**Administrative Managers Group (ADMAN)**

**Board of Directors Meeting Minutes**

**April 20, 2016 (3-5 p.m.)**

Robert Mondavi Institute, Room 1207

*Attendees: Brenda Scalzi, Shannon Tanguay, Nora Orozco, Kelly Wade, Megan Villasenor, Julie Hirota, Kate Tweddale, Robin Souza, Sandra Cortes, Vartan Vartkessian, Annette Davis, Annemarie Seed, Cynthia Roberts, Eva Jakob, Corrine Esser, Kelly Gilmore, Linda Potoski, Carlos Garcia, Sara Reed, Michelle Hammer-Coffer, Jennifer Radke, Steven Wells, Kristina Do-Vu*

**Welcome New Member Julie Hirota, Biomedical Engineering**

**Approval of March meeting minutes** (*Jennifer Radke, Steve Wells)*

**ADMAN Conference Update – took place Wednesday, March 1, 2017**

* Statistics:
  + 253 paid registrants
  + 150 survey responses – 59% response rate
  + 83% of responses met or exceeded expectations
  + 71% felt they would use the information presented
  + 95% would recommend the conference to a colleague
  + 31% of responses were managers/supervisors
  + 13% of attendees were ADMAN members (87% were non-ADMAN)
  + 25% of ADMAN membership attended
* Things to consider for future conferences:
  + Number/frequency of breakout sessions
  + Length of conference (full vs half day)
  + Timing/frequency of breaks throughout the day
  + Networking opportunities – scheduled or not?
  + Conference theme throughout the day – some people liked this/some did not
  + Some UC Davis Health attendees felt the conference was too campus-centric
  + Incorporate an SD&PS class for part of the day
  + Presentation on interesting research on campus
* Other notes:
  + The conference budget ended in a surplus, which will fund Pro-Share and 2018 scholarships.
  + Speaker fees were higher this year than historically. This is something future ADMAN Conference committees will need to be aware of because our $95 rate may need to increase to bring in quality speakers.
  + We received four scholarship applications. This was new this year and well received overall. We have room to improve the process and will have recommendations for next year’s committee. We awarded three scholarships, but had budgeted for 10.
* Co-chairs for next year. To express interest, contact Jennifer Radke or Michelle Hammer Coffer.
* Provide other comments/ideas for next year to Brenda Scalzi.

**Campus Finance, Administration & Operations (FOA)**

*Kelly Ratliff, Senior Associate Vice Chancellor*

*Blair Stephenson, Chief Operation Officer*

* Kelly reviewed Finance, Operations and Administration (FOA) organizational chart: <http://cfo.ucdavis.edu/documents/ucdavis-foa-org-chart.pdf>
  + FOA has been trying to collapse leadership and build out teams. Kelly Ratliff, as FOA’s Interim Lead reports to both the Chancellor and Executive Vice Chancellor.
  + There has been a clustering of business units. There is a new campus architect coming by end of calendar year who will hopefully have a 1-2 month overlap with Clayton Halliday.
* Changes within Human Resources:
  + Several years ago we combined human resources for the UCDHS and the UCD campus into a single unit. Two large system-wide initiatives underway are Career Tracks and UC Path.
  + For Career Tracks, we are continuing to push ourselves forward to implement this fully. UC Davis will be receiving resources from UCOP to help with this initiative. It is recognized that there is a lot of work and change involved with Career Tracks.
  + For UC Path, the campus is trying to standardize processes in advance of UC Davis’s implementation. The more we can standardize, the better prepared we will be to move to UC Path.
  + Also within Human Resources, the teams are reviewing their processes and what approvals are needed of those processes with goals to increase speed and reduce the number of approvals needed if appropriate. Classifications will go through the Shared Services Center.
  + *ADMAN member comment:* departments are continuing to experience problems with responsiveness to emails and phone calls is lacking. *Response:* It is clear there is a need to move away from emails and move toward using AggieService with service level expectations. A tool like AggieService will allow for more measurement of turn around and response times. Once they have data through AggieService, they will begin to have SLA’s that define and manage expectations. It is difficult to get data when everything is done through email.
* Reviewed the content of the Draft Budget letter: <http://budget.ucdavis.edu/budget-planning/documents/2017-18/DRAFT_2017-18_Budget_Framework_Letter.pdf>
  + For many years, UC Davis has had a structural deficit for base core funds (19900 and ICR). Between 2008-2012, we lost 40% of those funds. Even in 2011-2012 there were faculty reduction targets that would take 3 years to achieve. In recent years, campus leadership made the decision not to issue more cuts with a multi-year plan to get rid of the $29M budget deficit. Anticipated tuition increases did not happen as soon as we needed/predicted and enrollment growth did not occur like we expected. We now have tuition increases but they aren’t sufficient to resolve budget deficit fast enough. We now need to rebalance the budget to eliminate the deficit. Campus one-time reserves are also depleted. Aspects of this letter include:

1. Recapture one-time funds from general and clinical carryforward balances. Campus will pull 3% of the carryforward funds down to the account level. Of these funds, 2% will be retained by the campus and 1% will go back to the Dean/Vice Chancellor to use for strategic investments. Funds will be extracted as a batch file run centrally.
2. Base budget – 2% of core general funds in FY 17/18. These cuts will be implemented through Schools and Colleges. The Medical Center will have an on-going assessment added to the UCOP tax.
   1. *Question:* Will there be future cuts in 2018-19? *Answer:* Through this plan, we expect the deficit will be reduced from $29M to $8M, which can be managed. So barring any unforeseen other changes, the campus doesn’t expect to issue more base cuts for 2018-19. Auxiliary units will not be assessed more than the UCOP tax increase.
   2. *Question:* Will there be layoffs? *Answer:* We are hoping that won’t be the case. Units will consider how to bridge the cuts and then can make plans for adjusting by next year.
3. ICR recovery – Currently 63% of indirect cost return generated (after Garamendi) is retained by the Provost and 37% is passed through to the units.
   1. In 2017-18, the Provost share will increase from 63% to 66% (however campus will now fully fund hazardous waste and radiation waste centrally, (excluding medical waste).
4. Faculty resources – Currently when a faculty member retires, 70% of the base salary and benefits is retained by the colleges and 30% is returned to the campus. In 2017-18, 65% will be retained by the college and 35% will be returned to the campus.
5. Hiring Incentive Program (HIP) – The third cycle of releases will be paused for at least one year. The campus will possibly restart the releases in 2019. All positions already released for recruitment will continue.
6. Faculty Equity Program – In the past two years, the campus had added funds to the faculty equity program in addition to the system-wide program. In 2017-18, UC Davis will match the system-wide program and will not add any additional funding to the program.

* Other budget-related items:
  + The Common Goods Assessment will change from a payroll assessment to tax similar to the UCOP assessment. Also, the campus is revamping what services will be included in the assessment. Timing of when the CGA will be charged may be similar to the UCOP tax.
  + The UCOP tax will be going up to help pay for UC Path. In 2017-18, the tax will go from 1.55% to 1.61%.
  + *Question:* Has there been a decision about a salary program for policy-covered employees (99) for June 2017? *Answer:* Not yet. Research is being done and the decision will be made by the Chancellor and the Provost.
  + *Question:* Could funds raised through development efforts start to help relieve the pressure on general funds? *Answer:* We need to make the effort to raise as many unrestricted funds as possible. We could consider, for example, doing what other campuses do where endowed chair funds pay for a portion of the faculty member’s salary and benefits rather than exclusively provide for research support.

**AggieTravel Update**

*Mike Kuhner, Manager, A/P and Travel, AF&S*



**Committee Updates**

Michelle Hammer Coffer and Jennifer Radke will be reaching out to get an updated roster of committees and who are our representatives. It is possible that some of the committees are no longer active.

**Member Committee Reports:**

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