

**Administrative Managers Group
(ADMAN)
Meeting Minutes
September 21, 2023
3:00 – 5:00 pm**

3:00pm - Welcome

Looking for ideas for theme for ADMAN conference

- Get Momentum
- Together towards Tomorrow
- Shaping the Future
- Leading the Way
- Exceeding the Vision
- People-centric partnerships
- Count on Us, Delivering on our Promises, Building a cultural of ??? (reliability? goals? integrity?)

Alex Sheen – Because I Said I would – Keynote Speaker

Keeping commitments

Meeting with OMBUDS for ideas/suggestions

3:10pm – GSR/Fellows/Trainees discussion

Guest Presenter – Tracey Pereida

- Inconsistent in language, training faculty to use the right terminology
- Working with Academic Affairs, brown bag to meet with faculty
- No more supplementing GSR appointments. Look at student for funding over the full year. Stop % appointments, follow contract experience level and step level.
- First year GSRs will be in UCPath.
- Offering fellowships that are not contingent on employment, separate award letter.
- Are we able to supplement TA salaries? No longer top ups. Talk to grad studies, to make sure we are in compliance. Not adding or supplementing with another appointment.
- Possible to get FAQ style list of PLEASE DON'T USE THESE PHRASES? AP has a lot of helpful guidelines in our restricted Box file. A ton of guidelines that are VERY helpful! If you don't have access, ask Nicole Morrill. Also good for resources and documents like GSR word template.
- Percentages/effort can be set quarterly. Management right, need to be very clear and fair about expectations. Currently not dictated in contract.

Academic Personnel Office hours 9-10am Fridays

<https://ucdavis.zoom.us/j/98249950719?pwd=UkYvOWpqMkpQNGdCSkNUaGIETzNmUT09GS>

3:45pm – Aggie Enterprise Mapping discussion –

- Haven't heard back from user testing group/volunteers.
- Good to have new people in the training environment.

- Mapping – still have value gaps and will be meeting to fill those
- Controls will need to be added to the system. Central campus will be pulling reports to audit.
- Able to move things and fix it if it lands in the wrong place. Very reassuring! There will be a chance to make adjustments/modifications.
- Request for setting expectations for timing of review and process.
- Segment values that they are reviewing, adding notes to those where they need to reach out to Fiscal Officers.
- How many using activity codes? Relying on any one segment? Standardizing some, ie start up funds.
- Next iteration is only in task creation, no more mapping.
- Service Now requests starting to use, given an incident number to track.

1. General Announcements:

Register for the Fall-Quarterly Self-Supporting Recharge operations Forum on 9/12, 3-4:30pm
https://ucdavis.zoom.us/j/80Hd0KBF2_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

Next Meeting:

October 19th 3:00-5:00pm

ChatGPT prompt: Give me ideas for a theme for a conference aimed at administrative professionals at a major university theme with Alex Sheen as the keynote speaker. Tie in the concepts of building a culture of accountability, reliability, and integrity. Give me at least 10 suggestions.

Response:

Certainly! Alex Sheen is the founder of "because I said I would," an organization and movement dedicated to the betterment of humanity through promises made and kept. Tying his concepts with a theme that resonates with administrative professionals at a major university is a fantastic idea. Here are 10 theme suggestions:

Promises in Practice: Honoring Commitments in University Administration.

Overview: Highlighting the pivotal role that reliability and integrity play in university administration.

Higher Education, Higher Promises: Upholding Integrity and Accountability.

Overview: Emphasizing the importance of keeping promises in the higher education realm.

Jeremy M Phillips 3:23 PM

Building Trust in Tertiary Terrain: The Role of Integrity and Accountability in University Operations.

Overview: Exploring how commitments kept can foster a robust trust system in a university environment.

From Pledge to Practice: Elevating University Administration through Reliability.

Overview: An exploration of how translating promises into actions can transform administrative processes.

Because We Said We Would: Championing Accountability in University Leadership.

Overview: Delving into the ripple effect that one kept promise can create in a large institution like a university.

Safeguarding Scholarly Success: How Reliability and Integrity Propel Universities Forward.

Overview: An examination of how administrative accountability directly impacts the success of students and faculty.

Commitments that Count: Strengthening the Backbone of University Administration.

Overview: A look into the profound influence of integrity and reliability on university decision-making and operations.