ADMAN Board of Directors

Agenda

April 17, 2014 (3-5 p.m.)

357 Hutchison

**Attendees:**

Allison Mitchell, Info & Edu Technology

MaryAnn Mellor, School of Education

Karen Nofziger, HARCS

Meshell Louderman, Computer Science

Lourdes Gomez, Student Housing

Noro Orozco, CAES Dean’s Office

Sally Harmsworth, Ag & Natural Resources

Sara Reed, BFTV Cluster

Teri Sugai, Shared Services Center

Rosemary Martin-OCampo, Grad Studies

Chris Hale, School of Medicine

Debra Fraga-Decker, Accounting and Financial Svcs

Lisa Blake, Plant Biology

* **Approval of March Minutes :** Karen Nofizger – moved, Lourdes – second; all approved
* **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) | Karen Nofziger |
| 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) | Teri Sugai |
| TIF (Technology Infrastructure Forum) and TAC (Strategic Technology Advisory Committee) | Tracy Lade |

* **April 17, 2014:** 
  + **Discussion of feedback for ADMAN conference**
  + **ADMAN Executive Board discussion**
  + **ADMAN membership discussion**
  + **Future speaker discussion**
* Future meeting dates for Academic Year 13-14/14-15 – with appreciation to Janet Brown-Simmons for reserving Room 357 in Hutchison Hall for all our ADMAN meetings next year.
* April 17, 2014
* May 15, 2014
* June 19, 2014
* July – no meeting
* August 21, 2014
* September 18, 2014
* October 16, 2014
* November 20, 2014
* December 18, 2014

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***Committee reports***

**ABOG:**

No update.

**AADI :**

**ESP (on-boarding and key management):** Allison is the ADMAN lead on this project. There was a discussion about development and potential for costs associated with this project. Assistant Dean Kaiser said he would be following up with IET to sort out these issues. There is a need to work through issues with long-term management of any tool that is developed. Once these issues are sorted through, ADMAN will be asked to assist with providing feedback for participants on a steering committee.

**IPA (Instructional Planning and Administration:** Meshell is the ADMAN lead on this project. Organizational Excellence has helped to develop a high-level scope for the project. Jeremy and Meshell are meeting with various departments (Psychology, Education, Registrar, Computer Science, as examples). They are hoping to gain a better understanding of current state processes and may decide to reach out to another few departments. There are so many facets to any tool that would be developed, so getting a better understanding as to the most pressing needs will be helpful.

**Gifts Processing (LEGAS):** Karen will follow up with the development people working on this gifts processing work-flow program to find out where this program is in the development phase and to ask if any assistance from AADI or ADMAN is necessary at this point.

**ACE (Automated Course Evaluation):** Jeff is the ADMAN lead on this project. This tool has been utilized campus-wide for a couple of quarters now. Things are going relatively smoothly, but Jeff has implemented some extra user training. There are some tweaks being done to learning activities.

**CCC&D:**

No update

**CCFIT:**

No update

**ED Tech:**

No update.

**FIS Update**



There was additional discussion about corporate cards being denied because of confusion with the bank, particularly related to the increase number of phone purchases, which triggered fraud prevention. The Fraud Manager has agreed to revise their criteria to allow these purchases to be approved. Expect more information in an upcoming MyTravel TIP.

**HRIC/HRAC:**

Smoke & Tobacco-Free Policy

-- Approach is education; smoking cessation programs available to employees

Fix 50

-- Starts next week

-- Discounts on the train

-- Bus shuttles

*Staff Assembly*

-- Need volunteers for TGFS

*ERIT ending (Irene)*

-- Scheduled to end ~ June 30, 2014

*Salary Program*

-- Information Available on Human Resources website

*HR Strategic Review*

* Health System & Campus HR systems merger
* Going to implementing Strategic Review: <http://arm-web1.ou.ad3.ucdavis.edu/Cascade/strategicreview/>

*Hiring Committee*

* May 14, 12-3
* Hosted by Health System/Campus

*October Equity Review*

* Goal: Supervisor 5% above employees

**KC:**

KC Oversight committee met 4/7, brief updates below:

**RFP for Kuali Coeus**: Campus sent out a purchasing call for bids earlier for the KC project. The call seeks entities that are a KC Commercial affiliate, has experience with Kuali Implementations and will be tasked to keep the UC KC project on target and milestones met. SPO is currently going the through the bids they received and will identify a recommended top affiliate. They hope to have this process done soon.

**KC user interface**: The current Kuali interface is currently not acceptable; SPO will not release a program that is not user friendly to campus end users. SPO has been working on solutions for the KC user interface, the original plan was to team up with U of Hawaii and invest in RSmart as a temporary solution until the foundation could come up with an interface. SPO was recently notified that Kuali announced that it was bumping up the priority for the user interface and is working on something called UXI (User experience interface) project. The foundation indicated that the coding should be done by June for members to view. With that announcement it was determined that the RSmart project should be postponed until June. If the UXI program works as an easy interface, SPO will not invest funds or effort in RSmart and will consider going to UXI instead. Further information will be known later in June.

**KC Implementation:** SPO Awards will be implemented July 1, this is only the back of the house (SPO) and has not impact to the way campus users currently process proposals or send award information. SPO is hoping to have a system in place that will email the PI/Account managers when the award is completed, in the email there will be a link that will take folks to a web landing page that PIs and account managers will be able to access and obtain the award documentation. The implementation of this phase will have no impact on campus users. SPO will be doing dual data entry into KC and its current SPO management system. SPO will be announcing this sometime shortly via email, forums etc.

**KC IRB update:** The IRB module in Kuali is not the foundations’ top priority since there is only one other instance of it running in the US. For the interim campus will continue to use IRBnet. Currently the IRB staff is entering data, however this may cease after July 1 and campus users may have to enter the data themselves. Further information will follow.

**UC PATH Steering Committee:**

No committee meeting/update.

**SDAAC:**



**SSC:**

**SSC Update – April 2014**

The SSC interim leadership team continues taking an aggressive approach to evaluate the center’s successes and to refine its current operations. Below is a list of actions since the January 2014 update.

**Program and Process Updates:**

**•** The scope of the SSC has been refined to exclude Travel and Entertainment effective June 30, 2014. A cornerstone of successful shared services is to include only those transactions that can be done less expensive and more efficiently. After 2 years of refining Travel and Entertainment processes, we realized that the nature of these transactions and the integration of campus technology (My Travel, Conexxus and the Corporate Card) create an environment where the SSC cannot be more effective than persons much closer to the traveler. The scope refinement allows SSC management to focus on work that better align with shared services.

**•** A Request for Proposal (RFP) will soon be issued to procure expertise for assistance in redesigning and relaunching the SSC, as well as provide the campus wide guidance in shared services infrastructure. Simultaneously, process refinements already recommended by OE are being implemented across the SSC. More details to come.

**•** The SSC benefited from the hard work of Nena Herrera, Lee Oerding, and Abigail Reyes from the Administrative Officers for the Future Program. This team has provided high quality recommendations including implementing targeted email lists for SSC topics.

**Staffing Updates:**

**•** Recruitment for the SSC Director launched the second week of April. More communication will be provided as the date grows closer.

• Inaugural SSC Finance Manager Rose Mary Miller has announced her retirement effective June 30, 2014. Recruitment for this position will be launching soon with plans for the new manager to overlap with Rose Mary.

• The SSC is currently recruiting for positions in Payroll, Human Resources and Service Desk. These are replacement positions for staff that have moved to opportunities on and off campus.

Currently advertising for various positions. Currently no additional update, but more coming from Diane Davies-Connelly at a later date.

**TIF -TECHNOLOGY INFRASTRUCTURE FORUM :**

**One Card and Campus Security**: Project that’s being coordinated by Brian Buckley who’s the campus Security Director and who is drafting and implementing new security policies for the campus, including a new keycard system. The One Card system, building on the existing Aggie Card (Aggie Cash), could be used for building entry. The One Card project is being discussed by campus administration and in consultation with Facilities (rep. Scott Brown). Brian Buckley will be invited to a future TIF meeting to give the group a summary and update on the project.

**Security Training**: The need to improve security training for campus IT professionals has been identified.

**Bulk Email**: The campus Culture of Giving campaign is working with Bulk Email to see how that campaign can be managed without its emails to potential donors being blocked.

**Non-password authentication**: Campus is beginning to talk about options for non-password authentication, e.g., thumbprint.

**Campus Email Rollout**: Campus rollout of DavisMail (Gmail), Office 365 (MS in the cloud) and UConnect (MS on premise) is going slowly. TIF will collect a list of the challenges they’ve encountered as they proceed with email conversions and will request a response from IET.

**Roles management**: The campus is still exploring this project. It was pointed out that Jeremy Phillips already has a roles management tool in place for DSS and it works well.

**Black Friday**: Reasons behind the incident when campus IT systems went down are still being explored. IET is collecting a list of system dependencies on central campus IT systems from dept/unit IT directors.

**Cloud services**: TIF members would like an update from A&FS on the status of negotiating contracts for cloud services. Internet2 was discussed. Internet2 is a consortium of like-minded universities who’ve developed a list of terms and conditions for internet services that are acceptable for use/purchase agreements; however, UC has taken the stance it wants to negotiate its own terms and conditions for business agreements.

**Windows XP**: Microsoft will issue the last security patch for Windows XP on April 8, 2014. Beyond this date the UC Davis campus does not want the operating system connected to the campus network because it will be vulnerable to malicious attack. Exceptions will be reviewed and some may be approved. It is possible to purchase from Microsoft continuing security, but the cost is steep and the campus has no intention of doing that ($200/workstation with a minimum of 500 workstations). Campus has done a good job getting the word out to constituents about this topic. The biggest problem is home users who may still run Windows XP on home systems that then connect to the UCD network. IET and TIF members are considering how to handle this aspect. Work at Home program makes Windows upgrades available at a cost of $10. Cheryl Washington raised the question of how this situation affects telecommuters, i.e., does the telecommuting policy address computer security on home machines?

**Computer assets (hardware/software):** Campus would like to get a better handle on computer assets on the campus. School of Education is looking at using ServiceNow for asset management.

**Box services**: Campus will put together an ad campaign to promote the use of Box. See <https://ucdavis.app.box.com>

**TIF Ignite presentation on Electronic Accessibility** by Joshua Hori of Student Disability Center. Josh reported there are currently 1500 active students at UC Davis who have a registered disability (~5%). Office of Strategic Communications is responsible for the accessibility policy. Lots of resources are available: See Josh’s ppt file on Accessibility Awareness at https://ucdavis.box.com/s/4kn80nsme04fh607zzgx

***Announcements:***

Graduate Student Reporting System (Deidra Madderra)

* Proposal to AADI
* Track Fellowships, Scholarships

Eleven ADMAN members’ terms being completed end of June

* Mid-May: Will be soliciting

HRAC/HRIC

* Pay for performance – need to have clear guidelines; establish a baseline

**ADMAN Conference Feedback**

* 254 registered participants, 243 paying, 14 “no shows”
* Location – more room for larger event (ARC basketball court?)
* Liked new break-out session format, workshop ideas
* Wanted longer break-out sessions, more of a break between sessions
* Next Year: Workshops offered twice to increase options to attend
* Re-branding of conference name – ADMAN-hosted vs. ADMAN conference
* Chancellor – mingle at lunch; attempt to book next year
* Karen N. – Raffle prizes (more next year?)
* Planning Committee should start planning *now*

**Executive Board Membership Discussion**

*Planning Committee Chair* – generally favorable response; need to finalize in the by-laws; vice chair of planning committee

*Secretary*

* Within By-laws
* Chair/Vice-Chair – position description
* Minutes are highly valuable; reviewed by a lot of people

Put a vote out for position; more discussion

KFS – ADMAN supported (From Shannon Tanguay)

I would like to discuss with you and the larger ADMAN leadership group a change that was made in KFS this past Tuesday and some unintended consequences it had on other functionality within Decision Support that I think will have a large impact to account managers. The change request SR 16655 was submitted with ADMAN's support in August 2012 and implemented on 4/15/2014. Here is the website where you can find more details: <http://accounting.ucdavis.edu/projects/ucdkuali/news/open_items.cfm>.

The fix prevents documents in SAVED status from being included as "Pending" ledger entries that we can see in PPS DS staffing list reports and all FIS reports. There are legitimate business reasons for these entries to be excluded - which is why the request was made. There are also legitimate business reasons for these entries to be included at times.

Since Kuali went live, account managers have been able to create and save (but not submit) Budget Adjustments, IBs, GECs, etc. that impact staffing lists and/or our ledgers on one day and could see the impact of these BAs the next day in PPS DS and DaFIS DS reports. For very complex budget adjustments and particularly during fiscal close when many last-minute transactions are being processed, this functionality is a huge time saver since we can make minor tweaks as needed before submitting the document for approval. As of yesterday, this functionality disappeared.

I would like your guidance on how to start a conversation with ADMAN and account managers across campus about showing support for adding this functionality to include or exclude SAVED documents back into Decision Support as a new option that is distinct from ENROUTE/PENDING documents. Based on my request, the Help Desk has created a Service Request, but they will look to ADMAN to determine how large a priority this will become.

<https://accounting.ucdavis.edu/tp/srs/forms/display-sr.cfm?SRID=16655&ShowAll=Yes>

KFS discussion with Mike Allred

* Document ADMAN provided was useful; collaborative nature of the recommendations

***Corporate Card challenges***

* Karen Osborne – working on declined corporate card; meeting with US Bank
* Communication came through at 2:30 this afternoon from MyTravel

Hello MyTravel Users,

**Here are a few Corporate Card and CTS Hotel Card TIPS**:

Make sure to have employees with active university corporate cards use their card for all Travel & Entertainment transactions. This will expedite payment to the vendor and streamline the process for reconciliation in MyTravel as all the vendor data imports directly into the online system. If travelers are traveling out of the area, especially foreign travel, please contact US Bank (phone on back of corporate card) or our MyTravel Help Desk (phone below). The bank will notate the account to prevent card declined problems while traveling. If you expect to have large T&E purchases that might exceed your card limit, please contact our MyTravel Help Desk and they will work with US Bank to ensure purchases will be approved.

Corporate cards should be used for T&E expenses to avoid paper checks being issued to vendors. Our office has confirmed with Safeway, Nugget and other stores that even if a Purchase Request has been processed, employees can phone in the payment with a corporate card, please see attachment. The transaction to obtain the food/supplies on the front end is the same for department, however, payments should be made on the corporate card to avoid a KFS DV TEV document being processed and a paper check cut.

US Bank has been working with central office regarding a new fraud program they implemented in February 2014, that is bank industry wide. This has caused more cards to be placed in the ‘fraud’ category and transactions declined. Many of the transactions causing alarm at the bank were phone purchases to vendors, which our campus encourages. The bank has agreed to revise their ‘fraud’ criteria so that the transactions are approved on T&E Corp Cards. If any employees in your department run into a problem while using the corporate card, please contact our Help Desk.

Local hotels that participate in the CTS Program will not be paid through a Purchase Request/paper check, the CTS payment process needs to be used. Please use the CTS Hotel Forms on our website travel.ucdavis.edu for group travel, individual travel, or entertainment events. Instructions for the CTS Card are listed under the hotel section of our website.

More discussions regarding PCARD and corporate card use. Concerns about declining cards. ADMAN concerns regarding communication; need a more nimble communication methods from central campus.

**Membership**

* Different ways we consider membership (e.g. supervisory, budgetary responsibility, etc.)
* Allison Mitchell - Chairing an adhoc committee (incl. Karen Nofziger and Chris Hale)
* Meshell Louderman – ABOG also had similar discussions; different models at different UC’s; UC-Davis is unique with “Administrative Managers Group;” the rest are local ABOG
* Level of responsibility? Experience in handling confidential/limited distribution information?
* Different criteria for general membership or Executive Board?

**Future Speaker Discussion**

Important of speakers at meeting? Stagger speakers or have them at every meeting?

Speakers for next year?

Susan Gilbert – Career Compass, Strategic HR Review, performance-based evaluations, performance management – support to supervisors, especially with “pay for performance,” communication plans

KFS results – need to “break” the system, ADMAN needs to be engaged

-- Testing was in pieces

-- “Pretending” to be different roles

-- During testing, have someone immediately available.

UCPATH – need to test end-to-end; be able to see the entire process

-- Need to be closer to the implementation

-- ADMAN members met regarding HR

-- Requesting regular input, coordinate, want to be a part of the communication piece

-- Need to meeting with key individuals

-- Quarterly request

-- TRS concerns: business rules aren’t updated or current, which requires manual input; SSC has 15% of employees on paper time sheets

**KFS**

* Increase customer service
* Commodity code comparisons
* Updating the “mandatory fields” to help limit less incomplete requests
* Requesting the ability to return for correction vs. cancelling the document
* Goal is to have all W-9s done centrally
* Training being conducted (see AF&S emails with information)