**Administrative Managers Group**

**(ADMAN)**

**Board of Directors Meeting**

**Meeting Minutes**

**December 15, 2016 (3-5 p.m.)**

Robert Mondavi Institute, Room 1207

ADMAN Members in Attendance*: Jennifer Radke, Michelle Hammer-Coffer, Teri Sugai, Lisa Borchard, Nora Orozco, Cynthia Roberts, Carlos Garcia, Gladis Lopez, Lytle, Rosemary Martin-Ocampo, Kristina Do-Vu, Steven Wells, Linda Potoski, Peter Blando, Elizabeth Vaziri, Susan Lopez, Carmen Raycraft, Kerry Hasa, Dee Madderra, Jamie Brannan, Christine Harlan, Esther Hernandez, Carlos Garcia, Shana McDavis-Conway, Julienne DeGeyter, Janice Corbett, Corrine Esser, Jessie Murray*

1. **Approval of October & November Meeting Minutes 3:00 – 3:05 pm**
2. **Career Tracks** **3:05 – 3:50 pm**

*Grant Nejedlo, Communication Manager, Employee Engagement*

*Karmen Fittes, Director, Total Compensation*

*Michelle Wong-Abellana, UCD Compensation Manager*

*Karen Berardi, Comp Consultant-Office of the President*



-Representatives from Office of the President, UCD Total Compensation and UCD Compensation provided an overview of the upcoming Career Tracks Implementation at the UCD & UCDHS campuses.

The presentation consisted of the following:

* + - Overview of Career Tracks Project
    - System-wide Perspective and UCOP Support
    - UC Davis Project Update
    - Questions from ADMAN members
    - Key Success Factors
    - Comments from UCOP representative, Karen Berardi:
      * Potential for more specific classification
      * Actively managed/updated on an annual basis
      * Consistency
      * Clear understanding
      * Opportunities for targeted career planning
      * Advantages for Managers
    - Comments from UCD Compensation Manager, Michelle-
      * 6,000 non-represented titles mapped by the end of 2017
      * Support for the program:
        + Training & Information sessions will be held
        + Survey Link
        + Day to day compensation work still goes on
        + Compensation staff will have additional support – contract, TES
        + Encouraging all to update current PD’s –ASAP
        + No hard date for updates to submittal
    - More information at:
      * <http://hr.ucdavis.edu/compensation/career_tracks.html>

1. **Refresh Program 3:50 – 4:10 pm**

*Hampton Sublett, Executive Director,*

*Financial Sustainability*

Hampton provided information and an overview of three new services recommendation resulting from the Small Projects Task Force (Based on UCSD) which has executive sponsorship. Programs offer increased value to the customer. Committee – Executive Sponsorship.

* Office Refresh Program
* Better sense of value, better turnaround time
* Office Refresh
* Single tenant location, likely with 4 walls
* Affordable & faster way to get your office spruced up
* Campus space only, leased space not included
* Flat fee $3500
* Maintenance included – free of charge
* Target 5 business days
* Concierge Service
  + Simplify and improve the customer experience
  + Single point of contact for customers needed renovation work
  + Reduce initial contact time from 3-4 weeks to one week (target
* Single Trade Pricing – Ala Carte Services
  + Reduce estimate time
  + Faster response/simplified billing
  + Flat, competitive rates

Biggest takeaway-looking for departments who are interested in this service

For more information, contact the Facilities Management Customer Support Center at (530) 752-1655 or [facilities@ucdavis.edu](mailto:facilities@ucdavis.edu)

Please provide any feedback to Hampton Sublett at [hbsublett@uccdavis.edu](mailto:hbsublett@uccdavis.edu)

1. **AP/Travel Update 4:10 – 4:25 pm**

*Mike Kuhner, Manager, A&FS A/P & Travel*

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Mike provided an update and overview of organizational changes in Procurement Contracting Service, Distribution Services and Accounts Payable under a single leadership structure.

AggieTravel Update

* AggieTravel is live for all campus and UCDHS employees
* MyTravel still accessible for many months-don’t delay in clearing reports
* Please be sure to submit expenses timely
* Beginning January 2017, Travel Accounting will begin policing expenses not submitted within 60 days
* Travel expenses not submitted within the required timeframe will eventually be taxed as income
* March is the target date for the implementation of the taxation
* Please encourage staff to opt in to the Travel Listserv
  + Navigate to the site below, and click on the “Travel Info” checkbox
  + <http://afs.ucdavis.edu/cas-forms/email-lists/email-list-subscribe.cfm>
* There are expanded uses for the Travel & Entertainment (Corp Card)

1. **Committee Updates** 
   1. ACE Committee – Kerry Hasa  **4:25 – 4:30 pm**
   2. AggieBudget – Gladis Lopez-Lytle **4:30 – 4:35 pm**
      1. ****
   3. Other Committee Updates **4:35 – 5:00 pm**
      1. Scholarship Committee –Carlos & Linda Potoski volunteered to serve on the ADMAN Conference Scholarship selection committee

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**January 2017:**

*EDMS Replacement Project – Mike Cole*

*Optimize HR – Lisa Terry*

**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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| |  |  |  | | --- | --- | --- | | January 19, 2017 |  | April 20, 2017 | | February 16, 2017 |  | May 18, 2017 | | March 16, 2017 |  | June 15, 2017 | |  |  |  | |  |  |  | |  |  |  | |  |  |

**Member Committee Reports:**

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| **AADI**  No Update  **ADMAN Conference**  No Update  **AggieTravel**  No update  **AggieBudget**  Update in meeting  **AMP (formerly ABOG** )  No Update  **CCC&D:**  No Update  **Canvas**  No Update  **EDMS**  No update  **FIS Update**  No Update  **HRIC/HRAC**  No meetings this month  **IT-Security/IT-Services**  No Update | **IPA**  No update  **SDAAC**    **SPARK (formerly Kuali Coeus)**  No Update  **SSC**  Next update: January  **Staff Assembly**    **UCPath Steering Committee**  No Update  **Uniform Guidance**  No Update |

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| **Committee** | **Representative(s)** |
| AADI (Administrative Application Development Initiative) | Tracy Lade/Jennifer Radke/Meshell Louderman |
| ADMAN Conference | Brenda Scalzi/Donna Connolly |
| AggieTravel | Mike Kuhner |
| AggieBudget | Gladis Lopez-Lytle |
| AMP (*formerly ABOG)* | Sally Harmsworth/Lourdes Gomez |
| 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 |
| HRAC & HRIC | Rosemary Martin-Ocampo |
| IT-Security & IT-Services | Tracy Lade |
| IPA (Instructional Planning & Administration) |  |
| SDAAC (Staff Diversity Administrative Advisory Committee) | Brenda Scalzi |
| Shared Service Center | Teri Sugai |
| SPARK *(formerly Kuali Coeus)* | Dee Madderra |
| Staff Assembly | Jessica Potts |
| UC Path Steering Committee | Susan Sainz/Meshell Louderman |