**Administrative Managers Group**

**(ADMAN)**

**Board of Directors Meeting**

**Minutes**

**October 19, 2017 3:00 – 5:00 pm**

Robert Mondavi Institute, Room 1207

*Members in attendance: Carlos Garcia, Teri Sugai, Jamie Brannan, Megan Villasenor, Julienne DeGeyter, Lourdes Gomez, Meshell Louderman, Nora Orozco, Cynthia Roberts, Erum Syed, Heavenly Clegg*

*Tracy Lade, Heidi O ’Guinn, Linda Potoski, Andrey Furmuzan, Corinne, Esser, Amy Shuman, Patsy Serviss, Esther Hernandez-Camizzaro, Shana McDavis Conway, Annemarie Seed, Heather Riden, Annette Davis, Ernie Hoftyzer, Sara Reed, Kathy Blaisdell, Lisa Borchard*

1. **Approval of September Minutes 3:00 – 3:15 pm**
* *Minutes Approved*
1. **New Business & Committee Updates**
* Timing of Agenda: The monthly meeting agenda will be sent no later than one week before the meeting (Thursday). Committee reports will be due the Monday prior.
* Future Speakers: Carlos is looking for feedback and suggestions for future speakers. He is working on Disability Management, Chancellor May is confirmed for January 18th meeting. Due to the anticipated popularity, meeting may be moved to a larger room on campus.
* AMP: 2018 Conference,
	+ 50 Years of Blue and Gold, April 22-24, cost $395, held at UCSD
	+ 35 slots for UCD, these are open to board members first and then opened to ADMAN members
	+ This is Lourdes Gomez last year as representative. If you are interested in representing UCD, please contact Carlos Garcia or Michelle Hammer-Coffer. There are three meetings per year
* ADMAN Conference
	+ Working on confirming speaker
* UCPath Update – UCLA withdrawn from the pilot due to date issues, their go-live date TBD. No Go-Live date for UCD confirmed, maybe October 2018 or later.
1. **HR Update 3:15– 4:15 pm**

*Brenda Rebman, Chief Human Resources Officer*

*Karmen Fittes, Executive Director, Total Compensation*

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HR Mission - in partnership across the Davis and Sacramento campuses

* Values and operating principles
* New-Stewardship added

Overview of HR Structure

* HR Business Partners embedded in the schools, colleges and divisions
* oHR is a recent addition

Workforce Strategy - Steve Chilcott

* Analysis of workforce, e.g., how many employees will be retirement ready, and how do we prepare

Organizational Excellence – Lisa Terry

* Facilitate design, change management readiness, provide support

Employee & Labor Relations – Steve Green

* Aligning structures at both campuses
* Sacramento will adopt Davis model-most realignment will happen at Health

P4P

* See slides for ratings distributions
* Every year, supervisors are understanding more around what each category rating means
* Feedback mechanism about the 4 vs 5 point rating system may be a topic for discussion at HRAC
* If you have feedback, please send to Carlos Garcia, Carlos will compile feedback and send to Brenda

UCPath:

* Standardization of 100+ processes across 10 UC Campuses
* Future State Operating Model (FSOM) – ongoing discussion about what the campus operating model will look like.
* Four service channels
* Goal: Business Transformation, efficiency, productivity, shared services
* Single source system, system-wide, PeopleSoft product with enhancements
* Automating what should be automated, keeping close to us what makes sense
* Shared Services, build expertise into people who perform this work everyday

UC Davis Deployment

* Pilot group originally consisted of three campus, now only two, UCLA withdrew due to unresolved data issues, no date yet
* Deployment One is estimated for late fall 2018
* UCD-focusing on local efforts to prepare for implementation
	+ Change Management
	+ Communications
	+ Planning and engagement with stakeholders
	+ Training schedule and resources to be posted on the UCP website approximately four months prior to Go-Live
	+ Contact information:
		- Email: ucpath@ucdavis.edu
		- Website: ucpath.ucdavis.edu
		- Sign up for the newsletter <ucpath.ucdavis.edu>

Career Tracks

* Now – implementation phase
* Mapping worksheets, employee notification letters and manager tools released to Mapping Partners
* These sessions are different than the one in the past, if you have attended in the past, recommended you attend one of these sessions
* Employees highly encouraged to attend implementation workshops
* Your Role – communicate directly, plan ahead
* Annual Equity program, January 2018

Human Resources Symposium

* To inform and demonstrate the roles, processes and services of HR
	+ Poster Expo
	+ Formal Davis/Health leadership address
	+ Breakout sessions
* Save the date April 4th, 2018, Conference Center Ballrooms
	+ Invitation information will be sent
	+ Conference, opening/closing

Other

* HRAC will continue with quarterly meetings, strategic in nature, brings both campuses together
* Karmen is working on a new group to replace HRIC. Will meet monthly, operationally focused

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November: Supply Chain Management Update

* Tim Maguire and Kelly Gilmore

January

* Chancellor May

*\*subject to change*

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

All meetings are 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** **ADMAN Conference**No Meeting**AggieBudget****AMP****CCC&D:** No Update**Cayuse**No Update**Canvas**No Update**EDMS**No Update | **FIS Update**No Update**HRAC**No Meeting**IT-Security/IT-Services**No Meeting**IPA**See AADI**SDAAC**No Update**SPARK (formerly Kuali Coeus)**No Update**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 |
| AggieBudget | Gladis Lopez-Lytle |
| AMP (*formerly ABOG)* | Lourdes Gomez & Julienne DeGeyter |
| 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 |