**ADMAN Board of Directors**

Meeting Minutes - November 20, 2014

1207 Robert Mondavi Institute, South Building

Attendees: Sara Reed, Chris Hale, MaryAnn Mellor, Shannon Tanguay, Michelle Hammer-Coffer, Teri Sugai, Lisa Borchard, Brenda Scalzi, Yoke Dellenback, Rosemary Martin-Ocampo, Linda Potoski, Peter Blando, Tracy Lade, Dee Maddera, Gaylene Miller, Kate Shasky, Sonia Rivera

Welcome new ADMAN Member!

Kate Shasky – Mathematical & Physical Sciences, Davis Campus

**New Business**

Sheri Pulis – Spark Oversight Committee.

* The Office of Research is implementing a new Electronic Research Administration system called SPARK, (Sponsored Programs Administration and Research Kiosk). SPARK will streamline and convert the current paper-based grant proposal system submission process on campus
* Allow strong reporting, dashboard for award data. Chancellor will have the ability to pull data directly from the system.
* Currently there are two data migration analysts migrating individual awards
* 8500 awards in the system
* Next step is the Award view for the campus
* Campus outreach (part of phase III), possibility of piloting the awards view, testing, etc.
* Goal is to eliminate shadow systems and spreadsheets
* Weekly status updates are emailed, also uploaded to the website on Fridays
* Contact info: Shari Pulis: [kspulis@ucdavis.edu](mailto:kspulis@ucdavis.edu), email Sheri if you are interested in piloting.
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MaryAnn Mellor & Kerry Hasa – ADMAN Conference

* There will be a networking event at the end of the day, requesting senior leadership from campus and health systems
* Kerry requesting recommendations for speakers and also for volunteers to act as escorts for the senior leaders. If interested, please send email to Kerry or Mary Ann

Kate Shasky – & Jeff Deropp - ACE: Online Tool for Course Evaluations

* ACE is a homegrown system
* Voluntary
* Designed to be highly flexible for the unique needs of the campus, communicates with Banner, feed into MIV.
* Tom Kaiser provided the programmers
* Eight faculty were on the development committee
* Super-users who will mentor the next rotating group
* Contact Jeff or Kate if anyone in your college is interested in being a super user, great opportunity to have a voice in how the system is used.
* More help is needed for this to work for the entire campus. Hoping to train 1-2 people in each of the academic schools/colleges, with the ability to become experts and train others
* Currently no classes in SDPS, if you feel the need for a class, please contact SDPS. Kate does provide on-demand training.



**General Discussion**

Peter Blando – ESP, developed y IET 3 years ago: Online tool to manage keys, etc.

* Committee needs someone who has experience with onboarding for feedback. Teri Sugai volunteered.
* Committee plans to have Marion Randall speak about how things will look with UCPath.

Council of Managers members may attend ADMAN meetings.

**General Updates**

* OE/SDPS training for process improvement, Brian Collins, asking ADMAN to partner with this effort
* Discussion of overview of ADMAN conference
* Campus-wide Adobe license audit, no action required at this time.

December 18, 2014 ADMAN Guest Speakers:

* Hampton Sublett & Dr. Prasant Mohapatara
  + Administrative Reorganization & Transformation
* Mike Allred & Cindy Kiel
  + Uniform Guidance implementation

*Shannon Tanguay will be chairing the December meeting*

January-February Speaker (s): Kelly Ratliff,

Suggested speakers for future meetings: Dave Lawler – UCDavis CFO

**Member Committee Reports**

**ABOG:**

No update for November 2014

**AADI :**

No update for November 2014

**Campus Taskforce on Uniform Guidance for Federal Awards Implementation:**

No update for November 2014

**ASEC**

No update for November 2014

**CCC&D:**

No update for November 2014

**CCFIT:**

No update for November 2014

**ED Tech:**

The Ed Tech Subcommittee did meet. We just discussed what we wanted to accomplish this year, but no agenda for the year was finalized. They really want to figure out how to let faculty know all of the educational technology that is available to them to help teach their courses. We see the same 50 or so faculty at all the events. If anyone from ADMAN has ideas or suggestions please let me know.

For the ADMAN Conference we have confirmed Pierre Khawand as our speaker and he will do two sessions, one for staff and one for managers. I hope to have the start of the website up soon so I can start advertising. I did get two or three volunteers and the whole committee will be meeting at the end of the month for the first time.

**LMS Transition Working Group**

No update for November 2014

**FIS Update**

No update for November 2014

**HR Transformation Committee**

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**HRIC/HRAC:**

No update for November 2014, meeting was cancelled.

**Kuali-Rice**

KC UXI (Proposal Development Interface) will be released in November.  In order for the interface to be tested, RICE needs to be upgraded.  Once RICE is upgraded the KC team will plan on reviewing UXI to see if the interface is easy to use and will work for campus.  Currently all campus KC resources are working on the award module.  1/3 of the data migration has been done into KC so far.  The KC team is working on a faculty interface as well that will email the PI with a link directly to the document; the award view is outside of KC.  The team hopes to have a draft of what the view will look like to the Kc oversight committee.  Roll out still TBD.

Cindy spoke about an on-line web based dashboard that will be in the works sometime, the dashboard will be able to show how much funding each college, department or entire campus has in awards.

RICE upgrade will occur during the Thanksgiving break, KFS will be testing first, and then SPARK will plan on deploying early December.

SPO will have an updated website that includes a faculty tool kit and will have uniform guidance as provided by campus.

IRB Update – IRB Net contract is in place it has a smart-form that allows for drop down boxes which will limit free text fields and will make migration over to KC IRB easy. The Smart-form is in testing now. Go live date TBD. There will be 4 pilot groups testing before roll-out.

**SDAAC:**

No update for November 2014

**SSC:**

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**Staff Assembly:**



**TIF -TECHNOLOGY INFRASTRUCTURE FORUM :**

No update for November 2014

**UCPath**:

"The UCPath deployment at UCOP will be delayed. With limited progress in critical testing and data conversion workstreams, a December go-live is not viable. The UCPath PMO is working with UCOP, UCLA, UCM and UCSC project managers to establish a revised UCOP deployment date for review with the President, to be followed by an updated deployment schedule for the remaining pilot locations."

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| **Committee** | **Representative(s)** |
| ABOG (Academic Business Officers Group) | Sally Harmsworth/Lourdes Gomez |
| AADI (Administrative Application Development Init) | Tracy Lade/Janet Brown Simmons/Chris Hale/Meshell Louderman |
| ASEC (ADMAN SharePoint Exploratory Committee) | Tracy Lade/MaryAnn Mellor |
| CCC&D (Campus Council on Community and Diversity) | Tammy McNiff |
| CCFIT (Campus Council for Information Technology) | Nora Orozco |
| Campus Taskforce on Uniform Guidance for Federal Awards Implementation | Sara Reed |
| 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/Meshell Louderman |
| HR Transformation Committee | MaryAnn Mellor |
| HRIC/HRAC/Career Compass  (Human Resources Implementation Committee/  HR Advisory Committee) | Rosemary Martin-Ocampo |
| SDAAC (Staff Diversity Administrative Advisory Committee) | Lourdes Gomez |
| SSC (Shared Service Centers) | Sara Reed/Teri Sugai |
| Staff Assembly | Jessica Potts |
| TIF (Technology Infrastructure Forum) and TAC (Strategic Technology Advisory Committee) | Tracy Lade |

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**Future meeting dates for Academic years 14-15 & 15-16:**

All meetings will be held from 3:00-5:00 pm in 1207 Robert Mondavi Institute, South Building.

* December 18, 2014 October 15, 2015
* January 15, 2014 November 19, 2015
* February –location TBD December 17, 2015
* March 19, 2015 January 21, 2016
* April 16, 2015 February 18, 2016
* May 14, 2015 March 17, 2016
* June 18, 2015 April 21, 2016
* July 16, 2015 May 19, 2016
* August 13, 2015 June 16, 2016
* September 17, 2015 July 21, 2016

August 18, 2016

September 15, 2016

The committee appreciates Tracy Chriss reserving space for of these meetings.