ADMAN Board of Directors

Agenda

December 19, 2013 (3-5 p.m.)

357 Hutchison

**Members Present:**

Nora Orozco, CA&ES Dean’s Office

Sara Reed, BFTV Cluster

Lourdes Gomez, Student Housing

Rosemary Martin-OCampo, Graduate Studies

Deidra Maddeira, Plant Sciences

Lisa Blake, Plant Biology

Michelle Hammer –Coffer, Office of Research

Denise Christensen, ECE

Janet Brown Simmons, Phoenix Cluster

MaryAnn Mellor , SOE

Felicia Smith, MAE

Allison Mitchell, IET

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

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| --- | --- |
| **Committee Reports:** | **Representative:** |
| ABOG (Academic Business Officers Group) | Sally Harmsworth/Meshell Louderman |
| 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) | Teri Sugai |
| TIF (Technology Infrastructure Forum) and TAC (Strategic Technology Advisory Committee) | Tracy Lade |

* **Dec 19, 2013: Mike Allred & Janice King, e-procurement, follow up discussion with Tom Kaiser**
  + **4 pm – Jill Parker, Associate Vice Chancellor of Safety Services**
* **Jan 16, 2014 Speaker: Mike Allred & Bill Cooper, new Chief Procurement Officer for University of California (tentative)**
* **Feb 20, 2014: Beverly Howard (UCPATH)**

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.

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:**

See attached save the date







**AADI :**

Development Program

Central campus has audit findings that found issues with gifts processing in that deposits and processing is so decentralized.  They are wanting to develop a fully automated gifts processing system and have asked AADI for assistance.  The program that they would like to develop will streamline the process, provide transparency, clean up shadow databases, and allow for users to easily deposit gifts and process the transactions.  ADMAN will assist in finding 2-3 departmental gift processors to sit on their steering committee.  Their new program needs to roll out (per the Chancellor) before the next development campaign begins, and they are hoping that it will happen by the beginning of FY 15/16.

IPA (Instructional Planning and Administration)

Jeremy and Meshell distributed a list of possible issues to be rolled into this program.  They are planning to talk to OE about the possibility of getting some assistance with process mapping.  They hope to have a new tool available to plan for 15/16 courses (i.e. Fall 2014).

**CCC&D:**

No update

**CCFIT:**

**Campus Council for Information Technology**

Monday, December 9, 2013

AGENDA:

**Course Planning Application** project – Tom Kaiser, Jeremy Phillips, and Meschell Louderman

* [Informational item] Overview of project

This is the 3rd major project for AADI. They have appointed a steering committee and have held a few meetings. The committee includes 25 subject matter experts including faculty members and staff from almost all schools and colleges. They have engaged Organizational Excellence for assistance with process mapping and refining the scope of the project. They have also engaged the Registrar’s Office and the Banner team to ensure that information will be uploaded into Banner. The steering committee is planning to meet with OE to plan the phases. They will then meet with individual departments. The timeline is for the basic programming to be done by June 2014 to be ready to plan for Summer Session 15-16. No determination has been made as to whether an existing system will be used/enhanced, if a system will be purchased off the shelf, or if this will be a homegrown system. They are currently looking at existing tools.

As a side note, this topic brought up some lively discussion regarding the process itself. There seems to be a misconception that if it takes one department a minimal amount of time and effort to complete this, it should take all departments the same amount of time. Unfortunately, as we all know, all of our departments are unique in their requirements and processes.

**CCFIT preliminary work plan** for the year – Niels Gronbech Jensen

* Highlights from 10/26 discussion with Provost Hexter

CCFIT will invite Senate chair to the next steering meeting and then invite again at the end of the year to the meeting with the Provost.

**CCFIT** **working groups**

* Academic IT support working group – Niels Gronbech Jensen

There was a significant amount of discussion regarding what the Academic IT Support working group should focus on. The steering committee will work on defining the roles, but they are looking at academic support with needs driven by academic units. It will not focus solely on faculty support.

* Vision working group – Jim Carey

Jim Carey is working on creating a vision for digital strategies for research universities. He is coordinating with Gabe Youtsey and David Levin on this workgroup. He feels that the University is fragmented in the digital process. They will be looking at how research and technology are handled at other universities and will write a white paper about what they learn.

**FIS Steering Committee:**

**Ed Tech Subcommittee of CCFIT:**

No update

**Kuali Coeus:**

We wanted to give you an update on the Kuali Coeus (KC) project since we have not held a KC Oversight Committee Meeting in quite some time.  As you may know, we recently acquired the assistance of rSmart to give an assessment on the KC Project which took place over a 3 week time period.  During the assessment, the team reviewed:

·        Current configuration of Proposal Development, Institutional Proposal, Negotiations, Award and SubAward modules

·        Customizations put in place to mirror current business processes

·        Project management and project structure

·        Resource allocation for both technical and functional teams

·        Technical support for configuration and for post rollout

·        Testing and QA practices

·        Training for OSP staff and campus users

·        Deployment planning for go live

·        Role of the KC Oversight Committee

The rSmart consultants met with various stakeholders, KC team members (both functional and technical), and other key personnel engaged in, or who had a vested interest in, the project. The first week consisted of a full walkthrough of the KC system (Proposal Development, Institutional Proposal, Awards and SubAwards, and Negotiations) allowing the rSmart team to see the customizations that have been developed and the current configuration of the system.

The following two weeks were dedicated to interviewing team members and stakeholders allowing the rSmart team to get a more in depth look into the project as a whole, the dynamics of the implementation team, and the impressions of the project both in the research office and by the campus.

rSmart found configurations to the system were made with the idea that KC would serve as an internal data management system and had customized KC to reflect business processes similar to those related to the current Contracts and Grants system. Multiple KC fields and tabs were repurposed for current business practices. Generally, as a best practice, extensive modifications to open source systems is not recommended as the long term maintenance and support costs can, at times, far outweigh the benefits of customization. Additional key findings include the following:

·        Absence of an overall project plan throughout the project showing a clear path to completion

·        Missing knowledge of basic Kuali Coeus and its ‘out of the box’ functionality

·        Clear testing plan with defined goals and expected outcomes

·        Lack of transparency and changes of personnel that prevented the KC Oversight Committee from making key implementation decisions to drive the project to completion

Some of the key elements that will enhance the success of this project are as follows:

·        Overall project plan with a clear roadmap to completion that includes training,

·        Configuration, testing, reporting, and deployment both internal and to campus

·        Concise description of key players and their roles and responsibilities

·        Strong knowledge of Kuali Coeus and all features of 5.2

·        Cross Organizational Leadership Team (COLT) to govern the entire project (renaming the Oversight Committee and enhancing its role)

**UC PATH Steering Committee:**

No update

**HRIC/HRAC/Career Compass:**

**December 4, 1:00-3:00pm**

**Mrak 203**

**Shared Services Center Update – Emily Galindo/Diane Davies-Conley (Information)**

Diane is meeting 1:1 with each SSC employee to listen to what’s working, what isn’t; Travel & Entertainment processing may change, Irene H-T and Steve Green will be serving as HR leaders for SSC work

**Smoke & Tobacco Free Policy Update** – Barbara Brady/Steve Green (Information)

This is a systemwide initiative; enforcement strategy is by “education”; no mechanism to issue citations and/or discipline; Campus will take a wait & see position to see how the current launch proceeds; after a few months the campus will assess the success of the program

**Holiday Closure** – Steve Green (Information)

No current issues per se with holiday closure plans; CX unit is the only bargaining unit that has agreed to permit employees to use VAC in advance of its accrual

**Equity Update** – Irene Horgan-Thompson (Information)

Susan Gilbert spoke about the Chancellor’s support of “pay for performance”, but the campus systems/programs are not fully established yet; equity process went smoothly (3200 employees were identified as eligible, 1100 equities were distributed, 10 equity requests were denied); highest number of equities were given in the Analyst 1, 2, 3 series, Programmer 2, 3, 4 and at the SAO 2 level;

We have a new UC President--Campuses do not know what the FY13/14 compensation plan will be

**EPAR Ratings Update** – Marion Randall (Information)

We were encouraged to double check department/unit records to make sure everyone has submitted an EPAR

**HR Strategic Transformation Update** – Susan Gilbert (Information)

See handout (Scott Yates has been hired to lead communications related to the HR Strategic Transformation)



**SDAAC:**

1. The committee welcomed a new Vice Chair Britt Niiya Sumida, APASA.
2. Nominations for Chair are still open. Please submit your interest or candidate nomination to the attention of Erin Peltzman [elpeltzman@ucdavis.edu](mailto:elpeltzman@ucdavis.edu) or Vickie Gomez [vlgomez@ucdavis.edu](mailto:vlgomez@ucdavis.edu).  In the interim, the committee thanks Erin for continuing her role as Chair.
3. Sub-Committees Information & Updates

We discussed the possible roles and time commitments for the sub-committee activities. Subcommittees meet monthly for 1 to 1½ hours and each committee chooses a Chair who is responsible for reporting on the committee’s activities/initiatives at monthly SDAAC meetings. The Subcommittee Chair is also required to submit a brief 1 to 2 paragraph annual report on the committee’s accomplishments (send to SDAAC Chair, and Vickie Gomez) by June 30th.

* 1. **Affirmative Action Recruitment & Hiring Process –** Data is being compiled for the Affirmative Action Report.  Once compiled, we will review for understanding, response, recommendations on recruitment activities, community engagement, and ideally increase diversity marketing.
  2. **Education & Communication -** Oversee the creation and dissemination of accurate and accessible information to inform the campus community about SDAAC’s activities, events and programs. The committee members coordinate with all sub-committees to develop publication materials (flyers, e-mails, Facebook, Tweet etc.) for SDAAC events.  The members also play a role in recruiting SDAAC volunteers, Constituent group members to support campus departments and organizations in UCD outreach efforts at campus and community events (including tabling and speaking). The group collaborates with constituent groups to provide support in the dissemination of information for their activities and events. Make recommendations to SDAAC regarding publications and outreach materials
  3. **Training & Development -** The sub-committee is seeking members to work on the Training & Development initiatives.  There are a number of issues to consider. We discussed staff offerings in the Career Development Department including career consultant services, which employees are entitled to (2) per year. Members of this sub-committee may be charged with fostering career development, mentorship, promoting the ‘One UC’ campaign, addressing fears of advancement, assessing credibility of classes, coaching, and participation in the Career Networking Day, and other like duties. For more information contact Vickie Gomez.
  4. **Development of Veterans Constituent Group –** Discussed a variety of initiatives; supporting Davis Veteran Student Organization (DVSO), potential courses (brown bag opportunities) for hiring managers, etc., supporting HR at Veteran hiring events, resume writing workshops, etc. The sub-committee meeting has been set for Friday, December 13, 2013 at 1 pm in 2045 Bainer Hall (for more information contact Sara Reed, Maxine Rogers, or Vickie Gomez).

1. SDAAC Special Event Coordination & Activities - Briefly discussed upcoming special events, details for each event will be sent via email.
   1. **Soaring to New Heights**
   2. **Diversity and Principles of Community Achievement Awards**
   3. **New Staff Welcome**
   4. **Principles of Community Week February 24-28, 2014 -** Request solicited for volunteers to support activities during the event week. Initial planning meeting is scheduled for December 11, 2013 at 12pm Mrak Hall Room 61 (for more information or if you’d like to volunteer please contact Erin Peltzman [elpeltzman@ucdavis.edu](mailto:elpeltzman@ucdavis.edu) or Vickie Gomez [vlgomez@ucdavis.edu](mailto:vlgomez@ucdavis.edu)
2. Upcoming Highlights From the Member Updates - All of the activities are of value and serve our community. SDAAC members are encouraged to get involved.

* UC Davis Campus – Undergraduate Admission <http://admissions.ucdavis.edu/>
  + Welcome Center
    - Use of rooms w/service fee
    - Tours are available
    - Student resources point of contact
    - Interactive wall
    - Application process (holistic review)
  + In addition,  info on admission supplies for job fairs may be available
* **December 5, 2013 Harassment & Discrimination Assistance Prevention** Program (HDAPP) SDPS training.  <http://shep.ucdavis.edu/contactus.html>
* **January 24-26, 2014, the annual Asian Pacific Islander Leadership Retreat (APILR**) aims to develop student leaders within the Asian Pacific Islander community by enhancing self-awareness and personal growth. <http://ccc.ucdavis.edu/apilr.html>
* **February 24-28, 2014** **Black Family Week.** Proposals are still being accepted for Black Family Week. Unfortunately the website is under construction and limited information was available at the time the notes were scribed.
* **March 3-7, 2014 Mixed Heritage Week**
* **March 12, 2014 Administrative and Management Group (ADMAN)** Conference:

“Develop Yourself As a Leader for UC Davis!”

Keynote Speaker: Dr. Robin Johnson.

<http://occr.ucdavis.edu/adman/mid-mgmt-conference/index.html>

* **April 7-11, 2014 Asian Pacific Culture Week**
* **April 14-18, 2014 Native American Culture Week**

**SSC:**

Organizational Changes:

Interim Directors: Diane Davies-Conley and Emily Galindo

Interim HR Manager: Nancy Hernandez will serve in this position for one year

As of January 1, Anne Marie Scott will return to her position as Travel & Entertainment Manager. Teri Sugai will return to her role as Payroll Manager, but will continue to serve as Interim Operations Manager

 Consultant Chazey Partners is performing a 18 month review of the SSC, focusing on the funding model, governance structure, and client interface framework.  Their report is due out in January 2014.  This review is intended to enhance the OE End to End Process Improvement Project.

**T&E:**

No update

**TIF -TECHNOLOGY INFRASTRUCTURE FORUM :**

TIF meeting held 11/27/13 – here’s the biggest news from that meeting.

Prasant Mohapatra, campus CIO, reviewed a presentation that had been given to the CODV regarding results of an internal audit of administrative application development on campus.  As CIO Prasant has formed an advisory board to advise him on actions related and in response to the audit report’s recommendations.  The advisory board has been formed and includes:

Adam C Getchell

Allen Tollefson

Cindy M Kiel

Dawn M Roarty

Donna Olsson (Watkins)

Lora Jo Bossio

Gabriel Youtsey

Jamie Butler

Kent Wilken

MacKenzie Smith

Mary McNally

Meshell Louderman

J Michael Allred

Morna Mellor

Sonja Colbert

Thomas M Kaiser (Tom will Chair the advisory group)

Tracy Lade

Zak J Edson

Prasant Mohapatra

Babette Schmitt

See attached audit report and slides from the CODVC presentation.



**ADMAN 2014:**

Volunteers needed to assist in the planning (e.g. marketing/sponsorship, etc.).

Additional volunteer opportunities:

* Location coordination/event day
* Event day support – ADMAN members to introduce speakers, etc.

Please contact Sara Reed ([sarreed@ucdavis.edu](mailto:sarreed@ucdavis.edu)) and Kerry Hasa ([klhasa@ucdavis.edu](mailto:klhasa@ucdavis.edu)) if you are interested.

**Walk-on Updates:**

**Announcements:**

KFS priorities – will be submitting

GradHub – special meeting in January

Technologies Audit

* Please take time to review/read prior to the January meeting

**Speakers:**

* Mike Allred, Associate Vice Chancellor – Finance/Controller
* Janice King, Director, Materiel Management
* Tom Kaiser, Executive Assistant Dean, College of Agricultural & Environmental Sciences

UCD Buy – what do we need?

**Mike Allred**

* A lot of work being done system wide
* Bill Cooper, Chief Procurement Officer
* Look for money savings
* Aware that UCD Buy is dated, needs an update, not been invested in
* Cyquest – previously came to campus
* Once we get through KFS Phase 3 (Feb 2014)
  + Looking at bringing Cyquest back out
  + Want to do e-procurement
  + Historically prices were high
* Have a Kuali option (partnered with Michigan State, University of Hawaii – material management; upgrades)
* Could we upgrade Kuali to have the functionality?
* Other campuses utilize Cyquest (UCLA, UCSD)

Potentially – system-wide pricing in the spring

* Cyquest has hefty license fee each year
* Cyquest not have ability to customize

Consultant hired to look at how we do Accounts Payable

* Looking at UCI, UCD, UCSD, UCLA
* UCD extremely inefficient; invoice processing takes longer than other campuses

Want to explore streamlined, electronic invoicing

? What is the problem with UCD Buy vs PCARD

ADMAN: UCDBuy is “clunky” or not user friendly; not pictures, not finding specific items

Search feature is the worst part

Question: How do we drive our spend

* 40,000 active vendors in database
* Paid 22,000 vendors

Question: Could we partner with other institutions to get the functionality that we need

Initiatives like AADI/ADMAN partnerships build the types of applications that are needed and can accommodate the needs of the departments, including reporting. ADMAN/stakeholders should have a voice in the functionality, what is needed, etc.

Question: Need to do the due diligence of checking on Cyquest; does it work with our current business practices?

Off the shelf items might have positive aspects but need to fit the needs of the UCD customers (e.g. convenience & price); Need to communicate the savings (similar to Connexxus)

Question: Are there vendors we need to be put in to UCD Buy

If we don’t spend on a contract, we potentially lose negotiating power.

Janice King

* Centers of Excellence being set up around the system
* We don’t necessarily have line items for spend data (e.g. Dell)
* UCOP is looking at spend analytics (trying to put together the different pieces; difficult to analyze)

ADMAN

* Provide a list of people to help identify what needs to be updated; continue to evaluate Cyquest functionality

Long-term:

* ADMAN wants to be engaged early-on to help improve systems
* Built in ability to collect immediate feedback; help identify trend problem items (ala Pre-Purchasing System)

User-Voice

* Submit feature request, help desk function
* $35/month per user (for example, $70 for function in OPP)

Need to look around for the types of applications (e.g. user voice)

Large investments are made after purchasing “off the shelf” software to customize to meet the needs of the campuses

***Potential change in Bookstore purchasing***

History: Abuse of POs, lack of documentation

* Usse PCARD
* If using a PO, create an IB document going forward (vs General Ledger entry )
* Full description of purchase for Account Management
* Remove the ability to take 7-digit number to Bookstore

Limitations: Account managers not allowed to purchase

Need a separate process for ordering books

**Chemical Security and Policy Update Discussion**

Jill Parker, Associate Vice Chancellor Safety Services

Janice King, Materiel Management Director

Brian Buckley, Campus Security Director

Incident earlier this year involving hazardous and explosive materials in on-campus housing

* Subsequent review revealed gaps in campus purchasing policies
  + Anyone can order using UC Davis vendor number & have materials shipped in to any address
  + Anyone can order materials using personal funds & get reimbursed
* Recommended Changes for Discussion
  + Eliminate use of PCARD to purchase hazardous materials
  + Establish list of materials subject to enhanced purchasing oversight
  + Establish appropriate level of review for both purchasing method & reimbursement
  + Establish shipping location criteria & authorization of exceptions

**Challenges:**

* Some restricted items can be purchased easily (e.g. at Target)
* Research that are off site
* What is considered hazardous? (e.g. fertilizer)

Policy is in the beginning stages

Someone needs to be accountable for chemicals and hazardous materials

Need feedback on the best way

DHS has a list

Complications around tracking, knowing which vendors are selling the chemicals

Complications around 24/7 nature of research

Potentially:

- Use a specific object or commodity code?

- Could we look at another model?

- Prioritize the chemicals

The PIs are ultimately responsible. How do we enforce with them?

Return of central storehouse mechanism?

* Common items?

Goal – target the front-end purchasing piece to mitigate risk.

ADMAN members involved with labs & research unit want to provide feedback in the formation of the policy/mechanisms.

**Operations Security**

A number of procedures

Cost to implement – badges, background checks, etc?

Review system at the UCDHS?

Need to define what a “lab” is