

## ADMAN EXECUTIVE BOARD MEETING MINUTES

August 17, 2006

**Present:**

**Board Members:** Janet Brown-Simmons, Nancy DeHerrera, Micki Eagle, Pat Hunter, Joan Learned, Mary McNally, Tom Mezzanares, Brenda Ruth, Felicia Smith, Leslie Young

**Members:** Karen Castelli, Rosemary Martin-Ocampo, Karen Norvell, Julia Prather

**Absent:** George Hague, Meshell Hays

**Preparation for Invited Guests:** We discussed the issues that we want to address with Mike and Kathy this afternoon (i.e., effort reporting, effort commitment, cost sharing, MyTravel.)

### **ADMAN Website/Listserve**

Pat reported that Barbara Smith is on vacation this week, so Pat and Felicia met with her to discuss updating the webpage. Barbara has suggested that we hire a graphic artist to "jazz up" our webpage, and the Board agreed. Pat will ask Barbara to contact Reprographics and get a quote. Much of the data on our page hasn't been updated since we first posted it, and we need to take a good look at what's there and what we should change. Pat asked Dennis if we could host our page on the HR server with other constituent groups, but Pat hasn't heard back yet. If Dennis says yes, Pat will follow up to see if we can get FTP access for Barbara to continue to do our updates. Barbara said she can put our application on the web, with the eligibility criteria on the first page, and then a check box to proceed if people meet the criteria. They will need to print the application out and send it to Felicia. Barbara asked if we could hire Cornel to create an interactive application for us. Karen said she thinks Cornel would be able to, depending on when we need it done. Pat mentioned that we need to compensate Barbara and Cornel for their time.

Tom reported that Barbara Smith has volunteered to maintain the systemwide ABOG website, but she suggested it might better be housed on the UCOP server since it really isn't affiliated with any specific campus. Tom asked the ABOG Chair if she wanted to inquire of UCOP about it. He will follow up with her.

### **General Membership Meetings**

There was no time to discuss this item, and it will be placed on a future agenda.

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

There was no time to discuss this item. However, Pat prepared a draft budget and sent to the Board members prior to the meeting. The budget is due to HR on 9/22/06, so this issue will be calendared for the next Board meeting. Pat will send around a revised budget to include the retreat expenses.

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

There was no time to discuss this item, and it will be placed on a future agenda.

### **Bylaws**

Micki reported that the Committee (consisting of herself, Janet, Leslie and Rosemary) met to review the Bylaws. She distributed a draft of the proposed changes. They are as follows:

Article III-Membership - to add managers who report to the University Librarian or Associate University Librarian.

Article V-Government - to recommend Board member representation changes to reflect campus growth and reorganization as follows: CA&ES (1), Engineering (1), Letters and Science (3) one each for Humanities, Arts, and Cultural Studies; Mathematical and Physical Sciences; and Social Sciences; Biological Sciences (1); Education (1); Veterinary Medicine (1); Information and Educational Technology (1); Student Affairs (1); Graduate Studies (1); Medicine/UCDHS (1); At Large (2) who represent Academic Senate Office, Campus Counsel, Mondavi Center, Campus Community Relations, Academic Personnel, Undergraduate Studies, University Outreach & International Programs, Office of Administration, Office of Research, Graduate School of Management, School of Law, Library, Office of Resource Management and Planning; University Relations.

Article VII – Committees – Ad Hoc Committees (A) was removed. A new (A) for Committees and Campus Representatives was added as follows: “Ad Hoc Committees and Campus Representatives shall be formed at the discretion of the Executive Board to complete short-term projects or to represent the Board on campus committees. ADMAN representation on campus committees such as SADAAC, CCFIT, and HRC are recommendations. Chairs or representatives of these appointments will be expected to attend Executive Board meetings and report on the status of their activities. Chairs of representatives will serve as ex-officio members of the Board, and will be accorded a consultative vote.”

Pat indicated that these changes as well as other possible changes need to be discussed among the Board. A retreat has been suggested and agreed on, and Pat will follow up to find a facilitator and schedule it. There was some concern expressed that these Bylaw revisions won't happen quickly, but any changes to the Bylaws require a vote of the membership after Executive Board approval. So, we need to include all proposed changes at the same time.

**Online Campus Directory Update Process:** Several Board members have been involved in meetings and focus groups to address the new online directory update process. Our most important issue was that the process allowed anyone to designate themselves as directory approvers. They have listened to our concerns, and progress is being made by the programmers. They will report back to us before re-releasing it to campus. This is an issue where ADMAN made an important impact on the process. Many thanks to several Board members for voicing their concerns early.

## **COMMITTEE UPDATES**

**ABOG:** No update.

**Midmanagement Conference:** Janet provided a summary of the 2006 conference evaluations, including a list of suggestions for speakers, topics, things to avoid, location, and volunteers. Pat added that the committee members from last year also volunteered to return. Janet will contact all of the volunteers and get some bi-monthly meetings scheduled.

**SAADAC:** No update.

**CCFIT/DaFIS Steering Committee:** No update.

**People Admin:** No update.

## **4:00 p.m. Mike Allred, Kathy Hass and Patty Mescher – New Accounting Systems**

Kathy Hass was not present. Mike and Patty made a presentation on the KUALI system which is expected to replace DaFIS and be implemented for transaction processing in July, 2008. It is a web-based version of DaFIS, and it may eventually be implemented system-wide. It has A/P, A/R, and Purchasing modules, and the chart of accounts will be the same as DaFIS. Also, it has the capability to link with other systems like Info-Ed and My Travel to pull information. We can do a test drive on their website: <http://kuali.org>.

Effort Commitment and Cost Share tracking systems – Mike emphasized that all information must be entered by 9/30/06 for fiscal year 2005-06. For all federal grants that were active on 7/1/05, we must provide information on where the cost share effort was paid. The Board members related some problems with the process. There are also problems with faculty who work 9/9, and Mike is working with Barbara Horwitz on that issue. Mike has asked Barbara to work with the Deans to return the salary savings from cost sharing back to the Departments/PIs. Mike urged us to put our problems in writing and send to him so he can investigate and respond.

Effort Reporting System (PARs) – will be used for Summer quarter reporting. They have tested with some faculty and have received good feedback. We asked Mike if PARs could be done less often than quarterly. He said they may be able to change to twice per year. They will be matching the effort commitment system to the PARs.

MyTravel – Board members asked Mike the status of the new My Travel system. We have heard very little about it, and we need to prepare our faculty with sufficient lead time. Mike says that it is still in pilot status with some central units and heavy travel users. He said they will come talk to academic units after they are sure it works. We asked if there were any departments in the pilot. Mike said he asked the Deans to provide a list of people to participate in the pilot. He will send the list of pilot participants to Pat and she will forward to the Committee so we can contact some of these users. We expressed concern that we would like input in the pilot phase to be sure it will work for departments, before they are too far into the planning process. Mike said there is a lot of information on the Accounting website, and places to give feedback on the new systems. He would be glad to come back and give us a presentation on MyTravel. He says it's a real problem for units to have more restrictive rules than the policy requires (i.e., receipts). He says if we collect receipts below the policy limits, they don't want them in Accounting. We explained that we are trying to be good stewards of our grant funding.

**Next meeting: September 21, 2006**, 3-5pm, PHS Conference Room – Dave Shelby will be present.

Meeting adjourned at 5:00 p.m.

Minutes prepared by: Pat Hunter on 8/28/06