ADMINISTRATIVE OPERATIONS CALENDAR 2010-11
University of California, Santa Cruz

Administrative Committee Structure 2010-11

<table>
<thead>
<tr>
<th>Fall '10</th>
<th>Winter '11</th>
<th>Spring '11</th>
<th>Summer '11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter Begins</td>
<td>Sept 18</td>
<td>Jan 3</td>
<td>Mar 28</td>
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<tr>
<td>Preview/Advising Fair Day</td>
<td>TBD</td>
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<tr>
<td>Provost's Lunch with the Alumni Council</td>
<td>Oct 24</td>
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<tr>
<td>Reunion Weekend/Day By The Bay</td>
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<tr>
<td>UC Regents Meeting</td>
<td>Sept 14-16</td>
<td>Jan 18-20</td>
<td>Mar 15-17</td>
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<tr>
<td>Academic Senate Meetings</td>
<td>Oct 20/Nov 5</td>
<td>Feb 4</td>
<td>Apr 20</td>
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<tr>
<td>Annual Scholarship Benefits Dinner</td>
<td>--</td>
<td>Feb 28</td>
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<tr>
<td>44th Annual Faculty Research Lecture</td>
<td>--</td>
<td>Feb 1</td>
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<tr>
<td>Martin Luther King Jr. Memorial Convocation</td>
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<td>TBD</td>
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<tr>
<td>Student Elections &amp; Referenda Voting Period</td>
<td>---</td>
<td>May - TBD</td>
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<tr>
<td>Fall Flu Shot Clinic for Faculty &amp; Staff</td>
<td>Nov (TBD)</td>
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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.ucscarstafftoolkit.html

FINANCIAL & PURCHASING

FINANCIALS
For updates: http://www.ucsc.edu
UC for Yourself: Deadline to receive on-line W-2 form for 2010 | Dec 31
Annual Inventorial Equipment Audit | Apr 1
Fiscal Close – Updates available in mid-May | June
Purchasing Deadlines | June-July
Accounting Deadline: | June-July

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

HUMAN RESOURCES

STAFF
For updates: http://hr.ucsc.edu
UC Benefits Open Enrollment 2011 | Oct
Divisional Diversity Plans | Nov
Staff Affirmative Action Plan | May
Special Projects | May
Management Skills Assessment Program (MSAP) | May
Performance Appraisals | May
Call for 10-11 Staff Performance Appraisals | May
Complete Annual Staff Performance Appraisals | Aug

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

FINISH
For updates: http://www2.ucsc.edu/careers/staff/

OPERS Fall Festival | Sept 21
Meet the Firms | Oct 6
Graduate & Professional School Information Fair | Oct 19
Business, Engineering, Science & Technology Fair | Nov 16
Meet our Corporate Sponsors Networking Night | Jan 20
Interim Summer Job Fair | Jan 25
Government, Social Services & Non-Profit Career | Feb 15
Meet the School Districts | Mar 23
All Majors Career Fair | Apr 26

KEY DATES & EVENTS

Campus Closure Dates: The campus is closed from Friday, Dec 24 through Sunday Jan 2.
**Staff Advisory Board

FACILITIES

For planning updates: http://planning.ucsc.edu/update/
For construction updates: http://www.ucsc.edu/about/construction/

NEW CONSTRUCTION

Biomedical Sciences Facility—Construction | Ongoing
McHenry Library Seismic Corrections—Construction | Ongoing
Cowell Student Health Center Improvements—Construction | Sept 2010
2300 Delaware Thin Films & Matts Lab—Construction | Ongoing
Porter College House A—Construction | Sept

INFORMATION TECHNOLOGY

For project updates: http://its.ucsc.edu/projects/
For service outages: http://its.ucsc.edu/maintenance_calendar/

NEW SERVICES & PROJECTS

Campus Curriculum and Leave Planning | January
Web Services Definition – Defines services to support campus web presence | Sept
Web Presence & Services Program – Coordinate a series of web related projects | Dec
Campus Web Content Mgmt System—New WCMS for campus Web sites | Dec

Budget & Planning — Milestones

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

Fall
- Year-end reports due (10-11 strategic plans updated)
- UC/Deans work with leadership to set priorities
- Deferred maintenance plans, recharge rates and core service fees are developed
- Department Curriculums and Lease Plans submitted to Division (Dec)

Winter
- All staff to be invited to webinar
- Divisional resource plan developed for following year (11-12)
- Information is used to develop model adjustment
- Course Fees proposals submitted (Feb)
- Allocations for fall and recharge rates proposals submitted (Mar)
- Academic divisions submit faculty recruitment requests for Academic Senate review in Winter/Spring quarter
- Strategic allocation of teaching assistants for 2011-12
- Campus projects prepared and preliminary strategic developed resource plan is developed and vetted
- Course Fees approved (Mar)
- UCOP provides updated and vetted implementing budget negotiations with Department of Finance

Spring
- Permanent budget and staffing list are updated in preparation for next fiscal year
- Recharge Rates approved (Feb)
- Tentative plan for large term

Summer
- Final Closing process is completed and budgets for the next fiscal year are loaded into the Financial Information System
- Monthly reports are prepared (Aug)
- State releases "May Revision" Budget (June)
- UCOP provides preliminary allocations based on "May Revision" (June)
- State Finalizes budget (July)
- UCOP provides campuses with final allocations

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