



OFFICE OF THE SENIOR VICE PRESIDENT –
BUSINESS AND FINANCE

OFFICE OF THE PRESIDENT
1111 Franklin Street
Oakland, California 94607-5200

December 19, 2006

CHANCELLORS

Re: Revision to Business and Finance Bulletins

I write to advise you of changes to two Business and Finance Bulletins in the Information Systems (IS) series, IS-5, “Licensing and Operation of University Radio, Television, and Microwave Facilities” and IS-7, “Guidelines for Maintenance of the University Payroll System.”

IS-5 is the University bulletin that establishes obligations, responsibilities, and procedures for University operations of radiofrequency stations licensed by the Federal Communications Commission (FCC). IS-7 identifies current responsibilities and procedures for development, review, and approval for changes to the University payroll system.

Both of these bulletins were badly out-of-date and in need of extensive revision to accurately reflect current requirements and processes for these functions. Information Resources and Communications led the revision effort, securing input from campus and Office of the President staff responsible for the functional areas addressed in each bulletin. The revised bulletins are posted online at <http://www.ucop.edu/ucophome/policies/bfb/bfbis.html>. Any questions about the Information Systems (IS) bulletin series in general or these revisions in particular should be directed to Policy Director Jacqueline Craig at Jacqueline.craig@ucop.edu or (510) 987-0409.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kristine Hafner".

Kristine Hafner
Associate Vice President
Information Resources and Communications

Cc: President Dynes
Members, President’s Cabinet
Members, Information Technology Leadership Council
Professor Oakley, Chair, Academic Council
Professor Messerschmidt, Senate Information Technology & Telecommunications Policy Committee
Director Craig