**ADMAN Board of Directors Meeting**

**Minutes**

**September 15, 2016 (3-5 p.m.)**

Robert Mondavi Institute, Room 1207

*Members in attendance: Lisa Borchard, Nora Orosco Gladis Lopez-Lytle, Michelle Hammer-Coffer, Malena Teeters, Tracy Lade Carlos Garcia, Peter Blando, Frum Syed, Donna Connolly, Brenda Scalzi, Teri Sugai, Sara Reed*

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

*Michelle Hammer-Coffer, ADMAN Co-chair*

* Approved

1. **Introductions & Announcements****3:05 – 3:10 pm**

*Michelle Hammer-Coffer, ADMAN Co-chair*

1. **SSC Update 3:10 - 3:30 pm**

*Sara Reed, Executive Director, Shared Services Center*

Highlights of Presentation:

* Supports UCD vision of Excellence
* SSC Mission and Vision
* Context, history, services, structure, growth, support for campus and Heath Systems
* Client Engagement, feedback and measurements
* Governance Structure
* Campus Engagement, Strategic Roadmap
* Initiatives
  + New Employee Onboarding Center
  + AggieService
  + Accounts Payable Invoicing Service (APIS)
  + Student Employment Satellite Office
  + Transitional Support
  + Benefits Customer Service Transition
* FY 15-16 Overview, activity and metrics
* SSC Philosophy

1. **P-Card Update 3:30 – 3:40 pm**

*Vartan Vartkessian – Card Program Administrator, A&FS*

* [*http://afs.ucdavis.edu/our\_services/contracting-services/p-card/index.html*](http://afs.ucdavis.edu/our_services/contracting-services/p-card/index.html)
  + - Onboarding procedure
    - Opportunity for new cardholders to be introduced to team
    - Once a month, session for all Pcard holders for information, Q & A, feedback
    - Training required for all new cardholders before card is issued
    - Once training has been scheduled, that will trigger the card issuance, will be delivered to the cardholder
    - If the cardholder is off-sight, arrangements can be made
    - Targeted to begin in October
    - Team will come out to units to schedule meetings-contact Vartan at [vvartkessian@ucdavis.edu](mailto:vvartkessian@ucdavis.edu)

1. **Strategic Sourcing Team 3:40 – 4:10 pm**

*Tim Maguire, Chief Procurement Officer, Procurement and Contracting Services*

*Mike Morgan-Associate Director, Strategic Sourcing*



* + - What is strategic Sourcing?
    - Objectives
      * Collaborative Relationships
      * Pursue Strategic Initiatives
      * Invest and Optimize Talent
      * Drive down total Cost of Ownership (TCO)
      * Partner with suppliers
    - Services Provided
    - Strategic Sourcing and AggieBuy Program
    - Strategic Sourcing Team introductions and contact information
    - [strategicsourcing@ucdavis.edu](mailto:strategicsourcing@ucdavis.edu)

1. **AggieTravel 4:10 – 4:30 pm**

*Mike Kuhner, Director, A/P & Travel, A&FS*



* In production as we speak
* Mission
* Improvements
* Discussion Topics
* Communications
* Training planning/delivery
* System is very intuitive, many may not need training
* Deployment Schedule
* Reporting
* Outline of Transition Training
* Key Topics
* Transition between MyTravel and AggieTravel
* All audit rules and policies still apply
* CTS and Credit Card Transactions work the same
* Delegates and Non-employees are not carried over
* Not everyone will require transition training
* Clear your old reports and unreconciled expenses now!
* Mobile App has many features.

1. **AADI Instructional Planning & Administration 4:25 – 4:55 pm**

*Jeremy Phillips, IT Director, Division of Social Sciences*



* Developed in DSS-IT for campus wide use
* Overview
* Demo of system
* Support [ipa@ucdavis.edu](mailto:ipa@ucdavis.edu)
  + - For more in depth demo, please contact Jeremy Phillips at [jeremy@ucdavis.edu](mailto:jeremy@ucdavis.edu) or [ipahelp@ucdavis.edu](mailto:ipahelp@ucdavis.edu)

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

**Member Committee Reports:**

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| **ABOG**  No Update  **AADI**  No August meeting  **ADMAN Conference**  No Update  **Aggie Travel**  No update  **Budget/Financial Reporting System**  No update  **CCC&D:**  No Update  **Canvas**  No Update  **EDMS** | **FIS Update**  No meetings  **HRIC/HRAC**  July & August meetings cancelled  **IT-Security/IT-Services**  No Update  **Kuali-Coeus**  No Update  **SDAAC**  No August Meeting  **SSC**    **Staff Assembly**  No Update  **UCPath**  No August Meeting  **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/Donna Connolly |
| AggieTravel | Mike Kuhner |
| 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 |