

ADMAN Executive Board Meeting

Minutes of the meeting held December 18, 2008

Present: Tracy Lade, Meshell Hays, Susie Lee-Tai, Tom Mezzanares, Karen Castelli, Kerry Hasa, Joni Rippee, Allison Mitchell, Rosemary Martin-Ocampo, and D Madderra

Absent: Janet Brown-Simmons, Felicia Smith, Rose Mary Miller, Mary Bankston

Sub-Committee Updates

CCFIT: A committee to review how classroom technology is being used is currently in progress. The Google contract that provides email service to UCD students may be expanded at a later date, possibly to include faculty and staff email. Policies and guidelines for server rooms will be covered in an expanded cyber security policy. There will be an open forum for CCFIT in January of 2009 and ADMAN members are encouraged to attend; date/time TBA.

DaFIS Steering Committee: The campus is exploring the use of middleware called Kuali Rice. This technology would be a step toward enabling the various campus IT systems to interact. Kuali Rice could provide identity and workflow management, notification and routing technology. More information is expected at the CCFIT Open Forum in January 2009.

EDMS is a new document management system implemented by Accounting & Financial Services for electronically storing documents. As of July 1, 2008, all invoices have been scanned at AP and are available in DaFIS DS. A&FS has plans to expand the use of EDMS throughout that unit. EDMS will cut down the need for off-campus storage space.

Academic Federation streamlining committee: No announcement has been made on the representatives of this committee (a note has been sent to Connie Melendy for an update on when the committee will meet and who will be the representatives). The three nominees to serve as ADMAN representatives are: Janet Brown-Simmons, Karen Castelli and Susie Lee-Tai.

New Business

E-Verify Implementation: This is a federally mandated internet based employment verification system that must be used as of 1/15/09 to verify the SSN of all employees paid on federal contracts and awards containing the E-Verify clause. The system is operated by the Department of Homeland Security (DHS) and in partnership with the Social Security administration (SSA). The system

compares information on the Form I-9 with records in the SSA and DHS database to verify identity and employment eligibility of employees working on federal government contracts and sub-contracts. (Program details attached)

Reminders

Campus Human Resources: A follow up meeting will be held February 2nd, 2009 to discuss classification of positions, volume of work/complexity, risk tolerance, etc.

ABOG 2009: ABOG is scheduled for April 5-8, 2009 at the Hyatt Regency in Sacramento. The committee is still working on the details of the conference and an announcement about the conference will be coming out in January there will be 40 spots for UC Davis employees to attend. ABOG 2010 will be hosted by UC Riverside and held April 11-14, 2010 at the Mission Inn Hotel & Spa.

Mid-Managers Meeting: Hold the date: "Doing what you "really" love for a living" scheduled for March 18, 2009 at the ARC Ballroom at the Davis Campus.

Schedule of ADMAN Board meetings: ADMAN meetings are held the third Thursday of each month from 3-5 in 156 Hutchinson Hall. All ADMAN members are welcome to attend.

January 15 – Guests from Graduate Studies & Student Employment

February 19 – Mike Allred (proposed)

March 19 – OPEN

April 16 – OPEN

May 21 – OPEN

June 18 - OPEN