ADMAN Board of Directors
Meeting Minutes
September 20, 2012

Members Present:

Lisa Blake, Plant Biology
Lisa Finnegan - Graduate Studies
Cindy Simmons – L &S Social Sciences
Lisa Borchard, Undergraduate Studies
Lourdes Gomez, Student Affairs
Meshell Hays, Computer Science
Allison Mitchell, Information & Education Technology
Nikki Humphries, ANR
Rosemary Martin-Ocampo, University Relations
Mary Ann Mellor, School of Education
Karen Nofziger, HARCS
Sandy Higby, UCDHS
Dinah Greenstreet, Vet Med
Nora Orozco, CAES
Becky Robinson, BME
Letha Sines, University Outreach & International Programs

ADMAN Member Attendees:
Tracy Lade, Physics
Dee Maderra, Plant Sciences

Members Absent:
Binnie Singh, Academic Personnel
Susan Sainz, L&S
Jessica Potts, L&S, MPS
Janet Brown-Simmons, Plant Pathology, Nematology, Entomology
Carla Munoz, Biological Science
Darla Tofoya, L&S: HArCS
Joan Zimmermann, School of Education

Announcements:
Karen Welcomed new Board Members Lisa Blank, CBS and Cindy Simmons from L&S Social Sciences.

Karen also announced that Susan Sainz would be taking the position of CAO in Language and Literature., Susan will continue as the Membership/Historian for ADMAN.
Old Business:

Next Steps regarding the charge of the Nimbleness Committee is for the ADMAN Chair, Karen to request a meeting with Karen Hull to clarify how the “Nimbleness” committee would relate to the Operational Excellence Committee.

Standing Committee Reports:

CCFIT will meet next on October 8th

Kuali Rice - KC project teams are now meeting http://kuali.ucdavis.edu/kc
Dee has requested that her update from September 1st be forwarded to key Contracts and Grants users within our units for their thoughts and feedback.

SSC – Reminder about “New Staff Welcome” event on October 2nd, noon to 1:30 in the ARC Ballrooms. Please let Letha know if you have new associates who have not been invited. The Provost will welcome the attendees and Liz Applegate will deliver the Keynote.

The Asian Pacific American System wide Alliance (APASA) is supporting the “Student Pantry Project”, they are currently soliciting contributions to help buy food for the pantry shelves as well as providing donation boxes for Units that are interested. http://asucd.ucdavis.edu/units/the-pantry/

Onward California http://onwardcalifornia.com/ a mobile tour to celebrate the contributions of UC will be at the Davis Farmer’s Market on October 3rd and on campus at UC Davis on October 4th.

Campus Climate Survey will be administered at UC Davis in November 2012 http://www.universityofcalifornia.edu/news/article/28359

Recommendation that Maxine Rogers, Employment and Outreach Consultant or Associate Vice Chancellor of HR, Susan Gilbert be invited as a guest speaker to a future ADMAN meeting to speak about New Technology designed to enhance Diversity recruitment.

Shared Services

COO subcommittee members were shown a presentation by Andrew Dunn, of metrics relating to the success/efficiencies of the shared services center. The Customer Advisory Committee asked that in the future, any such presentation be previewed with them first before being shared with COO.

The Customer Advisory Committee’s focus is to identify the highest priority areas for improvement and then to discuss strategies to implement those improvements.
The Committee continues to work on prioritization of issues a list that includes clarification of roles and responsibilities between units and SSC as well as consistency in response and service.

TIF No recent meetings but updates on a few items:

**Horizontal Building Wiring Subsidy Program.** The program will make Central campus funds available as matching funds to Colleges or Schools that wish to participate in upgrading their Horizontal Building Wiring more information here: [http://vpiet.ucdavis.edu/horizontalwiring.cfm](http://vpiet.ucdavis.edu/horizontalwiring.cfm)

**Campus E-mail** selection is still in process. Next steps, refining of budget and proof of concept period which will occur in October through November 2012 with IET.

**IT Security Network Vulnerability Scan** process is currently under discussion

**Telecom rates** (voice, data, wireless, voicemail) are scheduled to change by the end of the 2012-13 fiscal year, or early 2013-14. BIA is currently putting together a timeline. The new model will be a flat rate based on FTE, though how the FTE is to be counted is not yet determined -- rate formulas will be provided long before roll out of the actual rates. Voice Over Internet Protocol (VOIP) is on hold pending an RFP for the voicemail piece (voicemail via Microsoft United Messaging fell through).

AADI Update:

Tyler Otto, PhD student in Physics, presented on the collaborative development of a potential replacement for UCD Buy.

**Discussion of the ACE** – automated course evaluation system. Steering Committee is being formed see charge letter [http://caes.ucdavis.edu/NewsEvents/web-news/2012/img/ACE%20appointment%20letter.pdf](http://caes.ucdavis.edu/NewsEvents/web-news/2012/img/ACE%20appointment%20letter.pdf)

**Pre-purchasing system** is rolling out well. Setting up the org. structure is involved partially because the routing structure in Pre-purchase is different from Kuali or DaFIS DS structures. Approver status is the critical role to consider and think through. Question was asked: How does the Pre-purchasing system integrate with Shared Services? ADMAN Pre-purchasing system adopters will report back to ADMAN on their experience. [http://ucdavis.github.com/Purchasing/index.html](http://ucdavis.github.com/Purchasing/index.html)

Special Guest: Tyler Otto

Tyler, a PhD student in Physics, presented his idea of a single purchasing site, easily searchable (like Amazon), to allow faculty and students to access ALL UC approved vendors through one
online Market Place. The site would also allow for comparative shopping by type of object rather than vendor so that prices could be compared. The concept is currently being developed in a test format and Tyler hopes to have a demo available for ADMAN to preview in the next few weeks. It is Tyler’s intention to offer this site free to UC Davis with current vendors being charged a nominal fee for each purchase made through the system.

Tyler’s request was that ADMAN support the concept and also helps to provide critical customer feedback in the demo phases.

Tracy Lade made a Recommendation that ADMAN support the project development following the demo of the “Front end” concept by Tyler.

Next board meeting will be held:
Thursday, October 18, 2012, 3-5 pm,
357 Hutchison Hall
All members are welcome!