**Administrative Managers Group**

**(ADMAN)**

**Board of Directors Meeting**

**Meeting Minutes**

**January 19, 2017 (3-5 p.m.)**

Robert Mondavi Institute, Room 1207

Members in Attendance: Elizabeth Vaziri, Steven Wells, Annemarie Seed, Annette Davis, Carlos Garcia, Jamie Brannan, Brenda Scalzi, Shannon Tanguay, Peter Blando, Rosemary Martin-Ocampo, Malena Teeters, Tom Coursey, Michelle Hammer-Coffer, Jennifer Radke, Sara Reed, Megan Villasenor, Gladis Lopez-Lytle, Kristina Do-Vu, Cynthia Roberts, Liz McCoy, Corinne Esser, Kathy Olsen, Sally Harmsworth, Tracy Lade, Teri Sugai

Welcome new members:

* Annette Davis  SOM: Public Health Sciences, UCDHS
* Jasbindra Murray  Social Sciences Orange Cluster, Davis Campus
* Jamie Brannan California Lighting Technology Center, Davis Campus
* Shana McDavis-Conway  Agricultural Sustainability Institute, Davis Campus

1. **Approval of December Meeting Minutes 3:00 – 3:05 pm**

*Minutes approved*

1. **EDMS Replacement Project - AggieDocs****3:05 – 3:50 pm**

*Mike Cole, Project Manager, A&FS*

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* AggieDocs website <https://aggiedocs.ucdavis.edu>
* An enterprise document management service provided by FOA Administrative IT
* Focus on records that are critical and sensitive in terms of compliance, privacy and business value
* AggieDocs can help improve the effectiveness and efficiency of business processes
* Replacement solution for current system in use by 15 departments, +22 million scanned pages – rep
* Replace aging system, product reaching end of life
* Established governance, advanced services for workflow, e-forms, digital signature, full text search, and, DocuSign
* Can be made available to partners across the campus
* Ability for metrics
* Priorities identified by user community and support personnel
* If departments desire, they can have their own support, or a separate repository can be developed
* Product comparison of top three vendors
* Campus Service Mindset
* Scalable
* End of February – system in production
* Stakeholder sessions will be held
* Demos held closer to implementation, at least monthly, assess frequency as they ramp up, sessions/train the trainer
* End User – in house training sessions
* Help files and system documentation
* Future enhancements – UCP SciQuest
* Prioritize high value adoption
* Tech refresh in scope
* Additional Project Objectives
  + Department Administration
  + E-forms Evaluation/Pilot (EHS IIP)
  + DocuSign Integration (EHS IIPP)
  + Workflow evaluation/pilot
* Success criteria – dedicated to making sure not moving problems over, not being disruptive in adoption

1. **HR Update 3:50 – 4:20 pm**

*Lisa Terry, Director, Organizational Excellence*

*Carina Celesia-Moore*

*Brenda Rebman*

*Marion Randall*

*Karmen Fittes*

*Bruce Mattos*

*Sara Reed*

Optimize HR, P4P, Career Tracks, Talent Acquisition

Optimize HR

* Launched in phases over 2 years
* Focus on building a new HR delivery model
* Clear policies & guidelines for compensation
* Standardized intake of recruitment requests
* Consistent approach to leaves administration
* Standardized templates and forms to improve efficiency, consistency, quality and policy compliance
* Enhanced performance reporting & transparency, including metrics
* Improved time to fill positions
* <http://optimizehr.ucdavis.edu/>

Pay4Performance

* Non-represented staff only
* Mandatory training requirement
* -Phase I & Phase II
* Reminder of 4 Point Rating Scale in effect this year, task force recommendation
* Employee File Memo was placed in every persons file that explained ratings change. This will help to inform, explain the organization normalize ratings. If a file is reviewed, and sees prior evaluations with ratings of Exceptional, more recent evaluations may seem lower.
* Cyber Security training that just came out is the revised version
* Mandatory training completion become part of the requirement to “Fully Achieved Expectations” rating
* <http://p4p.ucdavis.edu/>

Career Tracks

* Mapping Training for ADMAN & HRIC/AC – January 9 & 20 sessions, additional sessions are being scheduled
* Employee information Session January 9 and 20, additional sessions being scheduled
* Completion of Preliminary Mapping, early Feb
* Pending positions to be implemented in Career Tracks, ITMgrs, AG Mgrs., Student Affairs,
  + April 1 target completion date for IT and Ag., May 1 for Student Affairs
* Setting up a follow-up meeting for ADMAN members

Talent Acquisition

* Most changes are behind the scenes, enable better service
* Increased partnership with Talent Acquisition, SSC and with departments
* MQ and Completeness screening will be handled by the SSC, TA will provide more in-depth screen and share a smaller pool of top candidates
* Questions arise regarding starting a new recruitment or the status of an existing recruitment they should connect with their TA Partner – SSC or Recruiter
* Go Live is slated for February 27th

UC Davis Health Systems now UCDavis Health

1. **AggieBudget 4:20 – 4:50 pm**

*Elizabeth Vaziri, AggieBudget Functional Lead, BIA*



* Project Overview
* Status update
* Review Design to Date (preliminary and subject to change)
* Discussion/Feedback
* UC Davis seeking a systems solution to assist with ensuring budget and financial managers
* System that can provide consistent financial information
* Reduce redundancy
* Axiom has been chosen as the vendor
* System is built on Excel, but has database behind it, reporting abilities, highly customizable
* Building skeleton of the budget system, start with simple system, that can be expanded with more depth and complexity over time
* Axiom planning solutions for
* Budgeting
* Labor Planning
* 10 year long-range planning
* In year forecasting
* Grants planning
* Data Integrations – KFS, PPS, DW, UCD Health, Adaptive Future – UCP, Lawson
* Single sign on
* Timeline-Pilot Go-live March 1
* Self-Supporting Activities – future component (August)
* Pilot Participants
* Next Steps
  + Full launch to campus in August 2017 Dates subject to change
  + Screen shots – SEE PRESENTATION
  + Annual Budget planning file
  + Labor planning file
  + Reports – no screenshots yet
* Questions, contact [evaziri@ucdavis.edu](mailto:evaziri@ucdavis.edu)

1. **Committee Updates 4:50 – 5:00 pm**
   1. UC AMP Conference – Sally Harmsworth

UC Administrative Professionals Group-UC AMP

UC Davis hosting-s 4/9-4/11 Sheraton sac

Registration open early February

Sally is outgoing representative, Lourdes is her colleague

**SDAAC –**

* AB540 center on campus, Brenda went to the training, is there interest for ADMAN?
* Brenda will work with Jen and Michelle to get that scheduled
* Conference – Tuesday-article in dateline scholarship
* Conference registration- 2/2 adman members only
* Need volunteers for-ask Brenda

Mishelle Louderman – ADMAN used to partner with other administrative units on campus.

* Bring together the staff who are doing the work for discussion, understand the connection and the work. Would like to get that started again. Get input. Meetings might be annually, quarterly, etc. Has the buy in from executive deans

ProShare kick off meeting at MU2, goes through June, monthly meetings

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**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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| |  |  |  | | --- | --- | --- | | February 16, 2017 |  | May 18, 2017 | | March 16, 2017 |  | June 15, 2017 | | April 20, 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**    **EDMS**  Update in Meeting  **FIS Update**  No Update | **HRIC/HRAC**  No meetings this month  **IT-Security/IT-Services**  No Update  **IPA**  No update  **SDAAC**  No Update  **SPARK (formerly Kuali Coeus)**  No Update  **SSC**    **Staff Assembly**  No Update  **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 |