

UCOP - Division of Business Operations
BUDGET & CAPITAL RESOURCES DEPARTMENT
Unit Functions
[\(staffing chart also available\)](#)

Department Administrative Services
 Roni Wilson
 Executive Secretary

Budget and Capital Resources
 Patrick J. Lenz
 Vice President

Operating Budget and Facilities Management
 Debora Obley
 Associate Vice President

Department Operations/ Strategic Planning
 Marsha Sato
 Deputy to Vice President

Capital Resources Management
 Deborah Wylie
 Associate Vice President

Department Operational Policy & External OP-Unit Liaison
 Alicia Wilson
 Department Administrator

- Development of the University's Annual Operating Budget Requests
- Advocacy in Support of the University's Operating Budget
- Resource Management, including Recommending and Implementing Allocations to Campuses
- Facilities Operations/ Maintenance/ Renewal
- Utility Matters and Energy Utilization
- Strategic Planning

- Internal Department Controls and Administrative Procedures
- Strategic Planning & Communications
- Liaison with BUG, BRC, HR, IR&C & SRCT
- Financial Controls
- Project Accounting

- Development of UC's Annual Capital Outlay Budget
- Capital Budget Planning & Analysis, and Resource Allocations
- Capital Project Design and Delivery Strategies
- Design/Construction Policy & Contract Administration
- Building/ Safety Code and Regulatory Issues
- Land Use/ Site Plans and Long-Range Development
- CEQA Compliance
- Sustainability
- Real Estate Transactions

Facilities Management Services
 George Getgen
 Director

Operating Budget
 Clifton Bowen
 Associate Director

Design Services
 Catherine Kniazewycz
 Director

Construction Services
 Chris Hornbeck
 Associate Director

Capital Planning
 Roshni Thomas
 Executive Director

Real Estate Services Group
 Gordon Schanck
 Director

- Facility Operations & Maintenance: strategic initiatives, benchmarks, information systems, policy development
- Utilities: systemwide purchasing & monitoring
- Energy: initiatives, policy, and alternatives sources development

- Operating Budget Development
- Operating Budget Advocacy
- Resource Management

- Design & Construction: strategic delivery system initiatives, benchmarks, accountability, Regents' recommendations
- Physical Design Framework Development & Compliance
- Green Building, LEED
- Building/Fire Safety, Access, Seismic, and Other Code: policy development, advocacy, UC representation
- Physical Planning: LRDP policy & guideline development; Regents' recommendations; oversight
- Environmental Planning: CEQA compliance, EIR review/ filing
- Coastal Act and Land Use: oversight and compliance
- Mitigation Monitoring & Reporting
- Sustainability: initiatives, policy development & monitoring

- Policy Development & Compliance: Facilities Manual
- Contract Development & Administration
- Best Practices & Training
- Capital Programs Institute
- Construction Review Board

- Cap. Budget Advocacy
- Cap. Resource Analysis & Allocation
- 10-Year Cap. Financial Plans, Annual State Budget Request
- Cap. Project Budget: analysis, Regents' recommendations
- Liaison with SPWB/DOF/LAO
- SPWB/DOF Project Approval Coordination
- Fund Transfers/Management

- Purchase and Sales
- Ground Leases
- Leases & Licenses
- Easements & Encumbrances
- Endowment Property
- For-Sale Housing
- Privatized Development Projects
- Property Taxes & Assessments
- Property Database & Real Property Information