Members Present:
Lisa Blake, CBS
Debra Fraga Decker, Contracting Services
Lourdes Gomez, Student Affairs
Tracy Lade, Physics
Meshell Louderman, Engineering
Tammy, McNiff, OCCR
Mary Ann Mellor, School of Education
Allison Mitchell, Information & Education Technology
Karen Nofziger, HARCS
Nora Orozco, CAES
Cindy Simmons – L & S Social Sciences, Orange Cluster
Letha Sines, University Outreach & International Programs
Lisa Finnegan – Graduate Studies
Sara Reed, CA&ES BFTV Cluster

ADMAN Member Attendees:
Kerry Hasa, School of Education
Rosemary Martin-Ocampo, Graduate Studies

Members Absent:
Janet Brown-Simmons, Plant Pathology, Nematology, Entomology
Lisa Borchard, Undergraduate Education
Leann Cain, DEVAR
Dinah Greenstreet, Vet Med
Meshell Hays, Computer Science
Nikki Humphries, ANR
Sandy Higby, UCDHS
Dee Madderra, Plant Sciences
Jessica Potts, Chemistry
Becky Robinson, BME
Susan Sainz, L&S
Binnie Singh, Academic Affairs
Darla Tafoya, L&S: HARCS
Kelly, Wade – Food Chain Cluster and Animal Sciences
Joan Zimmermann, School of Education

Standing agenda items:

- Standing Committee Reports

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Old Business

**ADMAN Conference UPDATE:** The ADMAN conference is February 27, 2013. Our theme is Balancing the Work-Life Puzzle. The keynote speaker, Joel Garfinkle, set. There will be a Resources Fair during lunch. After lunch Buster Porter will get us up and moving, and Sandy Batchelor, will talk about the work-life balance concentrating on the wheel. The closing speaker isn’t settled yet. Registration will open February 1, 2013.

**ABOG:** information has been provided to ADMAN regarding the requirements for the ABOG representative. It is a fun and rewarding opportunity. In 2017 Davis will be hosting the ABOG conference so we will start planning in 2015. The Davis planning committee will report to the steering committee. Representatives are expected to attend both yearly meetings in summer and fall; meetings rotate from North to South. Meetings typically start Sunday afternoon. ABOG will provide $350 to support expense related to the steering committee meetings and travel and Davis campus will match that amount with an additional $350 of support.

It is also important to note that your department needs to support this role because you will be away from the office. The ABOG representative role is a 3-year commitment starting with the April conference, reps will need to attend the newbie reception at the April conference. It is important to know you will be asked to hold office or have assigned duties related to the conference. You will be one of two ABOG members supporting UC Davis so you are responsible for communication with ADMAN as well.

Registration for the ABOG conference is coming. UC Davis has been offered 22 slots this year but that may change based on how registration is from other campuses. If an ADMAN member is interested in attending please let Karen Nofziger know no later than Thursday, January 31st.

**AA DI:** Current development will be around automated Evaluation

** CCC&D:** Campus wide climate survey, will be rolled out in February, more information at the next meeting. There will be a strong push for participation. There will be incentives offered for responding. At the next meeting a power point will be available for review.

Campus Book Project: Half the Sky by Nicholas D. Kristof and Sheryl WuDunn will be the new book project.

**EdTech:** E-textbooks was the most recent discussion. The committee has strong faculty representation and they have been very vocal.

**UC Path Steering Com:** Will meet every other month beginning in February
**HRIC/HRAC - December Meeting:** Bi-weekly conversion discussion. Irene talked about safety standards and positions. Working to standardize language. System wide titling – many positions were streamlined in preparation for UC Path that is why payroll titles changed.

Matt Carmichael – Protocols for emergencies. Discussing when to call the police, when not to call the police. Choices around stressed and distressed students. Protest conduct response was discussed as well.

**January Meeting –** HR has hired Towers Watson as the consultant who will be doing the review of HR. Carina Celesia Moore will be lead for the review with Susan Gilbert acting as the Steering committee chair.

Irene Horgan Thompson spoke about benefits moving to UCOP. Mentioned was the possibility that local campus may still maintain local serves but we are currently weighing the issue.

Vacation maximum discussion topics: percentages of associates at max in different classification; how many employees total are at vacation max.; encouraging departments to have their associates take vacation more regularly.

Brief Discussion of “Emerging Leaders Professional Development Program” – more will be coming on this opportunity – specifically designed to address succession planning.

**SDAAC –** Presentation from Vickie Gomez on campus climate survey. Goal of 30% response rate is necessary in order to have comparable data for all campuses – Feb 1 to the 28th will be the period for the survey, (incentives UC wide and at individual campus) UC Davis will award one IPAD per week. Email announcements to all UC Davis participants will go out on February 1st.  [http://campusclimate.ucop.edu/](http://campusclimate.ucop.edu/)

The survey will have a Confidential sign in with Kerberos, which will then generate a confidential user ID.

Survey will take 30 to 45 minutes to complete you can save and continue later; there will be an e-mail reminder if not completed.

Each Chancellor has committed resources to implement recommendations that are collected from survey.

Smoke free policy – Renamed smoke and tobacco free policy. The committee has 15 staff members and one grad student member. The committee is hoping to recruit Undergraduate members as well. There are several subcommittees focusing on particular areas such as Enforcement, Education and Policy.

The committee is currently reviewing the current Smoke free models at the UCD Med Center, University of Kentucky, University of Oregon, and the University of Michigan. Will likely create the role of a Public Health Ambassador and encourage Student involvement. They are aware that there will be issues with enforcement and they will work with city Davis and campus to try to address those concerns.

Currently the committee’s primary goal is to remind people this is coming. Currently creating some FAQs,

ADMAN Conference and the Principles Community event were both scheduled for the same day. So the Principles of Community event has been moved to Tuesday the Feb 26th and an informal lunchtime activity or speaker is being planned.

Soaring to New Heights event – Will be held in Freeborn Hall – SODEXHO was convinced to sponsor the event again so the event will still be $5. April 9th is the date of the event. Tickets will be available March 4th through the 22nd. Will call is at the box office at Aggie Stadium.
Cross Cultural Center Black Family week and Mixed Heritage weeks are both held in February

Citation for Excellence will for the first time have a monetary award attached to it.

TGFS – will once again be held in the same location on May 8th.

STAFF ASSEMBLY – Trying to promote staff assembly, engagement survey, citation of excellence, staff T-shirts

Shared Service – Pre-purchasing system being implemented in IET. Tweaking of workgroups is still a bit challenging. Early implementation is going well. Just started this week. Pre-purchasing will be done on a Unit by unit basis.

SPECIAL NOTE: Meetings with Karen Hull and Andrew Dunn, January 25th 10 a.m. with Rob Kerner of Staff Assembly

CCFIT – Last meeting Karl Mohr and Ken Burtis presented on the Task force findings for the 20/20 Vision Steering Committee. The committee will be making recommendations in February. The committee wants to get the word out related to their findings.

No update on TIFF

STAC Meeting – Enhances the 200-45 processes for reviewing proposals for technologies for administrative processes. Donna Olson and Bob Loessberg are leading the committee. Purpose of the committee is to determine the ways and means for putting into action great ideas for improving administrative processes on campus. Proposals twice a year for projects which needs money for development or sustainability. Review of a proposal may also facilitate BIA review

Not clear what the incentives are for unit programmers to develop something campus wide rather than keep it at the unit level.

Discussion Topic - NIH

Visa costs on extramural funding (hire an international person on a Federal grant) you put the visa on the grant. We have been told by extramural accounts that renewals are not allowable as that is not a recruiting charge. We are being told that those are unallowable expenses and had to be moved off as we close the grant. Put together a memo to Mike Allred regarding this issue.

Discussion topic – MARION RANDALL has called for all departments completed e-par by January 31st. Determining whose e-par s were completed; what the ratings were; were some evaluations rated on paper. Might be connected to a Review and audit of merits that is happening at UC Davis.

New agenda items:

• 4-4:30 pm // Su-Lin Shum and Michael Legrand, IET – New Payment Structure
  IET Service Fee Structure Project Introduction
  Timeline on project (2013 and 2014): See attached power point.

• 4:30-5 pm // Hampton Sublett, IET Project Management Overview. Project management services were discussed both related to IT projects and broader project management needs. Link to IET Project Management Office or PMO. https://confluence.ucdavis.edu/confluence/display/PMO/IET+-+-Project+Management+Office+%28PMO%29

Next meeting: February 21, 3-5pm, 357 Hutchison