**ADMAN Board of Directors**

**Minutes**

**December 18, 2014 (3-5 p.m.)**

1207 Robert Mondavi Institute, South Building

*Members in attendance:*

*Rosemary Martin-Ocampo, Nora Orozco, Brenda Scalzi, Jennifer Radke, Bill Jackson, Dee Madderra, Denise Pennington, Carlos Garcia, Trade Lade, Linda Potoski, Brooke Noonan, Yoke Dellenback, Peter Blando, Shannon Tanguay, MaryAnn Mellor, Michelle Hammer Coffer, Gaylene Miller.*

*Guests: Michael Allred, Cindy Kiel, Janice King, Mike LeGrand, Hampton Sublett*

1. **Introductions:** 3:00 – 3:05 p.m**.**

Welcome new ADMAN Member!

Bill Jackson - L&S: Mathematical & Physical Sciences Dean's Office, Davis Campus

1. **Approval of November 2014 Minutes motion:** 
   1. Motion: Rosemary Martin-Ocampo, , 2nd Linda Potoski

**Committee Updates**  3:05 – 3:15 p.m.

Tracy Lade shared that there is a new online process for reporting workers compensation injuries on campus.

You can request to be added to the system as a manager, contact LaWanna Wade in the risk management office.

1. **Speakers:**

**Mike Allred & Cindy Kiel 3:15 – 4:00 p.m.**

* **Uniform Guidance Update**
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  + Streamline and reduce administrative burden with research reporting.
  + biggest rewrite in 50 years on how money is spent
  + In the past different rules for different entities, now one uniform regulation
  + New awards received after 12/26/14 will be governed under new regulations
  + Received preview this morning of the final rule. 1140 pages long
  + Final information will go out as a directive to the campus.
  + See attachment for Campus implementation strategy:
  + December 26,-June 30, 2015-If an award is received that specifically states Uniform Guidance is in play, it will managed as such.
  + July 1, 2015 forward: first year audit using the new principles is FY 2015-16
  + Asking ADMAN members to share information to all
  + James Ringo will be signing off on reporting and certifications
  + Discussions around SPARK, to be used as part of monitoring process
  + Effort reporting: current effort satisfies requirement, now have flexibility to adopt other methods
  + Emphasis on internal control, UG removes highly prescriptive requirements from A-21
  + Next steps:
    - Communicate: website - uniformguidance.ucdavis.edu
    - Campus Directive will be issued in Dateline in early January
    - Updates to implementation plan will be distributed as added
  + Best way for PI’s to receive this information is through department representatives. Monthly research forum, presentation info wasn’t getting out the way they had hoped. All are asked to spread the word.
  + Questions should be directed to Mike Allred, Cindy Kiel or Mike Legrand
  + There will be mandatory training for all PI’s and all co-PI’s. Training be delivered as an email, in mid-January. If the email is opened, it will be deemed read, if not opened the email, the email will continue to be sent until they open it.
  + Monthly research forums are being held, looking for suggestions on how these can be improved.

**Hampton Sublett 4:00 – 5:00 p.m.**

* **Administrative Reorganization and Transformation**
* Background: Professor Prasant Mohapatra was appointed Associate Chancellor, to lead the campus’s effort toward further administrative realignment and transformation. Prasant, former chair of the Department of Computer Science, moves into his new role after a year as the campus’s interim Chief Information Officer and Vice Provost of Information and Educational Technology.
* Hampton Sublett – Hampton was appointed Executive Director to assist with identifying, planning and implementing any identified realignments. Hampton moves into his new role after successfully leading the UC Davis central IT department's Project Management Office and Business Relationship Management Program where his teams implemented a wide range of improvements in support of UC Davis’s mission.
* Website: http://admin-reorg.ucdavis.edu/
* Website is not terribly fluffy-different tabs/pages including suggestions,
* Prasant Mohaptra is actively responding to questions. Response within 2 days. Password protected (Kerberos), does allow for anonymity. Keep in mind that Prasant cannot respond unless you provide contact information
* At first, central administrative units, health system were potentially in scope. Scope changed, first priority is effectiveness and efficiency. There are many initiatives coming, e.g., UCPath 2020, HR Transformation, etc.
* Invited members to reach out and schedule one on one meetings to better understand and listen to concerns. Please email Hampton if you want to learn more or provide feedback. He is meeting with faculty, staff, students, etc., there is no shortage of ideas.
* Focus: structure, org charts and delving into those who perform the administrative processes. Working with facilities, looking for ways to streamline. Having conversations with those that do the work to better understand and analyze the work that is actually being done. What makes sense to combine and improve? Systems: TIP-technology forum,
* Are there resources for rolling out systems that may be used in departments that may work across campus? If they determine these exist, will put project plan in place.
* ART only has 3 resources, including their administrative assistant. Doesn’t make sense to build large infrastructure at this point.
* Hampton will be participating in tech engagements, he is still trying to determine where the line of participation is.
* He is trying to gather input from everyone, obtain feedback from all. Not just focused on administration.
* If a department has a great suggestion that would save money, Hampton’s group will reach out to obtain funds. The expected process is that Prasant will present to CODVC, where priority will be determined. May also take to CFO-Dave Lawlor.
* Approach: gain high level understanding of business function, benchmark other universities, work with senior administrators to gain a richer understanding, consult with relative user groups, assimilate feedback, draft recommendation, review by steering committee, propose to chancellor for potential implementation
* What is in progress? Student Housing & Facilities assessments. Prior to this, assessing old ARM structure, converting to CPFS, & FRM. Working with the Library and with Organizational Excellence and Lisa Terry to capture broader issues, lean methodology, (based on Toyota’s model). Connecting centralization of all resources around a specific topic. Generation of more entrepreneurs. Create new challenges for high school students who are beating MIT in robotics competitions.
* Doesn’t have to be working with your unit, just needs to understand the opportunities, what you are working with.
* Rosemary Martin-Ocampo commented that the chancellor wants us to have 21st century tools, we do not have these, how does the chancellor feel about this or does she know?
* The website is a good place to provide suggestions that need to be heard.
* We now have a common way/metric for prioritization. This is an important issue to ensure projects move forward successfully and we have the resources we need.
* Priorities changed 1. Administrative IT on campus
* 2. Looking at high dollar equipment purchase vs leased
* 3. Strategic sourcing
* 4. Facilities consolidation
* 5. Recharge philosophy
* 6. Revenue generation-pet insurance

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***Member Committee Reports***

**ABOG:**

No update for December 2014

**AADI :**

No update for December 2014

**ADMAN Conference**

The website is up:

<http://occr.ucdavis.edu/adman/mid-mgmt-conference/index.html> and we are currently working on final topics for the conference.

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

No update for December 2014

**ASEC**

No update for December 2014

**CCC&D:**

No update for December 2014

**CCFIT:**



**ED Tech:**

We have met and are still planning our agenda for the year.

**LMS Transition Working Group**

We have continued to meet. My main charge through ADMAN was how project sites work in the other systems. Technically they do not have project sites, but if we move away from SmartSite the committee is aware for the need for something similar to project sites and will make sure there are ways to make them as well as documentation for switching over existing sites.

**FIS Update**

No update for December 2014

**HR Transformation Committee**

No update for December 2014

**HRIC/HRAC:**



**Kuali-Rice**

No update for December 2014

**SDAAC:**

No update for December 2014

**SSC:**

No update for December 2014

**Staff Assembly:**

No update for December 2014

**TIF -TECHNOLOGY INFRASTRUCTURE FORUM:**

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**UCPath**:

No update for December 2014

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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.

* January 15, 2015 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
* October 15, 2015 August 18, 2016

September 15, 2016

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