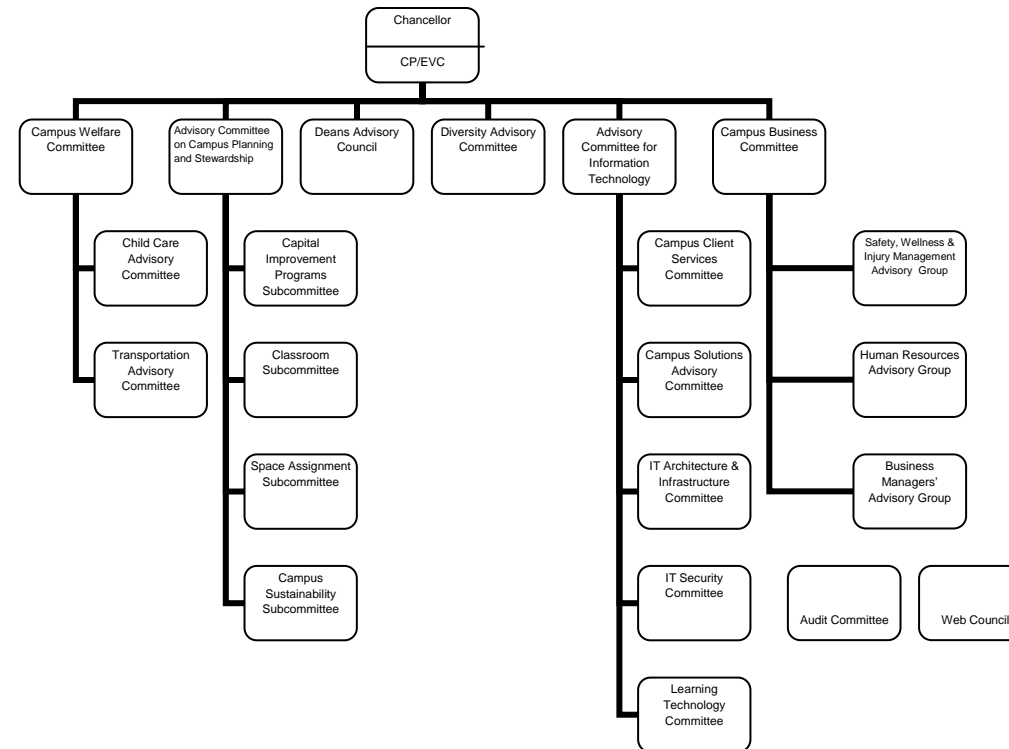


# ADMINISTRATIVE OPERATIONS CALENDAR 2009-10

University of California, Santa Cruz

## Administrative Committee Structure 2009-10



**Budget & Planning — Milestones** For updates: <http://planning.ucsc.edu/budget/calendar.asp>

	Divisions/Departments	EVC/Planning & Budget	UCOP/State
<b>Fall</b>	-Year-end reports due -09-10 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 submitted to Divisions (Dec)	-Principal Officers notified of salary block allocation, if applicable -Consider large issues with resource implications, year-end balances, and divisional plans	-Regents' Budget for current operations and capital improvements -Budget negotiations with Department of Finance (Dec)
<b>Winter</b>	-Mid-year staffing list balancing -Divisional resource plan developed for following year -10-11 Information User (IU) model adjustments vetted -Course Materials Fee proposals submitted (Feb) -Miscellaneous Fee and Recharge Rate proposals submitted (Mar)	-Academic divisions submit faculty recruitment requests for Academic Senate review in Winter/Spring quarter -Preliminary allocation of Instructional Workload Fund (IWF) and teaching assistants for 2010-11 -Campus projections are prepared and preliminary strategy developed -Resource plan is developed and vetted -Course Materials Fees approved (Mar)	-Governor's Budget (Mid-Jan_ information to campuses (Feb) -UCOP provides preliminary allocations based on Governor's Budget.
<b>Spring</b>	-Permanent budget and staffing list are updated in preparation for next fiscal year	-Recharge Rates approved -Resource plan for 2010-11 and tentative plan for longer term refined -Miscellaneous Fees approved (May) -Campus resource plan and faculty recruitment decisions communicated to campus (May)	-State releases "May Revision" Budget (May) -UCOP updates preliminary allocations based on "May Revision" (June)
<b>Summer</b>	-Fiscal Closing process is completed and budgets for the next fiscal year are loaded into the Financial Information System	-Year-end reports are prepared (Aug)	-State finalizes budget (July) -UCOP provides campuses with final allocations

## RESOURCES

Please visit the staff web page and toolkit for key resources and information:  
**Staff Web Page:** <http://www.ucsc.edu/staff/>  
**Staff Toolkit:** <https://my.ucsc.edu/stafftoolkit.htm>

## FINANCIAL & PURCHASING

<b>FINANCIAL</b> For updates: <a href="http://financial.ucsc.edu">http://financial.ucsc.edu</a>	
"UC for Yourself" Deadline to Receive an On-Line W-2 Form for 2009	Dec 31
Annual Inventorial Equipment Audit	Apr 1
Fiscal Close – Updates available in mid-May	
Purchasing Deadlines	June
Accounting Deadline	June-July

<b>PURCHASING</b> For updates: <a href="http://purchasing.ucsc.edu">http://purchasing.ucsc.edu</a>	
CruzBuy upgrades	Nov & Mar
New on-line Catalogs	3 this Fall & 3 this Spring
New CruzBuy help screens	Spring
New on-line ProCard Training	Spring
Departmental Out Reach	On-Going

## HUMAN RESOURCES

<b>STAFF</b> For updates: <a href="http://shr.ucsc.edu">http://shr.ucsc.edu</a>	
UC Benefits Open Enrollment 2010	Oct/Nov
Special Projects	
Leadership Academy	Jan-June
Management Skills Assessment Program (MSAP)	May
Staff Affirmative Actions Plans –EEO/AA Calls for Divisional AA Plans	Mar
Performance Appraisals	
Call for 09-10 Staff Performance Appraisals	Apr/May
Complete Annual Staff Performance Appraisals	Aug

<b>STUDENT</b> For updates: <a href="http://www2.ucsc.edu/careers/staff/">http://www2.ucsc.edu/careers/staff/</a>	
OPERS Fall Festival	Sept 22
Meet the Accounting Firms	Oct 7
Law School Fair	Oct 8
Graduate & Professional School Information Fair	Oct 20
Business, Engineering, Science & Technology Fair	Nov 3
Winter Career Fair	Jan 26
CUIP Deadline	Feb 10
MCC	Feb 27
Meet the School Districts	Mar 31
All Majors Career Fair	Apr 27
SERAP	May (TBD)

<b>FACULTY</b> For updates: <a href="http://apo.ucsc.edu">http://apo.ucsc.edu</a>	
Academic Affirmative Action Plan	Fall
Performance Appraisals & Merit Deadlines*	
Candidates	Summer-Fall
Departments	Fall
Divisions	Winter
Academic Personnel Office (APO)	Spring
Appointments	
Interviews	Fall-Winter
Final Formal Offer: Candidates from Other UC Campuses	Apr 1
Final Formal Offer: Candidates from AAU or Other CA Institutions	Apr 30

\*Specific local conditions may exist. See APO Call Calendar for details.

	Fall '09	Winter '10	Spring '10	Summer '10
Quarter Begins	Sept 19	Jan 4	Mar 29	Sess. 1: Jun 21 Sess. 2: Jul 26
Preview/Advising Fair Day	Oct 10	--	--	--
Founders Day	Oct 23	--	--	--
Provosts' Lunch with the Alumni Council	Oct 24			
Alumni Reunion Weekend	--	--	Apr 16-18	--
UC Regents Meeting	Sept 15-17 Nov 17-19	Jan 19-21 Mar 23-25	May 18-20	July 13-15
Academic Senate Meetings	Oct 28;Nov 20	Feb 10; Mar 10	Apr 23; May 21	--
7 <sup>th</sup> Annual Scholarship Benefits Dinner	--	Feb 6	--	--
43 <sup>rd</sup> Annual Faculty Research Lecture	--	Feb 1	--	--
Martin Luther King Jr. Memorial Convocation	--	Feb 11	--	--
Student Elections & Referenda-Voting Period	--	--	May - TBD	--
Fall Flu Shot Clinic for Faculty & Staff	Nov (TBD)	--	--	--
SAB**Chancellor's Staff Forum	Nov 3	Mar 1	--	--
SAB** Staff Appreciation Picnic	--	--	May 11	--
Final Examinations	Dec 7-10	Mar 16-19	June 7-10	
Quarter Ends	Dec 10	March 19	June 10	Sess.1: Jul 23 Sess.2: Aug 27
Commencements	--	--	June 11-13	--
Holidays	Sept 7, Nov 11, 26-27, Dec 24, 25, 31, Jan 1	Jan 18, Feb 15, Mar 26	May 31	July 4

## KEY DATES & EVENTS

Campus Curtailment Dates: Dec. 21,22,23,28,29 and 30. March 25.  
 \*\*Staff Advisory Board

## FACILITIES

For planning updates: <http://planning.ucsc.edu/capital/>  
 For construction updates: <http://www.ucsc.edu/about/construction/>

<b>NEW CONSTRUCTION</b>	
Biomedical Sciences Facility—Construction	Ongoing
<b>MAJOR RENOVATIONS</b>	
McHenry Library Seismic Corrections—Construction	Ongoing
Cowell Student Health Center Improvements—Construction	Ongoing
2300 Delaware Building C ADA Upgrades – Construction	Ongoing
Porter College House A - Construction	Ongoing

## INFORMATION TECHNOLOGY

For project updates: <http://its.ucsc.edu/projects/>  
 For service outages: [http://its.ucsc.edu/maintenance\\_calendar/](http://its.ucsc.edu/maintenance_calendar/)

<b>NEW SERVICES &amp; PROJECTS</b>	
Dark Fiber – Broadband Fiber Optic Connectivity to UCSC	Sept -Nov
Gmail for Students – New email system for students powered by Google, Inc.	Mar
Sakai Implementation – New learning management system	Feb
Campus Curriculum and Leave Planning	Apr
<b>BUSINESS IMPROVEMENTS</b>	
Web Content Management System-New WCMS for campus Web sites and Web Presence & Services Program – Coordinate a series of web related projects	To Feb
Web Service Definition – Defines services to support campus web presence	Dec