**Administrative Managers Group**

**(ADMAN)**

**Board of Directors Meeting**

**Agenda**

**March 15, 2018**

**3:00 – 5:00 pm**

Robert Mondavi Institute, Room 1207

*Members in attendance*



1. **Approval of January & February Minutes 3:00 – 3:05 pm**

**Approved**

1. **Student Housing and Dining Services Update 3:05– 4:00 pm**

*Ramona Hernandez, Director of Business and Financial Services*

*Kraig Brady, Director of Hospitality and Dining Services*



Ramona and Kraig provided an overview of UC Davis Student Housing and Dining activities, including their Mission Statement and Guiding Principles.

* The UCD campus had contracted food services with Sodexho from 1971 to 2017,
* Sodexho provided food service for all residential and retail dinging locations except those operated by ASUCD
* 2009, 280 food service workers became UC employees
* 2017, moved to “self-operation” model
  + More cost effective, visited different models across the country
  + More growth opportunities for employee, building career paths. Mentorship programs, upward mobility, (future service to campus)
  + Create culinary program that fits UCD
  + Hired 60+ new employees, new Point-of-sale (POS) system
* There are no kitchens in student residences, students don’t have to worry about cooking, eating is a place to come together
* New Venues
  + Expanded La Crepe
  + Spokes Grill
  + “Pub” removed from Gunrock Pub. UCD funds cannot be used for alcohol
  + The Gunrock Aggie Hour (2-5, casual for students in the afternoon)
  + Peet’s Coffee
  + Silo Market
  + International Center Coffee Kiosk
  + Gunrock revamped to become more welcoming to students
* Food Truck Program
  + Increased 2 to 4 Venues
  + 30+ Food Truck partners
  + <http://housing.ucdavis.edu/dining/locations/food-trucks/>
  + Commissions shared with Student Organizations
* Academic Collaborations/Aggie Grown:
  + Pastured Poultry Farm
  + Russel Ranch
  + Student Farm
  + Honey and Pollination Center
  + Olive Center
  + Meat Lab
  + Robert Mondavi Institute
  + Coffee Center/Science
* Partnership with ASUCD
* New Facilities
  + California Coffee Kiosk – 2018
  + Tercero Dining Commons 2 – late fall 2019
    - Already hiring and training
* Other Opportunities
  + Densifying of A Street
  + West Village expansion: Service to 3500+ additional residents
  + 5000 Bed Facility at Orchard Park site
  + AggieCash Gift Cards, now only available at the Student Dining Business Office, working on a solution to purchase at all locations
  + More opportunities to use the Staff Pin
* Questions?
  + Contact
    - Ramona Hernández, [rphernandez@ucdavis.edu](mailto:rphernandez@ucdavis.edu) or 530-752-4314
    - Kraig Brady, [kbrady@ucdavis.edu](mailto:kbrady@ucdavis.edu) or 530-752-6361

1. **Employee Giving 4:00 – 4:30 pm**

*Kasey Webster - Director of Development, Philanthropy Programs*

*Kate Shasky – Chair, Employee Giving Committee*



* Growing the Culture of Philanthropy
* UCD has not historical promoted a culture of employee giving
* Employees can specify where there donation goes
* New [website](http://giving.ucdavis.edu)
* April, is Employee Giving Month
* First Corporate Partner – American Pacific Mortgage
  + Will donate $10,000 donation if 100 employees give anywhere on campus
* Success will be measured by participation, not the amount of money
* Employees make sure their gift goes directly to their intended project or group

1. **Supply Chain Management Update 4:30 – 4:35 pm**

*Michael Kuhner, Director, Accounts Payable, Travel & Entertainment*

*Vartan Vartkessian, Card Program Manager*

* + - Online card application procedure, using DocuSign
    - Completion date May 2018
    - Travel Card Training – Mandatory for new cardholders, refresher training for existing card holders
    - Similar process to P. Card Training
    - Training through LMS
    - Projected date June 2018
    - Repairs and Services on the P-Card
      * -under $5000 can be purchased using a P card
      * Vendor signs an agreement before payment is rendered. Word document, vendor signs and attach
    - Experiencing increased Fraud Claims through the bank
      * If this affects you, be sure to report to Bank within 60 days of transaction
      * Internal fraud (employee) cannot be disputed to US Bank
      * needs to be submitted through Visa Liability Insurance claim, employee must be terminated



**Committee Updates 4:35 – 5:00**

* 1. HR Symposium, April 4th
  2. Soaring to New Heights Table, April 11th
  3. Vice Chair Election cycle
  4. Update to ADMAN committee list and membership updates

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April: Supervisor Effectiveness Task Force & Performance Management

Career Tracks Post Mapping

May: UCPath Future State Operating Model

*\*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 Update  **ADMAN Conference**  No Update  **AggieBudget**    **AMP (formerly ABOG** )  No Update  **CCC&D:**  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** |

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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)* | Julienne DeGeyter & Heavenly Klegg |
| CCC&D (Campus Council on Community and Diversity) | Tammy McNiff |
| 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 |
| SPARK *(formerly Kuali Coeus)* | Dee Madderra |
| Staff Assembly | Kate Shasky |
| UC Path Steering Committee | Susan Sainz/Meshell Louderman |