

We Can Help You With...

- UC & ANR Policy & Procedures
- ANR, 4-H YDP, Master Gardener Administrative Handbooks
- Memoranda of Understanding (MOUs)
- University Support Group Policy
- Volunteer Management Questions (in consultation with the MGP or 4-H Statewide Offices)
- Real Property Agreements
- Business Contracts
- Subpoenas
- Ethics and Compliance Monitoring
- Privacy Issues
- Public Records Requests
- Academic/Staff Conflict of Interest
- Presidential and Policy Delegations of Authority
- General Legal Issues and Legal Questions
- FPPC Designated Officials

Our Location



Administrative Policies & Business Contracts

**1111 Franklin Street, 10th Floor
Oakland, California 94607-5200
Fax: 510-987-0998**

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

**2801 Second Street
Davis, California 95618-7779**

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/Diversity/Affirmative_Action/Resources/Policy-related_downloads/

Inquiries regarding the University's equal employment opportunity policies may be directed to John I. Sims, Affirmative Action Compliance Officer and Title IX Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1397. Email: jsims@ucanr.edu. Website: http://ucanr.edu/sites/anrstaff/Diversity/Affirmative_Action/.

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 recognition; presidential and policy delegations of authority; business contracts; information practices (records requests/subpoenas); and conflict-of-interest issues.

APBC collaborates with several ANR units. 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.

Catherine Montano

Director
Email: catherine.montano@ucop.edu
Phone: (510) 987-0103

Ryan Harms

Principal Analyst
Email: ryan.harms@ucop.edu
Phone: (510) 987-0696

Robin Sanchez, J.D.

Principal Analyst
Email: rgsanchez@ucanr.edu
Phone: (530) 750-1235

ANR Policy, Procedure & Volunteer Support Groups

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

APBC is also responsible for support group and affiliate group recognition under The Regents Policy 5203 and implementing the administration guidelines for support groups.

Support and affiliate 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.

Ethics, Compliance & Conflict of Interest

APBC has oversight and accountability for compliance with mandated education and training.

Also APBC supports the Locally Designated Official with managing potential and/or perceived compliance matters or improper governmental activities. To ensure compliance and commitment to good stewardship of federal, state and private resources, APBC works with units to review all the requirements.

FPPC Conflict of Interest regulations are very complex. APBC works with the Academics, staff and Designated Officials to analyze complex issues, mitigate risk, and ensure understanding of the FPPC process

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.

APBC is also ANR's liaison to the UC Office of General Counsel and shares responsibility for management of the Privacy & Internet Security Board

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.

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