

## **ADMAN EXECUTIVE BOARD MEETING MINUTES**

**July 20, 2006**

**Present:**

**Board Members:** Janet Brown-Simmons, Nancy DeHerrera, Micki Eagle, Meshell Hays, Pat Hunter, Mary McNally, Tom Mezzanares, Felicia Smith, Leslie Young

**Members:** Rosemary Martin-Ocampo, Cheryl Smith, and Carol Guthrie

**Absent:** George Hague, Joan Learned, Brenda Ruth

### **New Membership Applications/Web Based Application/ABOG/ADMAN Website**

Felicia reported that she has four people interested in joining ADMAN, and she has asked for their applications. Two people obviously meet the eligibility criteria, but two need to be discussed. Pat asked Felicia to email the Board with the details after she receives the applications, and we will discuss via email so we can get them approved/notified quickly. Felicia suggested that we put our application on our website. There wasn't agreement on this, but it will be discussed again. Felicia has put the membership names into a database, and it's easy for her to add new members to the database.

Tom reported that Barbara Smith has volunteered to maintain the systemwide ABOG website, which will be hosted on Tom's server in Plant Biology. ABOG has agreed to pay for programming time. We will invite Barbara to our next meeting to talk about changes to our ADMAN website. We want to maintain a historical file of what is done each year, and this would best be preserved on the website. Felicia suggested that the ADMAN Chair each year write a summary of accomplishments that can be posted. Pat will ask George to prepare one for last year.

Pat asked each of the School/College reps to create an email list of the members they represent and keep them informed about what ADMAN is doing. They could also update the managers at their MSO/PSA meetings conducted in each School/College. Pat also requested each rep to contact other managers in their Schools/Colleges who are not ADMAN members, find out what their issues are, and encourage them to join. Someone asked if the ADMAN listserve is current (i.e. have people who retired been removed?). Felicia to check on that.

### **Diversity of Interview Panels – HR Resource List**

We talked about the resource list on the HR website of people who are available to serve on interview committees to promote diversity. The people on this list are mostly managers and high-level administrators. It was suggested that there should be more fully trained people from the lower ranks on the list as well. Micki said that anyone who takes the Employee Selection Class would be eligible to be placed on this list. We need to be proactive in finding volunteers at the lower levels, and we can discuss this with Dennis Shimek when he comes to meet with us.

### **General Membership/Special Invitation Meetings – Topics/Speakers**

Pat asked the Board to think about how we can get the ADMAN members together this year. Do we want to have general meetings, special invitation meetings, speakers, etc.? Pat reported that one of the MSOs of the Future approached her and George at the Midmanagement Conference suggesting that it would be nice for ADMAN to invite the MSOs of the Future to an event to talk about what ADMAN does and how they might be involved in the future. An opinion was voiced that we should not have special invitation meetings. We need to think about how to reach out to our members and get future MSOs familiar with what ADMAN does. Someone suggested that we have quarterly general membership meetings.

### **Budget for 2006-07**

There was inadequate time to discuss this. However, Pat just wanted to report that the ADMAN account (#2069056) had \$950 unspent from 05-06, and it was carried forward for use this year. Hopefully, we will

get that back. We received \$2,500 last year and hope to get that amount plus the \$950 this year. The ADMAN account is to pay for ABOG Committee travel and whatever expenses we have. We could use these funds for refreshments for general membership meetings.

### **Networking Lunches**

Pat mentioned that we used to have monthly networking lunches where one Board member would organize an informal lunch and we would invite the members. This is a good way for members to get to know each other and the Board. Pat asked if the Board was interested in resuming this, and there were no volunteers.

### **Issues for ADMAN to Work On**

Pat encouraged the Board to think about what issues we want to work on this year. Some possibilities are: My Info Vault, Classifications (AA4 in Depts., MSO4, Contract & Grant Analyst, SAO), 19900 Range/Merit Augments done centrally. One of our members has requested that we address the lack of Custodial Services, which are a real embarrassment to the campus. We need to ask our members what their issues are.

### **Bylaws**

Pat previously distributed the Bylaws to the Board. We need to spend some time reviewing and see what changes need to be made. Some Board members have received reports that many people feel like ADMAN is not an "open organization", that it's only for a select few, "by invitation only", and this is a problem. We want to be seen as inclusive. Pat distributed the current UCD organizational chart, which shows our structure has changed. We need to consider if we should have additional Board reps (i.e., School of Law, Office of Research, Office of Administration, Student Affairs, etc.). The At Large rep serves such a broad group of "others" who don't fit in the traditional School/College structure. Also, is the membership eligibility criteria OK, or does it need revision? Any change in the Bylaws requires a vote of the membership. Micki volunteered to head a Committee to review the Bylaws and make a proposal to the Board. Others volunteering to serve on the Committee are: Janet, Rosemary, and Leslie. Micki will set a meeting. This will take a lot of discussion among the Board, and we will begin that process after the Committee submits a proposal.

### **My InfoVault**

Pat announced that Connie Melendy has volunteered to come talk to us about My InfoVault at the same time Dave Shelby comes to talk about the other new administrative systems. The Board feels like we need the entire hour with Dave, and perhaps we should ask Connie to come to another meeting. There were several comments about MyInfoVault – LAWR is piloting it and they report that the system doesn't work well; specifically, there are many problems with html, and it's very difficult to get things formatted properly. It takes much more time than the paper system. Several committee members have voiced disappointment that this seems to be a "done deal" and question whether the administration has already decided that this system will be used – regardless of whether it's ready. LAWR is relating the problems to the Committee, but she's not sure their concerns are being taken into consideration. The system is also being used at UCDHS, and they report many of the same problems. It is not user friendly and takes much more time. Pat will follow up with Connie on this.

### **COMMITTEE UPDATES**

**ABOG:** Tom and Meshell reported that they just returned from an ABOG Committee meeting. They are planning for the 2007 Conference, which will be hosted in Monterey by the Santa Cruz campus, on April 23-25, 2007. They will also be selecting the hotel site for the 2008 conference. The 2009 conference will be hosted by Davis. Pat will ask Barbara to post the ABOG conference date on our ADMAN website.

**Midmanagement Conference:** Janet is the Chair of the 2007 conference. Pat just provided her with a binder containing information from this year's conference as well as material for a possible speaker that one of our members passed on. Pat reported that we still don't have the evaluations from this year's conference summarized, and Pat will follow up on that and get it to Janet. Pat also reported that there was a \$12K carry forward from the conference, so that's a good start for the next conference. Janet will work with George to get the conference account transferred from George's Department to Janet's.

**SAADAC:** Leslie reported that SAADAC is undergoing some procedural changes and working through some issues. Pat reported that SAADAC Chair, Rosie Hall, has asked for 1 or 2 volunteers from ADMAN to serve on a focus group for a new mentorship program for staff which SAADAC is developing "to promote campus community and unity, by fostering and cultivating strong professional relationships between UCD staff and volunteer mentors by aligning mentee career interests with volunteer mentor work experience." They will do a small pilot program including representatives from several campus groups, and would like ADMAN to participate. Rosie also said that they need volunteers to help at the UCD Diversity Job Fair, which will be held on Saturday, October 7<sup>th</sup> from 10 a.m. – 2 p.m. The planning committee will be meeting once a week until that date. Pat will email the listserve to ask for volunteers.

**CCFIT/DaFIS Steering Committee:** Brenda is on vacation, but Pat distributed the CCFIT draft response to ADMAN's concerns about the new electronic systems not talking to each other. The Board members are encouraged to read this draft and be prepared to discuss at our August meeting. Mike Allred will be here in August and Dave Shelby will be here in September, so we want to be prepared to reiterate what our issues are with these new systems and give them examples. Brenda also sent Pat the last minutes of the DaFIS Steering Committee, and Pat will send these to our members via the listserve. Brenda encourages us all to keep up to date with information about these new systems, as many changes are coming soon, and we need to be involved in the planning process.

**People Admin:** Mickey gave a brief report on the status of People Admin. It's the replacement system HR is proposing for the Job Machine. It will feature online applications, referrals, closeout recruitment materials, and applicants can also track their applications. Micki reports that the committees will be meeting at the end of July to determine if all the pieces work together. Brenda and Janet sit on the People Admin Advisory Committee, and Janet says the committee is listening to the concerns of the users. HR would eventually like to expand this system to include faculty recruitment, but that won't be for some time.

#### **4:00 p.m. Banner Team – Banner 7 Upgrade Presentation**

Peter Brinckerhoff and Lana Dancy from the Banner team gave a presentation on the Banner 7 upgrade that will be rolled out Labor Day weekend. They explained that it is a web-based system, and that the browsers needed to access it are Internet Explorer, Mozilla Firefox and Safari 1-2 for Macs. Also, most 15 inch and some 17 inch monitors will not work well to view the forms. We need to verify with our computer technicians that our monitors will support the screen resolution. 17 inch monitors will work, as the resolution can be changed, but 19 inch monitors work best. Current Banner users will have access to Banner 7, and training is not required before using the new system (except for users who enter new students), but users are encouraged to attend the two classes: 1) overview of changes and 2) computer lab. They asked us to inform our members about this new system and encourage them to attend training.

**Next meeting: August 17, 2006, 3-5pm, PHS Conference Room – Mike Allred will be present.**

Meeting adjourned at 5:00 p.m.

Minutes prepared by: Pat Hunter on 7/29/06