**ADMAN Board of Directors Meeting**

**Minutes**

**October 15, 2015 (3-5 p.m.)**

1207 Robert Mondavi Institute, South Building

**Attendees:** Michelle Hammer-Coffer, Shannon Tanguay, Brenda Scalzi, Donna Connolly, Mike Kuhner, Peter Blando, Jeremy Phillips, Yoke Dellenback, Annemarie Seed, Gaylene Miller, Lourdes Gomez, Ernie Hoftyzer, Carla Munoz, Carlos Garcia, Rosemary Martin-Ocampo, Christine Harlan

1. **Approval of September minutes**

Motion to approve made by Brenda Scalzi. Seconded by Yoke Dellenback.

1. **Discussion – Support for AADI Applications – OPP & ACE,** *Michelle Hammer-Coffer*

AADI is looking for a group of volunteers who are users of each AADI application to serve as functional experts to answer non-technical questions from other users, and who can pass on technical questions as appropriate to technical experts. Volunteers are needed for OPP (Online Pre-purchasing System) and ACE (Academic Course Evaluations). Types of questions anticipated for OPP include things like how to set up the work groups. ACE (Academic Course Evaluations) are used by a specific subset of employees who are involved in administering the course evaluations.

**Suggestion:** To create an email Forum that would allow for questions to be answered by a larger user group. This could be considered a different model to allow users to pose questions and get answers instead of a having a specific group of volunteers.

**Action Request:** ADMAN members are encouraged to ask again in their departments and to consider if there is anyone who would be willing to volunteer their time.

1. **Cool Campus Challenge Presentation,** *Sue Vang, Waste Reduction & Recycling Program Manager, Environmental Stewardship & Sustainability*

The Cool Campus Challenge is to help our campus reach the system-wide carbon neutral by 2025 goal. It’s an online learning experience for students, staff and faculty. President Napolitano encourages staff to become engaged in the process. Log onto <http://www.coolcampuschallenge.org/>, complete a profile and start making pledges that reduce our carbon foot print. There are 50 pledges in 8 categories. We get points for each pledge. We are competing against other UC Campuses. ADMAN members are asked to encourage people to go to the website, create profiles and start taking pledges. There is a membership drive going on October 6-December 10. The sooner we take action, the more points are awarded per action. If you add a picture, we get more points. Suggested action: Add wording to our email signatures encouraging people to sign up.

1. **SciQuest Update – AggieBuy,** *Lia Scott, Contracting Services*

SciQuest – now going to be called AggieBuy. For information about the project, go to <http://afs.ucdavis.edu/our_services/contracting-services/projects/aggiebuy/index.html>. Information about the project will be updated on this site as progress is made. AggieBuy will provide a more efficient procure to pay system for everyone. The project will take place in two phases.

Phase 1 - Catalog shopping. This phase will replace the UCD Buy vendor catalogs in UCD Buy (hosted or punch-out). All current vendor catalogs will be in the site plus a few others. This phase will include some new catalogs where UCD spends a lot of money and has a high number of orders. There are 50 coalition catalogs available for the advisory group to decide to use. Plus the campus has the ability to select 20 catalogs that are non-coalition. The Project Team and Advisory Group are in place. In future, a Customer User Group will be formed.

Phase 2 – requisitions, purchase orders payment requests and custom forms. This phase will replace KFS as the primary procure to pay system. Can create customizable forms for ordering on campus. Some campuses use it for Fleet Services, water cooler rentals, etc. Some institutions use 20 forms and the largest user institution has 50 forms. KFS will likely run in parallel for an extended period of time to allow for POs to be fully paid before turning it off. Revenue requisitions may also be in AggieBuy.

Lia offered to come back once the sandbox is up and running to demonstrate the sandbox. The first priority is to get the sandbox up. The group is meeting monthly. Kick-off with SciQuest was scheduled for Nov. 4 with the Tech Teams meeting on Nov. 5.

Focus groups will be convened by SciQuest and also Contracting Services will have some focus groups. Demonstrations will be provided for advisory group and later more public demonstrations for the campus. There will also be one or more vendor shows to allow users to get to know some of the vendors that aren’t currently in our catalogs.

The Advisory Group will consider ways it can integrate AggieBuy with OPP. UCSD has a roles management application that sits outside but interfaces with SciQuest that is managed within the department. There is a role for “window shopper.” who can browse and add to a cart, but can’t submit an order without additional approvals. Splitting line items across multiple accounts will be a functionality. The expectation is that the system will allow for routing of additional approvals for specialty items as well as PI approvals.

1. **Campus Secure Messaging System Presentation,** *Colin Goulding, Bio & Ag Engineering*

The campus is developing a Secure Messaging System for communicating with students, which integrates MyUCDavis with OASIS to provide a messaging system that is more secure than email. This tool allows people to exchange information relating to students that is sensitive in nature. The tool is in response to FERPA restrictions on disclosure of student information. Email is inherently insecure when sent through unencrypted network. Personally Identifiable Information such as name, initials, student id numbers, SSN, etc. All emails about students are part of their student record. The system will include a contact an Expert Tool – developed by Student Affairs Office of Technology. Training on the system is expected to start in December during finals week and first week of winter 2016. Training will include getting set up in the system, developing template responses in the system, helping promote the program to the students. The system allows for several advisers to receive the same set of questions, but the system will tell you if two people are trying to answer the same question. Non student users can also go in so prospective students can ask questions.

**Action Request:** The team is asking supervisors to support their staff in learning about and using this system.

1. **Uniform Guidance Task Force,** *James Ringo, A&FS*

Technical Corrections and updated FAQs were issued 9/11/2015 that provided an extra year to implement the procurement standards. We now have until December 26, 2016. Many schools are pushing for the micro purchase threshold to be increased from $3,000 to $10,000. There is interest in replacing the current Effort Reporting System with something akin to what some other campuses are using.



1. **Misc. Announcements:**

Jeremy Phillips: Update of the Instructional Planning and Administration (<https://ipa.ucdavis.edu/>). Pilot departments are using it now. The plan is to roll it out more broadly next year. Instructional Planning and Administration (IPA) is a UC Davis-developed web application designed to make all aspects of academic scheduling faster and easier. IPA grew out of the needs of the academic coordinators on the UC Davis campus. It was envisioned by the UC Davis Administrative Application Development Initiative (AADI) and designed in conjunction with a volunteer committee made up of staff members from many departments on campus. Product design and development was performed by the DSS IT Developers Group. IPA can analyze historical enrollment trends to help you decide how many seats are needed for future course offerings. It can collect instructor and teaching assistant preferences and help quickly determine who can teach what class. It can help you better understand the costs associated with your academic planning and help ensure a clearer understanding of your scheduling data. If you department or scheduling unit would like a demo to see how it can fit your needs, please contact Jeremy Phillips.

Rosemary Martin-Ocampo: UC Davis ProShare - Networking Program starting in January 2016. Pairing subject matter experts in particular topics with no more than 5 people who have an interest in learning more about this topic. Modeled after the UCLA program. Coordinated with SDPS since they are creating a more formal mentoring program. One idea is for each meeting to be hosted in a different work location. Employees need to sign up by November 13. <http://occr.ucdavis.edu/adman/docs/ProShare%20Dateline%20Article.pdf>

**Suggestion:** Invite Carina Celesia Moore to give ADMAN an update on the mentoring program’s progress.

Mike Kuhner: A&FS has executed a contract with Concur to replace the MyTravel system. A formal presentation will be scheduled. AggieTravel is the name being considered for the new system. Full roll out would take about a year. The maintenance of the system is dynamic. Services are being added constantly but it is not customizable. We will have the same features as the other institutions using it. The goal is to start after fiscal close and be off the MyTravel system by end of December. There is a test drive available on the Concur website. For those who are interested in looking at the Concur module, Concur offers a test site. Go to Concur.com, then click on Test Drive. You will need to register. Once you do you may experience an error. Just click okay and you will be able to proceed. Because Concur hosts BCD which we use in CONNEXXUS, Concur system thinks we are already clients and returns an error.