ADMAN Board of Directors
Meeting Minutes
June 16, 2011 (3-5pm)

Members Present:
Rosemary Martin-Ocampo, University Relations
Susan Sainz, CBS Deans Office
Sandy Higby, School of Medicine
Carmina Caselli, L&S: Social Science
Meshell Hays, Computer Science
Letha Sines, University Outreach & International Programs
Nora Orozco, CAES
Lisa Borchard, Undergraduate Studies
Pam Mazanet Belleau, Vet Med
Mary Ann Mellor, School of Education
Karen Nofziger, HARCS
Lourdes Gomez, Student Affairs

Members Absent:
Denise Christensen, Electrical and Computer Engineering
Jessica Potts, Mathematics
Dee Madderra, Plant Sciences
Binnie Singh, Academic Personnel
Steven Albrecht, Graduate Studies
Allison Mitchell, Information & Education Technology

ADMAN Member Attendees:
Tracy Lade, Physics
Janet Brown-Simmons, Plant Pathology

Committee Reports:
- **ABOG**: UC Santa Barbara is next host, and the next conference will be in April 2012.
- **Academic Personnel Streamlining Project**: New versions of many of the UC Davis academic personnel policies are coming soon. Rosemary will include the list with the minutes. Connie Melendy is still working on this project and welcomes comments for future revisions.
- **Campus Community and Diversity**: no report.
- **CCFIT**: The CCFIT committee reviewed their annual summary at the last meeting. Some updates are below.
  - Research computing high performance computing: There are faculty on campus who need a high-performance computing center. The commendation is to not share services with a unit that is available at UCOP. Their proposed cost is way too high. The committee recommends new system is housed on campus.
- **Telecommunications**: Horizontal Wiring: Older buildings are being fitted with new cabling. Two buildings have been completed and funding is too low to finish the rest. Recommendations are for the “Common good” model, where data and wireless are funded with FTE rate. This includes the option to fund network security and emergency services, but voice remains a fee-for-service at reduces rates. The Blue Ribbon Committee is also looking at this.
- **Education Technology**: A survey went out to faculty to ask them for their top needs. The top three were Smartsite, gradebook and Internet upgrades.
- **Email**: The campus has three recommendations for email services, MS Office 365 as cloud component of uConnect, Google Apps, and MS Exchange through uConnect. There will be a push to get all faculty and staff using one of these three programs in order to help eliminate some of the mail servers. There is not a lot of cash savings with this project, rather it is necessary for efficiency.

CCFIT is also requiring/requesting 200-45 review on new application development to push towards collaborative approaches. The Administrative Application Development Initiative is an example of this type of collaborative approach.

- **DaFIS Steering**: Janet updated about the EDMS. Graduate Studies and Office of Research are being added to the EDMS. Kuali updates again on July 8. Kuali travel is expected by December with implementation in 2012. There was a short discussion about Connexus, which is mandatory, even though there are still lots of complaints about it.
- **Kuali RICE**: There will be an announcement/update on this project in 2-3 months. They are working through which fields will become mandatory and who will use it. Phase 1 will happen in July 2012. Departments probably won’t see anything until 2013.
- **MIV**: The system still doesn’t “talk” to other systems. The campus is mandating it, but there are still issues (switching departments, for example).
- **HRIC/HRAC**: EPARs will be online this year. Information will come soon.
- **SDAAC**: An annual report will be coming out. The chair of SDAAC has suggested exploring ways constituency groups can jointly communicate to the administration regarding topics, similar to the recent Staff Assembly/ADMAN letter regarding budgetary cuts. This could contribute to transparency on campus-related topics.

**Invited Guests:**

**Office of Research**

Kathy Nolan and Jessica Harlan came to the meeting to discuss training. They are hoping to develop a survey to determine if the training that they are provided is helping staff to do their jobs better. They will send a draft of the survey to the supervisors for input.

A suggestion was made for them to have a focus group of experts for feedback.

**Other discussion:**

There was discussion about changing the duties for Chair, Vice Chair and Past Chair. Over the past several years, ADMAN has seen an increase in the number of invitations send a representative to serve on campus committees, serve as a conduit for information out to the membership and to work on increasingly complex issues related to administrative and business functions. Rosemary presented an idea about changing some of the duties in order to broaden the increased workload as follows:
Chair: prepare agenda, run board meeting, serve as point person for ADMAN communications

Vice Chair: coordinate Nimbleness meetings (Chair still runs the meeting), takes notes at monthly board meetings and Nimbleness meetings and sends to Chair for review and distribution to membership

Past Chair: coordinate guests invited to board meetings (updates annual calendar of guests and sends out to ADMAN membership)

Conference Chair: Establish a new position—leads committee coordination of annual conference

Overall, the board agreed that the level of activity and demands on the ADMAN organization has increased over the past few years. A concern was raised that if any changes are made, we want to make sure the “Chair” position is still viewed as the “point-person” for ADMAN. Because a new chair is elected each year, for some campus administrators there has been some confusion about who is chair...Janet, Tracy, Dee, Rosemary! One solution is to send out an announcement each year indicating the board representation which would list the Chair, Vice Chair, etc.

We will leave this topic on the agenda for continued discussion at the August board meeting as no decision was made. **Before the August board meeting, please provide your thoughts and feedback to the entire board so that we can continue the discussion.**

As was done last year, there will be **NO July** meeting.

Next board meeting will be held:

August 18, 3-5pm, 357 Hutchison Hall
All members are welcome!