**Administrative Managers Group**

**(ADMAN)**

**Board of Directors Meeting**

**Meeting Minutes**

**May 18, 2017 (3-5 p.m.)**

Robert Mondavi Institute, Room 1207

*Members in attendance: Jennifer Radke, Michelle Hammer-Coffer, Carlos Garcia, Lisa Borchard, Jamie Brannan, Rosemary Martin-Ocampo, Kate Tweddale, Gladys Lopez-Lytle, Lourdes Gomez, Cynthia Roberts, Annemarie Seed, Brenda Scalzi, Meshell Louderman, Mike Kuhner*

* **Approval of April minutes**

Approved

* **Cassidy Tanasse and Courtney Finn, Accounting and Financial Reporting: Fiscal Close**

Highlights of the Presentation:

* A fiscal close planning survey will go out today to solicit your feedback about communication (*sent to MSO and FO groups on 5/18)*. AFR would especially like to know if you want the help desk to be available to you over the weekend or not. This is a big investment so they want to make sure that people will benefit from the service.
* Members of Dean’s Offices should review their user group to make sure that there are two users in the group. Refer to the AFR handout for instructions on how to find and update the group in KFS.
* After departmental approval, the Auxiliary Voucher document routes to AFR for review and approval. Please note that AFR must frequently ask for [accruals and deferrals](https://afs.ucdavis.edu/systems/kuali/fiscal-close/accruals-deferrals.html) documentation.
  + Goods or services over $10,000 received on or before June 30 must be recorded on the ledger as an expense.
  + Goods or services over $10,000 to external customer by June must be accrued if they were not recorded in the current year ledger.
  + You can accrue or defer items under $10,000 but don’t do it for anything under $1,000.
* The attachment function on Auxiliary Vouchers document will be enabled in the next week or so (*operational as of 5/24)*
* If you believe an accrual or deferral is needed for equipment or capital assets (object code 9000, >%$5,000), contact Capital Asset Accounting at [caa@ucdavis.edu](mailto:caa@ucdavis.edu). Please do not process an Auxiliary Vouchers document. (<https://afs.ucdavis.edu/systems/kuali/document-help/cams/index.html>)
* Please review the entire fiscal close calendar is at: <http://afs.ucdavis.edu/systems/kuali/fiscal-close/calendar.html>. Special items of note:
  + UCOP moved up dates, so there is more of a crunch this year
  + If you use Shared Services for finance activities, their deadlines are before the AFS deadlines. Refer to their website at <http://ssc.ucdavis.edu/news/ssc-fiscal-close.html>, not the dates listed below.
  + **July 3** - all documents need to be in by 5:00pm (note that is on a Monday, the day before a holiday, so you might need to check your vacation plans). If you get your documents in before 7/3/17 @ 5pm, they will post to the current year if they are free of errors. If there are issues, that would necessitate the accrual or deferral of the transaction.
  + **July 7** – please review your ledgers and accrue any goods/services received by 6/30 if the Disbursement Voucher (DV) and Payment Request (PREQ) did not post in FY16-17. Please be sure to look at periods 12, 13 and 1 of next year identify any material (>$10,000) accruals or deferrals that need to be recorded on an Auxiliary Voucher.
  + **July 12** – view final June preliminary numbers in decision support
  + **July 13** – campus users not in Dean’s or VC offices will be kicked out of Kuali at 7:00pm. All documents must be fully approved by 7:00pm in order to post to Period 13 (FY16-17).
  + **July 17** – usersin Dean’s Offices and VC Offices will be kicked out of the system at 7:00pm. All documents must be fully approved by 7:00pm in order to post to Period 13 (FY16-17).
* Resources
  + Sign up for the FIS-info list serve at <http://afs.ucdavis.edu/cas-forms/email-lists/email-list-subscribe.cfm>
  + Check the AFS website for a detailed fiscal close calendar (<http://afs.ucdavis.edu/systems/kuali/fiscal-close/calendar.html>) and checklists (<http://afs.ucdavis.edu/systems/kuali/folder-not_used_by_navigation/Checklist_Not_year_specific_revised_%20April_2017.pdf>)
  + Send questions to FIS Help Desk ([fishelp@ucdavis.edu](mailto:fishelp@ucdavis.edu)) and they will route to the appropriate person for assistance
* Questions
  + **Will a mini-training be available?**  There were Accounting Forums held about eight years ago. The goal is to resurrect the training next year as it won’t happen in time for this year. In the meantime, one-on-one sessions are available. This topic is on the survey as well.
  + **What is the last day for internal billing (IB) feeds?** The last day to process FIS feeds for FY16-17, including IB feeds is July 6 and it is on the fiscal close calendar online.
  + **When will GAEL run?** GAEL and CGA will post twice. The run for period 12 is on July 7 (viewable in Decision Support on 7/8), and the run for period 13 is on July 14 (viewable in Decision Support on 7/15); the second run picks up additional processing/documents
* **Todd Van Zandt, IET: Move to Canvas**

Highlights of the Presentation:

* There has been a lot of communication about getting started in Canvas (movetocanvas.ucdavis.edu), but the presentation today will focus on the transition away from SmartSite. SmartSite is basically divided up into “course sites” and “group sites.”
* Course Sites
  + This is the last quarter of SmartSite for instructions; after July 14, course sites will no longer be available at smartsite.ucdavis.edu.
    - Please communicate to your faculty to let them know that the end is near!
    - Please communicate to your students that they need to get copies of assignment submissions and any other course information they want to keep from the course SmartSite before it is discontinued in July. This [page](https://ucdavisit.service-now.com/ess/knowledge_detail.do?sysparm_article=KB0001984) has more instructions for students.
  + On July 14, “course sites” will put into “legacy” mode. Only those with an instructor role can access the sites, but they have to do so from a campus access point or secure VPN from off-campus. IET will not update the legacy sites; they only exist so that instructors can pull their materials to Canvas. The legacy sites will be live and accessible until June 2018. After June 2018, the sites may still exist, but a faculty member will probably have to make a request to IET to get something from an old site.
* Project Sites (any SmartSites that were set up for any purpose other than to facilitate a course)
  + Project sites will be operable through 2017
  + Students staff, and faculty can get access to these site, but mostly for the purpose of collecting information from the site and moving it a new location:
    - File sharing and collaboration should go to box.com
    - Ballots, polls and surveys to Qualtrics
    - Registration student organizations to OrgSync
    - Staff training to UC Learning Center
    - Academic instruction to UC Davis Canvas
    - 
* Resources
  + How to use Qualtrics for faculty merits and promotions voting: <https://ucdavisit.service-now.com/ess/knowledge_detail.do?sysparm_article=KB0001341>
  + How to delete a SmartSite: <https://ucdavisit.service-now.com/ess/kb_view.do?sysparm_article=KB0000237#seven> (you have to copy and paste the URL into your brower)
  + Those ready to transition project sites to a new service can email [smartsiteprojects@ucdavis.edu](mailto:smartsiteprojects@ucdavis.edu) for help
  + Faculty with questions about setting up their project sites (not courses) should email [smartsiteprojects@ucdavis.edu](mailto:smartsiteprojects@ucdavis.edu)
  + Faculty with questions about setting up course sites (not projects) should email [movetocanvas@ucdavis.edu](mailto:movetocanvas@ucdavis.edu)
* **Grant Nejedlo, FOA: Safety Month**

Highlights of the Presentation:

* Safety Services is an umbrella organization over: risk management, emergency management, EHS, occupational health, fire prevention, animal care, risk and safety solutions
* Summer months are when departments bring in youth for programs; these are high-risk situations in that they are one of the top five liability threats to the university.
* Safety Services has tools and policies to assist program managers; they can provide online or in-person training, and can audit programs in a privileged way to find improvements the program can make to remove dangers to kids without getting in trouble for needing those improvements.
* Heat illness is a top-five California OSHA issue. Water and shade should be provided to employees, especially workers who are outside and/or on roofs.
* Safety Month (June)
  + Week 1: *Don’t Just Sit There* (ergonomics) – keeping you healthy in your chair and encouraging you to frequently get out of it. Programming includes: Train the trainer sessions on ergonomics and well-being, Tai chi classes, ergonomics lab open hours, and wellness ambassador activities
    - **Q: How should a manager provide accommodation to an employee when they don’t have funds to do so?** It is in best interest to accommodate the employee immediately even if it is financially difficult to do so. In the long run, the accommodation costs less than having a grievance, moral issues, and the manager time to resolve the issue. Sometimes worker compensation department can help in these situations.
    - **Q: Didn’t Safety Services used to have funding to help make these improvements?** That was the case – Safety Services used to get funds through the UCOP “[Be Smart about Safety Program](http://www.ucop.edu/risk-services/loss-prevention-control/be-smart-about-safety-program/index.html).” That program includes worker compensation funding, which could be used for ergonomic improvements. That funding stream is now so small that we don’t receive enough to distribute for improvements like before.
    - **Q: We used to be able to ask for funds for office chairs. Why can’t we still get chairs?** Chairs are funded in that worker’s compensation funding, which is now insufficient. We try to secure additional funding by putting expenses in the other funding streams (e.g., general liability), but it is pretty much impossible to justify chairs being in any stream other than worker’s compensation.
  + Week 2: *Stay Safe Driving a Car or Bicycle* - practicing the habits that keep you and others safe in a car or bicycle. Programming will include bicycle safety checks and helmet giveaways, on campus signage campaign, and join the UCD Police on the quad for safe driving and biking practices.
  + Week 3: *Prepare for Active Shooters* – preparing you and your department should the unthinkable happen. Programming includes active shooter trainings with interactive lessons, brownbag lunch for departmental mission continuity planning at 11:00am-12:00pm on June 23 in 130 Hoagland Hall (contact [cstokes@ucdavis.edu](mailto:cstokes@ucdavis.edu) with questions or comments).
    - Sign up for campus emergency communications and personal safety applications. [Aggie Guardian](http://police.ucdavis.edu/aggie_guardian/) (powered by Rave Guardian) students are automatically enrolled, but faculty and staff need to provide contact information. [Crisis Manager – Emergency Response App](https://www.schooldude.com/solutions/products/crisismanager): there are not enough emergency response guides for every classroom and it isn’t the best way to deliver information because everyone converges on that one poster; the crisis application allows each person to have the information that is in the emergency response guide
    - **Q: How do we request a hard copy of the UCD Emergency Response Guide?** Because of the cost to print, they are really only for the lab environment; other offices should focus on using the phone application.
    - **Q: Is there a campus map showing the locations of automatic external defibrillators (AEDs)?** The Fire Department runs the Campus Enhanced Life-Saving Program, which manages AEDs. Information about requesting an AED is at: <https://fire.ucdavis.edu/campus-aed-program>.
  + Week 4: *Stand Up to Falls* – programming includes hands-on training events using recommended equipment. Please note that accidents involving gravity and electricity generate the most worker’s compensation issues and are what put people out of work. Please mention safety in meetings, especially information about falls (e.g., don’t use your office chair as a ladder).
* **Committee Updates**
* Aggie Budget: hit goal date of May 15. However, training will not be offered until after fiscal close. Moving forward on list of post-pilot online enhancements. Gathering feedback on the functionality users need.
* UC-AMP (formerly ABOG): Julienne Degeyter from Student Health and Counseling Services will take Sally’s Place. Heavenly Clegg (Languages and Literatures) will serve as alternate; this is Lourdes last year.
* ADMAN Conference: We are still looking for an ADMAN Conference Chair for 2018.
* Clayton Holliday (Assistant Vice Chancellor and Campus Architect) is coming from the next meeting, as well as a guest from DCM.

Meeting Handouts:

