**Administrative Managers Group**

**(ADMAN)**

**Board of Directors Meeting**

**Minutes**

**June 15, 2017, 3:00 – 5:00 pm**

Robert Mondavi Institute, Room 1207

*Members in attendance: Jennifer Radke, Michelle Hammer-Coffer, Shannon Tanguay, Meshell Louderman, Nora Orozco, Cynthia Roberts, Julienne DeGeyter, Corrine Esser, Tracy Lade, Malena Teeters, Susan Lopez, Kate Tweddale, Megan Villasenor, Mike Kuhner, Jeanene Hayes, BreAnda Northcutt*

1. **Approval of April meeting minutes 3:00 – 3:05 pm**

*Deferred to July meeting*

1. **Design & Construction Management Discussion 3:05– 4:05 pm**

*Clayton Halliday, Associate Vice Chancellor & Campus Architect*

*Catherine Buscaglia, Director*

Presentation Highlights:

Overview of Organizational Chart, Projects

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* DCM is responsible for delivering the capital improvement for the campus
* Catherine Buscaglia - Director of small projects, mostly renovations
* Gary Dahl – Major Capital Projects, but has accepted a position with UCOP, starts first of July, discussions are in progress with Kelly Ratliff about back-filling his position
* Ardie Dehghani – Campus Engineer, infrastructure planning
* Suzanne Smith, U of Minnesota, will replace Clayton, her start date is tentative for the end of December 2017, U of M has different project delivery methods
* Clayton Halliday is the campus building official, UCD is their own entity for permits, etc.
* DCM is very stable, with a good succession plan in place, about 70-80 staff, which fluctuates depending on projects
* Define 10 year capital plan, based on priorities, tied to available funding
* Projects are tied to campus growth, classrooms, housing, new science facilities, stay ahead of faculty recruitments
* **Projects:**
* Researching new teaching hospital, original project funding was tied to a fund raising campaign
* New projects in Vet Med
* Maintenance for new buildings is handed off to Facilities Management after the one year warranty is up
* Funding sources have changed over the years, there is less state funding and funds for Deferred Maintenance, there are very few State funded projects
* The TurnKey program provides full service. Testing space for fit, help plan, move, order furniture, order phones, and oversee all aspects of a move.
  + Furniture program has downsized, DCM is assisting with these services. Services are all recharge.
* Office Refresh program, came out of a task force created when Dave Lawlor was CFO
  + Concierge Program – being piloted, for the last 6 months, cored funded, -47 projects have come through, 7-8 have come to DCM as minor caps.
  + Group meets every Monday morning.
  + Programmatic is not questioned, but the group may have information about the area to be renovated, e.g., is the building being demolished, is future renovation scheduled, etc.
  + Eric does a warm hand off to the right project manager
    - There is no cost for estimate, a price range can be provided to help you decide if you want to move forward with the project
* DCM has a great website <http://dcm.ucdavis.edu/index.html>
  + Projects that are endorsed to proceed, but do not have project design approval yet, they are not on the site

1. **Facilities Management Discussion 4:05 – 4:55 pm**

*Allen Tollefson, Assistant Vice Chancellor*

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AVC Allen Tollefson provided an update and overview of Facilities Management. Presentation (see attached), included:

* Organizational Structure - ~675 staff
* Responsibilities
  + 1,200 Buildings = 1,200 systems
  + 98% self-contained, electricity and gas is purchased
* Operations, including a breakdown of each unit, challenges and current projects
* Overview of Support Services
* Staffing Updates
* Overarching Goals & Values
* For more information, please visit the Facilities Management website at: <http://facilities.ucdavis.edu/contact/>

1. **Committee Updates 4:55 - 5:00 pm**

**Travel:**

* 1. MyTravel will be removed on 6/30
     1. DS report “junk” will be wiped out on that date for 316 & 319 reports
     2. Reminder: Expense reports should be submitted no later than 120 days after the end of the trip. After one year, expenses will become reportable as income to the employee
     3. CTS outstanding charges report is coming soon

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**Future meeting dates for Academic year 17-18:**

All meetings will be held from 3:00-5:00 pm in 1207 Robert Mondavi Institute, South Building.

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**Member Committee Reports:**

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| **AADI**    **ADMAN Conference**  No Update  **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)**    **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 |
| 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 |