**Administrative Managers Group**

**(ADMAN)**

**Board of Directors Meeting**

**Minutes**

**April 19, 2018**

**3:00 – 5:00 pm**

Robert Mondavi Institute, Room 1207

*Members in Attendance:*



1. **Welcome & Introductions 3:00 – 3:05 pm**
2. **General Discussion/New Business**

* ADMAN Vice-Chair Nominations will be open from May 1-15, this is your opportunity to nominate or a submit a self-expression of interest
  + New Vice-Chair will be announced in the June Meeting
* The Executive Board will completed a review of committee representatives, clean up current lists
  + For any representatives whose terms are up on June 30, the Board will be reaching out to the College/Division for information on appointees
* We’ve been testing Zoom as a call in option, for the last few meetings. The intent of Zoom is not substitute for in person attendance at ADMAN meetings. Ongoing discussion and dialogue amongst our members at meetings is an important aspect.
* ADMAN Conference Survey
  + 135 participants
  + Feedback: Great conference, outcomes really good, some preferred starting early/later. Mixed review on panels, some liked/some didn’t. Wished they had opportunity to ask questions of the panelists. Expressed interested in volunteering next year.
  + No show rate, same as in previous years, about 20. & scholarships
* Soaring to New Heights Table: Carlos Garcia recently represented ADMAN at Soaring to New Heights, ADMAN does not have any branding materials. Board will be discussing purchasing branding items.

1. **Supervisory Effectiveness Taskforce & Performance Management 3:05– 4:00 pm**

*Carina Celesia Moore – Director, SDPS*

*Kelly Crabtree – Program Manager, SDPS*

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* Supervisory Effectiveness Task Force
* Carina provided an overview and update on the Supervisory Effectiveness Task Force. The group was formed in October 2016. Please see the attached presentation for information on the Program. Carina also discussed:
* Revision of HR website which integrates Health and Davis Campus into one site, all resources in one place
* If you are interested in reading the 54 page report from the Supervisory Effectiveness Task Force, please email
  + Carina at [ccmoore@ucdavis.edu](mailto:ccmoore@ucdavis.edu)
  + Kelly Crabtree at [kacrabtree@ucdavis.edu](mailto:kacrabtree@ucdavis.edu)
* Performance Management (see presentation)
* What is changing?
  + Trying to shift the culture, now with Development
  + Not about a once a year, every supervisor involved in every day
  + Gradual change
  + Consultative role to Staff Assembly
* What hasn’t changed?
  + EPAR/e-performance systems/processes
  + Mandatory training requirements
    - Cyber Security, Sexual Harassment, Ethics added next year
  + Rating scales
    - Non-represented, used to be 5, now 2nd year of 4 ratings
    - Topic revisited in recent HRAC meeting, leave it the same for one more year, then revisit
    - Represented-still 5 ratings
    - Nurses – 3 ratings
  + Calibration
    - Lots of tools, still done at the department level
    - Not sure if merit is available, as this is determined from Office of the President
    - With UCP coming, everyone moving to e-performance
* Recognition and Rewards are now under Carina
* What’s New
  + Shifting performance management from an annual performance review to a culture of continue of continuous performance management
* Performance Management at UC Davis Newsletter
* Coach Approach to Performance Management
  + 2 Newsletters have been sent out via email
    - An introduction, and
    - Accomplishment statements.
    - Next issue will be about SMART goals
* 2800 people on the mailing list, 400 opens so far
* Future topics, development information
* Brenda Rebman wanted coaching resources available to supervisors
* HR Symposium included a session on coaching
* HR Talent Management & Development Highlights
* MY UC Career Portal (from Office of the President)
  + 700 people at UC Davis have created an account
  + Spread the word!
* New Employee Resources, website
* Quarterly New Employee Welcome
  + Faculty, academic appointees, staff and post-docs invited within three months of hire date
* Mentoring Toolkit
* Manager Toolkit
* Career Management Toolkit
* Onboarding Toolkit
* U-Learn and Books 24/7
* No links have been included, since the HR website is in the process of being updated, links will change
* If you have suggestions for course offerings, send an email to Kelly or Carina
* If course offering are not scheduled, you can “Express Interest” and will be notified when course is available

1. **Open Discussion 4:00 – 4:15 pm**

* Jen Radke – Update on KEAS, project is moving forward, more information in September
* Given access to the Facilities link
* Departmental Effort to convert existing information
* Tracy Lade and Jen Radke are co-chairs of the project

1. **Career Tracks Process & Update on Strategic Plan 4:15 – 5:00 pm**

*Brenda Rebman – Chief Human Resources Officer*

*Karmen Fittes – Executive Director*

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* Talent & Rewards Update
* Benefits
  + July 1 Retirements
  + Employee initiates the process through the Retirement Administration Service Center (RASC)
  + <https://ucnet.universityofcalifornia.edu/contacts/rasc.html>
* Campus and Health Compensation Teams
  + Wave 2 completed
  + Reconsiderations-end date 2/15/18 for submission request
    - Campus 112 reconsiderations
    - Health, 118 reconsiderations
    - Managers/Mapping Partners advised of decision by 3/30/18
    - Reconsideration letters – still to come
  + Wave 3
    - Complete reconsiderations
    - Anticipate July Go-Live date
    - 30 day reconsideration period ends Aug 2018
    - Letters will come out around June
    - Timing for effective dates for those changing pay cycles may be different
* See slide 4 for timeline
* Career Tracks Conversion, What’s Next?
  + What does this mean to live in the Career Tracks world?
  + Carina is developing a navigation tool for managers to use with employees to help them navigate career paths
* Location Moves & Team Consolidation (slide 6)
  + Talent & Rewards moving to 260 Cousteau location
* Assembly Bill AB168
  + Prohibits employers from asking for salary history
  + UC may not be exempt, but is aligning
  + Remove all salary history-related questions from employment applications
  + Workgroup will revise local policies and procedures
  + Revise training materials
  + Exploring policies related to internal/intercampus hires
* **Update on Strategic Plan – Brenda Rebman**



* Making the University Better Every Day
  + Vision
  + Mission
  + Values
* Commitment
  + Put clients first
  + Adopting Progressive Business Models
  + Demonstrating Integrity
  + Employing a teamwork approach
  + Accountability for our actions
* Four Strategic Goals
  + Transform Service
  + Enable a High Performing University
  + Develop Talent
  + Be an Employer of Choice
  + HR ORG Chart
    - Workforce Strategies
    - Employee & Labor Relations
    - UC Davis Health HRBP & Sr. Lead
    - Talent & Rewards
    - Organizational Excellence
    - Shared Services Organization
      * Interim Executive Director, Robert Towle
      * Open recruitment posted any day now

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**Future Speakers & Discussions\***

May: UCPath Future State Operating Model

Supply Chain Projects Update: Supplier Onboarding

Kuali System Upgrade

*\*subject to change*

**Future meeting dates for Academic year 17-18:**

All meetings will be held from 3:00-5:00 pm in 1207 Robert Mondavi Institute, South Building.

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**Member Committee Reports**

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| **AADI**  No Update  **ADMAN Conference**  No Update  **AggieBudget**    **AMP (formerly ABOG** )  No Update  **CCC&D:**  No Update  **Canvas**  No Update  **FIS Steering**  No Update | **HRAC**    **IT-Security/IT-Services**  No Update  **IPA**  No Update  **SDAAC**  No Update  **SPARK (formerly Kuali Coeus)**  No Update  **Staff Assembly**  No Update  **UCPath Steering Committee**  No Update |

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| **Committee** | **Representative(s)** |
| AADI (Administrative Application Development Initiative) | Tracy Lade/Jennifer Radke/Meshell Louderman |
| ADMAN Conference | Julie Hirota |
| AggieBudget | Gladis Lopez-Lytle |
| AMP (*formerly ABOG)* | Julienne DeGeyter & Heavenly Clegg |
| CCC&D (Campus Council on Community and Diversity) | Tammy McNiff |
| Canvas | Mary Macias/Marina Rumiansev |
| FIS Steering Committee | Karen Nofziger |
| HRAC | Rosemary Martin-Ocampo |
| IT-Security & IT-Services | Tracy Lade |
| IPA (Instructional Planning & Administration) |  |
| SDAAC (Staff Diversity Administrative Advisory Committee) | Brenda Scalzi |
| SPARK *(formerly Kuali Coeus)* | Dee Madderra |
| Staff Assembly | Kate Shasky |
| UC Path Steering Committee | Susan Sainz/Meshell Louderman |