ADMAN Board of Directors
Meeting Minutes
March 17, 2011 (3-5pm)

Members Present:
Rosemary Martin-Ocampo, University Relations
Jessica Potts, Mathematics
Dee Madderra, Plant Sciences
Carla Lacey, Student Academic Success Center
Meshell Hays, Computer Science
Letha Sines, University Outreach & International Programs
Nora Orozco, CAES
Lisa Borchard, Undergraduate Studies
Pam Mazanet Belleau, Vet Med
Karen Nofziger, HARCS
Binnie Singh, Academic Personnel

Members Absent:
Susan Sainz, CBS Deans Office
Kathy Miner, Economics/Military Science/History
Mary Ann Mellor, School of Education
Steven Albrecht, Graduate Studies
Allison Mitchell, Information & Education Technology
Sandy Higby, School of Medicine

ADMAN Member Attendees:
Tracy Lade, Physics
Sally Harmsworth, Microbiology & Immunology
Dawn Whitaker, Environmental Science and Policy

Invited Guests:
Lisa Broadkey, Director – Sexual Harassment Prevention Training
Moira Delgado, Education Program Specialist
Bobby Lasky, Academic Personnel
Evert Wilson, Academic Personnel

- Committee Reports:
  o **ABOG**: May 1 – 3, 2011 at the Oakland Marriott, Sandy and Meshell are still looking for volunteers to help with the hospitality suite. 6-7 UCD registration spots still available.
  o **Academic Streamlining Project**: No Report.
  o **CCC&D**: No Report.
  o **CCFIT**: ADMAN submitted a follow up memo regarding IT solutions. The top three solution requests were an EDMS, Student Tracking System, and Academic
Recruitment Tool. Dave Shelby has formed a sub committee to further discuss and implement these projects.

- **DaFIS Steering Committee (Kuali):** No Report.
- **DaFIS Special Project:** A workgroup has been formed to review expense items that auto hit the ledgers. The programmers are working to create a pending feature for items such as UCD Buy, Storehouse, Fedex, Furniture Program, Special Services, and MyTravel so these expenses will automatically appear on our ledgers. The tool is written and the workgroup will now identify stakeholders to test the system. Three ADMAN BOD members offered to be in this test group. No date as to when this feature will go live for campus users.
- **Ed Tech:** No Report.
- **Email Committee:** Email committee has been broken into three sub committees. Committee has sent out an email survey to all campus staff requesting feedback. It is strongly encouraged that we take the time to complete this survey.
- **Kuali Coeus:** Committee met in January. Next meeting is scheduled for April. Contracts and Grants information is about 70% uploaded. It is expected that this system will be deployed by the end of 2011, or early 2012. Pilot group is expected to be in place by Summer or Fall 2011. Visit kuali.ucdavis.edu for more information.
- **MIV Oversight:** The oversight committee has not met in four years, but will start meeting again this April. MIV is been having trouble keeping Java Programmers. One programmer is currently on board and a second is in the final stage of the recruitment process. MIV also has two QAQC staff. MIV users received an email regarding the 3/22/11 shutdown. This shutdown will be to load the 2nd to last update for this year – redacted archive. A List of 2011-12 priorities is available on the MIV website.
- **HRIC/HRAC/Career Compass:** Merit program for 99’s is high on the chancellors list. Performance reviews must be on file in order to receive a merit. STAR program has been pulled. There is a new layoff policy for 99’s that looks at performance in additional to seniority. Career Compass positions descriptions will be available in July 2011 for the Analyst, Programmer, SAO, and all CUE positions. New EPAR form, now called EPAS is now available online.
  
  **SDAAC:** Soaring to New Heights 04/19
- **SSC:** Payroll, HR, Finance and IT project committees continue to meet weekly to map out the current state processes involved in each functional area.

**Conference Update:** The 2011 ADMAN Conference was held 3/9/11 and was a great success. A big thank you to the planning committee!!

**Budget Task Force:** The second budget task force meeting was held 03/10/11. Rosemary represents ADMAN on this committee.

**Graduate Studies Update:** ADMAN members we invited to a Q&A session with Dean Gibeling on 03/10/11. The dean provided an updated regarding his restructuring proposals and answered questions.
- **Staff Assembly:** The ADMAN Chair and Vice Chair now hold a seat on the Staff Assembly Executive Committee.
- **Sexual Harassment Prevention Education:** Lisa and Moira demoed the online training module for TAs. Historically, this training has been an optional breakout session during the TRC TA training. The new online module is available through the Staff Development website. TAs can print a certificate of completion to submit to their department. Lisa and Moira are still available for in-person department training.
- **Academic Personnel – Forms On-ling:** Bobby and Evert demoed the online sabbatical and leave system. Departments can elect to use this system in lieu of the current triplicate form. Contact your Deans Office for access.

Next board meeting will be held:

**April 21, 3-5pm, 357 Hutchison Hall**

**All members are welcome!**