

UC DAVIS: OFFICE OF ADMINISTRATION

September 17, 2009

RE: Business Officer Institute Call for Nominations for December 1- 3, 2009.

The next session of the Business Officer Institute (BOI), sponsored by the UC Office of the President (UCOP), is scheduled from Tuesday, December 1 to Thursday, December 3 in Newport Beach. We seek your assistance in identifying and nominating individuals for participation.

UCOP is especially interested in individuals who are the lead business officers for their unit. We are seeking individuals who have broad decision-making and/or supervisory responsibility in an academic or administrative department for budget, finance, internal control, human resources or sponsored projects. We are looking for a balanced representation between academic and administrative departments. Staff in both units will benefit from participation in the institute.

The Business Officer Institute was established in recognition of the critical role that business officers play in a rapidly changing business environment. The UC business environment is characterized by localized decision-making authority, increased regulatory interest and oversight, emphasis on risk-taking and innovation, and increased complexity. The Davis campus and medical center have a limited number of participant slots per BOI session. The Office of the President covers the cost of the institute, including private room and most meals. Departments are expected to cover the cost of travel, incidentals and two evening meals.

To nominate an individual for participation in the BOI, please download the nomination form at <http://www.hr.ucdavis.edu/sdps/uc-dev> and send by email or inter-office mail to the Davis campus BOI coordinator, Nan Long (malong@ucdavis.edu) or to the UCDHS coordinator, Johnny Guillot (johnny.guillot@ucdmc.ucdavis.edu). You may direct any questions you have to either coordinator.

Your support of the Business Officer Institute strengthens the UC Davis commitment to sustaining excellence in our business managers. We look forward to receiving your nominations for the December 1 session by Wednesday, October 21, 2009.

Stan Nosek
Vice Chancellor-Administration

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