**Administrative Managers Group**

**(ADMAN)**

**Board of Directors Meeting**

**Minutes**

**January 18, 2018**

**3:00 – 5:00 pm**

Robert Mondavi Institute, Room 1207

*Members in attendance:*

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

**Next meeting November, January meeting minutes**

1. **AggieBudget Update 3:05– 3:30 pm**

*Elizabeth Vaziri, Project Specialist*

*Budget & Institutional Analysis*

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Elizabeth provided a project update on AggieBudget, below is the summary:

* Project Purpose –transparency in budget data and accountability
* Provide usable system
* Detailed planning at the level you need
* Efficiency, reduce redundancies and save time
  + No planned take-away of time saved with the new system
  + Used for more analytical work and more budget within units
* What is Aggie Budget Striving to Be?
  + A financial planning tool that supports strategic and programmatic objectives
* Defining Budget and relationship to KFS
  + Annual budget
  + In-year projections
  + Multi-year budget
  + Long Range planning
* System Design
  + Integration with UCP
  + AggieBudget us the system of record for budgets and will not feed back to KFS or PPS
* Pilot Functionality – what have we built so far?
  + FY17-18 Annual budget planning
  + Labor planning
  + Starter reporting
  + Flexible planning levels – Plan File Manager
* Scheduled & Future Functionality
  + See slide 15
* Design-Planning levels
* Meeting individually with Deans Offices and Division heads
* Assistance with entering plan files
* Future Functionality
* Budget program, not financial program, controls are different
* System stability is very important
* Reports demo
  + Reference reports – are used to help departments decide how to build out their structure

Send questions to aggiebudget@ucdavis.edu

1. **Q&A with the Chancellor 3:30 – 4:15 pm**

*Chancellor Gary May*

Chancellor May had an information Q&A session with ADMAN members, some of the topics discussed were:

* Strategic planning
* Importance in setting a path for the next few years
* Financial Sustainability
* Aspirational ideas for UC Davis
* UC Davis is exiting a period of significant enrollment growth, importance of being relatively modest with resources
* How does my request move the University forward?
* Thinking creatively about revenue
* Administrative changes and the role of academic leadership
* Exploring partnerships in Sacramento, and with business with the goal of having interested partners, with access to our students for employment opportunities, access to faculty for collaboration
* UC Path
* Building relationships with the city, with the media

1. **Proposal for Faculty Recruitment 4:15 – 4:45 pm**

*Sarah Mangum, Director*

*Budget & Institutional Analysis*



Sarah provided an overview of a Faculty Recruitment Authorization System that is in the early planning stages

* Develop a tool to help with the planning process for Faculty hiring
* There are lots of tools, none are integrated, some processes are manual
* In the process of working with IET to see what it would take to do this, gather system requirements, etc.
* Estimate of costs
* System will have built in workflow and approval
* Projected roll out - about one year, may be a pilot
* Other UC’s – a few of them have pieces, but nothing as comprehensive as this plan

1. **Committee Updates 4:45 – 5:00 pm**

Conference – Wednesday, March 14, 2018

Everyone Counts!

<http://occr.ucdavis.edu/adman/mid-mgmt-conference/index.html>

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February: Disability Management Update, FOA Update with Kelly Ratliff

March: Student Housing & Dining Update

April: Supervisor Effectiveness Task Force & Performance Management

*\*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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| **AADI**  No Update  **ADMAN Conference**  No Meeting  **AggieBudget**  No Update  **AMP (formerly ABOG** )  No Update  **CCC&D:**  No Update  **Cayuse**  No Update  **Canvas**  No Update  **FIS Update**  No Update | **HRAC**  No Update  **IT-Security/IT-Services**  No Update  **IPA**  No Update  **SDAAC**  No Update  **SPARK (formerly Kuali Coeus)**  No Update  **Staff Assembly**  No Update  **UCPath Steering Committee**  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 |
| Canvas | Mary Macias/Marina Rumiansev |
| FIS Steering Committee | Karen Nofziger |
| HRAC & HRIC | Rosemary Martin-Ocampo |
| IT-Security & IT-Services | Tracy Lade |
| IPA (Instructional Planning & Administration) |  |
| SDAAC (Staff Diversity Administrative Advisory Committee) | Brenda Scalzi |
| SPARK *(formerly Kuali Coeus)* | Dee Madderra |
| Staff Assembly | Jessica Potts |
| UC Path Steering Committee | Susan Sainz/Meshell Louderman |