Members in Attendance:
Janet Brown-Simmons, Plant Pathology, Nematology and Entomology
Denise Christensen, Engineering
Lourdes Gomez, Student Affairs
Sally Harmsworth, UCMC, Medical Microbiology and Immunology
Chris Hale, UCMC, Public Health Sciences
Tracy Lade, Physics
Rosemary Martin Ocampo – Graduate Studies
Dee Madderra, Plant Sciences
Mary Ann Mellor, School of Education
Allison Mitchell, Information & Education Technology
Karen Nofziger, HARC-
Nora Orosco, CAES
Cindy Simmons – L &S Social Sciences
Letha Sines, University Outreach & International Programs

Members Absent:
Lisa Blake, Plant Biology
Lisa Borchard, Undergraduate Studies
Lisa Finnegan –Graduate Studies
Debra Frega-Decker –BIA
Dinah Greenstreet, Vet Med
Meshell Hays, Computer Science
Sandy Higby, UCDHS
Nikki Humphreys - ANR
Tammy McNiff, OCCR
Carla Munoz, Biological Science
Jessica Potts, L&S, MPS
Sara Reed, CA&ES BFTV Cluster
Becky Robinson, BME
Susan Sainz, L&S
Binnie Singh, Academic Personnel
Darla Tafoya, L&S: HARCS
Joan Zimmermann, School of Education

Standing agenda items:

- Standing Committee Reports

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**ABOG:** ABOG reps from all the UC campuses met in Santa Cruz in July to review progress for the 2014 conference in Los Angeles and to tour and select a site in Santa Cruz for the 2015 conference:

2014 UCLA – The program is coming together, some speakers have been identified, and there are several options/opportunities for the campus tour that are being discussed. The theme of the conference will be along the lines of “UC World Changers”. Date of the conference is 27-29 April, 2014. Each campus takes on a role to support the conference and UC Davis will be managing the raffle.

2015 UCSC – 2015 will be the first time that UC Santa Cruz will be able to host the conference in their city (previously, hotels were not large enough). Two hotels were toured and one provisionally selected. Contract negotiations are underway.

**AADI:** ACE the automated course evaluation. College of Ag is listed as having ACE as upcoming. Pilots are scheduled to occur in second summer session. Town halls will then recruit others to pilot. Key features are that ACE helps reduce staff time on evaluation and and feeds directly into MIV. The project team is currently working on developing training sessions. ESP (ESP is the onboarding project with Key, facilities equipment tracking) tracking system update from Allison - waiting to know timeline for further development, management team has not made a firm decision as to whether it will be supported or not.

Currently there has been a Course management system developed in GSM by Chip Mrizek that was demonstrated for AADI this month that might be adapted, or used as a foundation, for development of course scheduling/instructor and TA assignment tool. This is the project that may be led by Meshell Louderman of Computer Science, but there are several departments interested in the tool. Psychology in DSS already has a tool that is currently be revamped by Jeremy Phillips, the DSS IT Manager. Physics has expressed a need for this kind of tool, too, Chris Derr, the IT manager for Physics, then went to the Academic Senate to ask if the Senate’s IT Staff would be willing to let Physics use their committee assignment tool to see how well it will it might suit the needs of other units who follow a similar annual process for making committee assignments.

AADI has questions about the development of a campus “Course management system” what would the scope of a “Course management system” look like for other academic units? Would the system import and export from/to BANNER? AADI would like ADMAN members to talk about what the scope of the project would be if we were to develop a course management system. What would we want developed first? What would be added to the system in longer range planning?

**CCC&D –** No update
CCFIT - Final meeting to present recommendation to the Provost. Recommendations:

Research computing committee – support recommendations on big data, open data; high performance data; data center. Data center conversation is on going but CCFIT endorses UC Davis’ plan to construct a high Quality data center.

Telecommunication and networking – recommendation to increase cell points on campus to expand wireless access.

Personally owned devices and security considerations. Recommendation that a committee be appointed to examine, acceptable use policy and security guidelines; update with best practices for BYOD use and user responsibilities and identify specific methods to leverage wireless access to enforce security.

Horizontal wiring project is supported

E-books - chemistry will be doing a pilot using wiki pages in place of textbooks in the upcoming year.

In Educational technology the recommendation to establish a UC Davis testing center to serve the needs of a range of students, free faculty time, and manage risks to the institution.

FIS Steering committee

FSS – The centralized invoicing as a project update/ January 2014 User group testing / Bar coding and invoicing associated with only the receiving department. Looking at a different ledger review process. Working toward UC common chart of accounts. 7.5 million dollars per campus for financial management. Cost share tracking system on Contracts and Grants user group. Cost share system that is functional and changing the system to allow department s to control description. KFS focus group on purchasing. A lot of work right now on the Vendor table, improving it and cleaning up the vendor lists. Shift in January 14. Update about travel and entertainment, new system, release in January 2014. Kuali base working model projected in June 2014. Changing to only 3 meetings a year.

Ledger review – (what report) will be beefed up as a report so that it can be used as an account manager’s ledger review. Will need to correct the issue with the automatic approval of the delegate, so that it doesn’t go to the account manager after an automatic approval. It changes the ledger review from someone other than the FO to the FO. Individual departments could choose what shows and what doesn’t show on the report. A question was raised as to whether Mike talked about specialized training for both faculty and staff on account managers? Does FIS have a website to go to read about these projects in more depth?

Request that Mike or his office provide a Biannual update on all of the work group activities. This topic was discussed in phone conference with Mike Allred, Karen Nofziger and MaryAnn Mellor.

In the May update Accounting indicated that they are looking to centralize VIs to accounts payable. Will rely on the receiving component. On the phase 3 implementation discussions it was indicated that all accounts receivable go through central. This would mean we would not be able to invoice at a unit level. As an aside, some departments are already using pre-purchasing through shared service.

Ed Tech – No update

Kuali Rice - Colieus – The Rice frame goes through a black out programming mode during fiscal close. They can’t integrate Colieus onto the Rice platform until after mid-August to go live in shared service.

UC Path Steering Committee
For the Wave 1 group, testing has started and things are not going as smoothly as expected. This may delay the launch date….stay tuned
Composite Benefit rate updates have been pushed back in order to address such issues as the 9/12 appointments (and summer not being covered).

GI integration: Still working on how to view vacation pay and work-study. PeopleSoft will not be using the Kauli labor ledgers. More to come as they figure this out.

Two new HR modules will be implemented (UC Irvine and UC SF) currently using the TAM (Talent Acquisition Manger) (replaces People Admin) and E-performance (replacing the EPAR system). UCD has formed a committee and will be moving toward the migration of these new systems.

BiWeekly conversion. Still no answer from OP about Readers and Tutors (BX) as well as several other small groups on campus (i.e., police) on the TRS system. Those staff will have to convert back to paper timesheets! Apparently there are some enhancements to the TRS including a supervisor-initiated timesheet.

One of the most interesting points that was brought up at this meeting was that all the other campuses have dedicated FTE to convert to the UC Path, and UCD have only a few FTE dedicated to this project and all of the other staff involved in the conversion at UCD have 100% full time jobs! (UCLA has for example 140 dedicated staff to UC Path).

Minutes from June Meeting for UC Path Steering Committee

1. **INTRODUCTIONS & OPENING REMARKS (MIKE, SUSAN, KAREN)**
   ANR — INVITING PROJECT MGR TO JOIN STEERING COMMITTEE BEGINNING WITH AUGUST MTG.

2. **UCPath UCOP Activities**
   a. **Timeline & Schedule (Mike)**
      System Integration (SIT) Testing for Wave 1 Campuses has been pushed back to Nov 1, 2013 due to migration/data conversion issues. Testing for Waves 2 and 3 dates will begin in 2014.
   
   b. **GL Integration/Composite Benefit Rate (Mike)**
      There are concerns about academic composite benefit rate. Salary paid in summer is not currently considered covered compensation for UC retirement system, so benefit rate is less during summer than during academic year. Principal Investigators have expressed concern over whether summer comp should be required to cover benefits. Unresolved.
      
      Still outstanding — how vacation pay will show up in peoplesoft. Ultimately departments will have to adjust to looking at budgets and encumbrances differently. Cindy Jones shared that we’ve seen mock-ups of what salary breakdowns/rules look like such as addressing salary cap, 120 day limitations, work study, effective dates and others higher ed business rules. UC is working with Huron consultants on getting those rules built into ucpath.
      
      UCD is still trying to assess and comprehend how all the changes will affect existing business procedures. UCPATH labor ledger vs KFS labor ledger in question however reporting will most likely be accessible through our local ds reporting. Mike suggests not trying to make a decision until we’ve seen more, in order to determine if the model they deliver will work for us.
   
   c. **UCPath Add’l HR Modules Update / Recruitment & Performance Mgmt (Marion)**
      Marion checked status - project mgr not identified yet. UCI and UCSF (current peoplesoft users) have full implementation of talent acquisition and eperformance modules — being used as base. Upon determining best configuration, will bring back to UCD and UCDHS. Design and further configuration will take place in fall with 12 months estimated completion.

   Next week, analyst/project mgr position will go to recruitment to work with Marion on these 2 modules and transitioning campus from peopleadmin and locally-developed epar system to the two new modules. Molly asked of entire UCPATH project - are we anticipating that the five key schools will dictate how all the other schools are going to implement these programs? Mike affirmed.
ANR needs representation. Mike asked Ben Chin to suggest someone. Robert Martinez may be the ANR point person for TAM/EPAR group.

3. **Bi-Weekly Conversion Update (Cindy, Irene)**
Mike stated that things are going well on BW Conversion. Susan Sainz asked about readers/tutors. Radhika stated that there isn’t an answer yet, and we need a solution before they can be converted (OP seeking tax advice this topic). Radhika states that in the future, there will not be access to OPTRS for side systems. We need an interim solution. Cindy Jones reported vac/skl accrual amounts weren’t calculated correctly for employees working less than 50%. This will be remedied by UCOP in July 1 paycheck.

Mike concerned that there are retention requirements for keeping track of time worked, in relation to federal monies/audits. Developers and maintainers of Shadow systems need to be clear about document retention requirements for auditing purposes.

4. **Time & Attendance**
   a. **Campus TRS Update (Radhika)**
   Still small groups of employees unable to use TRS. Currently 10,500 users, recently added 132 groups after the BW conversion. We’re adding another appx 3000 employees in the next 3 months. Karen Hull asked how many depts are not using the system. Ultimately appx 500 left outside of TRS, including firefighters, dispatchers.

L&S timesheet system turned off in June. Data will be available through July.

Many enhancements being made to PPS TRS with more coming - added the dept-requested additional back-up supervisor plus user interface & reporting enhancements. Night & weekend shift differential, skilled craft overtime calculations, and supervisor initiated timesheets enhancements coming – aiming for mid-July for implementation.

Outstanding issues - Joni Rippee noted that there are employees that are part academic and part non-academic, with different leave accrual rules/rates. Joni also noted the issue with employees in more than one business unit - AES, IR professors, mixed with coop ext appt. These issues affect all campuses and are being addressed at the UCPATH level.

-UCLA needs system UCPATH TRS system ready by Nov. for testing. UCD has good collaboration partners on the TRS effort - we are contributing to the functional workgroup, Cindy and Radhika both have a dedicated staff resource on the project.

b. **UCDHS – HBS Update (Molly)**
Kronos, their current time system will not work with ucpath, going to implement HBS Ecotime. Included features are – flexible timesheet design, multiple time collection, scheduling module, leave request module, FMLA module (decision pending), enhanced reporting. This also impacted another project – their nurse scheduling system.

Mike asked if they’ll bring on new employee populations not currently on Kronos, with the new system. By Aug 2014, there will be 10,500 employees on HBS, aiming to include all but academics. Campus is still waiting on final decision regarding the School of Medicine employees. Also, there has been discussion about interns and residents using new system for their required time tracking only, but not for pay.

Decided not to have IVR (call-in) system. Due to the limited number of users it would not be cost effective. Reimplementing one staff in order to integrate into UCPATH. Also trying to implement web scheduler for nurses.

5. **UCD Implementation & Planning Update (Mike, Radhika)**
UCD/UCDHS are part of wave 2 - 2 key dates are formal kickoff in May 2014 and June 2014 is integration testing. We plan to cut over in November 2014 for a January 2015 go live.
PROJECT TEAM SIZE DIFFERS BETWEEN CAMPUSES - UCLA HAS BUDGETED MUCH LARGER THAN UC D. UCLA IS RESPONSIBLE FOR UCOP, UC MERCED AND THEIR MED CENTER AND HAS PULLED PEOPLE FROM THEIR HR AND PAYROLL TEAMS TO WORK 100% ON THIS PROJECT. UCLA POSSIBLY 1/3 LARGER BUDGET THAN UC D. CURRENTLY, UC D IS RELYING ON EXISTING RESOURCES FOR UC D, A MEDICAL CENTER AND ANR. SUSAN GILBERT SUGGESTED THIS PROJECT IS VERY IMPORTANT AND WE NEED TO BE STAFFED/RESOURCED PROPERLY. MIKE STATED THAT AS WE PROGRESS, IF IT BECOMES NECESSARY TO ADD STAFF RESOURCES, WE WILL MAKE THOSE ADJUSTMENTS. RADHIKA STATED THAT WE‘VE CURRENTLY AUGMENTED WITH RETIREES FAMILIAR WITH OUR SYSTEMS, AND WE MAY BRING IN MORE. KAREN HULL SUGGESTED THAT WE IDENTIFY DEDICATED RESOURCES. WE NEED TO BE IN FRONT OF THIS ISSUE, SO EXISTING EMPLOYEES AREN’T OVERBURDENED WITH WORKLOAD. MIKE AND SUSAN WILL GET TOGETHER TO DISCUSS AND ARE OPEN TO RECOMMENDATIONS. MARION STATED THAT AT THIS POINT, AFTER HAVING SOME PROJECT EXPERIENCE, WE HAVE A BETTER UNDERSTANDING OF WHAT WILL BE REQUIRED. MOVING FORWARD, WE WILL CONTINUE TO REEVALUATE BUDGET AND RESOURCES.

FORMAL WAVES 2 AND 3 IMPLEMENTATION KICKOFF IN MAY 2013. UC D PLANNING & RESOURCING HAS BEGUN FOR CAMPUS/UCDHS. ALL LOCATIONS HAVE REQUESTED A TESTING REGION (AKA SANDBOX) OF UCOP TO HELP WITH LOCAL PROCESS ANALYSIS AND IMPLEMENTATION PLANNING. THE APPROACH OP IS TAKING AFTER WORKSTREAM KICKOFF - GO THROUGH DETAILED STEPS WITH OP PARTICIPATING IN CONFERENCE CALLS WITH WAVE 2 AND 3 CAMPUSES. AT THIS POINT, ALL UCPATH TEAM STAFF ARE SPLITTING THEIR TIME.

MARION REPORTED ON THE SYSTEMWIDE HUMAN RESOURCES/ACADEMIC PERSONNEL REPORTS GROUP - WHAT REPORTS ARE PROVIDED CENTRALLY AND WHAT STILL NEEDS TO BE BUILT. CAMPUS AND UCDHS HAVE REPRESENTATIVES REVIEWING LIST TO DETERMINE WHAT REPORTS THEY HAVE AND WHAT WE STILL NEED. ORIGINAL TOTAL OF 325, HAS BEEN CUT TO 300.

ENTIRE SLIDE SHOW WILL BE INCLUDED IN MINUTES.

6. WORKGROUP UPDATES
   a. TECHNICAL (LINDA, CURTIS) - WILL PROVIDE UPDATE IN AUGUST.
   b. FUNCTIONAL (CINDY, MARION) - THEY ARE MEETING IN JULY AND PLAN TO BRING BACK UCPATH CONSULTANT

7. WRAP-UP & CLOSING COMMENTS
   APPROVED MINUTES & PRESENTATION MATERIALS WILL BE UPLOADED TO WEBSITE.

Next Mtg – Wed, Aug 7th 8:30-10:00am

HRIC/HRAC – STRATEGIC REVIEW – HRIC/RAC REPRESENTATIVE. SERVE ON THE STRATEGIC REVIEW COMMITTEE. CONSULTANT WAS TOWERS WATSON. THE REVIEW RECOMMENDATIONS BASICALLY LOOKS LIKE WHAT HR LOOKS LIKE NOW. HOWEVER THERE WAS A DISCUSSION ABOUT HAVING SPECIALIZED ASSOCIATES WHO SERVE SPECIFIC DEPARTMENTS.

SDAAC:
Learned today ADMAN CAN HAVE A SECOND NON-VOTING MEMBER IF WE ARE INTERESTED,

SDACC MET WITH THE CHANCELLOR TODAY, JUNE 27TH.

Topics:
Training – will the chancellor support advocating for all staff attending at least 4 hours of training a year? The chancellor feels strongly that an initiative like this should be in place. Training, in her view, should also be built into performance evaluation.

Diversity training would be helpful and would benefit all constituent groups faculty, staff, and students. Rahim suggested that managers should encourage associates to attend a diversity-training event and perhaps have diversity training valued, more specifically, on our EPARs.
Chancellor realizes that further training of all UCD constituent groups will require resources.

Part of the discussion also focused on support international students. We, at UCD, need to help our international students integrate and understand the US culture as a part of our role.

Advising ratios are much higher now and it is felt the quality of advising is eroding. The chancellor said we will never return to previous ratios however we would like to address advising services through hybrid delivery systems for FAQs that might free advisors to do more of the direct student support rather than responding to general FAQ responses that might be delivered in another way.

Some training that currently exist for all constituent groups “Principles of Community” training through LMS

Talent Management and Review – New programs are being designed and will be rolled out this summer.

For future programs we need to encourage managers to support staff development and training initiatives on campus.

HR should be having broad conversations with constituents groups before implementation of any Talent Management and Review programs.

Salary plans – 3% across the board for non-represented staff. Equity increases will be looked at across the board as well but the review may consider relevancy to salary longevity, performance evaluations.

Request for involvement in the conversation about the establishment of a Veteran’s student office in the new MU. Currently students are suggesting the Veteran’s office be on the second floor. The Chancellor would like to see the new Veteran’s office built on the first floor, as it would make accessibility easier for all students.

The Chancellor mentioned Diversity statistics that were presented at CODVC. Of particular concern are two statistics: Among staff we are experiencing 2.5 times the number of separations for African American associates as other staff associates. Among faculty – turnover is so high among female faculty that it feels like a revolving door.

**Shared Services** – Update Teri Saki is now Director of Business Operation with Travel and entertainment with Ann Marie taking over the payroll.

**IET** – fiscal close – departments are having to do fiscal close work.

**TIF** – Classroom refresh initiative a presentation by Joe Kelly from AV engineering in IT and Elias Lopez. The initiative is sponsored by the Registrar. Improve technology in the 128 general assignment classroom to prepare for future teaching and learning trends. The provost has allocated 2 million over three years to carry out the project.

Please contact Elias Lopez directly with your suggestions for classrooms that need to get fixed/improved.

Bob Loeseberg-Zahl and Yuhang Shi presented – Graduate Studies has developed a new reporting tool for historical graduate student financial data. It will be available to dean’s offices and groups in the fall. The campus has about 6000 graduate students representing $120 M. in financial support each year (earnings, fees, GSHIP). The information on the reports will pull from BANNER, KFS, DaFIS   BIA will be looking at this data from a campus perspective, but units will be able to drill down to do custom reports for their organization. This tool differs from the Grad Tracking financial module being developed by CBS in that it is aggregate data; it does not look at individual students.

**New agenda items:**

**CAO Succession Planning** - CAOs for the future the leap between the highest-level Analyst to the role of a CAO is a significant jump. There is no time to develop our staff. Would ADMAN like to take this on as a project/initiative?
Next meeting: August 15, 2013, 357 Hutchison Hall – Presenters: Bryan Collins and Lisa Terry on the “End to End Business Process Improvement Project”

Meetings for Academic Year 13-14 – with appreciation to Janet Brown-Simmons for reserving Room 357 in Hutchison Hall for all our ADMAN meetings next year.

Sept 19, 2013
Oct. 17, 2013
Nov. 21, 2013
Dec. 19, 2013
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Feb. 20, 2014
Mar. 20, 214
April 17, 2014
May 15, 2014
June 19, 2014