

# ADMAN Executive Board Meeting

Minutes of the Meeting held  
March 20, 2008

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

## DISCUSSION

### **1. Guest Speaker, Annik Hirshen, Assistant Dean, Office of Graduate Studies**

Postdoctoral Scholars: Tom Mezzanares strongly encouraged the delegation of responsibility for postdoctoral scholars to the college level. Annik reported that OGS has embarked on a 6-month pilot with CBS, Engineering, and L&S. If it goes well, OGS will delegate authority across campus in the fall of 2008.

EMBARK and GARD: OGS is looking forward to enhancements in the systems next year. Graduate Studies Advisory Committee (GSAC) has been asked to submit their ideas to OGS. There will be a forum for graduate program staff on April 10<sup>th</sup>, 11-12:30 in Kemper Hall, to share their ideas. EMBARK will close June 27<sup>th</sup> and reopen August 31<sup>st</sup>; GARD will close July 15<sup>th</sup> and reopen September 30<sup>th</sup>.

Financial Support: ADMAN requested that OGS post the GSR compensation plans for each graduate program on the OGS web site. Annik indicated that Dean Gibeling has considered this request before and has determined that OGS does not have the resources to ensure the information posted is up-to-date, so he prefers to not take on that responsibility. ADMAN countered by pointing out that OGS has to approve all compensation plans so OGS does have the latest version. ADMAN requested that in lieu of actual compensation plans, OGS include a link to the main contact in each department for compensation plan information.

Annik announced that OGS received about \$800K in block grant funds to award for 2008-09. There may be a budget item in the State's budget for graduate student support and if that is approved, additional funds will be made available to bring the total block grant support to as much as \$1.3 million.

In Absentia Fee Program: OGS is considering implementation of a new policy that would provide reduced tuition and fees for graduate students who are continuing their studies away from campus. The policy would reduce fees to 15%, plus keep health insurance for those who are eligible. Right now it is suspected that students are taking a PELP when they are absent from campus to conduct independent research. ADMAN recommended that OGS work with Extramural Accounting if such a policy is to be implemented effectively with respect to its administration.

Diversion of Fees: ADMAN reported that the diversion document to have fees charged to a fund source other than that providing the salary for a graduate student is still creating problems for departments.

Work Study: ADMAN reported that the administration of work study awards is a very complicated process. OGS is working to help improve coordination between Financial Aid and OGS.

**2. Online Application Process**

The Board reviewed the online application process that is under development. Excellent progress has been made and it is expected that it will go into production by the end of May 2008.

*Applications reviewed*

Joni Rippee: approved

Kacey Donovan: approved.

Ruth Victor: approved.

Christel Cantlin: approved

Cathy Miller: approved

**3. ADMAN Annual Meeting**

New members will be welcomed at the annual meeting to be held in May. Kelly Ratliff will be invited to give a budget update. It was suggested that she be made a standard speaker at the annual meeting.

**4. MSO Forum to be hosted by Mike Allred**

Date, time and place are TBA. Mike Allred has indicated that an agenda will be issued prior to the meeting.

**5. ADMAN Bylaws**

Janet will circulate the latest revision via email for review and finalization by the Executive Board and it will then be sent to the membership for vote.

**6. Call for Representatives**

Janet will issue the Call for a new vice chair and for representatives to replace Joan (Vet Med), Nancy (Med Center), and also a representative for Members-at-Large. Meshell is due to rotate off as the representative for engineering, but since she is heavily involved in the organization of ABOG at UCD in 2009, she has agreed to continue to stay on the board.

**7. Nimbleness Committee**

No meetings are scheduled at this time. Janet will ask Dave Shelby for an update on progress made the consulting firm, Exeter Group.

**8. ABOG Update**

Meshell confirmed that the 2009 ABOG conference will be hosted at the Hyatt Sacramento, and the reception will be held at the Chancellor's Residence.

**9. CCFIT Update      No update (rep absent).**

**10. Presenters at Future Meetings**

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

**11. Next Meeting**

Thursday, April 17, at 3:00 PM in room 176 Hutchison.