

ADMAN Executive Board Meeting

Minutes of the Meeting held
November 15, 2007

Present: Janet Brown-Simmons, Tracy Lade, Brenda Ruth, Felicia Smith

DISCUSSION

1. **New Member Review**

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

The addition of a membership application module to the ADMAN website was discussed at the 11/5/07 meeting and remains pending. Janet will follow-up.

2. **Guests Lynne Chronister and Irene Horgan-Thompson**

Certified Research Administrator Discussion

The campus is moving forward with the development of a certificate series that will offer on-campus training through Staff Development & Professional Services to staff interested in enhancing their sponsored project management skills and knowledge, and also to staff who are interested in pursuing the Certified Research Administrator certificate, which is a national certification. Those interested in CRA certification are encouraged to begin by taking the SDPS certificate series will provide a solid foundation, and supplementing that with personal study and ultimately testing at the national level.

Academic departments will have the opportunity to incorporate Analyst I through III into their organizational structure, subject to review by HR. Irene noted that only departments that meet certain complexity standards (determined by HR in consultation with AFS) are likely to have an Analyst III level approved at the academic department level. Per Irene, the CRA certification helps HR benchmark a position against the market. The fee for CRA testing is to be covered by the individual or the department. HR is developing position descriptions for the various levels of research administrators at the department level.

It was stressed that the CRA program does not guarantee an upward reclassification. This is to be viewed as a continuing education opportunity that will likely make people competitive when higher level positions come open.

Some courses are already available through SDPS and AFS is ready to roll out additional post-award management classes. Office of Research is still working on developing pre-award classes (insufficient funds for a trainer has stalled progress).

Office of Research would like to see departments with a CRA be delegated authority to sign off on simple grants in order to streamline the submission of straight-forward proposals.

Irene will take the CRA plan to CUE for review and to help pave the way for future reclassifications out of that bargaining unit.

Human Resources Solutions

Irene reported that a survey will be coming out to MSOs, Directors, and the general campus population for feedback on HR services at UCD. The campus is gathering information in order to help define the role of the Associate Vice Chancellor before replacing Dennis Shimek.

People Admin

Irene reported that Stan Nosek is holding a meeting on Tuesday, November 20, 2007, with a campus committee to talk about whether or not the campus will move forward with People Admin.

Sponsored Programs Update

SR is looking at restructuring to accommodate growth of research activity on campus. The SR officers have come up with five options that they will present to SP administration in the next week or so. Janet recommended OR survey their constituents across campus before making a final decision on the restructure, possibly via Smartsite: Lynne agreed with this suggestion to survey constituents prior to implementation.

ERA/InfoEd Status

ERA/InfoEd was put on hold when Accounting & Financial Services (AFS) made the decision to move to Kualu from DaFIS -- Kualu has a preaward component like InfoEd and needed, therefore, to be evaluated before moving forward. Various things stalled the process, such as grants.gov. The cost for the Kualu preaward component came in considerably higher than InfoEd, and so now the campus is waiting for Kualu to be implemented (expected to replace DaFIS in 2010, or thereabouts) before launching InfoEd.

3. Mid-Management Conference Update

The mid-management conference planning is underway. The theme would be *Knowledge and Nourishment*. The committee is considering the Library Galleria at 8th and I in Sacramento, as a possible venue for the conference, followed by a tour of Crocker Museum from 3-5 pm.

The committee's goal is to get out a "save-the-date" card to the campus in December using the Directives channel.

4. Accounting Issues

Campus constituents held a meeting with Mike Allred and representatives of his team from Accounts Payable. The meeting was successful in that Mike Allred appeared to hear our concerns and stated his commitment to addressing the issues. Janet is concerned that in the two weeks since the meeting there has been no improvement in the services provided by AFS Accounts Payable. Janet will follow up with a memo to Mike Allred.

5. SADAAC Representative

Leslie Young is retiring meaning a replacement is needed to take her place on the SADAAC committee. Janet will email Leslie to follow up.

6. Graduate Studies/Financial Aid

Departments are encountering problems with graduate student appointments that are partially on block grants and partially on extramural funding. The fees are not being split appropriately between the fund sources. ADMAN will coordinate a meeting brown bag with representatives from Graduate Studies, Financial Aid, and possibly Office of Research to discuss.

7. Presenters at Future Meetings

December: Kelly Ratliff, ORMP
January: Sally Water, Organizational Development Services
February: Marion Randall
March: Graduate Studies (Jeff Gibeling, Annik Hirshen)?
April:
May:

8. Next Meeting

Thursday, December 20th, 2007, at 3:00 PM in room 176 Hutchison.