Appoint a training officer to conduct training for the campus and the staff in SP.
- ★ Create an administrative pod within SP to handle filing, copying, etc., to serve the analyst teams
- ★ Add three FTE to SP, including two operations level management positions at the associate director level to serve as managers and technical knowledge experts and who will have signature authority
- ★ Analysts to focus on areas of specialization to improve efficiency
- ★ Separate awards from proposals so they're not on the same desk in order to avoid delays in getting award notifications out
- ★ Automate where possible

In this structure, departments/units would still work with assigned teams, but we would have one team for our proposals and another team for our awards.

Leslye and Ahmad asked for volunteers from ADMAN to help them identify the clerical processes that could be assigned to a new administrative pod serving the analyst teams: Brenda Ruth and Dee Madderra volunteered.

The issue of automatic notices generated by SP to PIs related to award close-outs was raised by the ADMAN Board, saying the tone of these letters can be viewed as somewhat offensive, and there seems to be overlap between the automatic emails generated by Accounting & Financial Services and those generated by SP. Dee will work with Ahmad to review the wording of these

letters, and the process will also be included when reviewing the role the administrative pod will take. With respect to communication between central offices, SP wants to improve communication between their office, Contracts, and Extramural Accounting. ADMAN noted that for those occasions when a specific topic is planned to be discussed at a campus open research/accounting forum, it would be helpful to let departments/units know in advance.

Leslye will return to a future ADMAN Board meeting to talk about the status of InfoEd.

2. 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

3. Next Meeting

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