Members Present:
Jessica Potts, Mathematics
Rosemary Martin-Ocampo, Development & Alumni Relations
Pam Mazanet Belleau, Vet Med
Meshell Hays, Computer Science
Carmina Caselli, L&S: Social Science
Allison Mitchell, Information & Education Technology
Mary Ann Mellor, School of Education
Nora Orozco, CAES
Letha Sines, University Outreach & International Programs
Lisa Borchard, Undergraduate Studies
Lourdes Gomez, Student Affairs
Sandy Higby, School of Medicine

Members Absent:
Susan Sainz, CBS Deans Office
Karen Nofziger, HARCS
Steven Albrecht, Graduate Studies

ADMAN Member Attendees:
Dee Madderra, Plant Sciences
Joan Zimmerman, School of Education
Tracy Lade, Physics
Janet Brown-Simmons, Plant Pathology
Tracy Ligtenberg, Languages & Literatures

Committee Reports:
ABOG – ABOG- All UC Davis slots have been filled- Michelle is trying to determine if there will be any open spots available from other campuses. Michelle is looking for an ABOG rep. to replace her.

AADI -- AADI- The Pre-Purchasing Program is close to the testing phase- looking for volunteers- then they will conduct a town hall meeting. Student Tracking system developed by L & S is a great system- AADI is hoping to identify a way to expand it out to the rest of the campus. Jessica & Tracy met w/ Karen H & Randy Anderson recently to look at why individual departments are creating programs & not sharing them more broadly. Randy Anderson will develop a business proposal to get executive support and funding to look at this issue more closely.

CCC&D – no report

- CCFIT – Tracy Lade provided brief report:
Office of Graduate Studies has hired a programmer & he is going to collaborate w/ CBS programmer to learn more about their graduate student tracking system. The hope is that the programmer will not have to start from scratch. They talked about the undergraduate student tracking system used by Student Affairs and how their system might be used by other departments.

MIV Update- various ADMAN folks have met w/Kelly Anders to talk about system improvements to the faculty tracking module. They would like to include a voting web-link to each departments own voting system- Action tracking may be available this spring. Tracy is looking for a volunteer to be a committee lead in EDMS steering committee- volunteer by Feb 29, 2012. Chris Carter made a presentation of the new base budget model. Tracy asked if ADMAN has any of the topics that should covered at CCFIT?

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

- **DaFIS Steering Committee** – no report
- **Ed Tech** – no report
- **Email committee** – survey is being conducted to identify the top email systems to use
- **Executive Council Special Committee** – no report
- **Kuali Coeus Oversight Committee** – no report (next meeting scheduled for March 23rd)
- **HRIC/HRAC/Career Compass** – no report
- **SDAAC** – Letha passed out a flyer announcing a presentation by Rob Wanenber, Psy.D. titled “Taking Care of Yourself in a Time of Change” as a part of Principles of Community Week. This event, which is jointly hosted by ADMAN and other constituency groups, will be held on Monday, February 27th, 12-1:00, MU King Lounge.
- **SSC (Shared Service Center)** – SSC officially launched February 14, 2012. Everyone is still in a learning mode and work processes are being refined. The HR and Payroll teams seem to be functioning well. The Finance Team is still working out business processes. Allison announced that folks from IET are meeting with the SSC Finance Team weekly to review processes. The IT piece of the SSC will have a later launch date due to the complexity of this function.

- **TIF** – Tracy – can you add a few notes here

More information about TIF activities can be found at:  http://tif.ucdavis.edu/

**New agenda items:**

**ADMEN Conference** (March 7, 2012) – It was announced that conference registration was low and that board members should spread the word and encourage staff to attend.

**Guests:** Keith Kanda and Eric Rothgaard from ARM made a presentation about Facilities Link and all the work the campus is doing related to updating information on buildings and space usage. More information can be found at the following website:  http://facilitieslink.ucdavis.edu/

Next board meeting will be held:
March 15, 2012, 3-5pm, 357 Hutchison Hall
All members are welcome!