**ADMAN Board of Directors Meeting**

**Minutes**

**June 16, 2016 (3-5 p.m.)**

Robert Mondavi Institute, Room 1207

1. **Conference Co-Chair Appointment 3:00 – 3:10 pm**

*(Brenda Scalzi, Donna Connolly)*

**Communications Representative Appointment**

(*Amanda Steidlmayer)*

**Vice-Chair Update**

*Jennifer Radke*

1. **Centralized Gift Processing 3:10 - 3:40 pm**

*Jessica Schrider Macalusco,*

*Executive Director, Advancement Services*



See the presentation [here](http://ais.ucdavis.edu/cgp/CGPIntroNew.mp4)

Summary of presentation:

* Cut – reduce time, reduce effort
* Clarity - easy to track, very transparent
* Carat – measurable savings
* Color- user friendly and intuitive
* Process is quick and simple, donor receipt within 72 hours
* College of Ag, and Vet Med are fully integrated
* The GREAT System
* Clear information about every gift
* Visualization of the money movement-connect KSF
* Centralized receipting, every donor, regardless of amount
* GREAT Rollout schedule-all in by the end of September
* In person training provided
* Training is ½ day, they will manage with individual offices
* Customized training for each office, depending on volume
* GREAT roles – creators, (can be a student) submitters (career employee) to finalize the process
* Courier spots all over campus for pick up

Website: [*http://ais.ucdavis.edu/cgp/*](http://ais.ucdavis.edu/cgp/)

1. **ServiceNow Use Case 3:40 – 4:15 pm**

*Peter Blando, Business & Administrative Officer*

*Anita Nichols, Client Services Manager*

*VP-Information & Education Technology*

* Service Now has been IT Centric but has a growing business functionality
* Today’s focus is mostly on IT
* Two case studies for needs
* Contract tracking/reminder
* Facilities related services
* ServiceNow has a contract module
* Out of the box, collaborated with COE
* -included tracking TES and student end dates
* Tried to get as much diversity as possible so the scope of the product wouldn’t be too narrow.
* Initially collaborated with School of Education
* Governance group is looking for representation of non-IT people
* They would like to take business out of email. Get it into a system that we can interact with.
* There is a license fee. There is a backlog.
* Inidividual cost for the fulfiller license is about $40 per month per user.
* Anita would like to present at a future ADMAN meeting, when they have their processes built out.
* SN has tasks that can fire off notifications and can move from person to person. This would work well if have processes that have sequential tasks/workflow that move from person to person.
* Create timelines, notifications issued when timeline is breached.
* How do I become a user or become part of the governance group?
* Email at [itsm@ucdavis.edu](mailto:itsm@ucdavis.edu).
* Once you do join, you would be part of the business process advisory group or Technical Group, which requires you meet the technical criteria.
* <http://itsm.ucdavis.edu/servicenow>

1. **AggieService 4:15 – 4:30 pm**

*Megan Villasenor*

*Operations Manager, Shared Services Center*

* Project update
* Vision
* Demo of Ask A Question, Landing Page, Recruitment Request
* System will be rolled out in phases, beginning August 8th
* Questions can be directed to Megan Villasenor at [meglide@ucdavis.edu](mailto:meglide@ucdavis.edu)



1. **APIS (A/P Invoicing Services) 4:30 – 4:45 pm**

*Megan Villasenor*

*Operations Manager, Shared Services Center*

*Laura Townsley – Finance Manager, Shared Services Center*

Highlights of Presentation:

Mission and vision

What has been accomplished so far

Summary of Differences

Central A/P is still reviewing all invoices over $250.

Standard Payment Process

Spend to Volume Table

In the future, there will be a more aggressive approach to requesting discounts from vendors.

**Fiscal Close Update**

Shannon Tanguay– Some Kuali documents are not appearing on the ledgers on the next day, some are taking 2 days. Not having the two days to reconcile during fiscal close could be problematic. Is anyone else noticing it? Issue seems to be sporadic.

1. **Approval of May meeting minutes 4:45 - 4:50 pm**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*Future Speakers & Discussions\***

Update: End to End Recruitment (Tentative)

Bruce Mattos, Campus Talent Acquisition Manager

**Future meeting dates for Academic year 16-17:**

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | July 21, 2016 |  | January 19, 2017 | | August 18, 2016 |  | February 16, 2017 | | September 15, 2016 |  | March 16, 2017 | | October 20, 2016 |  | April 20, 2017 | | November 17, 2016 |  | May 18, 2017 | | December 15, 2016 |  | June 15, 2017 | |  |  |

**Member Committee Reports:**

|  |  |
| --- | --- |
| **ABOG**  No Update  **AADI**  No update  **ADMAN Conference**  No Update  **Aggie Travel**  Mike Kuhner-timelines have been pushed back. May use phased roll out for early users.  Training will be provided in August.  **ASEC**  No Update  **Budget/Financial Reporting System**  No update  **CCC&D:**  No Update  **Canvas**  No Update  **EDMS**  No update  **FIS Update**  No meetings  **HRIC/HRAC**  June & August meetings cancelled  Rosemary Martin Ocampo - discussed the Chazey presentation update of Optimize HR, feedback is welcomed. | **IT-Security/IT-Services**  No updates  **Kuali-Coeus**  No meeting  **SDAAC**  No update  **SSC**    **Staff Assembly**  No Update  **UCPath**  UCPath Steering Committee, June Meeting.  -- UC Path Planning/implementation continues to move forward  -- Pilot Deployment group (which includes UCLA) will go live August 2017  -- ~Aug 3rd, we should have a confirmed go live date for Deployment 1 (which includes UCD) and will likely be about 8months out from the Pilot go live date.  **Uniform Guidance**  No Update |

|  |  |
| --- | --- |
| **Committee** | **Representative(s)** |
| ABOG (Academic Business Officers Group) | Sally Harmsworth/Lourdes Gomez |
| AADI (Administrative Application Development Initiative) | Tracy Lade/Jennifer Radke/Meshell Louderman |
| ADMAN Conference | Gaylene Miller/Brenda Scalzi |
| AggieTravel | Mike Kuhner |
| ASEC (ADMAN SharePoint Exploratory Committee) | Tracy Lade/MaryAnn Mellor |
| Budget & Financial Reporting System | Gladis Lopez-Lytle |
| CCC&D (Campus Council on Community and Diversity) | Tammy McNiff |
| Campus Taskforce on Uniform Guidance for Federal Awards Implementation | Sara Reed |
| Canvas | Mary Macias/Marina Rumiansev |
| FIS Steering Committee | Karen Nofziger |
| EDMS Replacement Project | Peter Blando/Teri Sugai |
| HR Implementation Committee/  HR Advisory Committee | Rosemary Martin-Ocampo |
| IT-Security & IT-Services | Tracy Lade |
| Kuali Coeus | Dee Madderra |
| SDAAC (Staff Diversity Administrative Advisory Committee) | Brenda Scalzi |
| SSC (Shared Service Center) | Megan Villasenor |
| Staff Assembly | Jessica Potts |
| UC Path Steering Committee | Susan Sainz/Meshell Louderman |