Administrative Managers Group (ADMAN)
Meeting Minutes
March 20, 2025
(In Person & Zoom)

Welcome!

Quick update on Conference-Call for SWAG/Merch! (we need more for our raffle!) Call for Research Admins of the Future program, 2nd cohort - need Trainers!

3:00 - 3:10 – Custodial Services
Lauren Bautista and Jasmin Aranda

- Discontinue custodial services in private office spaces effective April 1st. No other changes to common areas, labs etc... Identifying areas where there will be centralized waste bins. Extra services like vacuuming etc...will continue through service tickets.
- Email custodial@ucdavis.edu if you would like to recommend site for central trash.
- Supplies like trash liners will no longer be provided. Campus moving towards zero waste and utilizing recycle and compost bins.
- Working on setting up a location where basic supplies will be available for pickup.
- Overflowing trash cans in common spaces should be emptied daily. If they are not being emptied daily, contact custodial services.
- Communication will be disseminated across campus.
- Budget savings through decreased workload, retirements – not layoffs.
- Using drones to clean exterior windows, submit a work ticket – some limitations may apply.

3:20p – CCT/AE Team Updates
Mike Eary – Roles Access Management

- Automate work, reduces workload on users, security liaison and help desk.
- Phase 1 – AggieEnterprise and Phase 2 – Cognos
- Testing into April and May deployed by June. Phase 2 TBD.
- Security liaisons will be able to see who has access.
- Reporting Update:
- PPM to GL reconciliation report – at UAT testing, release target early April
- Planned resources: KBA, walkthrough video and webinar coming soon!
- Moving reports to Cognos:
  Faculty and Department Portfolio – early April
- Interested in participating in future development? Reach out to Shannon
- Transaction listing report – late summer
- Reminder about the Reports in Development webpage to stay updated!
- Finance Internal Transfer System (FITS) Status: UAT started March 17th.
- PPM budget enhancement expected Q2 2025

- Want to be a tester? Contact Jennifer Valdeabella jcvaldeabella@ucdavis.edu
- Roadmap – Check website for more details and more information! https://aggieenterprise.ucdavis.edu/roadmap
- General Ledger Knowledge Base Updates:
  - Adding table of contents, new updated articles and more
  - Next User Group - March 26th at 11am
  - Register for Aggie Enterprise User Group meeting: https://aggieenterprise.ucdavis.edu/events/aggie-enterprise-march-user-group

3:45p - Meet Nicole Tardiff, our new CGA Director!

18+ years of experience working for Department of Veterans Affairs, Tufts University and Florida Polytechnic University.
- Current Vision – Customer Service focused
- Working on Migration cleanup – Invoicing to be completed by next week.
- Federal Award Terminations / Drawdowns – ongoing
- Ticket System Cleanup will be next priority.
- Award closing out notifications, 30-60-90 days. Working on creating something that will be similar.
- When the conversion happened, dates for closeouts were not corrected. Approached team about correcting, requesting to revert back to practice to allow account/chart string to remain open to allow for clean up and close out. Still experiencing $100k+ expenses needing to transferred and corrected. Delays final invoice. Agreed to look into it!
- Communications from CGA Team – Updates would be wonderful to receive those again.
- Monthly research Forum – SPO and CGA – waiting for new director at SPO in May and hope to bring that back.

4:05p - Meet Taylor Urban - Director, Accounting and Financial Reporting
turban@ucdavis.edu and mpere@ucdavis.edu

21 years with the state of California, most recently at CalPers, Facilitator style leadership
- Observations – chart of accounts, year end, training and collaboration – coming attractions
- Excited about FITS and working on a lot of other new ideas and looking forward to sharing more soon!

4:30p - Staff Experience Survey –
Annalisa Teixeira, Maryam Ghadiri, and Grant Nejedlo

Centering, listening and commitment to serving regardless of the climate. A commitment to surveying shows that we are listening and we want to move metrics and address challenges where we can.

Survey Project Team

Project Sponsor:

Tammy Kenber, CHRO, Executive Sponsor

Annalisa Teixeira, Executive Director, Learning and Organizational Development, Implementation Sponsor

Project Team Members:

- Maryam Ghadiri, Sr. OD Consultant, Learning & Organizational Development (Campus)
- Adrienne Mead, Sr. OD Consultant, Learning & Organizational Development (Health)
- Amy Murphy, Executive Director, Health Human Resources
- Grant Nejedlo, FOA Communications
- Debbie Ramos, Network Coord./exec. Assist. to the ED, Learning & Organizational Development
- Prati Saxena, Project Manager, Human Resources
- Natalie Sebba, Sr. Instructional Designer, Learning & Organizational Development

Survey Purpose – Our collective why?

- Improving engagement, improves outcomes decrease in turnover, absetism and safety issues. Increases productivity, org participation and employee wellbeing.
- 2025 Employee Experience Survey for both campus and health!
- Aligned survey – May 5th – will help with resourcing, benchmarking and shared opportunities.

Survey Population

- **Includes**
  - Career staff, limited / partial-year appts / per diem / contract
  - Represented and policy-covered (non-rep) staff
  - UC Davis Health: Academic and staff physicians
- **Excludes**
  - Employees not with the institution for minimum of 6 months as of 2/10/25
  - Employees onboarded after 2/10/25
  - Faculty and academic employees (Health physicians are exception)
  - TES and student employees

Employee Experience Survey Overview

All Survey Recipients

- 25 quantitative items, 5-point Likert scale
- 1 open-ended question
- 10 minutes to complete (estimated)

UC Davis Health Clinician Recipients

- Additional survey branching:
  - Culture of Safety, Nursing/Magnet, and Physician/APP questions.

Press Ganey Core Survey

Domain	Themes	Items
Engagement	Engagement Indicator Engagement Indicator Engagement Indicator Engagement Indicator	I would **recommend** this organization as a **good place** to **work** I would **stay** with this organization if offered a similar position elsewhere I would like to be working at this organization **three years** from now Overall, I am a **satisfied** employee
Organization	Baseline Needs Baseline Needs Organization Organizational Alignment Work/Life Balance	This organization provides **career development** opportunities I have the **tools** and **resources** I need to do my job This organization cares about employee **safety** I have confidence in senior management's **leadership** This organization supports me in **balancing** my work and personal life
Leader	Leader Index Leader Index Leader Index Leader Index	The person I report to encourages **teamwork** The person I report to treats me with **respect** The person I report to is a **good communicator** The person I report to gives me useful **feedback**
Employee	Employee Employee Employee Engagement Indicator High Quality Service	My work **unit** works well together I enjoy working with my **coworkers** There is a climate of **trust** within my work unit I feel like I **belong** at this organization My work unit provides **high-quality** care and service

Additional Questions

Feedback and Accountability
- I trust that **meaningful action** will be taken as a result of this survey.

Belonging Question Set
- All employees have an **equal opportunity** for promotion regardless of their background.
- This organization demonstrates a **commitment** to workforce diversity.
- My coworkers **value** individuals with different backgrounds.
- The person I report to treats all employees **equally** regardless of their background.
- I can be my **authentic self** at work.
- This organization has an **inclusive culture**.

Open-ended Question
- Please provide one suggestion on how to make this organization a better place to work.

- April promotion, May launch, June closes, July post survey and action plan,
- Announcements and questions
- Promotion and outreach – goal to get 66% participation
- Need help promoting to meet goal
- Response rate reports for departments to see how performing.

Project Next Steps: Hierarchy Validation

- Schools, Colleges, and Divisions will be asked to validate their org hierarchy.
  - Necessary for the data to accurately group and roll up to the correct leader
- Division leaders, HRBPs, CAO/AOs will be contacted by the project team to review their data.

Post-survey Support

- **Local Response**:
  - Leader support/training:
    - How to access and interpret results
    - How to discuss results with teams and design an action plan

- **Organizational Response**:
  - Campus Employee Experience Advisory Group (active)
  - Health Employee Experience Advisory Group (to be formed)
    - Nominated roles that review aggregate results and provide recommendations for systemic challenges/opportunities.
    - Facilitated by Learning and Org Development (HR).

Employee Experience Network

- Open participation, quarterly meetings
- Resources and tools to take local action on survey results
- **Highlight successes across the org**
- Inspire action taking and follow through

Next EX Network meeting on **May 9th**

*Contact Debbie Ramos (debramos@ucdavis.edu) if you would like to be added to our EX Network email distribution list.

Questions?
Email emp-experience@ucdavis.edu