Members Present:
Lisa Blake, Plant Biology
Denise Christensen, Engineering
Lourdes Gomez, Student Affairs
Tammy McNiff, OCCR
Allison Mitchell, Information & Education Technology
Nora Orozco, CAES
Cindy Simmons – L &S Social Sciences
Lisa Finnegan - Graduate Studies
Sara Reed, CA&ES BFTV Cluster
Susan Sainz, L&S
Darla Tafoya, L&S: HARCS

Members Absent:
Mary Ann Mellor, School of Education
Becky Robinson, BME
Binnie Singh, Academic Personnel
Jessica Potts, L&S, MPS
Carla Munoz, Biological Science
Lisa Borchard, Undergraduate Studies
Joan Zimmermann, School of Education
Meshell Hays, Computer Science
Dinah Greenstreet, Vet Med
Nikki Humphries, ANR
Letha Sines, University Outreach & International Programs
Karen Nofziger, HARCS
Sandy Higby, UCDHS

ADMAN Member Attendees:
Dee Madderra, Plant Sciences
Kerry Hasa, School of Education
Rosemary Martin-Ocampo, Graduate Studies
Janet Brown-Simmons, Plant Pathology, Nematology, Entomology

Susan Sainz chaired the meeting --

Standing Committee Reports:

ABOG – 29 attendees are registered from Davis. Sally Harmsworth will be the Dave rep.

AADI – Janet Brown-Simmons spoke about the online course evaluations – ACES (Automated Course Evaluation System). The committee has evaluated other systems and spoken with client groups, there is more buy-in now and there will be town hall meetings in the future. Several pilot projects will be ready for the fall. UC Davis is the last of the UCs to consider online evaluation option for faculty.

The campus is looking for a replacement system for UCD Buy similar to the Amazon.com system. One system under consideration is SkyQuest (8 other campuses use them now). AADI is developing a survey to determine what is working/not working with current system.
Tom Kaiser (thru AADI) is heading up a new committee called STACS—he is developing a proposal to help identify consistent funding for new systems such as Pre-Purchasing and ACES.

**CCFIT** - Nora Orozco spoke about Email migration and that IET is planning to rollout a single email system. They are targeting 2-3 departments to migrate by June and plan to move all administrative units to one email system.

The CCFIT committee also listened to Librarian McKenzie-Smith discussing their strategic plan to move to a digital media system, removing paper materials, making room for more study space for students.

**DaFIS Steering Committee** (Kuali) – no report

**Ed Tech** – Kerry Hasa reported the committee is discussing our SmartSite system and its future.

**ADMAN Conference** – Kerry reported that registration is down from last year, but that otherwise everything is moving forward. The resource fair is organized and all speakers are lined up. The Chancellor will be opening the conference this year.

**Kuali Rice** – Dee Madderra spoke about suggestions she thought would be helpful to campus users of the contracts and grants piece (PI Name, Proposal Deadline, Granting Agency) which would increase efficiency when searching the system. She learned that Campus IET has pulled their membership from the Kuali Foundation and they recommended that we take our recommendations directly to the Kuali Foundation.

**UC Path Steering Committee** – Susan Sainz reported that UC Davis has been pushed back to November 2014 or possibly January 2015 (Wave 2). She commented that the transition is proving to be more complex than originally anticipated.

Related to the new TRS system--Irene Horgan-Thompson reported that the new TRS system doesn’t track BX ee’s and some departments have to go back to recording time on paper until this gets fixed. There will be a big push to move all employees to TRS in preparation to move to UC Path. The Campus is hiring a UC Path Coordinator to handle transition issues.

**HRIC/HRAC** – Rosemary Martin-Ocampo reported on February 6, 2013 meeting:

Campus Community Survey Presentation - Rahim Reed encouraged staff to take the survey as UCOP wants to get a true sense of what’s going on – system wide practice. Each campus has 30 days to get their staff, faculty & students to participate and he is seeking 30% response rate from each campus. Pencil/paper surveys will be available: HR admin Bldg. & Heitman LearningCtr.
Career Tracks Presentation - Irene Horgan-Thompson reported that Career Tracks is a systemwide review and development of common job standards for classifying non-represented staff positions into specific Job Families and Levels. The first groups that are being retitled include: IT, then Communications. Her office will be seeking your feedback for Subject Matter Experts (SMEs) to review standards. This will be a multi-year project.

Biweekly Pay – Irene Horgan-Thompson - Deductions were a big question with bi-weekly pay so they created a matrix that has been posted on the ucpath.ucdavis.edu website that outlines how the deductions are taken from the original monthly cycle, through the transition, and to the biweekly cycle. Going forward flat rate deductions will be split equally across 24 of the 26 checks. Loans were given on Jan 30. Approximately 1000 applied for CTO, and about 1000 applied for the Loan. Only about 40 were denied. Reasons for denials included employees who were exempt, appointments that ended before the repayment plan schedule, and individuals who were already on a biweekly schedule.

Unit Modification – Irene Horgan-Thompson -- Unit modification is taking a title from one unit into another. Re-class requests generate a lot of questions; CUE/IBT is asking what has changed. Anyone who submitted for a re-class will get a call from the union to discuss what’s changed in their position. CUE/IBT is going through all re-class requests with a fine tooth comb making comparisons between the “old” and “new” position descriptions and reviewing % of time that functions have changed. CUE/IBT is making more of a presence than they have in the past. Three key points: 1) The process is taking longer; 2) CUE/IBT is asking for more information; 3) We may not always be successful in gaining a unit modification.

Patent Amendment—Irene Horgan-Thompson reported that all employees were asked to sign an electronic agreement starting in October 2011. Most of the outstanding signatures are on the faculty side. Wendi Delmendo is the contact working on the project for the Davis location. UC Davis is at 57% of our population having signed. If someone hasn’t signed the Patent Amendment, they can go to AYSO (At Your Service) and click on “my patent amendment” and do an electronic signature for the form. Office of Research is working on a new process related to submissions for contract and grants that will include a review to confirm that everyone associated with the research has signed their patent amendment.

Catastrophic Leave – Marion Randall – Handouts were distributed that described the UC Davis policy and UCLA’s policy. In the past we have used one-to-one (person donates to the specific person). There’s another possibility called pool (instead of getting hours from individuals, they get it from the pool). There are different ways to manage our catastrophic leave – each has strengths and weakness.

- The up side of pool:
  - There’s a level of anonymity, so employees preserve more anonymity
  - It can provide greater access for those employees who are less known because it is not dependent on contribution made to a specific person
  - People can donate hours at any point in time and reduce their leave balances
  - It lessens the administrative burden
• The up side of 1 to 1 is easier to create a compelling case for a donation and many people like to specifically know who is receiving their donated time
• Other items discussed: Possibility of putting a cap on the number of hours an employee can receive; Need to have tighter coordination between Cat leave and leave management

Social Media – Irene Horgan-Thompson -- With the advent of Facebook, Twitter, and other social media sites we are starting to hear that campus employees may be, as part of their job, checking and responding to questions or comments outside of their normal work schedule. If you have non-exempt staff responsible for checking social media sites 24/7, keep in mind it’s considered overtime.

TIF – no report

SDAAC – no report...current information to remember

"Soaring to New Heights" event scheduled for April 9th, 2013. There are potential budget issues. Sodexho has always subsidized meal before but can’t this year.

This Year’s Book Project is: “The Warmth of Other Suns” by Isabel Wilkerson

Shared Service Center – Allison Mitchel & Rosemary Martin-Ocampo reported

IET is beginning to use the Pre-Purchasing system and is working with the SSC to coordinate issues. There are still some growing pains as the CMS is not yet connected to the Pre-Purchasing system.

Sonja Colbert—Operations Director has moved into a new role in the Chancellor’s Office. The SSC will be recruiting for the vacancy. The Customer Advisory Committee continues to identify areas of improvement and is working closely with all administrative units. OE has hired additional staff to focus on the top priorities for business process improvement.

Next board meeting will be held:
Thursday, April 18, 3-5:00 pm,
357 Hutchinson Hall