Welcome to new members and introductions

Members Present:
Lisa Blake, CBS
Lisa Borchard, Undergraduate Education
Leann Cain, DEVAR
Lourdes Gomez, Student Affairs
Dinah Greenstreet, Vet Med
Nikki Humphries, ANR
Tammy, McNiff
Mary Ann Mellor, School of Education
Allison Mitchell, Information & Education Technology
Karen Nofziger, HARCS
Jessica Potts, Chemistry
Sandy Higby, UCDHS
Nora Orozco, CAES
Becky Robinson, BME
Susan Sainz, L&S
Letha Sines, University Outreach & International Programs
Darla Tafoya, L&S: HARCS
Kelly, Wade – Food Chain Cluster and Animal Sciences

ADMAN Member Attendees:
Kerry Hasa, School of Education
Rosemary Martin-Ocampo, Development and Alumni Relations

Members Absent:
Janet Brown-Simmons, Plant Pathology, Nematology, Entomology
Lisa Finnegan - Graduate Studies
Meshell Hays, Computer Science
Tracy Lade, Physics
Dee Madderra, Plant Sciences
Cindy Simmons – L &S Social Sciences
Binnie Singh, Academic Affairs
Joan Zimmermann, School of Education
Standing agenda items:

- Standing Committee Reports

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Old Business

Mid-Managers Conference
- Kerry sent out the email asking for volunteers and only got one, Jess, who will help with prizes. Do we want to send again or just go with volunteers from last year?
- In negotiations with Joel Garfinkle as Speaker, will know more at January meeting.
- working on advertising to send out before the quarter ends - if anyone can help with advertising especially at health center let me know. Finally, Buster Porter will be presenting after lunch

Update from Susan Sainz on the ADMAN Website BRIAN BEALE IS UPDATING THE ADMAN WEBSITE

The ADMAN web pages are being updated, and the membership application should be ready for use Nov 20th. All applications will be sent directly to the board members, and then we will need to vote through SmartSite (Yes, No, Discussion). This is a temporary solution until we can view and vote all in the same app (not using Smartsite).

Committee Reports:

ABOG - $1000 matching fund for ABOG rep travel expenses

CCC&D Mikeal Villalobos gave the report on the first CCC&D meeting of the year which took place on October 18th.

The committee was provided with a Campus Budget update. Discussion on how to mitigate some of the mid-year cuts, as there will be no Undergraduate increases in tuition mid-year.

Discussion of Campus Climate Survey [http://www.universityofcalifornia.edu/news/article/28359](http://www.universityofcalifornia.edu/news/article/28359)
The window for survey had previously been October to November. The survey window has been changed to February 1st to February 28th.
Discussion of Civilian Oversight of the Police Department, which stemmed from the Reynoso Report recommendations. A consultant was hired to describe what civilian oversight ‘looks like’ one model is Berkeley. However UC Davis is till trying to determine a model that will best fit our needs.

A presentation was made by Dr. Susan Miller regarding the creation of a curriculum to fulfill the Undergraduate GE Diversity requirement.

Discussion of the Provost Fellowship for Diversity

Discussion of the project related to the Preferred name Workgroup. The workgroup goal is to address the need for student sensitivity to self-identification. The first pilot would be with Undergraduate students and would allow students to use their preferred name on Classroom Rosters campus directory, library, SmartSite, ID Card and ID for campus health. The next populations would be graduate students then staff.

The next selection for the campus book project (Gender Issues/Gender Equity) is in its final stages and an announcement will be made in January for the chosen book for the 2013-2014 Campus Community Book Project.

CCFIT November 19, 2012 Meeting Notes  (See 3 Attachments)

**High Performance Computing (HPC) Support Program** – Louise Kellogg gave an update. As campus continues to recruit for faculty, the need for HPC is going to be greater. Currently, faculty is pooling research funding to buy more powerful computing hardware. Louise is directing this with two support staff that are housed in Geology. Looking forward, the Provost is providing 50% support for 12/13 and has charged the Deans with devising a funding model. Louise asked CCFIT for guidance in developing a funding model. They are looking at:

- Creating a lab with a recharging
- Discussing with OVCOR possibility of indirect costs (building it in)

Louise will look at developing 2-3 funding scenarios to be vetted sometime this fiscal year.

**UC Davis IT Project Registry** – Gabe Youtsey provided a handout (attached). A memo from the Provost and Pete Siegel will be sent soon. It will invite the community to contribute descriptions of their administrative IT Projects. CCFIT will be notified of project submissions and will be invited to comment on them.

*Concern, how does the Administrative Application Development Initiative fit in with the IT Project Registry?

**Next Generation Email and Collaboration Services** – A fact sheet was provided (attached). This is to replace Cyrus and Geckomail. They are not looking to implement at once. Looking at a gradual transition. Will work the transition through the individual colleges.

**Online Course Evaluations** – Jeff de Ropp provided an update and a handout (attached). They have contacted other institutions and requested they complete a survey to find out how they implemented online course evaluations. Also looked at local systems in Vet Med, Irvine, UCLA, and UCSC. All other UC campuses have some sort of online system they are using. Town Hall meetings will be held to get input on the features and functionality needed. There will not be a mandatory requirement to use the system.
**Big Date Implementation Committee** – First committee meeting held 11/20. CCFIT will remain involved through coordination with SORC (Subcommittee on Research Computing). A report from the committee is due at the end of February.

**EdTech** - our first meeting was Wednesday and we just discussed what we want to work on this year - suggestions are:
- Future of SmartSite
- E-Texts
- Online and hybrid courses
- Technology in classrooms
- Lecture Capture
- Classrooms and computer lab for now and in the future
- Faculty support needs
- Outreach

**HRIC/HRAC/Career Compass**
- Discussion about Safety on Campus, particularly as it applies to lab safety and PI supervision.

**Bi-weekly payroll**

Recommended Faculty involvement in discussion related to functional workgroups. Campus representative indicates that, as we understand it to this point, the system does not have room for enhancements, it is what it is. Cindy Jones–campus rep. indicated that once there are more people to do the hands on testing other constituent groups like faculty will be included. UC Path GL integration, system wide development will add functions to include work-study, payroll transfer, etc.

Technical work group – Linda Durst. BANNER, data warehouse will be getting out the information to all programmers, once this goes into effect.

Discussion about although Prop 30 passed there will likely be no increases for non-represented staff/ Regents are meeting but that is the early indication.

Central Campus UC Path Discussion - The communication strategy for UC Path from Central campus was discussed at length. Discussion centered on what message would be best received by associates related to UCPath. Currently the UCPATH System wide website [http://ucpath.universityofcalifornia.edu/](http://ucpath.universityofcalifornia.edu/), may inadvertently give the message that previous systems were inefficient or ineffective.

**SDAAC** –

Principle of Community week – Feb-March 1st. Wed February 27th Lunch event. Soaring to New Heights – April 9th – Volunteer are needed. Thoughts on what we might do in place of the meal. Suggested: raising the price of the meal to cover the loss of the Sodhexo support; offer a dessert buffet instead. Questions: What is a reasonable price for the lunch? Is the food a significant draw for the event?

Request for Volunteers for planning to “Soaring to New Heights”

Civilian Oversight of the Police Department –
Staff Assembly met with vice chancellor of HR – Susan Gilbert regarding Succession Planning. Primary discussion; MSO/SAO of the future is that a program to resurrect for future succession planning?

Staff Assembly retreat coming up – focus will be on how to be more responsive to staff, what isn’t happening that should be happening?

LGBT – Speakers Bureau please be aware of the service

Smoke free campus – in 2014 - enforcement and education

TIF
First meeting of the year.

Email: The implementation process for switching from Cyrus to MS mail (UConnect) and Google Mail (DavisMail) is still in progress. The interoperability of calendaring between the two supported email systems has some issues that remain to be worked out. A fact sheet will be developed for distribution, but the direct audience for that fact sheet is still not finalized, i.e., to tech community only, or to all end users, or something in between (some IT folk would prefer to be the ones to relay the information and options to their users). Privacy agreements have been negotiated by UCOP with MS, but not Google (yet). A transition team will work with each department. Plan to begin a slow roll-out winter 2013 (not going to be a full campus one-time transition.... it will be a gradual transition).

IT service fee: An off-the-top service fee is being developed and will be taken at the dean's level as an assessment to cover the basic IT services for the unit. Those who transition to MS mail or DavisMail will not be charged for the service FY12-13. Existing UConnect users can expect they will not be charged for the basic service once the service has been made available to all of campus; but then the IT service fee will kick in 2013/14 and everyone will pay (via the dean level assessment).

Big Data Initiative established for campus. Campus needs to know what services with respect to big data faculty/researchers need. – High Performance Computing.

Shared Service Center Meeting Update – The October Staff Assembly meeting presentation by Andrew Dunn was designed to present data to Staff Assembly related to accuracy of Shared Services transactional work. During the presentation, many members asked questions because anecdotally the data did not represent their experience. Some members of ADMAN felt that the discussion did not lead to any helpful dialogue. Several ADMAN members were in attendance at the meeting and requested that ADMAN and Staff Assembly request a follow-up meeting with Andrew Dunn and Karen Hull to discuss their concerns. The meeting took place on November 6th, 2012 with Andrew Dunn, Karen Hall, Rob Kerner and Karen Nofziger in attendance. At the meeting the Staff Assembly data presentation was discussed. One of the examples that was reported in the presentation was a transactional percentage of 99% accuracy for payroll transactions. The 99% transactional accuracy figure related to after audit accuracy rather than accuracy prior to audit. The representation of the percentage, post audit, for transactional accuracy was, in ADMAN and Staff Assembly’s opinion, misleading. The group also discussed that it is difficult to discuss process problems, with Shared Service administrators, without having to report a specific person or specific incidents. Customers don’t feel comfortable ‘snitching’. By the end of the meeting, and in response to concerns, Karen and Andrew agreed to send out a survey to administrative units to talk about where the ‘pain’ points are for the customers of Shared Services? ADMAN members commented that previously an HR and Finance forum was conducted during which many of these specific problems or pain points were written up and presented to Karen and Andrew. The concern being is
that the promised survey is simply a duplicate of information Shared Services already has at their disposal?

Following the meeting with Andrew and Karen, Staff Assembly Rob Kerner met with the Chancellor to discuss concerns related to the Shared Service Center. The suggestion was offered, that rather than creating yet another oversight committee for the Shared Services Center, that the current Shared Services Governance Committee might be able to be used to create a list of Improvement Priorities for Andrew and his management group. Rob Kerner gave Andrew Dunn that option in a follow-up conversation and and Andrew said “No”.

Next steps Memo from Rob and Karen to John Meyer and Provost Hexter

Administrative associates are not using the incident reports because they don’t want to get people in trouble. Data does not reflect the experience.

New agenda items:

• Mikael Villalobos – Campus Community Book Project – “The warmth of other suns” -

January 17th, 2013 3-5pm, 357 Hutchison