**Administrative Managers Group**

**(ADMAN)**

**Board of Directors Meeting**

**Minutes**

**September 21, 2017**

**3:00 – 5:00 pm**

Robert Mondavi Institute, Room 1207

*Members in attendance: Michelle Hammer-Coffer, Carlos Garcia, Julie Hirota, Shannon Tanguay, Teri Sugai, Megan Villasenor, Julienne DeGeyter, Meshell Louderman, Brenda Scalzi, Tracy Lade, Rosemary Martin Ocampo, Linda Potoski, Steven Wells, Kathryn Blaisdell, Heavenly Clegg, Jamie Brannan, Esther Hernandez, Heidi O ’Guinn,*

1. **Approval of Minutes July and August 3:00 – 3:05 pm**

July Approved

August Approved

1. **DocuSign 3:05– 3:35 pm**

*Michael Cole, Project Manager,*

*Accounting & Financial Services*



* High level intro:
  + Pilot objective, Outcome, Participant Survey, Service Model, Recommendation
* DocuSign – cloud based, electronic signature and workflow management
* CAS single sign on
* Integrated workflow
* Email notifications when actions are required
* Allows for automated reminders and expirations
* Real time tracking status
* API integrations possible
* Campus purchased a one year access license $87k, for 2017 calendar year
* Why?
  + Increased efficiency, elimination of paper
  + Legally binding and secure
  + Green and sustainable
  + Global and available 24/7
* When you shouldn’t use it
  + Documents requiring significant editing or comments
  + Complex routing
* Things to consider
  + Repeatable and flexible
  + Process initiation
    - Form posted on campus website or sent manually
  + Routing
    - Who sends, who is the recipient, what order?
  + Signing
    - Several options
* SSC at Davis and Sacramento campus will use it for onboarding
* Pilot purchase of 1 year campus wide DocuSign Enterprise Subscription
* Objectives
  + Stand up Davis production instance with campus SSO integration
  + Enable adoption of campus units
* Unsure of how funding for system will work in the future
* Service Model Options
  + Community of Practice - 0 FTE
  + Managed = <1 FTE
  + Enterprise Service - >1 FTE
* Formalize ongoing DocuSign Enterprise Subscription
* Establish Manage service model
* Davis Campus and UCDH collaboration for support of subscription and service model
* Unsure of when a decision will be made about the funding model

1. **Background Checks 3:35– 3:55 pm**

*Mark Spangler, Director of Administrative Support*

*UCD Police Department*



* Difference between background check and criminal history report
* Staffing of Background check offices, staff perform other work
* Live Scan Overview
  + Make appointment using ScheduleOnce, through [Police Department website](http://police.ucdavis.edu/divisions_services/support_services/livescan.html)
  + Requirements for employee, forms of ID, printed application
  + Special requirements for Registered Nurses
    - At Sacramento location
* Live Scan Process
* Statistics
* Issues
  + No shows
  + Employees show up with no paperwork
  + Duplicate appointments (employees make multiple appointments)
  + Appointments not available to others because of the above
    - August 11-31 = 43
    - September 1 – 19 = 42
* No services to the public, with the exception to nurses
* Average turn-around is 2-3 days, dependent on DOJ and Federal Government response time
* Looking at deleting duplicate appointments, adding language to website informing that duplicate appointments will be cancelled
* Departments will be notified when an appointment is missed, may take time to reschedule
* Live Scan costs are part of the Common Goods Assessment (CGA)

1. **ADMAN Conference 3:55 - 4:10 pm**

* **Conference Co-Chairs**
  + Julie Hirota and Jamie Brannan
  + Conference Date March 14, 2018
  + Volunteer sign-up sheet routed
  + If you would like volunteer, please contact Julie or Jamie

1. **Committee Updates**

* **Travel & Entertainment**
  + Reminder of new travel limits effective October 15, 2017
  + Meals and Incidentals capped at $62 per day
  + CONUS Lodging expenses capped at $275 per night
    - Written justification in the expense report and provide screen shot taken at time of booking to reflect no rooms available under $275
  + All Travel approved at the department level, reviewed by A&FS
  + See [A&FS Travel website](http://afs.ucdavis.edu/our_services/travel-e-entertainment/policies/faq-g28.html) for more information

* **Student Health**
  + If you need a medical clearance for a student, please contact Margaret Trout to set up an MOU so you can be billed

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October: HR Updates

November: Chancellor May

*\*subject to change*

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

All meetings are 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**  See minutes  **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** | **IT-Security/IT-Services**  No Meeting  **IPA**  No update  **SDAAC**  No Update  **SPARK (formerly Kuali Coeus)**    **SSC**  No update  **Staff Assembly**  No Update  **UCPath Steering Committee**    **Uniform Guidance**  No Update |

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| **Committee** | **Representative(s)** |
| AADI (Administrative Application Development Initiative) | Tracy Lade/Jennifer Radke/Meshell Louderman |
| ADMAN Conference | Julie Hirota and |
| AggieBudget | Gladis Lopez-Lytle |
| AMP (*formerly ABOG)* | Vacant/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 |