**ADMAN Board of Directors Meeting**

**Minutes**

**April 16, 2014 (3-5 p.m.)**

1207 Robert Mondavi Institute, South Building

*Members in attendance: Sara Reed, Shannon Tanguay, Michelle Hammer Coffer, Teri Sugai, Sally Harmsworth, Lourdes Gomez, Brenda Scalzi, Carlos Garcia, Rosemary Martin-Ocampo, Peter Blando, Tracy Lade, Nora Orosco, Andrey Furmuzan, Kelly Gilmore, Michael Kuhner, Carmen Raycraft, Christine Harlan, Jennifer Radke, Megan Villasenor*

*Guests in attendance: Allen Doyle, Lia Scott, John Mueller, Sheila Johnson*

Welcome New Members:

* + Andrey Furmuzan – Facilities Management, Davis Campus
  + Michael Kuhner – A&FS, Davis Campus

1. **Welcome and Introductions 3:00 – 3:15 pm**
   1. Approval of February & March minutes
   2. Chris Hale will be leaving the University. Group discussion regarding replacement? What are the next steps, this has not happened in the past. The Vice Chair becomes the chair.
   3. Sara Reed will send out a call for Chair and Vice-Chair nominations and/or volunteers.

**Green Office Initiative –** Allen P. Doyle  **3:15 – 3:45 pm**

http://sustainability.ucdavis.edu/action/green\_workplace/index.html

What is a Green Workplace?

Learn about the three ways to participate

* 1. Your challenge: lower your environmental footprint at work
  2. Allen’s background is as a scientist, started a green program, now he is the Sustainability Manager on campus.
  3. Zero waste is diverting 90% of the waste that would normally go to the landfill
  4. We are now at, 65-75%, depending on construction waste
  5. Your vision – how do you fit in?
  6. Leadership vision – 2 hours per month to implement the program (green champion) green team 1-2 hours each
  7. Kick off includes a departmental assessment, personal assessment
  8. What is the next thing *you* are going to do to support sustainability
  9. Reporting is participation based, buildings are metered on a whole build scale
  10. Swag bag for participants
  11. A sign-up sheet was passed around for interested departments
  12. Allen is talking with real estate about conservation in leased space
  13. Update on the Smart Lighting Initiative: goal is to retrofit campus with lower wattage bulbs, stairwells and bathrooms are done, now going into the office spaces, light sensors are better quality
  14. [greenworkplace@ucdavis.edu](mailto:greenworkplace@ucdavis.edu) address for email sign up or questions

1. **W-9 Update – Lia Scott**  **3:45 - 4:00 pm**



* 1. New process for collecting w-9, departments no longer collecting these
  2. Still in the process of finalizing
  3. There will be a portal where vendors can upload W-9 directly
  4. Portal validates the vendor id, must have a vendor id to upload
  5. There may be a situation when you have to assist a vendor, you can do so, but it is preferred that they utilize the self-service option
  6. Lia provided a demonstration of the site
  7. If having the upload in pdf will be a major showstopper, you can contact Lia’s office and they can assist
  8. Vendor receives verification message that the upload is successful
  9. Workflow will change from current: new vendor requests will now be submitted with no W-9 attached, these will be approved as inactive. Vendor will be contacted with instructions to upload the W-9. Once notification is received that W-9 is uploaded, it will be marked as “yes-received” and the vendor document will be approved and marked as “active”
  10. if the vendor sent the department W-9, the department would upload using the same process, but you must have vendor number to do so
  11. It’s important to put a note in vendor document that you are holding a w-9 pending set up
  12. if department has a hard copy W-9, they should shred document once vendor is activated
  13. Next steps: see attached presentation
  14. The SSC has been notified they can stop requesting W-9, departments can submit requests without W-9 and they will not be rejected
  15. Process completely done by the 3rd week of May or sooner

1. **UC Davis Shared Services Center Update 4:00 – 4:30 pm**
   1. Sara Reed, Megan Villasenor, John Mueller, Teri Sugai, and Sheila Johnson (Organizational Excellence)
   2. Introduction of SSC Leadership
   3. Partnering with Organizational Excellence



1. **SharePoint Discussion -** MaryAnn Mellor, Tracy Lade **4:45 - 5:00 pm**
   1. Support and configuration is an issue, the license is free.
   2. The recommendation is that a team on campus is devoted to this, supporting the entire campus.
   3. Some campuses have been deeply involved in SharePoint use
   4. Suggestion was made to benchmark these campuses
   5. One solution for the campus as opposed to current decentralized solutions

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**May 2015**

Tracey Pereida – Graduate Studies Update

Bruce Mattos – UC Davis Recruitment Model Update

**June 2015**

Dave Lawlor – VC-CFO

**July 2015**

Viji Murali – VC CIO\*

\*subject to change

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ABOG:

No update for April 2015

AADI:

No update for April 2015

ADMAN Conference

No update for April 2015

Campus Taskforce on Uniform Guidance for Federal Awards Implementation:

No update for April 2015

ASEC

No update for April 2015

CCC&D:

No update for April 2015

ED Tech:

No update for April 2015

EDMS

Five vendors are scheduled to present over the next few weeks. Sessions are separated into functional and technical. Campus representatives will attend presentations, at the conclusion, provide ratings of each.

LMS Transition Working Group

No update for April 2015

FIS Update

No update for April 2015

HR Transformation Committee

No update for April 2015

HRIC/HRAC:

No update for April 2015 – meeting was cancelled

IT-Security/IT-Services

No update for April 2015

Kuali-Rice

No update for April 2015

SDAAC:



SSC:



Staff Assembly:

No update for April 2015

UCPath:

No update for April 2015

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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 |
| EDMS Replacement Project | Peter Blando/Teri Sugai |
| Ed Tech | Kerry Hasa |
| HR Transformation Committee | MaryAnn Mellor |
| HRIC/HRAC/Career Compass  (HR Implementation Committee/  HR Advisory Committee) | Rosemary Martin-Ocampo |
| IT-Security & IT-Services | Tracy Lade |
| LMS | Kerry L. Hasa |
| Kuali Rice (collection of middleware) | Dee Madderra |
| SDAAC (Staff Diversity Administrative Advisory Committee) | Lourdes Gomez |
| SSC (Shared Service Centers) | Sara Reed |
| Staff Assembly | Jessica Potts |
| UC Path Steering Committee | Susan Sainz/Meshell Louderman |

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

All meetings (with the exception of September 2015 meeting, will be held from 3:00-5:00 pm in 1207 Robert Mondavi Institute, South Building.

\*September 2015 meeting will be held at the Alumni Center

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| |  |  |  | | --- | --- | --- | | May 21, 2015 |  | January 21, 2016 | | June 18, 2015 |  | February 18, 2016 | | July 16, 2015 |  | March 17, 2016 | | August 13, 2015 |  | April 21, 2016 | | \*September 17, 2015 |  | May 19, 2016 | | October 15, 2015 |  | June 16, 2016 | | November 19, 2015 |  | July 21, 2016 | | December 17, 2015 |  | August 18, 2016 | |  |  | September 15, 2016 | |  |  |
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*The committee appreciates Tracy Chriss reserving space for these meetings.*