

ADMAN Executive Board Meeting

Minutes of the meeting held February 19, 2009

Present: Tracy Lade, Meshell Hays, Tom Mezzanares, Karen Castelli, Kerry Hasa, Joni Rippee, Allison Mitchell, Rosemary Martin-Ocampo, Janet Brown-Simmons, Mary Bankston and D Madderra, Rose Mary Miller

Absent: Susie Lee-Tai, Felicia Smith

Sub-Committee Updates

ACES: ADMAN would like this committee to evaluate the PPS review structure. The current system requires a first-level mandatory reviewer to review all fields within the transaction. It would seem more efficient and effective if the review requirements assigned responsibility to the knowledge experts, e.g., HR/Benefits staff be responsible for codes involving UCRS, FICA, bargaining unit codes, while staff within the hiring department/unit be responsible for distribution level fields. Can the PPS Audit system in use in the College of L&S be deployed across campus?

ADMAN would also like ACES to evaluate the current training requirements for PPS. As an example, it is neither effective nor efficient to require PPS preparers to train on academic personnel transactions when they are employed in a unit comprised solely of staff personnel. The requirement to complete all personnel modules (academic, student, staff) creates unnecessary delays in achieving productivity for a new employee on the job.

CCFIT: CCFIT is very interested in ADMAN providing feedback about the IT roadmap and future topic of forums. An e-mail was sent out to the ADMAN list serve asking for feedback about the open forum held January 29. You are encouraged to respond with your feedback to Tracy Lade.

Academic Federation Committee: Connie Melendy appointed Janet Brown-Simmons as the ADMAN representative on this committee. The committee met in early February to discuss ideas for streamlining processes and will be meeting bi-weekly for the next few months. ADMAN members are asked to send comments to Janet for discussion within the committee.

People Admin: Human resources will be offering more training sessions for the program. HR has provided a template on job descriptions in word format (see attached).

HR update: The ADMAN Board met with Karen Hull and HR representatives on February 12 to discuss merits, stipends and classification problems. Marion Randall presented an overview of Career Compass which is a new classification system to be implemented on the Davis campus (emulating UCB). The lack of a funding model for staff advancement was discussed: the existing model of annual merit

and COLA has not been in practice for many years now. Support for staff salary advancement is coming from within individual units in the form of equity increases and/or upward reclassifications. Karen described the roles of the Human Resources Advisory Committee (HRAC) and the Human Resources Implementation Committee (HRIC) and asked ADMAN to feed comments regarding HR issues through their HRIC and HRAC representatives.

CCC&D: Campus Community Book project's selection for 2009-2010, *The Geography of Bliss: One Grump's Search for the Happiest Places in the World*. Written by Eric Weiner, self-professed frump, the book seeks to find the happiest places on Earth.

Purchasing Card Training: Pcard training has been divided into separate modules for the cardholder and the transaction reviewer.

Nimbleness Committee agenda items:

The PPS issues that will be raised in the ACES Committee will also be raised with Nimbleness.

1. The CAT committee disbanded late last year and Mike Allred was setting up three new committees, Travel, General DaFIS DS, and Research & Administration. The charge for the travel committee has come out in which Janet Brown-Simmons will be leading, however, it is unsure about the other two committees. ADMAN will be checking into representation on those.
2. PI report #325: ADMAN discussed problems some people are experiencing with the report: access to the report that includes the acknowledgment button is available only via the hyperlink in the email notification to the PI, wrong information on the screens, not easy to maneuver and payroll is not clear. ADMAN will be sending out a questionnaire to the ADMAN members to find out what types of problems they are encountering and will be discuss these issues with the Nimbleness Committee.
3. Grad Trak\$ and block grants
4. Online Student Evaluations
5. Kualii – status?
6. General ledger review plans: can a field be added in account maintenance document in DaFIS to assign new accounts to a ledger review plan?

Reminders

- **ABOG 2009:** ABOG is schedule for April 5-8, 2009 at the Hyatt Regency in Sacramento. Registration is open (40 spots for UC Davis employees to attend). ABOG 2010 will be hosted by UC Riverside and held April 11-14, 2010 at the Mission Inn Hotel & Spa.

- **Mid-Managers Conference:** “Doing what you “really” love for a living” scheduled for March 18, 2009 at the ARC Ballroom at the Davis Campus. Registration is full (240 participants).
- **Schedule of ADMAN Board meetings:** ADMAN meetings are held the third Thursday of each month from 3-5 in room 156 Hutchison Hall. All ADMAN members are welcome to attend. Upcoming meetings scheduled for March 19th, April 16th, May 21st, and June 18th.

Position Form – New Action

Justification	
Action Number: (Number assigned upon first save) More Information	
Action Type: More Information	
Justification for Request: More Information	
Requested Effective Date: (Stipends and Equities only)	

Position Information	
Dept:	
Position Number: (Assigned when added to Library) More Information	
Position: (Working Title) More Information	
Requested Payroll Title:	
Requested MSP Salary Grade: More Information	

Immediate Supervisor	
Supervisor Name:	
Supervisor Payroll Title:	
Supervisor Phone Number:	
Users with Permission to Access:	

Position Details	
Job Summary: More Information	

Campus Job Scope: More Information	
Department Specific Job Scope: More Information	
Positions Supervised: (List payroll title and # of FTE) More Information	
Essential Responsibilities: (Functions) More Information	
Physical Demands: More Information	
Work Environment: More Information	
Qualifications	
Minimum Qualifications: More Information	
Preferred Qualifications: More Information	
Expectations	
Job Expectations More Information	