**Administrative Managers Group**

**(ADMAN)**

**Board of Directors Meeting**

**Meeting Minutes**

**August 17, 2017**

**3:00 – 5:00 pm**

Robert Mondavi Institute, Room 1207

*Members in Attendance: Michelle Hammer-Coffer, Carlos Garcia, Jennifer Radke, Teri Sugai, Megan Villasenor, Meshell Louderman, Brenda Scalzi, Cynthia Roberts, Tracy Lade, Kristina Do-Vu, Linda Potoski, Steven Wells, Robin Souza, Patsy Serviss, Annette Davis, Jamie Brannan, Julie Hirota, Ernie Hoftyzer, Luci Schmidl, Jennifer Eting, Eva Jakab, BreAnda Northcutt, Gladis Lopez-Lytle, Nora Orozco, Shannon Tanquay*

1. **Introductions 3:00 – 3:05 pm**

**Announcements:**

* + Vice Chair voting, can only vote once, voting open for 7 days
  + Revision of By-laws, sent out for general membership for vote, 10-15 days for review, current bylaws and amended bylaws will be sent for comparison

1. **UC Path 3:05– 3:35 pm**

*Kristen Pereira, UC Path Project Team*

* The presentation consisted of a UCPath overview and implementation sequence, along with details about how Default and Suspense FAU’s are charged
* Clearing Default & Suspense FAU Expenses
* *Next steps:*
  + Communication will be sent with instructions on establishing the Default and Suspense FAU’s. This will include a list of your UCPath HR Department
  + Employee can have multiple HDC in the system based on a set of rules; one will be treated as primary for different reasons, benefits, etc.
  + Communication will provide guidance
  + Conversion effort that is moving information from PPS to PeopleSoft
  + Financial compliance remains at the location
  + For information and Resources, see slide 15
  + Monthly newsletter



1. **Travel Update 3:35– 3:45 pm**

*Mike Kuhner*

*Manager, A&FS, A/P and Travel*

Mike shared upcoming policy changes from UCOP:

**Upcoming policy changes from UCOP:**

* Coming in September, resulting from the CA State Audit
* Meals and Incidentals for CONUS trips (48 states) will be lowered from $74 to $62 per day – no exceptions expected.
* Lodging for travel under 30 days (CONUS) will be capped at $275 per day, not including taxes and fees. Exceptions may be available, but will require AggieTravel documentation proving no less expense lodging available in vicinity of meeting location. In addition, proof must be from *before* the trip.
* **Airfare Exception Form**
* A new form will be published very soon to document the reason for requesting airfare business/first class exceptions. The form will require the travelers’ signature and outline what supporting backup is required. For example, overnight flights without opportunity for rest must include an agenda or meeting invite proving a meeting occurred the same day of arrival after a red-eye.
* **CTS Catering**
* Now that Sodexo is out and Dining Services is providing campus-catering options, we are implementing a new CTS expense type for Entertainment. University Catering will require a host ID and billing ID when booking events. They will then send into AggieTravel a CTS transaction, allowing the department to reconcile their entertainment expenses just like usual in AggieTravel.
* **Registration on the P-card**
* New guidance will be published soon regarding allowing the P-card to be used for guest and non-traveling employees to pay for their training or conference registrations. This can include webinars, offsite or onsite training, certification fees, etc...
* For Guest and Students, using the Department P-card is preferred, but a Travel card is allowed.
* For Employees, using their own Travel card is preferred, but the P-card is allowed. If using the p-card, the trainee must provide department approval to the p-card holder, as these transactions will not route through AggieTravel for approval.
* **Basic Economy**
* Just a reminder, please do not book Basic Economy airfare rates. After additional fees, these rates do not usually provide a lower cost to the UC than standard economy rates

1. **Committee Updates 3:45 - 4:00 pm**

* AggieBudget – see committee updates section
  + Looking for ADMAN input, contact [kifernandez@ucdavis.edu](mailto:kifernandez@ucdavis.edu)
  + ProShare – Year 2, final meeting Aug 28, 2017, Kate Shafsky will talk about the value of volunteering, open door policy
* KEAS: FIRST Steering committee this morning, KEAS is a tool helping people new to the unit; assign space, access to file servers, assigning a laptop, etc., and when they leave, and need to off board, this tool will help do that more efficiently. Goal is to bring all of those activities together, AADI-volunteer time to support the program, once finished anyone can use, at no cost. Dee Maderra’s unit donated programmer time. Timeline, probably one year.

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September: DocuSign - Michael Cole and Carolyn Nordstrom

October: HR Updates – Brenda Rebman and HR Representatives

*\*subject to change*

**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**  No meeting  **ADMAN Conference**  No Meeting  **AggieBudget**    **AMP (formerly ABOG** )  No Update  **CCC&D:**  No Update  **Cayuse**  No Update  **Canvas**  No Update  **EDMS**  No Update  **FIS Update**  No Update  **HRIC/HRAC**  Next Meeting August 30th | **IT-Security/IT-Services**  No Meeting  **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 | Vacant |
| 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 Services Center | Teri Sugai |
| SPARK *(formerly Kuali Coeus)* | Dee Madderra |
| Staff Assembly | Jessica Potts |
| UC Path Steering Committee | Susan Sainz/Meshell Louderman |