

ADMAN EXECUTIVE BOARD MEETING MINUTES

September 21, 2006

Board Members Present: Janet Brown-Simmons, Nancy DeHerrera, Micki Eagle, Meshell Hays, Pat Hunter, Tom Mezzanares, Brenda Ruth, Felicia Smith

Board Members Absent: George Hague, Joan Learned, Mary McNally, Leslie Young

Adman Members Attending: None

Preparation for Invited Guests: We discussed the issues that we want to address with Dave Shelby, Assistant Vice Provost and VP, Information & Education Technology. Some are Grad Tracks, Effort Reporting, Banner, and the many electronic administrative systems. Janet reported that one of her faculty is working on a project to take to Virginia Hinshaw, which will identify processes that we do not need to do anymore, or how we can simplify processes. Janet asks everyone to send her examples of some of our administrative processes that we think could be eliminated.

3:30 p.m. Dave Shelby – Coordination of Electronic Systems

Dave updated us on the online Campus Directory process. Dave thanked us for our prompt response after this was initially rolled out and did not work. As a result, program changes have been made and focus groups have tested it. The approver portion has again been rolled out and seems to be working better, and they will soon roll out the white pages for campus approvers to make changes. Eventually after everyone has been entered correctly into the online system, it will be opened to all employees to make their own changes. However, all changes will route to the department approvers before being processed.

Dave reports that with all of the online systems, it is very problematic to meet the needs of the central offices and the departments as well. This is why it takes so much time to get new systems implemented. There are customer advisory committees for all of these systems, but it is difficult to get consensus, and there's no guarantee that these groups represent everyone. They usually request representatives be identified by the Dean's Offices.

The Board advised Dave that the development of People Admin has been very successful because it has been very inclusive from the beginning, and HR has been willing to change things when suggested. Also, we think that People Admin would work for faculty and graduate student recruitment. Why can't that be considered? If we have systems that are already working, why not build on those instead of creating another new system?

The Board asked why IET can't review all proposed new systems to insure that they will all communicate with each other before they are developed. Dave reports that Virginia is good about asking IET to review new projects; however, it is a technical review, not a functional review. ADMAN strongly endorses one central office (IET) to thoroughly review all new systems before development begins. Dave thinks that Peter Siegel will make a difference in this area.

There continues to be a serious problem with the administrative structure in Graduate Studies surrounding Grad Tracks, Graduate Student applications, and getting information we need from them in a timely manner. This is a historical problem, but needs to be addressed. Dave suggests that we report the problems to our Deans so they can discuss with Jeff Gibeling. Also, we could discuss it with Leslye Hayes and/or Bob Loessberg-Zahl.

The Board asked about systems that have been developed in departments (faculty recruitment, online timesheets, graduate student recruitment) and why the campus can't consider adopting those? Dave explained that he must receive a referral from a central office. They have looked at some of the systems, but what usually happens is that even though the systems work fine for the users, there is a problem with the back-end architecture, which results in security problems. They looked at a Grad Studies program

over a year ago, but it must integrate with Banner and we had to wait for the Banner upgrade. He has had as many as 18 programmers working full-time on Banner alone.

Dave asked our thoughts on MyInfo Vault, and several people reported that it's not ready for use yet. Some Board members report that their departments are using it, and after the time consuming process of entering the faculty data, it has been OK. However, there are many formatting problems, and it is in table format vs. the normal reading format, so it doesn't look as good as the old paper dossiers. Also, we can't put student evaluations in. It may eventually be a good system, but many departments don't want to use it until the formatting bugs are worked out, which we understand will be 18 months. We support Carolyn Borgnino and her attempts to move this system through. She knows the needs of the departmental users. However, there are some departmental systems which are being used, which require less staff time.

Dave relates the following IET Projects being worked on:

Info Ed (ERA) – proposal tracking (module 1) has been implemented in Sponsored Programs, and they are ready to begin module 2, proposal development. This will involve electronic routing and submission of proposals. We asked that ADMAN be allowed to participate in the development process, and Dave will be sure that ADMAN has representation there.

My Info Vault – this is being supported by campus, so enhancements will continue. They are looking at integrating similar data into Info Ed and My Info Vault.

Banner – the upgrade had to be delayed, but will be rescheduled. We must do this to meet Financial Aid requirements.

MyUCDavis – course management tools will be developed to create an interactive learning environment.

Grad Studies Course Approvals – this is the next big project.

Dave is committed to working with ADMAN to insure our participation in development of the administrative systems. He asks that we commit to making these systems successful by communicating broadly with our group and getting everyone's input back to the Committees who are developing the systems.

Membership Applications: Three applications were considered by the Board via electronic discussion. The Board unanimously approved the applications of Penny Farnham and Marianne Hawkins, as their positions meet the eligibility criteria. The application of Kacey Donovan was disapproved, as her position does not meet the eligibility criteria. Felicia will communicate these results to the applicants.

ADMAN Budget: Pat submitted the budget request (\$7,350) to HR, as the Board agreed via electronic discussion.

Next meeting: **October 19, 2006**, 3-5pm, PHS Conference Room –Dennis Shimek (HR Update)

Meeting adjourned at 5:00 p.m.

Minutes prepared by: Pat Hunter on 10/7/06