**Administrative Managers Group**

**(ADMAN)**

**Board of Directors Meeting**

**Minutes**

**July 20, 2017, 3:00 – 5:00 pm**

Robert Mondavi Institute, Room 1207

Members in attendance: *Jennifer Radke, Carlos Garcia, Teri Sugai, Brenda Scalzi, Megan Villasenor, Amanda Steidlmayer, Julienne DeGeyter, Cynthia Roberts, Gladis Lopez-Lytle, Rosemary Martin Ocampo, Lourdes Gomez, Linda Potoski, Steven Wells, Lisa Gaby, Mike Kuhner, Kelly Gilmore, Jennifer Thompson, Andrey Furmuzan, Annemarie Seed, Tracy Lade, Julie Hirota, BreAnda Northcutt*

*Welcome New ADMAN Members:*

* Jennifer Rossi – Cell Biology & Human Anatomy: Med
* Jessica Lewis – Letters & Science Deans’ Office
* Demetria Kelly – Genome Center

Introductions

1. **Approval of May & June meeting minutes 3:00 – 3:05 pm**

Approved

1. **New Solutions and e-invoicing application 3:05– 3:25 pm**

*Lia Scott*

*Associate Director, SCM Technology & Support Group*

Supply Chain Management

Jennifer Thompson

Michael Kuhner



Contracting Services, A/P and Distribution Services are under one umbrella now called “UC Davis Supply Chain Management”

System Process and Updates

Travel & Entertainment

* DS – MyTravel has been retired, receipts are now in DS 316
* Report # 421-Unreconciled CTS Expense Report will soon be available
* If the Billing ID field is left blank and you do not have a chart/account, you will get a warning in AggieTravel. Please add your billing IDs
* This is just a warning, users will be able to continue, but the billing ID or Chart account is needed. Mike is looking for feedback from users if this should be a warning or a stop.
* Refer to the AggieTravel “Get Started” reference page that was released when AggieService went live
* Policy for airline payments, any payments to airlines should have a receipt, e.g., seat changes, airfare, baggage charges. Mike is looking to clarify requirement with AMAS and UCOP
* Basic economy fare are usually $5-$15 less, but do not allow luggage, etc., you would pay more to add extra’s, Travel Council removed those fares from CTS. Airlines are being deceptive in what is not included in those fares. Advice from Travel Accounting is to *not* book Basic Economy fares.

Projects

Transcepta Invoicing service

* + Vendor acts as an intermediary between our suppliers and our financial services
  + Illustration of process – see presentation for more details of the workflow
  + Pilot List of 18 suppliers to start with, these account for 14k invoices that are now manually entered. Piloting with suppliers who have high volume of invoices
  + More vendors to be added over time
  + This service mainly for purchases for suppliers who are not in AggieBuy, AggieBuy invoicing is already electronic
  + Transcepta has access to PO data, validate invoice against PO
  + No cost to departments or suppliers
  + You will manage this the same way you manage a PREQ, think very carefully before cancelling, some changes can be made via a manual process
  + Transcepta does a line by line comparison with PO, unless you have 2 identical POs, there is little chance of error
  + UCSD been using this for 7 years, other campus adopted later
  + If you specialize in confirming orders where there is no PO, it will be rejected
  + Make sure you have a PO number before getting goods from suppliers
  + Participating vendors understand they need to include the PO number
  + Timeline for first phase – late August
  + The process for onboarding new vendors/suppliers is not yet known (very quickly has not been defined)
  + Supplier onboarding tool – reduce turnaround time for activation
  + PaymentWorks – cloud based supplier onboarding tool, integrated KFS, targeted for late fall/early winter quarter
    - All types of suppliers
  + Outbound Shipping Tool – replace FedEx
    - Support for multiple shippers, meets 90% of shipping needs, the other 10% will be items you probably can’t ship yourself
    - Currently in the process of reviewing 2 finalists for a solution, both are very nice
    - Asks questions and provides guidance on compliance in shipping
  + Targeted roll outs – see presentation
* Other Updates
  + Travel Card Forum July 25 August 31, August 16th at UCD Health
  + Apple coming soon in AggieBuy
  + Amazon is in discussion, been in discussion for some time, no date y

1. **APIS - A/P Invoicing 3:25 – 3:40 pm**

*Megan Villasenor*

*Acting Executive Director, Shared Services Center*

*Robert Jahn*

*Interim Finance Manager, Shared Services Center*



APIS

* APIS Letter was sent to the Assistant Deans from Kelly Ratliff, with draft onboarding schedule
* If you haven’t been contacted for onboarding, you will hear soon. Departments can be brought on sooner than the schedule
* APIS New Partner Guide (see above), includes information such as: What is APIS, Why Now, Getting Started, Reminders to ensure timely processing and a simple workflow chart
* College of Engineering went live and working with the SSC, created an internal process and developed best practices. Bob met with them prior to implementation, answered questions, follow up meetings as well
* Onboarding process: meet with client department to learn more about their unique issues, ask for feedback about how it’s working for you
* Sub Awards are not included in APIS
* Departments need to retain packing slips for audit purposes, if required by grant
* Information on the SSC website
  + <http://ssc.ucdavis.edu/financial-services/ap-invoicing/index.html>

1. **Academic Units Shared Services Center (AUSS-C) 3:40 - 3:50 pm**

*Lisa Gaby, Co-Director, AUSS-C*

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* Purpose : Collaborative effort between two Academic Colleges and one Professional School, to centralize a set of transactional processes and consultative services
* Initially came from conversations between Executive Assistant Deans’ Mary McNally (School of Veterinary Medicine), Jessie Catacutan (College of Engineering) and Steven Roth, (Letters & Science)
* Led by Co-Directors Lisa Gaby (CoE) and Robin Tapia (DSS)
* School of Veterinary Medicine went live on July 1
* Steve Roth and Mary McNally are on the Steering Committee for UCPath
* Robin Tapia and Lisa remain as HR Managers for their colleges, reporting to their Deans
* Services Provided:
  + PeopleAdmin management
  + Personnel File management
  + On-and-Off-boarding
  + Timesheet management (TRS/KRONOS)
  + PPS/OPTRS entry
  + Leave administration
  + Customer service inquiries
* Departments will still be responsible for Academic recruitment, AUSS-C will handle onboarding
* AUSS-C will answer some compensation questions, in some cases, departments will interact directly with Compensation
* Ratio of headcount per AUS-C processer is 300/1
* Departments interested in more info, can contact Robin Tapia and Lisa Gaby for an Intake meeting and information about costs and billing
* Employees with issues/questions would contact their AUSSC representative
* Leaves support includes – determine eligibility, manage paperwork, work with department/supervisor
* Department is still the decision maker, same as with UCPath
* Operational Aspects
  + AggieService
  + EDMS – soon to be Laser Fiche
* Locations –
  + SVM Team – Tupper Hall, will move to Cousteau Court in one year
  + CoE/DSS Teams – located at Cousteau Court, anticipated fall 2017
* Questions, contact Lisa and Robin

1. Discussion
   1. Anyone interested in running for Vice-Chair or know of anyone who might be interested, please contact Jennifer Radke

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August: UCPath – Cassidy Tanasse

September: DocuSign - Michael Cole and Carolyn Nordstrom

*\*subject to change*

**Future meeting dates for Academic year 17-18:**

All meetings will be held from 3:00-5:00 pm in 1207 Robert Mondavi Institute, South Building.

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**Member Committee Reports:**

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| **AADI**  No meeting  **ADMAN Conference**  No Update  **AggieBudget**  No Update  **AMP (formerly ABOG** )  No Update  **CCC&D:**  No Update  **Cayuse**  No Update  **Canvas**  No Update  **EDMS**  No Update  **FIS Update**  No Update  **HRIC/HRAC**  No Update | **IT-Security/IT-Services**  No Update  **IPA**  No update  **SDAAC**  No Update  **SPARK (formerly Kuali Coeus)**    **SSC**  No update  **Staff Assembly**  No Update  **UCPath Steering Committee**  No Update  **Uniform Guidance**  No Update |

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| **Committee** | **Representative(s)** |
| AADI (Administrative Application Development Initiative) | Tracy Lade/Jennifer Radke/Meshell Louderman |
| ADMAN Conference | Vacant |
| AggieBudget | Gladis Lopez-Lytle |
| AMP (*formerly ABOG)* | Julienne DeGeyter/Lourdes Gomez |
| 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 |
| HRAC & HRIC | Rosemary Martin-Ocampo |
| IT-Security & IT-Services | Tracy Lade |
| IPA (Instructional Planning & Administration) |  |
| SDAAC (Staff Diversity Administrative Advisory Committee) | Brenda Scalzi |
| Shared Services Center | Teri Sugai |
| SPARK *(formerly Kuali Coeus)* | Dee Madderra |
| Staff Assembly | Jessica Potts |
| UC Path Steering Committee | Susan Sainz/Meshell Louderman |