ADMAN Board of Directors

Agenda

October 17, 2013 (3-5 p.m.)

357 Hutchison

**Members Present:**

Tracy Lade – Physics

Sally Harmsworth – Medical Microbiology

Lisa Blake - Plant Pathology

Allison Mitchell – IET

Susan Sainz – Language and Lit

Rosemary Martin-Ocampo – Graduate Studies

Sandy Higby – Med

Chris Hale – Med PHS

Karen Nofziger – HARC

Lourdes Gomez – Student Housing

Dee Madderra – Plant Sciences

MaryAnn Mellor – Education

* **Standing Committee Reports: 3 p.m. to 3:30 p.m.**

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| **Committee Reports:** | **Representative:** |
| ABOG (Academic Business Officers Group) | Sally Harmsworth/Meshell Louderman |
| AADI (Administrative Application Development Int) | Tracy Lade/Janet Brown Simmons/Karen Nofziger |
| CCC&D (Campus Council on Community and Diversity) | Tammy McNiff |
| CCFIT (Campus Council for Information Technology) | Nora Orozco |
| FIS Steering Committee (Kuali) | Janet Brown-Simmons |
| Ed Tech (Subcommittee within CCFIT) | Kerry Hasa |
| Kuali Rice (collection of middleware) | Dee Madderra |
| UC Path Steering Committee | Susan Sainz |
| HRIC/HRAC/Career Compass  (Human Resources Implementation Committee/  Human Resources Advisory Committee) | Rosemary Martin-Ocampo |
| SDAAC (Staff Diversity Administrative Advisory Committee) | Lourdes Gomez |
| SSC (Shared Service Centers) | Allison Mitchell/  Rosemary Martin-Ocampo |
| TIF (Technology Infrastructure Forum) and TAC (Strategic Technology Advisory Committee) | Tracy Lade |

* **Special Guest: 3:30 to 4:30 p.m. -- speaker is Eli Richmond to discuss GradHub, from 3:30 – 4:30**
* **Nov 21, 2013 Speakers: UCD UC Path Project Manager (Radhika Prabhu), Beverly Howard & others (TBD –Marion Randall or Cindy Jones); special guests will being at 3:10**
* **Jan 16, 2014 Speaker: Mike Allred & Bill Cooper, new Chief Procurement Officer for campus (tentative)**

Future meeting dates for Academic Year 13-14 – with appreciation to Janet Brown-Simmons for reserving Room 357 in Hutchison Hall for all our ADMAN meetings next year.

Nov. 21, 2013

Dec. 19, 2013

Jan. 16, 2014

Feb. 20, 2014

Mar. 20, 214

April 17, 2014

May 15, 2014

June 19, 2014

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***Committee reports***

**ABOG:**  No update

**AADI :**

### New application for online evaluations (ACE): Jeff de Ropp

Pilot completed in Summer Session II. The Steering Committee conducted a survey of the students after they had completed the online evaluation and results showed it went well. Next step is to find out if the instructors found the reports useful.

Tom and Adam met with Senate representatives, at the invitation of the Senate. Some members of the Senate are concerned about storage of data in the Cloud. Tom consulted with campus counsel, who consulted with UCOP, and it was determined there is no violation of policy to store this data in Cloud services. The Senate now seems to be on board with ACE.

The Steering Committee will set up a town hall for campus to see a demo of the application. Committee Co-Chair Jeff de Ropp will contact SDPS regarding a new course offering on using ACE.

It was recommended that authorization for initial set-up of the ACE application be done through the Chair of the interested department. The Senate suggests it be a department decision whether or not to use ACE (rather than individual instructor).

### Course management tool: Meshell Louderman and Jeremy Phillips

The co-chairs conducted a survey to gauge the interest in and needs of a course scheduling/management tool. So far there have been 22 responses, with 17 feeling a tool was needed and 5 saying no tool was needed (those 5 were from 3 units).

A project team will be formed, representing different colleges and units across campus. There will also be “subject matter experts” tapped for input at specific stages. The goal is to have a member list by the next AADI meeting so Tom Kaiser can put together a charge letter. The project team will work with developers to clarify scope of the project. The project will likely be approached in a modular way; so version 1.0 will not meet everyone’s expectations.

### Facilities/person management

FacilitiesLink went down recently because UC San Diego pulled the plug over contract issues. Several other UC campuses use the tool and had been letting UCOP know there were issues, but a resolution had not been found. When it reached crisis level, UCOP was able to resolve issues and FacilitiesLink was brought back up. Once a new application is purchased to replace Maximo, which is used by Facilities Management for managing assets and projects, we can begin to work on an API for FacilitiesLink to improve data in/data out functionality and provide campus units with a tool they can use to manage space, keys, and other facility assets.

**CCC&D:**  No update

**CCFIT:**  No update

**FIS Steering Committee:**  No update

**Ed Tech Subcommittee of CCFIT:**  No update

**Kuali Coeus:**



KC team is currently working on rSmart walkthroughs for the Kuali Coeus project, the team is inputting pre-post awards in the KC system and testing, plus documenting steps and problems. The hope is to get most testing done for pre-proposal, post-proposal and awards to let the programming team what works/doesn’t and so on…. at this point I am unclear what the next steps are.  No work on Cayuse, however, the KC team wants to meet with Vet Med to view their internal proposal program to see how it works and what fields they will need, meeting date TBD.

KFS Phase 3 focus group meeting (attached): – still set to go live Feb 3, 2014. This is for purchasing, requisitions, vendor invoices and FPD documents.  There will be a 45 day turnaround time to reconcile FPD documents, or they will auto-approve. Other items that were concerns and/or requested:

Change Requests:

1) Add cardholder name to the Action List description for the PCDO (could remove "Procurement Card" as it is redundant)

2) Remove the requirement that the Reviewer be in the default account's Org

3) Add permissions so that delegates of the Fiscal Officer has the same ability as the Fiscal Officer on the Pcard holder document

4) Remove permissions allowing the Reviewer to edit the Pcard holder document

5) Create a rule that restricts the cardholder from being a delegate of the Fiscal Officer

6) On the Purchase Agreement, use a default Object code so users don't have to randomly pick one

7) Move (or copy) the Calculate action button on the Requisition to the Subtotals section

Other action items / Concerns:

1) Purchasing needs to setup an email for Commodity Code requests

2) Campus will need communication for conversion timelines/deadlines

3) Need to test how the system will route a PCDO direct to the Fiscal Officer - does it also get sent to the delegates?  It should.

**UC Path Steering Committee:**  No update

**HRIC/HRAC/Career Compass:** No update

**SDAAC:**

**Staff Diversity Administrative Advisory Committee Meeting Minutes**

**Thursday, 9/19/2013**

Introduction-Sign-in was circulated. New and returning members are introduced.

1. Nominations for the 2013-14 Chair & Vice Chair are needed -Erin, has agreed to continue as Chair until a new Chair and Vice Chair is elected. Vickie asked all SDAAC members to consider running for Chair and Vice Chair. She will send out more info via email next week.
2. Volunteers for Meeting Minutes- members are asked to volunteer to take the meeting minutes. A note taking sign-up sheet was circulated and the schedule is as follows:

**10/24-Linda Mijangos, 1/16-Kay Lo 4/17-Vickie Gomez**

**11/21- Aretha Gillis 2/20-Alejandra Garibay 5/22 Shehzad Lokhandwalla**

**12/19-Adi Damania 3/20-Sara Reed 6/19 Open**

1. **New Staff Welcome**-It will be held on 10/17/2013, 12:00pm-1:30pm in ARC Ballrooms A&B. The purpose of the event is to assist new staff in building connections with the UCD community. The planning committee has been meeting over the summer and Linda provided the following report;
   * + Linda is working with ARC to remove the stage this year so we will have more space for resource tables and, we will not have a keynote speaker this year. A total of 350 invites were sent to New Staff members. Supervisors are not included in the invite this year due to budget constraints. The Aggie band will do a short performance at the event.
     + The volunteer info and sign-up list will be sent via e-mail next week.
     + There were several new ideas and recommendations of activities for the event. The Planning Committee will review and implement as appropriate. Members are encouraged to send in more ideas to Vickie and Linda

* In the future and in accordance with the new UC Davis slogan “One UC Davis” we hope to implement a joint New Staff Welcome with UCDHS.

1. **Review Annual Report**-The 2012-2013 Staff Diversity Administrative Advisory Committee Annual Report. Vickie reviewed the report and highlighted the SDAAC Charge, annual accomplishments and goals for the future.
2. **Soaring to New Heights-** will be on Wednesday, 5/14/2014. Selection of the Planning Committee will start soon. More info will be coming in the future.
3. **SDAAC Sub-Committees Chairs are needed: for the following** :

* **Affirmation Action-Recruitment & Hiring Practices**-Review the annual Affirmative Action Report and, make recommendation to SDAAC regarding hiring, recruitment, and retention issues and policies.
* **Education & Communication:** Oversee the creation and dissemination of accurate and accessible information to inform the campus community about SDAAC’s activities, events and programs. Coordinates with all sub-committees to develop publication materials (flyers, e-mails, Facebook, Tweet etc.) for SDAAC events. Recruits SDAAC volunteers, Constituent group members to support campus departments and organizations in UCD outreach efforts at campus and community events (including tabling and speaking). Collaborates with Constituent groups to provide support in the dissemination of information for their activities and events. Make recommendations to SDAAC regarding publications and outreach materials.
* **Training & Development**: Review current training programs offered by Staff Development & Professional Services (SDPS) and other programs to identify areas where additional training on diversity and inclusion is needed. Make a presentation to SDAAC to facilitate the development of recommendations for additional training activities and classes.
* **Development of Veterans Constituent Group**: Assist in establishing a campus constituent group for veterans. Provide support with the organization, planning, and recruitment for this committee. The group will work to ensure that the campus is informed about the concerns and needs of staff and students who are current or former U.S. Service members.
* **Special Event Coordination & Activities** (details for each event will be sent via e-mail):
  1. Soaring To New Heights
  2. Diversity and Principles of Community Achievement Awards
  3. New Staff Welcome

**SSC:** Andrew Dunn is leaving.  His interim replacement has not yet been named.



**TIF -TECHNOLOGY INFRASTRUCTURE FORUM :** No update

**ADMAN 2014:**

Volunteers needed to assist in the planning (e.g. marketing/sponsorship, etc.).

Additional volunteer opportunities:

* Location coordination
* Financial management (e.g. recharge billing, budget, etc.)

Please contact Sara Reed ([sarreed@ucdavis.edu](mailto:sarreed@ucdavis.edu)) and Kerry Hasa ([klhasa@ucdavis.edu](mailto:klhasa@ucdavis.edu)) if you are interested.

**Walk-on Updates:**

**Discussion of Kuali Coeus**. 18-month projected delay and the use of rSmart to try to shorten the delay

**Discussion of the New Hire Welcome Lunch.** There were 338 new hires invited, but only room for 250 to attend the lunch. Some discussion was had about potentially having two welcome lunches perhaps one in the spring and one in the fall so that all new hires might attend. The biggest concern related to that recommendation was having enough funding and enough volunteers to support two such events.

Reminder that the ADMAN conference-planning group is requesting volunteers to assist with marketing/sponsorship for/of the event. Volunteer opportunities include: Conference Location coordination, financial management, etc. Please contact Sara Reed or Kerry Hasa if you are interested.

**Brief discussion of two speakers in November** – MaryAnn asked for feedback if members were concerned that two speakers would be too many. Feedback received indicated two speakers would be fine at the November meeting.

**Presentation of the “GradHub” site by Eli Richmond from Graduate Studies.**

Discussion, following the “GradHub” presentation, as to whether ADMAN might take an advocacy role in coordinating a discussion regarding the “GradHub” development and the existing, more robust, College of Biological Sciences “Graduate Financial System.” “GradHub” provides the scanned images of all graduate paperwork but the “Graduate Financial System” has a more robust profile of student financial aid.

Karen N./Tracy L. offered to speak with AADI about supporting a look at efficiencies that would be gained with a shared or integrated system. MaryAnn will speak with Karen Hull about the possibility of a similar idea being discussed through OE.