ADMAN Board of Directors
Agenda
September 19, 2013 (3-5 pm)
357 Hutchison

- **Standing Committee Reports: 3 p.m. to 3:30 p.m.**

Committee Reports:	Representative:
ABOG (Academic Business Officers Group)	Sally Harmsworth/Sandy Higby
AADI (Administrative Application Development Int)	Tracy Lade/Janet Brown Simmons/Karen Nofziger
CCC&D (Campus Council on Community and Diversity)	Tammy McNiff
CCFIT (Campus Council for Information Technology)	Nora Orozco
FIS Steering Committee (Kuali)	Janet Brown-Simmons
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/ Human Resources Advisory Committee)	Rosemary Martin-Ocampo
SDAAC (Staff Diversity Administrative Advisory Committee)	Lourdes Gomez
SSC (Shared Service Centers)	Allison Mitchell/ Rosemary Martin-Ocampo
TIF (Technology Infrastructure Forum) and TAC (Strategic Technology Advisory Committee)	Tracy Lade

- **Special Guest: 3:30 to 4:30 p.m.**

  Bryan Collins and Lisa Terry to discuss the End-to-End Business Process Improvement Project - Organizational Excellence

- **Hot Topics – Meshell Louderman**
  Feedback on AADI

- **Hot Topics – Dee Madderra: to 5 p.m.**
  Background:
  Kuali is expected to go-live without the ability to issue a DPO number in advance of a purchase, the document will have to route first to the FO for approval before the DPO is generated.   There are no plans to change this process in the baseline functionality of Kuali.

  However, the suggestion was made to have ADMAN reconvene the Pre-purchasing committee (even though Kuali, not the pre-purchasing system, is the system of record necessary for the audit trail) to determine if there is some way to rethink the roles and approvers in the pre-purchasing system so that they mirror some of the rules and roles in Kuali –and have pre-purchase as the system of record, this might then allow a reopening of the discussion related to DPOs being issued in advance of the purchase.

Next meeting: October 17, 2013, 357 Hutchison Hall, 3:00 to 5:00 p.m. – Speaker: Mike Allred and Bill Cooper, the new Chief Procurement Officer for campus (tentative)

Future meeting dates for Academic Year 13-14 – with appreciation to Janet Brown-Simmons for reserving Room 357 in Hutchison Hall for all our ADMAN meetings next year.

Oct. 17, 2013
Nov. 21, 2013
Dec. 19, 2013
Jan. 16, 2014
Feb. 20, 2014
Mar. 20, 214
April 17, 2014
May 15, 2014
June 19, 2014

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Committee reports

ABOG:

2014 UCLA – Speakers for the next ABOG conference, to be held in LA on 27-29 April 2014, are being identified and firmed up. The committee is attempting to get Janet Napolitano, new UC President, on the speaker list.

AADI

AADI/ADMAN members were asked to send Tom elements relating to the scope of the application so those may be included in the charge letter. In order to maintain momentum, Jeremy and Meshell will move ahead with fact finding/discovery while a steering committee is being formed.

Course Management Tool Discussion:
    AADI supports the next steps in developing a Steering committee for proceeding with the charge letter and volunteers for the steering committee from ADMAN. The idea is to develop an architecture open to other developmental opportunities and analysis around teaching. The proposed system will pull from current online campus course programs. Meshell Louderman brought this idea to AADI's attention.

ACE Demo/Discussion:
    A demo of the new Academic Course Evaluation system was given to AADI as well as COSI. COSI's concerns were with system security which were investigated via Legal Counsel and IET. COSI wanted faculty to have admin rights to the system, but that is not recommended by the steering committee. For now, the advisors will have admin rights. The system has a lot of flexibility in the templates for evals, timing of responses, types of questions, etc. The system sends daily reminders to the students until they complete the online form and will stop when the quarter ends. The faculty can review the comments and statistics once the grades are submitted. Currently there is a pilot during Summer Session II and folks can sign up to be part of a Fall pilot as a 'soft start'. There will be a video link about the system coming in the fall.

The Registrar's Office is working with ACE application developers on functionality that would automatically release results of evaluations once final grades have been submitted.
COCI (Senate Committee on Courses & Instruction) is writing up a report on their evaluation of the ACE tool. COCI's concerns about system security are with the application/data being stored in cloud services rather than on-premises.

AADI: Possible Next Project
The AADI group is looking into the possibility of working on a campus wide Course Scheduling program/tool. An email with additional information and survey link will be going out this week to the ADMAN membership. At this time, we are gathering information about whether or not there is an interest in such a tool, and if so, what would folks like to see included in the project scope.

CCC&D: No update

FIS Steering Committee: No update

Ed Tech Subcommittee of CCFIT – did not meet

Kuali Coeus: No update

UC Path Steering Committee: No update

HRIC/HRAC/Career Compass

OMBUDS Presentation – Susan Park, Program Director & Ombuds
Brochure link: http://ombuds.ucdavis.edu/local_resources/docs/UCDavisOmbudsBrochure.pdf
- Four standards of practice:
- Confidential – the only exception is when physical harm comes into play
- Independent – everything is off the record
- Impartial – no advocates for any party
- Informal – does not participate in any formal adjudicative or administrative proceedings
- The office only keeps statistical and demographic information

Total Compensation Calculator – Irene Horgan-Thompson

- A few inquiries have come up about how to calculate total compensation
- To calculate the approximate value of total UC compensation, link to:
  http://atyourservice.ucop.edu/applications/total_comp/index.php

Retirement Administration Service Center (RASC) – Irene Horgan-Thompson

- The funding from this program is going away/gone
- The program is offered through Office of the President
- Discussion revolved around the campus moving in the direction of services going to UCOP
- Most UC campus have moved to RASC with little-to-no pushback and have been pleased with the service

HR Review Update – Susan Gilbert

- Currently the focus is on HR staff with upcoming teambuilding activities and a strategic plan being built
- The teambuilding activity will be used as a platform to build a strategic plan
- More details about the strategic plan will follow later in the fall
- The Executive Steering Committee will be formed from leaders at the health system and campus to provide support for implementation
- A Project/Communications Manager (contract position) will be hired soon
- Update information can be found on the website http://hr.ucdavis.edu/strategicreview

EPAR – Marion Randall

- EPAR completion is outstanding - please complete if you haven't already done so

HRAC/IC Membership Lists – Susan Gilbert

- Our office is shoring up the membership lists and may be in contact with your office to update the information

SDAAC

There was discussion around having a year-list of people who are willing to volunteer for our different events, so that we wouldn't have to scramble to find volunteers at the time of any event. Some suggested that staff might not volunteer to be on a list without knowing when and how they would be needed, and others suggested a kind of listserv that we could email when we know of a need for volunteers, and people would just respond if they were available. Another idea was to tie the list in with a Google Doc so that people would know exactly what they were signing up for when a request for help goes out.

We also discussed the New Staff Welcome which will take place on Thursday, Oct. 17, 2013 from 12-1:30pm at the ARC Ballroom A & B. New Staff Welcome is a chance for staff to meet new colleagues and learn about campus resources. At the Welcome staff will be treated to a complimentary lunch and introduced to many of the programs and services UC Davis provides for staff to learn, grow and excel. After a welcome by Rahim Reed, Associate Executive Vice Chancellor of the Office of Campus Community Relations; and Ralph Hexter, Provost and Executive Vice Chancellor; staff will have an opportunity to talk with leaders of Staff Assembly and the Constituent Groups. There will also be time to visit the many tables to learn about the various staff resources available on the campus.
There will be a few changes in this year's program:
1) Supervisors of new staff will not be invited this year due to budget constraints
2) The number of tables at this event will be doubled to provide as many resources as possible for new staff
3) The event won't have a key note speaker this year in order to allow more time for staff interact between each other, with vendors and campus departments (including Meat Lab, TAPS, Fire, UCD Buy, Bargain Barn, Staff Development)

Volunteers are needed to help SDAAC on the day of the event. If you or your staff is available for any of the following, please email Erin (elpeltzman@ucdavis.edu) and we'll add you to the list! Please let Erin know as soon as possible. If you have colleagues who would like to help also, we'll take their names as well! Thanks!

Registration Table (from 11:30-12:45 – will be broken up into shifts)
Room Set-Up (starting at 10:30 AM, but you can help with this even if not available at 10:30)
Room Clean-Up (from 1:30 to 2:30 at the latest)
Photographer

SSC: No update

TIIF -TECHNOLOGY INFRASTRUCTURE FORUM : No update