**ADMAN Board of Directors Meeting**

**Minutes**

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

1207 Robert Mondavi Institute, Room 1207

1. **Update: ADMAN support for AADI applications, OPP & ACE 3:05 – 3:10 pm**

*Jennifer Radke*

* *Working with SDPS to schedule courses for ACE and for OPP.*
* *Enrollment will be through the campus LMS.*
* *Course for OPP -Jan 19, and ACE clinics: January 29 & February 24*
* *Email with schedule and details will be sent out*
* *Quite a few ADMAN members volunteered their time and their staff’s time to support the applications*

1. **Update: ADMAN Conference 3:10 - 3:20 pm**

*Brenda Scalzi*

* *Finalizing speakers and schedule for the conference and will have more detail in January*
* *The updated ADMAN logo voted on by the ADMAN Executive Board being produced by Reprographics, and we will be using that on our Conference literature, etc.*
* *Brenda passed out volunteer sheet for the Conference for pre-conference and for da-of volunteer (early morning, during the day and after the conference).*

1. **Update: Campus Merit Calibration and EPARS 3:20 – 3:30 pm**

*Jennifer Radke*

* *ADMAN Executive Board met with two members from Central HR to discuss possible changes to the campus merit calibration and to EPAR processes. No decisions were made at this meeting; it was only for the Board to provide feedback on these possible changes through a discussion during that meeting.*
* *The EPAR System is going to have minimal changes, if any – When payroll moves to UC Path, there could be a new system.*
* *Overall EPAR ratings may change from five options to four, cutting out the Exceptional category. The definitions for each category would have clearer definitions.*
* *There was also discussion regarding the salary increases associated with the rating of an employee and at what level that decision should lie. There was no clear “best practice”.*
* *It was communicated to us that HR was hoping to decide and communicate to campus by early January 2016.*

1. **New Campus Budget & Financial Reporting System 3:30 – 3:55 pm**

*Su-Lin Shum, Principle Budget Analyst, VC-CFO*

* + *There will be three workgroups associated with the new campus budget and forecasting reporting system likely to be rolled out. The project managers are seeking ADMAN representatives for these workgroups. Jennifer will send out a call with information after the meeting.*
  + *The RFP for the system has already been sent out, and there was a committee set up to write the RFP and determine to whom it should be sent. Responses to the RFP are due by the end of January.*
  + *There will be presentations to campus in March from the top vendors. These presentations will be open to the all at UC Davis to receive feedback.*
  + *Adaptive Insights is a system currently being used by some on campus for this purpose, but it has not been determined that this is the best system.*
  + *The CIO’s office would like to roll this out by January 2017.*
  + *The goal is to automate the financial process from excel spreadsheets into something standard across campus.*

1. **Financial Sustainability Action Plan (FSAP) 3:55 – 4:35 pm**

*Hampton Sublet;*

*Executive Director,*

*Administrative Reorganization & Transformation*

*Represent a portion of exploration committee*

* *Campus initiative to share “big” ideas to save money or generate money to provide for financial sustainability.*
* *The goal is $250M, recurring annually* 
  + *Sources: Revenue such as new students, research (indirect), philanthropy (interest from donations), cost efficiencies*
  + *The focus is on revenue and cost efficiencies (hard costs)*
  + *Strategic sourcing is something that is being looked at closely.*
* *Uses of FSAP funding*
  + *Faculty, research, students and academia, staff, technology, infrastructure*
* *12 ideas were shared. These were narrowed to 10, and the goal is to reduce those to 6 to execute.*
  + *Furniture Procurement*
  + *Credit Card Programs*
  + *Repro Graphics*
  + *Bypass Spending - existing contracts*
  + *Unmanaged spend + top 4 and others*
* *Furniture*
  + *Four units for procurement interact with Steelcase rather than one POC.*
  + *Looking at how we show the campus the value in purchasing through our program, that our costs are lower?*
* *Card Programs*
  + *Discount – we get a rebate from the use of the credit cards based on number of transactions and dollar amounts of transactions.*
  + *Other types of cards – do not issue (such as ghost card). The Ghost Cards is a credit card that is charged when doing an online transaction through UCD Buy, for instance. When you make a purchase, an invisible credit card is actually being charged for that purchase. It is connected with that vendor. These purchases also give the campus a return based on how much is contracted with each vendor.*
  + *Expand use of payment plus*
  + *Increased use of Conexus*
* *Bypass spending – existing contracts*
  + *Our current vendor contracts provide rebates, the amount of which depends of usage of that vendor. With this, a lower cost is negotiated with our Strategic Sourcing unit, making it less expensive to purchase from them than other vendors.*
  + *Contract with vendor – If a purchase is made outside of UCD Buy, but with a contracted vendor, this purchase is not identified as coming from our UC Davis negotiated contract, so the department and campus do not get the rebate or the negotiated price – A loss of $9M in rebates.*
* *Unmanaged spend*
  + *Continue to use same vendors and same products – targeted initiatives to put them into the online purchasing program (currently UCD Buy).*
    - * *IT and telecom expenses*
      * *Life sciences*
      * *Maintenance repair*
      * *Office supplies, etc.*
      * *$65M spent on competitors and not sourced – could have $7.5M back to campus*
* *Computer Bulk Purchases*
  + *Streamline and standardize across campus*
  + *Doing this will make computer support easier, create fewer budget/replacement cycles.*
  + *With this, we can approach companies and organize and make a bulk purchase – with periodic drops and dispersal – savings remaining to units*
* *Fleet services*
  + *300 department controlled vehicles out of 1,000*
  + *No centralized use tracking – are we paying more and not utilizing vehicles?*
  + *Looking at outsourcing the Charter bus program.*
  + *No standardization for fleet vehicles*
* *Construction: Pcard use by university agents , agreement by-pass spend contractors can use university pcards to get items – use card and get rebates* 
  + *Could use our own vendors for system-wide agreement*
* *Freight*
  + *Inbound and outbound*
  + *Vendors go through system to realize freight savings*
  + *Outbound shipping very decentralized – not standard, not handled right, export control – have tool that is flexible and standard*
* *Research equipment – self funded maintenance*
  + *Save money on service contract cost for expensive technologies and scientific equipment*
  + *Annual insurance plan – develop asset management for owners of equipment make annual decisions on service contract or self-insured – pay for it out of pocket rather than insurance – vendors make money on contracts and pursue them*
  + *Savings on research dollars and used for more scientific experiments – not sure if it can be managed (research or hard dollars saved).*

1. **Update***:* **Aggie Travel 4:35 – 4:45 pm**

*Michael Kuhner: Manager, A/P & Travel Accounting*

* *Aggie travel – replacement for myTravel. New system is a hosted cloud service.*
* *Implementation started –initial requirement gathering, baseline by mid- January. Configure with current system policies but will have new user interface.*
* *Have current travel user group test in Feb, March, and April. Go live by end of June 2016.*
* *Roll out after fiscal close. Will build training delivery in May and June.*
* *Should be easier to use than last system.*
* *There will be focused department training, onboard and complete and move to next group. Training online, next day active in system. Old system should be closed out.*
* *Will ramp up help desk for the period of transition.*
* *If people want to maintain their own group reports, ask Mike to have this done. Delegates and non-employee travel will not move over.*
* *April-May user group – transition out of MyTravel to Aggie Travel. New branding initiative with Aggie Buy and Aggie Travel to make it similar to do logos.*

*New/Updated ADMAN logo selected.*

*Travel audit – new system, mileage reimbursements under $600 should not have reviewers – department review by either account manager or fiscal officer/manager. Skip dept approver and have fiscal officer approve.*

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**January 2016 February 2016**

Dave Lawlor – VC-CFO Diversity & Inclusion Strategic Planning Committee

UCPath Update Centralized Gift Processing

*\*subject to change*

**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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| |  |  |  | | --- | --- | --- | | January 21, 2016\* |  | May 19, 2016 | | February 18, 2016 |  | June 16, 2016 | | March 17, 2016 |  | July 21, 2016 | | April 21, 2016 |  | August 18, 2016 | |  |  | September 15, 2016 | |  |  |

**\*** *January 2016 meeting time is 1-3 pm*

***Member Committee Reports:***

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| **ABOG**  No Update  **AADI**    **ADMAN Conference**  Update will be provided at December meeting  **ASEC**  No Update  **CCC&D:**  No Update  **ED Tech**  No Update  **EDMS**  No Update  **LMS Transition Working Group**  No Update | **FIS Update**  No Update  **HRIC/HRAC**  No Update  **IT-Security/IT-Services**  No Update  **Kuali-Rice**  No Update  **SDAAC**  No Update  **SSC**  No Update  **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/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 |
| 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 |
| SSC (Shared Service Center) | Sara Reed/Teri Sugai |
| Staff Assembly | Jessica Potts |
| UC Path Steering Committee | Susan Sainz/Meshell Louderman |
| Uniform Guidance | Sara Reed |