

AAC Meeting Minutes
Date: May 20, 2010, 287 Dwinelle
10:00 am – 11:30 am

IN ATTENDANCE

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

Guests – Tom Holub, Director of LSCR

DIVISIONAL REPORTS

Arts & Humanities (GS)	<ul style="list-style-type: none">Managers met with BFS 9 team, lead by Lisa Coulter and continued discussions surrounding BFS v9 implementation. Key points include: BFS team recognizes smaller units don't have the staffing to assign the separate roles in the procurement system so they will temporarily allow this dual-role function; Departments will no longer be able to process check requests, also known as the Direct Voucher process (reimbursements to faculty/students for out of pocket expenses including books, office supplies, etc) – this process will be performed by Central Disbursements; and the BFS team stated there is no current plan to move the processing of travel and entertainment to Central Disbursements.
Biological Sciences (SO)	<ul style="list-style-type: none">There was a joint meeting among Integrative Biology and Molecular and Cell Biology staff with the dean. Dean Schlissel spoke frankly about the campus budget and shared different strategies that the division may pursue to address related issues. One of the benefits from this meeting was that it provided an opportunity for staff to voice concerns and for the division leadership to disavow rumors.IB and MCB have independent computer support and servers (they do not use LSCR) and managers had a discussion about pooling their computer support staff.
Math & Physical Sciences (CL)	<ul style="list-style-type: none">Managers are continuing their work to collect information and plan to conduct a preliminary analysis to determine if combining services in the division could be a feasible and effective way to deal with reduced departmental staff.Managers will meet with VC Frank Yearly, Phyllis Hoffman, Operation Excellence personnel and others to discuss the data collected and the next steps.Managers will meet with Student Services, RES, ERSO, Jeanne Raymond and others to discuss "clustering." There are also plans to meet with Jodie Rouse from CNR to discuss the process and metric used within their college's recent restructure.
Social Sciences (SS)	<ul style="list-style-type: none">Managers have re-scheduled their meeting with Diane Leite, AVC of RESManagers were able to find some funding for minor repairs/updates to Evans Hall, so there may be minor improvements plannedManagers discussed possible guest speakers at their future meeting(s) to address the topic of "management changes."

GUEST SPEAKERS/PRESENTATIONS

Tom Holub, Director of LSCR	<ul style="list-style-type: none">Announcement - LSCR had a 30% staffing reduction due to campus and college budget cuts reflecting a loss of 1 FTE desktop support, 1 FTE applications development, 2 positions that will not be re-filled and 4 positions with a decrease in % effort.Shared ideas/models for how LSCR might handle the workload with a reduction of staff such as: (1) change how service is provided by the "service desk" to include minor trouble-shooting
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and resolving certain issues in addition to responding and assigning technicians to the work-ticket; (2) develop strategies to provide standardized and remote services on a more “global” scale, such as being able to perform software updates, virus updates, wiping out data from a loaner laptop remotely rather than locally visiting the workstation; and/or (3) departments should expect a slower turn around time for completion of work-ticket requests.

- Discussed that LSCR is developing two new funding models and hope to share these models with the departments in June, once the deans determine model feasibility. Issues addressed in the models include: (1) FTE count – who is counted as an FTE, should it be all staff and faculty or just the budgeted staff and ladder rank faculty; (2) if and how credits are to be provided by the deans office and how they could be allocated to departments (3) levels of service = levels of cost, (4) web design and web support services, (5) web server options/ assistance with third-party host.
- Discussed future of campus IT services. (1) LSCR could become part of a “Shared Service Center” model where IS&T is the main administrative unit for the campus and LSCR would report through IS&T rather than through the Deans Office. (2) The campus network funding model will be implemented on 7/1/10 and the Chancellor has agreed to subsidize the cost for 2 years for all departments, except for auxiliary units.

MISCELLANEOUS ANNOUNCEMENTS

- Veronica Padilla shared that the Campus printing press is no longer in business and requested suggestions for local vendors. Note: UCSF has opened their business client base to include the Berkeley campus. Here is the link to their website:
http://campusliveservices.ucsf.edu/documentsmail/dm_services/ucprinting/
- Judith Coyote, ABOG is writing a response to Bain on their midterm report including what changes may be needed to achieve operational excellence.
- Nilima Bhatia, CUE will be affiliated with the Teamsters; AFSCME and AFL/CIO will be affiliated; UPTE is also seeking inclusion of the clerical staff. Performance Review forms is available on the career compass site.
- Stacey Shulman, announced that the regular continuing merits for Lecturers will be handled in the dean’s office rather than being forwarded to APO. Excellence Reviews still need to go to APO.