

### RESOURCE LIST Revised February 2018

**Your Dean's office:** First stop for assistance is your dean's office

#### **Academic & Staff Assistance Program (ASAP) Davis Campus**

Rob Starkey, Director

Davis Campus: 112 A Street, Davis – (530) 752-2727

<http://www.hr.ucdavis.edu/worklife-wellness/ASAP/mgrstoolkit>;

<http://www.hr.ucdavis.edu/ASAP>

#### **Academic & Staff Assistance Program (ASAP) Sacramento Campus**

Carol Kirshnit, Manager

Sacramento Campus: Ticon III, room 2100, 2730 Stockton Blvd.

(916) 734-2727, [carol.kirshnit@ucdmc.ucdavis.edu](mailto:carol.kirshnit@ucdmc.ucdavis.edu)

<http://www.ucdmc.ucdavis.edu/hr/hrdepts/asap/>

Offers confidential, cost-free assessment, intervention, consultation and referral services to all UCD/UCDMC faculty, staff and their immediate families.

#### **Student Health and Counseling Services (SHCS)** <https://shcs.ucdavis.edu/counseling-services>,

(530) 752-2349 (student appointments) // (530) 752-2351 (faculty consultation) // 219 North Hall

Offers confidential, cost-free assessment to students

#### **Academic Affairs - Office of the Vice Provost**

Lisa Brodkey, Director, Faculty Relations and Development, [labrodkey@ucdavis.edu](mailto:labrodkey@ucdavis.edu)

2nd floor, Mrak Hall – (530) 752-7643

- Provide advice and consultation to deans' offices and departments/chairs on issues related to minimizing conflicts involving academic appointees.
- Deliver training in areas of academic personnel management, including customized workshops.

Danny Gray, Director, Academic Employment and Labor Relations, [dgray@ucdavis.edu](mailto:dgray@ucdavis.edu)

2nd floor, Mrak Hall – (530) 752-2090

- Coordinate and manage faculty misconduct allegations and investigations.
- Provide support on matters involving represented academic appointees and other academic labor relations issues.

<http://academicaffairs.ucdavis.edu/index.html>,

<http://academicaffairs.ucdavis.edu/resources/deans-chairs/handbook/index.html>

#### **Accounting and Financial Services**

Laura Coletti, Interim Controller, (530) 754-9396, [lcoletti@ucdavis.edu](mailto:lcoletti@ucdavis.edu)

Sandra Cortes, Director, Controls and Accountability, (530) 757 8516, [sbcortes@ucdavis.edu](mailto:sbcortes@ucdavis.edu)

James Ringo, Associate Accounting Officer, Contracts and Grants, (530) 752-8140, [jaringo@ucdavis.edu](mailto:jaringo@ucdavis.edu)

<http://accounting.ucdavis.edu/>

Issues related to instructional, research, and administrative requirements for financial information and reporting, and ethical business relationships.

#### **Audit and Management Advisory Services**

<http://internalaudit.ucdavis.edu/>

Leslyn Kraus, Director, (530) 752-9168, [lkraus@ucdavis.edu](mailto:lkraus@ucdavis.edu)

Tony Firpo, Interim Associate Director, (530) 752-9171, [affirpo@ucdavis.edu](mailto:affirpo@ucdavis.edu)

Amy Holzman, External Audit Coordinator, (530) 752-9169, [amholzman@ucdavis.edu](mailto:amholzman@ucdavis.edu)

Provides independent and objective assurance, advisory, and investigative services, to the University community and the Board of Regents in order to add value and improve the organization's operations.

**Center for Advocacy, Resources and Education (CARE)**

(530) 752-3299 <http://care.ucdavis.edu/index.html>

Sarah Meredith, Director, (530) 754-6389, [sameredith@ucdavis.edu](mailto:sameredith@ucdavis.edu)

Confidential resource for all students, staff and academics who have experienced any form of sexual violence, including sexual assault, sexual harassment, domestic/dating violence, and stalking. Serves Sacramento and Davis campuses.

**Compliance Office**

Wendi Delmendo, Chief Compliance Officer/Title IX Officer/ADA Officer

(530) 752-9466, [wjdelmendo@ucdavis.edu](mailto:wjdelmendo@ucdavis.edu)

[http://ethics.ucdavis.edu/campus\\_resources.html](http://ethics.ucdavis.edu/campus_resources.html)

Issues related to ADA compliance, sexual harassment, sexual violence, and whistleblower retaliation.

**Disability Management Services – Davis/Sacramento**

<http://www.hr.ucdavis.edu/dms/index.html>

HR Administration Building, (530) 752-6019 (Davis); Ticon III, (916) 734-3553 (Sacramento)

Fredna Karneges, Manager, [fkarneges@ucdavis.edu](mailto:fkarneges@ucdavis.edu), (530) 752-7227

This unit provides technical assistance to supervisors and managers on all aspects of disability management, Americans with Disabilities Act compliance, and reasonable accommodations, work-related and non-industrial medical conditions.

**Employee and Labor Relations, Human Resources – Davis**

<http://www.hr.ucdavis.edu/elr/index.html/> (530) 754-8892

**Employee and Labor Relations, Human Resources – UCDHS**

[http://www.ucdmc.ucdavis.edu/hr/hrdepts/labor\\_relations/](http://www.ucdmc.ucdavis.edu/hr/hrdepts/labor_relations/) (916) 734-2362

Employee and Labor Relations (E&LR) offers "balanced advocacy" to both management and employees, as defined by the University Personnel Policies for Staff Members (PPSM), collective bargaining agreements (Memorandum of Understanding) and public employment law (State Higher Education Employee Relations Act (HEERA) are protected at all times.

**Harassment & Discrimination Assistance and Prevention Program (HDAPP)**

Danesha Nichols, Director, [dnnichols@ucdavis.edu](mailto:dnnichols@ucdavis.edu), (530) 747-3864

Anonymous Call Line: (530) 747-3865

<http://hdapp.ucdavis.edu>

- Preventing harassment and discrimination by educating the campus community about the issues.
- Assisting individuals and campus units to resolve conflicts related to sexual harassment, discrimination, sexual violence, hate and bias.
- Serving as the central office for reporting/maintaining records of these complaints.

**Office of the Ombuds**

Katherine Greenwood, Director – [kagreenwood@ucdavis.edu](mailto:kagreenwood@ucdavis.edu)

UC Davis Campus: Surge IV, TB 203, Suite 409, (530) 754-7233

UC Davis Health Campus: Sacramento: 2315 Stockton Blvd., Room 1519, (530) 754-7233

<http://ombuds.ucdavis.edu/index.html>

Confidential, independent, impartial, and informal problem-solving and conflict management resource for all members of the UC Davis and UC Davis Health campus communities.

**Research Compliance**

Research Compliance

<http://research.ucdavis.edu>

Craig Allison, (530) 752-2454, [ccallison@ucdavis.edu](mailto:ccallison@ucdavis.edu)

Financial disclosures, Export control, Responsible conduct of research training, Human anatomical specimens, Stem cell, Boating/Diving.

Institutional Review Board (IRB) Administration

<http://research.ucdavis.edu/policiescompliance/irb-admin/>

Cindy Gates, (916) 703-9154 – [cmgates@ucdavis.edu](mailto:cmgates@ucdavis.edu)

Human subjects in research

**Staff Development & Professional Services (SDPS)**

Hubert Heitman Learning Center – (530) 752-1766, <http://sdps.ucdavis.edu/>

- Offers scheduled training courses on a variety of topics including: diversity awareness, communication skills, negotiations, leadership development, sexual harassment/discrimination prevention, etc.
- Can provide customized training and referrals to other external consultants upon request

**Student Issues****Office of Student Support and Judicial Affairs**

<http://sja.ucdavis.edu/>

Don Dudley, Director (530) 752-1128, [djdudley@ucdavis.edu](mailto:djdudley@ucdavis.edu)

- Maintaining student records/information
- Addressing violations of the Student Code of Conduct
- Assistance for students in crisis or distress

**Student Disability Center**

(530) 752-3184, [sdcs@ucdavis.edu](mailto:sdcs@ucdavis.edu)

<http://sdc.ucdavis.edu/>

Working with and accommodating students with disabilities

**Violence Prevention Team**, [http://www.hr.ucdavis.edu/Elr/er/wv\\_info/index.html](http://www.hr.ucdavis.edu/Elr/er/wv_info/index.html)

Chair: Stephen Green, Executive Director, Employee & Labor Relations, (530) 754-8935

Evaluates issues and coordinates responses in cases of non-emergency workplace intimidation, threat of violence or act of violence.

**Students of Concern Response Team (752-1128)**, Campus Police (752-1230), Student Support and Judicial Affairs (752-1128), or Student Health and Counseling Services (752-2351). Evaluates student violence issues.

**POLICIES****APM 015, The Faculty Code of Conduct**

<http://www.ucop.edu/academic-personnel-programs/files/apm/apm-015.pdf>

Outlines the rights and responsibilities of faculty, including standards of conduct and examples of unacceptable conduct. Faculty, staff and students may file complaints of alleged misconduct.

**APM 016, University Policy on Faculty Conduct and the Administration of Discipline**

<http://www.ucop.edu/academic-personnel-programs/files/apm/apm-016.pdf>

Outlines the disciplinary process and forms of discipline, and the authority for administering discipline.

**APM 140, Non-Senate Academic Appointees/Grievances**

<http://www.ucop.edu/academic-personnel-programs/files/apm/apm-140.pdf>

This policy provides non-Senate academic appointees the opportunity to present grievances. The use of this policy shall not be discouraged by the University either directly or indirectly.

**APM 150, Non-Senate Academics Disciplinary Process**

<http://www.ucop.edu/academic-personnel-programs/files/apm/apm-150.pdf>

This policy provides the standards and procedures for instituting corrective action or dismissal of non-Senate academic appointees. Corrective action or dismissal may be instituted for good cause, including but not limited to misconduct, unsatisfactory work performance, dereliction of duty, or violation of University policy. Corrective action is intended to give the non-Senate academic appointee an opportunity to improve and/or correct conduct or performance.

**APM 025, Conflict of Commitment and Outside Activities of Faculty Members**

<http://www.ucop.edu/academic-personnel-programs/files/apm/apm-025-07-01.pdf>

**APM 671, Conflict of Commitment and Outside Activities - HSCP**

<http://www.ucop.edu/academic-personnel-programs/files/apm/apm-671.pdf>

Provides guidance for identification and management of outside professional activities of faculty members and HSCP Plan members in order to avoid conflicts of commitment while assuring that faculty may engage in a wide array of outside activities without necessary limitations.

**APM 035, Affirmative Action and Nondiscrimination in Employment**

<http://www.ucop.edu/academic-personnel-programs/files/apm/apm-035.pdf>

Also contains the UC systemwide revised policy on sexual harassment.

**Employee Contracts** (depending on bargaining unit) – grievance processes vary

<http://www.hr.ucdavis.edu/policies/index.html>

**P&P 400-20, Sexual Harassment and Sexual Violence**

<http://manuals.ucdavis.edu/ppm/400/400-20.pdf>

This section states the UC Davis policy on sexual harassment. All persons who participate in University programs and activities are covered by this policy and are strongly urged to use these options and resources to seek assistance and resolve complaints. Every effort will be made to maintain the privacy of all parties involved in the process. This section covers both campus and UCDHS programs.

**P&P 380-17, Improper Governmental Activities (Whistleblower and Retaliation policy)**

<http://manuals.ucdavis.edu/PPM/380/380-17.pdf>

This section outlines policy and procedure regarding (1) the reporting of improper governmental activities and (2) protection against interference with, and retaliation for, reporting such activities. This section also implements the process for reporting misuse of university resources.