ADMAN Executive Board

Agenda

June 19, 2014 (3-5 p.m.)

357 Hutchison

**Attendees (All ADMAN members are welcome to attend):**

* Chris Hale
* Lisa Blake
* Teri Sugai
* Rosemary Martin-OCampo
* Allison Mitchell
* MaryAnn Mellor
* Tracy Lade
* Lourdes Gomez
* Michelle Hammer Coffer
* Sara Reed
* **Approval of May Minutes** 
  + Moved: Lourdes Gomez
  + Second: Michelle Hammer Coffer
* **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/Lourdes Gomez |
| AADI (Administrative Application Development Init) | 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) | 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 |

**June 19, 2014 Agenda:**

3:00 – 3:30 – Discuss Campus Climate Survey to provide input to AEVC Rahim Reed

One concern is the broad question (exclusionary, intimidating, etc.); need more details to actually meet the training need on campus.

Recommendation: Follow-up survey

Customer service-focused work can sometimes mean facing irate or upset customers.

Top 5 Perpetrators:

* Coworkers
* Students
* Staff
* Supervisors
* Faculty

Training

* Principles of Community
* Harassment & Discrimination Assistance and Prevention Program (HDAPP)

Training Opportunities:

* General feedback
* Workplace communication
* Cultural awareness
* Generational differences
* *How to be a customer*
* Additional training for supervisors

3:30 – 4:00 : Tye Stallard CISA, CISSP, GSNA, M.Sc

Information Security Manager – to discuss Windows XP

* 800 people off-campus who login with CAS
* Information on the computer matters the most
* Windows XP (13 years old) was heavily adopted
* IET is using as many controls as they can for risk management
* Only as good as our weakest link
* Message – delay – August 27th; Windows XP machines will not be allowed to log-in and will be removed from the network.
* There is a policy exception process; Provost and Chancellor are approval authority for exceptions.
* Contact IET for exception
* Fundamentally an asset inventory problem
  + First step is to identify machines
  + Computer might not be worth $5K; but access to the information could be worth millions
* 11% of Apples on campus are unsupported
* <http://security.ucdavis.edu/winxp.html>

Personally Identifiable Information

* Additional expressions of concerns about training on PII
* Need to conduct a risk assessment around PII on campus
* Additional training coming through LMS

Office 365

* Tye to follow up on encryption

LMS training available on computer security awareness

People need to hear in context what the risk is. Identity theft … what does it mean?

UC Riverside credit card breach:

<http://newsroom.ucr.edu/2800>

Question: Have you done a risk assessment for each department?

Something being discussed.

UCOP IS 3 -- Electronic Information Security outlines policies

4:00 - 5:00 -- ADMAN topics

- Speaker requests/ideas:

* AVC Susan Gilbert -- HR Transformation/Centers of Excellence
* UC PATH update – Radhika? Beverly?
* Change Management?
* Career Tracks
* EPARs – questions about pay for performance; concerns about the same “Exceptional” rating; questions about rationale… are we working for parity or pay for performance?
* AEVC Rahim Reed – Campus Climate Survey
* Lisa Terry – OE – 360 degree feedback

TRS needed changes:

* Business rules (e.g. TX overtime calculation)
* Needs to be able to accommodate all users

**Executive Board nomination discussion**

\*\* Agreed that voting for all positions makes sense

o Vice Chair nominees:

Christine Harlan

Chris Hale

o Membership/Historian:

Shannon Tanguay

Lourdes Gomez

o Recorder/Secretary:

Teri Sugai

o ADMAN-hosted conference Chair

Kerry Hasa

\*\* Still in need or look for Communications

Membership discussion

Sympa “Opt In” email procedure

***Reminder: No July meeting***

ADMAN Conference Planning

* Want to keep Key note speaker as a recommendation from the Executive Board
* High interest speakers do more than one session
* Campus speaker to talk about campus globally
* Key note be the last speaker
* Topics: Work place environment, assertive communication, technology threads
* Keeping it open – yes.
* More formalized networking
* Business card drawings for raffle
* Table assignments based on work type?

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Future meeting dates for Academic Year 13-14/14-15 – with appreciation to Janet Brown-Simmons for reserving Room 357 in Hutchison Hall for all our ADMAN meetings next year.

* June 19, 2014
* July – no meeting
* August 21, 2014
* September 18, 2014
* October 16, 2014
* November 20, 2014
* December 18, 2014

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***Committee reports***

**ABOG:**

No update for June 2014.

**AADI :**

No update for June 2014.

**CCC&D:**

No update for June 2014.

**CCFIT:**

**Campus Council for Information Technology**

Monday, June 9, 2014

3:00pm to 5:00pm

1003 Kemper Hall

**AGENDA**:

This was the final CCFIT meeting of the 2013-2014 year. Provost Hexter and Academic Senate Chair Nachtergaele were present. Incoming chair for 2014-2015 Mike Kleeman from Civil Engineering was introduced.

Main Topics discussed during the year were:

* + Formalizing relationship with the Academic Senate
  + Data Science Initiative
  + UC Davis student services portal
  + Transition to Microsoft and Google email & collaboration services
  + UC Davis data center initiative
  + Research computing
  + Campus application procurement/development
  + Automated course evaluation project
  + Future of SmartSite
  + Data privacy
  + Video initiative
  + Electronic textbooks

The final presentation focused on the following topics and the discussion is included in the PowerPoint presentation.

• Future of SmartSite – Andy Jones

• Data privacy – Niels Gronbech-Jensen

• Research support – Matt Bishop

• Video fluency across the curriculum – Jim Carey

• Electronic textbooks – Delmar Larsen



**ED Tech:**

No update for June 2014.

**FIS Update**

No update for June 2014.

**HRIC/HRAC:**

**HRAC Meeting Agenda**

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

**Heitman Staff Learning Center**

**Introductions**

**Discussion:** Voluntary Separation Program – Terri De La Mora

Terri notified the group that the program will end June 30, 2014. She also provided a usage chart (see attached).

**Information:** Windows XP – Tye Stallard

Tye discussed the impacts to campus users still using Windows XP. He said that anyone using Windows XP at work or at home (trying to access campus systems) will first get a warning message, then there will be a delay in access, and finally users will be blocked entirely. He encouraged everyone to reach out to their IT personnel or call the IT Express Service Desk at 754-HELP.

**Information:** Organizational Excellence Change Management Presentation – Lisa Terry

Lisa made a presentation on Change Leadership (see attached Power Point)

**Information:** Employee Training on Sexual Assault, Domestic/Dating Violence and Stalking – Lisa Brodkey

Lisa spoke about the law changing requiring all new employees to take at least 2 hours of training. The following website provides a link to the on-line course:

<http://www.hr.ucdavis.edu/sdps/catalog/human-resource-management/shp-online>

**Discussion:**  Staff Development and Professional Services 2014 Customer Survey Results: Highlights and Focused Discussion – Carina Celesia Moore

Carina provided results of the most recent customer satisfaction survey (see attached)

**Information:** Retiree Health Changes – Irene Horgan-Thompson

Irene described changes to the UC Retiree Health Eligibility Rules (see attached)

**Information:** One HR Transforming the Recruitment Strategy – Irene Horgan-Thompson

**TOPIC TABLED**

**Information:**  HR Strategic Transformation Update – Susan Gilbert

**TOPIC TABLED**

**Susan Gilbert** briefly discussed the importance of staff having a diversity and inclusion goal for next year. Staff Development is a strong focus – Managers/Supervisors and Leadership should have conversations with their direct reports on career development – it is very important to embrace staff development.



**KC:**

No update for June 2014.

**UC PATH Steering Committee:**

No update for June 2014.

**SDAAC:**

Meeting same day as ADMAN.

**SSC:**

SSC Update – June 2014

* SSC is pleased to announce that Sara Reed has accepted an offer to become their new Director. Sara has already begun working with the SSC and will officially begin her new role on 7/1/14. (Congratulations Sara!). To continue the momentum gained over the last 9 months and consistent with Chancellor Katehi’s plan following VC John Meyers departure, Sara will report to Associate Vice Chancellor of Student Affairs, Emily Galindo, who will report the interim CFO Kelly Ratliff.
* The SSC was unsuccessful in completing their search for a new Finance Manager. The position has been re-posted and Sara will be involved in the recruitment process. In the interim, SSC Finance will report directly to Sara Reed.
* In an effort to better communicate with their client base, the SSC has developed 5 function-specific listservs. Information will soon be posted on their website at ssc.ucdavis.edu.

**Step Plus Update**

Over the past two months, the Senate-Administration Workgroup on Step Plus Policies and Procedures (SAWSPPP) worked to put forward two motions to the Representative Assembly of the Academic Senate related to the proposed Step-Plus system as well as the extramural letter requirements for promotion to Professor Step 6. The Representative Assembly approved both motions at their June 3rd meeting.

Highlights of the step plus system are included in the attachment. The Assembly approved the motion, however, requested a three-year phase in period. The Vice Provost for Academic Affairs has information on the Step Plus system up on their website at <http://academicaffairs.ucdavis.edu/policies/step-plus/index.html>

The Step Plus system was approved for the Senate titles of Professor, Professor in Residence, Professor of Clinical\_\_, and Acting Professor of Law. The plan is to seek adoption of similar guidelines by other academic titles including Federation titles over the summer.



**TIF -TECHNOLOGY INFRASTRUCTURE FORUM :**

No update for June 2014.

**Other updates**

**General Ledger Review**

1. Will this replace the 325 PI ledger report?  No this will not replace that, PIs are still expected to review their reports
2. Can PIs review this new general ledger instead of the Fiscal Officers? No, the fiscal officer is the one who knows the policies, etc. and should be verifying the ledger as a fiscal officer responsibility
3. If the Fiscal Officer is out on leave, can the account delegate review the ledger? No not at this time, the intent is to keep it the FO. However, they are looking into ways to be able to quickly change the FO to a delegate if the FO happens to be on an extended leave and someone needs to act on their behalf.