

ADMAN Executive Board Meeting

Minutes of the meeting held June 18, 2009

Present: Tracy Lade, Kerry Hasa, Janet Brown-Simmons, Meshell Hays, Karen Castelli, Susie-Lee Tai, Tom Mezzanares, Rosemary Martin-Ocampo, Felicia Smith, Allison Mitchell, Robert Pattison, Kathy Miner, Norm Chapman and D Madderra

Absent: Rose Mary Miller, Joni Ripee and Mary Bankston

Invited: Rich Shintaku, Assistant Dean, Graduate Studies

Welcome New Representatives 2009-2010:

Kathy Miner, L&S SS
Norm Chapman, CAES
Linda Potoski, Engineering
Steven Albrecht, Graduate Studies
Robert Pattison, ABOG rep
Susan Sainz, CBS

Following discussion about the organizational changes being made in the School of Education, it was agreed that Kerry Hasa will continue her two-year term as the representative for that school.

Announcements:

- A&FS MSO forums are scheduled for September 9, 15, and 21. Times TBA.
- Many thanks to long-time ADMAN board member Tom Mezzanares who is retiring at the end of June 2009!
- Instructor/course evaluation survey: 23 departments responded to the survey. Results are to be tabulated and analyzed.

Vice Chair Vote: It's time to vote for the person who will be our next Vice Chair of the ADMAN Group. The Vice Chair serves a term of two years: the first year as vice chair and the second year as chair. We are fortunate to have two volunteers willing to serve for the period 2009-11: Christel Cantlin and Rosemary Martin-Ocampo. You are highly encouraged to take the opportunity to vote, please go to the following link: <https://smartsite.ucdavis.edu:8443/portal/site/54caf899-89f0-418e-00f4-36507cb55a6f/page/abd35d54-26b4-409c-804a-7f57af846925>

Contract and Grant Workgroup: Headed by Buck Marcussen of the College of Biological Sciences. The group is currently tasked with looking at close-out procedures and how they can be improved to increase compliance. Civil Engineering is being evaluated as a test case since they have lots of multicampus agreements that can be problematic with respect to close-out procedures. Campus constituents are encouraged to forward concerns/issues regarding contract and grant administration to Buck for discussion within the workgroup.

Graduate Studies: Invited guest, Rich Shintaku who is the new Assistant Dean for Graduate Studies provided the board an update on the status of Graduate Studies and program issues. The board emphasized on-going concerns/issues, including inaccurate reporting of block grant funding using GradTrak\$, slow response time from OGS staff relating to GARD/EMBARK processes, and customer service. Rich has been on board with graduate studies just three months and is still learning the ropes, but he is aware of the issues we addressed and indicates he will work to improve customer service, systems and workflows, and to build stronger relationships with campus clientele. Graduate Studies has been dealing with reduced staffing as a result of turnover and extended absences (e.g., the IT Manager position remains unfilled, which has impacted the unit's ability to implement needed improvements to GARD). Rich reported that OGS has a contract to use GARD/EMBARK for another two years, so there are no immediate plans to replace the system. In fact, Rich is talking with UCSC, where they are using GARD/EMBARK successfully, to find out why it works so well there; and he is also talking with staff at UCSF who are looking to develop a system that would improve upon EMBARK and who would be willing to share their results.

The board recommended that Graduate Studies offer open forums for the campus in addition to their quarterly program adviser/coordinator meetings so that business office staff may attend and share concerns from their perspective. The idea was well-received by Rich. The board also recommended that unless the GradTrak\$ system can be fixed quickly, it may be more effective to return to a paper-based process for departments/programs to notify OGS of grad student awards!

The board will schedule a follow-up meeting with OGS before the end of the next academic year.

Sub-Committee Updates

Connexus Travel Portal

Connexus is now available for use on line. BCD and UCTC allow for up to two billing IDs per person in the system, these charges will automatically get directed to that account, whereas in the past they would default to one account only. Note that billing IDs are required; the FAU can not be used. Orbitz currently requires a credit card for payment, though it's hoped that they will be able to accept billing IDs in the near future. See more information attached.

All CTS charges should be cleared from accounts by July 31, 2009. A DaFIS DS report is being developed to help units complete this task.

CCFIT

The committee met on May 28. See minutes of their meeting posted at <http://ccfit.ucdavis.edu/index.cfm>.

There was positive news regarding an online instructor/course evaluation process: Provost Lavernia indicated a need for UC to move forward in streamlining systems and automate course evaluations. ADMAN will continue its efforts to champion an online system to help address workload issues.

Telecommunications indicated at the meeting that an estimated 10% of NAMs on campus are not used and CR will be shutting those NAMs off. If it is determined that there is a need for the nam there will not be a reactivation fee within a certain time frame. More to follow on the implementation.

Other topics: It was estimated that about 10% of campus has wireless connectivity; IET is looking into expanded use of wireless communications and Google mail for campus. Demand for podcasting and digital media is increasing for teaching use. Discussions continue about computer clustering and IT security backup systems.

ABOG

Discussions are underway concerning whether or not to cancel the next and future ABOG meetings due to the current budget crisis. ADMAN recommended that the committee send out a survey to get broader input to ask members if the conference should continue, or pause until the budget situation improves.

ACES: No updates.

Academic Federation Committee: No updates

People Admin: No updates

CCC&D: No updates

On-Line Directory: No updates

MIV: No updates

Smart Site: No updates

REMINDERS

ABOG 2010 is scheduled (at this time!) to 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 ADMAN Board guests: John Gregg, Internal Control – July 16; Quali FS demonstration – August 20th; Susanne Rockwell, web content management – September 17th.