**Administrative Managers Group**

**(ADMAN)**

**Board of Directors Meeting**

**Meeting Minutes**

**November 16, 2017**

**3:00 – 5:00 pm**

Robert Mondavi Institute, Room 1207

Members in attendance:



1. **Approval of October Minutes 3:00 – 3:05 pm**

Approved & Seconded

1. **Supply Chain Management Update 3:05– 4:05 pm**

*Tim Maguire, Chief Procurement Officer*

*Kelly Gilmore, Associate Director, Procurement & Contracting Services*

*Mike Kuhner, Manager, AP, Travel & Entertainment*

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Tim and his team provided an update on Supply Chain Management, see the attached presentation for more details, here is a summary of the presentation:

* + Team supports campus and system wide efforts
  + System wide spend is $8b
  + UC Davis $660 million
  + AggieSurplus, great place to purchase holiday gifts
  + Tim will be reporting to Kelly Ratliff in her CFO role, entire org moving
  + Achievements
    - Generated $7,937,647 of benefit for campus in FY 16/17
    - Outreach campaign
    - AggieBuy and AggieTravel
    - AP Invoicing Service
    - RFP for Coffee Services, awarded to Peet’s Coffee
  + AggieProTrifold – Annual Scorecard



* + Invoicing-discounts are being lost because it takes a long time for the invoice to be paid. Many vendors offer discounts if invoices paid within a certain time. Last year, campus only realized $57k in discounts, SCM is looking for faster way to pay invoices. Discounts are realized at the department level
  + Transcepta – automated invoice payment system. Invoice is readable by system, compares to Kuali, if match, invoice is paid. Test a few weeks ago 4000 invoices went through.
    - Travel – $56mm spent in travel at UCD last year
    - Encourage all travelers to make arrangements via AggieTravel
    - If travelers pay for expenses out of pocket, UC has no way of knowing where they are, difficult to provide protection-duty of care very important
    - Responsibility to make sure staff and faulty are safe
    - If something happens anywhere in the world, UCD leaders need to know if we have staff or faculty in that area, so we can support them or get them out of there.
    - Information can also be provided prior to trip
    - UC negotiating with Marriot chain of hotels for competitive pricing
    - Global Entry folks coming back to campus
      * Similar to TSA Pre-check, includes Pre-check,
      * Jan 30, 31, Feb 1$100 for 5 years, every traveler, including families
* Purchasing Card – targeting a $4mm return to campus
  + Bidding Guidelines for all funding sources
* First ever state audit – also UCOP
* UCOP coming out with new guidelines around the $100k spend.
* Anything over $100k required RFP or formal Bid
* If you can justify that there is only one company in the world that provides goods, then justification in writing must be submitted for review by CPO Tim Maguire – this will be updated on the website
* If your department would like a visit from SCM, let Tim or Kelly know and they will set up a visit.
* Amazon Business coming to AggieBuy, free shipping for the first year
  + Certain things cannot be purchased, you will be able to view them, but not purchase, example alcohol

1. **Financial and Retirement Education 4:05 – 4:55 pm**

Rand Erickson, Fidelity Retirement Planner



* + - Rand is one of two Fidelity Investment representative dedicated to the Davis and Sacramento campuses.
    - Teach classes
    - Personal appointments, bring your spouse, bring your UC Retirement Statement, SS statement and any other investment statements
    - Remote appointments, classes – see list on the back of the flier
    - Even if you have a trusted financial advisor, take advantage of your free resources available to you.

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

* ADMAN Conference – Julie Hirota
  1. Meeting tomorrow, still need volunteers, email Julie if interested. Waiting for confirmation of keynote speaker. Conference is March 14th
* Lynda.com @ UC Davis - Jeremy Phillips



* Lynda.com is an online video training service with thousands of topics from business, technology and design
* All levels, beginner to advanced
* Access from anywhere, including mobile devices
* Jeremy Phillips is trying to garner interest in purchasing licenses, the more licenses purchased, lower the price per license
* Partnership to purchase 3,000 seat license

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January: Chancellor Gary May & AggieBudget

February: Disability Management Update

FOA Update with Kelly Ratliff

*\*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.

\*January 2018 meeting will be held in a different location

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| **AADI**  No Update  **ADMAN Conference**  No Meeting  **AggieBudget**    **AMP (formerly ABOG** )  No Update  **CCC&D:**  No Update  **Cayuse**  No Update  **Canvas**  No Update  **FIS Update**  No Update | **HRAC**  No Meeting  **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 | Julie Hirota |
| AggieBudget | Gladis Lopez-Lytle |
| AMP (*formerly ABOG)* | Lourdes Gomez & Julienne DeGeyter |
| 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 |
| HRAC | 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 |