Members Present:

Lisa Blake, CBS
Lisa Finnegan - Graduate Studies
Cindy Simmons – L &S Social Sciences
Lourdes Gomez, Student Affairs
Dinah Greenstreet, Vet Med
Nikki Humphries, ANR
Rosemary Martin-Ocampo, University Relations
Mary Ann Mellor, School of Education
Karen Nofziger, HARCS
Sandy Higby, UCDHS
Nora Orozco, CAES
Becky Robinson, BME
Susan Sainz, L&S
Letha Sines, University Outreach & International Programs
Darla Tafoya, L&S: HARCS

ADMAN Member Attendees:
Tracy Lade, Physics
Dee Madderra, Plant Sciences
Kerry Hasa, School of Education

Members Absent:
Binnie Singh, Academic Affairs
Jessica Potts, Chemistry
Janet Brown-Simmons, Plant Pathology, Nematology, Entomology
Carla Munoz, Biological Science
Lisa Borchard, Undergraduate Education
Joan Zimmermann, School of Education
Meshell Hays, Computer Science
Allison Mitchell, Information & Education Technology

Old Business:

Next Steps: Nimbleness Committee ‘charge’ discussion was 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. The meeting has been set for October 29th, 2012.
**Standing Committee Reports:**

ABOG – Central campus has provided $1050 in funds to help support ABOG reps. This is a one-time award that may be renewed going forward.

AADI – *Pre-purchasing system* is available, please let Pat Conners pmconners@ucdavis.edu know ‘why your unit is not using the pre-purchasing system’. The team is very open to hearing about possible improvements.

One possible problem raised may be in the training - when associates attend the training on campus it is so focused on work-groups that it makes the implementation seem like it is ‘too much’.

*Automated Courses evaluation committee* -
Automated courses committee has reviewed two systems already. Also it has been determined that we are the second to the last of the UCs to consider online evaluation option for faculty.

*CCFIT* - October 8th was the first meeting with the new chair, Niels Jensen

HPC or High Performance computing Research Computing. There is a need for a systematic, campus-wide approach to support HPC. The provost is offering funding to encourage faculty use, if there looks to be faculty ‘buy in’ to this concept funding may continue, if it looks as if funding isn’t being utilized it will not be funded going forward.

Beta storage- effective data storage and archiving are a central need. Including cloud storage.

*Telecommunications* - Wireless services – crowds of simultaneous users may bring down a wireless system, like at the MU. There fore plans are underway to increase the number of wireless access points to support those areas

*Educational Technologies* - Horizontal wiring- updating more buildings with higher speed wiring.
Committee discussed the cost share process that has been offered to Deans. 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)

Clickers update (iClickers have been selected by campus) – clicker use and training has already begun with fall quarters. The cost is the responsibility of the student. Academic Senate is not requiring the use of the clicker, however this is being discussed with senate faculty. Clickers can be sold back after use. The ‘life’ of the clicker is roughly two years. The cost $45 new, $33 used. The clicker allows fro faculty to turn-off the connection to individual students to provide a truly anonymous response environment. (EdTech committee has not yet met this year).
Online-teaching evaluations update from AADI discussed.

UC Davis IT project registry, designed to replace 200-45 process, the project is in the early stage of project development.

**Kuali Coeus** - The Kuali Coeus (KC) roll out date for the back of the house pre-post awards for sponsored programs has been postponed until after Presidents day 2013. The new date was selected to avoid any negative impact on the PIs grant submissions. It is anticipated that shortly after there will be a few departments asked to pilot the program prior to release.

**Prevention and Management of Child Sexual Abuse** in higher education – The University of California, through the Office of Risk Services, has partnered with Praesidium, the national leader in the prevention of abuse by employees or volunteers, to work with each of the campuses to help implement best practices in youth protection. The Office of Risk, in partnership with the Office of Ethics, Compliance and audit Services has been traveling to each of the campuses introducing Praesidium to the campus stake holders, and working directly with each campus to ascertain what service or services will be needed. While this is a UC wide program, each campus risk management unit will be overseeing rollouts on their own campuses. More information will be coming to campus soon. (Please see attached PDF)

**TIF** - Meeting held 10/3/12 this was the last meeting of the 2011-12 committee calendar. The theme of the meeting was administrative computing initiatives.

- Tom Kaiser summarized activities of AADI
- Gabe Youtsey presented the newly formed group, Strategic Technology Advisory Committee (STAC). Charge letter to be issued to prospective members
  - The idea is to bring up ideas from across campus (AADI, units, DTC, TIF, and others) and address them. A Call will be issued quarterly, with responses provided quarterly. STAC is to replace the previous procedures for 200-45 review of projects. Public comment on suggested projects will be gained through STAC membership; the best way to share comments is being explored. If central funding is requested then the project gets routed through the BIA process.
  - First project is a project registry
- Platform as a service, two ‘proof of concept’ projects: Microsoft Azure and Salesforce.com. Curtis Bray of IET will schedule a demo by the Salesforce account rep. This one sounds interesting in that it sounds like a middleware type of platform that helps different systems talk to each other.
- First meeting of TIF 2012-13 scheduled for 10/31/12.
**HRIC/HRAC** - Lisa Finnegan will become the new HRIC/HRAC rep. for ADMAN.

**Biweekly Conversion.** First training option will be Friday, October 26th at either 1 p.m. or 3 p.m. interested associates may sign up through LMS. Points that have been clarified their will be ‘bridge monies’ available to assist in associates making the bi-weekly switch. The options will be a) to cash out 80 hours of vacation or borrow up to $1000 in a short-term loan. Current information indicates there will be no cost to the department for the cashing out of 80 hours of vacation. First bi-weekly check will be Feb. 13th, 2013. E-mail to associates will go out today regarding the change to bi-weekly. As an aside, the TRS requires supervisory approval of all timesheets for payment [http://accounting.ucdavis.edu:projects:time_reporting_system](http://accounting.ucdavis.edu:projects:time_reporting_system):

**UC Path** – Meeting next week, the steering committee is recommending that the committee not be too large. The functional process committee must have committee members who know how to do payroll and some that have academic unit experience. It is important that the members of the functional group be able to speak to the payroll process both in academic and administrative units. If the goal is to get ‘real’ input from users to be successful in the implementation process it is ADMAN’s suggestion that the steering committee look closely at the membership of the functional committee.

**SDAAC** –

"**Soaring to New Heights**" event scheduled for April 9th, 2013. There are potential budget issues. Sodexho has always subsidized meal before but can’t this year.

**Principles of Community week** will be February 25th through March 1st, 2013.

**This Year’s Book Project** is: “The Warmth of Other Suns” by Isabel Wilkerson [http://occr.ucdavis.edu/book-project.html](http://occr.ucdavis.edu/book-project.html)

"**Understanding Religious Differences in the Workplace**" is a course that is currently being offered but is not reaching the number of associates desired for enrollment. SDAAC wondered how might Staff Development do a better job of reaching the individuals they wish to attract? ADMAN suggested featuring targeted classes in the Staff Voice.

**Staff Complaints of Discrimination:** Lisa Brodkey presented a change to her office. – The office of campus community relations has previously handled staff complaints of discrimination. The process is to review the complaint, determine if it needs to be investigated or if it can move to early resolution. The oversight of this process will now move into the Sexual Harassment Education Office. The office is welcoming any suggestions for a new name as they have given up on acronyms. The question was asked if this move would affect complaint responsiveness and the perception is that the responsiveness will be better with this new configuration.

**Civilian Oversight for Law Enforcement:** The Goal of this effort is to engage the campus community in discussion about civilian oversight of UC Davis police force. In the **Reynoso report** [http://reynosoreport.ucdavis.edu/reynoso-report.pdf](http://reynosoreport.ucdavis.edu/reynoso-report.pdf), one of the recommendations
regarding the events of November 18th was to improve the campus environment through community oversight of the campus police force. Campus community relations contacted consultants who specialize in the area of civilian oversight of law enforcement to meet with several campus constituents. There is currently no model for community oversight of campus law enforcement but there are several models for community oversight of local law enforcement. The consultant selected was Barbara Attard and she met with campus constituency groups on Thursday, October 11th. Related information and Power point are attached. Note: The following links are embedded in the attached pdf letter: http://accountabilityassociates.org/wp-content/uploads/Attard-CV-03101.pdf (Attard’s CV) and http://digitalcommons.pace.edu/cgi/viewcontent.cgi?article=1755&context=plr (article by Attard).

Follow up: Ms. Attard will return to campus next month with a final report to the campus based on the discussion and questions generated during her presentations.

**Shared Service Center** -

- Paula Driver Shimada has joined the SSC as their Communications, Training and Knowledge Management Manager. She has started by distributing helpful information related to working with the SSC including our campus partners, HR, Material Management, Payroll tips, etc.
- Anne Marie Scott has also joined the SSC and will be managing their Travel & Entertainment unit. SCC has final approval of all documents. They no longer go on to A/P
- A new HR sub-committee has been formed from some of the folks from the Customer Advisory Committee to discuss process improvements related to recruitments and the on-boarding process (checklists & timelines are a couple of the tools being developed).
- The Customer Advisory Committee is working to identify additional re-work metrics that would help measure re-work performed at the SCC or departments.
- Additional action plans under development will focus on payroll and finance business processes.
- Organizational Excellence is lining up to work with departments on a number of different areas starting with Purchasing. OE is looking at the Purchasing process from the department view...number of approvers, delegation of authority, etc. The SSC is moving from a pilot to implementation phase with the Campus Pre-Purchasing Program.
Special Guest: Kerry Hasa – ADMAN Conference Chair.

The 2013 AdMan Conference is scheduled for Wednesday, February 27, 2013 at the ARC; either the Chancellor or Provost will open the conference. This year we will include an HR Fair over the lunch hour and AVC of HR Susan M. Gilbert will be the lunchtime speaker.

Our hope this year is to get other AdMan members involved in the preparation for the conference, once a couple more details are decided then Kerry will send an email asking for volunteers – hoping to attract AdMan members to specific tasks and time commitments rather than just asking for committee volunteers.

Kerry shared that we are lucky to have a possible speaker ‘fall right into our lap’. Carina Celesia Moore contacted us about a speaker, Joel Garfinkle, saying that she believes “he (Joel) would be a great speaker for the ADMAN conference; his message seems timely. My colleague at LLNL spoke very highly of Joel’s presentations for staff at the (Lawrence Livermore) lab and said he was very well received, funny and very personable. “

Also, his latest book, Getting Ahead, is available through our SD&PS U-Learn Books 24x7.

Kerry provided the directions for accessing the book without any charge - (BOOKS 24x7: This web-based platform enables you read the contents of the entire collection, as well as place books on a personal bookshelf, create bookmarks, take notes and collaborate with colleagues. Books 24x7 adds new titles every day, so that you have access to the latest technical and business trends and strategies on topics such as Project Management, Programming languages, Operating Systems, Time Management, Communication Strategies, Security, Web Development, Leadership and so much more! To access Books 24x7, go to http://lms.ucdavis.edu (UCD Login required). Once you are logged in, enter "books" in the search field. When "U-Learn Books 24x7" appears in the search results, click the Start button to launch it. The Books 24x7 website will open in a new window).

Kerry has also included the links to videos and other information about Joel. Kerry said “I think he will be a different type of speaker than the last few years, but still good. He has a lot of different topics he could discuss and we could really work in something that is timely for campus.”

http://www.joelinpirationalspeaker.com/


http://www.youtube.com/watch?v=t_aAo7TfUVA&blend=5&lr=1&ob=5

http://www.youtube.com/watch?v=8_qY_GqDoeg
Next board meeting will be held:

**Thursday, October 25th, 2012, 3-4:30 pm,**

HR Conference Rom – Meeting with Susan Gilbert