**ADMAN Board of Directors**

**Minutes**

**February 19, 2014 (3-5 p.m.)**

Foster Road - 1138 Meyer Hall:

<http://nutrition.ucdavis.edu/foster>

*ADMAN members in attendance: Sara Reed, Chris Hale, MaryAnn Mellor, Michelle Hammer-Coffer, Teri Sugai, Sally Harmsworth, Lourdes Gomez, Brooke Noonan, Brenda Scalzi, Carlos Garcia, Rosemary Martin-Ocampo, Linda Potoski, Tracy Lade, Kelly Gilmore, Jennifer Radke, Megan Villasenor, Shannon Tanguay*

*Guests: Sarah Robertson, Brian Donnelly*

1. **Introductions/Administration** 3:00 – 3:15 pm
   1. Welcome New Members:

Lisa Gaby – College of Engineering, Davis Campus

Kelly Gilmore – Materiel Management, Davis Campus

Monique Perez Peyton – Veterinary Medicine Teaching Hospital, Davis Campus

Megan Villasenor – Shared Services Center, Davis Campus

* 1. ADMAN Conference
  2. ABOG Conference registration
  3. Approval of December 2014 & January 2015 minutes

1. Conference update:
   1. Kerry Hasa provided a summary of final details of ADMAN conference
2. **Updated MyUCDavis for Staff** 3:15 – 3:45 pm
   1. Sarah Robertson

* Web address for new site: my.ucdavis.edu
* The older site is now 14 years old. This new site was originally released for students, some of the most used features from the old site were brought over. The plan is to eventually retire the old site. No date for retirement of the old site has been determined
* Tab views are editable
* Aggie view: (Home), plans are to make changes to header to make them more personalized. More targeted for staff vs. students. Search tile, doc tile, cloud storage, etc.
* The old site can be accessed from the “Aggie View” page
* My Office: enhancements planned, more customizable, plan to make it so you can hide or show what’s important to you. Doc share can be synced with Google Drive, potential integration with One Drive. MySpotlight is a tile for updates that carousel. Aggie Feed tile, communication tool that groups on campus are using, if department are interested, they can be set up and can post news, events, etc.
* MyView: is customizable, content can be dragged around and dropped where you want it, you can create tiles, etc. Popular tiles are available for use
* Brief survey was passed out in hard copy, requesting feedback on new features and enhancements. This survey can also be taken online at the site
* When a survey is active, a tile pops up during the survey period on the Aggie page and disappears when the survey period ends
* Site includes a user guide: short video on AggieView
* Students who are also employees have an option to select their default group when logging in, employee or student
* Developers are working on the ability to see everything at the same time if you have different group affiliations
* If you would like to reach out, please contact Sarah Robertson, email her directly, or you can submit on the feedback tab, but direct email is preferable. srobertson@ucdavis.edu
* New survey on features is coming soon on the site

1. **SharePoint Discussion** 3:45 – 4:15 pm
   1. Tracy Lade and Mary Ann Mellor
      1. Exploratory group was formed, summary of the findings below:
      2. Looked at other options that departments use. SharePoint offers version control, consistency. Integrates with MS products, good process and work flow
      3. Business analytics, making DS tools much more useful. Push out reports, eliminates the need for manual report creation. Document management, version control, tag documents with metadata, key words,
      4. Saves time spent searching for documents
      5. Recommendation is to put this forward for campus leadership review
      6. OP is already investing in SharePoint, they have a team of experts, 4 full time people dedicated to architecture. Campuses can call in for consultation. Other universities across the country are using.
      7. It’s free
      8. This would be a great opportunity with CFO Dave Lawlor and CIO Viji Murali who are scheduled to speak at an ADMAN meeting, later this year
      9. Suggested that it might be worth reaching out to Mike Allred and A&FS
      10. This is a great opportunity to look toward a shared solution for business across the campus
      11. The committee drafted letter to ADMAN chair Sara Reed, recommending the decision should be handled at a higher campus level
2. **ADMAN Bylaw Review and Update** 4:15 – 4:45 pm
   1. MaryAnn Mellor



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***Member Committee Reports***

**ABOG:**

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**AADI:**

No update for February 2015

**ADMAN Conference**

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

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

No update for February 2015

**ASEC**

No update for February 2015

**CCC&D:**

No update for February 2015

**CCFIT:**

No update for February 2015

**ED Tech:**

We have broken into two working groups, looking at 1) how technology can help faculty particularly in large classrooms, and 2) what we think the future of technology in teaching looks like at UC Davis. Our working groups will meet and then come back together in May for a final report.

**LMS Transition Working Group**

The working group put together a report with all the findings so far, including the fall trials, and faculty, staff and student feedback, and it is being sent to the CIO and Academic Senate this week. A decision is still expected in June.

**FIS Update**

No update for February 2015

**HR Transformation Committee**

No update for February 2015

**HRIC/HRAC:**



**Kuali-Rice**

No update for February 2015

**SDAAC:**

The committee is seeking ADMAN volunteers for tabling at the Career Development Resource Showcase on March 31, 2015 from 11:15 am – 1:30 pm. Details in the attached update.



**SSC:**

No update for February 2015

**Staff Assembly:**

No update for February 2015

**TIF -TECHNOLOGY INFRASTRUCTURE FORUM:**

No update for February 2015

**UCPath**:

Go Live date for UCOP is delayed 6-9 months, either September or December 2015.  Confirmation for the UCOP Go-Live date is expected around Mid-March, and the schedule for the rest of the campuses by May.  Campuses previously scheduled to go live after the UCLA group (previously 3 groups) may be merged into only 2, so the final transition isn't too far off the original plan.  At this point, it's still wait and see.

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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 |
| EDMS Replacement Project | Peter Blando/Teri Sugai |
| 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 |
| Staff Assembly | Jessica Potts |
| IT-Security & IT-Services | 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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| |  |  |  | | --- | --- | --- | | March 19, 2015 |  | January 21, 2016 | | April 16, 2015 |  | February 18, 2016 | | May 14, 2015 |  | March 17, 2016 | | June 18, 2015 |  | April 21, 2016 | | July 16, 2015 |  | May 19, 2016 | | August 13, 2015 |  | June 16, 2016 | | Sept. 17, 2015 |  | July 21, 2016 | | October 15, 2015 |  | August 18, 2016 | | November 19, 2015 |  | Sept. 15, 2016 | | December 17, 2015 |  |  | | | |  |  |
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| The committee appreciates Tracy Chriss reserving space for of these meetings. | | |  |  |
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