**ADMAN Board of Directors Meeting**

**Minutes**

**July 21, 2016 (3-5 p.m.)**

Robert Mondavi Institute, Room 1207

*Members in attendance: Jennifer Radke, Brenda Scalzi, Peter Blando, Kelly Gilmore, Mike Kuhner, Tom Coursey, Julienne, DeGeyter, Shannon Tanguay, Lourdes Gomez, Nora Orozco, Rosemary Martin Ocampo*

*Guests: Ilvana Mesic, Pete Peterson, Bob Cutler, Kevin Loenker, Jeanne Hayes*

1. **Approval of June 2016 Meeting Minutes 3:00 – 3:05 pm**

*Jennifer Radke*

* Motion: Brenda Scalzi
* Motion seconded: Peter Blando
* Minutes approved

1. **Vice Chair Vote and Issues with SmartSite 3:05 - 3:10 pm**
   * SmartSite went down in the middle of the voting.
   * Shannon has been unable to obtain a status
   * Shannon will re-create the poll in Qualtrics and send out a vote
2. **TAF 2.0 3:10 – 3:25 pm**

*Pete Peterson, Business Analyst*

*Ilvana Mesic, Program Manager*

*Information & Education Technology*

* TAF technology is being revamped and made easier to use
* Pete and Ilvana are gathering information on how the affiliate process is being used, improvements you would like to see
* ANR departments are one of the largest batch processors-UCD Extension is also a heavy user
* Original intent was to support anyone who was not an employee, but the use is much broader now
* Feedback should be sent by July 31st to Jen Radke, at [jtradke@ucdavis.edu](mailto:jtradke@ucdavis.edu) and she will compile and send on behalf of ADMAN

1. **Banner – Duo Security Two-Factor Authentication 3:25 – 3:40 pm**

*Kevin Loenker*



Presentation summary:

* Overview of Duo, the process, mobile app, hard token, login process, questions and contact info
* Mobile Application is available on all the application stores
* Application generates a number into the duo interface. Has a push notification—no PIN, no passcode, no worry
* Hard Token: option two models, a new batch just arrived at the UCD Bookstore, the appearance and serial numbers are different than the first batch
* If you purchase a hard token, the user must register it by calling IT express, who will add it to your account. The token must be registered by the user, cannot be registered on behalf of someone
* Codes on the new tokens contain no alpha characters, numeric only. If your token appears to have alpha characters, you are reading it upside down
* There is a slight delay in when the token can regenerate codes, there is about a 20 second delay/cool down before you can get a second code
* There have been issues when people transfer from cell network to campus network. Helpful to turn off either cell service or Wi-Fi. There is documentation available online to reset [ithelp@ucdavis.edu](mailto:ithelp@ucdavis.edu) or contact IT Express at 754-HELP (4357)
* Information available at kb.ucdavis.edu search for Duo or
* Contact Joyce Johnstone Project Manager [jmjohnstone@ucdavis.edu](mailto:jmjohnstone@ucdavis.edu)

1. **Banner – Move to Ellucian and Cloud 3:40 – 3:55 pm**

*Bob Cutler*

*See presentation above*

*Summary of the move to Ellucian and Cloud:*

*See presentation above under item #4*

* Technology currency
* Scalable performance
* Dedicated technology experts
* Improve system reliability
* Improve security
* All business processes will be supported with some minor usage changes
* Hoping for improved printing and reduction in printing
* What will not change:
  + - Banner Interface application
    - Banner Application Development
    - Banner database Content/Structure
* “Go-live”-around the 9th of December (estimate)
* For questions contact Bob – Project Manager [bobcutler@ucdavis.edu](mailto:bobcutler@ucdavis.edu) or
* Tim Olesen – Project Director – [tlolesen@ucdavis.edu](mailto:tlolesen@ucdavis.edu)

1. **2017 ADMAN Conference**

*Brenda Scalzi, 2017 ADMAN Conference Chair*

* + Brenda Scalzi, ADMAN conference chair, is looking for volunteers for the 2017 ADMAN conference which will be held on March 1, 2017 in the UCD Conference Center.
  + Sign-up sheet was sent around at the meeting. If you are interested in volunteering, please contact Brenda at [blscalzi@ucdavis.edu](mailto:blscalzi@ucdavis.edu).

1. **ABOG Conference 2017 3:55 – 4:10 pm**

*Lourdes Gomez, Associate Director, Student Housing*

*Sally Harmsworth, Associate Director, ANR Business Operations*

* UC Davis will be hosting the system-wide ABOG conference in March 2017
* Lourdes and Sally are looking for volunteers to can help with ideas, resources and sponsors for speakers, entertainment, activities, reception locations and support for the 2017 conference
* The host campus generally provides a campus tour, reception with keynote speaker and other activities
* Theme for next year is “Growing Your Professional Connections”
* Most attendees are looking for something to take back with them and use or implement at their location
* Lourdes, Sally and the system wide subcommittees are looking for speakers who are engaging, potentially some of the ideas related to the campus focus of agriculture, etc.
* ABOG name will soon be officially changed to UCAMP: UC Administrative Professionals

1. **ProShare Update 4:10 – 4:25 pm**

*Tracy Lade, Chief Administrative Officer, Physics*



* Networking opportunity that came out of UCLA and ABOG.
* Launched last fall-57 people signed up, committee matched people up in groups of 4-5
* Completed over a period of 6 months

1. **Academic Course Enrollment (ACE)**

* There was an Academic Course Evaluation (ACE) drop in clinic offered in January of this year
* Another clinic will be held in August, enrollment is through LMS.
* Jen Radke is looking for an ADMAN volunteer who can support this program. Would like to form a steering committee through this group.
* A call will go out to the ADMAN list for volunteers. For more information or if you are interested, contact Jen Radke at [jtradke@ucdavis.edu](mailto:jtradke@ucdavis.edu)

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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.

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

**Member Committee Reports:**

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| **ABOG**  See minutes for update  **AADI**  No update  **ADMAN Conference**  See Minutes for update  **Aggie Travel**  No update  **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**  July & August meetings cancelled | **IT-Security/IT-Services**    **Kuali-Coeus**  No Update  **SDAAC**    **SSC**    **Staff Assembly**  No Update  **UCPath**  No Update  **Uniform Guidance**  No Update |

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| **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 | 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) | Teri Sugai |
| Staff Assembly | Jessica Potts |
| UC Path Steering Committee | Susan Sainz/Meshell Louderman |