

ADMAN Executive Board Meeting

Minutes of the meeting held March 19, 2009

Present: Tracy Lade, Tom Mezzanares, Kerry Hasa, Joni Rippee, Allison Mitchell, Janet Brown-Simmons, Felicia Smith, Rosemary Martin-Ocampo, Felicia Smith, Rose Mary Miller, and D Madderra

Absent: Susie Lee-Tai, Karen Castelli, Meshell Hays, Mary Bankston

Sub-Committee Updates

CCFIT: No updates, meeting in March was cancelled

ACES: Next meeting is May 19th

Academic Federation Committee: An email was sent March 17th to the ADMAN list serve requesting feedback on ways to streamline personnel processes for actions involving members of the Academic Federation. Suggestions being considered by the AF Appointments/Review Process Committee include:

- Review current voting procedures for Project Scientists and Specialists
- Blanket search waiver for Professional Research titles that generate their own funding.
- Blanket search waiver for Project Scientist and Specialist positions hired by a PI on extramural funds for limited time.
- Adjustment to number of extramural letters required

ADMAN members are encouraged to send comments to Janet Brown-Simmons.

People Admin: Human Resources is offering more training sessions for the program. The sub-committee is working with HR on issues dealing with the 3900 character limit in the job summary. HR is requesting that we use the justification section in People Admin to clarify what is needed with the requested action, especially when hiring short-term emergency hires. Please send comments/feedback to Janet Brown-Simmons.

CCC&D: No updates

On-Line Directory: The committee met and is currently reviewing the submissions portion of the program and working on prioritizing modifications to the program. One suggestion is to have the program highlight changes when a modification has been made so the approver can identify what the changes were.

DaFIS steering committee: In September 2008, the DaFIS Customer Advisory Team (CAT) was disbanded and is now being reformed into four user groups. The four groups are: Travel & Entertainment, A&FS Financial Systems, Purchasing, and Contract & Grant.

The Travel & Entertainment User Group, co-chaired by Janet Brown-Simmons, had its first meeting 3/26/09. The committee discussed the new travel booking program Connexus. Connexus will be the portal in which travelers will use for hotel, airplane and car rentals and is planned to become available to UC Davis in May 2009. Once Connexus comes on board, booking travel via the CTS account will no longer be available, and YCAL fares will be replaced with UCAL fares. The T&E committee will be testing the Connexus portal through the month of April. The T&E Committee also has established a list of service request priorities from the Travel Hotline (see attached). The committee will be having a general forum the second week of May; specific date is yet to be determined. If you have further questions about the T&E Committee or Connexus please contact Janet Brown-Simmons. For more information, see

<http://accounting.ucdavis.edu/projects/connexus/>

Effective immediately, DaFIS TP and Decision Support are available until 10PM nightly.

EDMS: The document management system is currently in use by several central campus units and will continue to roll out over the next five years. A rate proposal is currently being developed for EDMS that would then make it available to other campus departments. The cost could range from \$14-18K, plus an annual maintenance fee.

Plans are underway to create an online payroll ledger review system (for the monthly PPP5302 report) that will follow the model of the DaFIS ledger review, including auto annotation where possible. Tracy Lade is serving on the development committee.

Regarding the ability to view payroll and benefit expenses for employees whose home department is on other than our own, it was noted that PPS DS report #7 provides this information.

Cell Phone Taxation Policy: The University received an extension to the deadline for compliance with IRS regulations governing the use of cell phones for business purposes: UC is to comply with IRS regulations by June 1st. However, legislation is currently under review by the federal government that may change the current IRS regulations on this topic. A draft of a proposed policy was sent routed to ADMAN members for comments (see attached) and was discussed at the ADMAN Board meeting. It seemed clear that either option 1 or 2 (see attached) would create significant workload for various staff and for employees with cell phone plans that are paid by the university. Given the pending new legislation, ADMAN prefers that a hybrid version of options 1 and 2 in the proposal be adopted, at least in the short-term. ADMAN prefers a policy that would allow those with non-corporate cell phone plans to maintain their plan and those with university cell phone plans to maintain their agreement. ADMAN felt that the complications created by this sort of hybrid would be less than the alternative of adopting either option 1 or 2 now, and then a month or so later having to undo everything depending on the outcome of pending legislation.

Rather than implement a policy now that may have to be undone in a few months, AVC Mike Allred has asked UCOP to request another extension from the IRS.

Visitor, John Gregg, Controls & Accountability

Invited guest John Gregg, from Controls and Accountability, discussed with ADMAN our concerns about duplication of effort in the ledger review process. For example, a department might be providing faculty with automated ledger reports generated from Decision Support on a monthly basis, while that same faculty member (who has extramural awards) is also receiving DS report #325, the PI Ledger Review, and is required to electronically acknowledge review. ADMAN suggested expanding the scope of the DS325 to include all accounts, and then departments could decide for themselves whether or not to continue providing their faculty with additional accounting reports on a monthly basis, or to rely on the DS325 to provide their faculty with ledger information.

ADMAN pointed out that payroll encumbrances continue to present difficulties in both the transaction listing report # 2 and the PI reports #325, including the fact that payroll is currently encumbered only through June 30 of the current fiscal year. This creates a significant problem when trying to determine actual account balances. Please direct suggestions on modifications for DS report #325 to Tracy Lade.

ADMAN expressed concern over the wording of communications from A&FS to corporate visa cardholders who have overdue account balances and to faculty regarding ledger reviews (DS325) that are overdue. The letters and emails in some instances are copied to department chairs and deans. ADMAN recommended that the dean not receive a copy of the first delinquency notice, but that he/she be copied only after a non-response or action by the cardholder/PI.

REMINDERS

ABOG 2009: ABOG is schedule for April 5-8, 2009, at the Hyatt Regency in Sacramento. ABOG 2010 will be hosted by UC Riverside and held April 11-14, 2010 at the Mission Inn Hotel & Spa.

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