

AAC Meeting Minutes

Date: Thursday, October 21, 2010, 120 Durant Hall

10:00 am – 11:30 am

IN ATTENDANCE

Veronica Padilla (Chair), Steve Owen (co-Chair), Vernessa Parker, Gary Spears, Judith Coyote, Chuck Stoup, Nilima Bhatia, Helen Workman, Mai Newberg

Guests: (from Summer Sessions) Ellen Chang, Associate Director of Administration; Nicole Nakano, HR/Payroll Coordinator; and Nancy Schimmelman, IT Manager

DIVISIONAL REPORTS

Arts & Humanities (GS)	<ul style="list-style-type: none"> ■ Dean met with managers regarding “Spans and Layers: Second Phase of OE” to discuss and solicit ideas for unit restructure plans. There will be another meeting around November 15th to discuss if more changes will be needed with regard to the structuring of service clusters/service centers. There was some confusion and concern about how the target figure is going to be implemented across the division and managers expressed low morale among the staff.
Biological Sciences (SO)	<ul style="list-style-type: none"> ■ There have not been any formal managers meetings in the division but there have been meetings with the Dean and Deans Office staff to discuss how the two departments in the division will combine their support services into a “service center” model with the goal of meeting the target figure as well as to get in front of the ‘shared services center’ planning, which does not have a target implementation date but is the (likely) phase after the “Spans and Layers implementation plan” is accepted by OE.
Math & Physical Sciences (JC)	<ul style="list-style-type: none"> ■ Managers met to discuss shared services models that could possibly incorporate the College of Chemistry (i.e. contracts and grants administration) and possibly managers in the Biological Sciences. Managers also worked with “spans and layers” data to correct errors in the report and have a revised target figure.
ABOG Report	<ul style="list-style-type: none"> ■ Organizational Simplification team is looking at different models for shared services. There is no mandate to control units about how service centers should look. They will deliver recommendations in November for projected implementation to commence in January. ■ The Service Center Team does not have a delivery date/implementation date targeted. ■ The next ABOG meeting on 10/27 will have managers of several OE teams as invited speakers. ■ The roll out of E-Procurement has been curtailed pending further testing by a group of users over the course of a 4-day workshop. The team of testers will evaluate transactions/processing in E-Pro in order to determine how to fine tune program and to create better training modules.
Social Sciences (VP)	<ul style="list-style-type: none"> ■ The Associate Dean met with managers to discuss the TAS process and solicited feedback. The Dean met with managers to discuss “Spans and Layers implementation plan” and should know by Nov. 15th if the plan is accepted by OE. ■ Vernessa announced that she will be the interim MSO for Ethnic Studies in addition to her MSO duties in African American Studies.

MISCELLANEOUS ANNOUNCEMENTS

CHUCK STOUP	<ul style="list-style-type: none"> • Announced that the campus should get information about the budget sometime this week and cautioned that there is concern about the upcoming State election and what the future governor may do once in office.
NILIMA BHATIA	<ul style="list-style-type: none"> • Announced that the search for the Assistant Dean is under way. Phone interviews are currently in process and in-person interviews should begin in early November.

GUEST SPEAKERS/PRESENTATIONS – SUMMER SESSIONS (E-HIRE)

- Nicole Nakano
(HR/Payroll)
- Overview of HR/Payroll data for Summer Sessions 2010:
- University-wide: 1100 hires, total of \$6.3M in salaries and 2200 HCM actions/2500 OPTRS transactions
 - Letters and Science: 756 hires, total of \$4M in salaries and 1400 HCM actions/2100 OPTRS transactions
 - Top 5 salaries paid in the following programs: College Writing, Math, Philosophy, Psychology and Biology
 - Of the 2100 OPTRS transactions in L&S, 57 were late payment which were attributed to the following reasons:
 - Missing agreements (9)
 - Missing HR forms from employee (22)
 - Late requests (14)
 - Key errors, staff (5)
 - HCM errors (4)
 - Internal program glitches (6)
- Nancy Schimmelman (IT)
- Thanks L&S for assistance with the development of the E-Hire system for Summer Sessions. Provided overview of data/reports available via the E-Hire dashboard found at <https://mysummer.berkeley.edu/hire/selfHire.php> - which department managers have been given specific access. Specific reports include: (status of) List Hire Requests; List Course Sections with Hire Requests
 - Nancy is available for consultation and welcomes additional feedback regarding E-Hire system and departmental reporting/processing needs.
- Ellen Chang
(Administration)
- The E-Hire program was a success and there are plans to roll out to the rest of campus.
 - Announced that Nancy will record training sessions (keystroke and applications) and post to YouTube for future reference and to assist with department training needs.
 - Summer Sessions will work on providing a link between enrollment data and “high ticket” items so that departments will have relevant data for quick analysis and to plan their budgets, especially for revenue sharing courses.
 - Confirmed that for cross-listed courses, the revenue will flow to the department incurring the salary expense and it will be up to the cross-listed departments to determine how to handle revenue sharing.
 - For travel-study programs, all managers are encouraged to be informed of the process, even if the department does not handle the program’s administration, so that you’re aware of the cost of the program as well as the revenue generated from such programs.
 - Nancy will work on generating divisional reports for the deans containing information about concurrent enrollment and summer sessions.
 - Reminder that summer sessions revenue is normally transferred to departments in December, after central campus has distributed the census.