**ADMAN Board of Directors Meeting**

**Minutes**

**April 21, 2016 (3-5 p.m.)**

Robert Mondavi Institute, Room 1207

*Members in attendance: Sara Reed, Jennifer Radke, Brenda Scalzi, Teri Sugai, Peter Blando, Esther Hernandez, Yoke Dellenback, Jennifer Thompson, John Mueller, Carlos Garcia, Andrey Furmuzan, Mike Kuhner, Donna Connolly, Kelly Gilmore, Shannon Tanguay, Nora Orozco, Christine Harlan, Carla Munoz, Brooke Noonan, Megan Villasenor, Julienne DeGuyter, Sally Harmsworth, Michele Goodman*

1. **ADMAN Conference Scholarships - Discussion 3:00 – 3:10 pm**

*Jennifer Radke, Sara Reed, ADMAN Co-chairs*

Summary of the discussion:

* Five Scholarships to the ADMAN Conference will be established using some of the surplus the proceeds from ADMAN Conferences
* Peter Blando, Sara Reed and Carlos Garcia will form a committee to develop recommendations for the scholarship criteria and process.
* Suggestions/questions that were posed during the discussion include: What is the application process, does the supervisor/department head need to approve/sign off, is the process need based, does an ADMAN member need to make the nomination?
1. **ADMAN Vice-Chair Election Discussion 3:10 - 3:15 pm**

 **Timeline and New Structure**

* New ADMAN executive Board structure includes two co-chairs and one Vice-Chair (co-chair elect). This is a three year commitment (one year as Vice-Chair and two as Co-Chair.
* Next year, Jennifer Radke and Michelle Hammer Coffer will be Co-Chairs, Sara Reed, and Ex-Officio
* If you are interested in running for the office of Vice-Chair, or wish to nominate someone, please submit nomination to Sara Reed and Jennifer Radke no later than May 13, 2016. sarreed@ucdavis.edu & jtradke@ucdavis.edu
* Please include why you (if self-nomination) or the nominee is a good candidate.
* Serving as the ADMAN Co-Chair/Vice Chair is a very rewarding experience. The incumbent will meet and interact with many new people and there are many opportunities for exposure
1. **Connexxus Presentation 3:15 – 3:50 pm**

*Yasmin Sidi, Faculty Program Manager, UCOP*

* Yasmin Sidi spoke to the group about the benefits of Connexxus and asked the group to spread the word to increase use of the Portal
* Connexxus is not an agency, it is a portal to get access to agencies and companies that contract with UC
* Ms. Sidi asked, “Why don’t you use Connexxus?” Answers were pricing, availability of flights, etc.
* Many do not understand how the system works
* UC spends $250M annually on travel, less than half is spent using Connexxus
* Benefits of Connexxus:
	+ Cost savings, time savings, convenience, travel guarantee. If a ticket is cancelled, the credits are housed in the system
	+ Better service when a travel emergency occurs
	+ Those who use it, love it
	+ Last year savings were $16M, with only 43% of travel booked through Connexxus.
	+ For conference hotel arrangements, the agent booking the conference negotiates the rate for you and the hotel creates a special link for registration, this rate will not be available in the regular booking system
* Airlines come on board because people are leveraging the system. The more Connexxus users, the more incentive for airlines to give discounts. Sometimes airlines will not give discounts because employees are already booking directly through the airline.
* Even when users were conducting business over the phone, and were charged a fee, UC still realized a savings of $16M, calculated based on savings of hotel, rental car and airfare
* If you find better pricing elsewhere, email send screenshots live, (right away), don’t wait. If you send the screenshots right away, they may be able to get you a better rate
* If you would like a comparison of what you could have saved by using Connexxus, UCOP Travel can run a comparison for you. If you would like such a comparison, send name of the airline, destination points.

Send to [uctravel@ucop.edu](uctravel%40ucop.edu)

* For inquiries, contact the UC Travel Office, staff of 4 will respond uctravel@ucop.edu
* UCOP Website: <http://www.ucop.edu/central-travel-management/connexxus/>
* UC Davis Website: <http://afs.ucdavis.edu/our_services/travel-e-entertainment/travel/connexxus.html>

1. **Contracting Process Change 3:50 – 3:55 pm**

 *Kelly Gilmore, Associate Director, Contracting Services*

Update in change in procedure

* An announcement will be sent out to the campus via various listservs next week regarding an alternative way of providing approved rates for revenue agreements processed by Procurement & Contracting Services
* The announcement will convey that departments can either
	+ a) Continue to attach rate approval letters to each KFS request OR
	+ b) Departments can add a note to the KFS request documenting the approved rate for each service to be provided (specifying which rate is for which service) and ad-hoc route the KFS document to their dean’s office for approval prior to submittal to Procurement & Contracting Services
* Their message, as well as their website, will include sample language for documenting the rates on the KFS documents

**AggieTravel Update 3:55 – 4:10 pm**

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



* Attending a conference has never been easier! See new resources on the UCD Travel. Not sure what should be processed in MyTravel or in KFS? See great new resources on the UCD Travel website <http://afs.ucdavis.edu/our_services/travel-e-entertainment/travel/attend-conference.html>

John Mueller-SSC HR Operations Manager shared a handout for the New Employee Onboarding Center. 

Staff & Faculty Employee ID’s for all campus employees are now provided at this location. For more information and to schedule an appointment, here is the website: <http://employeeid.ucdavis.edu/>

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**May**

SciQuest; Lia Scott, A&FS

UCD Buy Replacement Project (Aggie Buy) – Tentative

Centralized Gift Processing

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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| May 19, 2016 |  | July 21, 2016 |
| June 16, 2016 |  | August 18, 2016 |
|  |  | September 15, 2016 |
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**Member Committee Reports:**

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| **ABOG** No Update**AADI** No update**ADMAN Conference**Full report will be provided in the May ADMAN meeting**Aggie Travel**Update provided in meeting**ASEC**No Update**CCC&D:** No Update**Canvas****EDMS**No update**FIS Update**No Update | **HRIC/HRAC**No Update**IT-Security/IT-Services**No update**Kuali-Coeus**No update **SDAAC**No update**SSC**No Update**Staff Assembly****UCPath**<http://ucpathproject.ucop.edu/news/2016/04-05-16.html>**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 |
| AggieTravel | Mike Kuhner |
| 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 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 |