

# ADMAN Executive Board Meeting

Minutes of the Meeting held  
September 18, 2008

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**Present:** Tracy Lade, Janet Brown-Simmons, Meshell Hays, Mary Bankston, Allison Mitchell, Joni Rippee, Felicia Smith and D Madderra

## **Agenda Items:**

### **Welcome new Board Members:**

Allison Mitchell (IET Representative), Joni Rippee (At Large Representative), Rosemary Martin-Ocampo (At Large Representative, and Mary Bankston (Student Affairs Representative)

### **Membership Application:**

Revisions will be made to the ADMAN board application voting site. Revisions requested are for the board to review the applications on line and not via email. Also added to the voting site will be the by-laws for acceptance of members. The Programmer will be contacted to update the website.

### **Board membership and committee assignments:**

CCFIT: Janet Brown-Simmons

ACES: Janet Brown-Simmons

DaFIS Steering: Janet Brown-Simmons

**Campus Council Community and Diversity: Mary Bankston (updated 9-18-08)**

My Info Vault: Janet Brown-Simmons

People Admin: Janet Brown-Simmons

ABOG: Meshell Hays and Tom Mezzanares

**Mid-Managers Meeting: Tracy Lade, Janet Brown-Simmons and D Madderra (updated 9-18-08)**

Membership Historian: Felicia Smith

### **Vacant ADMAN Board slots:**

There are still three vacant slots available for representation. They are: L&S Social Sciences, Graduate Studies\*, School of Education

\*ADMAN discussed the graduate studies vacancy and has decided to keep the spot vacant until the new positions are filled in Graduate Studies, there will be another announcement going to Graduate Studies after that time.

Announcements will be going out for the other two vacancies by the chair of ADMAN shortly.

**Mid-Managers Meeting:** An announcement will be going out shortly for volunteers to serve on the Mid-Managers Conference Committee. A meeting will be scheduled in early October.

**Web-Based TEV/EEV processing:** Ongoing dialog about “Pet Peeves”. Next Forum is at the end of October.

**Customer Advisory Team (CAT) being revamped:**

Mike Allred is looking into reorganizing the CAT and dividing it into three focus groups:

- 1) TEV/EEV (MyTravel)
- 2) Contracts and Grants
- 3) Other

No announcement has been made yet as to who will be serving on the committees.

**Purchasing Card:** A meeting has been scheduled Tuesday, September 30 from 9:30-10:30 in room 432 Physics/Geology building to discuss the issues.

**ABOG 2009:**

ABOG is schedule for April 5-8, 2009 at the Hyatt Regency in Sacramento. The committee is still working on the details of the conference an announcement about the conference will be coming out shortly. ABOG 2010 will be hosted by UC Riverside and held April 11-14, 2010 at the Mission Inn Hotel & Spa.

**Committee Updates:**

CCFIT

DaFIS

ACES

No updates to report at this time. Meetings are scheduled the week of September 22.

**NEW Web-Based Layoff system:**

An announcement went out earlier this week to some of the folks on campus about the new web-based layoff system.

“This message is to notify you of a new process for submitting Layoff Proposals through the web. It is the policy of the University to minimize layoffs and to consider staffing reductions only after other creative solutions have been considered. If layoffs are inevitable, it is critical to administer the collective bargaining agreements and personnel policies fairly and equitably.

To aid in this endeavor and to ease the processing of layoff actions, **as of September 9, 2008, all Layoff Proposals will be submitted electronically using a web-based form. Paper forms will no longer be accepted.** You can locate the web-based form on the Employee & Labor Relations section of the HR website under the Managers & Supervisors Toolkit, where you would proceed to the "Layoff" tab to complete the [Layoff Proposal](#). If you have any questions or need help completing the on-line form, please contact your [Employee Relations Consultant](#).”

**Invited Guest Diana Cox – Emergency Management Services:**

Diana gave a presentation on the new WARN-ME system, which is an emergency notification system being implemented on the UC Davis campus. This system will provide UC faculty, staff and students with emergency notifications via email, phone, cell phone, pagers and text messages.

There are two stages of communications:

- 1) Emergency : when there is an immediate threat to public safety
- 2) Urgent: After the fact when containment has been made

Anticipated in October 2008 the on-line campus directory will allow employees to provide personal contact information in the secured system. Please note that this is NOT mandatory. Any personal information added to the campus directory will not route to directory approvers; it will go directly to the database for use with the WARN-ME system.

The WARN-ME system is set up to send out notifications either across the entire campus or to targeted buildings. In the October 2008 roll out of WARN-ME, the system will allow each employee to enter of up to three different building locations in the on-line campus directory. The Emergency Services Committee is working on increasing the number of fields for locations/buildings since some employees are responsible for more than three buildings. ADMAN will be updated about the fields later.

Another roll out anticipated in the fall is the UC-Ready continuity program which is similar to the pandemic planning that was done a few years ago. No further information on this program is available at this time.

Emergency Services is also working on the issues of emergency notifications to other folks on campus who are not UC employees and are, therefore, not in the campus directory.

**DEMO #325 Forums:**

ADMAN is working on getting a forum established for the new PI ledger report, #325 in decision support. There is still an unclear sense of how the program will work and the duplications between that system and the ledger reconciliation system. We hope to get a meeting shortly with extramural accounting to discuss this issue. As of now, no formal announcement has been made by extramural accounting on the roll out of this program.

ADMAN meetings are held the third Thursday of each month from 3-5 PM in 156 Hutchison Hall. All ADMAN members are welcome to attend.

**Schedule of Invited speakers for ADMAN meetings:**

October 16 – Leslye Hays, Sponsored Programs update (tentative)

November 20 – Connie Melendy, MIV update

December 18 – Dave Shelby, IET (tentative)

January 15 – OPEN

February 19 – Mike Allred (tentative)

March 19 – OPEN

April 16 – OPEN

May 21 – OPEN

June 18 - OPEN