

ADMAN Executive Board Meeting

Minutes of the meeting held April 16, 2009

Present: Tracy Lade, Kerry Hasa, Joni Rippee, Allison Mitchell, Janet Brown-Simmons, Felicia Smith, Rose Mary Miller, Meshell Hays, Karen Castelli, D Madderra, Robert Pattison, Patricia Aguilera

Absent: Susie Lee-Tai, Tom Mezzanares, Rosemary Martin-Ocampo and Mary Bankston

Sub-Committee Updates

Travel/Entertainment

A&F has scheduled an open forum for May 5, 2-3:30 pm, but it's already full. A second forum will be opening in August, TBA. The board was recently informed that the forum is NOT for the connexus program.

Connexus Travel Portal

Training is scheduled for: May 14th, 9-12 on campus and 1-4 at the Hospital, Location TBA. Register through <http://lms.ucdavis.edu> (UCDLogin required).

CCFIT

At the April 13th meeting topics discussed included the campus sustainability program, IT-related budget planning, campus data administration policy, and an update on an identity management project.

Both IET and Student Affairs estimate a \$1M cut and will be evaluating core infrastructure services and possibly merging services within their units. A campus-wide administrative IT review is being considered. Accounting and Financial services are looking scenarios for 8, 10 and 15% budget cuts. Mike Allred agreed that projects such as payroll, Kuali and Coeus will be protected from the cuts. Office of Research is anticipating a \$1M budget cut and they are currently evaluating workload and potentially centralizing IT services.

Elias Lopez gave a presentation on a student trends report that will be available to campus via SIS DS in June 2009. Reports will include historical information on students dating back to 1993.

TAB (Telecommunications Advisory Board) in conjunction with CCFIT will be holding an open forum on April 28 from 12-1:30 in 1065 Kemper hall to discuss campus networking plans (wired and wireless).

New sustainability program on campus – The UC Davis Environmental Stewardship & Sustainability team in the Office of Resource Management and Planning participates in the planning and design of UC Davis development projects, reviews the environmental impacts of these projects, develops mitigation measures for potential impacts, and oversees an on-going mitigation monitoring program. The team also participates in community and regional resource issues as they relate to the campus and it maintains a campus geographic information system. More information is available about the program at: <http://www.ormp.ucdavis.edu/environreview/index.html>

Nimbleness committee: ADMAN meeting was held April 2 and discussed the following items:

- Online student evaluations: High potential for improved efficiency. Tracy Lade will be distributing a survey to ADMAN which will gather data on academic dept resources directed toward this effort (staff time, supplies and copy costs).
- PPS review structure: The value of having so many mandatory reviews of each transaction is not clear. Penny Knutson responded via email (attached) with information on why it is necessary to have the mandatory reviewers at the department level.
- PPS training: To improve efficiency and accelerate training time for new staff, ADMAN suggested that PPS training requirements be revised to require only those components (Grad Studies, Academic Personnel, PSS, etc.) that apply to the individual's areas of responsibility. A&FS recognized the inefficiencies and agreed to the following:

The Security Committee will grant an exception to new PPS users who will be working for a department that employs only staff employees. The PPS user, therefore, will NOT be required to take the Graduate Studies course, the Academic PowerPoint, or do the academic practice transactions. Departments will have to request the exception when applying for entry update in order for it to be granted.

- DS 325 PI ledger review: ADMAN suggested the expansion of DS325 be explored, which could negate the need in some cases for departments to provide monthly ledger reports to their faculty since all information would be available in DS325. Susan Moore has been asked to look into creating other reports within the 325 to meet the needs of campus faculty/staff.
- General ledger review: Newly created accounts need to be added to an org plan for online ledger review and monthly certification. Incorporating this into the Acct Maintenance Document in DaFIS TP would be ideal. At this point Mike Allred was not sure this could be done in DaFIS and would check into the possibility and get back with the board.
- Web-based new hire process: The EDB screens and implementation is in testing phase now, it is anticipated it will be released in the fall of this year. Attached is an example of what the on-line system will look like.
- MyTravel booking component (CONNEXUS): Currently the T&E committee is testing the system to ensure all entries are posting correctly into Decision support. It is anticipated that the system will be available in July if the committee approves to move forward.
- KUALI: See <http://accounting/projects/UCDKuali/imptimeline.cfm> for an update on the timeline. The system should be available for viewing and possibly testing in fall of 2009, however, user training in Kuali financial system will not begin until mid-2011.
- EDMS availability to campus constituents. Mike discussed the program that is available, however, the cost to departments will likely be quite high. The Office of Administration EDMS is currently developing a rate structure for new participants and is expected to be effective July 1,

2009. For those interested in OOA's service, send an email to dmshelp@ucdavis.edu where a list is being maintained for all interested departments.

- ASE child care reimbursement process: The process currently requires a department to charge the childcare expense to its department account and then process a DaFIS CB transaction to obtain reimbursement from a central campus account. Tom Kaiser is working with administration to encourage an easier mechanism of processing the ASE reimbursements.

ACES: Next meeting is May 19th

Academic Federation Committee

The committee is in agreement to streamline current processes by reducing the number of extramural letters required, implementing search waivers for appointments at the assistant and associate specialist and project scientist levels, and making changes to the delegations of authority and the appeal process. The committee will next look at the Academic Coordinator and Academic Administrator titles for streamlining opportunities. Minutes of the meeting are attached. ADMAN members are encouraged to send comments to Janet Brown-Simmons.

People Admin: Next meeting is scheduled in May.

CCC&D: No updates.

On-Line Directory

The committee is moving forward with the following updates for the on-line directory system:

- Updates in the directory will be highlighted so the approver can easily identify changes
- Standardizing addresses so there is consistency
- Adding a place in the directory to add a lab phone number

Informal Adman quarterly meetings

Robert Pattison and Pat Aguilera met with the board to discuss opportunities of networking on campus by having monthly and/or quarterly get together's. The board was in favor of the idea and agreed to have a social networking function quarterly. There will be a topic introduced for each social and an informal discussion following. The first one will be hosted by ADMAN, future ones will be no-host. Date/Location TBA

REMINDERS

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.

Upcoming guests: Leslye Hays, Office of Research – May 21; Rich Shintaku, Grad Studies – June 18