

# **ADMAN Executive Board Meeting**

## **Minutes of the meeting held May 21, 2009**

Present: Kerry Hasa, Joni Rippee, Janet Brown-Simmons, Meshell Hays, Karen Castelli, Mary Bankston, Susie-Lee Tai, Tracy Ligtenberg and D Madderra

Absent: Tracy Lade, Tom Mezzanares, Rosemary Martin-Ocampo, Felicia Smith, Rose Mary Miller, and Allison Mitchell

Invited: Leslye Hays, Office of Research

---

### **Sub-Committee Updates**

#### **Connexus Travel Portal:**

Members of the T&E committee have been meeting regularly addressing issues about the soon to be implemented program Connexus. While there appears to be benefits of the program such as reduced rates for travel and the capability of booking air flights and hotels on line, it is not clear how the downloads from the program will coincide with MyTravel and Decision Support. In the Connexus program a user profile will need to be created by each traveler and you have the option to add up to four delegates. More information on the program is attached. Travel forum is scheduled for June 3; you are encouraged to attend the forum even though there is a waiting list. AP will be announcing future forums soon.

All CTS charges will need to be cleared out of accounts as soon as possible, a note will be sent out to ADMAN list serve shortly of the charges still outstanding.

#### **CCFIT**

The committee met on May 18 to wrap up their annual report summaries. It was felt by some of the members on CCFIT that the topic of online course evaluations should be removed from further discussion by CCFIT and its subcommittees, believing that the topic of course evaluations must first be discussed within the Academic Senate. There has been a new Senate subcommittee appointed, the name of the sub-committee members will be in the next CCFIT summary-and forum held May 28<sup>th</sup>. ADMAN will continue its efforts to streamline the course/instructor evaluation process to address workload issues.

SmartSite: Upgrades to the grade book should be coming out in the fall of 2009. It is anticipated that sometime in the Fall MyUCDAVIS will be going away.

An educational technology survey has been sent to faculty regarding classrooms and infrastructures. Results of the survey are unknown at this time.

Next CCFIT meeting is scheduled for May 28<sup>th</sup>.

ACES: No updates

### **Academic Federation Committee**

The committee is hopeful that the recommendations to streamline processes, such as reducing the number of extramural letters required, implementing search waivers for appointments at the assistant and associate specialist and project scientist levels, and making changes to the delegations of authority and the appeal process, will be implemented in late fall or early winter.

ADMAN members are encouraged to send comments to Janet Brown-Simmons.

**People Admin:** No updates

**CCC&D:** An accountability report should be coming out shortly from the committee. Discussions were held about a new book for 2009. Once we have further information we will pass it along.

**On-Line Directory:** No updates

**Committee representation replacements for MIV and Smart Site:** Janet Brown-Simmons has resigned from both of MIV and the Smartsite Committee. Our new ADMAN representatives will be Susie Lee-Tai for MIV and Kerry Hass for Smartsite. Thank you, Janet, for your hard work on both of those committees!

### **Sponsored Programs Re-organization, ERA and other changes:**

Leslye Hays met with ADMAN to update the board on the reorganization of SPO, the Electronic Research Administration (ERA) system, and other changes. Leslye discussed the primary drivers for the reorganization and who SPO consulted for the decision making process.

Drivers of the review:

- Workload increase and campus growth
- Customer feedback
- Staff concerns & turnover
- Management review
- Need for an electronic research administration system

Consultation and feedback were provided to SPO by the following groups:

- Committee on Research Policy
- ADMAN
- Campus Research Forums
- Assistant Deans

Leslye spoke to the board about the stagnation of FTE and workload increases. In 2003, SPO had 22 staff FTE assigned to serve the campus in processing proposals and awards; in 2009 the FTE climbed to 25 FTE. Over that same time from 2003 to 2009, there was an increase of 64% in new proposals and a 46% increase in awards. SPO is still about 10 FTE behind what's needed to support this volume. Unfortunately due to budget constraints it is most likely the additional 10 FTE will not be filled.

SPO announced they have successfully filled both of the Associate Director positions. Kathy Babcock-Nolen has been selected and will serve as director with Team A, and Sandra Stevens has been selected and will serve as director with Team B.

Leslye spoke about how SPO is revamping and streamlining to ensure that concerns by campus constituents are addressed and will be moving forward with a more pro-active approach to better serve the campus. As some may recall, earlier efforts to find a solution, i.e., InfoEd, were put on pause in 2005. It became clear that InfoEd was not reliable or cost effective. In the meantime alternative solutions were being sought by SPO in coordination with extramural accounting. The new Kuali system coming on board within the next couple of years would include Kuali-Coeus, a program within the system that could address the electronic research administration component. However, due to the timeframe of launching the Kuali, SPO felt that a bridging system was needed to work as a client communications system and also provide a customer satisfaction feedback. This system is currently being tested by the College of Engineering and is expected to be used across campus by summer. The automated system will have the capability of sending the PI and account manager an email to tell them who has been assigned the proposal at SPO, and then in the review process the automated system will ensure the use of a standardized language to communicate corrections to the PI and account manager. SPO has also standardized the proposal process across teams within SPO and has proposed new business rules.

SPO will clarify what is needed for a proposal review by providing the campus with information on what is mandatory vs. recommended data needed to review a proposal. Anything that is considered recommended is merely a suggestion and will not hold a proposal from being submitted.

SPO has also developed the 7/3 Day proposal rule. SPO will require that a proposal that has a deadline should be submitted within 7 days of the sponsor deadline. Any proposal that is submitted within the 3 days of the proposal deadline is considered the "High" risk day, meaning that SPO will have little turn-around time for a full review and submission. Due to the high volume and unreliability of the grants.gov system, SPO will not guarantee submission and the PI will need to take responsibility.

Further information about the Sponsored Programs reorganization is attached, please note that while the org-chart might change, it does illustrate the concept of having functional teams (proposal/non-industry awards/industry awards) which might be helpful in understanding the general changes SPO is making.

## **REMINDERS**

ABOG 2010 will be hosted by UC Riverside and held April 11-14, 2010 at the Mission Inn Hotel & Spa.

**Schedule of ADMAN Board meetings:** ADMAN meetings are held the third Thursday of each month, 3-5 PM in room 156 Hutchison Hall. All ADMAN members are welcome to attend.

**Upcoming guests:** Rich Shintaku, Grad Studies – June 18