ADMAN Board of Directors
Meeting Minutes
October 20, 2011 (3-5pm)

Members Present:
Susan Sainz, CBS Deans Office
Allison Mitchell, Information & Education Technology
Mary Ann Mellor, School of Education
Nora Orozco, CAES
Letha Sines, University Outreach & International Programs
Lisa Borchard, Undergraduate Studies
Rosemary Martin-Ocampo, University Relations

ADMAN Member Attendees:
Dee Madderra, Plant Sciences

Members Absent:
Jessica Potts, Mathematics
Karen Nofziger, HARCS
Pam Mazanet Belleau, Vet Med
Meshell Hays, Computer Science
Nikki Humphries, ANR
Carmina Caselli, L&S: Social Science
Denise Christensen, Electrical and Computer Engineering
Lourdes Gomez, Student Affairs
Sandy Higby, School of Medicine
Binnie Singh, Academic Personnel
Steven Albrecht, Graduate Studies

Committee Reports:
• ABOG — no report
• Academic Streamlining Project — no report
• CCC&D — Tammy McNiff has been nominated to represent ADMAN at their meetings
• CCFIT — First meeting was held earlier in the month at which new chairs and new initiatives were introduced.
• Campus Email Committee recommendation and Implementation plan—
  The committee has recommended that the campus use the UConnect Exchange environment along with the Microsoft cloud service Office 365 or Gmail to standardize and centralize email services to either of these services run by IET and thus reduce costs and time for maintenance and support of multiple email systems. The UConnect service will be run on campus and the Office 365 service will be run at Microsoft Data Centers across the U.S.
Campus data center move to Quest facility—

The campus determined that its current Data Center facility is not capable of providing the redundancy necessary for the Administrative Servers currently housed there. The campus has decided to spend about $8million over 5 years to house all administrative servers at the Quest facility at the former McClellan Air Force base. UCDMC will also use the Quest facility to house their servers and have already begun moving their servers. The campus should begin moving its servers within 6 months. The campus is also looking at either building or leasing another Data Center facility to be used as permanent space for both the Med Center and campus servers. They are looking to hire a consultant to perform the analysis of what options would be better economically.

Campus IT systems—
The campus is looking to revise how programming projects are currently managed and to initiate the 200-45 review process before the application has been designed or coded. This would allow for changes that could then help multiple departments rather than creating a project that is singularly focused on one department.

More information can be obtained via the website: http://ccfit.ucdavis.edu/

- **DaFIS Steering Committee** – no report
- **DaFIS Special Project** – no report
- **Ed Tech** – no report (sub-committee has not yet this year-see CCFIT report)
- **Email committee** – no report (sub-committee has not met yet this year-see CCFIT report)
- **Executive Council Special Committee**: no report
- **Kuali Coeus Oversight Committee** – October meeting cancelled
- **MIV Oversight Users Group** – no report
- **HRIC/HRAC/Career Compass** – October meeting cancelled
- **SDAAC** – A debrief of the Fall Staff Welcome was provided (discussed length of meeting, best attendance since this event was initiated, committee will compile a one sheet information summary of campus constituency groups for distribution). SDAAC is exploring opportunities to propose to constituency groups for jointly hosting a Principles of Community event again this year (March 2012). One idea includes inviting a recipient of the Chancellor’s Achievement Awards for Diversity and Community to be a guest speaker at a noon event. Other ideas are welcome as the discussion continues. ASAP: There was a suggestion to invite Beth Cohen to an ADMAN board meeting so that she can update us on the changes to their services.

- **SSC (Shared Service Center)** – The HR, Payroll and Finance managers have been hired. Some of the supervisor positions have also been filled. Interviews for the remaining
admin staff positions will take place the entire month of November. In-depth SSC staff training will take place beginning mid-December with a Go-Live date scheduled for February 14, 2012. ARM and Student Services have been identified as the first to transition work to the SSC. The IT piece of the SSC will have a later launch date due to the complexity of this function.

- **TIF** – First meeting will be scheduled soon (Tracy & Rosemary are the ADMAN reps)

**New agenda items:**

Discussion regarding **Graduate Studies** -- there was agreement that ADMAN should discuss with the Provost the current state of service and challenges associated with working with Graduate Studies. This includes: lack of communication, lack of responsiveness to inquiries, inconsistent problem resolution, lack of customer service and identifying another ADMAN representative from Graduate Studies.

*There was a reminder to complete the ADMAN survey by October 31, 2011.*

**NO DISCUSSION WAS HELD RELATED TO THE FOLLOWING:**

**Nimbleness:** There was no additional discussion about the usefulness of the Nimbleness Meetings. Jess is in the process of polling the ADMAN board to determine the best way to proceed.

**Future Board Meetings:** A proposal was made to have a standing meeting and special meetings as needed. There is too much to discuss to have regular meetings with special guests. Jess will poll the board on this as well.

**Future Guests:**
- Dean Gibeling, Graduate Studies
- Debra Fraga-Decker, Purchasing
- Beth Cohen – ASAP

Next board meeting will be held:

**November 17, 2011, 3-5pm, 357 Hutchison Hall**

All members are welcome!