### Administrative Operations Calendar 2007-08

**University of California, Santa Cruz**

Published by The Office of Campus Provost and Executive Vice Chancellor • Information as of Oct. 1, 2007

**Dates are subject to change** • For quarterly updates: http://opscalendar.ucsc.edu • For questions, contact: saybass@ucsc.edu

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### Key Dates & Events

<table>
<thead>
<tr>
<th>Fall '07</th>
<th>Winter '08</th>
<th>Spring '08</th>
<th>Summer '08</th>
</tr>
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<tbody>
<tr>
<td>Qtr Begin</td>
<td>Jan 1</td>
<td>Mar 31</td>
<td>June 23*</td>
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<tr>
<td>Qtr Preview</td>
<td>Dec 7</td>
<td>Jan 3</td>
<td>Mar 31</td>
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<tr>
<td>Qtr Advising</td>
<td>Jan 7</td>
<td>Mar 31</td>
<td>June 23</td>
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<tr>
<td>Qtr End</td>
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<td>Jun 23</td>
<td>Sep 8</td>
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* Summer Session

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### Facilities

For Planning updates: http://planning.ucsc.edu/capital/

**For construction updates:** http://www.ucsc.edu/about/construction/

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### New Construction

- McHenry Library Addition – Completion
- Ranch View Terrace - Construction
- Digital Arts Facility - Construction

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### Major Renovations

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

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### Information Technology

For Project updates: http://ita.ucsc.edu/it/projects.php

For service updates: http://ita.ucsc.edu/maintenance_calendar/index.php

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### New Services & Projects

- Cruia/Phase 2 – Electronic Timesheets for Staff with Multiple Assignments
- Dark Fiber - Broadband Fiber Optic Connectivity to UCSC

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### Business Improvements

- Digital Classroom Upgrade
- Financial Information System (FIS) Banner 7 Upgrade
- NEW Telephone (Ericsson Switch) Upgrade
- Classroom Network Connections
- Academic Information Systems (AIS) Campus Solutions 9 Upgrade

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### Educational & Campus Community Focuses

- Chancellor's Cabinet
- Child Care Advisory Committee
- Transportation Advisory Committee
- Campus Sustainability Subcommittees
- Capstone Improvement Program Subcommittees
- Strategic Communications Committee
- Academic Information Technology Committee
- University Ethics Committee

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### Advisory Councils

- Chancellor CP/VEC
- Executive Advisory Council
- Course Materials Advisory Committee
- Campus Client Services Advisory Council
- Campus Solutions Advisory Committee
- IT Security Advisory Committee
- Campus Learning Technology Advisory Committee
- Campus Business Operations Committee
- Human Resources Advisory Group
- UCOP Financial Planning & Operations Committee

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### Campus Closure Dates

The campus is closed from Dec. 22, 2007 - Jan 1, 2008.

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### Budget & Planning Milestones

For updates: http://planning.ucsc.edu/budget/calendar.jsp

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### Resources

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

- **Staff Web Page:** http://www.ucsc.edu/staff/
- **Staff Toolkit:** https://my.ucsc.edu/staff/toolkit.htm

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### Financial & Purchasing

**FINANCIAL**

- **For updates:** http://finance.ucsc.edu/
- **"For Yourself" Deadline to Receive an Online-W2 Form for 2008**
  - Jan 2
- **Annual Inventionals Audit Reports Due**
  - Apr 1
- **Fiscal Close - Updates available in mid-May**
  - May 8
- **Purchasing Deadlines**
  - Accounting Deadlines
    - June

**PURCHASING**

- **For updates:** http://purchasing.ucsc.edu/
- **CrabBuy Workforce Enhancements**
  - Fall
- **On-Line ProCard Re-Certification Process**
  - Oct-Nov
- **Small Business Office Launch**
  - Nov
- **New Supplier Catalog Available in CrabBuy**
  - Monthly
- **Direct Outreach to New and Returning Faculty**
  - Ongoing

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### Human Resources

**STAFF**

- **For updates:** http://hr.ucsc.edu/

**STAFF**

- **Merits 07-08**
  - Planning & Budget Distributions Merit Allocation to Control Points
  - Sept
  - Merit Recommendations for Non-Represented Staff Due to SHR
  - Sept
  - UC Benefits Open Enrollment 2008
  - Nov 1-27
- **Special Projects**
  - Leave of Absence Process Available Online
  - Mar
  - Background Check Process Available Online
  - Nov
  - Recruitment Management System: Non-Rentiction & Waiver Implementation
  - Mar
- **Staff Affirmative Action Plans - EEO/AA Calls for Divisional AA Plans**
  - Mar
- **Performance Appraisals**
  - Call for 07-08 Staff Performance Appraisals
  - Apr-May
  - Complete Annual Staff Performance Appraisals
  - Aug

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### 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)**
  - Proposed from Campus Units Due
  - Nov
  - Student On-Line Application Due
  - Feb
  - Multicultural Career Conference
  - Feb
  - Last Chance Job & Internship Fair
  - Apr
  - Student Employee Recognition Award Program (SERAP)
  - May

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### Faculty

**For updates:** http://www2.ucsc.edu/ohr/alacademic_policies_welldo/procedures/CALU

- **Academic Affirmative Action Plan**
- **Performance Appraisals & Merit Deadlines**
  - Candidates
  - Summer-Fall
  - Departments
  - Fall
  - Divisions
  - Winter
  - AHK
  - Spring
  - Appointments
  - Fall-Winter
  - Final Formal Offer Candidates from Other UC Campuses
  - Apr 1
  - Final Formal Offer Candidates from Other CA Institutions
  - Apr 29

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* Specific local conditions may exist. See AHR Call Calendar for details.
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### Budget & Planning

#### EVC/Planning & Budget:
- UCOP/State: Regents Budget for current operations and capital improvements
- UCOP/State: Budget negotiations with Dept. of Finance
- UCOP/State: UCOP distributes merit allocation
- UCOP/State: Governer's Budget released
- UCOP/State: UCOP provides preliminary allocations based on Governer's Budget
- UCOP/State: UCOP updates preliminary allocations based on "May Revision" Budget
- UCOP/State: UCOP finalizes Budget
- UCOP/State: UCOP provides campuses with final allocations

#### EVC/Planning & Budget: Principal Officers notified of salary block allocation for 07-08

### Financial & Purchasing

- Purchasing: On-line ProCard re-certification process
- Purchasing: Small business office launch
- Purchasing: CruzBuy workflow enhancements
- UCOP: UC for "Youself" deadline to receive an on-line Wa-2 form for 2007 (1/19)

### 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: Divisions conduct interviews for academic appointments
- Academic: AHR reviews & processes materials for performance appraisals & merits
- Academic: Candidates prepare material for performance appraisals & merits

### Information Technology

- New Services & Projects: Dark Fiber - Broadband Fiber optic connectivity to UCSC

### Facilities

- Student move-in and Fall opening activities

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