ADMAN Board of Directors

Agenda

January 16, 2014 (3-5 p.m.)

357 Hutchison

**Attendees:**

* Allison Mitchell
* Denise Christensen
* Sally Harmsworth
* Karen Nofziger
* Chris Hale
* MaryAnn Mellor
* Dee Madderra
* Janet Brown Simmons
* Rosemary Martin Ocampo
* Lourdes Gomez
* Nora Orozco
* **Approval of December Minutes –Rosemary second, Sally motioned**
* **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 |

* **January 16, 2014:**
  + **3:30 – 4:30 pm Bill Cooper, new Chief Procurement Officer for University of California and Mike Allred**
  + **Request for Jr. ABOG Rep to work with Sally Harmsworth**
* **Speaker Feb 20, 2014: Beverly Howard (UCPATH)**
* **Executive Board to meet – January 28th with Staff Advisors to the Regents. The meeting will tentatively be held in Haring Hall at 9:30 a.m. to 10:30 a.m. Room 185 Physics Bldg.**
* **ADMAN Mid-Managers Conference, March 12th. Registration will open February 3rd.**

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.

Feb. 20, 2014

Mar. 20, 214

April 17, 2014

May 15, 2014

June 19, 2014

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***Committee reports***

**ABOG:**

**No Updates**

**AADI :**

UCD Advisory Committee for Application Development (ACAD)

Interim Campus Chief Information Officer and Vice Provost Prasant Mohapatra formed an advisory committee for help in formulating an approach to effective administrative application procurement/development for our campus.  ACAD is chaired by Asst Dean Tom Kaiser and includes representatives from administrative and academic units.



**CCC&D:**

No update

**CCFIT:**

No update

**FIS Steering Committee (Kuali)**

No update

**ED Tech:**

Committee has not met

**UC PATH Steering Committee:**

Highlights of the meeting are outlined in the “Talking Points” however the bottom line is the President Napolitano has accelerated the project with UCOP being the first and actin as the pilot (target date Dec 2014).  The main reason is that PPS is a high risk and she wants this project expedited. Merced, Santa Cruz and LA will follow.  All other campuses dates for conversion are on hold until further notice.

The other attachment is the FSPD (Future state process design).  This is the 103+ processes that we currently use that need to be converted. The initial timeframe to convert was 10-15 months, it is now been accelerated to 4 months.

Napolitano has sent the message across all campuses that his is her highest priority to implement.

The other attachment is updates on TRS.  The attachment is self-explanatory, but  I would encourage anyone that is having difficulties with the system to send an email and document. I know that we have had some strange things happen with some of our staff that are on ERIT.  Last month 2 staff timesheet disappeared and we had to create one.  In my opinion it still has bugs. (See attachments: UCPath Talking Points and TRS Update)

HRIC/HRAC/Career Compass:

HRAC/HRIC Meeting Agenda January 8, 1:00-3:00pm

Discussion: Strategic look at Position Control – Susan Gilbert/Kelly Ratliff

Group spent time discussing how positions are filled (associate deans said they look at every position closely to determine the need to fill), how are departments preparing for the increase in hiring based on the 20/20 Initiative. Do departments have a ratio of staff to faculty hires? Do other metrics exist in departments when trying to determine the “right size” of staffing?

Information: Smoke Free Update – Steve Green

Steve Green checked in with the group to ask if any significant issues have emerged since the start of the New Year. One department conveyed there was a small employee group that was not happy with the policy. Steve reiterated to the group to use the educational materials that are available as needed. He is available to consult on any situations or blatant violation of the new smoke free policy.

Information: Affordable Care Act/New Hires – Irene Horgan-Thompson

As a reminder student employees are eligible to sign up for health insurance under the Affordable Care Act. Campus HR has received a report on employees who may be close and/or have reached 1,000 hours, which can trigger “career” status. They noticed that most of the names on the list were student employees. More information will be distributed related to the university’s obligation to provide employees with information about the Affordable Care Act.

Information: HR Strategic Transformation – Susan Gilbert

(See attachment) Phase III will begin in February 2014

Discussion: Candidate Care/On Boarding – Binnie Singh/Carina Celesia Moore

(See attachment)—new forming group will evaluate how to improve relocation assistance to candidates who are being recruited to work for UC Davis

Information: HRAC/IC updated membership list – Susan Gilbert

(See attachment) (New membership information was distributed)

**SDAAC:**

1.      Discussed the Principles of Community Week Staff Event on February 24-28, 2014

-          The first meeting took place in December 11 2013.

-          The budget for this will be limited again, similar to last year’s.

-          Still requesting solicitation for volunteers to support activities during the event week (for more information or if you’d like to volunteer please contract Erin Peltzman [elpeltzman@ucdavis.edu](mailto:elpeltzman@ucdavis.edu) or Vickie Gomez [vlgomez@ucdavis.edu](mailto:vlgomez@ucdavis.edu))

2.      Soaring to New Heights scheduled for May 15, 2014, doors open at 11:15am

-          Planning meetings will begin in January (monthly); from February-March (bi-monthly meetings) and weekly meetings from April-May.

3.      Sub-Committees Information & Updates

a.      **Development of Veterans Constituent Group –** discussed variety of initiatives; Veterans Committee is trying to do something for students during Picnic Day if possible. The committee also currently does not have graduate veteran representation on the committee.

b.      **Staff Assembly updates –** UC Path has been placed on hold for now, re-evaluate all the processes prior to implementation and a new project plan (timeline) should be available in mid-March.

-          Career Day, polling staff to see what they would like to see in regards to training and having different panels of folks to speak about their work experience and how they got to the positions they’re currently in (such as staff from various Analyst level positions).

**SSC:**

**No update**

**TIF -TECHNOLOGY INFRASTRUCTURE FORUM :**

No meeting since November, so no update.

**Comments and PowerPoint from Bill Cooper - new Chief Procurement Officer for University of California**

The University Office of the President, during the fiscal challenges of the past several years, recognized that Strategic Sourcing must have the same importance as other strategic roles at the University. From that recognition a determination was made to create the role of Chief Procurement Officer for the University System.

Strategic Sourcing becomes even more significant in the new normal for Higher Education budgeting. If we as a university system can leverage our spend those savings can be redirected to the core mission of our University.

Bill Cooper’s professional background from the UCOP website:

Bill has over 40 years of experience in Procurement. He comes to us from Stanford University where he served as the Associate Vice President and Chief Procurement Officer. Prior to that, Bill also worked at the University of Missouri as Associate Vice President for Management Services and Chief Procurement Officer and at CalTech as Director of **Procurement Services**

Bill is known in the procurement community for his expertise in procurement transformations, focused on delivering exceptional client service by transforming people, process and technology. Colleagues have described Bill as someone who "is open to change; being creative; not stuck in a box." He is admired for his approachability, creativity, persuasiveness, strategic vision and results orientation. He is highly resourceful, a team player and a strong believer in relationship building. We are excited to have someone with his level of expertise join us at such a crucial period in our history. UC's procurement organization is redefining the value we provide to campus, students and faculty and staff through the sourcing, implementation, and utilization of competitive contracts and innovative supply chain strategies for procured goods and services. In collaboration with UC campus leadership, Bill will oversee the finalization of the P200 strategic vision and drive its execution.

Comments during the PowerPoint:

Strategic sourcing is about managing your overall spend and not your transactions. Most universities manage at the transaction level.

I (Bill) know Departmental intention is when buying to drive down cost – but because of decentralization AND because we don’t leverage our purchasing power as a system, these individual purchases, although on the surface slightly lower in price, results, for the sytsem, in higher overall cost.

First I want to acknowledge that UC system procurement has not lived up to its end of the bargain in explaining or communicating the importance of strategic sourcing. At the campuses level procurement has been concentrating on transactional level and not on strategic sourcing.

How do we buy things strategically? How we are doing it differently – the P200 Goal is to recapture $200 million annually currently lost through sub-optimal purchasing contracts and practices and redirect these critically needed funds to support UC’s core missions of teaching, research and public service. This saving target will be achieved This $200 over a five year period.

A University System has never taken this approach. We have an opportunity through this transformational program, P200, to receive a return on investment of 920%.

<http://workingsmarter.universityofcalifornia.edu/projects/p200-strategic-procurement/what-projects-fall-under-p200/>

Organizational realignment requires a realignment of roles and skill sets. We have a lot of talent at UC that has not been leveraged. Each campus is doing their own thing – if you took all of the expertise across the system and you put them together to work on a specific category of procurement we would expect to accomplish more. Due to technology, people no longer have to be geographically close to work collaboratively.

What does procurement look like for UC? Its not just data it is information.

Data becomes information (intelligence) Spend Analytics is the most important tool in our purchasing tool belt. Previously, from where did we get our spend analytics? From the vendor if you depend on the vendor for your analytics the vendor will spin it. We now have our own information across the UC system. Not just what we are spending generally in Life Science purchases but on a line item level as well. The next step is to take that information to the vendor to improve purchasing power. Leverage volume with supplier. Do sourcing in a fast expedition manner. Another way in which we are working with vendors is through Reverse auctioning. We put out an RFP and vendors compete to provide the lowest price. Electronic sourcing is the way to go.

Another Performance management – metrics no good system of tools or metrics to measure our effectiveness. Measuring right price, level of adoption is low your price will go up. Measure our cycle time. Measure returns not just low prices but good performance.

Procurement Leadership Council

Most spent other than salary and benefits is on supplies and materials

Managing inbound freight

Process COEs – common market place in SciQuest

Let one segment manage it for everyone else

If I were to buy an item for $1 that had a shelf life of two years an item for $2 that had a shelf life of 5 years. Other things to take a into account, the processing time, how long will it to finish the project. How often do you calculate your staff time – to save a $1 what is your staff time. It’s also lost opportunity because what else is not getting done. Let’s reduce the time you spend in acquisition and let you spend more time in other areas.

Attempt to do it from the big items first

IF we do our standard categories right that frees Material management to do other categories. We know sourcing. Agreement supplier – what will be guaranteed (see handout)

Video messaging – put it on YouTube.

Elimination of P-cards for unanticipated items. Not easier than an e-procurement market place. Pay at the back end.

SciQuest – procurement tool. Cost of SciQuest to each campus. Affordable at all location.

Now we have 7 campuses using it. Everything about a system wide approach is new to UC.

By far the most adopted tool in Higher Ed. Integration to financial systems..

70% to 80% of transactions are handled via the systems through an available source. Straight through to our payment system.

How many catalogues and vendors 26 to 27 major; licensed for 50. Why can’t we just provide you the best priced test tube.