

## ADMAN EXECUTIVE BOARD MEETING

Minutes  
June 13, 2001  
2411 Tupper Hall

Present: Sharon Anglin, Linda Bentley, Janet Brown-Simmons, Karen Castelli, Mary Dixon, Mary Duthie, Mariarosa Ferraro-Potratz, Sandy Filby, Betsy Flynn, Pat Hunter, Trisha Pedroia, Gerri Refsland, Sue Torguson

Absent: Lesley Byrns, Margaret Lozano

Introductions: New board members were introduced and welcomed

### 1. Briefings from related meetings

- a. Pat Hunter and Sue Torguson experienced positive reception to ADMAN at two meetings (a meeting with Dennis Shimek and the Senior Staff meeting).
- b. There is a sense that there is intent to address the initiatives presented by AMDAN.
- c. The following statement was made at the Senior Staff meeting: "...To ADMAN's credit, we are cognizant of these issues and are taking action..."

### 2. Irene Horgan-Thompson presented

- a. the history of the campus Salary Program for non-represented staff members and agreed to provide the overheads by e-mail.
- b. initiatives that the department of Human Resources has been pursuing relative to
  - i. equity guidelines
  - ii. recruitment issues relative to salary administration
  - iii. retention issues
  - iv. work samples
  - v. applicant testing
  - vi. expanding the job machine
  - vii. principles of community

### 3. New Business Architecture

Comments made by Mike Allred during a presentation on the New Business Architecture (NBA) came under some scrutiny by some senior staff members. Although the NBA outlines that administrative support will not be incremented proportionately to the anticipated growth in enrollment, there was concern for the candor with which this portion of the NBA was shared with the campus at large. After some discussion, the group agreed that the approach was appropriate.

### 4. New campus developments

- a. Best Practices
  - i. There is a plan to develop a web site for best practices.
  - ii. Input could be provided through the DaFIS Listserv.
  - iii. Human Resources is gathering feedback on past and best practices
  - iv. Floaters have been successful in several academic units. This could be a vehicle for determining best practices.
- b. Administrative Support Plans

Bob Loessberg-Zahl issued a call for more information on Administrative Support Plans. It will

be important that administrative support plans be addressed in the plans that are being issued by the colleges. Pressure could be created for assistance because the message is that we must accept growth in enrollment and must be prepared to see growth in academic staffing, but there must be growth in administrative support staffing as well.

5. ADMAN's goals and direction

The group will:

- a. review the list of initiatives that were presented and follow up on their status (Pat will send out the list of demands and the chronology(?))
- b. take a proactive role to insure that initiatives are followed through to conclusion.
- c. determine what we have really done
- d. hold the organization accountable for the agreements that are reached or stated
- e. seek clarification for the meaning of short term as it is used in committing the organization to the initiatives
- f. pursue initiatives identified in the areas of Gift Processing, Academic Personnel and Office of Research.
- g. Invite the big 3 back to crow on what has been accomplished

6. Announcements

- a. Linda Bentley issued a call for assistance with the web site
- b. The general ADMAN membership will be notified of the meeting schedule

7. Action Items

- a. Seek and distribute the overheads from Irene Horgan-Thompson's presentation.
- b. Review notes from previous meetings
  - i. Identify issues on which we will concentrate for the coming year
  - ii. Summarize where we are

## ADMAN EXECUTIVE BOARD MEETING

Minutes  
September 12, 2001  
2411 Tupper Hall

Present: Sharon Anglin, Linda Bentley, Janet Brown-Simmons, Lesley Byrns, Karen Castelli, Mary Duthie, Mariarosa Ferraro-Potratz, Betty French, Pat Hunter, Trisha Pedroia, Sue Torguson

Absent: Betsy Flynn, Gerri Refsland

### **a. Announcements**

- a. Linda Bentley, as ADMAN Chair, received the Chancellor's invitation to the fall Convocation.
- b. Linda was also asked to serve on the Campus Council on Community and Diversity. Pat Hunter will serve as our representative.
- c. Karen Castelli was asked to participate in a process to review the DaFIS A/R process related to outside billing (using Banner vs. DaFIS). Mary Duthie will provide Karen with a contact name from Vet Med to participate.
- d. Dennis Shimek sent an e-mail of follow up with ADMAN, asking, in summary "...What can we do for you...". This is viewed positively, but places a higher burden on ADMAN to clearly state expectations and needs and to follow up.

### **b. Campus-wide matters**

- a. Mary Duthie was asked to attend interviews for the Director of Human Resources. There was an excellent candidate pool – all candidates were well-qualified. She and Sue Torguson gave a brief overview of the candidates.
- b. Linda served on a Selection Committee for two Analyst positions in the Vice Provost-Academic Personnel unit. Kelly Slape and Kitty Steiner were hired into these positions and join Kristine Peterson and Bobbi Lasky whose responsibilities include all activities related to academic personnel.

### **c. Budgetary and financial matters**

- a. ADMAN submitted a budget request for \$4,407, which includes covering the overdraft of \$456 from last year. This overdraft was due to a late interlocation transfer of a \$500 expense for rental of the Capitol View Room at the ABOG Conference.

- b. ADMAN as well as other campus constituent groups has been asked to co-sponsor the Second Annual Campus Diversity Awareness Event. Decision was delayed until Pat attends the next meeting to determine if funds are still needed.

**d. Conferences**

**a. ABOG**

Pat reported that a conference call was conducted last week to get the program together. Committee Chairs have been designated. The group is in search of speakers. The next Steering Committee meeting is set for October 7 & 8, in Santa Barbara to try to finalize the program and speakers.

**b. Mid-Management Conference**

The first planning meeting for the mid-management Conference is set for next week. There is a good committee in place with several new members who were added in anticipation of the departure of some long-term members.

**e. ADMAN's focus for this year**

**a. Gift processing**

ADMAN will seek to bring visibility into the process. A request was made for Centers and Departments to have tracking devices for gifts. Mary Duthie will follow up on this. Sharon Anglin will work with Mary on this issue.

**b. Office of Research (OVCR)**

- i. OVCR has undergone an Administrative Unit Review (AUR). Changes recommended via the review have not yet been implemented but may result in some positive changes. ADMAN is prepared to assist in any manner feasible to implement recommendations resulting from the AUR. Karen Castelli is chairing a group of School of Medicine managers to address the problems associated with OVCR and she has agreed to represent ADMAN in this effort as well. She will get a copy of the AUR and make copies for the Executive Board.

- ii. The Vice Chancellor-Office of Research, Barry Klein, has indicated he would be supportive of establishing a workgroup to address issues within OVCR. A meeting with Barry Klein will be scheduled as well as with a representative from OVCR (e.g.; Vivian Carmichael, OVCR Communications Coordinator).
- iii. Issues with under classified positions plague the OVCR and may be one of the factors driving difficulty in recruitment and retention (there are currently 8 vacancies in the unit). ADMAN is prepared to support and assist in the reclassification process.
- iv. Communication challenges exist between OVCR and the campus units. The development of technological/web project status tools (perhaps accessible through MYUCD or through planned portals) would enhance communication and reduce workload related to inquiries.
- v. Grant training is needed for staff across campus. There is some thought that additional training is needed for staff within the OVCR. The AUR recommends that a Chief Administrative Officer be hired whose primary responsibility will be Human Resources, Facilities and Communications. The position would report to Barry Klein and would have the authority to direct the activities of the Unit. Improved morale would likely result from the placement of a qualified individual in this position.

c. Graduate Studies

- i. There are several unresolved personnel issues related to graduate student titles, and there is nobody in Graduate Studies assigned to take care of these issues.
  - 1. A disconnect exists between policies & procedures and grant requirements. Per policy, students and non-student PGR's who hold academic titles accrue vacation., although it cannot be taken for the first six months of employment. This causes an expense to the grants, which may not be allowable in some cases.
  - 2. The policy needs to be modified to allow vacation to be taken as it is accrued so that the vacation credit will be returned to the grant.
  - 3. Wave from Graduate Studies advised ORU managers that the Graduate Council is planning to authorize use of the Graduate Research Assistant title in 2002-03. However, she was trying to get a Dean's Directive to rescind the 6-month waiting period for taking vacation.

- ii. A void exists in the area of Human Resources Administration for Graduate Student/non-student PGR titles. The Dean of Graduate Studies is responsible for HR issues. However, there is no HR staff within that office to assist units with personnel problems. The Human resources Department is responsible to provide campus-wide advice on staff matters, but not on matters relative to graduate students. The Provost's Office refers all matters to Graduate Studies for these titles. When significant issues arise where there is a risk of litigation, issues are referred/escalated to Dennis Shimek.
  1. ADMAN will recommend that a campus-wide announcement be made establishing or clarifying the campus authority for Academic Personnel Processes, particularly as they relate to graduate student HR matters.
  2. Pat Hunter will draft a letter for review by Trisha and Karen and then forward for Linda's signature asking the Dean of Graduate Studies who can advise on HR matters. We need to know who to contact for whatever issue we have.

d. Academic Personnel (Office of the Provost)

- i. Once newly hired Academic Personnel staff have had the opportunity to acclimate themselves to the environment, we will invite Connie Melendy to come to a Board meeting to discuss the following issues:
  1. Short-term without salary appointments.
  2. Availability of web-based information

**7. Other ADMAN matters**

- a. Follow up on status of previously raised matters and previously announced initiatives:
  - i. Purchasing Card program status
  - ii. Extramural funds staffing issues
  - iii. Other initiatives
- b. Separation wage payment law

Trisha Pedroia will send an e-mail for consideration of a possible change to the offsite check distribution of final pay – ADMAN will suggest a waiver might be acceptable wherein final pay could be issued via direct deposit just as regular pay is issued..

c. Mentorship program

ADMAN is interested in spearheading or promoting a program to groom ADMAN members for future MSO positions. Trisha Pedroia will send out to the new board members the document she drafted proposing the mentorship program.

d. Meetings may be requested with the following:

- i. "TheBig 3"
  - Vanderhoef
  - Hinshaw
  - Hamilton
- ii. Dennis Shimek
- iii. Mike Allred
- iv. Virginia Hinshaw

**8. Completed Action Items**

- a. Review notes from previous meetings
  - i. Identify issues on which we will concentrate for the coming year

**9. Previous and New Action items**

- a. Seek and distribute the overheads from Irene Horgan-Thompson's presentation. Linda will ask Irene again to send these for distribution to the Board.
- b. Revisit request to donate funds for the Second Annual Campus Diversity Event.

## ADMAN EXECUTIVE BOARD MEETING

### Minutes

October 10, 2001

2411 Tupper Hall

Present: Sharon Anglin, Linda Bentley, Janet Brown-Simmons, Lesley Byrns, Karen Castelli, Mary Duthie, Marirosa Ferraro-Potratz, Betsy Flynn, Betty French, Pat Hunter, Trisha Pedroia

Absent: Gerri Refsland

Minutes of September 12, 2001, were reviewed and approved.

#### Announcements:

Meeting with Big 3" -- We will wait to schedule this meeting until Jerry Hallee's replacement is named.

Carina Celesia-Moore will join us at the November meeting to discuss the Staff Development Program.

#### ABOG Steering Committee

Pat reported that the conference dates are April 21-24, 2002, in Santa Barbara. The theme is Under Construction - Building our Future. Pat will send out a notice to the ADMAN listserv to reserve the dates. Each campus will again be asked to provide a one-page update on what's new on campus. These updates will be included in the packets. A pre-conference session is being discussed and will be held Sunday afternoon for an additional \$55 (estimate). Suggested topics are being collected.

#### Mid-management Conference

No report.

#### Electronic storage of historical files

Maria reported that she is checking into electronic storage of Accounting files and will check into the possibility of ADMAN doing the same.

#### Update on OVCR Review

Vivian Carmichael, OVCR Communications Coordinator, met with us to discuss their recent Administrative Unit Review. While the report is not available for distribution, Vivian discussed aspects of the report.

A Chief Administrative Officer (CAO) will be recruited who will oversee much of the operations of the unit. Janet Hamilton is chairing the search.

Currently, the OVCR database is inadequate. It was originally designed to provide information to UCOP but there are more campus needs now. They are seeking resources to create a new database to provide information online.

Vivian asked for ADMAN's input on how they might improve their services. She indicated that Barry Klein is willing to talk with us. A questionnaire is being developed to seek input from departments/units on campus.

### Mentorship Program

Held for further discussion after we've met with Carina in November.

### ID Photos for University Employees

Betsy asked if there was interest in pursuing the idea of ID photos for all individuals who are authorized to be on campus. This may be especially useful for faculty who are traveling on University business. It was felt that this could be accomplished on a case-by-case basis.

### New Business

A letter has been sent to Cristina Gonzalez (Dean, Graduate Studies) regarding concerns related to getting advice on personnel issues and the vacation policy for individuals who hold titles administered by Graduate Studies.

We discussed areas in which ADMAN might concentrate its efforts for this next year. We decided that anything related to staff workload should be a priority.

## ADMAN EXECUTIVE BOARD MEETING

### Minutes

November 14, 2001

2411 Tupper Hall

Present: Sharon Anglin, Linda Bentley, Janet Brown-Simmons, Lesley Byrns, Karen Castelli, Mary Duthie, Marirosa Ferraro-Potratz, Betty French, Pat Hunter, Trisha Pedroia, Eleanor Sandoval

Absent: Gerri Refsland

### Announcements:

John Dixon has been named Human Resources Coordinator for College of Ag

Bob Loessberg-Zahl has been named Assistant Executive Vice Chancellor (replacing Jerry Hallee).

Pat Hunter has been asked to serve on the Selection Committee for the CAO, Office of Research.

### Meeting of Campus Interest Groups

Linda reported that Stan Nosek called a meeting of Chairs of the Interest Groups. Budget allocations were distributed and each group received \$1500. However, Stan re-confirmed that additional funding would be available if needed to support the travel costs of our two ABOG representatives.

This group will be renamed Community Organizations at UC Davis and will provide links to existing web sites from the Human Resources home page. The ADMAN link will be moved to the HR page. It was also agreed that quarterly meetings of these Chairs would be held.

### Staff Development and Professional Services

Carina Celesia Moore described several courses. Employee Recruitment and Selection is now a mandatory course for supervisors and should be taken every three years. There are new certificate programs in Health Awareness, Student Advisors, and Environmental Health & Safety: Illness & Injury Prevention Program. There are new courses also in Customer Service and E-mail Etiquette. A pilot program is being developed for Managing Technology designed for non-technical managers who supervise technical personnel.

### ABOG Steering Committee

No report.

### Mid-Management Conference

Date and facility are confirmed April 11, 2002 at Ag History Center. Speakers are being identified and confirmed. Theme is "Surviving and Thriving in 2002"

### Letter from Cristina Gonzalez

Dean Gonzalez responded to our letter of September 28 (copies were distributed). The response was inconclusive and we will pursue it further.

### Office of Research

Karen reported that the questionnaire being developed by OVCR is not completed.

### Mentorship Program

Carina reported that Staff Development offers a one-time class. There are no funds to expand this program; however, she offered to advise ADMAN in the establishment of such a program for our members.

### New Business

Maria and Janet asked for help in getting position descriptions for Assistant III floater-type positions. Mary Duthie will send them copies of the Vet School's description.

Peggy Younglove will represent ADMAN at software demonstrations for a new Human Resources Information System. She will come to our next meeting with an update.

Karen reported that the School of Medicine is piloting a new program on recording time and attendance. This program presents some unique challenges.

Facilities has initiated a pilot program whereby they offer one stop shopping. That is, each school/college/unit has one person assigned as a point of contact for all work orders and requisitions. We may want to invite a representative to meet with us and describe this new program.

## ADMAN EXECUTIVE BOARD MEETING

### Minutes

December 12, 2001

2411 Tupper Hall

Present: Linda Bentley, Janet Brown-Simmons, Lesley Bym, Mariarosa Ferraro-Potratz, Betty French, Trisha Pedroia

Absent: Sharon Anglin, Karen Castelli, Mary Duthie, Betsy Flynn, Pat Hunter, Gerri Refsland

### Announcements

Betsy Flynn (rep from Engineering) has accepted a position in Psychology. The College of Engineering has recommended that Tracy Lade (MSO in Chemical Engineering and Military Science) take her place. Board approved the action.

### Advisory Committee on Employee Systems

Peggy Younglove has agreed to represent ADMAN on a committee which is reviewing software for a new Human Resources Information System (HRIS). She joined us to provide an update on the committee's activities; however, due to proposed budget cuts, this project may be on hold.

HRIS is a system to track employees from the application through career. This is currently being done manually. It would be most useful in HR but could have some departmental benefit as well. PPS is expected to be around for another 10 years. UCD is reviewing what other campuses use and looking into new systems (SCT and PeopleSoft have been demonstrated so far). Oracle and SAP demonstrations are scheduled for December and January.

### ABOG Steering Committee

Nothing new to report.

### Office of Research

Linda distributed for Karen Castelli a draft questionnaire prepared by OVCR. She asked Board members to review the questionnaire and send comments directly to Karen.

### Mentorship Program

Reminder that Trisha still needs feedback on the mentorship document she presented at the last board meeting.

### Graduate Studies

Trisha has passed on to Betsy Fischer the memorandum issued by Cristina Gonzalez in response to Linda Bentley's 9/28 memo regarding graduate student titles. Betsy will pass this on to Barry Klein.