Members Present:
Rosemary Martin-Ocampo, Chair (University Relations)
Jessica Potts, Vice Chair (L&S: MPS)
Dee Madderra, Past Chair (Plant Sciences)
Susan Sainz, Membership (Biological Sciences)
Lisa Borchard (Undergraduate Studies)
Nora Orozco (CA&ES)
Kathy Miner (L&S: Social Sciences)
Sandy Higby, ABOG Rep (UCDHS/School of Medicine
Carla Lacey (Student Affairs)
Mary Ann Mellor (School of Education)
Allison Mitchell (IET)
Tracy Lade (Physics)

Members Absent:
Meshell Hays, ABOG Rep (College of Engineering)
Letha Sines (UOIP)
Karen Nofziger (L&S: HARCS)
Pam Mazanet Belleau (School of Vet Med)
Steven Albrecht (Graduate Studies)

Administrators Present:
Mike Allred (A&FS)
Michael Legrand (Costing Policy)
Karen Hull (HR)
Dave Shelby (IET)

Administrators Absent:
Leslye Hays (OVCR)
Bob Loessberg-Zahl (OCP)
Binnie Singh (Academic Personnel)

- **Composite Benefits Rates**: Michael and Mike answered a series of questions regarding the new composite benefits rates. Mike updated us regarding the KFS labor module. Effective July 1, 2011, payroll transfers will be done through the labor module. A 3-5% benefit increase should be budgeted each year when submitting grant proposals.

- **Sponsored Programs**: Agenda item was not discussed – administrator absent.
• **Information Technology:** We had a lengthy discussion regarding IT needs. Dave Shelby stressed that ADMAN is a strong representation for change and encouraged the group to continue voicing our IT needs. Software as a service is a model that the campus is currently looking at.

  o Electronic Document Management System (EDMS): Mike Allred confirmed that the Shared Service Centers will be using the ARM EDMS. Mike also agreed that departments should be able to upload relevant accounting documents into this system as opposed to storing hard files. The ADMAN group expressed our need for a student EDMS system. ADMAN will invite Frank Wada for a board meeting to discuss the EDMS system currently used by Student Affairs. The ADMAN group agreed that we should re-review and re-prioritize our IT needs.

  o PPS Replacement: An RFP has been issued to obtain bids for the new payroll system. Proposals will be reviewed in May and a contract will be issued in June 2011. First wave of users are expected to be using the system in 18 months. The Davis campus will be part of the first wave of users.

• **Open Discussion:** Karen Hull discussed staff morale with the ADMAN group. Everyone is in agreement that morale is at an all-time low. Karen would like feedback regarding morale and what the campus could do to help improve morale. The ADMAN group did not feel like another blanket survey would be the way to collect this information. The ADMAN group suggested a survey to supervisors and/or a website similar to the budget website, where staff can log on and make suggestions.