

ADMAN Executive Board Meeting

Minutes of the meeting held July 16, 2009

Present: Tracy Lade, Kerry Hasa, Allison Mitchell, D Madderra, Robert Pattison, Susie Lee-Tai, Mary Bankston, Steve Albrecht, Linda Potoski, Norm Chapman, Tracy Ligtenberg, Karen Castelli

Absent: Rosemary Martin-Ocampo, Susan Sainz, Felicia Smith, Meshell Hays, Kathy Miner, Joni Ripee

Welcome Members and New Board Members to a new fiscal year!

Thank you ADMAN members for participating in voting for our new Vice Chair.

Rosemary Martin-Ocampo has been elected to serve as Vice Chair, Congratulations Rosemary!

I would like to thank Tracy Lade for representing the board as Chair last year, her outstanding leadership and dedication during her term is truly appreciated.

The ADMAN board will be hosting four events this fiscal year. Each event will have a specific "hot" topic for discussion followed by informal networking amongst members as a chance for members to connect and collaborate with peers on the "hot" topic and current issues. Our first event will be September 10 at the Gunrock Pub at 4 PM. Other events are scheduled for December, March and May. Dates/times will be announced shortly. Please mark your calendar for the September 10 event!

The board discussed evolving changes within units on campus due to reorganizations/structure changes that have occurred over the last several years, which has caused change in employees level of reporting in some if not most positions within their units. It was agreed that the board will revisit the current bylaws at our next meeting and re-write a portion of the bylaws, in particular, eligibility for Executive Board membership versus eligibility for general membership of ADMAN.

On-Line Directory update: Allison Mitchell presented an update on the directory enhancement prioritizations. Most of the updates done so far are internal programming issues and not visible to persons using the system (see attached). At the next on-line directory meeting Allison will try to push for enhancement WP-595, which is to highlight what has changed on a directory listing that is being submitted for approval.

Centralized Payroll: Some members of the HRAC/HRIC subcommittee that includes individuals from campus HR, other schools, colleges and service units across campus, are working on an HR Service Delivery Model. Associate Vice Chancellor for Human Resources, Karen Hull, is the Chair. There has only

been one meeting (7/7) and, even though the urgency exists because of budget circumstances, they are in the very early stages of the process.

The subcommittee will be brainstorming regarding HR services and activities that might be considered for and/or re-engineered as part of a potential service delivery model modification (e.g., the new hire process - while this might benefit from consolidation, they don't want to go back to the PAF nightmare). They also are identifying strategies for gathering feedback from the campus community during the process; the mechanism for doing this is yet to be determined. They have not been discouraged to stop plans for considering consolidating, restructuring, etc. at the school, college or other campus unit level at this point, however, they are aware that they should keep in mind that potentially there will be other opportunities that may need to be discussed and considered. If you have questions about the committee and its charge, please consult your HRIC and/or HRAC committee representative.

ADMAN will be sending out a survey within the next month to ADMAN members to determine what types of workload commonalities are currently in the work place and to review if reductions/eliminations of processes are possible to alleviate duplications and efforts of limited staffing due to the furloughs and budget situation. We would like to address these issues to the Nimbleness Committee in September.

Nimbleness Committee meetings have been scheduled for September 1, November 2, February 2 and May 3 from 9:30-11 locations: 176 Hutchison Hall.

Committee Reports:

ACES: Janet Brown-Simmons, Rep: No updates

CCC&D: Mary Bankston, Rep: No updates

CCFIT: Janet Brown-Simmons, Rep: No updates

DaFIS Steering Committee: Tracy Lade, Rep: No updates

MIV Oversight: Susie Lee-Tai, Rep: Next meeting scheduled July 23, Norm Chapman will fill in for the meeting on the 23rd

REMINDERS

ABOG 2010 will be hosted by UC Riverside and held April 11-14, 2010 at the Mission Inn Hotel & Spa. An email/survey was sent out to ADMAN members to provide feedback if ABOG should be put on hold due to the budget crises: please make sure you complete the survey.

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.

September 17 – Susanne Rockwell-Web content management

October 15 – Mike Allred, Kualif FS demonstration

November 19 – Connie Melendy- Academic streamlining

December 17 - OPEN