**ADMAN Board of Directors Meeting**

**Minutes**

**May 19, 2016 (3-5 p.m.)**

Robert Mondavi Institute, Room 1207

*Members in Attendance: (list pending)*

1. **Approve Minutes – February, March, April 3:00 – 3:05 pm**

*Motion-Linda Potoski*

*Second – Brenda Scalzi*

*All in Favor*

1. **ADMAN Conference De-Brief 3:05 - 3:15 pm**

*Gaylene Miller & Brenda Scalzi – Conference Co-Chairs*

* Conference 291 total, room for 288,
* Based on the survey & comments, speakers are driving the enrollment. Attendance also based on supervisors’ recommendation.
* Jennifer Manual and Diana Wright had similar presentations. Presenter’s style had impact on feedback.
* Improvements for next year: online, paperless registration
* For the conference committee, it went very smoothly, volunteers were very helpful.
* Nomination for next year’s conference chair on future agenda

1. **AggieBuy Update 3:15 – 3:55 pm**

*Lia Scott, Associate Director of Procurement Technology*

*Jim Hewlett*

AggieBuy will replace much of the purchasing on the campus

* Pilot for phase 1 in early June. Kickoff event for phase 1 on 8/23, in the conference center, vendors in attendance
* Jim Hewlett previewed the website and the new system
* Great search capabilities, can add items to “Favorites”, some options will be added during phase 2 (early CY 2017)
* Can return items for correction without cancelling
* Document search for PO, requisition, invoice, receipt, form request, sourcing events
* Default or favorite account can be set up
* Routing is set up by the department
* Services included in current UCDBuy will be available in AggieBuy
* Department Administrator, Requester & Department Approver roles for every department, ability to assign multiple for each role per department
* Fiscal Officers automatically loaded in every night
* Ability to add attachments-can include approvals
* If you have added an item to your favorites, it will appear as the top search item
* Past orders can be used as a template for future orders
* You can have multiple carts simultaneously in AggieBuy, each cart is named. Carts are shareable, dept administrator manages.
* A user can “Window shop” but then assign the cart to a requester for making the purchase
* Ability to set up notifications.
* Accounts are validated during workflow
* If the order fails, it goes back to the original person and can be modified.
* Training: working on it now, created prerecorded online and also some in person training, also training for department administrator
* Depart Admin will need to get there people in, set up roles, etc.
* Information on the project can be found at <http://afs.ucdavis.edu/our_services/contracting-services/projects/aggiebuy/>
* The AggieBuy test system can be accessed at <https://aggiebuy-test.ucdavis.edu/> (from campus locations only); users will only window shopper role but can look around and build a cart
* Questions about the project can be sent to ab-help@ucdavis.edu

**Pcard program update**

* Administrator for P-card Program, Vartan Vartkessian, new to UC, background in banking
* Forums scheduled for June 14, only 7 seats are available as of this date
* Survey sent to users, over 400 responses, results will be used to improve the program, information on the website, and P-card training offerings
* Contract with US Bank will be up soon, UCOP is going out for an RFP for system-wide program. Mike Kuhner represents UCD on the committee, UCD has a good voice in the process, should be hearing something in about 2 months.
* Some of the restrictions on the P-card are local, these will be reviewed, looking at opportunities for improvement

1. **Campus-wide Budget & Financial Reporting System 3:55 – 4:10 pm**

*Su Lin Shum, Principle Budget Analyst, BIA*

*Bob Loessberg-Zahl, Director, Budget & Planning, BIA*

* Campus wide enterprise system for budgeting, financial forecasting and reporting.
* Process included, several vendors, paper evaluation, pricing evaluation, webinar, three finalists were selected; Axiom, Tidemark and Cognos.
* Presentations occurred 2 weeks ago, included a general presentation, smaller group presentation, functionality, technical presentation, how they would partner with us.
* Meeting with executive sponsors next week, votes will be assessed from vendor demonstration, a recommendation will be made.
* Today’s visit is to hear from those of you who attended demos
* Thank you to all who attended, vendors were given 100 points to address, 20 people got to test drive. Very high response rates to survey.
* Survey was shared with the 9 member evaluation who will score from responses.
* Axiom strongly health care related. Tidemark, relatively young company, innovative. The three finalists are quite different vendors.
* Axiom is more like an excel product.
* Tidemark felt intuitive, strategic planning process, different way of thinking about how to report on your processes.
* Survey results-all three dead head between Axiom and Tidemark.
* Tidemark felt easier, Axiom felt more familiar
* People on campus really want a new system, so anything will be a step up.
* Next step-determine vendor, work out the details. It is anticipated that sometime in July, configuration of the system will begin.

1. **Instructional Planning & Administration Demonstration 4:10 – 4:30 pm**

*Christopher Thielen, Lead Developer for IPA*

* Project started in DSS, there were a number of things they wanted to build, this is what their 12 departments wanted in an instructional planning system, very complex to build
* What courses should be offered, who is teaching?
* When will they be offered, who is on sabbatical, how many TA’s, budgeting, etc.
* Website: [Ipa.ucdavis.edu](file:///C:\Users\liascott\AppData\Local\Temp\Ips.ucdavis.edu)
* Pulls data in from Banner
* Can turn terms on and off, export to excel, normal functionality of software generally used.
* Teaching call-previously done via email
* Call goes out, sends link
* Instructors are asked for “Unavailability” vs ”Availability”
* Completed:
  + Annual Planning
  + Teaching Assignments
  + Activity Scheduling
* May/June – TA/Reader assignment
* July/August – Budget reporting

Committee Chair – Meshell Louderman

Project Lead – Jeremy Phillips

Engineering Lead-Chris Thielen



1. **AggieTravel Update 4:30 - 4:40 pm**

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

Demo of the new system

* User testing is scheduled to begin in late May.
* UC resources in final stages of developing a new interface for non-employee travelers and managing CTS expenses.
* There is an expected delay due to integrations required with Connexxus, which may push the go-live about one month to late August

1. **Vice-Chair and Communications Rep 4:40 – 4:50 pm**

*Nomination & Voting Update*

Nominations received, voting will take place in the few weeks.

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Update: End to End Recruitment (Tentative)

Bruce Mattos, Campus Talent Acquisition Manager

**Future meeting dates:**

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

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

**Member Committee Reports:**

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| **ABOG**  No Update  **AADI**  No update  **ADMAN Conference**  No Update  **Aggie Travel**  Update will be provided at the meeting  **ASEC**  No Update  **Budget/Financial Reporting System**  **CCC&D:**  No Update  **Canvas**  No Update  **EDMS**  No update  **FIS Update**  No Update | **HRIC/HRAC**  No Update  **IT-Security/IT-Services**  No update  **Kuali-Coeus**    **SDAAC**  No update  **SSC**    **Staff Assembly**    **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 |
| AggieTravel | Mike Kuhner |
| ASEC (ADMAN SharePoint Exploratory Committee) | Tracy Lade/MaryAnn Mellor |
| Budget & Financial Reporting System | Gladis Lopez-Lytle |
| 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 |