ADMAN Board of Directors
Meeting Minutes
December 16, 2010 (3-5pm)

Members Present:
Rosemary Martin-Ocampo, University Relations
Jessica Potts, Mathematics
Susan Sainz, CBS Deans Office
Kathy Miner, Economics/Military Science/History
Carla Lacey, Student Academic Success Center
Mary Ann Mellor, School of Education
Lisa Borchard, Undergraduate Studies
Meshell Hays, Computer Science
Pam Mazanet Belleau, Vet Med
Nora Orozco, College of Ag & Environment Sciences

Members Absent:
Dee Madderra, Plant Sciences
Steven Albrecht, Graduate Studies
Letha Sines, University Outreach & International Programs
Karen Nofziger, L&S HARCS
Allison Mitchell, Information & Education Technology
Sandy Higby, School of Medicine

ADMAN Member Attendees:
Tracy Lade, Physics
Janet Brown Simmons, Plant Pathology
Binnie Singh, Academic Personnel

Invited Guests:
Debra Fraga-Decker, Purchasing
Binnie Singh and Kelly Anders, Academic Personnel

Rosemary welcomed new board member, Nora Orozco, who is representing the College of Agriculture and Environmental Sciences.

• Committee Reports:
  o CCC&D: No Report.
  o CCFIT: ADMAN memo to the Blue Ribbon Committee was presented to ADMAN and well received. Next step: ADMAN membership will be surveyed regarding setting a priority list for business processes that we mentioned in our memo.
  o DaFIS Steering Committee (Kuali): Next meeting scheduled for February 8th.
  o Ed Tech: No Report.
• **Email Committee**: Email committee has been broken into three sub committees. Committee report due out in mid-March. Tracy Lade will send report via email.
• **Kuali Coeus**: No Report.
• **MIV Oversight**: No Report. See Special Guest minutes below.
• **HRIC/HRAC/Career Compass**: No Report.
• **SDAAC**: No Report.
• **SSC**: Four project teams have been formed to address HR, Finance, Payroll and Information Technology. Members of the project teams come from the 5 administrative units participating in the SCC.
• **ABOG**: May 1-3, 2011 at the Oakland Marriott. UCD is responsible to organizing the hospitality suite/interface lounge. Meshell will be looking for help working the lounge.

- **2011 ADMAN Conference**: The conference will take place Wednesday, March 9, 2011 at the ARC. Catering Update: Hannibals’s catering is being strongly considered.
- **OVCR – Recommendations Implementation Committee**: Rosemary will send an email out to the membership to see if we can get a volunteer for this committee.
- **2009 ADMAN Mixer Survey Results**: Not much interest was expressed about trying to hold any future mixer or networking sessions.
- **The Pantry**: Rosemary will send an email regarding The Pantry to the ADMAN membership.
- **Budget Task Force**: Rosemary has been asked to serve on this committee as ADMAN Chair. No committee meetings have been set.
- **Nimbleness Meeting Topics**: Next meeting scheduled for February 1, 2011. Email topics to Rosemary
- **Special Guests**: Debra Fraga-Decker came to speak with the board in regards to purchasing. 
  Q: Do contracts have to expire on DaFIS if they will just be renewed? A: Yes, if a contract lists an expiration date, it must be renewed via DaFIS. This renewal can usually be made by using the Change Order document. No advertising on Facebook or Google because of their terms and conditions. Whenever we are asked to accept terms and conditions, these terms must be approved by purchasing. This process usually takes around 10 business days. Terms related to software purchased through the campus software program already have approved terms. Debra suggested that she come to the board meetings more frequently, which we agreed.

Binnie and Kelly came to provide an update regarding MIV. ADMAN members are encouraged to become part of the MIV user group. Current enhancements being worked on are: Administrative Clustering; Building Ad Hoc/Shadow committee uploads and redacted/ non-redacted archives; Biosketch update; Retroactive actions. See upload handout provided by Kelly.

Next board meeting will be held:

January 20th, 3-5pm, 357 Hutchison
All members are welcome!