

## Academic Business Administrators (ABA) Resource List

(Updated 06/01/2012)

The business officers listed below have self-identified themselves as individuals willing to act as resources to other ABA members in a variety of functional areas. This list is intended to supplement existing UC/UC San Diego resources and may be of use both to "new" ABA members (new to UC San Diego, new to management, or unfamiliar with a particular topic) and "veterans" who might benefit from the sharing of experiences and best practices.

Category and Topic		Overview	ABA Resources	Other UC Resources
<b>1. MANAGEMENT/LEADERSHIP (All Areas)</b>			John Bauer      Barb Fager Steve Gardepie      Kathy Hay Maria Lofftus      Nieves Rankin Barbara Seipel      Edwina Welch	
<b>1A</b>	Management / Leadership	strategic planning; needs assessments; goal setting	Steve Ross	Extended Studies & Public Programs; Management Skills Assessment Program (MSAP); Staff Education & Development
<b>1B</b>	Business Processes	running meetings; internal controls; risk assessment	Pamela Fruge Lourdes Guardiano-Durkin Kathy Hay Alma Palazzolo Nieves Rankin	Staff Education & Development; UC Business Officer Institute (BOI); UCSD Business Leadership Forum (BLF)
<b>2. UC/UCSD POLICIES, PROCEDURES &amp; SYSTEMS (All Areas)</b>				
<b>2A</b>	Acculturation	orientations; mentoring & networking opportunities; email & other distribution lists; professional development; professional groups	Marianne Generales Gris Arellano-Ramirez	EVCAA &/or Dean's Office staff
<b>2B</b>	Campus Core Business Systems	Blink, Link family, IFIS, ISIS, etc.); how to use the systems effectively	Karen Andrews Adam Diprofio Barb Fager Steve Ross	Administrative Computing & Telecommunications (ACT); Business & Financial Services (BFS); Registrar's Office

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2C	General Campus Information	directories; policy manuals, maps; contact/resource info; calendars	Barbara Jackson Stephanie Navrides Steve Ross Gris Arellano-Ramirez	Policy & Records Administration; Policy & Procedure Manual (PPM); UCSD InfoPath/web pages
2D	Organizational Structure	how UCSD works; college structures; Academic Senate; faculty governance; VC structures; acronyms, etc.	Stephanie Navrides Karen Andrews Marianne Generales Steve Ross	Academic Senate; Policy & Records Administration; PPM; UCSD General Catalog
<b>3. FACILITIES &amp; SPACE MANAGEMENT (All Areas)</b>				
3A	Construction (new):	capital planning; planning process; context (workload calculations, space adequacy, physical move, etc.)	Marjorie Hardy Steve Ross	Capital Planning; Facilities Design & Construction
3B	Renovation / Remodeling	defining scope of work and cost; approval process	John Bauer      Steve Gardepie Kathy Hay      Nieves Rankin Barbara Seipel	Facilities Design & Construction; Physical Plant Services
3C	Maintenance	maintenance/repair of buildings, grounds, and other physical infrastructure	Barb Fager (off-site units) Kathy Hay Nieves Rankin	Physical Plant Services
3D	Space Utilization / Planning	space assignment; CPEC & local space standards; room types; functional use; off-campus space	Steve Ross Maria Lofftus Peter Hinkley	Analytical Studies & Space Planning; Capital Planning; FacilitiesLink; Real Estate Development
<b>4. STUDENT AFFAIRS (All Areas)</b>				
4A	Graduate / Undergraduate Advising	student orientation; academic advising; articulation agreements; academic dishonesty; time limits; progress towards graduation	Gris Arellano-Ramirez Nieves Rankin Edwina Welch	College Provosts' Offices; Office of Admissions & Relations with Schools; Office of Graduate Studies(OGS); TritonLink; UCSD General Catalog

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4B	Courses	approvals; CEP review; scheduling; enrollment planning	Gris Arellano-Ramirez Maria Lofftus Peter Hinkley	Academic Senate Committee on Educational Policy; Analytical Studies & Space Planning; Registrar's Office; TritonLink
4C	Graduate Admissions	recruitment; admissions; visas	Peter Hinkley Nieves Rankin	Office of Graduate Studies & Research; International Center
4D	Graduate Student Support	Block Grant; TAFTE; TA assignments; fellowships; student financial aid; employment restrictions for foreign students	Nieves Rankin Peter Hinkley Steve Ford	Office of Graduate Studies; EVCAA Office staff
4E	Outreach	graduate & undergraduate	Nieves Rankin	Office of Admissions & Relations with Schools
4F	Summer Session	processes; remuneration to instructors; departmental support	Nieves Rankin Peter Hinkley	Summer Session Office
<b>5. EXTRAMURAL FUND ADMINISTRATION (All Areas)</b>				
5A	Fundraising	identifying potential donors; developing relationships; gift acknowledgement	John Bauer Barbara Jackson Barbara Seipel	EVCAA &/or Dean's Office staff; External Relations
5B	Pre-Award Administration	submitting proposals; budget preparation; cost sharing	Barb Fager Steve Ford Marianne Generales Terry Peters	Office of Contracts & Grants Administration (OCGA); Office of Research Affairs; Dean's Office staff
5C	Post-Award Administration	cost sharing; FDP; A-21; effort reporting; expense reporting; indirect cost recovery	Barb Fager Terry Peters Steve Ford	Office of Post Award Financial Services (OPAFS)
5D	Animal & Human Subjects	definitions; research protocols; approval processes; reporting requirements	Steve Ford Barb Fager Marianne Generales Marisa Jolstead	Office of Animal Research; Animal Welfare Program; Human Research Protections Program

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5E	Intellectual Property	conflict of interest; disclosure of inventions; patents; technology transfer	Steve Lopez Marianne Generales	Technology Transfer & Intellectual Property Services
5F	Conflict of Interest	what defines conflict of interest; disclosure of financial interests in private sponsors of research; Statement of Economic Interests	Steve Lopez Marianne Generales	Conflict of Interest Office, Office of Research Affairs
<b>6. FISCAL MANAGEMENT (All Areas)</b>			Steve Ross	
6A	State Fund Budgets & Budgeting	resource allocation; IFIS accounting structures; provision management; budget reports; fiscal closing; unit-level budgeting	Adam Diproffio Barb Fager Steve Ford Steve Gardepie Barbara Jackson	EVCAA &/or Dean's Office staff; BudgetLink; EmployeeLink; FinancialLink; Resource Management
6B	Contracting	independent contractors; service agreements	Barb Fager Barbara Jackson Steve Ford Marianne Generales	Purchasing
6C	Equipment Management	acquisition; fabrications; inventory; disposal; leasing/renting	Steve Ford Barbara Jackson	Equipment Asset Management System; Equipment Management; Purchasing; Surplus Sales
6D	Fiscal Management	approval authority; monitoring and reporting expenditures; approving expenditures	Barb Fager Adam Diproffio Steve Ford Steve Gardepie Barbara Jackson	Administrative Responsibilities Handbook; Department Security Administrator Manual; FinancialLink
6E	Purchasing	goods (supplies & equipment); services (travel, consulting); purchasing mechanisms; invoicing	Barb Fager Barbara Jackson	Disbursements; Equipment Asset Management System; FinancialLink; Purchasing; Travel

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<b>6F</b>	Self-Supporting Activities / Recharge Operations	operating self-supporting activities; rate development; annual reviews	Barb Fager Marisa Jolstead Barbara Jackson	General Accounting
<b>7. ACADEMIC PERSONNEL (All Areas)</b>			Barb Fager Stephanie Navrides	
<b>7A</b>	Recruitment	advertising/posting jobs; academic affirmative action; interview & selection processes; reporting decisions; startup packages	Peter Hinkley Steve Ross Karen Andrews	Academic Personnel Office; Dean's Office staff; OGSR
<b>7B</b>	Academic Reviews	merits; promotions; accelerations; retention; off-scale salaries	Karen Andrews Peter Hinkley Maria Lofftus	Academic Personnel Manual (APM); Academic Personnel Office; Dean's Office staff; Faculty Handbook: OGSR
<b>7C</b>	Employee / Labor Relations	bargaining units (unit 18, ASE's); negotiation processes; contracts; agency fees; family-friendly policies	Marjorie Hardy Pamela Fruge	Academic Personnel Office; Academic Employee Relations; Partner Opportunities Program
<b>8. STAFF HUMAN RESOURCES (All Areas)</b>			Bobb Barile Barb Fager	
<b>8A</b>	Diversity	outreach; affirmative action; equal opportunity; underutilization; diversity education; Principles of Community	Pamela Fruge Lourdes Guardiano-Durkin Barbara Seipel Edwina Welch	Office of AA/EEO; Human Resources; Staff Education & Development
<b>8B</b>	Recruitment	advertising/posting jobs; requisitions; interview & selection processes; reporting decisions;	Stephanie Navrides Steve Gardepie Maria Lofftus	Career Services; Human Resources; Hiring Toolkit
<b>8C</b>	Employee Benefits / Payroll	benefit types; eligibility; Personnel/Payroll System (PPS)	Steve Gardepie	Benefits Office; UC At Your Service

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<b>8D</b>	Job Classification	writing job descriptions; (re)classification processes; PARC	Stephanie Navrides Steve Ford Steve Gardepie	EVCAA &/or Dean's Office staff; Human Resources
<b>8E</b>	Compensation	salary setting; merits/equity increases; incentive award program	Steve Ford      Steve Gardepie Maria Lofftus    Steve Ross	EVCAA and/or Dean's Office staff; Human Resources
<b>8F</b>	Employee / Labor Relations	bargaining units; negotiation processes; contracts; agency fees; grievances; disability issues	Marjorie Hardy Pamela Fruge Marianne Generales	Employee Relations; Labor Relations
<b>8G</b>	Staffing	organizational structures, work schedules; retention; limited/contract appointments; temporary employee services; telecommuting	Steve Gardepie Barbara Jackson Maria Lofftus Steve Ross	Human Resources
<b>9. STAFF SUPERVISION (All Areas)</b>			Barb Fager Maria Lofftus	
<b>9A</b>	Training & Development	mentoring; motivation; workplace environment & climate	Barbara Jackson Alma Palazzolo	Human Resources; Staff Education & Development; Faculty Staff Assistance Program
<b>9B</b>	Performance Management	setting performance goals, performance appraisals; progressive disciplinary action	Steve Gardepie Pamela Fruge Barbara Jackson	Human Resources; Employee Relations; Labor Relations; Faculty Staff Assistance Program
<b>9C</b>	Dispute Resolution	mediation, counseling and advising	Pamela Fruge Steve Gardepie Barbara Jackson Kathleen Johnson	Faculty Staff Assistance Program; Human Resources; Office of Sexual Harassment Policy & Prevention (OSHPP)

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<b>10. SAFETY (All Areas)</b>				
<b>10A</b>	Ergonomics	ergonomic evaluations; resources	Barb Fager Lourdes Guardiano-Durkin	Employee Rehabilitation; Environment, Health, & Safety; Human Resources
<b>10B</b>	Hazards	biohazards; radiation; chemicals; personal safety; protection of property; incident reporting	Marianne Generales Kathy Hay Nieves Rankin	Campus Police; Environment, Health, & Safety
<b>10C</b>	Safety Training / Planning	IIPP; MSDS's; lab safety classes & manuals; emergency plans	Pamela Fruge Steve Gardepie	Environment, Health, & Safety; Staff Education & Development
<b>11. INFORMATION TECHNOLOGY (All Areas)</b>				
<b>11A</b>	Computer Security	security (hardware, data, system, network); firewalls; system administration; anti-virus software	Karen Andrews	Academic Computing & Media Services (ACMS); Administrative Computing & Telecommunications (ACT)
<b>11B</b>	Database Management	security of personal information; records management; application development	Karen Andrews Kathy Hay Alma Palazzolo Nieves Rankin	ACMS, ACT
<b>11C</b>	Internet / Web Development	Departmental web sites/intranets; personal usage; application development	Bobb Barile Nieves Rankin	ACMS, ACT
<b>11D</b>	Campus Systems	Employee access; single sign-on, DSA, email/SPAM control	Karen Andrews Alma Palazzolo	ACMS, ACT