**ADMAN Board of Directors Meeting**

**Minutes**

**August 20, 2015 (3-5 p.m.)**

1207 Robert Mondavi Institute, South Building

***Members in attendance:***

*Jennifer Radke, Michelle Hammer-Coffer, Teri Sugai, Brenda Scalzi, Peter Blando, Liz McCoy, Donna Conolly, Gaylene Miller, Carlos Garcia, Yoke Dellenback, Robert Pattison, Patrick Bell, Kelly Gilmore, Andrey Furmuzan, Chris De Los Santos, Meshell Louderman, Lisa Gaby, Linda Potoski, Dee Madderra, Mike Kuhner, Julienne DeGeyter, Rosemary Martin-Ocampo, Sonja Rivera*

***Welcome new Members:***

Corey Pope – Student Housing, Davis Campus

Julienne Degeyter – Student Health & Counseling, Davis Campus

KC Coursey – Contracting Services, Davis Campus

Chris De Los Santos – PHOENIX Cluster, Davis Campus

Kelly Wade – Animal Science, Davis Campus

1. **Pre-Award Module Discussion 3:00 – 3:15 pm**

*Cindy Kiel, Executive Associate Vice Chancellor, Office of Research*

* *Proposal Routing System*
* *Close to going live*
* *Business workflow, want ADMAN feedback on how they launch the system*
* *Pre-validates federal grant submissions*
* *Could prevent errors*
* *Allow implementation of local submission of business proposals that are in Cayuse.*
* *Very rudimentary routing system – no built in workflow.*
* *Question for today-do we want to do the routing at all?*
* *Data sheet Still requires a wet signature if there is no routing*
* *If routing in the system, electronic signature*
* *IF routing needs to be included in the system, may delay launch, requires outreach, communication, education training.*
* *Single sign on-Kerberos*
* *Ability to receive email containing a link to sign directly to specific proposal.*
* *Presentation of system details and capabilities*
* *Questions: is routing method all or nothing. Use of the system is optional. Pre-checks for most errors for agency general guidelines. May not catch for program specifics*
* *Can be submitted remotely to meet midnight deadlines*
* *If you want to reject the proposal or request corrections, there is a process, they are still working with this.*
* *Can set up delegates for someone who may be out.*
* *Routing/audit trail.*
* *Can be rolled out without using the routing*
* *Account managers can go in on behalf of PI’s and create budget*

1. **Cyrus/UCD Mail retirement and migration to Office 365 3:15 - 3:30 pm**

*Mark Thonen, IET, Manager, PMO*

**Email and Collaboration Services - Cyrus Retirement**

* *Gekko mail, very old system, retirement by the end of this calendar year*
* *1200 staff users will start migrating to Office 365 or Davismail*
* *Advance messages have been sent out, 8/18-bulk email was sent to 1200 users, second notice sent out on 8/27*
* *After 9/1: start pre-migration user notices*
* *If you are in a department that doesn’t have a lot of IT support, contact IT Express* [*http://itexpress.ucdavis.edu/*](http://itexpress.ucdavis.edu/)
* *Migration Planning-Target 250 per week, spread across departments*
* *Overnight Monday-Thursday, no Friday/weekend moves*
* *Departments can continue to move their own departments mailboxes before Sept 1*
* *Faculty: Target Nov 1, coordinating with Academic Senate – includes Emeriti*
* *Planning still in development*
* *Faculty on sabbatical excluded-coordinate move later*
* *If you have a list of faculty, Input from campus is appreciated*
* *365 Office Apps for Campus*
* *Plan is to apply license to every user, participation is voluntarily*
* *If you take advantage of this, you can download Office on to 5 different computers, including home computers, as long as you are an active employee of UCD.*
* *Communications forthcoming*

[*http://officedownload.ucdavis.edu*](http://officedownload.ucdavis.edu)

* *If you have any problems activating, contact IT express INCLUDE LINK*
* *Asking for communications from departments who are planning to move their employees from Cyrus*
* *164,000 email addresses in Mothra*
* *No effect on Temporary Affiliate accounts, no new TAF created in Cyrus for the past year*

1. **AADI Application Support Discussion 3:30 – 3:45 pm**

* *There is no ongoing support for Pre-purchasing and ACE (Academic Course Evaluation)*
* *Discussed possibly creating a workgroup, adman would lead this and someone would create a mini help desk*
* *Help desk would answer basic questions on how to use the system, not IT issues*
* *Jen will send an email to all ADMAN members to ask for support*
* *Jen will email Tom Kaiser asking for possible solution*
* *Understanding is that AADI has approached the campus and campus will not support these system since they are not mandated.*

1. **New Employee Welcome & UC Davis Front Door 3:45 – 4:15 pm**

*Kristin Davis, Jill Ramsey*

* *Website developed for prospective or new UC Davis employees*
* *Goal is to bring the human touch back to the campus*
* *Website includes valuable information, all in one place*
  + *Campus Information, maps, virtual tour, housing options, etc*
* *Great feedback received, adding new content*
* *There will now be a quarterly new employee event-NEW:New Employee Welcome*
  + *Guest speakers, breakfast, optional tour that you can sign up for*
  + *Invitation will be sent to employees second week in Sept, includes faculty and post-docs*
  + *They are looking for departments interested in hosting a table*
  + *Targeting employees hired July 1*
  + *First event October 20, then quarterly*
  + *Tour will be the same as the Welcome center offers, slightly shorter*
  + *The online orientation is not going away, that covers more policy, sexual harassment, must know information for the employee*
  + *Departments are asked to add this to your onboarding process*
  + *Invitation only, if your employee misses their orientation, they can be attend the next event*
* *Can carpooling info be added to the website?*
* *GoClub options will be added as a separate link (from the TAPS website)*
* *There is a search resource on the home page that searches the site*
* *---send a suggestion to add social security card resources*
* *Please send suggestions through the “contact us” link on the bottom of the home page*

*Website:*

<https://frontdoor.ucdavis.edu/>

1. **Utilities Database 4:15 – 4:45 pm**

*Brenda Scalzi, Mike Kuhner*

*EnergyCap/ Purchased Utilities*

* *Leverage tools used to pay utilities invoices*
* *Use existing partnerships*
* *Individual departments would no longer need to receive and process utility invoices*
* *Electronic invoicing*
* *Key Benefits – Increase efficiency, reduce workload for campus\provide consistency*
* *Ensure invoices paid timely*
* *SME and UCD and UCOP able to manage complexity of rates and billing to achieve savings*
* *Better reporting and metrics*

*Volunteers send an email to Jennifer, Michelle, Sara and Teri*

**

1. **Announcements & Discussion 4:45 - 5:00 pm**

*Michelle Hammer-Coffer*

*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\**

**Future Speakers & Discussions:\***

**September 2015**

Budget Update – Kelly Ratliff, Senior Associate Vice Chancellor

**December 2015**

UCPath Update

**January 2016**

Dave Lawlor – VC-CFO

\*subject to change

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

***Member Committee Reports***

**ABOG**

The UC wide Academic Business Officers Group Steering Committee gathered in Sacramento on July 26/27 to meet at and tour the Hyatt Regency and the Sheraton Grand hotels for the 2017 Conference that will be hosted by UC Davis.  Negotiations between the committee and hotels is not finalized, but we anticipate that the date of the conference will be 9-10 April 2017.

We will be reaching out to the ADMAN group in the next few months for assistance in identifying local speakers, campus tour suggestions, student/campus groups to showcase at the conference.

Next year’s ABOG conference will be held on April 24-26 2016 at the Hotel Irvine in Irvine CA. The Steering Committee will next be meeting on October 11-12, 2015 down in Irvine to finalize the agenda for the 2016 Conference.

**AADI**

The Instructional Planning Application (IPA) tool is continuing to be worked on.  We will be ready to do a pilot with select units this fall.  This is the application that units can choose to use for course planning and scheduling. Elizabeth Vaziri with Facilities Management is working with a group of folks on a possible Keys, Equipment, Access, & Space (KEAS) tool.

Tom Kaiser has asked for Jennifer Radke's assistance in getting Chris Hale's replacement assigned to AADI and to get feedback from ADMAN regarding AADI projects.

**ADMAN Conference**

The ADMAN Mini Lean Conference is full!

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

No update for August 2015

**ASEC**

No update for August 2015

**CCC&D:**

No update for August 2015

**ED Tech**

No update for August 2015

**EDMS**

No update for August 2015

**LMS Transition Working Group**

The LMS Committee has finished. An announcement will be out in Fall

**FIS Update**

No update for August 2015

**HR Transformation Committee**

No update for August 2015

**HRIC/HRAC**



**IT-Security/IT-Services**

****

**Kuali-Rice**

No update for August 2015

**SDAAC**

No August meeting. A new ADMAN representative needs to be selected before the September meeting, scheduled for September 17th.



**SSC**

No update for August 2015

**Staff Assembly**

No update for August 2015

**UCPath:**

No update for August 2015

|  |  |
| --- | --- |
| **Committee** | **Representative(s)** |
| ABOG (Academic Business Officers Group) | Sally Harmsworth/Lourdes Gomez |
| AADI (Administrative Application Development Initiative) | Tracy Lade/Janet Brown Simmons/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)  FIS Steering Committee | 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 15-16:**

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

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

*\*September 17, 2015 meeting will be held in the Alumni Center*