**Administrative Managers Group**

**(ADMAN)**

**Board of Directors Meeting**

**Minutes**

**October 18, 2018**

**3:00 – 5:00 pm**

Robert Mondavi Institute, Room 1207

*Members in Attendance:*



**New Business/Announcements 3:00 – 3:15 pm**

1. General Updates and announcements
   * 1. Email from Gladys (regarding AggieBudget)
     2. UCPath Validation Sessions
     3. Need a rep for UCAMP to serve with Heavenly Klegg
     4. Faculty relocation discussion
        1. Jamie will send out an email, will schedule a session to discuss
        2. If you have anyone you would like to
     5. 2019 ADMAN Conference – Power of You
        1. Keynote Speakers
        2. Need ideas for Breakout sessions – email Jamie at [brannan@ucdavis.edu](mailto:brannan@ucdavis.edu) or Julie at [jkhirota@ucdavis.edu](mailto:jkhirota@ucdavis.edu)
     6. Membership Meeting Update



* + 1. Approval of June Minutes - Approved

1. **Supply Chain Management Website Update 3:15– 3:30 pm**

*Jim Hewlett*

*Supply Chain Management*

<https://supplychain.ucdavis.edu/>



* New look and feel, consistent with other websites on campus
* Went Live in August
* Easier to locate information
* Improve visual aesthetics
* Content updated-went through all the pages and updated information
* Reflects newly developed SCM Organization
  + See presentation for list
* Demo of features
* How to with step by step instructions
  + Buy things,
  + Pay for things
* AggieShip, ability to use Fed Ex, UPS and other shippers, to be released early next year
* Link to Systems, AggieBuy, AggieTravel, AggieSurplus, etc.
* New:
  + Help Page resources
  + Metrics for different areas of Supply Chain Management
  + Compliance Resources
  + Decision Support for Reports
* Feedback link on the bottom of the page, positive and constructive
* UC Davis Supplier Showcase on Thursday, October 25th at the ARC

1. **HR Business Partner Program 3:40 – 4:00 pm**

*Travis Lindsey, Executive Director*

*Human Resources*

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* Davis campus has had decentralized HR Functions
* Functions are centralized at Health
* HRBP defined – see slide
* Moved to this model about 2 years ago
* ORG Structure on slide
* Flow of communication from UCOP
* Strategic Plan
* Areas of focus
  + Consistent advice and service
  + Effective Conduit with central HR
  + Creation of HRBP community
* Strategies
  + Establishment of HRBP core competencies
  + Regular collaboration with central HR units
  + Expansion of HRBP program at UCDH
  + Increase collaboration between UCDH and Davis campus
* Key Performance Indicators

1. **Organizational Pulse Check (Culture Management) 4:00 – 5:00 pm**

*Amy Shuman, HR Manager*

*Student Affairs*

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* Interactive session

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*\*subject to change*

Next Meeting: November 15, 2018

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

**Member Committee Reports:**

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| --- | --- |
| **AADI**    **ADMAN Conference**  No Update  **AggieBudget**  **AMP (formerly ABOG** )  No Update  **CCC&D:**  No Update  **Canvas**  No Update  **FIS Update**  No Update | **HRAC**    **IT-Security/IT-Services**  **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 |