

## ADMAN Executive Board Meeting

Minutes of the Meeting held  
August 21, 2008

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**Present:** Tracy Lade, Rose Mary Miller, Janet Brown-Simmons, Meshell Hays, Karen Castelli and D Madderra

### **Agenda:**

#### **Welcome new members:**

Rose Mary Miller, Karen Castelli and Susie Lee-Tai

#### **Update on Revision of Bylaws:**

Revisions to the bylaws were passed by the ADMAN Board members and are now out on the smart site worksite for voting to the general membership per article VIII. Following are the proposed revisions to the Bylaws:

- Article IV, Meetings: specifying priority for invitation to the Mid-Management Conference.
- Article V, Government: expanding the number of representatives to serve on the Executive Board.
- Article VII, Committees: revisions for clarity.

To cast your vote please go to <https://smartsite.ucdavis.edu>  
Vote closes at 5PM on August 28, 2008.

#### **Board membership and committee assignments:**

CCFIT: Janet Brown-Simmons  
ACES: Janet Brown-Simmons  
DaFIS Steering: Janet Brown-Simmons  
Campus Council Community and Diversity: Open  
My Info Vault: Janet Brown-Simmons  
People Admin: Janet Brown-Simmons  
ABOG: Meshell Hays and Tom Mezzanares  
Mid-Managers Meeting: Tracy Lade and D Madderra  
Membership Historian: Felicia Smith

#### **Nimbleness Committee Updates:**

Minutes of the Nimbleness Committee meeting can be found on the ADMAN website under the Nimbleness link.

Top Issues discussed with the Nimbleness committee:

**Web-Based Timesheets:** L&S timesheet system to connect to PPS scheduled by winter 2009

**Web-Based TEV/EEV processing:** Ongoing dialog about “Pet Peeves”. Forums to be scheduled quarterly by accounting staff to address issues with MyTravel. Accounting will also be establishing a location on smartsite to post questions that will be answered by the accounting staff.

**PPS/DaFIS/KUALI:** New accounting system to be implemented in July of 2011

**PI Ledger Review:** Report #325 for PIs schedule to be out October of 2008

**Receipts for reimbursement:** Out of pocket purchases over \$500 need confirming orders; Dee working with Mike Allred to address situations when the policies unnecessarily inhibit business activities. A&FS has recommended that departments request receipts from travelers when the traveler routinely requests reimbursement for the maximum MIE allowance, even if the expense is under \$75.

**CAMS:** Items under \$5K are still having to be monitored within CAMS

**Purchasing Card:** Insufficient itemized information in DaFIS. ADMAN has requested that FPD documents have the initiator of the FPD document be the card holder

**Top Four items to be addressed by the Nimbleness Committee for 2008-2009:**

- 1) Graduate Studies: Block grants/fellowships, graduate group program reviews
- 2) On-line course evaluations
- 3) Sponsored Programs
- 4) PPS Audit system checks/Integration of timesheets with PPS

**On-going dialogues with the nimbleness committee and/or Forums**

MY Travel System

Purchasing Card

KUALI

PPS Reviewers Mandatory vs. non Mandatory

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