Members Present:

Lisa Blake, Plant Biology
Denise Christensen, Engineering
Debra Frega-Decker – BIA
Lourdes Gomez, Student Affairs
Dinah Greenstreet, Vet Med
Sandy Higby, UCDHS
Nikki Humphreys - ANR
Tammy McNiff, OCCR
Mary Ann Mellor, School of Education
Karen Nofziger, HARC-
Nora Orozco, CAES
Cindy Simmons – L&S Social Sciences
Susan Sainz, L&S
Darla Tafoya, L&S: HARCS

Members Absent:

Becky Robinson, BME
Binnie Singh, Academic Personnel
Lisa Finnegan – Graduate Studies
Allison Mitchell, Information & Education Technology
Sara Reed, CA&ES BFTV Cluster
Rosemary Martin Ocampo – Graduate Studies
Jessica Potts, L&S, MPS
Carla Munoz, Biological Science
Lisa Borchard, Undergraduate Studies
Joan Zimmermann, School of Education
Meshell Hays, Computer Science
Letha Sines, University Outreach & International Programs

ADMAN Member Attendees:
Dee Madderra, Plant Science

Standing agenda items:

- Standing Committee Reports

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Old Business
ABOG  Update currently 163 registered. There have been requests for Additional Spots but SF is tough for additional hotel space. Donations for the raffle would be appreciated contact Sandy Higby or Meshell Hays

CCC&D – Completed the campus climate survey. Ended up with 37.4% response rate which is very good campus had hoped for 30%. response rate.

Book Project – Next year’s book project has been announced. The title is “Half the Sky”.  
http://dateline.ucdavis.edu/dl_detail.php?id=14395

Soaring to New Heights – Tammy had Previously indicated that tickets would be picked up of Aggie Stadium,. However that has created some challenges with box office hours. Tammy has volunteered to pick-up and hold the tickets for the event in her office. Please contact Tammy McNiff and she will arrange to either have you pick-up your tickets or arrange to have the tickets delivered to you.

CCFIT – Delmar Larsen (Chemistry) gave an overview of e-text book pilot he is doing. The purpose of the pilot is to help absorb some of the expense of textbooks to students. He reported that textbook cost in the last 30 years has increased 800%. Larsen pilot would be free to students. Wiki based project. The system is a flexible system so that participants can add input. In Fall quarter Larsen will be piloting the Wiki course along with a traditional textbook course. Included here is a link to his Wiki http://chemwiki.ucdavis.edu/Wikitexts/Development_Details/Contributors

Patrice Koehl from computer science presented on the “Big Data” implementation. The committee has presented information to the Provost. They are recommending the creation of an implementation committee as they feel we will need to hire a director of the data science institute. The committee also recommended the creation of "hotel space" for researchers to discuss the servers analysis of the data. It is still not clear how this initiative would be funded. Concerns have also been raised about charging any of these expenses to grants.

Elias Lopez spoke about the new Student Portal that is currently in development – a redoing of SISWEB to bring together all the different components students would need to assist them with Student Affairs related tasks. It will be a one-stop shop for student information.

Kuali Rice – KC Oversight was cancelled. Dee has been attending weekly user group meetings. Spoke to Sherri the program manager and they have chosen to change the timeline of the pilot to Fall. IET is no longer a member of the Kuali Rice group. This only applies to the RICE platform. IET has made contact with Kuali and they believe they may be able to accommodate the addition of the requested Sponsor Name; Sponsor Deadline; PI Name fields.

Additional ITEM: Update from the Super-user group for requisition and vendor set-up; two modules that are coming to KFS. As I understand it, right now, those people that are using Pre-purchasing there will be a change and the the Account Manager will get the document first, for approval, then it will come back to the orderer and the P.O. number will be generated. P.O. number will not be generated at the beginning of the process. A question from the group will there be another number that is generated? The system will not generate the number until it is after the P.O. is approved.

Pre-Purchasing is coming up through STAC review. Accounting will be brought in to discuss how sustainable this pre-purchasing system is for all of campus. Secondary delegation issue also needs to be discussed.

Karen Nofziger shared a request from Mike Allred for two committee members to participate in a “General Ledger” review task force. Nikki Humphreys will be serving on the committee in another capacity but will provide information as an ADMAN member as well. Dee Medderra pointed out that the June deadline is very aggressive if the committee wishes to do a thorough job. Fiscal close will prohibit an number of members from participating on this short timeline. A general call will go out from Karen to ADMAN membership to see if there is additional interest in serving.

UC Path - Meeting next Wednesday.
HRAC/IC Meeting Notes – March 6th meeting

Wellness Challenge-Sandy Batchelor

*PowerPoint presentation (attached)*

Overview of wellness challenge:
- Wellness is a choice
- The seven realms/dimensions of wellness—an integrated approach to overall health
  - Social, Emotional, Intellectual, Environmental, Occupational, Spiritual, Physical
- April 4th is the kick-off day for the Davis campus from 11:30-1:30 at the ARC ballroom; April 2nd for the Health System
- Track your weekly progress using the “Passport for Stamps”
- Read weekly wellness challenge emails and suggestions;
- Attend weekly wellness activities
- Participate in UC Walks on May 22nd
- Enter the raffle to win prizes
- Everyone is invited to spread the word and invite others

HDAPP (Harassment & Discrimination Assistance & Prevention Program) – Wendi Delmendo/Erik Fifer

*PowerPoint Presentation and Handout (attached)*

- Program had a recent name change from SHEP to HDAPP
- The new website is: [http://hdapp.ucdavis.edu](http://hdapp.ucdavis.edu)
- HDAPP serves as the central office for reporting and maintaining records of harassment & discrimination complaints
- Ivy Griffin, Education Specialist, is available to provide training to interested units
- HDAPP encourages use of the website for the primary source of information
- Links to specific policy names will be on the website

Biweekly Conversion Update/Debrief- Penny Knutson/Barbara Brady

- 1st biweekly paycheck was paid 2/13 – only two departments didn’t pay employees and those situations were worked out within 24 hours so all employees were paid
- 2nd biweekly paycheck on 2/27 – one employee shorted themselves by 8 hours - the situation was reconciled and they got paid
- The biweekly conversion website is still up and email questions are being answered
- All in all, the biweekly conversion went very well despite a few bumps in the road
- On March 13th the first loan “pay back” will begin
- There have been many enhancements to TRS
  - 8,000 employees will be converted to the TRS system by April/May 2013
  - 12,000 employees in TRS by June 2013
- Payroll worked with employees on-on-one
- Communication for future projects:
  - Communications should come from one source vs. several sources
  - One person should be the communication lead
  - When sending communications to employees, copy managers/supervisors on the email so they know what’s being communicated
  - It’s preferable to have communications going to managers/supervisors first and sending to employees an hour later
  - When communication is sent, ensure content is relevant to the department (i.e. Include words that say “if this doesn’t apply check with your Deans Office or Vice Chancellors group)
  - Send communication to HRAC/IC first then to Managers/Supervisors
  - Find the balance with communication
  - Light the fire at the beginning of communications vs. a soft approach
  - Is there a way to improve communications with Unions that might have a positive impact on the communication they send out to their members? Incorrect information was disseminated by Unions and that added to employee confusion and made it more difficult for departments
  - Try to be ahead of the game – proactive vs. reactive
In instances such as these, it would have been helpful for central HR/Payroll to seek more campus input ahead of time. This broader perspective would have helped to better define and trouble-shoot issues in advance.

Plan for the future - be more upfront and proactive with the group especially if employees are going to self service.

Seek a broad perspective – from an academic standpoint, there are things that central HR may not know because it’s not dealt with everyday.

As things have been moving to self-service with SSC & UC Path, encourage employees to use “At Your Service”

Other suggestions: Give a heads up when things are going to change (ie. With TRS/L&S, the system changed over-night without communications and academics were flooded with questions)

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**HR Strategic Review Update – Carina Celesia Moore**

- The HR strategic review is a 90 day project – the kick off date was February 5 and the end date is slated for May 22
- The project is currently on track and on budget
- The overall project is 54% complete
- HRA survey had excellent response rate:
  - 51.6% overall participation
  - 92.4% HR participation
- A website has been established with project updates: [http://hr.ucdavis.edu/strategicreview](http://hr.ucdavis.edu/strategicreview)
- Next steps:
  - Current state assessment
  - Future state assessment with two recommendations and five deep dives by Towers Watson

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**Staff Diversity Administrative Advisory Committee Meeting Notes**

*March 21, 2013*

**Affirmative Action Subcommittee**

Concentrating focus on veterans this year because of a new requirement from the Office of Federal Contractor Compliance Program (OFCCP), of which UC Davis is required to report. OFCCP required that all groups develop a plan to recruit veterans beyond just posting jobs, but to prove their efforts. Need to establish significant visibility that we support our veterans. Wendi Delmendo, UC Davis compliance officer, will help to review and revise a veteran recruitment plan.

All federal contractors (UC Davis) are required to solicit applicants to self-ID status as veterans. UC Davis will offer an opportunity to self-identify again.

The UC Davis Medical Center will hold job fair for veterans in June. HR, TES could consider hosting workshops for veterans at various locations.

**Civilian Oversight Public Forums.** The UC Davis Police Department is supportive of an oversight group. They currently have policies in place such as a form for complaints that can be submitted in person, and soon online. It does not have to be signed, and they removed language such as “under penalty of perjury." Chief has to respond to all complaints. It is not a citizen complaint form, but a civilian complaint form so that it covers the international community who are not citizens. UC Berkeley has had such a low rate of complaints (3) with their format vs. other models. UCB’s reporting line for the oversight group is to their administration office, therefore, it was found questionable as to whether the administration would find themselves liable of misconduct and issues were not reported. UC Davis could be set up differently.

**Harassment & Discrimination Assistance and Prevention Program:** HDAPP (formerly SHEP) is offering presentations to any groups or units that are interested in what services they offer.

**SDAAC representative will be stepping down on June 30th. ADMAN will need a new representative for both SDAAC. ADMAN will also need to select a new Vice Chair and New Historian.**

Shared Service Center – A new News Bulletin is being shared related to modifications of processes or systems in the Shared Service Center.
SSC conducted a survey of ARM regarding Shared Services – 7 areas of focus; purchasing; accounts payable process, staff recruitments, other recruitments, Travel and Entertainment. After the initial survey SSC realized they needed to give the same survey to all units. Questions related to: How are things working what needs to be improved. The areas highlighted by feedback were the necessity to do process mapping between units and central units to better understand the processes we are using. The intention is to provide clients with a clear understanding of the process as a submission is handled through its conclusion.

TIFF – Mark Thonen – talked about e-mail and collaborative services. UCD is rolling out UConnect on premises; UConnect in the cloud; g-mail / Davis mail. Going to Schools and colleges to discuss this implementation by the end of June. All Central units will be in the Cloud by summer of 2013. The costs of e-mail will be incorporated into the IET fees. BIA will announce the fees in April or May with the intention of implementing July 1st.

Mobile device security – all University phones need to have a pin as a part of our Cyber Safety policy. Compliance by May or June 2013. Broader communication will be shared with all community members related to this topic.

BANNER JAVA – problem effecting login to BANNER. Provisions will go away when UC Path is implemented

EDUSTREAM – Discussion of EDUSTREAM, which is like a twitter feed with dynamic feed features which, would allow for approvals for example fee EDUSTREAM. All actions in a single inbox. Read more: https://confluence.ucdavis.edu/confluence/display/PMO/Edustream

Service Now – Ticketing system is being piloted in Engineering.

Student Services Portal through the Registrar will go live Winter 14. Registration will begin Winter 2013.

STAC – Strategic Technology Application Council – People have submitted proposal to STAC for Pre-purchasing and Course Evaluations. Subcommittees have been assigned to look over the projects as submitted and review the proposal. The questions the sub committees will be asking: What elements should be included in a review? Does the submission provide adequate information for review? if not what info do we need to review? What concerns or issues should be addressed? Who are the key stakeholders? These questions are handled in a sub-committee and the sub-committee presents their review to the committee. STAC will then coordinate with an IET committee for further review. If it is agreed that the proposal is a good project it will then be go up to BIA.

**ADMAN Conference Update** - $235 in total cost for the event after registrations.

**New agenda items:**

New “Nimbleness” Committee – Mary Ann Mellor – Tabled until March 28th.

Special Guest:

Gabe Yountsey, IET – Interim Assistant CIO part of the office of the Chief Information Officer and Vice Provost for IET. The role of the CIO is to advise campus and provost on IET strategic planning and opportunities.

Gabe’s role specifically, is to build partnerships with colleges and administrative units. To work on the strategic issues that we have related to IT across campus and to collaborate with multiple partners.

**IT Service Fee** - Provide better visibility for common good IT services
Provide a better link between user and payer
Adapt to the new campus budget model
Reduce the campus-wide cost of some IT services.

BIA, IET, A&FS are leading the effort.

When will the fee be implemented? Plan is for FY 2013/2014 likely will be later
Broader campus communication is planned next quarter. Costing process and user counts have been lengthy with communication and socialization of the idea to begin on campus.

Common Services being discussed: Telephone; network; security; email/calendaring/collaborative services Commonly have been based on FTE.

E-mail initiatives /Collaboration Services Project

The options uConnect Site based; uConnect Cloud; DavisMail/ g-mail services. 10 to 20% of faculty are forwarding their e-mail off campus to g-mail accounts. Intention is to reduce the 90+ email services to 2 or 3 options? The campus-supported options will be UConnect or DavisMail.

The goal is to provide as good an e-mail service on campus as is currently being provided to individuals by Google mail. Within a year all current users of Cyrus and Geckomail will be migrated to UConnect or DavisMail.

Engagement Steps with College/Department.  Asst Dean/Dept. IT

Post-Decision
Pre-Migration/Migration

Post Migration

Horizontal Wiring – Provost committed 2M in central funds for building wiring upgrades for FY 12-13, 13-14, 14-15 for total of $6M

Provost funding provides 2/3 cost sharing
Relocate research and admin. Computing to the campus data center, with offset costs
Deans were broadly supportive -many buildings are already in the pipeline.

IT Project Registry / STAC

The UC Davis IT project registry was launched in December 2012 as the first of its kind mechanism for all community members to share IT projects.

Overseen by the Strategic Technology Advisory Committee

Goals of the IT Project Registry/STAC:

Encourage early sharing
Help assess common needs, campus priorities and funding options
Informs business and technology decisions
Helps identify similar efforts, avoid duplication, and promote cross departmental collaboration.

Registry.

Contributions to the campus registry are made in one of 3 categories, using a web-based template:
1. Abstract – small-scale projects that affect the business function or processes solely within a unit’s purview.
2. Prospectus (<3 pages) Projects beginning with a pilot or proof of concept phase
3. Proposal (<5 pages) Projects that is ready to move toward implementation.
   • PPM 200-45 criteria (for projects in options 1 and 2)
   • Cross Organizational boundaries
   • Meet essential business needs
   • Address risk obligations
   • Provide solutions to deliver educational content, and/or
   • Include a request for campus funding.

To provide a business oriented prospective of potential proposals in a review and funding decisions. Help to identify needs or raise needs that might be addressed by groups.

Special meeting: March 28th 2:30 p.m. to 3:30 A&FS, University Services Bldg. Conf Rm 103.