

Policy Update List

Responsible Department: Accounting & Financial Services				Administrative Unit: Finance, Operations, and Administration				
Manual	Policy #	Title	Last Update	Status	Target Date	Policy Owner	Risk	Notes
PPM	330-05	Business Contracts	8/30/2005	Out for Review	11/30/2014	Wright, Heather	2-Medium	Previous target dates: 6/30/12, 8/31/12, 10/16/13 Submitted 5/15/15 Returned to Weaver 6/8/15 Resubmitted 6/9/15 Returned to Weaver 7/24/15 Resubmitted 7/27/15 Out for review 9/2/15. 9/16/15 Sent to Wright. Janice King no longer at UCD Review due 9/18/15 Comments returned to Weaver 9/21/15
PPM	330-09	Agency Account Services	8/1/2006	Out for Review	9/30/2013	Wright, Heather	2-Medium	Previous target dates: 10/1/11, 9/30/12, 9/30/13 Submitted 9/9/14 Comments returned to Weaver 10/23/14 Submitted 2/25/15 Returned to Weaver 4/16/15 Submitted 6/1/15 Returned to Weaver 9/1/15 Submitted with updates 9/11/15. Wright requested to coordinate. Changed developer. Out for review 9/16/15 Due: 9/30/15

PPM	330-10	Approval Authorization for Departmental Transactions	7/16/2003	Out for Review	10/31/2014	Cortes, Sandra	1-High	Previous target dates: 10/1/11, 8/31/12, 8/1/13 Draft submitted by Weaver differed from working draft that was in process. Resent working draft to Weaver 12/11/14 Submitted 2/27/15 Returned to Weaver 5/7/15 Followed up with status 9/9/15 Out for Review 9/14/15 Due Date: 9/28/15
PPM	330-11	Departmental Financial Administrative Controls and	9/10/2009	Out for Review	1/31/2015	Cortes, Sandra	1-High	Previous target dates: 9/30/13 Review comments with Gregg 11/19/12 Submitted 7/27/15 9/9/15 Out for Review Due 9/24/15
PPM	330-31	Administration of Contract and Grant Projects	10/15/2014	Out for Review		Ringo, James	1-High	9/29/14 Submitted by Weaver 9/11/15. Returned to Legrand, Mike 9/14/15 Out for review 9/16/15 Due: 10/1/15
PPM	330-35	Credit and Debit Card Merchants	8/11/2005	Tagged for Deletion	12/31/2014	Montgomery, Sylvia	1-High	Previous target dates: 10/1/11, 8/31/12, 12/31/12 Review comments with Scott 9/9/13 Submitted 2/23/15 Returned to Montgomery 4/15/15 Submitted 5/19/15 Returned to Montgomery 6/12/15 Submitted 7/27/15 Review due 8/13/15 Comments returned to Weaver 8/14/15. Weaver provided draft with changes beyond review comments 9/8/15. Comments returned to Weaver. Response returned 9/18/15.

PPM	330-59	Departmental Cashiering Operations Physical Security	4/15/2011	Due for Update		Sherlin, Leslie	2-Medium	
PPM	330-63	Expenditure Adjustments (Cost Transfers)	8/29/2011	Due for Update		Jones, Cindy	2-Medium	
PPM	330-89	Billing for Accounts Receivable	4/24/2002	Tagged for Deletion	11/30/2014	Acevedo, Ileana	2-Medium	Previous target dates: 12/31/12, 3/31/14 Comments returned to Scott 5/3/13 Submitted 2/27/15 Returned to Weaver 5/7/15 Followed up with status 9/9/15 Per Wright, being updated by end of week 9/22/15
PPM	330-90	Collection of Accounts Receivable	9/10/2009	Overdue for Update	11/30/2014	Acevedo, Ileana	2-Medium	Submitted 2/27/15 Returned to Weaver 5/7/15 Followed up with status 9/9/15 Per Wright, being updated by end of week 9/22/15
PPM	350-10	Procurement Authority	7/30/2007	Out for Approval	10/31/2014	Wright, Heather	1-High	Comments with Scott 4/9/13 Submitted 1/30/15 Due 4/10/15 Review comments returned to Weaver 4/13/15 Out for approval 9/4/15 Changed Developer to Wright as KC Coursey no longer with UC. 9/16/15
PPM	350-21	Departmental Purchase Delegations	3/6/2006	Tagged for Deletion	6/30/2012	Wright, Heather	1-High	Previous target dates: 6/30/12, 8/31/12, 10/31/14 Will be combined with 350-10 Changed developer to Wright. Coursey no longer with UC. 9/16/15
PPM	350-24	Equipment Screening and Sharing	11/9/2006	Tagged for Deletion	12/31/2011	Wright, Heather	2-Medium	Previous target dates: 12/31/11, 8/21/12 Will be combined with 350-10 Changed Developer to Wright. Coursey no longer with UC. 9/16/15

PPM	350-25	Procurement Through the Purchasing Department	3/6/2006	Tagged for Deletion	12/31/2011	Wright, Heather	2-Medium	Previous target dates: 12/31/11, 8/21/12 Will be deleted when 350-10 update is finalized. Changed Developer to Wright. Coursey no longer with UC. 9/16/15
PPM	350-80	Disposition of Excess and Surplus Property	6/21/2011	Out for Review		Moore, Susan	2-Medium	Out for review 9/2/15 Due 9/18/15 Meeting scheduled 9/30/15 to discuss
PPM	380-70	Independent Consultants	9/30/2005	Overdue for Update	11/30/2014	Wright, Heather	1-High	Previous target dates: 6/30/12, 8/31/12, 10/16/13 Submitted 5/15/15 Returned to Weaver 6/12/15 Changed Developer to Wright. Coursey no longer with UC. Wright to address comments 9/16/15 Submitted 6/15 Returned to Weaver 9/2/15 Submitted 9/16/15. Returned to Weaver

Responsible Department: Budget and Institutional Analysis

Administrative Unit: Finance, Operations, and Administration

Manual	Policy #	Title	Last Update	Status	Target Date	Policy Owner	Risk	Notes
PPM	340-25	Recharge Activities	1/25/2011	Due for Update		Stewart, Jason	3-Low	Technical update posted on 1/9/14: Updates the references and related policies

Responsible Department: Business Services

Administrative Unit: Finance, Operations, and Administration

Manual	Policy #	Title	Last Update	Status	Target Date	Policy Owner	Risk	Notes
PPM	270-25	Commerical Activities	2/5/2007	Overdue for Update	10/31/2014	Ratliff, Kelly	2-Medium	Previous target dates: 10/1/11, 12/31/12 Rewritten draft to Hinds 10/21/13

Responsible Department: Environmental Health & Safety

Administrative Unit: Finance, Operations, and Administration

Manual	Policy #	Title	Last Update	Status	Target Date	Policy Owner	Risk	Notes
PPM	290-35	Environmental Protection	5/21/2014	Out for Approval	10/1/2013	Fields, Sue	3-Low	Due 8/14/15 Approval sent 8/31/15 Received input of two small changes 9/2/15 Out for approval 9/4/15
PPM	290-52	Heat Illness Prevention Program	6/21/2011	Out for Review		Westcott, Gerry		Submitted 4/20/15 Returned to Weaver 6/2/15 Resubmitted 6/23/15 Returned to Weaver 6/19/15-- not responsive to questions Out for review 9/2/15 Review due 9/18/15 Review extended to 9/25/15.
PPM	290-53	Hearing Conservation	2/25/2015	Out for Review		Majewski, Andrew	2-Medium	Submitted 7/27/15 Returned to Weaver 9/2/15 Out for Review 9/9/15. Roger Belcourt provided changes Due Date: 9/23/15
PPM	290-58	Shop Safety Program		In Development		Martin, Mark		8/20/15 Submitted Returned to Martin 9/16/15 Martin submitted questions on draft 9/18/15
PPM	290-70	Controlled Substances	7/8/2011	Due for Update		Westcott, Gerry	1-High	

Responsible Department: Facilities Management

Administrative Unit: Finance, Operations, and Administration

Manual	Policy #	Title	Last Update	Status	Target Date	Policy Owner	Risk	Notes
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PPM	360-30	Operation and Maintenance of Facilities		In Development	1/1/2015	Vaziri, Elizabeth	3-Low	Deleted 1/12/15 Submitted for reinstatement 4/27/15 Returned to Weaver 6/2/15 Submitted 7/27/15 9/4/15 Eynon to meet with Vaziri Met with Vaziri 9/10/15 Updated draft to Molly 9/11/15, 9/16/15 Draft returned to Weaver with comments 9/16/15,
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Responsible Department: Finance, Operations, and Administration **Administrative Unit:** Finance, Operations, and Administration

Manual	Policy #	Title	Last Update	Status	Target Date	Policy Owner	Risk	Notes
PPM	330-20	Real Estate Services Contracts		In Development	11/1/2014	Hiyakawa, Mary	1-High	New policy in progress. No action since 2005. Status update requested.
PPM	360-21	Campuswide Space Allocation and Evaluation	3/20/2009	Overdue for Update	11/1/2014	McUmber, Christine	3-Low	Previous target dates: 12/31/12

Responsible Department: Fire Department **Administrative Unit:** Finance, Operations, and Administration

Manual	Policy #	Title	Last Update	Status	Target Date	Policy Owner	Risk	Notes
PPM	390-40	Fire Safety	9/10/2009	Out for Approval	11/1/2014	Yahnke, Morgana	1-High	Submitted 3/25/15 Due 5/27/15 Approval sent 5/28/15 Followed up with status 9/8/15. Resent final review and approval emails to Yahnke for approval 9/16/15

Responsible Department: Fleet Services **Administrative Unit:** Finance, Operations, and Administration

Manual	Policy #	Title	Last Update	Status	Target Date	Policy Owner	Risk	Notes
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PPM	300-30	University Owned Vehicles	5/5/2005	Out for Approval	12/1/2014	McCann, Dan	3-Low	Previous target dates: 2/31/12, 9/30/13 Draft submitted. Comments and suggested revision returned 2/3/14. Old draft resubmitted; previous comments and suggested revision resent 12/11/14. Submitted 6/6/15. Due 8/7/15. Review comments sent to Weaver 8/12/15. Requested status from Weaver 9/8/15. Received input Approval sent 9/9/15
PPM	350-32	Miscellaneous Vehicles	3/14/2001	Tagged for Deletion	12/1/2014	McCann, Dan	1-High	Previous target dates: 9/30/11, 12/31/12, 1/1/14 No action. Requires full development plan by 10/30/15 or will be deleted.

Responsible Department: Human Resources				Administrative Unit: Finance, Operations, and Administration				
Manual	Policy #	Title	Last Update	Status	Target Date	Policy Owner	Risk	Notes
PPM	380-80	Elder and Dependent Adult Abuse	12/19/2008	Overdue for Update	1/15/2015	De La Mora, Terri	3-Low	Previous target dates: 9/15/13
PPSM	12-UCD	Nondiscrimination in Employment -- Policy Notes	12/9/2010	Due for Update		De La Mora, Terri	1-High	
PPSM	14-UCD	Affirmative Action -- Policy Notes	12/9/2010	Due for Update		De La Mora, Terri	1-High	
PPSM	21-UCD	Appointment -- Policy Notes	1/3/2011	Due for Update		De La Mora, Terri	1-High	
PPSM	30-UCD	Salary -- Policy Notes	4/10/2011	Due for Update		De La Mora, Terri	2-Medium	
PPSM	36-UCD	Classification of Positions	4/10/2011	Due for Update		De La Mora, Terri	1-High	

PPSM	51-UCD	Reduced Fee Enrollment -- Policy Notes	2/23/2010	Overdue for Update	11/1/2014	De La Mora, Terri	3-Low	Technical update Exhibit A; 4/9/10
PPSM	62-UCD	Corrective Action -- Policy Notes	5/3/2011	Due for Update		De La Mora, Terri	1-High	
PPSM	70-UCD	Complaint Resoluton	1/3/2011	Due for Update		De La Mora, Terri	1-High	

Responsible Department: Mail Division

Administrative Unit: Finance, Operations, and Administration

Manual	Policy #	Title	Last Update	Status	Target Date	Policy Owner	Risk	Notes
PPM	310-15	Mail Services	8/25/2011	Due for Update		Lacey, Phill	3-Low	

Responsible Department: Police Department

Administrative Unit: Finance, Operations, and Administration

Manual	Policy #	Title	Last Update	Status	Target Date	Policy Owner	Risk	Notes
PPM	360-35	Security Alarms	9/25/2009	Overdue for Update	10/15/2014	Carmichael, Matt	2-Medium	
PPM	390-60	Laboratory Security		In Development		Carmichael, Matt		Returned to Buckley with questions/comments 11/20/14

Responsible Department: Information and Educational Technology

Administrative Unit: Information and Educational Technology

Manual	Policy #	Title	Last Update	Status	Target Date	Policy Owner	Risk	Notes
PPM	320-40	Data Administration	2/17/2010	Overdue for Update	3/31/2015	Washington, Cheryl	1-High	File requested--advised department they need to assign new unit policy coordinator 3/11/15 Followed up 5/11/15. No Action

Responsible Department: Campus Counsel

Administrative Unit: OCP

Manual	Policy #	Title	Last Update	Status	Target Date	Policy Owner	Risk	Notes
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PPM	320-20	Privacy of and Access to Information	5/11/2009	Overdue for Update	10/1/2015	Temple, Lynette	1-High	Previous target dates: 7/31/13, 11/30/14 Sent to Temple for Review 9/11/15 Per Temple, new target date after 10/1/15
PPM	320-22	Collection and Confidentiality of Social Security Numbers	7/13/2011	Due for Update	10/1/2015	Temple, Lynette	1-High	Sent to Temple for Review 9/11/15 Per Temple, new target date after 10/1/15
PPM	380-55	Acceptance or Offering of Gifts and Gratuities by	2/12/2010	Overdue for Update	10/1/2015	Temple, Lynette	2-Medium	Sent to Temple for review 9/11/15 Previous target date 11/30/14. Per Temple, new target date after 10/1/15

Responsible Department: OCP

Administrative Unit: OCP

Manual	Policy #	Title	Last Update	Status	Target Date	Policy Owner	Risk	Notes
PPM	320-35	Privacy of Health Information	10/14/2003	Tagged for Deletion		Temple, Lynette	1-High	No action. Changed Dept to OCP, developer to Temple 9/14/15. Temple to update
PPM	360-15	Art in Public Places	5/12/2008	Overdue for Update		Unknown	3-Low	Follow up to Mohr 12/7/12, 8/21/13, 9/11/15
PPM	380-10	Affirmative Action in Employment	3/11/2005	Tagged for Deletion	12/31/2014	Delmendo, Wendi	1-High	Review comments with Delmendo 7/26/13 Draft resent to Delmendo 1/21/15 Submitted 6/15/15 Comments with Delmendo 7/6/15 Requested status from Delmendo 9/11/15 Submitted by Delmendo 9/21/15. Delmendo to verify sections.
PPM	380-15	Staff Complaints Charging Discrimination	7/25/2013	Tagged for Deletion		Delmendo, Wendi	1-High	Will be deleted when 400-15 finalized.

PPM	400-15	Complaints of Discrimination or Harassment		In Development		Theodossy, Molly	1-High	Policy will combine 280-05 and 380-15 into single policy addressing all complaints of harassment or discrimination. Draft with Delmendo 4/24/15. Follow-up to Delmendo, Brodkey 9/18/15.
PPM	400-30	Consensual Relationship Policy		In Development		Delmendo, Wendi		Submitted 4/24/15 To Theodossy for review 9/2/15 Returned to Delmendo 9/16/15.

Responsible Department: Strategic Comm

Administrative Unit: OCP

Manual	Policy #	Title	Last Update	Status	Target Date	Policy Owner	Risk	Notes
PPM	310-18	Mass Electronic Messaging	5/20/2004	Tagged for Deletion	6/30/2013	Topousis, Dana	3-Low	Ownership transferred to University Communications 7/14/08--file sent to L. Lapin/J. Conroy. Follow-up to Shiller/Benson 7/18/12. Follow-up to Lawrence 8/21/13 Follow-up to Lawrence 10/17/14 Lawrence doesn't want to own policy--no one else has taken ownership BLZ requested that policy not be deleted Requested status from Topousis 9/11/15 9/14/15 Hinds, Tom to provide status
PPM	310-40	University Communications: Publications, Graphic	2/22/2010	Overdue for Update		Topousis, Dana	3-Low	Requested status of 310-40 from Topousis 9/11/15 9/14/15 Hinds, Tom will update
PPM	310-65	Use of University's Name and Seal	2/1/2010	Overdue for Update		Topousis, Dana	2-Medium	Technical update 3/9/10 Requested status from Topousis 9/11/15 9/14/15 Hinds, Tom to update

Responsible Department: OHRP Compliance				Administrative Unit: Research				
Manual	Policy #	Title	Last Update	Status	Target Date	Policy Owner	Risk	Notes
PPM	320-36	Access to Protected Health Information for Research	10/2/2003	Tagged for Deletion		Unknown	1-High	No action.

Responsible Department: Research				Administrative Unit: Research				
Manual	Policy #	Title	Last Update	Status	Target Date	Policy Owner	Risk	Notes
PPM	220-01	Organized Research	6/24/1994	Tagged for Deletion	12/30/2007	Hamann, Bernd	2-Medium	Comments sent to Hays/Hammand 5/6/10.
PPM	220-03	Anatomical Specimens	10/9/2007	Overdue for Update	12/31/2012	Allison, Craig	2-Medium	Comments returned to Chambers 10/7/14 Submitted 2/27/15 Returned to Chambers 5/7/15 Followed up with Chambers 9/11/15
PPM	230-01	Private Support of Research	9/22/2011	Due for Update		Hakim-Elahi, Ahmad	2-Medium	
PPM	230-02	Eligibility to Undertake Sponsored Research	1/14/2011	Due for Update		Hakim-Elahi, Ahmad	2-Medium	
PPM	230-03	Indirect Costs	8/26/2011	Due for Update		Hakim-Elahi, Ahmad	2-Medium	
PPM	230-04	Approval Requirements of The Regents and the Office of	8/26/2011	Due for Update		Hakim-Elahi, Ahmad	2-Medium	
PPM	230-05	Individual Conflicts of Interest Involving Research	4/10/2010	Overdue for Update		Hakim-Elahi, Ahmad	1-High	
PPM	290-80	Diving Safety Program	11/17/2009	Overdue for Update		Hakim-Elahi, Ahmad	2-Medium	

Responsible Department: Tech Transfer Center				Administrative Unit: Research				
Manual	Policy #	Title	Last Update	Status	Target Date	Policy Owner	Risk	Notes

PPM	250-15	Patents	9/15/2011	Due for Update		McGee, David	2-Medium	Technical update 11/24/14
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Responsible Department: Student Affairs

Administrative Unit: Student Affairs

Manual	Policy #	Title	Last Update	Status	Target Date	Policy Owner	Risk	Notes
PPM	280-05	Procedures for Student Complaints of Prohibited	4/20/2010	Tagged for Deletion	3/20/2015	Banicki, Jeanette	1-High	Will be deleted when 400-15 finalized.
PPM	280-15	Compulsory Campus-Based Student Fees and	5/21/2008	Overdue for Update	3/20/2015	Banicki, Jeanette	2-Medium	Previous target dates: 8/31/12 Follow-up to Bossio 10/23/12
PPM	280-20	Voluntary Campus-Based Student Fees	5/21/2008	Overdue for Update	3/20/2015	Banicki, Jeanette	2-Medium	Previous target dates 8/31/12 Follow-up to Bossio 10/23/12
PPM	310-26	Distribution of Periodical Publications	9/7/2006	Out for Approval	6/12/2015	Banicki, Jeanette	2-Medium	Previous target dates: 10/15/12 Follow-up to Bossio 10/23/12 Submitted 6/15 Out for Review: 8/6/15 Due 8/20 Out for approval 8/18/15
PPM	320-21	Privacy and Disclosure of Information from Student	5/2/2007	Out for Review	12/19/2014	Banicki, Jeanette	1-High	Previous target dates: 9/15/12 Follow-up to Bossio 10/23/12 Submitted 1/22/15 without resolution on exhibits Submitted 6/1/15 Due 8/7/15; AS extension to 11/13

Responsible Department: Undergrad Education

Administrative Unit: Undergraduate Education

Manual	Policy #	Title	Last Update	Status	Target Date	Policy Owner	Risk	Notes
PPM	200-20	Establishment and Revision of Academic Units	7/13/2006	Overdue for Update		Borchard, Lisa	3-Low	Follow up to Mohr 12/7/12, 9/10/13, 9/11/15

Responsible Department: University Extension

Administrative Unit: University Extension

Manual	Policy #	Title	Last Update	Status	Target Date	Policy Owner	Risk	Notes
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PPM	210-15	University Extension Programs--Distribution of	8/14/2009	Overdue for Update	Pendleton, Dennis	3-Low
PPM	210-16	Continuing Education	8/14/2009	Overdue for Update	Pendleton, Dennis	3-Low

Responsible Department: SISS

Administrative Unit: University Outreach and International Progr

Manual	Policy #	Title	Last Update	Status	Target Date	Policy Owner	Risk	Notes
PPM	380-14	Employment of Aliens (Noncitizens)	11/10/2010	Due for Update		Young, Wesley	2-Medium	