

ADMINISTRATIVE OPERATIONS CALENDAR 2007-08

University of California, Santa Cruz

Published by The Office of Campus Provost and Executive Vice Chancellor • Information as of April 11, 2008.
 Dates are subject to change • For quarterly updates: <http://opscalendar.ucsc.edu> • For questions, contact: saybass@ucsc.edu

KEY DATES & EVENTS

	Fall '07	Winter '08	Spring '08	Sum '08
Quarter Begins	Sept 22	Jan 7	Mar 31	June 23*
Preview/Advising Fair Day	Oct 13	--	--	--
Founders Day	Oct 18	--	--	--
Provosts' Lunch with the Alumni Council	Nov 3			
Banana Slug Spring Fair	--	--	Apr 26-27	--
UC Regents Meetings	Sept 18-20; Nov 13-15	Jan 16-17; Mar 19-20	May 14-15	July 16-17
Academic Senate Meetings	Oct 10; Nov 9	Feb 13; Mar 7	Apr 30; May 30	--
5th Annual Scholarship Benefits Dinner	--	Feb 9	--	--
41st Annual Faculty Research Lecture	--	Feb 12	--	--
Martin Luther King Jr. Memorial Convocation	--	Jan 30	--	--
Student Elections & Referenda-Voting Period	--	--	May 14-21	--
Staff Appreciation Breakfast	--	--	May 28	--
Staff Brown Bag with Chancellor Blumenthal	Oct 17	Feb 27	May 6	--
Campus Holiday Party	Dec 18	--	--	--
Final Examinations	Dec 10-13	Mar 18-21	June 9-12	--
Quarter Ends	Dec 13	Mar 21	June 12	Aug 29*
Commencements	--	--	June 13-15	--
Holidays	Sept 3, Nov 12, Nov 22-23, Dec 24-25, Dec 31, Jan 1	Jan 21, Feb 18, Mar 28	May 26	July 4

Campus Closure Dates: The campus is closed from Dec. 22, 2007 - Jan. 1, 2008.

* Summer Session

FACILITIES

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

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

NEW CONSTRUCTION	
McHenry Library Addition - Completion	Feb-Mar
Ranch View Terrace - Construction	Ongoing
Digital Arts Facility - Construction	Ongoing

MAJOR RENOVATIONS

McHenry Library Seismic Corrections - Construction Begins	Mar-Apr
Cowell Student Health Center Improvements - Construction Begins	June

INFORMATION TECHNOLOGY

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

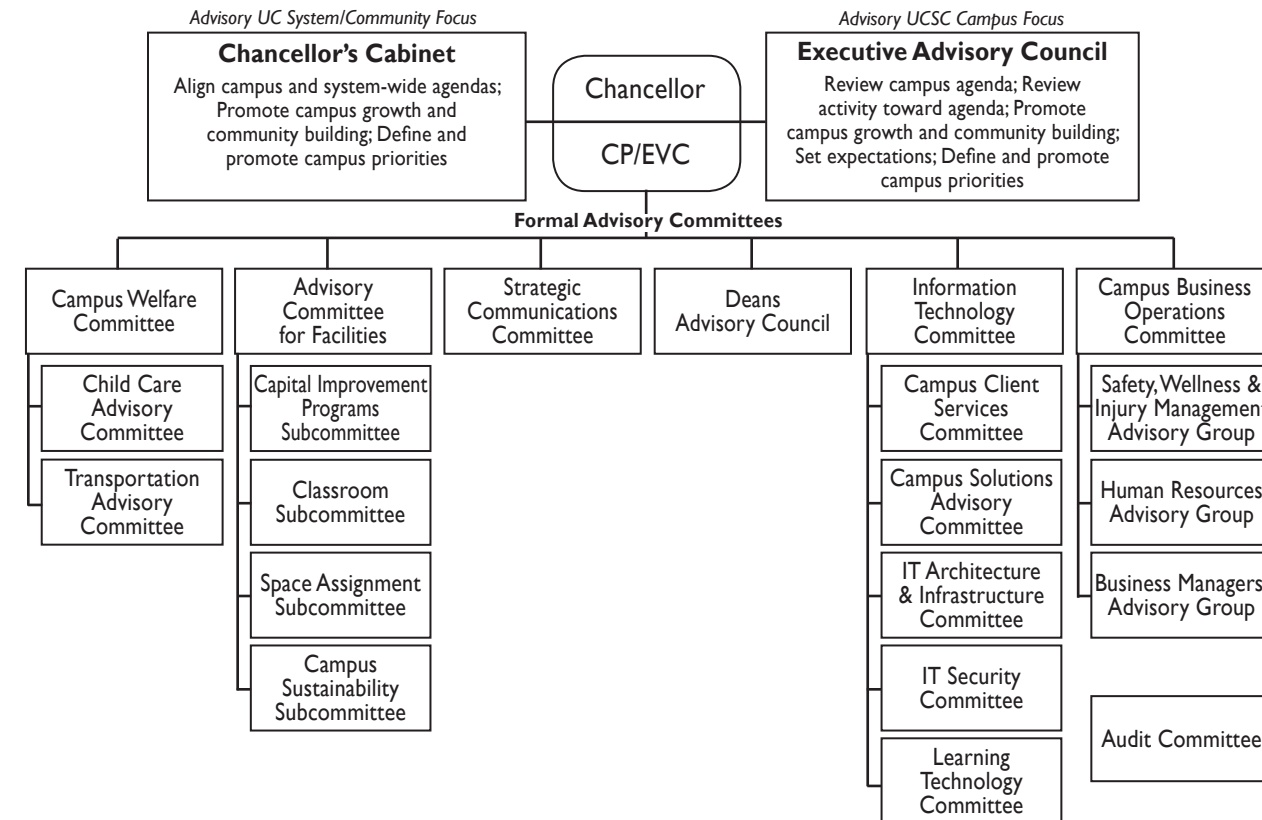
For service outages: http://its.ucsc.edu/maintenance_calendar/

NEW SERVICES & PROJECTS	
CruzPay Phase 2 – Electronic Timesheets for Staff with Multiple Assignments	Sept-Apr
Dark Fiber - Broadband Fiber Optic Connectivity to UCSC	Jan-Dec

BUSINESS IMPROVEMENTS

Digital Classroom Upgrade	Complete
Financial Information System (FIS) Banner 7 Upgrade	Dec-Feb
NEW! Telephone (Ericsson Switch) Upgrade	Jan-July
Classroom Network Connections	Complete
Academic Information Systems (AIS) Campus Solutions 9 Upgrade	Sept-June

Administrative Committee Structure 07-08



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

	Divisions/Depts	EVC/Planning & Budget	UCOP/State
Fall	Year-end reports due 08-09 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 for 07-08 (Sept) 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)
Winter	Mid-year staffing list balancing Divisional resource plan developed for following year ITS Information User proposal 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 2008-09 Campus projections are prepared and preliminary strategy developed Resource plan is developed and vetted Course Materials Fees approved (Mar)	Governor's Budget (Mid-Jan) UCOP provides updated information to campuses (Feb) UCOP provides preliminary allocations based on Governor's Budget
Spring	Permanent budget and staffing list are updated in preparation for next fiscal year	Recharge Rates approved Resource plan for 2008-09 and tentative plan for longer term refined Miscellaneous Fees approved (Apr) 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)
Summer	Fiscal Closing process is completed and 08-09 budgets are loaded in FIS system	Year-end reports are prepared (Aug)	State finalizes budget (July) UCOP provides campuses with final allocations (Aug)

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

FINANCIAL For updates: <http://financial.ucsc.edu>

"UC for Yourself" Deadline to Receive an On-Line W-2 Form for 2008	Jan 2
Annual Inventorial Equipment Audit Reports Due	Apr 1
Fiscal Close - Updates available in mid-May	
Purchasing Deadlines	June
Accounting Deadlines	June-July

PURCHASING For updates: <http://purchasing.ucsc.edu>

CruzBuy Workflow Enhancements	Fall
Small Business Office Launch	Nov
New Supplier Catalogs Available in CruzBuy	Monthly
Direct Outreach to New and Returning Faculty	Ongoing
On-Line ProCard Re-Certification Process	Ongoing

HUMAN RESOURCES

STAFF For updates: <http://shr.ucsc.edu>

Merits 07-08	
Planning & Budget Distributes Merit Allocation to Control Points	Sept
Merit Recommendations for Non-Represented Staff Due to SHR	Sept
UC Benefits Open Enrollment 2008	Nov 1-27
NEW! Staff Recognition and Development Program Roll-Out	Apr
Staff Affirmative Action Plans - EEO/AA Calls for Divisional AA Plans	Apr
Recruitment Management System: Non-Recruitment & Waiver Implementation	May/June
Special Projects: Background Check Process Available Online	June
Performance Appraisals	
Call for 07-08 Staff Performance Appraisals	Apr/May
Complete Annual Staff Performance Appraisals	Aug

STUDENT For updates: <http://www2.ucsc.edu/careers/staff/>

Work Study Orientation	Sept 23
Graduate and Professional School Fair	Oct 15
Business, Science, & Engineering Fair	Nov 6
Government, Social Services and Non-Profit Fair	Jan 22
Chancellors Undergraduate Internship Program (CUIP)	
Proposals from Campus Units Due	Nov
Student On-line Application Due	Feb
Multicultural Career Conference	Feb
Last Chance Job & Internship Fair	Apr 22
Student Employee Recognition Award Program (SERAP)	May

FACULTY For updates: http://apo.ucsc.edu/academic_policies_and_procedures/CALL/

Academic Affirmative Action Plan	Fall
Performance Appraisals & Merit Deadlines*	
Candidates	Summer-Fall
Departments	Fall
Divisions	Winter
AHR	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 AHR Call Calendar for details.

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	Fall				Winter			Spring			Summer									
	September	October	November	December	January	February	March	April	May	June	July	August								
Key Dates & Events	Holiday, 9/3 Qtr Begins, 9/22 UC Regents Mtg, 9/18-20	Academic Senate Mtg, 10/10 Preview/Advising Fair Day, 10/13 Founders Day, 10/18 Staff Brown Bag, 10/17	Provost/Alumni Lunch, 11/3 Academic Senate Mtg, 11/9 Holiday, 11/12 UC Regents Mtg, 11/13-15 Holidays, 11/22-23	Campus Holiday Party, 12/18 Qtr Finals, 12/10-13 Qtr Ends, 12/13 Holidays, 12/24-25, 31 Campus Closure, 12/22 -1/1	Holiday, 1/1 Qtr Begins, 1/7 UC Regents Mtg, 1/16-17 Holiday, 1/21	Scholarship Dinner, 2/9 Faculty Research Lecture, 2/12 Academic Senate Mtg, 2/13 Holiday, 2/18 Staff Brown Bag, 2/20 MLK Jr. Convocation, TBD	Academic Senate Mtg, 3/7 UC Regents Mtg, 3/19-20 Qtr Finals, 3/18-21 Qtr Ends, 3/21 Holiday, 3/28 Qtr Begins, 3/31	Banana Slug Spring Fair, 4/26-27 Academic Senate Mtg, 4/30	Staff Brown Bag, 5/6 Staff Breakfast, TBD UC Regents Mtg, 5/14-15 Holiday, 5/26 Academic Senate Mtg, 5/30 Student Elections, TBD	Qtr Finals, 6/9-12 Qtr Ends, 6/12 Commencements, 6/13-15 Qtr Begins, 6/23	Holiday, 7/4 UC Regents Mtg, 7/16-17	Summer Qtr Ends, 8/29								
Budget & Planning	EVC/Planning & Budget: Principal Officers notified of salary block allocation for 07-08		UCOP/State: Regents' Budget for current operations and capital improvements		UCOP/State: Budget negotiations with Dept. of Finance		UCOP/State: Governor's Budget (Mid-Jan)		UCOP/State: UCOP provides updated information to campuses		UCOP/State: UCOP provides preliminary allocations based on Governor's Budget		UCOP/State: State releases "May Revision" Budget		UCOP/State: UCOP updates preliminary allocations based on "May Revision"		UCOP/State: State finalizes Budget		UCOP/State: State provides campuses with final allocations	
			EVC/Planning & Budget: Consider large issues with resource implications, year-end balances and divisional plans				EVC/Planning & Budget: Academic Divisions submit faculty recruitment requests for Academic Senate Winter/Spring review; Preliminary allocation of Instructional Workload Fund (IWF) and teaching assistants for 2008-09				EVC/Planning & Budget: Recharge Rates approved; Resource plan for 08-09 and tentative plan for longer term refined				EVC/Planning & Budget: Year-end reports prepared					
							EVC/Planning & Budget: Campus projections are prepared and preliminary strategy developed; Resource plan is developed and vetted		EVC/Planning & Budget: Course Materials Fees approved											
					Div/Depts: Department Curriculum and Leave Plans submitted to Divisions		Div/Depts: Mid-year staffing list balancing		Div/Depts: Course Materials Fee proposals submitted		Div/Depts: Miscellaneous Fee & Recharge Rate proposals submitted		EVC/Planning & Budget: Miscellaneous Fees approved		EVC/Planning & Budget: Campus resource plan and faculty recruitment decisions communicated to campus					
Div/Depts: Year-end reports due; 08-09 Strategic plans updated; Units/Depts work with leadership to set priorities; and Deferred maintenance plans, recharge rates and core service fees are developed				Div/Depts: Divisional resource plan developed for following year; ITS Information User Proposal vetted				Div/Depts: Permanent budget and staffing list are updated in preparation for next fiscal year				Div/Depts: Fiscal Closing process is completed and 08-09 budgets are loaded in FIS system								
Financial & Purchasing	Purchasing: On-line ProCard re-certification process		Purchasing: Small business office launch		Financial: "UC for Yourself" deadline to receive an on-line W-2 form for 2007 (1/9)				Financial: Annual inventorial equipment audit reports due (4/4)				Financial: Fiscal Close deadlines							
	Purchasing: CruzBuy workflow enhancements				Purchasing: New supplier catalogs available monthly; Ongoing outreach to new and returning faculty															
Human Resources	Academic: Candidates prepare material 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				Academic: Candidates prepare material for performance appraisals & merits							
	Academic: Divisions conduct interviews for academic appointments																			
	Academic: Affirmative Action Plan																			
	Staff: Planning & Budget distributes merit allocation to control points Staff: Merit recommendations for non-represented staff due to SHR Student: Work Study Orientation (9/23)		Student: Graduate & Professional School Fair (10/15)		Staff: Leave of absence process available on-line; UC Benefits Open Enrollment (11/1-27) Student: Business, Science & Engineering Fair (11/6); Chancellor Undergraduate Internship Program (CUIP): Proposals from campus units due		Student: Government, Social Services and Non-Professional Career Symposium (1/22)		Student: Chancellor Undergraduate Internship Program (CUIP): Student on-line application due Student: Multicultural Career Conference		Staff: EEO/AA calls for divisional AA plans Staff: Background check procedures available online Staff: Recruitment Management System (RMS): Non-recruitment & waiver implementation		Student: Last Chance Job & Internship Fair (4/22)		Student: Student Employee Recognition Award Program (SERAP)		Staff: Complete annual staff performance appraisals			
Information Technology	Business Improvements: Digital Classroom upgrades				New Services & Projects: Dark Fiber - Broadband fiber optic connectivity to UCSC															
	Business Improvements: Classroom Network Connections				Business Improvements: Financial Information System (FIS) Banner 7 upgrade															
	New Services & Projects: CruzPay Phase 2 - electronic timesheets																			
	Business Improvements: Academic Information Systems (AIS) Campus Solutions 9; WebCT Learning Management System upgrade																			
Facilities	Ongoing Construction: Digital Arts Facility; Ranch View Terrace																			
							Completed: McHenry Library Addition													
							Begin Seismic Work: McHenry Library													
Student move-in and Fall opening activities										Summer Session/Conference activities										