

Administrative Managers Group (ADMAN)

Meeting Minutes

May 15, 2025

(In Person & Zoom)

Welcome!

3:05 - 3:10 –

Motion by Jen Radke - To extend our current co-chairs Katrina Spridgen and Ashley Carr for another year (through July 31, 2026) in their current co-chair roles.

Motion approved!

3:10 - Update from CGA – Jen Radke

Met with Nicole, working on improving communication within CGA. Instituted a new rule, tickets need to be responded within 48 hours. If not, resubmit a ticket and copy her. Do not send emails letting them know you sent a ticket.

Also working with communication, general communication and response within 48 hours.

Regarding adjustments on grants without notification. Team was not cc'ing PIs, they will now be required to notify PI.

Doing mass corrections currently, requested that some communication is sent when they find the corrections.

Asked her if her team would be open to workgroups? She is going to pull together workgroups and wants ADMAN at the table.

Send issues to Ashley, Katrina, Jen and Shannon. Also forward ticket number!

3:20 - 4:00 –

HR/Vacancy Management Program - Lyndon Hauling & Tammy Kenber

Workforce Management Program

March 19, 2025 the UC President announced a systemwide hiring freeze. Allowed the university to recalibrate and make a plan. Created the program to manage within the broader budget strategy. Division wide and STILL, notice of layoff and apply through vacancy management.

Vacancy Management Governance Structure

Advisory & operational support:

- Alex Reyes; Manager, Talent Acquisition & Compensation Services
- Joanne Touhey; Project Manager, Learning & Organizational Development

Talent Acquisition reviews and recommends before the committee meets

- **Smartsheet workflow** enables submission, tracking, and transparency

Hiring Review Committee

Meets weekly to assess those critical vacancy requests approved by school, college and division leadership.

- **Lyndon Huling**, Chair
Executive Director, Talent Acquisition and Compensation Services
- **Wendi Delmendo**
Chief Compliance Officer
- **Karl Engelbach**
Associate Chancellor and Chief of Staff
- **Ari Kelman**
Faculty Advisor to the Chancellor and Provost
- **Tammy Kenber**
Chief Human Resources Officer

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Vacancy Management Process

- **HRBPs submit requests** using a standardized Vacancy Request Form
- **Committee evaluates weekly:** criticality, budget impact, alternatives
- **Decisions:** Approve, Conditional, Info Request, Deny
- **Dynamic dashboards** and real-time tracking drive efficiency

Not Included:

- Temporary Employment Services
- Students
- Academic Positions

UC DAVIS

Vacancy Request Form (VRF) - Davis Campus

A separate form must be submitted for each vacancy request

Department Name *

Department Code *

Division/School/College *

Select or enter value

Action Requested *

☐ New Career Position ☐ Backfill Career Position

☐ New Contract Position ☐ Contract Extension ☐ Per Diem

☐ Retiree Rehire ☐ Short Term/Limited Appointment

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Everything in by Friday, by 12pm

Can amend submittals

Clarify scope, TES does not need approval for campus only health system.

Workforce Management Website & Resources

- New **dynamic Workforce Management website**
- **FAQs**, toolkit, and policy guidance
- Designed in response to feedback for **self-service access and visibility**

FAQs

- > What staff positions will be reviewed by the Hiring Review Committee?
- > What criteria will the Hiring Review Committee use in issuing their decision?
- > Does the hiring review apply to temporary employees?
- > Are there any requirements to discontinue using contract employees or Emeriti Recall?
- > Does the funding source for the staff position matter?
- > Is there a process to appeal position requests denied by the Hiring Review Committee?
- > Does this apply to faculty and other academic appointments?
- > How long will the Workforce Management Program remain in effect?
- > Does this Workforce Management Program replace the one at UC Davis Health?
- > What is the "Sustaining Talent in Lieu of Layoffs" program?
- > Do internal job postings still need to remain open for 10 days if using the STILL program?
- > Will the STILL program extend to other UC campuses?
- > What happens when an approved recruitment for a position falls (e.g., unable to select a candidate)?

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Have a dedicated email box.

Created toolkits and reference to policy.

STILL

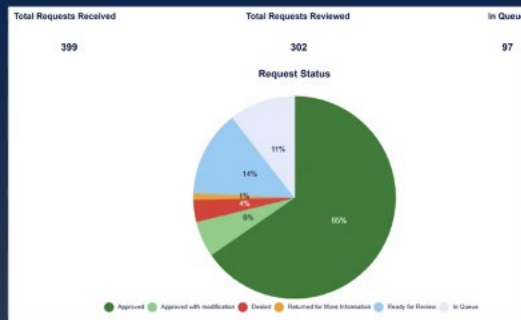
Vacancy Management Key Metrics (as of May 15, 2025)

- **Total Requests Received: 399**
- **Reviewed: 302**
- **In Queue: 97**

Decision Breakdown:

- **Approved: 65%**
- **Approved with Modification: 6%**
- **Denied: 4%**
- **Returned for More Info: 1%**
- **In Queue/Ready for Review: 25%**

Average Days To Process WFM Submissions
9.94



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Creating opportunities for departments to really think about how we structure our department, look at other ways to solve backfilling and replacing existing positions.

Vacancy Management Requests by Division/College



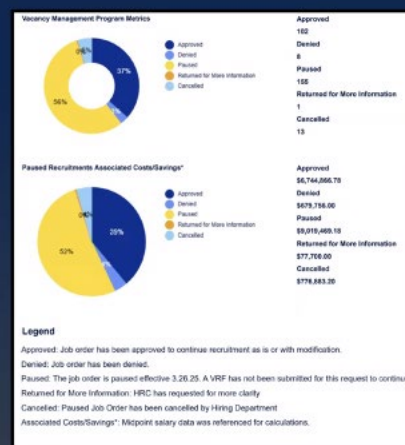
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Paused Recruitments & Cost Savings

- Recruitments Paused on March 26: 279
- Recruitments that remain paused as of May 5, 2025: 155
- Subsequently submitted and approved for continuation by WFM: 102
- Subsequently submitted and denied by WFM: 8
- Subsequently canceled by department: 13

Estimated Cost Avoidance:

- Approved: \$6.74M
- Paused/Deferred: \$9.02M
- Denied/Cancelled: \$1.45M



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Exploring the financial impact, over \$9 million in savings. Continue to work on agrating the data to better understand the financial impact.

Business Partner Dynamic View added

Sustaining Talent in Lieu of Layoffs (STILL) + Division Reassignment

Sustaining Talent in Lieu of Layoffs

- Implement a **structured internal hiring program** that prioritizes the candidacy of layoff-impacted employees for available positions across the UC Davis campus.
- Launched April 1, 2025, in parallel to the **Workforce Management Committee**
 - 10 Individuals on the list
 - 2 Individuals placed through STILL
- STILL Candidates- **First Review, Internal-Only**

Division-wide Reassignment

- Lateral Job Code Transfers



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For open positions, layoff profiles will be sent to the department to review and consider internal layoff candidates before searching externally.

Division-wide Reassignment – Lateral transfers by job code.

Closing: Key Takeaways

- Aligning staffing with **institutional priorities and budget realities**
- Empowering leaders with data-driven, transparent tools
- Significant **efficiency gains and cost avoidance** realized
- Ongoing refinement and stakeholder partnership will continue

HR Values

- **PEOPLE FIRST**
People are at the heart of all we do. We create an environment where all employees can engage in their work, experience a sense of belonging, and feel psychologically safe in a workplace that values their contributions.
- **PARTNERSHIP**
We strategically partner with all of our stakeholders – internal and external – knowing that together we will achieve our organizational goals and ensure employee success.
- **INTEGRITY**
Through our work and our actions, we are committed to transparency, honesty, and accountability.
- **INNOVATION**
We foster a culture of continuous improvement, change agility, and innovative thinking that develops both people and processes, and ensures organizational excellence.



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Challenging the TA and comp teams to be present and ways to solve for the realities.

Criteria and FAQs on the website.

What does a strong request look like? Engage with your HR business partner.

Committee looking for how the position sits with budget and strategic staffing decisions, articulating the funding sources is helpful. When there are requests for new positions, funding specifics is very important and helpful. Thoughtful justification why the position can not be reallocated or could it be deferred etc... Are there other solutions? Stipends

Customer service and critically, not received as well.

More information is better and all is calibrated to budget situation.

Be as descriptive as possible.

So far, a lot of Blank Assistant 3 positions – a lot of resistance – evolving conversations around deferring and creative work arounds. Positions that could be centralized, lending itself to a broader conversation.

A lot of scrutiny on core funding.

Is the committee taking the faculty / staff ratio when making the decisions? Looking at and considering.

Is TES prepared for an influx of requests? Requests are actually down, they have new software that is helpful and sourcing a more diverse skill set.

4:00 - 4:20 – AE CCT updates

Webinar May 27th

Roadmap Status

Finance Internal Transfer System (FITS) Released in April

- KBAs and How-To videos available from the [knowledge base](#)
- Webinar scheduled for May 27, at 1 p.m.
- FITS Roadmap in development

The screenshot shows the UCDavis FITS interface. At the top, there's a navigation bar with 'Internal Billing', 'Tasklist', 'Search', 'Other Sites', 'Home', and 'Welcome [username]'. Below this is a 'Request Header' section with fields for 'Request ID', 'Revised Request', 'Funding ID', and 'FIT Status'. The 'Journal Header' section includes fields for 'Journal', 'Source', 'Destination', 'UCD Internal Transfer', 'UCD Recharge', 'Journal Name', 'Journal Reference', 'Accounting Period', and 'Department'. There are also fields for 'Entity', 'Fund', 'Department', 'Account', 'Purpose', 'Program', 'Project', and 'Activity'. At the bottom, there are buttons for 'Save', 'Print', 'Cancel', 'Clear', 'Cancel Journal Line', and 'Download Template'. A copyright notice at the bottom reads 'Copyright © 2020 The Regents of the University of California, Davis campus. All rights reserved.'

Updated home page coming at the end of June. Mostly cosmetic but some functional and interface improvements.

Updated Requisitions Pages:

- Details from Aggie Enterprise website
- Supply Chain Demonstration scheduled May 20, at 2pm – staff who does a lot of procurement.

MAYM

UCD PPM to GL Non-Sponsored Reconciliation

- Released May 9th
- KBAs and How-To videos available from the knowledge base
 - [PPM-5.13 Running PPM to GL Non-sponsored Projects Reconciliation Reports](#)
 - [PPM-5.13.1 Resolving GL-PPM Discrepancies in the PPM to GL Reconciliation Report](#)
- Webinar May 27, at 1 p.m.
 - [Register for the webinar](#)

MAY 21st! not 27th.

Current Top Priority Reports

Project	Status
*Faculty and Department Portfolio Report (Cognos)	Just Released
*Faculty and Department Portfolio Expense Report (Cognos)	Expected Q3 Release
*Transaction Listing Report (Cognos)	Expected Q3 Release

**Part of effort to address slow report performance in Oracle. Cognos offers faster performance.*

Webinars and User Group for May

- [Aggie Enterprise Requisitions Screens Update Preview](#)
 - May 20, at 2 p.m.
- [PPM to GL Non-Sponsored Reconciliation Report Webinar](#)
 - May 21, at 1 p.m.
- [Finance Internal Transfer System \(FITS\) Webinar](#)
 - May 27, at 1 p.m.
- [May Aggie Enterprise User Group Meeting](#)
 - May 28, at 1 p.m.

Fiscal calendar expected next week.

Fiscal close webinar planned

Fiscal close focus newsletter

Clearing gifts and endowments before fiscal close? Will we get another pass this year?
Will get back to the group.

Can we share information in office hours with someone in ADMAN?