**ADMAN Board of Directors**

**Minutes**

**January 15, 2015 (3-5 p.m.)**

1207 Robert Mondavi Institute, South Building

*Members in attendance: Sara Reed, Chris Hale, MaryAnn Mellor, Teri Sugai, Sally Harmsworth, Brooke Noonan, Rosemary Martin-Ocampo, Peter Blando, Tracy Lade, Anita Singh, S. Rivera, Gaylene Miller, Carlos Garcia, Linda Potoski, Meshell Louderman, Kerry Hasa, Michelle Hammer Coffer,*

*Guests in attendance: Cindy Jones, Radhika Prabhu, Marion Randall, Bobbi Laskey, Lia Scott, Mike Kuhner*

1. **Welcome & Discussion** 3:00 – 3:15 pm
   * **Welcome New Member:**

**Steve Lanterman – Facilities Management, Davis Campus**

1. **ADMAN Conference Update – Kerry Hasa**

* Everything is on schedule, finalizing the last two speakers. More information will be added to the webpage, including information about keynote speaker.
* There will be two keynote addresses, one focused for staff and one focused for supervisors and managers.
* Partnering with Staff Assembly, campus & health systems, topic is volunteering on campus.
* Registration begins on February 2nd, first two days for ADMAN members only. Conference capacity is 250.
* Might need volunteers at the reception to escort special guests
* Event will be advertised in Staff Voice & staff newsletter

1. **UCPATH Discussion** 3:15 – 4:00 pm
   * Radhika Prabhu, Marion Randall, Susan McCutcheon

Radhika lead the presentation with Functional Leads, Cindy Jones, Bobbi Laskey and Marion Randall. Program Manager Susan McCutcheon was unable to attend.



* UCPath stands for UC Payroll, Academic personnel, Timekeeping and Human Resources.
* Top two questions received: When will it happen, and how will it affect me?
* UCPath system will replace the current Payroll Personnel System (PPS). Each UC location has their own separate PPS instance. The UCPath system is built on PeopleSoft and once fully implemented, there will be a single instance, serving all UC locations, 18 “Business Units” in all. (Each location will be known as a “business unit”)
* First project of this magnitude in UC history
* UCPath will include several “modules”. Local Time & Attendance system (TRS) will integrate with the UCPath Absence Management module. Commitment Accounting module will replace the current labor ledger, etc.
* All locations will join UCD & UCB in implementing composite benefit rate
* All employees at the Davis location will be able to use TRS (campus) or HBS-EcoTime (Health System), however some processes will need to be adjusted to accommodate UCPath
* Campus roles have not yet been defined, nor how many licenses the campus will be allotted. System limitation of number of roles may apply across all locations.
* SalesForce chosen as the case management system
* This new service model will drive us to look at our own business model here at UCD.
* UC BICG committee charged with looking at reporting. Their charge is to form a common language for common reporting. Reporting tool will be crucial without direct access to the UCPath system.
* Deployment sequence has been delayed, but will occur in three pilot phases and three “go-live” phases. Tentatively scheduled to commence fall of 2015
* Implementation presents further opportunities to bring health systems and campus together under one platform
* There are ~100 common processes; some will remain on campus, some move to UCPath
* Outreach to campus/health system constituency for assistance with mapping current state process. UCD is leveraging collaboration with UC Irvine
* No changes to current campus systems, e.g., Banner, MIV, etc, other than to create integration points with new system
* For questions and more information, please email ucpath@ucdavis.edu

1. **W-9 Discussion** 4:00 – 4:15 pm
   * Lia Scott, Tech Solutions & Training, Contracting Services



* Improved W-9 centralized processing, secure handling
* Received direct from vendor, streamline process, but still allow departments to assist in the process
* Process is not yet fully developed. Biggest change is in centralized handling of W-9’s vs decentralized (departments)
* W-9’s will no longer be attached to the Kuali document; there will be an indicator on the document to show that W-9 on file/received.
* Vendors will have three options to submit info: US mail, fax or secure website. Fax and website will direct feed into EDMS.
* Eventual goal: Vendors will manage own information in the system, with potential implementation of system wide vendor management tool
* In the process of creating information page with direct link to W-9 form.
* Communication and presentation campus wide once the prototype is developed.
* Target for full implementation is Spring quarter
* On the first anniversary of Kuali implementation, A&FS will run a script to deactivate vendors that have not been used this past year, for any purpose

1. **Invoice Processing** 4:15 – 4:30 pm
   * Mike Kuhner



* Vision: Provide a service to campus to process/pay invoices. Goal: Vendor invoices will be delivered to a single campus source. This will streamline the process and reduce approvals. Three point process; intake, scan, exception
* May move to two-way matching under a certain dollar threshold. May have different thresholds for commodities vs services
* Once fully implemented, scope will include all PO invoices for campus departments
* In the last 9 months:
  + 12,000 invoices per month
  + Handled by 520 different people
  + 7400 unique vendors
  + 35% were paid late, 1000 payments per month are disapproved/have errors
* Phase 1, information gathering, feedback from campus
  + Contact Mike Kuhner/Megan Villasenor with questions
* The goal is to implement in a phased approach, piloting with the SSC, tentative roll out July –August 2015
* Best case scenario, campus wide implementation, January 2016
* Realized savings from vendor discounts will hopefully help fund the program

1. **ADMAN Discussion Topics** 4:30 – 5:00 pm
   * Committee Updates
   * Uniform Guidance follow-up session: 3 dates: Sara will send poll for availability
   * Reminder: if you have feedback on the auto inactivation of KFS users, please forward to Sara ASAP.
   * Coming soon: delegate will be required on all accounts in KFS

***Future Speakers:***

February – New MyUCDavis – Sarah Robertson, Update from Graduate Studies – Tracey Pereida

March – Campus Budget discussion – Kelly Ratliff

April – Shared Services Center – Sara Reed

May – TBD

June – Dave Lawlor, vice chancellor of Finance and Resource Management, and chief financial officer

July – Viji Mural, chief information officer and vice provost of Information and Educational Technology

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***Member Committee Reports***

**ABOG:**

No update for January 2015

**AADI :**

No update for January 2015

**ADMAN Conference**

The website is up:

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

**Campus Taskforce on Uniform Guidance for Federal Awards Implementation:**

No update for January 2015

**ASEC**

No update for January 2015

**CCC&D:**

No update for January 2015

**CCFIT:**

No update for January 2015

**ED Tech:**

No update for January 2015

**LMS Transition Working Group**

No update for January 2015

**FIS Update**

No update for January 2015

**HR Transformation Committee**

No update for January 2015

**HRIC/HRAC:**



**Kuali-Rice**

No update for January 2015

**SDAAC:**

No update for January 2015

**SSC:**



**Staff Assembly:**



**TIF -TECHNOLOGY INFRASTRUCTURE FORUM :**

**UCPath**:

No update for January 2015

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| **Committee** | **Representative(s)** |
| ABOG (Academic Business Officers Group) | Sally Harmsworth/Lourdes Gomez |
| AADI (Administrative Application Development Init) | Tracy Lade/Janet Brown Simmons/Chris Hale/Meshell Louderman |
| ASEC (ADMAN SharePoint Exploratory Committee) | Tracy Lade/MaryAnn Mellor |
| CCC&D (Campus Council on Community and Diversity) | Tammy McNiff |
| CCFIT (Campus Council for Information Technology) | Nora Orozco |
| Campus Taskforce on Uniform Guidance for Federal Awards Implementation | Sara Reed |
| 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/Meshell Louderman |
| HR Transformation Committee | MaryAnn Mellor |
| HRIC/HRAC/Career Compass  (Human Resources Implementation Committee/  HR Advisory Committee) | Rosemary Martin-Ocampo |
| LMS | Kerry L. Hasa |
| SDAAC (Staff Diversity Administrative Advisory Committee) | Lourdes Gomez |
| SSC (Shared Service Centers) | Sara Reed/Teri Sugai |
| Staff Assembly | Jessica Potts |
| TIF (Technology Infrastructure Forum) and TAC (Strategic Technology Advisory Committee) | Tracy Lade |

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**Future meeting dates for Academic years 14-15 & 15-16:**

All meetings will be held from 3:00-5:00 pm in 1207 Robert Mondavi Institute, South Building.

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| February – 1138 Meyer Hall |  | January 21, 2016 |
| March 19, 2015 |  | February 18, 2016 |
| April 16, 2015 |  | March 17, 2016 |
| May 14, 2015 |  | April 21, 2016 |
| June 18, 2015 |  | May 19, 2016 |
| July 16, 2015 |  | June 16, 2016 |
| August 13, 2015 |  | July 21, 2016 |
| September 17, 2015 |  | August 18, 2016 |
| October 15, 2015 |  | September 15, 2016 |
| November 19, 2015 |  |  |
| December 17, 2015 |  |  |

The committee appreciates Traci Chriss reserving space for of these meetings.