Administrative Managers Group
(ADMAN)
Board of Directors Meeting Minutes
February 16, 2023
3:30 – 5:00 pm
Robert Mondavi Institute, Room 3215

All ADMAN members are welcome to attend monthly Executive Board Meetings

1. **Welcome/Announcements**   **3:30 – 3:35 pm**
   Annemarie Seed has joined ADMAN as the new secretary.

2. **Aggie Enterprise SCM Team Q&A**   **3:35 - 4:05 pm**
   Mike Kuhner, Mike Morgan, Eduardo Montes, Vartan Vartkessian
   Supply Chain Management - Update on Aggie Enterprise.
   > *Within supply chain, introducing AggieEnterprise webpage. Please bookmark:*
   > *https://supplychain.ucdavis.edu/aggie-enterprise-impacts-scm-processes*

   > *There will be monthly demonstration meetings and presentations, demonstrating what the procurement process will look in Oracle. Users can start to get a feel for how things will be working. These are not trainings, just how the system will look and feel. Recordings of the meetings and demos will be available on the site.*

   > *Q – Change Network Meeting – how purchasing will work/interface with existing systems.*
   > *A – Boundary applications that will have functionality to push requisitions into Kuali and other systems. Testing is going well, working as intended.*

   > *Q – Curious about change in process in sub awards.*
   > *A – Process in place, invoice received centrally and processed by AP team in Oracle. Will generate approval email to PI and route to final approval. They will be able to see invoice in email.*
   > *Q – Could project manager be added to email?*
   > *A - All invoices have to be entered centrally. Departments will have a fillable form. Oracle has an integrated process that will process, attach automatically and create a shell document.*

   > *Move to blanket PO model/blanket agreement. It will encumber the account for the full amount. Amend PO annually, so you aren't encumbering for multiple years.*

   > *Q – Will everyone who has AggieBuy right now have access?*
   > *A – Departments will be sent list of users for departments to determine who is a user.*

   > *Doors are open, if users are seeing things in demos that are concerning, please reach out. Reminder, it is a system that can be configured and not customized.*

   > *Mark your calendars:*
   > *April 13 – Supply Expo – Department representatives will sit at the tables and the suppliers will come around to the departments.*
   > *Contact us if you want to participate!*

3. Research Admins of the Future   **4:05 – 4:35 pm**

The purpose of the program is to recruit and retain research admins – the idea is to build a program that will create a pipeline. Currently, we are getting candidates that have done RACS training but are not meeting the minimum qualifications. The ideas is to structure it like Admin Officers of the Future, 6 months 3.5 hours at a time 2x a month. Create small cohorts to work together with a trainer and build a proposal. The objective is to provide professional opportunities and help keep research admins at UC Davis. The hope is that it will help with recruitments. Looking for trainer recommendations from the group.

The committee is working on putting together an application that will include a statement with supervisory support. Timeline, shooting for May to open the application period and pull applicants in August. The ADMAN Board would vet applicants. Intent to keep it a small pilot program this year with a September 1 start. Will include a celebratory event for the graduates. Expectations/Outcome: knowing what a grant submission is, be able to do it, build a budget, work within the system, Cayuse, create accounts, manage funds, process funding transfers, processing sub award invoices, processing closeout of awards. Candidates will need to commit to be at every meeting session. The hope is to create a great network of colleagues!

This is a "grassroots" effort – no budget and using volunteers.
<mark>Rani Asato – offering to volunteer</mark>
<mark>Yoke – offered to volunteer</mark>

Suggestions from the group:
- *A section working effectively with faculty*
- *More about concepts, understanding the analytical process*
- *5 courses as perquisite (all online part of RACS)*
- *Need flyer to circulate, looking for interest..*

4. _Committee Updates_   **4:35 – 4:45 pm**

ADMAN Conference, March 21
- *Agenda on website, being updated, no reception after*
- *Great speakers and looking forward to it!*
- *Need volunteers for day of conference, help with catering and registration. Survey Monkey for volunteers will be sent out.*
- *Need swag for the gift baskets…open to donations.*
- *Registration at 228 cap at 280, volunteers need to register but it is free.*
- *Breakouts in large ballroom, conference center.*
- *Remind ADMAN members to register!*
  - ** Contact Jen and Katrina (Co-Chairs) with any questions.*

UC AMP Conference, April 16 – 18
https://www.uc-amp.org/
- *In Berkely this year! Part of registration includes an opportunity to attend an A's game.*
- *Need swag as well, from all the UCs. *Contact Megan if your department has anything to donate.*
- *Please consider coming, great networking opportunity and it is close with low travel cost.*

5. **General Updates/Discussion**

UCDavis staff experience committee - Meeting regularly
Biggest area to address: professional growth and development
Committee will be making recommendations to Chancellor on Leadership development programs and new ways to retain staff and create.

No other committee updates

Future Speakers & Discussions*
*subject to change

- *Grad Studies coming soon*
- *BIA possibility, will send something out to collect information.*

****

Next Meeting: March, 16 2023

ADMAN Meetings are held on the 3rd Thursday of each month, in the Robert Mondavi Institute, South Building, from 3:30 PM -5 PM.