**Administrative Managers Group**

**(ADMAN)**

**Board of Directors Meeting**

**Minutes**

**January 17, 2019**

**3:00 – 5:00 pm**

Robert Mondavi Institute, Room 1207

*Members in Attendance:*

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1. **New Business/Announcements 3:00 – 3:15 pm**
	1. Approval of November meeting minutes

Motion: Rosemary Martin-Ocampo

Second: Michelle Hammer-Coffer

All approved, No opposed/abstained

* 1. General Updates and announcements

**UC AMP**

Conference in Fresno – Merced hosting

4/28-29-30

Tour of the campus first up – if driving in and don’t want to do the tour, come later

At the Double Tree in Fresno

**ADMAN Conference**

Wednesday, March 20

Registration will be opened up tomorrow for ADMAN members

Everyone else on Tuesday

ADMAN Website updated.

**ADMAN Membership Committee** – Rosemary Martin-Ocampo

Reviewed membership by-laws, draft forwarded to Co-Chairs, Vice-Chairs

4 identified issues discussed – membership by-laws clear of member expectations; communication to schools/colleges/departments; attendance expectations; increase number of volunteers for committees b/c of campus looking to ADMAN to provide input and leadership beyond the executive board; expanding membership to our (members) departments. Also b/c of branding related to applied membership, not automatic (like staff assembly). Need to review regularly to meet the needs of the campus for ADMAN’s role on the campus. Will eventually be voted on by the membership.

**UC Path** will be coming to ADMAN in February – not to present. Carlos has asked them to come to answer questions. February to discuss questions and resolutions. Carlos will put a call out for questions and close it around the first week in February.

1. **Proposal Process 3:15– 3:45 pm**

*Kelly Gilmore, Chris Dye-Hixenbaugh, Alyssa Bunn*

*Office of Research, Contracts & Grants*

Outreach to talk about streamlined proposal process and seek feedback about those processes. Want to talk about just the proposal piece today. Brought a preproposal checklist PA’s like. They are willing to come and talk to faculty directly to work through questions.

Presentation slides…

Benefits of new process is wet signatures are not required, electronic signatures through the system; routing in the system based on roles; certifications gathered within the system. Timing and deadlines adhered to by SPO; preparation by PI’s etc important.

Outlines department responsibilities (see handout also)

Contact information in the presentation – email address for questions.

Presentation sent to Julie H.

1. **Graduate Studies Update 3:45 – 4:05 pm**

*Tracey Pereida, Graduate Studies*

*Topics in Slide Deck*

**BX Contract (TA Contract) changes** – details on slides, ratified August 2018 – financial and non-financial changes included

**Post Doc Scholar Coordinating Committee on campus** – this is just kicking off; want to connect all resources/offices connecting to post-docs to coordinate the efforts – meeting quarterly

**UC Path update** – graduate student readiness covered on a slide – Path problems; working to be proactive to make it a better experience when UCD goes live – confusion about deadlines and data entry – summary: we want good data and to know as much about spring as possible. Path not providing the ability to do retro-active hire dates. Closing PPS 2/28? Get the students in and signed up for direct deposit. If there are errors, report them!

Asking for recommendation for “Reports To” for GSR’s

**Tools & Resources slide**

**Forms Online** being decommissioned – AggieService solution being built; using same as users and approvers from Forms Online

1. **Travel Update 4:25 – 4:45 pm**

*Michael Kuhner, Supply Chain Management*

Updates in Travel:

**Taxing** – 60 day taxation rule in place now – end of trip to first submission of report by employee is the clock; timing of taxation is up to the Tax Reporting & Compliance in Finance. Includes CTS expenses.

**Repayment of cash advances / Corp Card personal use**

*Considering* update to AggieTravel so when payment is made, employee will need to provide the information for how they payment was made – check; call-in with Confirmation number provided on report.

Report 419 being updated to reflect expenses marked personal

**Professional Expenses and Travel Card**

Corp card is not allowed to be used as a p-card – reimbursement in AggieTravel OK

**DV document** will be closed out for employee reimbursement possibly as early as March

**CTS expenses moving to default account** is in testing – code to 2000 and default account for traveler – this is being changed to the HDC default account (call went out recently for accounts) – can create sub-departments – likely effective date will be in March, will import as lodging/dining/airfare as it is – default charge will go to the correct object code.

**Paper checks for reimbursements** – with UC Path, direct deposit will follow payroll direct deposit a reimbursement direct deposit – there will not be 2 systems any longer – this happens automatically. For reimbursement direct deposit, it will only go to the primary account – not all of them if more than one.

1. **Committee Updates 4:45 – 5:00 pm**

**SDAAC**

<http://hsi.ucdavis.edu> feedback on UCD becoming a Hispanic Serving Institution due soon, report out in March

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UCPath Update - February

*\*subject to change*

Next Meeting: February 21, 2019

ADMAN Meetings are held on the 3rd Thursday of each month, in 1207 Robert Mondavi Institute, South Building, from 3-5 PM.

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**Member Committee Reports:**

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| **AADI** No Update**ADMAN Conference**No Update**AggieBudget**No Update**AMP (formerly ABOG** )No Update**CCC&D:** No Update**Canvas**No Update**FIS Update**No Update**HRAC**No Update | **IT-Security/IT-Services**No Update**IPA**No Update**SDAAC**No Update**SPARK (formerly Kuali Coeus)**No Update**Staff Assembly**No Update**UCPath Steering Committee**No Update |

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|  **Committee** | **Representative(s)** |
| AADI (Administrative Application Development Initiative) | Tracy Lade/Jennifer Radke/Meshell Louderman |
| ADMAN Conference | Julie Hirota |
| AggieBudget | Gladis Lopez-Lytle |
| AMP (*formerly ABOG)* | Julienne DeGeyter & Heavenly Clegg |
| CCC&D (Campus Council on Community and Diversity) | Tammy McNiff |
| Canvas |  |
| FIS Steering Committee | Karen Nofziger |
| HRAC  | Rosemary Martin-Ocampo |
| IT-Security & IT-Services | Tracy Lade |
| IPA (Instructional Planning & Administration) |  |
| SDAAC (Staff Diversity Administrative Advisory Committee) | Brenda Scalzi |
| SPARK *(formerly Kuali Coeus)* | Dee Madderra  |
| Staff Assembly | Jessica Potts |
| UC Path Steering Committee | Meshell Louderman |