**Administrative Managers Group**

**(ADMAN)**

**Board of Directors Meeting**

**Minutes**

**February 16, 2017 (3-5 p.m.)**

Robert Mondavi Institute, Room 1207

*Members in Attendance: Peter Blando, Annemarie Seed, Annette Davis, Jamie Brannan, Kristina Do-Vu, Carlos Garcia, Corinne Esser, Esther Hernandez, Patsy Serviss, Brenda Scalzi, Kelly Gilmore, Christine Harlan, Rosemary Martin-Ocampo, Sara Reed, Gladis Lopez-Lytle, Carmen, Raycraft, Cynthia Roberts, Eva Jakab, Meshell Louderman, Kelly Wade, Tracy Lade, Michelle Hammer-Coffer, Elizabeth Vaziri, Jennifer Radke, Teri Sugai*

1. **Welcome 3:00 – 3:05 pm**
2. **SiteFarm (a new content management system)****3:05 – 3:45 pm**

*Ernie Comer & Shawn DeArmond Web Architect, IET*

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* SiteFarm is the brand name of “out of the box” offering
* Based on Drupal 8 software
* Provides users a robust and intuitive site building(website) package
* Cascade, currently in use, is mostly for static content
* Drupal is for more ambitious sites, e.g., campus website
* Security, blanket updates
* Flexibility, one platform, many use-cases
* Ease of Use, content updates across site, no need update event information in multiple places,
* Scalability, economy of scale, 1000 of sites on one platform, control over your own site
* Cost avoidance – no cost for campus departments, savings for campus,
* Sign up on website for client groups
* Service Launch 4/17/17
* [Sitefarm.ucdavis.edu](sitefarm.ucdavis.edu)
* No sunset date for Cascade at this point
* [sitefarm@ucdavis.edu](mailto:sitefarm@ucdavis.edu) – contact email address
* Not recommended for faculty personal page, recommendation for faculty pages is <faculty.ucdavis.edu>, this site does not have the same branding requirements

1. **FY 2018 Audit Planning 3:45 – 4:05 pm**

*Leslyn Krause, Internal Audit*

HANDOUT-SCAN

* Annual planning includes Risk Assessment process.
* Focus attention on areas considered high risk
* Control environment
* Large Business Exposure
* Home grown information systems
* Feedback or questions, comments – contact Leslyn
* How to Survive and Audit Class in [LMS](http://sdps.ucdavis.edu/course_catalog/business_operations/how2survive_audit.html)

1. **ADMAN Vice Chair Update 4:05– 4:10 pm**

More than one person interested, collecting candidate statements.

May delay the election of the vice chair for 17-18 until August

1. **ADMAN Conference Update 4:10 – 4:15 pm**

* 242 registered
* Need 46 more attendees
* Closes on Friday
* Scholarship
  + 3 Applicants – w/support from supervisors, one may come in, budgeted for 10

1. **Textbook Ordering 4:25 – 4:45 pm**

*Erum Syed and Jessie Murray, Social Sciences*

* Growing issue surrounding textbook ordering, bottlenecks, delays, cost issues
* Desk copies, soliciting feedback
* Demand on staff to look up publishers, go through each and every system, waiting for denial letters
* How do make a more efficient process?
* Idea of having the Bookstore ordering textbooks
* Bookstore already placing orders, close relationship with publisher,
* Give incentive for faculty to go through the bookstore more frequently
* Removes process from department staff, can focus more on advising needs
* Are other CAO’s having this same issue? Is this a Campuswide issue?
* Budgeting piece of providing desk copies, costs are rising, faculty are used to getting the copies for free.
* Meshell L sees the same issues, unit tries to do a check out system and try to get the copies back at the end of the quarter
* Tracy Lade-negotiated log in through book rep to online copy.
  + Feedback on how departments are handling the process in-house
* Should there be an online form?
* Gladis – gather information at the department level, brainstorming session with Jesse and Erum
* Send feedback to Jennifer Radke and Michelle Hammer-Coffer, they will collate and send to Erum

1. **Committee Updates 4:45 – 5:00 pm**

* Aggie Budget – started testing Monday, go-live has been delayed.
* AADI ACE – adding functionality of MIV
* KEAS is coming alive again
* Work is being done on a Tririga interface
* What does the campus need from AADI? A place where we can track
* Michelle Hammer-Coffer and Teri Sugai reviewing ADMAN Committees/representatives
* HRIC/HRAC have not been meeting, just released today P4P
* ProShare-successful launch meeting

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April – Kelly Ratliff & Blair Stephenson, Campus Finance, Operations and Administration

\**subject to change*

**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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| |  |  |  | | --- | --- | --- | | March 16, 2017 |  | May 18, 2017 | | April 20, 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** )    **CCC&D:**  No Update  **Cayuse**    **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**    **Staff Assembly**  No Update  **UCPath Steering Committee**    **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 |