**ADMAN Board of Directors Meeting**

**Meeting Minutes**

**May 21, 2015 (3-5 p.m.)**

Vet Med 3A, Room 5206

Welcome New Member(s):

* + John Mueller – Shared Services Center, Davis Campus

1. **Introductions/administration 3:00 – 3:15 pm**
2. **Tracey Pereida, Office of Graduate Studies (OGS)  3:15 – 3:45 pm**

Presentation highlights:

* A new Title Code 3730 - Visiting Graduate Student is now being used that allows UCD to enter visiting students into PPS to get them access to the library, parking and other campus amenities. These are unpaid appointments.
* During the past year, OGS added APM Appendix II-B to their policies (<http://manuals.ucdavis.edu/apm/ii-b.htm>).
  + One addition in this policy was a new requirement for GSRs to have an appointment letter.
  + Appendix II-B also includes a policy for Remission of Graduate Student Tuition and Fees, developed a year ago.
* Another new policy is the Graduate Studies “Policy for Family and Medical Leave Accommodation for Graduate Students with Funding (GS2015-01)” (<https://gradstudies.ucdavis.edu/sites/default/files/upload/files/current-students/gs2015-01_graduate_leave_policy.pdf>). It mirrors the ASE contract.
* Tracey announced that the bargaining contract for Postdoctoral employees is ending. Tracey anticipates that this will lead to several requests for information. OGS will need assistance from departments to respond to these.
* Tracey announced that OGS is considering using Forms Online for postdoctoral appointments. She asked the meeting attendees for feedback. The attendees present were in favor of this change.
* Tracey Pereida teaches a class monthly about the policies affecting graduate students and postdocs. Currently this is part of the series required for employees gaining access to the Payroll/Personnel System (PPS). Since anyone can attend, Tracey is hoping to work with Staff Development and Professional Services to market this course more broadly.
  + Sara Reed announced there is research being done on the feasibility of putting Readers and Tutors into the Time Reporting System. The initial estimate was 600 hours of programming time because throughout campus departments are inconsistent in their practices of entering and paying these employees in PPS. If this was standardized, the programming would drop to 120 hours. There were no reservations expressed by members present about moving to a standardized set of coding guidelines. Sara Reed will poll the ADMAN general membership

1. **Mike Kuhner, MyTravel Replacement 3:45 - 4:00 pm**
   * The campus is evaluating two possible systems to replace MyTravel. One option is to activate Kuali’s modules for travel and entertainment. The alternative being considered is a cloud-based platform offered by Concur. Recently a group was gathered to watch demonstrations of both the Kuali and Concur modules. 21 of 22 in attendance voted for the Concur module. The estimated timing is to roll out the new system in early spring 2016 and complete the rollout within six months. For those who are interested in looking at the Concur module, Concur offers a test site. Go to Concur.com, then click on Test Drive. You will need to register. Once you do you may experience an error. Just click okay and you will be able to proceed. Because Concur hosts BCD which we use in CONNEXXUS, Concur’s system thinks we are already clients and returns an error.
2. **Bruce Mattos, Human Resources 4:00 – 4:30 pm**
   * Bruce shared the attached handout about the full spectrum of services being offered by the Employment and Outreach team within HR. Bruce has tasked the recruitment team to be talking with their assigned departments and getting to know the departments to better support their recruitment needs.
   * Currently, most departments only use the recruitment team for posting the job, reviewing or passing on the applications, providing advice and policy, some help with advertising, agreement on starting salaries.
   * HR has invested in training for these team members. There are now Lean trained and are Linked In super users.
   * The team is building a pool of candidates in Excel by job function. This file is shared between Davis and UCDMC/UCDHS.
   * Members of the Employment and Outreach team will meet with department search committee members about selection committees.
   * HR is evaluating the effectiveness of having the recruiters attend 90 job fairs/year. An alternative being considered is to reach out to specific affinity groups and help those groups to translate their skills to the UC workplace.
   * Training is needed for the recruiters about how to translate resumes from military to UCD experience.
   * The Shared Services Center is partnering with HR to do some applicant screening.
   * Bruce is challenging his team to develop outreach materials that can be posted on LinkedIn, Twitter, Facebook, etc.
   * If/when something doesn’t go right with a recruitment in your department, Bruce invites you to speak with him directly.

****

1. **Misc. Announcements/Discussion 4:30 - 5:00 pm**

* ADMAN Vice Chair or Chair nominations, including self-nominations, should be sent to Sara Reed immediately.
* ABOG – there is interest in establishing a campus networking/mentoring group. Let Sara Reed know if you are interested in serving on a committee. They will be partnering with Staff Assembly.
* Create an ADMAN list of Priorities – Sara Reed asked the group about developing a list of five or more ADMAN priorities. As ADMAN Chair, Sara Reed participates on a monthly phone call with sister campuses. Through these calls, Sara discovered that UCD is the only campus that doesn't provide a list of priorities to their Chancellor. One suggestion was to look at Chancellor's list of priorities and to determine, for example, how ADMAN can support the 2020 initiative when there are no new resources for staff. Another suggestion was to review the list of AADI initiatives. Since ADMAN is asked to participate in so many different efforts/conversations, creating this list will allow us to determine where we can best focus our energies. Sara Reed will send a follow up to the general membership.

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*Future Speakers & Discussions:**

**June 2015**

Dave Lawlor – VC-CFO

**July 2015**

Viji Murali – VC CIO\*

\*subject to change

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\****Member Committee Reports***

ABOG:

No update for May 2015

AADI:

No update for May 2015

ADMAN Conference

No update for May 2015

Campus Taskforce on Uniform Guidance for Federal Awards Implementation:

No update for May 2015

ASEC

No update for May 2015

CCC&D:

No update for May 2015

ED Tech:

No update for May 2015

EDMS

Update to be given during meeting

LMS Transition Working Group

No update for May 2015

FIS Update

No update for May 2015

HR Transformation Committee

No update for April 2015

HRIC/HRAC:

No update for May 2015

IT-Security/IT-Services

No update for May 2015

Kuali-Rice

No update for May 2015

SDAAC:



SSC:

No update for May 2015

Staff Assembly:

No update for May 2015

UCPath:

No update for May 2015

|  |  |
| --- | --- |
| **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 |
| Campus Taskforce on Uniform Guidance for Federal Awards Implementation | Sara Reed |
| FIS Ledger Review Committee (Kuali) | Karen Nofziger |
| EDMS Replacement Project | Peter Blando/Teri Sugai |
| Ed Tech | Kerry Hasa |
| HR Transformation Committee | MaryAnn Mellor |
| HRIC/HRAC/Career Compass  (HR Implementation Committee/  HR Advisory Committee) | Rosemary Martin-Ocampo |
| IT-Security & IT-Services | Tracy Lade |
| LMS | Kerry L. Hasa |
| Kuali Rice (collection of middleware) | Dee Madderra |
| SDAAC (Staff Diversity Administrative Advisory Committee) | Lourdes Gomez |
| SSC (Shared Service Centers) | Sara Reed |
| Staff Assembly | Jessica Potts |
| UC Path Steering Committee | Susan Sainz/Meshell Louderman |

**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.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | June 18, 2015 |  | February 18, 2016 | | July 16, 2015 |  | March 17, 2016 | | August 13, 2015 |  | April 21, 2016 | | September 17, 2015 |  | May 19, 2016 | | October 15, 2015 |  | June 16, 2016 | | November 19, 2015 |  | July 21, 2016 | | December 17, 2015 |  | August 18, 2016 | | January 21, 2016 |  | September 15, 2016\* | |  |  |  | |  |  |
|  |  |  |