**Administrative Managers Group**

**(ADMAN)**

**Board of Directors Meeting**

**Meeting Minutes**

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

Robert Mondavi Institute, Room 1207

*Members in attendance: Jennifer Radke, Michelle Hammer-Coffer, Carlos Garcia, Shannon Tanguay, Teri Sugai, Brenda Scalzi, Sally Harmsworth, Meshell Louderman, Kristina Do-Vu, Linda Potoski, Steven Wells, Shana McDavis Conway, Esther Hernandez, Jamie Brannan, Iben Wilson, Kelly Gilmore, Annette Davis, Kate Tweddale, Heather Riden, Christine Harlan, Brooke Noonan, Cynthia Roberts, Nora Orosco, Patsy Serviss, Gladys Lopez-Lytle, Corinne Esser, Bill Jackson, Tracy Lade*

* **Approval of January & February minutes 3:00 – 3:05 pm**

Approved

* **Vice Chair Update** **3:05 – 3:10 pm**

Congratulations to Carlos Garcia on his election to ADMAN Vice-Chair!

* **AggieTravel Q&A 3:10 – 3:40 pm**

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



Highlights of Presentation:

* MyTravel retirement scheduled for June 30, 2017
	+ Access will remain through DS Indefinitely
	+ Remaining balances will be charged to default departmental account originally indicated on advances, or to an alternate dept provided by fiscal officers
	+ CTS & Pre-trip can continue to be reconciled in MT, but not required
	+ Out of Pocket should be in AggieTravel
* Taxation of Late Expense Reports and Cash Advances for Employees
	+ Effective 7/1/17, the following will be subject to income tax reporting
		- T&E expense reports submitted 1 year or more after trip/event date
		- Cash advances not returned/reconciled within 120 days or more of reported end date
* New Processes at Travel Accounting
	+ Reports will be returned with summary of issues, if corrections necessary
	+ Travel Help Desk phone service
		- Request for call back through travelhelp@ucdavis.edu
		- No calls answered directly
		- New instructions on Travel Help voicemail re: urgent questions/issues
* Automated email notifications for late Travel card expenses
	+ Sent to cardholder 21, 30, 45 days late
	+ Coming soon:
		- Online Travel card application
		- Process Membership/License/Exam fees through AggieTravel on Travel card
		- Auto notification emails about late cash advances
* Common Issues
	+ Google Mileage – use Google Maps mileage calculator for most trips
		- Do not mark trip as “Personal” in the calculator
* Include the return trip
* System kicks out an exception if tolerances are exceeded between mileage reported and calculated mileage
* Mileage Log – use log for multiple trips
* Must include addresses (or building names on campus), unless traveling to non-addresses locations
* Must calculate amount on the log and enter that amount on the report – the Log is the receipt
* Cash Advances
* Cash advances for employees are processed on the Travel Card, per policy
* Cash advances for non-employees are permitted using the Request in AggieTravel
* Booking CTS
* Use the correct AT non-employee ID\Have the Billing ID or default chart/account set in AggieTravel Profile
* Reporting Via DS
* DS 418 corrected
* Issues with DS 419 – report look up
* Travel card for Non-card holders
* Feedback from departments about using Travel card for others
* Would like to get additional feedback on how best to address paying for conferences/et for non-card holders

For questions, reach out to Mike Kuhner mjkuhner@ucdavis.edu

* **Procurement & Contracting Services Update 3:40– 4:40 pm**

*Tim Maguire, A&FS, Chief Procurement Officer*

*Lia Scott, Technology Manager*

* + - Director, Tim Maguire discussed the following:
* New Supply Chain Management Organization
* Communication Strategy
* Building stronger relationships with campus
* Review engagement, through metrics
* 48% Confirming Orders - PO created after invoice – doesn’t leverage best cost for UCD
* 52% PO’s created before invoice
* Next year focus will be on the above as an initiative
* Time to Issue a PO – time measured in number of business days from REQ initiation to PO finalization
* Procurement Incentives and Benefits ROI
* Average to payment is 39.5 days
* Employee Reimbursements – 2477/$423K
* These purchases are not captured in the negotiation process
* Number of travelers by method
* Executive summary of Travel
* Travelers are highly encouraged to book travel through AggieTravel, both personal and business, can use own credit card
* AggieBuy – adoption increasing

Questions? Contact Tim Maguire timmaguire@ucdavis.edu

* **ADMAN Conference Update 4:40 – 4:45 pm**

*Brenda Scalzi, 2017 ADMAN Conference Chair*

* Thanks to those who served on the committee for this year's conference
	+ Shannon Tanguay
	+ Julienne DeGeyter
	+ Gladis Lopez-Lytle
	+ Bill Jackson
	+ Peter Blando
	+ Jennifer Radke
	+ Michele L Goodman
	+ Annemarie E Seed
	+ And even though she stayed behind the scenes, Donna Connolly
* Over 50% response rate on the follow-up survey, which closed yesterday – more details provided next month
* A Few Highlights
	+ A copy of keynote speaker’s recent book provided to all attendees
	+ 260 registered, 18 no-shows
	+ Scholarships to 3 attendees out of 4 applicants - compiling feedback from five ADMAN members who served on the scholarship review committee in final report to improve the process for next year
* Brenda will prepare an informational binder/report for next year's committee.
* Space will be reserved this month for next year's conference.
* Need volunteer(s) to chair or two co-chair the conference for 2018
* **SDAAC Principles of Community Event 4:45 – 4:50 pm**

*Brenda Scalzi, SDAAC Vice-Chair*

* + Event goal: to proactively engage staff and obtain input on how to create a more welcoming and inclusive campus community
	+ ADMAN Engagement goal: seek feedback from those in attendance about a renewed initiative ADMAN membership has started to talk about pursuing in the next fiscal year. How do we engage a wider representation of staff, in quarterly dialogues about topics important to ADMAN and member departments? Meshell Louderman brought this to ADMAN in January as a discussion point, ADMAN's participation in POC week was a result of this introduction being received favorably.
	+ Some of the ideas shared by those in attendance for consideration as we shape this initiative:
		- Encourage dialogue with a “speed tabling” type of set-up
		- Have several tables set-up where each table has a different topic where folks can rotate and attend and learn at each table
		- Ask staff to submit questions on specific topics ahead of time as well as allow space for folks to submit
		- Insure there is a voice from every department/academic unit on the campus
		- Invite staff to the quarterly engagements, use several mechanisms:
		- Publish in Staff Voice
		- Attend the Advising Update
		- Attend the Research Admin Meeting Update
* **Committee Updates 4:50 – 5:00 pm**
	+ AMP – Conference – April 9-10, Sacramento Sheraton
		- Still in need of the following:
			1. a research speaker, interesting topic that can be in lay person terms
			2. Branded items for raffle
			3. Contact Sally Harmsworth at sharmsworth@ucdavis.edu
		- AggieBudget – pilot date May 15

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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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| April 20, 2017 |  | May 18, 2017 |
|  |  | June 15, 2017 |
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**Member Committee Reports:**

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| **AADI** No Update**ADMAN Conference**Update provided in meeting**AggieTravel**No update**AggieBudget**No Update**AMP (formerly ABOG** )**CCC&D:** No Update**Cayuse**No Update**Canvas**No Update**EDMS**No Update**FIS Update**No Update | **HRIC/HRAC**No Update**IT-Security/IT-Services**No Update**IPA**No update**SDAAC****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)* | Vacant/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 |