

We Can Help You With...

- UC & ANR Policy
- ANR Administrative Handbook
- 4-H YDP Administrative Handbook
- Master Gardener Administrative Handbook
- Memoranda of Understanding (MOUs)
- University Support Group Policy
- Volunteer Group Questions
(in consultation with the MGP or 4-H Statewide Offices)
- Real Property Agreements
- Business Contracts
- Subpoenas
- Public Records Requests
- Conflict of Interest
- Delegations of Authority
- Legal Questions
- Designated Officials



Our Location

Administrative Policies & Business Contracts

1111 Franklin Street, 10th Floor
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Fax: 510-987-0998

[http://ucanr.org/
adminpolicies](http://ucanr.org/adminpolicies)



The University of California prohibits discrimination or harassment of any person in any of its programs or activities. See complete nondiscrimination policy statement at <http://ucanr.edu/sites/anrstaff/files/192438.pdf>

Inquiries regarding the University's equal employment opportunity policies may be directed to Linda Marie Manton, Affirmative Action Contact, University of California, Agriculture and Natural Resources, 2801 Second St., Davis, CA 95618, (530) 750-1318.

Agriculture & Natural Resources

Administrative Policies & Business Contracts





Within the University of California's division of Agriculture and Natural Resources, Administrative Policies and Business Contracts (APBC) has responsibility for administrative policy interpretation and development; memoranda of understandings; support groups and affiliate groups; delegations of authority; business contracts; information practices (records requests/subpoenas); and conflict-of-interest issues.

Understanding the University's policies and procedures can be tough, and it's easy to get lost trying to navigate all the available information. We're here to help you with any administrative questions you may have. Let us know what we can do to assist you, even if it's only to direct your call.

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ANR Policy, Procedure & Handbooks

APBC supports ANR managers by providing technical expertise regarding all aspects of policy, including development, management, analysis, interpretation, training, reporting and coordination.

UC policies assume that the reader will implement the subject policy in a campus setting. If you need help understanding how UC policies should be implemented in the ANR environment, please contact us.

Volunteer Groups & Conflict of Interest.

Volunteer groups allow ANR to extend UC knowledge and add tremendous value to the local community. APBC works with the ANR directors of these groups to issue and update relevant policy and guidelines.

Managing volunteer groups may raise important questions or concerns. It is always best to first contact the Statewide 4-H and/or MGP offices for assistance, especially for issues that are programmatic in nature.

Subpoenas, Record Requests, Privacy Issues & Legal Questions

From time to time, ANR personnel may be confronted with a legal and/or quasi-legal problem. APBC can support you and/or in some cases, act for you so that you can get back to focusing on your program.

Real Property Agreements, Business Contracts & MOUs

APBC is responsible for the administration of all real property agreements for ANR. This includes leases, licenses, easements, rights-of-way, researcher's access and related contracts.

Memoranda of understanding (MOUs) get projects off to a great start by clarifying roles and relationships; then serving as a management tool to keep the project running smoothly.