

January 1, 2008

Mike Allred	Jill Blackwelder
Clayton Halliday	Mo Hollman
Karen Hull	Andy Lamb
Joe Perry	Annette Spicuzza

Re: Vice Chancellor's Annual Letter

Office of Administration Division Heads:

I appreciate your feedback related to reaffirming those items that need to be sent through the Vice Chancellor's office for review and/or approval prior to submission to other campus departments. I want to emphasize that these internal reviews are critical to ensure we have a consistent OOA approach to administrative matters and so that I can support your requests, as appropriate, when other campus offices have final action. Where appropriate, a statement of expectations has replaced items that formally required review by this office and have now been re-delegated to the department level.

Please advise your senior managers, business managers and other staff to be attentive to this request so we can avoid delays that occur when these items are not sent here for review and approval. I also welcome suggestions on how we can improve or change these processes to ensure they add value.

The following items are in addition to the numerous policy requirements for my approval as Vice Chancellor, which are outlined in the Policy and Procedure Manual. Section 330-80, Section E.2)

**BUDGET/FINANCIAL** Contact: Kim Rhodes

We continue to foster strong relationships with our colleagues in ORMP and this remains a high priority. In order to effectively leverage our partnership, ORMP has requested that you consult with Kim and me prior to presenting budget requests to ORMP for consideration. This will give us an opportunity to collectively define all options and strategically present our organizational budget requests and recommendations directly to ORMP.

Please advise us in advance and provide relevant background before initiating any actions whenever:

- o You are proposing any new budget request for temporary or permanent funds from any funding source. This includes requests to both the campus Resource Management and Planning office or any Office of the President unit (including short term loans);
- o You are proposing any budget changes as a result of larger organization changes or core service realignment;
- o You are preparing formal budget or expense reports for submittal to campus or OP leadership;
- o You are submitting a grant application that requires any financial commitment with university funds. You must identify the specific fund source and provide documented agreement if financial commitment is outside of your area of authority;

- o You are proposing or negotiating any changes to UCDMC direct cost agreements. All UCDMC DCA's must be reviewed by this office before implementation (Please submit to Damian Chapman);
- o You are initiating new Direct Cost Agreements or you are proposing to recharge for services with units not previously charged. All proposed DCA's and rate submittals must be reviewed by this office before implementation (Please submit to Damian Chapman);
- o You are submitting a reimbursement request, travel voucher or entertainment voucher for yourself. (Please submit directly to Larisa Archer).

All new positions should be base budgeted and the provisions established in a timely manner. Budget documents should reference the provision number and must include benefits funding.

I'd like to emphasize the importance of having your direct reports obtain your approval when seeking reimbursement for personal funds used for University purchases. Approval by their peer or subordinate is not appropriate.

**HUMAN RESOURCES**      Contact: Susan Kennedy-DuHain

Please advise Susan and I in advance and provide relevant background before initiating any actions whenever:

- o You are requesting creation of a new position at the MSP level.
- o You are seeking required approval for:
  - Any proposed salary offer for a new hire that is above the mid-point.
  - Any proposed salary change resulting from a reclassification that exceeds the mid-point of the range.
  - Any request for a salary increase that collectively exceeds 25% in a fiscal year.
  - Any proposed stipend or equity adjustment.
- o You are seeking a required review for any disciplinary action affecting an MSP level position.

It is expected that you will provide early notification of potential lay off situations thus enhancing efforts to successfully place these individuals whenever possible. Susan will continue to review recruitment activity across OOA through the automated level 3 Job Machine process.

Susan is available for consultative purposes on all corrective actions. Review is only required when the corrective action reaches the suspension and/or termination level. (Administrative leave is not considered corrective action.)

**SPACE/FACILITIES**      Contact: Melissa Sullivan

Please advise Melissa and I in advance and provide relevant background before initiating any actions whenever:

- o You are planning for or proposing any changes or requests for either temporary or permanent space for occupancy by an OOA unit. This includes any request to Resource Management and Planning or any other campus unit.

- o You are relocating or vacating space within your unit before reassigning it to other internal or external units.
- o You are proposing any minor or major capital improvement projects or changes in scope of existing projects that are funded from internal OOA operating or reserve budgets.
- o You are proposing budget strategies for funding space, facility and capital improvements. Review and vet these issues with Melissa. A review by Kim Rhodes will follow.

**GENERAL ADMINISTRATIVE** Contact: Various

Please advise designated central staff in advance and provide relevant background before initiating any actions whenever:

- o You are proposing to send "non-routine" directives to the general campus (all campus units, all employees, Deans, Directors, Department Chairs, etc.) that require approval by the Chancellor's office. An example would be a standard utility or road shutdown (routine) versus a detailed update on energy conservation measures (non-routine). Submit to Barbara Brady;
- o You are proposing changes to your departmental organizational structure, organization name and/or organization chart. Submit to Susan Kennedy-DuHain;
- o You are proposing changes to UC Davis Administrative Policy and Procedure. Submit to Lisa Terry.

Barbara is available for consultative services regarding campus and organizational communications.

Please coordinate with the appropriate OOA staff members as identified above. They will coordinate with me as necessary. Other managers in your unit may submit items to you first if you prefer.

I appreciate your attention to the above efforts to improve our internal communication and planning.

Sincerely,



Stan Nosek  
Vice Chancellor – Administration

Cc: Kim Rhodes  
Susan Kennedy-DuHain  
Larisa Archer  
Melissa Sullivan  
Damian Chapman  
Barbara Brady  
Lisa Terry  
OOA Business Managers