ADMAN Board of Directors

Agenda

August 21, 2014 (3-5 p.m.)

357 Hutchison

**Attendees (All ADMAN members are welcome to attend):**

**Janice Corbett, Carlos Garcia, Lourdes Gomez, Chris Hale, MaryAnn Mellor, Rosemary Martin-Ocampo, Carla Munoz, Linda Potoski, Dee Madderra, Nora Orozco, Lisa Borchard, Lia, Scott, Janice King, Debra Fraga-Decker, Tracey Brooks, Janet Brown Simmons**

* **Approval of June 2014 Minutes (to be posted)**
* **Introductions**
* **Standing Committee Reports: 3 p.m. to 3:10 p.m.**

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| **Committee Reports:** | **Representative:** |
| ABOG (Academic Business Officers Group) | Sally Harmsworth/Lourdes Gomez |
| AADI (Administrative Application Development Init) | Tracy Lade/Janet Brown Simmons/Karen Nofziger |
| CCC&D (Campus Council on Community and Diversity) | Tammy McNiff |
| CCFIT (Campus Council for Information Technology) | Nora Orozco  |
| FIS Steering Committee (Kuali) | Karen Nofziger |
| Ed Tech (Subcommittee within CCFIT) | Kerry Hasa  |
| Kuali Rice (collection of middleware) | Dee Madderra  |
| UC Path Steering Committee | Susan Sainz |
| HRIC/HRAC/Career Compass(Human Resources Implementation Committee/HR Advisory Committee) | Rosemary Martin-Ocampo |
| SDAAC (Staff Diversity Administrative Advisory Committee) | Lourdes Gomez |
| SSC (Shared Service Centers) | Teri Sugai |
| TIF (Technology Infrastructure Forum) and TAC (Strategic Technology Advisory Committee) | Tracy Lade |

**New Business:**

3:10 – 3:30 Mark Redican, Director for Communications Resources

 Upcoming changes to the voice and voicemail systems

3:30 – 4:00 Lia Scott, Contract Services Analyst

UCD Buy replacement

4:00 – 4:30 Matilda Aidam, Director, Faculty Relations & Development, Academic Affairs

POP Program, Work Life Program, AP Certificate Series and SH intact group training session

4:30 - 5:00 ADMAN topics

- Kerry Hasa-ADMAN Conference update. Keynote speaker, speakers, and volunteers

- Discuss inclusion of Graduate School of Management and School of Law on Executive Board

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Future meeting dates for Academic Year 14/15: Meetings will be held from 3:00-5:00 pm in Hutchison, room 357. The committee appreciates Janet Brown-Simmons reserving the room for all of the meetings.

* August 21, 2014
* September 18, 2014
* October 16, 2014
* November 20, 2014
* December 18, 2014

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***Member Committee Reports***

**ABOG:**

The ABOG Committee met in Irvine in July and toured two shortlisted hotels for the 2016 ABOG meeting. We also started firming up speakers and session topics for the 2015 meeting at the Chaminade Resort in Santa Cruz. We've assigned roles and responsibilities from each campus. We will have exclusive use of the resort and its tranquil location on the hills overlooking Santa Cruz bay will be a change from the recent city locations.

**AADI :**

ESP project (onboarding and key management) - Brian Donnelly and Jose are the new technical leads. The scope for the project needs to be vetted. Elizabeth Vaziri (lead from ADMAN) is working on development of a steering committee.

EDRMS (electronic document retrieval) - Adam Getchell is looking at various options and provided a brief overview of EDRMS and what "off-the-shelf" options are out there. CA&ES is contemplating development of a system for their use and is willing to broaden the scope to make it available to other units. More information to follow.

**CCC&D:**

No update for August 2014.

**CCFIT:**

No update for August 2014.

**ED Tech:**

 

Here is an update on the LMS Initiative. I will probably send additional updates directly to members since most will be time sensitive.

During the spring quarter, we posted and received responses from vendors on an academic Learning Management System (LMS) Request for Proposal (RFP). Three vendors (ANI Sakai, Canvas, Desire2Learn) have been invited to trial their systems in Fall, 2014.

Faculty to host the upcoming trials have volunteered and are currently being notified for their training dates. For the RFP, we will need an equitable number of courses in each of the trial instances. If you are aware of instructors interested in the trials, please let us know. We are particularly looking for those faculty interested in exploring the Lesson Builder tool in the Sakai Trial Instance.

Please look for upcoming announcements on fall kick-off meetings for our group, focus group meetings, materials for review and access to sandbox trial instances.

​To start, we wanted to provide you news from each of the vendors. Over the summer the vendors hosted their annual conferences. Some announcements have been made by the companies and shared sessions are available. If you are interested in learning more about their summer news, see these sites:

**D2L Fusion Conference 2014 - Nashville,TN**

Brightspace by D2L Homepage:

[http://www.brightspace.com](http://www.brightspace.com/)

Brightspace Community (User Forums and Support)

[https://community.brightspace.com](https://community.brightspace.com/)

Brightspace Announcement Video

<http://www.brightspace.com/resources/video/view/?id=1_wgx317tg>

edSurge Blog Post about Brightspace Announcement:

<https://www.edsurge.com/n/2014-07-14-the-sum-of-desire2learn-s-acquisitions-brightspace>

The Journal.com Blog Post about Brightspace Announcement:

<http://thejournal.com/Articles/2014/07/14/D2L-Intros-Revamped-Platform-Brightspace-with-Adaptive-Learning.aspx>

**InstructureCon 2014 - Park City, UT**

InstructureCon 2014 Highlight Reel:

<http://www.youtube.com/watch?v=Z3LAMX6W9r>

YouTube Video Playlist of all InstructureCon 2014 Sessions (Lots of Great Topics!):

<http://www.youtube.com/playlist?list=PLKAGO__0NI1AqlwFDIfD5QQowce0GFvEi>

Canvas by Instructure Blog:

[http://voice.instructure.com](http://voice.instructure.com/)

The 4 Major New “Lossless Learning” Tools Announced at InstructureCon:

<http://www.instructure.com/higher-education/features?lossles>

e-Literate Blog Post about Canvas “Lossless Learning” Announcements:

<http://mfeldstein.com/instructurecon-canvas-different-competition-now/>

Product General Session with Announcement of the new Canvas Lossless Learning Tools:

<http://www.youtube.com/watch?v=0Ueo_ATCbrA>

**Open Apereo Conference (Sakai Conference) 2014 - Miami, FL**

Apereo Community Homepage:

[http://www.apereo.org](http://www.apereo.org/)

Sakai 10 Release Announcement:

<http://www.apereo.org/content/announcing-sakai-10-release>

Upcoming Virtual Conference in November (only $50!):

[http://virtconf.apereo.org](http://virtconf.apereo.org/)

**FIS Update**

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FIS Steering Committee
August 14, 2014

Update on Service Requests:  Most of recently completed SRs have to do with fiscal close.  Many fixes done to improve and/or correct workflow.

Discussion of ongoing concern had to do with performance during peak times (i.e. afternoons of fiscal close), scrolling and bouncing around behaviors.  Changes are, hopefully, coming to fix some of these issues over time.

Full SR report is attached.

KFS Implementation Update:  The committee was provided a KFS Phase 3 update.  Radhika asked if the level of communication is appropriate.  More information is in the attached document.

In the Fall, A&FS will be re-implementing focus groups to begin beta testing the new A/R module.

Systemwide- 8 out of 10 campuses are using a SciQuest.  Over the coming months, they will be looking at how / if we should be switching to a SciQuest system.

GL Review Taskforce Update:  There have been a number of taskforce meetings that have happened to create a new GL review system.  The taskforce agreed that every document will have to have minimally two people involved (except BA docs).  There is another meeting later in the month.

Composite Benefit Rates:  The government said that campus cannot use caps to handle composite rates (ie for salaries that are above $200K).  This will be the last year with caps built into the rate.  A&FS is looking at how best to deal with the rates in the future.

UCPath:  current go-live date is probably July 2016.

FY13-14 Audit:  There has been a pretty strict audit this year, and so far, it has gone well.

C&G User Group:  not much to report.  They have been working on NIH sub accounts.  Extramural has been working on providing information on billing that has received positive feedback.

**HRIC/HRAC:**

No update for August 2014.

**KC:**

No update for August 2014.

**UC PATH Steering Committee:**

UC Davis, UCPath Steering Committee Meeting

August 13, 2014

You can stay up to date with the UCPath Project \_at\_ UC Davis at [ucpath.ucdavis.edu](http://ucpath.ucdavis.edu).

The roll out schedule has been revised to:

   UCOP  Dec/Jan 2015 (this will be a bare bones deployment, just because they don't have the complexities of a campus environment)

   UCSC   Oct 2015

   UCLA, ASUCLA, and UCMerced    Feb 2016

   UCR, UCD, ANR    July 2016

These dates may slide based on the UCOP roll out.

Next steps for UCDavis are to:

  -- align UCD and Central plan milestones

  -- refine tasks and timelines

  -- assign resources

There will be lots more communication at the Campus level in the coming months.  There are still lots of questions about what will be done at each level (e.g., OP, Path Center, Campus, and Depts).  Davis has not begun building the "Dept/campus" processes yet.  The focus so far has been on UCPath processes.  Davis hopes to start looking at location processes in early 2015.

**SDAAC:**

No update for August 2014.

**SSC:**

No update for August 2014.

**TIF -TECHNOLOGY INFRASTRUCTURE FORUM :**

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**August 21, 2014 Agenda Items**

***Mark Redican****,* ***Director for Communications Resources*** – Upcoming Changes to the voice and voicemail systems.

Since 1987, Communications Resources has provided a solidly reliable telephone system, while adding features over time such as voice mail, Enhanced Voice Mail, ACD and other call distribution options.  These systems are beginning to show their age and it is time for us to start the process of replacing them.  While our essential voice services continue to be extremely reliable, they are based on older technology that cannot incorporate today’s new feature options.

Consequently, communications is implementing a number of changes over the next year which will affect voice services on campus.

1. The first change will be an upgrade of Voice Mail with an entirely new system

Contracted for a hosted voicemail system. User impact will primarily be recording new greetings; information website will provide quick-start guides and voicemail set-up information. User will also be asked initially to forwards to the system. Added features – web-portal login – e-mail address will forward wave files to your e-mail. For added cost voice to text transcription.

Currently Communications is finalizing user guides and the actual migration will be done over a month and a half or two months - the goal is for the process to be completed by the end of October.

Automated attendance is being migrated into this system as well. Should be set-up for you to listen to the pilot to make sure there are no changes that need to be made. Communication on the migration of automated attendance within two weeks.

1. The campus dial plan will be updated to remove the necessity of dialing a ‘9 ‘and a ‘1’ for off campus and/or long distance calls.   The dial plan change will also remove 5 digit on-campus dialing.  All calls, both on and off-campus, will require 7 to 10 digit dialing (similar to dialing on cell phones).  The legacy system is going to be replaced with an updated system – part of this implementation is in support of the voice over IP conversion. The dialing plan change is scheduled to be completed in late October.

3.     Finally, the last major change for Voice Services will be the systematic transition of telephone service to a new VoIP (voice over IP) system which will migrate phone service to the data network and include a new telephone set for every user.  Phones will be provided. Departments will be scheduled for this service after the dial plan has been completed. This system also has the options for a softphone – software that will allow your PC to become your phone.

Campus Communications will be providing campus users with all of this information and will be directing users to a website where all this information will be housed.

**Lia Scott**, ***Contract Services Analyst*** – UCD Buy Replacement

UCD Buy rolled out in 2005 – the system was based on the system that was being used on campus for the storehouse. Lia has been the Project Manager for UCD Buy for over 5 years.

AFS believes it is now time to replace the UCD Buy system.

The timeline for discussions and demos to begin will be when campus resources become available likely in late Fall. The process of reviewing e-procurement options will begin then. Currently, there are two likely options – KMM – (Kuali material management module) KMM developed at Michigan State includes both a storehouse inventory and procurement shopping pieces. Michigan State did not develop “Punch out” functionality with external vendors so if UCD were to go with this option we would need to develop that component.

The second option SciQuest – is currently being used in some form at 7 of our sister campuses: Berkeley, Irvine, Riverside, San Diego, San Francisco, Santa Barbara and Santa Cruz. SciQuest offers a range of system options, which include the ‘Full Suite’ - purchasing through the cutting the check; e procurement only, and a few variations. I.e., Irvine has a sandwich version of SciQuest that allows for the e-procurement to be sandwiched into Kuali while Santa Cruz has all of the purchasing but none of the AP. Another feature of SciQuest is that the system supports multiple payment methods and reconciliation methods.

Lia’s group will begin with a cost benefit analysis of the two options – KMM and SciQuest.

Lia will be reaching out to ADMAN to gain input on the proposed systems. If you are interested please feel free to contact Lia directly. Below is the information Lia shared as a handout during the meeting.

# UCD Buy Replacement Project and eCOE Systemwide Efforts

Most likely options:

* **Kuali Materiel Management** – existing module for Kuali; mainly built for storehouse use, needs work on e-procurement (e.g., no punch-out capability)
* **SciQuest** – vendor product; has “plug-in” available for KFS, since many KFS campuses use SciQuest

UC Campuses on SciQuest:

|  |  |
| --- | --- |
| Campus | Version |
| Berkeley | Full Suite |
| Irvine | e-Procurement only |
| Riverside | e-Procurement only |
| San Diego | Full Suite |
| San Francisco | Full Suite |
| Santa Barbara | Full Suite |
| Santa Cruz | e-Procurement and Requisition Manager (no AP) |

UC Campuses not on SciQuest:

|  |  |  |
| --- | --- | --- |
| Campus | Current System | Planned Replacement Date |
| Davis | UCD Buy (homegrown) | 2015 |
| Los Angeles | BruinBuy (PerfectCommerce) | 2015 |
| Merced | BruinBuy (PerfectCommerce) | 2015 |

## eCommerce Center of Excellence (eCOE)

* **Who we are:** A team of UC employees who manage eCommerce activities on behalf of the UC system
* **Our Vision:** To unify eCommerce strategy across UC and prepare UC for the next generation of eCommerce innovation
* **Goals:**
	+ Standardize UC eCommerce sites
	+ Manage all supplier catalogs and system integrations
	+ Manage sourcing, contract writing, and vendor onboarding technology
* “Long term vision is that we would all share 1 platform”

| **Suppliers in SciQuest - San Diego** | **eCOE Suppliers in Process** |
| --- | --- |
| Allele Biotech | Abcam  |
| BioExpress | Airgas |
| BioLegend | Apple |
| Bio-Rad Laboratories | Cardinal Health Pharmaceuticals |
| bkm OfficeWorks (WMK Office San Diego) | Digi-key |
| Carroll Business Supply | Flooring Service Providers (MRO) |
| CDWG | Food Vendors (Dining on campus) |
| CED - Consolidated Electrical Distributors Inc. | HD Supply |
| Cell Signaling Technology | Mattress Vendor (Dorms) |
| Chemglass Life Sciences | McKesson |
| CleanSource, Inc | Miltenyi Biotech |
| Core Bio Services | Praxair |
| Custom Coffee Plan - Items Delivered on Thursdays | Qiagen through VWR |
| Dell | Santa Cruz Biotechnology |
| Discount Lab Supplies LLC |  |
| EH&S-List of Controlled Substances |  |
| Fastenal |  |
| Fisher Scientific |  |
| G/M Business Interiors |  |
| Grainger |  |
| HD Supply - For HDH Use Only |  |
| Hewlett-Packard Company / HP |  |
| Integrated DNA Technologies Inc. |  |
| Life Technologies |  |
| McKesson Medical Surgical |  |
| McMaster-Carr Supply Company |  |
| MSC Industrial Supply Company |  |
| Neta Scientific, Inc. |  |
| New England Biolabs, Inc. (NEB) - For CORE Use Only |  |
| New England Biolabs, Inc. (NEB) through CORE |  |
| OfficeMax |  |
| PerkinElmer Health Sciences |  |
| Professional Hospital Supply, Inc. (PHS) |  |
| QIAGEN, Inc. - New $40 Shipping Fee Per Order |  |
| R.J. Safety Supply Co., Inc |  |
| Roche Diagnostics |  |
| SHI (Software House International) |  |
| Sigma-Aldrich, Inc. |  |
| Spectrum Laboratory Products, Inc. |  |
| STORE |  |
| Technology Integration Group (TIG) |  |
| UCSD Bookstore (Note: Does not encumber) |  |
| VWR International |  |
| Waxie Sanitary Supply |  |

**Two additional items:**

There is a pilot catalog in UCD Buy for Gift Cards through Chase Bank (to be used for service award, on the Spot Awards, gifts) 7 to 10 days after the request is approved. The gift card will require the name of the recipients.

Kuali – agreement documents – will need a test group to assist with testing. Please let Lia know if you are interested in participating.

**Matilda Aidam**, ***Director, Faculty Relations & Development, Academic affairs***

Pop Program, Work Life Program, AP Certificate Series and SH intact group training session

**POP Program:** Due to increased hiring connected to the Chancellor’s 2020 initiative and projected faculty retirement there has been a significant increase in the number of POP Program opportunities. Faculty Relations and Development has recently hired a full-time POP coordinator, Wendy Kercher. Currently there is a focus on the challenges related to how long it takes to get a POP placement in place – Faculty relations and development is working toward efficiencies in the process. Working to make sure the processing piece will support the use of POP as a ‘carrot’ to high value faculty with the hope to lure them to accept UC Davis’ offers. Faculty Relations will also be embarking on a program to meet with Dean’s office to talk about being open to receiving POPs across campus. Faculty Relations and Development is also working with the Capitol Resource Network, a consortium of Regional Employers to develop off campus opportunities for POP candidates. The consortium will provide opportunities for interviews for dual career couples to possibly identify private industry opportunities within the area. Finally, a POP data base has been developed to track the POP candidate throughout the process and provide timelines for check-in with the POP recipients.

**Work Life Program:** Family friendly recruitment policies are a current focus. Now, on campus, for any recruit that has a young child we will pay for the travel for an extra care-giver to come along during their recruitment visit. Contact Faculty Relations is you are interested in this option.

Additional Family Friendly programs include: Teach and release programs for birth or adoptive parents. The Work-life advising program which provides faculty mentors for work life balance to faculty who are having challenges. On the Academic Affairs web page

<https://academicaffairs.ucdavis.edu/local_resources/docs/work-life/Faculty%20Advisors%202013.pdf> has a list of faculty mentors. Cards are available, for inclusion in materials sent to prospective faculty hires, which outline some of our family friendly programs. Units can request the cards from the Academic Affairs office. Finally, the question was asked about whether these programs apply to both Academic Senate as well as Federation Faculty and Matilda said these programs apply to both groups.

**ADMAN Topics**

Kerry Hasa – could not attend due to illness – ADMAN Conference is Schedule for March 11th in the Conference Center. Additional information will be shared at a future ADMAN meeting.

Brief discussion of new ADMAN Annual Conference language

*ADMAN’s Annual Conference is held annually to address current topics of interest, find ways to improve and simplify business operations at all levels, promote professional growth, and encourage work-life enrichment through training and understanding. The conference is open to all staff of any level.*

**ACTION ITEM**:

Board Discussion of a request to include a representative from both the Graduate School of Management and the School of Law to the ADMAN Executive Board.

Motion was made by Rosemary Martin-Ocampo to invite both GSM and the School of Law to nominate a ADMAN representative.

Motion was seconded by MaryAnn Mellor

Motion carried unanimously to add GSM and Law School representatives to the ADMAN Executive Board.