

ADMAN Executive Board Meeting

Minutes of the Meeting held
November 5, 2007

Present: Janet Brown-Simmons, Tracy Lade, Meshell Hays, Dee Madderra, Brenda Ruth, Felicia Smith

DISCUSSION

1. **New Member Review**

Mark Stinson: approved.

Joni Rippee: remains pending until more information received regarding her connection to the Davis campus (ANR employee).

The addition of a module to the ADMAN website was discussed in order to review membership applications online. Janet will follow-up.

Felicia will email the membership and ask for information on upcoming retirements in order to update the membership roster.

2. **CCFIT**

Caroline Bledsoe, current Chair of CCFIT, joined the meeting to introduce Francois Gygi, the incoming Chair of CCFIT who will assume the role January 2008. CCFIT plans to identify a co-chair in the coming months.

CCFIT provided a handout to the Board, "Follow-up to 2006-07 CCFIT Recommendations and Actions, Action Plans & Updates, October 8, 2007." See attachment to the minutes. CCFIT would specifically like feedback from ADMAN on SmartSite, MyInfoVault (MIV), and Effort Reporting Administration (ERA).

Some points that were raised:

- SmartSite: the system is not searchable, which means it is difficult to find a specific topic of discussion within the multitude of projects.
- MIV: it is not as functional as many existing systems already in place in many academic departments (it does not have a voting module; it does not include a department letter template), text formatting is cumbersome, there are no bad-data protections.
- ERA: No information has been forthcoming from campus administration on this system in a long time so the Board had no feedback to provide. Apparently difficulties have been encountered when trying to meet federal standards.

In response to questions about online course evaluations, it was announced that a module is under development for use in SmartSite on a voluntary basis by whichever departments would like to use it. It will be beta tested in winter quarter 2008, and then piloted in spring quarter 2008.

ADMAN would like to know the priority ranking of IT projects in development. If the funds are not there to implement certain projects, then it may be a waste of time to continue discussions until funds are in fact available.

CCFIT is a good sounding board for the campus to address computing issues with campus administration. The Chair of CCFIT will be invited back to an ADMAN Executive Board meeting in April or May 2008 for follow-up, but in the meantime, members of ADMAN are encouraged to provide feedback to upper administration through Brenda Ruth, ADMAN's representative on CCFIT.

3. Mid-Management Conference Update

The mid-management conference planning is underway. Rather than have a keynote speaker, it has been suggested the conference comprise of various updates from people across campus addressing HR issues, the campus centennial, IET, development activities, and so forth, and then also including some topics of general interest concerning personal wellness, such as research on gratitude, nutrition, science and society. The theme would be *Knowledge and Nourishment*.

It was suggested the program incorporate opportunities for participants to get up and move around in order to avoid an energy drain in a long day of presentations!

4. Presenters at Future Meetings

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: Graduate Studies (Jeff Gibeling, Annik Hirshen)?

April:

May:

5. Next Meeting

Thursday, November 15th, 2007, at 3:00 PM in room 156 Hutchison.