Members Present:
Jessica Potts, Mathematics
Meshell Hays, Computer Science
Letha Sines, University Outreach & International Programs
Nora Orozco, CAES
Lisa Borchard, Undergraduate Studies
Pam Mazanet Belleau, Vet Med
Kathy Miner, Economics/Military Science/History
Mary Ann Mellor, School of Education
Allison Mitchell, Information & Education Technology
Sandy Higby, School of Medicine
Denise Christensen, Electrical and Computer Engineering

Members Absent:
Susan Sainz, CBS Deans Office
Rosemary Martin-Ocampo, University Relations
Dee Madderra, Plant Sciences
Carla Lacey, Student Academic Success Center
Karen Nofziger, HARCS
Binnie Singh, Academic Personnel
Steven Albrecht, Graduate Studies

ADMAN Member Attendees:
Tracy Lade, Physics

Invited Guests:
Karen Hull, HR
Lisa Terry, HR

Committee Reports:
- ABOG: May 1 – 3, 2011 at the Oakland Marriott. Interface lounge theme: Adapt/Create/Thrive (ATC). 187 total participants. UCOP tour will take place on Tuesday afternoon.
- Academic Streamlining Project: No Report.
- CCC&D: No Report.
- CCFIT: CCFIT sub committees have been active. Gradebook issues were discussed and an email survey went to senate faculty regarding the Gradebook system. College of Ag is heading up the Administrative Applications Development Initiative. Tracy Lade, Janet Brown Simmons, Karen Nofziger, Meshell Hays, and
Allison Mitchell will be ADMAN reps for this committee. The first application that this committee will develop will be a pre-purchasing tool with a direct feed to Kuali. A steering committee will be created for this project. Eight ADMAN representative nominations will be sent forward for this committee. A call for representatives will be sent out by Rosemary.

The Administrative Applications Development Initiative committee will come up with a set of guiding principles which will be followed as systems are developed.

- **DaFIS Steering Committee (Kuali):** No Report.
- **DaFIS Special Project:** No Report.
- **Ed Tech:** No Report.
- **Email Committee:** Committee is still looking at several email options for campus to adopt. Microsoft and Google are still an option as well as several hybrid options. The committee will provide a recommendation by Spring 2011.
- **Kuali Coeus:** No Report.
- **MIV Oversight:** No Report.
- **HRIC/HRAC/Career Compass:** No Report.
- **SDAAC:** Soaring to New Heights was held on April 19th. SDAAC will be meeting with Irene Horgan-Thompson at their next meeting. Topic suggestions can be sent to Letha.
- **SSC:** Four project teams (Payroll, HR, Finance, IT) continue to meet weekly. Each group has described the current state of each function and has process mapped key functions—all information is presented to the governance group for additional feedback. Next step will be to move to future state discussions. More information is provided at the website: [http://oe.ucdavis.edu/SSC/index.html](http://oe.ucdavis.edu/SSC/index.html)

- **Reps to serve on the Technology Infrastructure Forum (TIF) Steering Committee:** ADMAN has been invited to have one of more representatives to serve on TIF. Rosemary will send an email to the ADMAN BOD requesting volunteers.
- **Pre-purchasing Application Steering Committee:** See CCFIT notes above.
- **Special Guests: Karen Hull and List Terry – Human Resources:**

Karen and Lisa presented a draft campus wide change readiness survey. ADMAN was supportive of this survey but suggested that it be broken down into the following categories: Campus/College or Division/Department

ADMAN felt that staff may have a different response to the same questions, depending on category. Campus readiness survey will be sent to all faculty and staff. Survey results will be available for faculty and staff once the survey has been tabulated.

Campus administrators are still determining how to develop a Process Improvement Day Program. Mary Ann, Nora, and Jessica have volunteered to help Karen and Lisa with the development of this project.

Next board meeting will be held:

**May 19, 3-5pm, 357 Hutchison Hall**

**All members are welcome!**