**ADMAN Board of Directors Meeting**

**Minutes**

**March 17, 2016 (3-5 p.m.)**

Robert Mondavi Institute, Room 1207

*Members in attendance: Jennifer Radke, Sara Reed, Michelle Hammer Coffer, Shannon Tanguay, Teri Sugai, Gaylene Miller, Brenda Scalzi, Sally Harmsworth, Lourdes Gomez, Chris Harlan, Carla Munoz, Yoke Dellenback, Carlos Garcia, Gladis Lopez-Lytle, Rosemary Martin Ocampo, Donna Connolly, Linda Potoski, Peter Blando, Mike Kuhner, Annemarie Seed, John Mueller, Kelly Gilmore, Nora Orozco, Marina Kumianter, Patsy Service, Malena Teeters, Carmen Raycraft, Sally Harmsworth, Susan Lopez, Jennifer Thompson, Esther Hernandez, Yoke Dellenback, Robert Pattison, Amanda Steidlmayer, Michele Goodman, Dee Madderra*

*Welcome New Members:*

*Patricia Serviss – Student Affairs Vice Chancellor’s Office*

*Kim Rhodes – Campus Planning & Community Resources*

* ADMAN Co-Chair, Jennifer Radke led a brief discussion Pay for Performance (P4P) and feedback on P4P website. Lisa Terry and Marion Randall will be meeting with the ADMAN Executive Board to discuss the P4P at a future date. All are encouraged to look at the website

<http://p4p.ucdavis.edu/>

ADMAN Vice-Chair 2016-17-please contact Jennifer Radke at [jtradke@ucdavis.edu](mailto:jtradke@ucdavis.edu) if you are interested in running for this position. More discussion to come in the April meeting.

1. **ADMAN Conference 3:00 – 3:15 pm**

*Brenda Scalzi, Gaylene Miller, Conference Co-Chairs*

* 288 registration capacity, 301 people registered, over-registration was allowed, in past conferences, about 15-20 no shows or late cancellations
* Conference had 308 attendees. 237 campus/ 48 School of Medicine, 50 people attended the post-LinkedIn pictures taken
* Survey is out, please take a moment to complete
* Great committee who was very conscientious of cost. The conference resulted in surplus income that was used to create ProShare and also create scholarships to the conference for staff whose departments cannot afford the conference fee.
* Feedback so far has been very positive. They will be looking for volunteers for next year’s committee.

1. **Diversity and Inclusion Strategic Planning Committee 3:15 - 3:45 pm**

*Rich Shintaku, Director of Diversity and Inclusion*



* These are the final weeks of the Diversity project. Rich’s role has been to chair and facilitate the group that focuses on these issues for staff
* Rich engaged the group in an interactive exercise. Information obtained from the exercise will be used to provide committee with input and feedback.
* The Committee reviewed over 50 past reports found on various initiatives or programs for any reference to diversity and inclusion. Out of this information, the following four themes were created:
  + - * Pipeline, Recruitment & Retention
      * Climate
      * Research, Teaching, Public Service and Training
      * Institutional Commitment, Policies and Practices

1. **BigFix Campuswide Implementation 3:45 – 4:00 pm**

*Carolyn Nordstrom, Special Assistant to the CIO for Strategy & Planning*

* BigFix is a tool that provides visibility into which computers are on the campus network and what software is on those computers.
* BigFix can identify a computer where vulnerability exists and notify the user
* This will help IT in their role with Information Security compliance. This will allow local security IT staff complete patches within compliance window.
* There are currently 14,000 computers on campus.
* There is a central BigFix administration which can provide patches for the local administrators. Local administrators would still retain responsibility for maintenance. BigFix is a central tool that can be used by local IT security.
* Tool already in use on campus, when the time came to renew licenses, request for funding came in, same timing as several high profile cyber-attacks.
* The breaches at other campuses came in through unpatched computers. 99 % breaches worldwide happen due to unpatched devices.
* Provost Ralph Hexter felt that this was an important investment
* There are benchmarks that estimate the cost of breaches, man-hours, lawsuits, lost data, and estimated cost is $300 per breached record. This tool will eliminate that.
* In December 2015, the Provost sent a letter announcing he would make an investment for BigFix to be installed on every campus computer/laptop. Carolyn has been meeting with IT and leadership on campus to educate on BigFix.
* Training available for IT staff next week, enroll via LMS. <lms.ucdavis.edu>
* There is an exception process for circumstances where BigFix will not work or there is a concern. (See attached Exception Process)
* Exception request reviewed
* This is a mandate, with exceptions. There is some discussion around whether a department chair approval will be required to grant an exception
* For questions, contact Carolyn Nordstrom. [Cknordstrom@ucdavis.edu](mailto:Cknordstrom@ucdavis.edu)

1. **Medical/Health Information Survey Discussion 4:00 – 4:15 pm**

*Lynette Temple, Assistant Compliance Officer*

*Dwight Fredrick Kramer, IET*

* In the Cybersafety survey (see attached), there is a section asking the IT staff, do you have Health and Medical data stored? This information was provided to the committee.
* This includes Family and Medical Leave Act information, and other information that is communicated via email.
* Lynette is notified anytime someone accidently misdirects information
* They are trying to get a sense of what’s on campus, how it’s maintained. Any assistance they can get for any non-technical listsevs as a way to communicate the 10 question survey. They will send this information to Sara and Jen and they will send it to ADMAN listserv.
* The survey is to get an idea of what information is out there and is there information that need to be sent via encryption.
* Results of this survey will be sent to the committee which will complete an assessment, determine risk level and recommendation of action to be taken.
* April is Records Management Month.
* <http://ucop.edu/information-technology-services/initiatives/records-management/records-management-committee.html>
* <https://security.ucdavis.edu/>
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1. **AggieService Update 4:15 – 4:30 pm**

*Sara Reed, Director, Shared Services Center*

* AggieService is the replacement for the Shared Services Center’s current case management system, ServiceNow.
* Use will be expanded to include central offices for Human Resources and Payroll functions. A great way to create a portal opportunity to get answers from Central Offices.
* College of Engineering and Division of Social Science Shared Services are collaborating on this effort, to replace their ticketing system used for human resources and payroll functions.
* A presentation will be made at a later meeting.
* SalesForce is the platform for AggieService, it is the same system that UCPath uses. This will create a seamless user experience for employees when we transition to UCPath.
* Timeline—phased transitions, GoLive Late May, early June, pause for fiscal close, then resume transitions
* All SSC clients migrated over by September
* <http://ssc.ucdavis.edu/aggieservice-project/index.html>

1. **Employee Onboarding Center**  **4:30 – 4:45 pm**

*John Mueller, SSC HR Operations Manager*

*Sara Reed, SSC Director*



* SSC has created a one-stop shop for onboarding of staff and faculty
* Located at Transportation Services, employees can be on boarded and at the same time, get their parking pass and employee ID
* SSC has assumed Employee ID program for the campus
* http://employeeid.ucdavis.edu/
* Self-schedule an appointment for ID via ScheduleOnce, online scheduling tool
* Emails go to sschelp,edu, creates a ticket that is assigned to the student, who then will issue the card at the appointment
* John provided a demo of the scheduling system
* Student ID cards will still be issued by the registrar’s office
* Departments can still send requests through the employee ID website and ID’s will be sent to the employee’s supervisor. The department should provide a picture, if there is not already one on file

1. **AggieTravel Update 4:45 – 5:00 pm**

*Mike Kuhner, Director, A/P & Travel*



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**April**

Centralized Gift Processing - (Tentative)

Connexxus Presentation

*Yasmin Sidi, Faculty Program Project Manager, UCOP*

**May**

SciQuest;

*Lia Scott, A&FS*

UCD Buy Replacement Project (Aggie Buy) - Tentative

Update: End to End Recruitment (Tentative)

Bruce Mattos, Campus Talent Acquisition Manager

**Future meeting dates for Academic year 15-16:**

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

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| |  |  |  | | --- | --- | --- | | April 21, 2016 |  | July 21, 2016 | | May 19, 2016 |  | August 18, 2016 | | June 16, 2016 |  | September 15, 2016 | |  |  |  | |  |  |

***Member Committee Reports:***

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| **ABOG**  No Update  **AADI**  No update  **ADMAN Conference**  Update will be provided at today’s meeting  **ASEC**  No Update  **CCC&D:**  No Update  **Canvas**  No update  **EDMS**  No update  **FIS Update**  No Update – no meetings scheduled  **HRIC/HRAC**  No Update | **IT-Security/IT-Services**    **Kuali-Coeus**  No update – meeting was cancelled  **SDAAC**  No Update  **SSC**  No Update  **Staff Assembly**  No Update  **UCPath**  No Update  **Uniform Guidance**  No Update |

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| **Committee** | **Representative(s)** |
| ABOG (Academic Business Officers Group) | Sally Harmsworth/Lourdes Gomez |
| AADI (Administrative Application Development Initiative) | Tracy Lade/Jennifer Radke/Meshell Louderman |
| ADMAN Conference | Gaylene Miller/Brenda Scalzi |
| 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 |
| Canvas | Mary Macias/Marina Rumiansev |
| FIS Ledger Review Committee (Kuali)  FIS Steering Committee | Karen Nofziger |
| EDMS Replacement Project | Peter Blando/Teri Sugai |
| HR Implementation Committee/  HR Advisory Committee | Rosemary Martin-Ocampo |
| IT-Security & IT-Services | Tracy Lade |
| Kuali Coeus | Dee Madderra |
| SDAAC (Staff Diversity Administrative Advisory Committee) | Brenda Scalzi |
| SSC (Shared Service Center) | Sara Reed |
| Staff Assembly | Jessica Potts |
| UC Path Steering Committee | Susan Sainz/Meshell Louderman |
| Uniform Guidance | Sara Reed |