**ADMAN Board of Directors Meeting**

**Minutes**

**November 19, 2015 (3-5 p.m.)**

1207 Robert Mondavi Institute, Room 1207

*Welcome new Members:*

*Christy Pearce, Business Services Manager, Reprographics*

1. **Approval of minutes 3:00 – 3:05 pm**
   1. Peter Blando-motion, Brenda Scalzi-second
2. **ADMAN Conference Update 3:05 – 3:15 pm**

*Gaylene Miller, Brenda Scalzi*

* + - *Three suggestions of the ADMAN logo were shown.*
    - *Group voted to include the nickname ADMAN in logo and the have the full name of the group included.*

1. **KFS Procedural Change: Gift Fee Transactions 3:15 – 3:25 pm**

*Jennifer Radke, Sara Reed*



1. **Support for PrePurchasing and ACE 3:25 – 3:30 pm**

*Jennifer Radke*

* *Update: There has been great response ADMAN members*
* *At the meeting on 11/17, discussed how to proceed, possibly reaching out to staff who are users of these applications to see if they are willing to be first tier help support*
* *There are various ways to communicate the support. Chat, email group, forum, knowledge base. People need help with set up of OPP and Ace. It would be useful to have clinics. There may be future forums.*
* *Webpage will be created for AADI, and a new listserv is being developed.*
* *Website exists for ACE. In person forum was preferable to chat functionality within the program. Expectation with chat is that response will be expected right away.* [*http://ace.ucdavis.edu/charge.php*](http://ace.ucdavis.edu/charge.php)
* *AADI was really receptive to this. This would be similar to clinics they have for Oasis. Monthly drop in clinic.*

1. **AP Invoicing Service (APIS) 3:30 – 4:00 pm**

*Megan Villasenor, Laura Townsley – Shared Services Center*

* *Megan and Laura provided an overview and update for the A/P Invoicing service*

1. **Facilities Discussion 4:00 – 5:00 pm**

*Allen Tollefsen – Assistant Vice Chancellor, Facilities Management*

*Michelle Arnold – Customer Experience Manager, Facilities Management*

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* *An overview of Facilities Management structure, challenges, successes, improvements and initiatives was discussed*
* *Michelle has an online survey she can send you and is also willing to meet in person.*
* *Contact Michelle or Allen directly.*

[mlarnold@ucdavis.edu](mailto:mlarnold@ucdavis.edu) [jatollefson@ucdavis.edu](mailto:jatollefson@ucdavis.edu)

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**December 2015**

UCPath Update

**January 2016**

Dave Lawlor – VC-CFO

\*subject to change

***Member Committee Reports***

**ABOG**

Representative indicates no updates to report

**AADI**

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**ADMAN Conference**

Update at November meeting

**ASEC**

No updates

**CCC&D:**

No updates

**ED Tech**

No updates

**EDMS**

No updates

**LMS Transition Working Group**

No updates

**FIS Update**



**HRIC/HRAC**



**IT-Security/IT-Services**

No updates

**Kuali-Rice**

No updates

**SDAAC**



**SSC**

No updates

**Staff Assembly**

No updates

**UCPath**

Next meeting scheduled for 12/3/15

**Uniform Guidance**

No updates

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| **Committee** | **Representative(s)** |
| ABOG (Academic Business Officers Group) | Sally Harmsworth/Lourdes Gomez |
| AADI (Administrative Application Development Initiative) | Tracy Lade/Janet Brown Simmons/Jennifer Radke/Meshell Louderman |
| ADMAN Conference | Gaylene Miller |
| 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 |
| HRIC/HRAC  (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) | Brenda Scalzi |
| SSC (Shared Service Center) | Sara Reed/Teri Sugai |
| Staff Assembly | Jessica Potts |
| UC Path Steering Committee | Susan Sainz/Meshell Louderman |
| Uniform Guidance | Sara Reed |

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