

AAC Meeting Minutes
 Date: April 15, 2010, 261 Campbell Hall
 10:00 am – 11:30 am

IN ATTENDANCE

Veronica Padilla (Chair), Steve Owen (co-Chair), Vicki Lucas, Gary Spears, Sylvia Swift, Judith Coyote, Chuck Stoup, Nilima Bhatia, Stacey Shulman, Helen Workman, Mai Newberg

Guest(s) – John McKee, Dean of College Relations (L&S)

DIVISIONAL REPORTS

<p>Arts & Humanities (GS)</p>	<ul style="list-style-type: none"> ■ Department managers discussed the BFS v.9 implementation and raised concerns about how the new system would process honoraria payments; possible difficulties with back-up roles; and how the new system could affect any new business practice models which could have implications on smaller departments with few staff. ■ Managers discussed the 2-person approver controls for processing budget journals in the new version. ■ Lisa Coulter (Communications/training manager) has been invited to a future Managers meeting ■ Managers discussed budgetary concerns and implications of a new LSCR recharge model, Chuck Stoup noted that details are still being determined for such a model. ■ Managers met with Sam Castaneda (Director of the visiting scholar program) to discuss the Gateway system for hiring visiting scholars and postdoctoral scholars.
<p>Biological Sciences (SO)</p>	<ul style="list-style-type: none"> ■ Managers discussed the BFS v.9 upgrade and Heidi Hoffman (who is on a BFS focus group) provided a briefing detailing the changes between the current and new system. ■ Managers discussed the proposed campus network funding model and note that it's still unclear how the campus plans to implement the new model and proposed subsidizing of some fees to departments ■ Managers discussed the OE effort and note that the report released on April 12th does not clarify some of their initial concerns
<p>Math & Physical Sciences (JC)</p>	<ul style="list-style-type: none"> ■ Managers have actively engaged in data collection of administrative functions within each department. The purpose was to look at departmental (qualitative) needs versus collecting quantitative data on job titles per department. A goal of this effort is to analyze the data to determine whether clustering of tasks is possible across the division and how it could be implemented. ■ Managers are scheduled to meet with Bain & Co and VC Frank Yeary to discuss this data.
<p>Social Sciences (SS and VL)</p>	<ul style="list-style-type: none"> ■ Managers discussed their records retention program and related space issues. ■ Managers noted low morale within departments and some departments have had to change office hours in order to set aside time for administrative work. ■ Managers shared that they find the vendoring process is slower since the new Vendoring changes took effect. ■ Managers noted that the APO website has some outdated information and are not sure how often it gets updated. Nilima Bhatia added that the UCOP site will continue to be updated so you can search their site as well if you're not able to find the information you're looking for on the APO site. ■ Vicki Lucas shared that there are staff in their unit who participates in the LDP (management training program) and as part of the program, have been tasked to work on analysis and recommendations for three of the 6 key areas of "opportunities for cost reduction and improved effectiveness" as noted by the OE steering committee report distributed on April 12th.

GUEST SPEAKERS/PRESENTATIONS

John McKee, Dean
L&S Development
and College
Relations

- An overview of the campus budget structure:
The Berkeley budget has five sources that contribute approximately 20% each to the total budget.
 1. Fee for Service (ex. Tuition)..... +/- 20%
 2. Auxiliary Enterprise +/- 18%
 3. Research +/- 20%
 4. State Support +/- 22%
 5. **Development/Endowment..... +/- 20%**
 - a. This includes new monies and existing endowments
 - b. 2/3 of these funds are managed by the Regents
 - c. 1/3 managed by the UC Berkeley Foundation Board of Trustees
 - d. Returns are approximately 8% over time and 4% of the returns go to departments

- An overview of the “Campaign for Berkeley” program – the university goal is to raise \$3Billion to support Berkeley’s students, faculty, research and programs.
 - Typically, a Campaign is a seven year effort with the first two years serving as the “silent phase” where the campus taps into known ‘friends’ of the campus for financial support.
 - We are in the mid-point of the Campaign and as of June 2009, \$1.5 Billion has been raised.
 - The “public phase” runs for five years ending June, 2013.
 - The Hewlett Challenge has been a great incentive in creating new endowed chairs.
 - L&S goal during the Campaign is \$618 Million with the focus of funds being raised to support capital projects, endowed chairs, Fellowships/Scholarships (Graduates and Undergraduates) and other Gifts.

- An overview of the College Relations Office
 - The Office is comprised of 13 people (sharply reduced due to campus budget crisis).
 - Along with the fundraising goals, staff contributes to financial reporting requirements, continued reporting and contact with past, present and prospective donors, communicates and works closely with the University Relations Office.
 - The Office does not have the man-power to assist departments with lower level fundraising but are happy to provide consultation and could help to strategize higher-level fundraising.
 - The office has a double-sided document that they can share with departments on tips, ideas and strategies for conducting fundraising events with potential donors.
 - John McKee’s email: johnmckee@berkeley.edu

MISCELLANEOUS ANNOUNCEMENTS

Chuck Stoup shared that the BFSv9 workshops have begun and believes the units involved in the pilot roll-out are Haas, Boalt and Chemistry. He also shared that the college has had its budget hearing with the EVCP and notes that more support is being committed from central campus.

Nilima Bhatia shared that the campus HR website is no longer being maintained, for job title and pay information, the UCOP website is more updated and make sure you select the Berkeley campus site for up to date information relevant to our campus. Another place to find salary information is on the Career Compass site.

For the most current FMLA rules, please go to the UCOP site – the APO site is not maintained.

UPTE contract has been settled.

The AAC page has been updated.