**ADMAN Board of Directors Meeting**

**Meeting Minutes**

**September 17, 2015 (3-5 p.m.)**

Founders Board Room, Walter A. Buehler Alumni Center

*Members in attendance: Sara Reed, Jennifer Radke, Shannon Tanguay, Ernie Hoftyzer, Mike Kuhner, Lisa Borchard, Brooke Noonan, Dee Madderra, Chris De Los Santos, Andrey Furmuzan, Julienne DeGeyter, Linda Potoski, Meshell Louderman, Carla Munoz, Susan Sainz, Brenda Scalzi, Kelly Gilmore, Carmen Raycraft, Yoke Dellenback, Bill Jackson, Carlos C. Garcia, John Mueller*

*Welcome new Members:*

 *Annemarie Seed, Program Manager, Public Health Sciences*

1. **Approval of minutes 3:00 – 3:05 pm**

*Motion and forward, minutes approved*

1. **Discussion – Non-represented salary increase process and outcome 3:05 – 3:15 pm**

*Jennifer Radke, Sara Reed*

*EPAR survey sent to ADMAN members from AVC-HR Susan Gilbert*

*Discussion Summary:*

* *Different rules across the campus.*
* *Employees were missing on merit list because of the way the data was pulled, staff were included that had retired, data not scrubbed well.*
* *No controls to enforce the guidelines from central HR for increases*
* *In the case of faculty supervisors, feedback was not always well received or acted upon*
* *To meet the cost of living, the “Meets Expectations” increase should at least equal the increases for bargaining units*
* *Communications weren’t clear for employees regarding how much money they would receive, and how it correlated to the rating, many employees were disappointed when they didn’t get what they expected*
* *Percentage of increase was reduced if you were within 88% of the max, people were penalized because higher paid employee’s increases took more money. There should be a universal standard across the campus that determines each rating*
* *It’s important that calibration activity occurs first*
* *VC-CFO units are required to complete quarterly feedback with all employees is also a, recommendation for rest of the campus, but not consistently followed*
* *Recommendation will be made to AVC-HR Gilbert that results of the survey be shared with ADMAN*
* *There will be more conversation around this topic.*
* **Send feedback to Sara and Jenn**
* **Please complete the survey sent by Susan Gilbert**
1. **Common Good Assessment (CGA) 3:15 – 3:45 pm**

*Anissa Nachman, Administrative Budget & Operations Director, BIA*

Presentation Summary:

*Revamping Recharge Toward a Common Good approach*

* *Objectives: improve efficiencies, simplicity over specificity, increase overall safety*
* *Time spent on rate development, + performing the manual part of the recharge transaction.*
* *Removed cost based disincentives to use services.*
* *Replace monthly recharge with common good assessment*
* *Determine baseline service standard, corresponding agreement*
* *Included in Common Good Assessment*
	+ *Services that are broadly used*
* *Not included*
	+ *Services at risk for overconsumption*
	+ *Services supported by at least 25% from contracts and grants –*
* *Mechanism to collect funds:*
	+ *Additive to the OP Tax*
		- *Assessed against all funds, Deans/VC office determines how to allocate*
		- *Assessed once a year*

**OR**

* + *Payroll assessment – similar to GAEL*
		- *Excludes contracts and grants - all*
		- *Assessed on all other accounts on a monthly basis*
* *Most positive feedback has been received on the payroll assessment methodology*
* *Recharge team is working closely with Assistant Deans and COO’s to determine appropriate mechanism*
* *CGA will likely change demand for certain services*
* *BIA to work closely with service providers to monitor service levels*
* *Rate increases would need to be approved through the annual budget process*
* *Implementation timeline*
	+ *September-March*
	+ *March, 1st check in with stakeholders*
* *Goal is to have rates only reflect direct labor and cost, rather than include other costs such as supervisory, labor bargaining, etc.*
* *Not much of these costs are currently charged to contracts and grants*

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1. **2015-16 Budget Model 3:45 – 4:30 pm**

 *Kelly Ratliff, Executive Assistant Vice Chancellor*

*Presentation Summary:*

* *Discussed current initiatives*
* *Business Intelligence*
* *RFP for budget system, campus wide system*
* *Financial Health – everything, all funds, multi-year. Having our operating margin in balance*
* *Budget forecast and planning*
1. **“Aggiefeed” Demo 4:30 – 4:50 pm**

*Sarah Robertson, Brian Donnelly, IET*

 *Presentation Summary:*

* *aggiefeed is available to all departments*
* *Service is similar to popular social media sites, such as Facebook*
* *Groups can have their own icon, ability to share on social media sites, e.g., Facebook, Twitter, etc.*
* *When logged in, messages are targeted to you, based on role, staff, student, etc.*
* *Posts can be customized to event, made public or target specific groups, can also be tagged*
* *Ability to schedule posts in advance*
* *Edits update right away*
* *Used by groups with large events—Picnic Day used the site, provided info to aggiefeed in a spreadsheet, info was populated onto site*
* *If you have a communication/marketing team, please share this information with them – the aggiefeed team would be happy to meet with anyone who has questions.*
* *Events you enter into the Campus Calendar can be pulled into aggiefeed*
* *aggiefeed website:* [*https://aggiefeed.ucdavis.edu/*](https://aggiefeed.ucdavis.edu/)
* *Groups with large events—picnic day used the site, provided spreadsheet, all the events showed up on the site.*
* *To find out more about aggiefeed, please visit aggiefeed.ucdavis.edu or send the team an email at* *aggiefeed-help@ucdavis.edu**.*
* *If you would like to sign up to use aggiefeed, please fill out this short form:* [*http://goo.gl/forms/9oPdnbdA0D*](http://goo.gl/forms/9oPdnbdA0D)*.*



1. **ADMAN Treasurer – adding as official Board position 4:50 – 4:55 pm**
* *Motion passed to make the Treasurer a permanent position on the board.*
1. **ADMAN Meeting Minutes – reporting 4:55 – 5:00 pm**
* *ADMAN meeting minutes will be prepared as a summary of topics presented/discussed, rather than verbatim*
* *The Executive Leadership is engaged in discussions re; ADMAN representative responsibilities, forwarding information, etc.*
* *Future agenda emails will include the language that “All members are welcome to attend”.*

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**October 2015**

Allen Tollefson – AVC, Facilities Management

**December 2015**

UCPath Update

**January 2016**

Dave Lawlor – VC-CFO

\*subject to change

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| **ABOG** **AADI** No update for September 2015**ADMAN Conference**No update for September 2015**ASEC**No update for September 2015**CCC&D:** No update for September 2015**ED Tech** No update for September 2015**EDMS**No update for September 2015**LMS Transition Working Group**No update for September 2015**FIS Update**No update for September 2015**HR Transformation Committee**No update for September 2015 | **HRIC/HRAC**No update for September 2015**IT-Security/IT-Services**No update for September 2015**Kuali-Rice**No update for September 2015**SDAAC**Next meeting – September 17, 2015**SSC**No update for September 2015**Staff Assembly****UCPath**Next meeting – September 23, 2015**Uniform Guidance**No update for September 2015 |

**Committee Representatives**

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|  **Committee** | **Representative(s)** |
| ABOG (Academic Business Officers Group) | Sally Harmsworth/Lourdes Gomez |
| AADI (Administrative Application Development Initiative) | Tracy Lade/Janet Brown Simmons/Jennifer Radke/Meshell Louderman |
| ADMAN Conference | Gaylene Miller |
| ASEC (ADMAN SharePoint Exploratory Committee) | Tracy Lade/MaryAnn Mellor |
| CCC&D (Campus Council on Community and Diversity) | Tammy McNiff |
| Campus Taskforce on Uniform Guidance for Federal Awards Implementation | Sara Reed |
| FIS Ledger Review Committee (Kuali)FIS Steering Committee | Karen Nofziger |
| EDMS Replacement Project | Peter Blando/Teri Sugai |
| Ed Tech | Kerry Hasa  |
| HR Transformation Committee | MaryAnn Mellor |
| HRIC/HRAC(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) | Brenda Scalzi/Julienne DeGeyter |
| SSC (Shared Service Center) | Sara Reed/Teri Sugai |
| Staff Assembly | Jessica Potts |
| UC Path Steering Committee | Susan Sainz/Meshell Louderman |
| Uniform Guidance | Sara Reed |

**Future meeting dates for Academic year 15-16:**

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

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| October 15, 2015 |  | April 21, 2016 |
| November 19, 2015 |  | May 19, 2016 |
| December 17, 2015 |  | June 16, 2016 |
| January 21, 2016 |  | July 21, 2016 |
| February 18, 2016 |  | August 18, 2016 |
| March 17, 2016 |  | September 15, 2016 |
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