**ADMAN Board of Directors Meeting**

**Minutes**

**August 18, 2016 (3-5 p.m.)**

Robert Mondavi Institute, Room 1207

*Members in attendance: Brenda Scalzi, Donna Connolly, Frum Syed, Peter Blando, Jeremy Phillips, Tom Coursey, Carlos Garcia, Tracy Lade, Malena Teeters, Michelle Hammer-Coffer, Jennifer Radke, Gladys Lopez-Lytle, Nora Orozco, Lisa Borchard*

1. **Announcements and Approval of July 2016 Meeting Minutes 3:00 – 3:10 pm**

*Jennifer Radke*

*Approved*

*FY 16-17 ADMAN Vice Chair announced*

*Congratulations to Tom Coursey, CAO-Electrical & Computer Engineering*

1. **ADMAN Conference Update (First Meeting) 3:10 - 3:20 pm**

*Brenda Scalzi, Donna Connolly*

* First meeting, and regular meetings scheduled,
* Conference March date March 1, 2017
* Reviewing scholarship guidelines and will take these to the executive board.
* More volunteers needed, contact Donna - [dlconnolly@ucdavis.edu](mailto:dlconnolly@ucdavis.edu) or Brenda -[bscalzi@ucdavis.edu](mailto:bscalzi@ucdavis.edu)

1. **ADMAN Priorities for the Coming Year 3:20 – 3:35 pm**

*Jennifer Radke, Michelle Hammer-Coffer*

* + Requested feedback on priorities for the year
  + Business Intelligence
  + Business Applications – leveraging existing infrastructure, home grown systems exist that are no longer supported, the code is available and can be updated. It would be great that instead of updating old systems or creating new ones, leverage existing tech such as ServiceNow. Encourage standardize on one platform.
    - AADI potential funding for 2 programmers with support from the colleges programmers.
  + Forms in general on campus – can we standardize some of the forms across campus, determine who the resource for what is required and attempt to standardize across campus-e.g., reimbursement form.
  + Would like to know more about the campus budget tool
  + Jen will move forward and start making contacts
  + Send feedback suggestions to Jennifer Radke, [jtradke@ucdavis.edu](mailto:jtradke@ucdavis.edu) and Michelle Hammer-Coffer, [mahammer@ucdavis.edu](mailto:mahammer@ucdavis.edu)

1. **ACE Steering Committee Volunteers and Outreach 3:35 – 3:40 pm**

*Jennifer Radke*

* Jen received great response to her email requesting volunteers for the ACE steering committee, more volunteers are needed. If you are interested, please contact Jennifer Radke at [jtradke@ucdavis.edu](mailto:jtradke@ucdavis.edu) and Michelle Hammer-Coffer at <mahammer@ucdavis.edu>

1. **Box Best Practices Workgroup Results**  **3:55- 4:10 pm**

*Jeremy Phillips-IT Director, Division of Social Sciences*



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Update: End to End Recruitment (Tentative)

Bruce Mattos, Campus Talent Acquisition Manager

**Future meeting dates for Academic year 16-17:**

All meetings will be held from 3:00-5:00 pm in 1207 Robert Mondavi Institute, South Building.

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| |  |  |  | | --- | --- | --- | | September 15, 2016 |  | February 16, 2017 | | October 20, 2016 |  | March 16, 2017 | | November 17, 2016 |  | April 20, 2017 | | December 15, 2016 |  | May 18, 2017 | | January 19, 2017 |  | June 15, 2017 | |  |  |  | |  |  |

**Member Committee Reports:**

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| **ABOG**  No Update  **AADI**  No update  **ADMAN Conference**  No Update  **Aggie Travel**  No update  **Budget/Financial Reporting System**  No update  **CCC&D:**  No Update  **Canvas**  No Update  **EDMS**  No update  **FIS Update**  No meetings  **HRIC/HRAC**  July & August meetings cancelled | **IT-Security/IT-Services**  No Update  **Kuali-Coeus**  No Update  **SDAAC**  No August Meeting  **SSC**  Update will be included in minutes  **Staff Assembly**  No Update  **UCPath**  No Update  **Uniform Guidance**  No Update |

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| **Committee** | **Representative(s)** |
| ABOG (Academic Business Officers Group) | Sally Harmsworth/Lourdes Gomez |
| AADI (Administrative Application Development Initiative) | Tracy Lade/Jennifer Radke/Meshell Louderman |
| ADMAN Conference | Brenda Scalzi/Donna Connolly |
| AggieTravel | Mike Kuhner |
| Budget & Financial Reporting System | Gladis Lopez-Lytle |
| CCC&D (Campus Council on Community and Diversity) | Tammy McNiff |
| Campus Taskforce on Uniform Guidance for Federal Awards Implementation | Sara Reed |
| Canvas | Mary Macias/Marina Rumiansev |
| FIS Steering Committee | Karen Nofziger |
| EDMS Replacement Project | Peter Blando/Teri Sugai |
| HR Implementation Committee/  HR Advisory Committee | Rosemary Martin-Ocampo |
| IT-Security & IT-Services | Tracy Lade |
| Kuali Coeus | Dee Madderra |
| SDAAC (Staff Diversity Administrative Advisory Committee) | Brenda Scalzi |
| SSC (Shared Service Center) | Teri Sugai |
| Staff Assembly | Jessica Potts |
| UC Path Steering Committee | Susan Sainz/Meshell Louderman |