

October 23, 2006

Dear Colleagues:

Re: Administrative Operations Calendar 2006-07

The Office of the Campus Provost and Executive Vice Chancellor is producing its first Campus Administrative Operations Calendar. The calendar is a snapshot of anticipated changes for the coming academic year set in the context of major administrative operational milestones, such as the budget process, fiscal close, etc. We intend that it will serve as a reminder of activities that might impact you in the coming academic year, and it is being provided to campus staff for this purpose. The calendar was created in response to requests many of you have made for improved internal communication and collaboration to allow for better work across divisions.

Please feel free to share the information with faculty and others. If this resource proves useful, we will expand distribution in future years.

This Administrative Operations calendar will supplement campus-wide calendars already in existence, such as the Academic Administrative calendar and the Campus Events calendar. A large amount of information is presented in this calendar, so please take a few moments to orient yourself to the document and digest the different types of information available. We recognize that at first glance the calendar may appear overwhelming. However, we decided to err on the side of including more, rather than less information. While a first and imperfect step in many ways, this calendar will be a process of continuous improvement guided by your input and suggestions.

If your feedback suggests this is a valuable tool, the hard copy version of the calendar you are receiving will be produced annually. Given that certain pieces of information will most likely change over the next several months, the calendar also has a web site, located at <http://opscalendar.ucsc.edu>, that includes:

- A PDF version of the calendar, which will be updated quarterly
- Online content with additional information, links and updates
- A link inviting your ideas and comments on the calendar

We hope this proves to be one step toward improved communication.

Sincerely,



Linda Kittle
Special Assistant to the
Executive Vice Chancellor

Enclosure