

ADMAN Board of Directors

Meeting Minutes

September 18, 2014 (3-5 p.m.)

357 Hutchison

Attendees (All ADMAN members are welcome to attend)

Sara Reed, Chris Hale, MaryAnn Mellor, Michelle Hammer Coffey
Teri Sugai, Tracy Lade, Susan Sainz, Sally Harmsworth, Lourdes Gomez, Brooke Noonan, Brenda Scalzi, Chris Harlan, Carla Munoz, Yoke Dellenback, Carlos Garcia, Gladis Lopez, Rosemary Martin O’Campo, Linda Potoski, Peter Blando, Jennifer Radke, Jeremy Phillips, Kerry Hash, Nora Orosco, Steve Pigg, Gaylene Miller, Shannon Tanguay

Approval of August 2014 Minutes

Introductions

- Welcome new ADMAN Members!
 - Jennifer Radke: Material Management, Davis Campus
 - Erum Syed: Social Sciences Green Cluster, Davis Campus
 - Gaylene Miller: SOM:Public Health Sciences, UCDHS

Standing Committee Reports: 3:00 p.m. to 3:15 p.m.

Committee Reports:	Representative:
ABOG (Academic Business Officers Group)	Sally Harmsworth/Lourdes Gomez
AADI (Administrative Application Development Init)	Tracy Lade/Janet Brown Simmons/Chris Hale
CCC&D (Campus Council on Community and Diversity)	Tammy McNiff
CCFIT (Campus Council for Information Technology)	Nora Orozco
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)	Teri Sugai
TIF (Technology Infrastructure Forum) and TAC (Strategic Technology Advisory Committee)	Tracy Lade

New Business:

Paul Rivette -DCM: SharePoint Demo/Discussion: 3:15 p.m. to 3:45 p.m.

SharePoint: Go down that path?

Presentation link:

http://prezi.com/5j1y9smm4z-v/?utm_campaign=share&utm_medium=copy&rc=ex0share

SharePoint is a platform for collaboration, document management, solving business problems, business information and more, used by 78% of fortune 500 companies.

SharePoint features the ability to find, filter, sort using metadata (hashtags #).

Eliminates the need for folders and file names to manage and use files.

Accessible from any location with access to a web browser.

Has the ability to create and track versions of documents. Used for task assignments, discussion board, more than one person can work in a document at the simultaneously, and see changes occur in real time.

Additional Features:

- Business Intelligence
- Reporting, Benchmarking, KPI's, Dashboards
- Analytics
- Integrated with Microsoft Office Suite
- Social features, microblogging
- Some features can be added for additional cost, e.g., Design & Construction Management (DCM) uses SharePoint for contractor submittals. For an additional cost DCM purchased Ninex Workflow and Ninex Forms, cost depends on need and programming time.
- Several campus units are currently using SharePoint

****Tracy Lade will lead ADMAN sub-committee to explore SharePoint. Please email MaryAnn Mellor if you are interested.***

Kerry Hasa: ADMAN Conference Update: 3:45 p.m.-4:00 p.m.

- Draft conference agenda and new Mission Statement (see attachments)
- Staff Assembly is working with the Chancellor on volunteer opportunities.
- Suggestions for next year, based on feedback:
 - Longer breakout sessions
 - Three 90 minute sessions, speaker (Chancellor/representative), reception from 4-5 pm. Invite attendees and non-attendees, e.g., Chancellor, Provost and other campus leaders.
 - Change from one keynote speaker to two sessions, aimed at different audiences
 - May offer two sessions of the same topic, so call have the opportunity to attend with no conflicts
- Space
 - Conference Center is reserved, including adjacent large room and outdoor space. Approximately same space as last year.

*****Please contact Kerry if you are interested in co-chairing the conference and/or handling the food for***

the conference.



Draft Agenda
2015.docx



New Mission
Statement for Confer

Irene Horgan-Thompson/Michelle Wong - HR: Career Tracks: 4:00 p.m. – 5:00 p.m.



ADMAN GROUP
PRESENTATION 9.18

- Applies same standards for positions across the UC System
- New Structure:
 - Comparison to current structure
 - Working titles will not be affected; focus is on payroll title
 - Includes review of manager and supervisor titles to ensure functional consistency as defined by HEERA.
 - Job Families and functions
 - Alignment to labor market
 - Staff that wear multiple “hats” will likely be placed in the General Administration job family
 - Not a salary program, however if existing position mapped to a different job family/salary range, salary/rate may be adjusted. Salary administration may occur separately, post career tracks.
 - Salaries may be different between campuses based on geography, etc.
 - Pay rates/salary scales reviewed annually
- Currently applies to non-represented titles; all campuses will move forward simultaneously with represented titles
- UCD has the largest population of non-represented employees: +6,000

Discussion Items:

- Inclusion of additional Council of Managers (UCD Health System) members and projects
 - Tom Watkins, ADMAN chair of Health Systems would like more campus/health systems joint efforts
 - Proposed representatives attend meetings for both committees
 - Teleconference
- “Opt-in” or use of ADMAN email list for discussions

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Future meeting dates for Academic Year 14/15: Meetings will be held from 3:00-5:00 pm in Hutchison, room 357. The committee appreciates Janet Brown-Simmons reserving the room for all of the meetings.

- September 18, 2014
- October 16, 2014
- November 20, 2014
- December 18, 2014

Member Committee Reports

ABOG:

No update for August 2014

AADI:

No update for August 2014

CCC&D:

No update for August 2014

CCFIT:

No update for August 2014

ED Tech:

The EdTech committee has not met this year

LMS Transition Working Group – The three systems that were chosen to pilot are Desire2Learn (which is changing to Brightspace), Canvas, and asahi net/sakai (which is an upgrade to the current SmartSite). Kerry attended training on all three systems last week. As the ADMAN she was asked to specifically look at project sites. The asahi net/sakai has the same project sites available as are currently available; although there are some new bells and whistles that can be used. The other two systems do not have designated "Project sites" but I have been told something similar can be configured and once I have access I will update everyone.

This link <http://lmstransition.ucdavis.edu/lms-pilots/> gives more information about the three systems as well as timelines for implementation

FIS Update

No update for August 2014

HRIC/HRAC:

August 2014:



HRAC Notes from
8-6-14.docx



Career Tracks
Presentations-Overvi



HRAC 8-6-14
Compensation Philosc

September 2014:



HRAC-IC Agenda
9-3-14--meeting note



DAS Awareness
Symp flyer 2014 (HR/

Kuali-Rice

No update for August 2014

SDAAC:

No update for August 2014.

SSC:

Leadership updates:

- Effective July 1, 2014, the new Director (Sara Reed) started at the Shared Services Center.
- Effective August 25, 2014, the new Finance Manager (Laura Townsley) joined the Shared Services Center Team
- Human Resources Operations Manager is currently in recruitment (closes September 15); Nancy Hernandez continues to serve as the interim
- Operations Manager recruitment will launch later this fall
- Leaves team continues to be led by Steve Green from HR, ELR

Key projects/initiatives:

- Director meetings with campus leaders, clients, and SSC staff
- Procure to Pay
- 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
- Client Advisory Committee call for nominations going to the COO group in late August for a September meeting
- Organizational Excellence support to process improvement, including payroll, human resources, and finance processes

TIF -TECHNOLOGY INFRASTRUCTURE FORUM :



TIF August 27, 2014
Notes.docx

UCPath: current go-live date is July 2016.

<http://ucpath.universityofcalifornia.edu/implementation/index.html>