### KEY EVENTS & EVENTS

**Campus Curtailment Dates**: Dec. 21, 22, 23, 28, 29 and 30; March 26.

**Staff Advisory Board**

**FACILITIES**

For planning updates: [http://planning.ucsc.edu/capital/](http://planning.ucsc.edu/capital/)

For construction updates: [http://www.ucsc.edu/about/construction/](http://www.ucsc.edu/about/construction/)

**NEW CONSTRUCTION**

Biomedical Sciences Facility—Construction

Ongoing

**MAJOR RENOVATIONS**

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/](http://its.ucsc.edu/projects/)

For service outages: [http://its.ucsc.edu/maintenance_calendar/](http://its.ucsc.edu/maintenance_calendar/)

**NEW SERVICES & PROJECTS**

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

**BUSINESS IMPROVEMENTS**

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

### ADMINISTRATIVE OPERATIONS CALENDAR 2009-10

University of California, Santa Cruz

Administrative Committee Structure 2009-10

<table>
<thead>
<tr>
<th>Fall '09</th>
<th>Winter '10</th>
<th>Spring '10</th>
<th>Summer '10</th>
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<tbody>
<tr>
<td><strong>Quarter Begins</strong></td>
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<tr>
<td>Sept 19</td>
<td>Jan 19</td>
<td>Mar 29</td>
<td>May 31</td>
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<tr>
<td><strong>Preview/Advisory Fair Day</strong></td>
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<td>Oct 10</td>
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<tr>
<td><strong>Founders Day</strong></td>
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<td>Oct 23</td>
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<td><strong>Provosts’ Lunch with the Alumni Council</strong></td>
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<td>Oct 24</td>
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<tr>
<td><strong>Alumni Reunion: Weekend</strong></td>
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<td>Apr 16 –18</td>
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<tr>
<td><strong>UC Regents Meeting</strong></td>
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<td><strong>Academic Senate Meetings</strong></td>
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<tr>
<td>Oct 28/Nov 20</td>
<td>Feb 10</td>
<td>Mar 10</td>
<td>Apr 23; May 21</td>
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<tr>
<td><strong>7th Annual Scholarship Dinner</strong></td>
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<td>Feb 6</td>
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<td><strong>43rd Annual Faculty Research Lecture</strong></td>
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<td>Feb 1</td>
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<td><strong>Martin Luther King Jr. Memorial Convocation</strong></td>
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<td>Feb 11</td>
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<td><strong>Student Elections &amp; Referenda-Voting Period</strong></td>
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<td>May - TBD</td>
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<td><strong>Fall Flu Shot Clinic for Faculty &amp; Staff</strong></td>
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<td>Nov (TBD)</td>
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<td><strong>SAB</strong> <strong>Chairman’s Staff Forum</strong></td>
<td>Nov 3</td>
<td>Mar 1</td>
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<tr>
<td><strong>SAB</strong> <strong>Staff Appreciation Picnic</strong></td>
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<td>May 11</td>
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<td><strong>Final Examinations</strong></td>
<td>Dec 7-10</td>
<td>Mar 16-19</td>
<td>June 7-10</td>
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<tr>
<td><strong>Quarter Ends</strong></td>
<td>Dec 10</td>
<td>March 19</td>
<td>June 10</td>
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<tr>
<td><strong>Commencements</strong></td>
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<td>June 11-13</td>
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<td><strong>Holidays</strong></td>
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<tr>
<td>Sept 7, Nov 11, 26, Dec 24, 25, 31, Jan 1</td>
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<td>Jan 18, Mar 26</td>
<td>May 31</td>
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</table>

### RESOURCES

Please visit the staff web page and toolkit for key resources and information:

**Staff Web Page**: [http://www.ucsc.edu/staff/](http://www.ucsc.edu/staff/)

**Staff Toolkit**: [https://my.ucsc.edu/stafftoolkit.htm](https://my.ucsc.edu/stafftoolkit.htm)

### FINANCIAL & PURCHASING

**FINANCIAL**

For updates: [http://pam.ucsc.edu](http://pam.ucsc.edu)

UC for Yourself: Deadline to Receive an On-Line W-2 Form for 2009

Dec 31

Annual Inventorial Equipment Audit

Apr

Fiscal Close — Updates available in mid-May

June

Purchasing Deadlines

June

### HUMAN RESOURCES

**STAFF**

For updates: [http://hr.ucsc.edu](http://hr.ucsc.edu)

UC Benefits Open Enrollment 2010

Oct/Nov

Special Projects

Jan-June

Leadership Academy

Jan-June

Management Skills Assessment Program (MSAP)

May

Staff Affirmative Actions Plans—EEO/AA Calls for Divisional AA Plans

May

Performance Appraisals

Call for 09-10 Staff Performance Appraisals

May

Complete Annual Staff Performance Appraisals

Aug

**STUDENT**

For updates: [http://www2.ucsc.edu/services/hsdp/](http://www2.ucsc.edu/services/hsdp/)

**OPERS Fall 2009**

Sept 23

Meet the Accounting Firms

Oct 7

Law School Fair

Oct 8

UCOP & Professional School Information Fair

Oct 20

Business, Engineering, Science & Technology Fair

Nov 3

Winter Career Fair

Jan 26

CUP Deadline

Feb 10

MCC

Feb 27

Meet the School Districts

Mar 31

All Majors Career Fair

May

SERAP

May (TBD)

**FACULTY**

For updates: [http://apo.ucsc.edu](http://apo.ucsc.edu)

ACP Fiscal and Reports Budget

Fall

Performance Appraisals & Merit Deadlines*

Candidiates

Summer-Fall

Departments

Fall

Divisions

Winter

Academic Personnel Office (APO)

Spring

Appointments

Fall-Winter

Interviews

Final Formal Offer: Candidates from Other UC Campuses

Apr 27

Final Formal Offer: Candidates from AAU or Other CA Institutions

Apr 30

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

**Published by the Office of the Campus Provost and Executive Vice Chancellor • Information as of 1/25/10 • Dates are subject to change • For quarterly updates, see http://opscalendar.ucsc.edu • For questions, contact Lucy van Droom at lvandoor@ucsc.edu**