

**Present:** Felicia Smith, Susie Lee-Tai, Janet Brown-Simmons, Tracy Lade, Kerry Hasa, Norm Chapman, Linda Potoski, Kathy Miner, Karen Castelli and D Madderra

**Invited:** Connie Melendy, Academic Affairs, Provost Office

MIV updates: Connie has been working with senate members to try and streamline processes within M&P, at this point it looks somewhat encouraging that some movement is being made to have processes streamlined, however, it was clear that we might not see any changes in processes very quickly. Some streamlining changes for the Federation process have been accomplished, see attachment. CAP members are being encouraged to review packets via MIV vs. hard copy M&P packets. MIV version 3.0 is scheduled to be out in mid-October, the updated version will have the capability of removing outside letters.

Thoughts were shared about clustering considerations of: units based on commonalities of the units, units within the same buildings, clustering of administrative functions. ADMAN members expressed concerns about any clustering considerations being able to still provide service to faculty/researchers administrative needs, that some if not most of the processes/functions would have to remain within departments and Adman should be part of those discussions. All members agreed that staff in departments have the continuity and relationship of knowing a researchers grants, purchasing and hiring intricacies vs. a service center approach. It was felt that if service centers were created without careful thought and input from managers there would be a significant disconnect between services and faculty/researchers. The major concerns expressed about service centers continues to be how would the service center look and would it simply be a “take a number” approach with inconsistencies in processes and processors. ADMAN expressed concerns that if Administration moves forward with this approach, it would impact the complex administrative research needs of faculty on campus.

At this meeting ADMAN Board members strongly emphasized that campus administration needs to engage ADMAN and MSOs in sharing ideas across units, consultation within the colleges and to ensure that any processes are NOT mandated. ADMAN expressed the concern that too many systems that have been driven from top administration down to the user levels have created inefficiencies and have lead to more staff workload issues that could have been avoided if the end users of the systems would have been involved with the creation of the system.

ADMAN members suggested to Connie that functions such as without salary appointments, Visa processing and SISS could have the potential of a “service center” process or be centralized and may be a pilot test of these processes would be doable.

There will be a retreat September 12-13 with the Chancellor that includes the council of Deans and Vice Chancellor to review the academic and programmatic direction of the campus. It is anticipated that from the retreat small advisory groups will be formed to move forward with possibly, clustering, reducing redundancies and streamlining of UC processes. Chancellor Katehi is committed to obtaining a “level of excellence” at UC Davis.

Campus IET will be going under review, the roadmap process where a division is made into Domains has not be very successful – ADMAN strongly agreed that the IET group should be consulting with departments, colleges, etc. to gain strengths of successful web programs such as M&P, Timesheets etc. instead of recreating programs. ADMAN agreed

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that successful programs should be used as tools towards moving the campus into the future. Too much time seems to be spent re-inventing programs and also mandated programs that seem to fit certain groups, however are not functional at the users level, which increases workload issues and frustrations amongst staff, faculty and students.