

ADMAN Board of Directors
Minutes
October 16, 2014 (3-5 p.m.)
1207 Robert Mondavi Institute, South Building

Attendees:

Sara Reed, Chris Hale, Teri Sugai, Lourdes Gomez, Brooke Noonan, Brenda Scalzi, Yoke Dellenback, Carlos Garcia, Rosemary Martin-Ocampo, Janice Corbett, Mary Ann Mellor, Linda Potoski, Peter Blando, Jennifer Radke, Susan Sainz, Sonia Rivera, Anita Singh, Tracy Lade

- **Introductions:** 3:00 p.m. – 3:10 p.m.
 - Welcome new ADMAN Members!
 - Brooke Noonan – Civil & Environmental Engineering, Davis Campus

- **New Business**
 - HR Leadership: 3:10 p.m. to 3:40 p.m.

Susan Gilbert, Vice Chancellor Human Resources

Susan spoke on the following topics and introduced the new One UC Davis HR Leadership Team.

Presentation of 21st Century Administrative Model

- Customer Centric
 - Change Ready
 - Continuous Improvement
 - Better, faster, more efficient recruitment model.
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- The program looks at total reward; compensation as a whole, not just salary base.
 - System wide consistency that will prepare campuses for UC Path; driven by UCOP.
 - One HR Leadership Team, bringing campus and health systems under one leadership team.
 - Information is on the campus website, soon to be posted on Health Systems site.
 - HR Leadership team all have office hours at both campus and Health System locations.

Leadership Team

Steve Chilcott: Senior HR Strategic Partner – UC DHS

- Interim Director, Employee & Labor Relations COE

- Steve will begin working more closely with the larger HR structure, less directly with the customer.

- Collective Bargaining is completed at UCOP with the exception of the Fire Department which is bargained locally. Steve will be working to build stronger relationships with unions.

Irene Horgan-Thompson: Senior HR Strategic Partner – Davis campus

- Interim Director, Total Compensation COE
- Irene is responsible for reviewing policy and process to examine why differences exist. She will be talking to customers, identifying pain points; and assess UCOP directives on campus & at the health systems. Provide recommendations where appropriate.
- Compensation & Benefits will report to her at both locations. She will be looking at TOTAL COMPENSATION, including salaries, benefits, STAR awards, chancellor award, etc.

Carina Celesia Moore: Director, Talent Management Center of Expertise

- Discussed maximizing the potential of employees, Staff Development Programs, work life/wellness at Health Systems and on campus.
- She will serve as a strategic advisor, ensure campus & health system's needs are met. She is now in discovery phase, assessing current status of both locations.
- Looking at one application process for both locations
- AOOTF will be launching communication next week.
- Many programs will now be launched as one UC. Talent Management is not just about programs, about consultation as well.

Marion Randall: Director, HR Operations Center of Expertise

- Responsible for HR infrastructure.
- Oversight for units at both locations, including records, HRIT, medical illustration, (unit that provides badges for staff at health systems). She retains responsibility for space, UCPath project commitment, which is substantial.
- On the operations side, very little shared technology between two locations. Currently she is looking into moving to a shared calendaring system between campus and health system. Marion will pay special attention to the intersection between path, the HR Transformation and the Shared Services Center.
- She is spending a lot of time in discovery phase re: both locations, becoming familiar with the new reports she is receiving. Also looking at metrics and how they can be best utilized.

Rich Shintaku: Director, Diversity & Inclusion

- In order to be a more diverse team, we need better solutions.
- Rich stated he is not a COE or an expert, but strives to be of assistance in finding best practices. His focus is on diversity and inclusion in the workforce itself. We need to build the strongest, most cultural diverse staff possible; staff who can lead as well as support.
- He welcomes opportunity to consult, and ultimately we are going to be the model for other institutions. As we recruit others from different backgrounds, all will feel comfortable and flourish here at One UC Davis.
- We need an internal support system for everything we do here. Campus is developing a diversity dashboard.

Susan Summers: Director, Staff Recruitment Center of Expertise

- Review of current staff recruitment practices at both locations
- Review of PeopleSoft vs. People Admin for similarities/differences
- Her goal is to provide a good experience for the manager, provide support, partnership and timelines.

Lisa Terry:

- Role of Organizational Excellence has changed. They are now focusing on larger strategic initiative
- Currently working with the SSC. Working on process review in the HR area.
- Working with Sara Reed and Marion Randall to ensure we align with UCPath, and connect applicable projects together.

susan: we need to start thinking collectively, that is the biggest change for us.



HR Leadership
Presentation for ADM

- Questions: 3:40 p.m. to 4:00 p.m.
- ADMAN Discussion Time: 4:00 p.m. to 4:15 p.m.

Dewight Fredrick Kramer (Information Security): 4:15 p.m. to 4:30 p.m.



STH Training.pptx

Dewight has worked for the last 2.5 months in IET on computer security awareness programs

- The campus environment is a much more open network; there is more responsibility on “people” to keep it safe.
- 30k+ employees at UC Davis.
- Based on 2013 Classification Patterns report from Verizon, highest threat level is around theft/loss and miscellaneous error.
- Through education, information security awareness and establishing common sense practice, we can significantly reduce our threat
- Security enables things to happen, helps people succeed in their every day life.
- UC Davis purchased “SANS Securing the Human” because of their expertise in security
- Updated trainings 2x annually
- Short training modules (2-5 minutes in length)
- Flexibility for add ons at the end
- Security awareness for the 21st century.
- How to participate? [Itcatalog.ucdavis.edu](http://itcatalog.ucdavis.edu)
- Anita Nichols worked developed a robust IT service catalogue.
- All training is in LMS
- Advocate for training for your staff, would like to see as part of EPAR goals.
- Health systems has annual required HIIPA training.
- Outreach to determine the needs of the campus
- There is a difference between training and awareness training
- Training covers what to do if there is an incident or a breach. Awareness teaches you to prevent an incident or a breach.
- How can we go about making this training required on an annual basis?
- Training can be helpful for how we approach security in our personal lives.

- Questions: 4:30 p.m. to 4:40 p.m.

Discussion Items:

- “Opt-in” or use of ADMAN email list for discussions
 - Create email called adman share
 - Roll all in, with option to unsubscribe
- Future speaker ideas

Sara asked for future speaker ideas, following are suggestions:

- Kelly Ratliff - UCD Budget Picture
- Prasant Mohapatra – Associate Chancellor
- Dave Lawler – UCD CFO
- Adaptive: new asset system that Facilities Management is deploying
- Bob Segar – Campus Planning
- Robert Wachter – Be Smart About Safety
- World Food Center
- Shrem Museum

FALL WELCOME FOR NEW EMPLOYEES

Is there a way to get a list of all the employees and their supervisors so supervisors can also be notified?

There is no single system of record for supervisor, this information is very important
Perhaps K. DeLeon can pull the info from PA?

- **Approval of September 2014 Minutes**

Committee Reports:	Representative:
ABOG (Academic Business Officers Group)	Sally Harmsworth/Lourdes Gomez
AADI (Administrative Application Development Init)	Tracy Lade/Janet Brown Simmons/Chris Hale
ASEC (ADMAN SharePoint Exploratory Committee)	Tracy Lade/MaryAnn Mellor
CCC&D (Campus Council on Community and Diversity)	Tammy McNiff
CCFIT (Campus Council for Information Technology)	Nora Orozco
Campus Taskforce on Uniform Guidance for Federal Awards Implementation	Sara Reed
FIS Steering Committee (Kuali)	Karen Nofziger
Ed Tech (Subcommittee within CCFIT)	Kerry Hasa
Kuali Rice (collection of middleware)	Dee Madderra
UC Path Steering Committee	Susan Sainz

HRIC/HRAC/Career Compass (Human Resources Implementation Committee/ HR Advisory Committee)	Rosemary Martin-Ocampo
SDAAC (Staff Diversity Administrative Advisory Committee)	Lourdes Gomez
SSC (Shared Service Centers)	Sara Reed/Teri Sugai
Staff Assembly	Jessica Potts
TIF (Technology Infrastructure Forum) and TAC (Strategic Technology Advisory Committee)	Tracy Lade

Member Committee Reports

ABOG:

The ABOG conference committee recently met at the Chaminade Resort in Santa Cruz, the venue for the April 12-14 2015 ABOG conference. The committee is close to finalizing the program and has finalized the pricing. Conference registration will be \$395 and bedrooms \$190.70 per night including service charge and tax. We will be taking over the entire resort, it is a smaller venue with only 156 bedrooms so participation will be capped at 180 it will be a smaller conference than previous years. Davis will have the same number of slots (15) as last year. A save the date for the conference will be going out in early December and the announcement will go out in January. Registration for the conference will begin in mid-January through mid-February.

Sally and Lourdes, along with UCSF reps will be handling the raffle during the April conference. A donor request will be going out in February.

UC Davis will host the 2017 ABOG conference so we will be touring Sacramento hotels this Fall in order to shortlist to 2 hotels for the ABOG committee pre-conference meeting in April 2015.

AADI:

No update for October 2014

Campus Taskforce on Uniform Guidance for Federal Awards Implementation:



Campus Taskforce
on Uniform Guidance

ASEC

Tracy Lade, Jeremy Phillips (Technical Advisor) and Steve Pigg (IT Technical Advisor and ADMAN member) and MaryAnn Mellor met on Wednesday to discuss SharePoint as a platform and to help focus an initial charge for the committee.

This is the charge we have drafted.

The ADMAN SharePoint Exploratory Committee will be charged to gather information about the Services and business uses of Microsoft SharePoint, which is currently available to the campus at 'no cost' as an EIM (Enterprise Information Management) platform.

The committee will understand and clarify SharePoint's potential uses for campus internet, extranet and intranet applications.

The committee will discuss and describe campus business user cases for which SharePoint or similar EIM systems may prove to be a more efficient and/or cost effective solution for current campus business processes.

The committee will discuss and identify perceived benefits and challenges to campus adoption of an EIM system. And finally, the committee will make recommendations to ADMAN for next steps related to SharePoint and/or other possible EIM solutions.

Do you have any feedback on the charge? Is there anything more you would like covered? I would like to constitute the committee within the next 7 to 10 days so we can begin our discussion. The committee currently includes: Tracy Lade, Steve Pigg, Jeremy Phillips (Tech Advisor as L&S is using SharePoint currently in some contexts) Gladis Lopez, Susan Sainz and Michelle Hammer Coffey.

CCC&D:

No update for October 2014

CCFIT:

No update for October 2014

ED Tech:

No update for October 2014

LMS Transition Working Group

No update for October 2014

FIS Update

No update for October 2014

HRIC/HRAC:

October 2014:



2014 Fall Worklife
Newsletter.msg



NWFM
observance.msg



Child Care Funding
Program 10-01-14.pp



HR Leadership
Presentation 10-1-14



Recharge
Activities.pdf



HRAC Agenda
10-1-14docx.docx

Kuali-Rice

No update for October 2014

SDAAC:



SDAAC Update
9-18-14.docx

SSC:

Leadership updates:

- Human Resources Operations Manager is currently in recruitment; Nancy Hernandez continues to serve as the interim
- Operations Manager recruitment currently on-going
- Leaves team continues to be led by Steve Green from HR, ELR

Key projects/initiatives:

- Procure to Pay transition is continuing; with this effort, the SSC Finance team will be restructured to better support clients by aligning groups of SSC staff in a “P2P” model that ensures the SSC staff can learn clients’ needs
- Tier 0 support upgrade (aka website revamp); broader feedback will be requested later this fall but if you have additions to the website, please feel free to email Sara Reed at sarreed@ucdavis.edu
- First Client Partnership Committee meeting held in September, next meeting scheduled for October 22. Functional work group meetings are ongoing to refine processes and definitions.
- Shared Services Center is supporting central HR’s pilot of the end-to-end staff recruitment process.
- Organizational Excellence support to process improvement, including payroll, human resources, and finance processes
- SSC Leadership continuing to meet with clients and stakeholder groups, including Staff Assembly and other meetings, as requested.

Staff Assembly:

No update for October 2014

TIF -TECHNOLOGY INFRASTRUCTURE FORUM :



TIF notes 20140924
(1).docx



Accessibility
Awareness.pptx

UCPath:

No update for October

Future meeting dates for Academic years 14-15 & 15-16:

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

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| - October 16, 2014 | October 15, 2015 |
| - November 20, 2014 | November 19, 2015 |
| - December 18, 2014 | December 17, 2015 |
| - January 15, 2015 | January 21, 2016 |
| - February –location TBD | February 18, 2016 |
| - March 19, 2015 | March 17, 2016 |
| - April 16, 2015 | April 21, 2016 |
| - May 14, 2015 | May 19, 2016 |
| - June 18, 2015 | June 16, 2016 |
| - July 16, 2015 | July 21, 2016 |
| - August 13, 2015 | August 18, 2016 |
| - September 17, 2015 | September 15, 2016 |

The committee appreciates Tracy Chriss reserving space for of these meetings.