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May 24, 2011

COUNCIL OF DEANS AND VICE CHANCELLORS

Re: Reorganization of Campus Executive Offices

Dear Colleagues:

I am writing to formally announce a reorganization of the campus executive offices. Consistent with our campus goal of greater transparency concerning the roles and functions served by these offices and the resources used to support them, we have divided what commonly was viewed as a single office of the Chancellor and the Provost/Executive Vice Chancellor (EVC) to create an Office of the Chancellor and an Office of the Provost/EVC. For the sake of efficiency, administrative services (business/finance, human resources, and technology) will be provided to both offices and their affiliated programs by a single administrative services cluster that will report to the Office of the Provost/EVC.

The attached organization chart shows the post-reorganization structure of the offices. A brief description of each is provided below.

Office of the Chancellor. The Office of the Chancellor consists of the Chancellor, Internal Audit Services (12.0 FTE), Office of Campus Community Relations (5.0 FTE), Campus Counsel (4.0 FTE), the Mondavi Center for the Performing Arts (38.5 FTE), and a chief of staff (Associate Chancellor) to coordinate executive support for the chancellor's initiatives and provide priority-focused management of the Chancellor's residence, executive communications, and executive assistant team (6.0 FTE).

The Office of the Provost/EVC. The Office of the Provost consists of the Provost/EVC, his direct reports and their teams (Vice Provost—Academic Affairs (12.0 FTE), Vice Provost—Undergraduate Studies (39.5 FTE) and Vice Provost—University Outreach and International Programs (31.5 FTE), Accountability programs (6.5 FTE), an administrative services cluster (16 FTE) that serves both the Office of the Chancellor and the Office of the Provost/EVC, and a chief of staff (Assistant Executive Vice Chancellor) to coordinate executive support of the Provost/EVC's initiatives and provide priority focused management of the administrative services cluster.

Affiliated Units—Office of the Academic Senate, Office of the Chancellor Emeritus. Two small offices—the Office of the Academic Senate (7.0 FTE) and the Office of the Chancellor Emeritus (2.0 FTE) — will continue to be affiliated with the Office of the Provost/EVC for the sole purpose of receiving services from the joint administrative services cluster.

Affiliated Units—Retiree Center. The Retiree Center (2.0 FTE) has been relocated to University Relations, where I believe it will benefit by closer organizational proximity to other University outreach programs.

The administrative infrastructure of the executive offices has been significantly reduced over the past three years. Between July 1, 2008, and June 30, 2011, we will have reduced the general fund operating budget of the executive offices by at least \$3.4 million—from \$13.4 million to approximately \$10 million. We will have reduced the number of staff by at least 30 FTE—from 215 FTE to approximately 185 FTE to meet our budget reduction targets. We have done this in a way that significantly flattens the organizational hierarchy of the executive offices. For example, we eliminated two MSP positions in the organization-wide administrative services cluster, and consolidated the chief operating officer and principal staff advisor to the Provost/EVC functions in the Assistant Executive Vice Chancellor position.

Our streamlining efforts continue. Specifically, I am working with Provost/EVC Hexter to move our desktop support, systems administration and payroll functions into the Administrative and Resource Management service cluster. Moreover, we will further reduce middle management in the offices of the Chancellor and the Provost by bringing additional administrative teams into the administrative services cluster. This effort has already enabled us to eliminate another MSP management position in the Office of the Vice Provost—Undergraduate Studies. Our continued work along these lines will enable us to continue creating efficiencies and reducing unnecessary layers of supervision.

As I hope I have made clear, the work of these offices continues under active review as we work together to improve services, streamline business processes, and realign units with the campus organizations that are best suited to support their functions.

Sincerely,



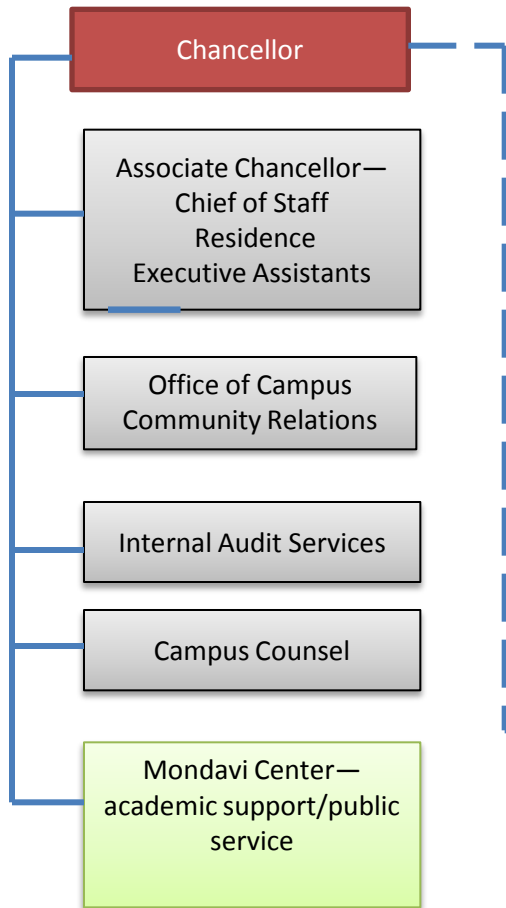
Linda P.B. Katehi
Chancellor

/ss

Attachment

- = Executive
- = Administration
- = Academic support and other

Office of the Chancellor



Office of the Provost /EVC

