<p style="text-align: center;">**Administrative Managers Group**
(ADMAN)
Meeting Minutes
August 17, 2023
3:00 – 5:00 pm
In-person (RMI 1207) & Zoom</p>

1. **Guest Presenter - Terrence Ireland, BIA**

    Recording of UCD Budget Deficit (5 minutes)
    https://financeandbusiness.ucdavis.edu/bia/budget/budget-framework

2. **Open Discussion / Other:**

    When hiring Academic Personnel positions, thinking about all the accesses needed, how can we make this a smoother process? How can we shorten the process? Who do we bring to the table to streamline the process? Not just academic personnel positions, also advisors. Trainings delayed or not enough available. Currently doing temporary affiliates to work around. Trainings should be on demand, they are required for doing the position. Now offered every other month, but if they don't have enough students they cancel. If it is required training, it should be offered on demand. Invite campus UC Path liaison to discuss.

    Need to talk to IET, would likely have the most knowledge of how accesses are granted downstream. Sonja Culbert good first contact. Lisa Johnson, Admin IT.
    Provide list of all the required trainings.

    Onboarding in general a pain point, standardized list of accesses for common positions. Onboarding checklist is helpful.

    Recharge/Revenue Income/etc… losing revenue due to non-response
    > Joe Borges (rate) – Forums from BIA regarding recharge rates and surrounding topics
    > BIA is open to suggestions to create forums around topics that are a concern/issues

    Other pain points:
    - Honorariums
    - Campus needs an efficiency office

3. **ADMAN Resources and Tool Sharing**

    Ideas:
    - Can we add a central depository for shared adman resources across departments?
    - Add a folder to the Adman Box, resources and best practices.
    - Sharing appointments across departments? Messaging channel for CAOs to chat with each other, problem solve and share resources.
        - To do – create Teams channel for ADMAN.
    - Request, pool of career floaters with some expertise in core functions/positions.
    - Utilize the teams channel but would love to have a more formalized campus wide program.

- HR hire recall retirees for temporary gaps, created a pool. Would need to be totally new positions, not the same job – IRS rules to be aware of.
- Clustering is utilized by UCDH for Academic Personnel, this seems to be a good model.

Future ADMAN Topics:
Idea to bring Grad Studies and SPO to do shared presentation/panel in the fall.
- Gather scenarios, provide high level questions ahead of time to Grad Studies.

4. **General Announcements:**

Register for the Fall-Quarterly Self-Supporting Recharge operations Forum on 9/12, 3-4:30pm
https://ucdavis.zoom.us/meeting/register/tJ0ldO-qpj8oHd0KBF2_JSY2RMVNf8Vqd5EI#/registration

Shared service, finance team moving to supply chain – does not affect academic clusters
FOA moved to Research Park SSO and HR
University Services – now Administrative Services buildings East and West

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Next Meeting:
September 21st 3:00-5:00pm