Administrative Operations Calendar 2006-07
University of California, Santa Cruz

Published by The Office of Campus Provost and Executive Vice Chancellor • Information as of January 16, 2007

Dates are subject to change • For quarterly updates: http://opscalendars.ucsc.edu • For questions, contact ocbud@ucsc.edu

Administrative Committee Structure 06-07
Advisory UC System/Community Focus
Executive Advisory Council (EAC)

Chancellor

Advisory UCSC Campus Focus
CPI/EVC

CAASFinals planning and faculty/staff return from Christmas break

Winter '07
Jan 3

Spring '07
Apr 2

Summer
Jun 26*

KEY DATES & EVENTS
For updated information: http://its.ucsc.edu/pmg/projects.php

FACILITIES
For updates: http://planning.ucsc.edu/budget/calendar.asp

NEW CONSTRUCTION
Ranch View Terrace • Bascom Grove
Emergency Response Center • Move-In
Virtual Arts Facility • Breaks Ground
McHenry Library Addition • Construction

MAJOR RENOVATIONS
Alterations for Engineering-Baskin Engineering • Completion
Seismic Corridors: Cook House, Barn H & Stevenson Academic - Move-In
Seismic Corridors: Stevenson Events Center - Construction

INFORMATION TECHNOLOGY
For project updates: http://its.ucsc.edu/pmg/projects.php
For IT services: http://its.ucsc.edu/maintenance_calendar/index.php

NEW SERVICES & PROJECTS
Identity Management (IDM) • Timewriting Systems (CruisePay) •
Begin in Fall
Phase I Rollouts
Transition Service Agreements; Support Desk for Faculty & Staff
Sep 1
Electronic Security Guidance & Tools
Dec
Server Hosting Service - Phase I Rollouts
Begin in Winter

EXISTING BUSINESS SYSTEM IMPROVEMENTS
Academic Information System (AIS) •
OCT
Graduate Admissions Review Portal (GARP) •
Oct
Procurement (CruiseBuy) System Enhancements •
Oct, Nov, Mar
Alumni, Donor & Friends Database System •
Nov
Financial Information System (FIS) •
Apr

FACILITIES
For updates: http://planning.ucsc.edu/budget/calendar.asp

Winter '07
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KEY DATES & EVENTS
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STAFF & FACULTY RESOURCES
For updates: http://its.ucsc.edu/staff/resources.php

STAFF
For updates: http://www2.ucsc.edu/careers/staff/
Administrative Operations Calendar 2006-07

University of California, Santa Cruz

Published: The Office of Campus Provost and Executive Vice Chancellor • Information as of September 29, 2006 • This information will not be updated. For Questions, Contact: sophs@ucsc.edu

Key Dates & Events

**Fall** (September - November)
- Qtr Ends, 9/7
- UC Regents Mtg, 9/21
- Staff Brown Bag, 10/24
- Staff Brown Bag, 11/23
- Staff Brown Bag, 12/10

**Winter** (December - February)
- UC Regents Mtg, 12/13
- Staff Brown Bag, 1/24
- Staff Brown Bag, 2/22
- Staff Brown Bag, 3/20

**Spring** (March - May)
- UC Regents Mtg, 3/1-2
- Staff Breakfast, 3/30
- Staff Breakfast, 4/28-29
- Staff Breakfast, 5/15

**Summer** (June - August)
- UC Regents Mtg, 6/26
- UC Regents Mtg, 7/18-19
- UC Regents Mtg, 8/23
- UC Regents Mtg, 9/21

Budget & Planning

**EVC/Planning & Budget: Student**
- New Project Breaks Ground (McHenry Library Addition, Ranchview Terrace & the Digital Arts Facility)

**EVC/Planning & Budget: Academic**
- Existing System Improvements: Academic Information Systems (AIS). Graduate Application Review Program (GARP) & e-Procurement I (CruzBuy)
- Existing System Improvements: Faculty Appropriation for 06-07

**EVC/Planning & Budget: Fiscal**
- UCOP/State: UCOP provides preliminary allocations based on Governor's Budget
- UCOP/State: UCOP provides updated information based on "May Revision"

**EVC/Planning & Budget: Human Resources**
- Academic: Candidate's prepare material for Performance Appraisals & Merits
- Academic: Departments review materials for Performance Appraisals & Merits
- Academic: AHR reviews & processes materials for Performance Appraisals & Merits

**Finance & Purchasing**
- Purchasing: Supplier Catalogues enabled in CruzBuy
- Purchasing: Direct Outreach to New and Returning Faculty
- Purchasing: Annual Staff Performance Appraisals

**Human Resources**
- Staff: Certified HR Reports for Divisions and Service Teams
- Staff: Staff: SEH/Career Center Integrated Processes
- Staff: Staff: Transfer Classification Function to Compensation Unit
- Staff: Staff: Leave of Absence Process Available Online

**Information Technology**
- Existing System Improvements: Academic Information Systems (AIS). Graduate Application Review Program (GARP) & e-Procurement I (CruzBuy)
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**Facilities**
- Move-In Activities: Humanities and Social Sciences Building
- New Project Breaks Ground: Ranchview Terrace