University of California, Santa Cruz

Administrative Operations Calendar 2006-07

Administrative Committee Structure 06-07

Chancellor's Cabinet
Align campus and system-wide agendas
Promote campus growth and community building
Define and promote campus priorities

Executive Advisory Council (EAC)
Review activity toward agenda
Promote campus growth and community building
Set expectations
Define and promote campus priorities

For updates: http://planning.ucsc.edu/calendarpages/Budgets/Calendar.php

Chancellor
CF/EVC

Formal Advisory Committees

Campus Business Committee (CBC)


Campus Planning & Budget

Fall
Divisional/Depts
EVC/Planning & Budget
UCOP/State
Accountability Reports based on prior-year allocations and results due
07-08 strategic plans updated; Units/Depts work with leadership to set priorities
Deferred maintenance plans, recharge rates and core service fees are developed
Department Curriculum and Leave Plans rates and core service fees are developed
for academic Senate
Allocations for 07-08 refined and tentative
Agenda
Planning & Budget
Planning and Development

Winter
Mid-year Staffing List balancing
Divisional plan and draft budget proposals are developed for following year
Course Materials Fee proposals submitted (FEB)
Every six months with Laboratory
Proposals from Campus Units Due
Merit Recommendations for Non-Represented Staff Due to SHR
Performance appraisals

Spring
Permanant budget and staffing list are updated in preparation for next fiscal year
Recharge Rates updated
Allocations for 07-08 refined and tentative allocations for longer term provided to principal officers (APR)
Campus resources, plan allocation information and faculty workflow decisions communicated to campus (MAY)
State releases "May Revision" (MAY)
UCOP updates preliminary allocations based on "May Revision" (SUM)

Summer
Fiscal Closing process is completed and 07-08 budgets are loaded in FIS system
State Finalizes Budget (JUL)
UCOP provides campuses with final allocations (AUG)

For updates: http://planning.ucsc.edu/calendarpages/Budgets/Calendar.php

KEY DATES & EVENTS

Fall 06: Winter 07: Spring 07: Summer 07:
Quarter Begins Sep 16 Mar 19 Jun 18 Jun 18
Quarter End Dec 15 Mar 20 Jun 22 Jul 4

Preview/Advisory Fair Day Oct 21 — — —
Banana Slug Spring Fair — — Apr 28 —
UC Regents Meetings Sep 18; Nov 25; Jan 16; Mar 14-15; May 16-17; Jul 18-19
Academic Senate Meetings Nov 8; Nov 17 Feb 9; Mar 9 Apr 20 May 30
4th Annual Scholarship Benefits Dinner — Feb 4 — —
40th Annual Faculty Research Lecture — Feb 13 — —
Martin Luther King Jr. Memorial Convocation Feb 18 (TBD)
Student Elections & Referenda May — May (TBD)
Staff Appreciation Breakfast Oct 24 — May 15 —
Staff Brown Bag with Acting Chancellor Oct 24 Mar 20 May 22 —
Campus Holiday Party Dec 4 — — — —
Final Examinations Dec 4-7 Jan 19-22 Jun 11-14 —
Quarter Ends Dec 7 Mar 22 Jun 14 Sep 1*
Commencements Jan 15, Feb 10, Mar 30 May 28 — Jul 4
Holidays Sep 4, 4, Nov 23-24, Dec 26, Dec 29, Jan 3

*Summer Session


FACILITIES

For updates http://planning.ucsc.edu/campus/

NEW CONSTRUCTION
Humanities & Social Sciences Facility - Move-In Sep-Oct
Ranch View Terrace - Brooks Ground Sep-Oct
Emergency Response Center - Move-In Apr-May
Digital Arts Facility – Brooks Ground Apr
McKinley Library Addition – Construction Ongoing

MAJOR RENOVATIONS
Alterations for Engineering: Backing Engineering – Completion Feb-Mar
Seismic Corrections: Cook House, Barn H & Stevenson Academic – Move-In Feb-Mar

INFORMATION TECHNOLOGY

For project updates http://its.ucsc.edu/pmg/projects.php

NEW SERVICES & PROJECTS
Security Management (SFM) & Timekeeping Systems (CruzPay) - Sep-Oct
Phase 1 Rollouts
Transition Service Agreements; Support Desk for Faculty & Staff Sep-Oct
Electronic Information Security Guidelines & Tools Oct
Server Hosting Service - Phase 1 Rollout Begin in Winter

EXISTING BUSINESS SYSTEM IMPROVEMENTS
Academic Information System (AIS) & Graduate Admissions Review Portal (SARP) - Oct
e-Procurement (CruzBuys) System Enhancements
Alumni, Donor & Friends Database System Nov
Financial Information System (FIS) Nov

STAFF & FACULTY RESOURCES

Training & Development: http://shr.ucsc.edu/topics/training-development
New Employee Orientation: http://hr.ucsc.edu/topics/typical-procedures/new-employee-orientation.htm
Benefit Orientation: http://hr.ucsc.edu/topics/benefits/workshop/benefits-orientation.htm
UC Health & Welfare Benefits Open Enrollment: http://www.ucop.edu/employee/health/wellness/
Employee Assistance Program: http://shr.ucsc.edu/employee/710/250 unfoldsite/index.html
Campus Ombuds: http://www2.ucsc.edu/ombuds/
Equal Employment Opportunity/Affirmative Action Office: http://www2.ucsc.edu/ceo-aff/

For updates: http://shr.ucsc.edu/

KEY FINANCIAL & PURCHASING DATES

FISCAL CLOSE: Updates available in May: http://pmf.ucsc.edu/fy/index.htm

Purchasing Deadlines: Jun
Accounting Deadlines: Jun-Jul

Purchasing For updates: http://purchase.ucsc.edu

Direct Outreach to New and Retaining Faculty: Sep-Oct
New Supplier Catalogs Available in CruzBuy: Sep-Oct
CruzBuy Enhancement Training: Oct-Nov
Annual Inventorial Equipment Audit Reports: Due: Jun 3

KEY HUMAN RESOURCES DATES

STAFF for updates: http://shr.ucsc.edu/

Special Projects
Certified HR Reports for Divisions and Service Teams Oct
Separation Process Available & Options for Filling a Vacancy Available Online Nov
SHR/Career Center Integrated Processes Nov
Phase II Staff Reallocations Nov
Classification Function Moves to Compensation Unit Dec
Leave of Absence Process Available Online Dec
Staff Affirmative Action Plans – 07/08 Calls for Divisional AMR Plans Mar

Performance Appraisals
Call for 07/08 Staff Performance Appraisals May
Complete Annual Staff Performance Appraisals Late Summer

Marital Status 07-08
Planning and Budget Distributes Merit Allocation to Control Points Sep
Merit Recommendations for Non-Represented Staff Due to SHR Sep

STUDENT for updates: http://www2.ucsc.edu/comms/staff/

Work Study Orientation Sep
Career Symposia; Graduate and Professional School Fair Oct
Government, Social Services and Non-Professional Career Symposium Nov
Chancellors Undergraduate Internship Program (USP) Feb or Mar
Proposals from Campus Units Due Feb or Mar
Student Online Application Due Feb
Student Employee Recognition Program (SERAP) May
Supervisors submit nominations to HR Service Teams May
Recognition Ceremony May
Payroll Releases Checks to Students Jul 8

FACULTY for updates: http://www2.ucsc.edu/abo/policies/col/

Academic Affirmative Action Plan Fall
Review Performance & Merits Deadlines* Fall
Candidates
Payroll Checks to Students
Appointments
Fall
Fall
Fall-Winter
Winter
Spring
Spring
April 2
April 27

* Specific local conditions may exist. See AHR Call Calendar for details.
**Administrative Operations Calendar 2006-07**

**University of California, Santa Cruz**

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### Key Dates & Events

**Budget & Planning**

- **Fall**
  - Div/Depts: Divisional plan and draft budget proposals are developed for following year
- **Winter**
  - UCOP: Academic Senate Mtg, 2/9
  - UC Regents Mtg, 2/14-15
  - Staff Brown Bag, 2/22
- **Spring**
  - UCOP: Academic Senate Mtg, 3/9
  - UC Regents Mtg, 3/14-15
  - Staff Brown Bag, 3/22
- **Summer**
  - UCOP: Academic Senate Mtg, 5/30

**Financial & Purchasing**

- **Fall**
  - Div/Depts: Department Curriculums and Leave Plans submitted to Divisions
  - Div/Depts: Fall 06-07 Strategic plans updated; Units/Divisions work with leadership to set priorities
  - Div/Depts: Deferred maintenance plans, recharge rates and one service fees are developed
- **Winter**
  - Purchasing: Direct Outreach to New and Returning Faculty
  - Purchasing: Supplier Catalogues enabled in CruzBuy
  - Purchasing: e-Procurement (CruzBuy) System Improvements
- **Spring**
  - UCOP: Academic Appointment Final Formal Offer Deadlines
  - Staff: Call for 06-07 Staff Performance Appraisals

### Human Resources

- **Fall**
  - Academic: Candidate's prepare materials for Performance Appraisals & Merits
  - Academic: Departments review materials for Performance Appraisals & Merits
  - Academic: Divisions review materials for Performance Appraisals & Merits
  - Academic: AHR reviews & processes materials for Performance Appraisals & Merits
- **Winter**
  - Academic: Divisional requests for Performance Appraisals & Merits
  - Financial Information System (FIS) - Formal Offer Deadlines
  - Academic: Academic Appointment Final Formal Offer Deadlines
  - Staff: EEO/AA calls for departmental AA plans
- **Spring**
  - Academic: AHR reviews & processes materials for Performance Appraisals & Merits
  - Academic: Complete Annual Staff Performance Appraisals

### Information Technology

- **Fall**
  - Existing System Improvements: Academic Information Systems (AIS), Graduate Application Review Program (GARP) & e-Procurement 1 (CruzBuy) - projected: Oct
  - New Services & Projects: e-Procurement 1 (CruzBuy) - projected: Nov
- **Winter**
  - Existing System Improvements: Academic Information Systems (AIS), Graduate Application Review Program (GARP) & e-Procurement 1 (CruzBuy) - projected: Oct
  - New Services & Projects: e-Procurement 1 (CruzBuy) - projected: Nov
- **Spring**
  - Existing System Improvements: Academic Information Systems (AIS), Graduate Application Review Program (GARP) & e-Procurement 1 (CruzBuy) - projected: Nov
  - Ongoing construction: McHenry Library Addition & the Emergency Response Center
- **Summer**
  - Ongoing construction: McHenry Library Addition & Ranchoview Terrace
  - Ongoing construction: McHenry Library Addition & Ranchoview Terrace & the Digital Arts Facility

### Facilities

- **Fall**
  - Move-In Activities: Humanities and Social Sciences Buildings
  - New Project Breaks Ground: Ranchview Terrace
  - Student Move-In and Fall Opening Activities
  - Ongoing construction: McHenry Library Addition & the Emergency Response Center
  - Ongoing construction: McHenry Library Addition & Ranchoview Terrace
  - Ongoing construction: McHenry Library Addition & Ranchview Terrace & the Digital Arts Facility

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