

## ADMAN Executive Board Meeting

Minutes of the Meeting held  
October 18, 2007

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Present: Janet Brown-Simmons, Tracy Lade, Meshell Hays, Joan Learned, Leslie Young

### DISCUSSION

**1. New Member Review**

*Allison Mitchell:* approved

*Sally Harmsworth:* approved

*Joni Rippee:* more information needed regarding her connection to the Davis campus (ANR employee).

**2. Exeter**

Janet will send Dave Shelby ADMAN's comments and will copy the Board members.

**3. Executive Board Minutes**

It was decided that Tracy would be responsible for preparing and distributing the minutes.

**4. ADMAN Bylaws**

Janet will post the document to the ADMAN website for approval/disapproval by the membership.

**5. ABOG 2009 at the Davis Campus**

The 2009 ABOG conference will be held at the Hyatt Regency, Sacramento, April 5-8, 2009. The registration fee will likely increase to \$350 for the 2009 conference, though this is still under discussion. The organizing committee needs to think about campus tour, buses, facilities, reception (at Mondavi?), etc. Send ideas for interesting topics (e.g., science and society) to the ABOG organizing committee.

The 2008 ABOG conference will be held at the Hyatt Regency, La Jolla, April 6-9, 2008.

**6. SAADAC Committee**

Leslie is retiring so a new member is needed to replace her on this committee addressing campus diversity issues. Leslie will look at the At Large membership and see if she has suggested nominees.

**7. ADMAN Web Site**

The Executive Board was asked to review the web site and identify topics for discussion to add. Janet will arrange to have a link to the PPS Manual added.

**8. Faculty Guide**

The Guide that was put together by Plant Pathology will be available for sharing to the campus community for a small fee (approximately \$200 to help defray production costs) by the end of October. The Guide is written in php and is customizable by each department to suit their needs and procedures. If there is sufficient interest, the programmer from Plant Pathology will set up a group training session. Contact Janet for more details.

**9. Presenters at Future Meetings**

October: Graduate Studies (Jeff Gibeling, Annik Hirshen)—canceled. Janet will contact Annik and try to reschedule the visit for the November or March meeting.

November: Human Resources (Irene H-T, Lynn-Analyst). If HR does not confirm, keep available for OGS.

December: Kelly Ratliff, ORMP

January: Sally Water, Organizational Development Services

February: Marion Randall

March:

April:

May:

**10. Next Meeting**

Monday, November 5<sup>th</sup>, 2007, at 9:00 AM in room 156 Hutchison.