**ADMAN Board of Directors Meeting**

**Agenda**

**February 18, 2016 (3-5 p.m.)**

Robert Mondavi Institute, Room 1207

*Members in attendance: Peter Blando, Andrey Furmuzan, Rosemary Martin Ocampo, Dee Madderra,*

*Carlos Garcia, Susan Lopez, Lourdes Gomez, Brenda Scalzi, Gaylene Miller, Sonia Rivera, Anita Singh, Linda Potoski, Malena Teters, Michelle Hammer Coffer, Gladis Lopez-Lytle, Nora Orozco, Brooke Noonan, Liz McCoy, Lisa Borchard, Sally Harmsworth, Tom Coursey, Robert Pattison, Carla Munoz, Bill Jackson, Nicole Nisson, Jeremy Phillips, Meshell Louderman, Shannon Tanguay, Tracy Lade, Teri Sugai, Sara Reed, Esther Hernandez, Megan Villasenor*

*Welcome New Members:*

 *Esther Hernandez – HR Manager, University Library*

*Amy Shuman – HR Manager, Campus Recreation & Unions*

*Malena Teeters - Administrator, Center for Molecular & Genomic Imaging*

*Susan Lopez – CAO, Chemical Engineering & Materials Science*

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

*November, December, January*

1. **Update: ADMAN Conference 3:05 – 3:15 pm**

*Brenda Scalzi, Gaylene Miller*

* Conference registration is almost at capacity-280 as of today.
* Thanks for getting the word out
* Planning is going well. Conference is under budget
1. **Update: ACE Clinic and next training/clinic 3:15 - 3:20 pm**

*Jennifer Radke*

* ACE Clinic - Feb 24 8:30-10. Training is through SDPS. <http://ace.ucdavis.edu/training.php>
* EPAR Update: There has been no communication from Central HR on the EPAR update.
* Central HR is focusing on the transition and the Chazey assessment. Lisa Terry and Marion Randall sent out surveys, received a lot of feedback.
1. **Update: AggieBuy Project 3:20 – 3:35 pm**

*Lia Scott, Associate Director of Procurement Technology, Accounting & Financial Service*

[*https://afs.ucdavis.edu/our\_services/contracting-services/projects/aggiebuy/index.html*](https://afs.ucdavis.edu/our_services/contracting-services/projects/aggiebuy/index.html)

 *Email suggestions to: ab-help.ucdavis.edu*

* Project update, timeline and milestones on website
* Configuring test site, culmination of focus groups, central offices, advisory group (campus representatives).
* Soliciting feedback, evaluate and make any adjustments in configuration.
* Kick off meetings with the 20 vendors that will go live with in May (list on website). Selected through a combination process, vetted through the advisory group. Criteria: E PO, E Invoice and handle ghost card (non-physical procurement card).
* Some of these are big wins for campus, some vendors will not be in UCD Buy, but are now collaborating.
* New vendors will be added, including local.
* Email suggestions to: ab-help.ucdavis.edu. Lia’s team will be monitoring and responding to emails
* Apple is on the list but hasn’t been rolled out due to bookstore sales. They will be added in future phases (2 or 3)
* A&FS is exploring options to encourage users to use AggieBuy, rather than purchasing through the vendor using other methods.
* Next round-testing April, advisory group and other select groups
* Estimated timeline and milestones on website
* School of Medicine will be able to use AggieBuy. UCDMC is transitioning to Lawson.
* When AggieBuy goes live, all catalogues in UCDBuy will be shut down
* If you discover better pricing, email ab-help.ucdavis.edu; vendor will be contacted for lower the price. Prices are negotiated system wide. Some campuses put together an algorithm to review a product from different vendors, system will display the best price
* Lia will return to a future ADMAN meeting for a demo of the system
* There were questions about the integration with AggieBuy and OPP, there might be a potential opportunity for ADMAN to complete risk assessment.

1. **Proposed Changes to P-Card Procedures 3:35 – 3:55 pm**

 *Sandra Cortes, Director, Controls & Accountability, A&FS*

* *Proposing a change for receipts to be attached to the KFS document*
* *Many departments are already doing this. Some are scanning receipts into purchasing*
* *Be sure to include the “Business Purpose” for purchases*
* *Be sure to change the object code in KFS, to help identify the purchase*
* *There will be Increased monitoring for submittals, you may receive an email if documentation is missing. A&FS wants to sure departments are carefully reviewing purchases*
1. **Introduction: Tim Maguire, new Chief Procurement Officer 3:55 – 4:00 pm**

Tim Maquire [timmaguire@ucdavis.edu](file:///C%3A%5CUsers%5Cmahammer%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CWA6P9235%5Ctimmaguire%40ucdavis.edu)

* Tim comes to UCD from Genentech, he was previously with UCOP, 25 years procurement experience
* He is in week 4 in his new role. He places importance on building relationship with ADMAN.
* Focusing on building stability for the team. There are many open positions in Contracting Services, and they are working to add additional resource for FSAP.
* Excited about the launch of AggieBuy, next steps are to engage with the campus, schedule meetings and be visible
* Looking for opportunities to build innovations
* Working through a mechanism for feedback, send him a note AggieBuy will rock your world. Pcard still has a strong position. His office wants to understand the transaction used for
* Working on understanding the metrics utilizations. Looking at the other 9 campuses to evaluate how they engage and for best practices.
1. **Move to Canvas-LMS replacement 4:00 – 4:25 pm**

*Constance Fuller, Project Manager, IET AIS*

*Andy Jones, Associate Director, IET ATS*

[*http://movetocanvas.ucdavis.edu/*](http://movetocanvas.ucdavis.edu/)

*movetocanvas@ucdavis.edu*

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* The LMS Implementation team will assist with transition to canvas. SmartSite will be retired in 2017, legacy only after August 2017. Instructors will still have access to historical data.in phases.
* Encourage faculty to begin looking at Canvas in summer
* 54,000 unique SmartSite users logged in within the last year, average 15,000-20,000 daily ~8000 concurrent users, peaks near 15000 during startups and finals
* 36,000 SmartSite course sites
* 9000 SmartSite project sites—4000 active and recent, 3000 active sites that are likely candidates for move
* Training begins July 1, 2016
* Faculty Trainers will meet with faculty at the colleges and divisions for training and site setup sessions
* Hiring an additional coordinator, there is a tremendous amount of documentation
* Recommend the colleges/divisions request a visit from the faculty trainers at least once a term
* Briefings in summertime, boot camp second week in September. Tremendous amount of support
* Files are easier to import and export into Canvas from SmartSite
* Beginning July 1, UC Davis Canvas will offer 24/7 support for instructors
* If you are interested in being a part of this project, contact the training transition partners at [movetocanvas@ucdavis.edu](file:///C%3A%5CUsers%5Cmahammer%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CWA6P9235%5Cmovetocanvas%40ucdavis.edu)
* Canvas was chosen by a group of faculty and staff. Allows communication in an intuitive manner. Send messages via mechanism that students choose, Facebook, email, text, twitter, etc.
* What move to canvas needs from ADMAN:
	+ - Business Partnership
		- Representative input
		- Collaboration on requirements for campus
		- What does ADMAN need from Move to Canvas?
* What have we missed?
* Feedback-send to Constance email - cifuller@ucdavis.edu
* If you know a faculty member who will be on sabbatical, send them an email to see if they want to meet with them early, or squeaky wheels, may be beneficial for early meeting.
1. **Qualtrics and Box Update**  **4:25 – 4:35 pm**

Jeremy Phillips, IT Director, Division of Social Sciences

* Forming a Box best practices workgroup
* Qualtrics research suite-like survey monkey on steroids
* Already been vetted for Academic Research
* Integrated with CAS single sign on
* Ucdavis.qualtrics.com
* Supports mobile very well
* Will flag if element does not work well in mobile
* Randomization and Logic
* Reporting, automatically emails on a schedule
* API-application programming interface-can directly integrate into excel
* Does someone have access to the surveys I set up?
* They have the ability to create workgroups—PI can be the owner of data,
* Campus and Health Systems
* Launched February 15th
* Funded through BIA, several different units across campus were using it, BIA supported bundling licenses, no direct cost for units
* IT Express handles Tier 1 support
* Can be used for ACE
* Looking at using it for merits and promotions
* Data resides in Qualtrics
* 500-600 really great templates

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**March**

Diversity & Inclusion Strategic Planning Committee:

*Lina Layikez, Director Conference & Event Services*

BigFix Campus wide Implementation:

*Carolyn Nordstrom, Special Assistant to the CIO for Strategy and Planning*

**April**

Centralized Gift Processing - (Tentative)

Connexxus Presentation

*Yasmin Sidi, Faculty Program Project Manager, UCOP*

**May**

SciQuest;

*Lia Scott, A&FS*

UCD Buy Replacement Project (Aggie Buy) - Tentative

Update: End to End Recruitment (Tentative)

Bruce Mattos, Campus Talent Acquisition Manager

**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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| February 18, 2016 |  | June 16, 2016 |
| March 17, 2016 |  | July 21, 2016 |
| April 21, 2016 |  | August 18, 2016 |
| May 19, 2016 |  | September 15, 2016 |
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***Member Committee Reports:***

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| **ABOG** No Update**AADI** **ADMAN Conference**Update will be provided at today’s meeting**ASEC**No Update**CCC&D:** No Update**EDMS**February: demos are scheduled with three vendors**LMS Transition Working Group**Update in today’s meeting**FIS Update**No Update | **HRIC/HRAC**No Update**IT-Security/IT-Services**No Update**Kuali-Coeus****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/Jennifer Radke/Meshell Louderman |
| ADMAN Conference | Gaylene Miller/Brenda Scalzi |
| 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 |
| HRIC/HRAC(HR Implementation Committee/HR Advisory Committee) | Rosemary Martin-Ocampo |
| IT-Security & IT-Services | Tracy Lade |
| LMS | Kerry L. Hasa |
| Kuali Coeus | 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 |