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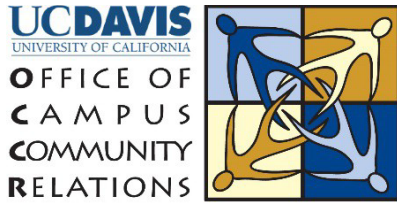
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Office for Health Equity,
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EMPLOYEE RESOURCE GROUP (ERG)

MANUAL

Presented by

**UC Davis Health
Office for Health Equity, Diversity & Inclusion**

In collaboration with

**UC Davis
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ERG Manual Contributions

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PURPOSE

The purpose of this manual is to support your efforts in launching and/or expanding Constituent and [Employee Resource Groups](#) (ERGs) by providing tools, templates and resources that you can leverage throughout your journey. For the purpose of this manual the acronym/term of ERGs will be used and is inclusive of Affinity and Constituent Groups. Creating viable, successful ERGs that contribute to UC Davis' bottom line, connect to the community, is an incubator for innovation, and help develop the strongest pipeline of talent is increasingly important. We hope this manual helps guide your ERG to reach its maximum potential. Equity, diversity and inclusion (EDI) is vital for [UC Davis](#) and [UC Davis Health's](#) ability to grow and innovate in such a fast-changing environment. Our [Principles of Community](#) (PoC) guide our actions and intentions.

In addition, ERGs are an integral component of [UC Davis/UC Davis Health](#) commitment to help us promote change that fosters diversity and inclusion. It allows us to capitalize on the extraordinary resources of [UC Davis/UC Davis Health](#) employees. Best practices from other organizations indicate that when ERGs are established, employees become more engaged in identifying ways to leverage diversity and increase inclusion. ERGs support [UC Davis Health's](#) commitment to promoting diversity and inclusion, as well as employee's professional development.

The [Office for Health Equity, Diversity & Inclusion \(HEDI\)](#) and the [Office of Campus & Community Relations \(OCCR\)](#)-approved ERGs are responsible for supporting improvements in focus areas that must have the ability to impact their respective area of diversity through their actions and initiatives with an emphasis on addressing the following four focus areas. See diversity strategic plan for additional guidance.

1. Professional development
2. Business development and outreach
3. Recruitment/Retention
4. Community engagement

We recommend that all ERGs participate in initiatives that focus on employee outreach, professional development, recruitment, and engagement. These initiatives will focus on the betterment of our community. All other events can focus on the needs of their specific group.

EMPLOYEE RESOURCE GROUPS (ERGs)

ERGs are employee led, self-directed voluntary groups that offer opportunities to network internally, to attract a diverse talent, to contribute ideas and solutions to move the organization forward, to enhance community engagement, and to create opportunities for mentoring and career development.

ERGs are an integral component of UC Davis Health commitment to help us drive change in diversity and inclusion in alignment with the following [UC Davis Diversity Strategic Vision goals](#).

- Goal 1 – Identify, attract, retain and graduate a diverse student body
- Goal 2 – Identify, attract and retain a diverse faculty and staff
- Goal 3 – Advance a climate that fosters inclusion excellence
- Goal 4 – Promote diversity and inclusion in research, teaching, public service and training across campus and in neighboring communities
- Goal 5 – Ensure accountability for diversity and inclusion efforts, throughout the campus and in neighboring communities

Our ERGs allow us to capitalize on the extraordinary resources of UC Davis Health employees; support UC Davis Health commitment to promoting diversity and inclusion, as well as employees' professional development and:

- Play a critical role in supporting UC Davis/UC Davis Health business initiatives
- Act as a sounding board around strategic diversity objectives within the organization, to help create a more inclusive work environment
- Serve as a collective voice for shared concerns by uncovering issues that are specific to the needs of diverse communities, and that help to promote an inclusive and respectful workplace
- Provide opportunities for professional development, education, and training, recruitment, retention, as well as business outreach and development
- Support innovation by providing insights on new markets, product development, and multicultural marketing, while enhancing the organization's reputation in the marketplace
- Assist in UC Davis Health outreach and recruitment efforts.

Officially formed and recognized ERGs are sponsored and supported by UC Davis Health – Office for Health Equity, Diversity and Inclusion (HEDI) and UC Davis Office of Campus Community Relations (OCCR).

Website: https://health.ucdavis.edu/diversity-inclusion/employee_resource_groups/index.html

Historical Background

The first employee resource groups were actually “Workplace Affinity Groups,” created in response to racial strife of the 1960s. Joseph Wilson, the celebrated former Xerox CEO, developed the concept following race riots in Rochester, NY in 1964. Wilson and other African American employees designed and launched the National Black Employees Caucus in 1970 to address racial tension and the issue of workplace discrimination. (Diversity Best Practices, 2018)

The traditional definition of an ERG is an “employer-recognized group of employees who share the concerns of a common race, gender, national origin or sexual orientation--characteristics protected in some instances by law and in many organizations as matter of company policy.” Although the Office of Health Equity, Diversity and Inclusion uses the term *employee resource groups* (ERGs), the Davis campus uses constituent and affinity. In addition, some organizations use business resource groups, employee networks and team member networks, just to name a few.

Historically, ERGs in the Federal government have primarily been used for social and networking opportunities and have been event driven to raise cultural awareness. Here at UC Davis/UC Davis Health, ERGs have hosted events to celebrate Black History Month, Asian and Hispanic Heritage Month, and National Coming Out Day, to name just a few. They also promote initiatives and programs for career development and leadership and mentoring. Research has shown, however, that ERGs are valuable for more than simply raising cultural awareness. They can be an effective strategic tool for leadership in advancing an organization’s mission, as well as its diversity initiatives. This is important because diversity in teams has been shown to produce better solutions when problems are complex.

Scott Page, in his book *The Diversity Bonus: How Great Teams Pay Off in the Knowledge Economy*, presents overwhelming evidence that teams that include different kinds of thinkers outperform homogenous groups on complex tasks, producing what he calls “diversity bonuses.” These bonuses include improved problem solving, increased innovation, and more accurate predictions—all of which lead to better performance and results. Page, Scott (2017). *The Diversity Bonus: How Great Teams Pay Off in the Knowledge Economy* (2nd ed.). Princeton University Press, The Andrew W. Mellon Foundation.

Greater utilization of ERGs is important because they serve several purposes vital to mission success. For example, ERGs can be a powerful asset to help increase our diversity and improve the overall inclusiveness of UC Davis/UC Davis Health. ERGs are found in 90 percent of Fortune 500 companies and are gaining additional business support throughout the country. These groups offer employees an opportunity to network, address common issues and concerns, and receive support from those who share similar backgrounds, experiences, or interests. ERGs are most effective when senior management is involved, and an executive sponsor is assigned to lend support. UC Davis Health senior management is the Associate Vice Chancellor for Health Equity, Diversity and Inclusion, and the executive sponsor is the Office for Health Equity, Diversity and Inclusion. At UC Davis, the Associate Executive Vice Chancellor for Campus Community Relations represents senior management and the Office of Diversity, Equity and Inclusion is the executive sponsor. This strategy serves as an excellent opportunity for leadership to be in touch with the workforce and link the group’s mission to the University’s strategic plan “To Boldly Go” and The Diversity and Inclusion Strategic Vision goals ([UC Davis Diversity and Inclusion Strategic Vision, 2017](#), and [To Boldly Go: A Strategic Vision for UC Davis, 2018](#)).

STARTING A NEW ERG

1. Getting Started: Recognition and Endorsement

An ERG's infrastructure approved yearly plan, bylaws, and approved budgets allow each group to implement initiatives that promote an inclusive work environment. All ERG health groups are accountable to HEDI (Executive Sponsor). All constituent groups on the Davis campus are accountable to OCCR (Executive Sponsor).

2. Group Charter:

Define and include in the ERG Charter the principal activities, and expected benefits of the organization, identifying specific, measurable goals and initiatives that will make a significant impact in the areas of professional development, employee recruitment, and business outreach/development.

3. Formal Structure:

Develop a formal group structure, including the creation of a written ERG Charter (see template) and mission statement, membership recruitment plan, and budget, to be approved by appropriate HEDI liaisons. A charter should include:

- a.) A mission statement
- b.) A membership recruitment plan
- c.) Roles and responsibilities for members.

4. Executive Sponsors

A new ERG must obtain approval from its executive sponsor before moving forward. Provide the recognition form (see Appendix A) and receive official approval and recognition of ERG status, prior to soliciting recruitment of members or holding regular employee resource group meetings. The HEDI liaison and executive sponsor will review the application and approve or reject it. If the application is rejected, the rationale for that rejection will be provided. Once approved, the HEDI/OCCR team will post the new ERG on a list of supported and sponsored ERGs on the HEDI/OCCR web site.

Funding: Upon submission of a budget identifying the specific uses for any requested funds and, at the discretion of HEDI and OCCR ERGs will receive funding to operate. The amount provided to each group is based on the justification of the business impact. The group must track the funds spent and report annually to the ERG liaison(s) on the amounts spent and what was accomplished (outcomes). The following templates should be used for budget requests and year-end reporting:

An ERG's purpose and actions must be consistent with the UC Davis Health Affirmative Action Policy and Policy against Harassment and Discrimination (see Appendix E). The ERG liaison reserves the right to revise and update any and all criterion or guidelines as deemed necessary. In order to support employees in facilitating getting started, the following checklist should be used as a guide to getting started with the formation of a new ERG:

Interested parties should contact the ERG liaison to discuss the formation of an ERG that is currently not represented:

- Follow the specific guidelines noted in this manual
- Structure the group to include a vision statement, strategy, and potential working groups
- Share their structure with the ERG liaison
- Complete the recognition form, receive approval
- The liaison will introduce the group via email to all current ERG leaders, and at the upcoming leadership meeting
- Plan a kick-off event to introduce the resource group to the larger UC Davis Health/UC Davis campus organization (once approved by HEDI)

Executive Leadership: Roles and Responsibilities

The Executive Board is selected by nominations (see Appendix C). HEDI recommend that nominated/elected officers have supervisory support before accepting the nomination/role. It is advised that all ERG leaders become familiar with systems used at UC Davis, see Appendix D for more information. Collectively, the board consists of the following positions:

Chair - (2-year appointment, up to 4 years)

Provides oversight and direction for sponsored projects and programs. Represents the Association at the University or community functions. Represents the Association of the Health campus Staff Advisory Committee on Equity, Diversity & Inclusion, and Employee Resource Group Leadership Board.

Vice Chair - (2-year appointment, up to 4 years)

Works in partnership with Chair. Also fills in for the chair in the event the chair is unavailable to conduct ERG leadership meetings, attend meetings or events. Essentially the Vice Chair serves as a chair and represents the ERG membership. Works in partnership with chair and Secretary to complete yearly report and budget.

Treasurer - (2-year appointment, up to 4 years)

Serves as recorder and auditor of all finances in the operating fund. Generates reports, as needed. Manages all aspects of the ERG budget with guidance from the chair.

Secretary - (2-year appointment, up to 4 years)

Officially records all minutes from general committee meetings, executive board meetings or special meetings as called by the chair. Manages all aspects of the meetings including agenda and minutes, and room reservations for meetings. Acts as a liaison between board, general members and special guest speakers. Maintains and updates communications, i.e., website, email list, and sign in sheets. Keeps all historical documentation for all meeting and events.

Optional Board Positions

Outreach Coordinator/Liaison

Coordinates and conducts outreach at UC Davis Health and in the community. Serves as a liaison for the group and various subcommittees.

Ex-Officio

An ex-officio member is a member of a board who is part of it by virtue of holding another office. Members who serve as ex-officio have all the rights and obligations of the board or committee on that which they serve. This includes the right to discuss, debate, make decisions, and vote. It also makes them accountable for the duties of their position as stated in the bylaws.

ERG OUTREACH OPPORTUNITIES

Staff Recruitment Outreach

At UC Davis, we strive to attract, select, retain, and develop a diverse and talented workforce that will contribute to the university's mission and vision. Employee Resource Groups play a crucial role in supporting these goals.

Ambassadors to the University

There are many ways Employee Resource Group leaders can support our efforts to attract diverse talent to UC Davis Health. Below are some of the strategies and opportunities available to all ERGs interested in contributing to these efforts.

Leverage your networks: Prospective employees are much more likely to trust recommendations from current staff members who work with UC Davis Health. ERGs provide a great platform to help spread the word about career opportunities with us. Many ERGs have listservs that reach the members of their ERGs. Additionally, ERG leaders can tap into their own personal and professional networks to highlight opportunities with us.

Staff Diversity Ambassador Program: UC Davis Talent Acquisition partnered with the Staff Diversity Administrative Advisory Committee and Staff Advisory Committee on Equity, Diversity, and Inclusion to launch the Staff Diversity Ambassador Program in 2018. The initiative pairs staff recruiters with leaders from our ERG to participate in community outreach events.



We've had great success leveraging the insight and perspective of our ERG leaders at recruitment events. Community members appreciate hearing about the university from individuals who have similar identities as them.

Utilizing the Outreach Toolkit: Talent Acquisition has gathered flyers and other resources from our ERGs into an [Outreach Toolkit](#) to centralize access to outreach materials. Feel free to download and utilize these materials to market the many great ERGs we have at UC Davis & UC Davis Health to prospective employees.

Know your Resources

Human Resources provides a suite of resources to keep all staff abreast of the work the university does to support diverse staff. Below are links to various websites that contain information that is valuable to the work ERGs conduct:

- [Employee Diversity & Inclusion HR Page](#)
- [Supervisor Diversity & Inclusion HR Page](#)
- [Veteran Staff Support Page](#)
- [Hiring for Diversity YouTube Video](#)
- [Outreach Events Calendar](#)

PUBLIC AFFAIRS & MARKETING

We encourage you to advertise your events. Here's how:

Requesting an announcement for the Insider, Monday/Friday updates, calendar The Insider features stories, announcements and events from across UC Davis Health and relevant information from the Davis campus. Complete the Insider:

<https://intranet.ucdmc.ucdavis.edu/ucdhs/feedback/index.shtml> to submit your content ideas. A member of the internal communications team will follow up with you with any questions, concerns or clarifications. Twice a week, the internal communication team emails out a roundup of Insider stories via the Wednesday and Friday Updates. All stories must be submitted by 10 a.m. on Wednesday or Friday to be included in the update. For any questions or general inquiries about internal communications tools and processes, send an email to hs-publicaffairs@ucdavis.edu.

Requesting assistance with a flyer, brochures, etc.

The UC Davis Health marketing team has developed templates to assist employees in developing branded fliers, brochures, presentations, etc. Visit the

<https://health.ucdavis.edu/graphicstandards/templates/index.html> to access these templates.

Additionally, this page features several request forms for more complex marketing projects, digital screen signage and photography requests. General inquires can be sent to hs-marketing@ucdavis.edu.

Additional ways to advertise your event

Send to your ERG listserv and ask others to share the information. Share with HEDI to send out to the DEI listserv and post of HEDI Facebook page. If the event is open to external community members, share on Twitter and/or Instagram.

SOCIAL MEDIA

Request for Social Media Accounts

If an ERG is interested in establishing a social media account, please first review the brand guidelines at <https://health.ucdavis.edu/graphicstandards/digital/index.html> and the social media guidelines at <https://health.ucdavis.edu/welcome/socialmedia/>.

After you review these, please submit this form: <https://ucdavis.health/2ZT5D9z>. Once you submit the form, a member of the social media team will reach out to you to discuss this request. You cannot establish an account without the approval of the social media team. If you have any questions, please let contact the social media team at hs-socialmedia@ucdavis.edu.

Request for a Website

If an ERG is interested in establishing a website, please reach out to [hs- webcommunications@ucdavis.edu](mailto:hs-webcommunications@ucdavis.edu) to discuss this process. No websites can be established without the approval of the web communications team.

PROCEDURES FOR INVITING GUEST SPEAKERS (Virtually or In-Person)

For UC-Employees

It is against UC policy to provide an honorarium to UC-employees, it is recommended that a gift card or employee service recognition “Best Rewards” is provided for employee guest speakers.

For Non-UC Employees

If a non-UC employee is invited to speak at your event, we recommend that a gift card or honorarium is provided to the speaker. A portion of your approved budget for that event can be used for a gift card or honorarium. For example, if \$500 was approved for a celebration, a portion of that \$500 would be used for a gift card or honorarium for the keynote speaker. If the keynote speaker is a city official, it is vitally important that Government and Community Relations (GCR) department’s is notified. GCR is responsible for overseeing contact with government officials and will assist and support staff and faculty with these interactions. Please contact the GCR department in advance of any interaction with elected officials, their staff or other government officials, by calling 916-734-5441 or emailing HS-community.relations@ucdavis.edu.

Paying a Keynote Speaker Fee – Honorariums

The honorarium process referenced below is for non-employees and include the policy referenced in Appendix D: <https://ucdavispolicy.ellucid.com/documents/view/579/1027>.

Step 1 – Obtain W9 from speaker.

Step 2 – Submit completed W9 to Finance for entry into Quali to initiate the process for activating new vendors.

The Schools of Health Finance Office needs a completed W9, to add them into the Kualu Vendor system. Along with your request, please submit the flier from the event and the honorarium form. The following links are provided to assist you in the process.

http://afs.ucdavis.edu/systems/kuali/document-help/ap/dv-doc/documents-folder-not_used_by_navigation/DV_Form_HON.pdf

<https://supplychain.ucdavis.edu/sites/g/files/dgvnsk2181/files/inline-files/Honoraria.pdf>

https://supplychain.ucdavis.edu/sites/g/files/dgvnsk2181/files/inline-files/fw9-1_0.pdf

Please Note: Requests for service should be submitted at least 3 weeks prior to events. Work should NEVER begin prior to approval and a contract being in place.

BUDGET REQUESTS & ALLOCATION

The following template (link below) should be used for fiscal year budget requests.

[ERGBudgetRequestTemplate](#)

FUNDRAISING

If your group is interested in fundraising for a special event, see Appendix E.

FINAL REPORTING

The following template (link below) should be used for year-end reporting.

[ERGFinalReportTemplate](#)

IMPORTANT DATES

Budget Requests DUE: The first Monday in April.

Final Reports DUE: The first Monday in May.

Appendix A

New Employee Resource Group Recognition Form

Charter

The Office for Health Equity, Diversity and Inclusion (OHEDI) would like to assist you in starting a new Employee Resource Group (ERG). All new UC Davis Health ERG's must complete the new ERG Recognition form and receive approval from (OHEDI).

If you have any questions, please contact hs-hedi@ucdavis.edu.

| | |
|---|--|
| Proposed Group Name | |
| Primary Contact Name: | |
| Department: | |
| Title: | |
| E-mail Address: | |
| Office Number: | |
| Secondary Contact Name: | |
| Department: | |
| Title: | |
| E-mail Address: | |
| Office Number: | |
| Vision Statement: A vivid description of a desired outcome that inspires, energizes, and helps you create a mental picture of your target. (1-2 sentences please) | |
| Mission Statement: Answers "Why does this group exist?" [mission statement focuses on the present state, while the vision statement focuses on the future] | |
| Goals and Objectives: What does the group hope to achieve? Describe short term (1 year) and long term (2-3 years) goals. These goals should be measurable (qualitative and quantitative). Refer to the Diversity Strategic Plan https://diversity.ucdavis.edu/sites/g/files/dgvnsk731/files/inline-files/Diversity%20and%20Inclusion%20Strategic%20Vision%20Plan%20June%2029%202017.pdf | |

Short Term:

Long Term:

Activities: What types of activities and events will the group organize and promote? How can they add value to UC Davis Health diversity and inclusion goals?

Appendix B

ARTICLE I

Sample Bylaws

ERG NAME

The name of this organization shall be UC Davis Health Employee Resource Group (ERG). This is a formally recognized organization of the University of California at Davis and our authority stems from University of California policy 270-05 (Am. 8/15/16).

ARTICLE II

OBJECTIVE

The purpose of the ERG shall be to:

Section 1

Provide a forum for discussion of common concerns. Maintain an ongoing support group for all University of California Davis Health _____ faculty and staff.

Section 2

Promote upward mobility and employment opportunities through career development and mentorship for _____ staff. Support the goals and mission of the University of California Davis, and University of California Davis Health.

Section 3

Collaborate with other University Constituency groups.

Section 4

Provide service to the community.

ARTICLE III

MEMBERSHIP

Section 1

General membership is automatic to all faculty, staff, and students.

Section 2

The membership of the ERG is open to all University employees, students, and retirees. Individuals who express an interest and desire to be included in membership activities will submit a request to the Executive Board.

ARTICLE IV

OFFICERS

Section 1

The officers of the ERG shall consist of a Chair, Vice-Chair, Secretary, Treasurer and an ex-officio member appointed by the Executive Board.

Section 2

The call for nominations will be included in the agenda for the _____ General Meeting.

Section 3

These officers shall be elected by electronic ballot of the majority of those voting by the Annual Meeting in _____. Voting shall be limited to members of ERG.

Section 4

Newly elected officers shall begin serving their terms on July 1st. All officers shall serve one (2) year term. No member shall serve in an office for more than two (2) consecutive terms and no member can hold more than one (1) office at a time.

Section 5

The Vice-Chair will assume the Chair position in the event the Chair is unable to complete his/her term of office. If any other officer is unable to complete his/her term of office, the Executive Board will make a recommendation for a replacement to the general membership.

Section 6

Officers may be recalled by a majority vote of the membership. The petition for recall must be first heard by the Executive Committee which will then make a recommendation for action to the membership.

ARTICLE V

MEETINGS

Section 1

ERG will hold regular meetings on a monthly basis, inclusive, unless otherwise ordered by the Executive Board.

Section 2

The first working meeting in the month of _____ shall be known as the Annual Meeting and shall be for the purpose of officer election, report presentations by officers and committees, and for any other business that may arise.

Section 3

Special meetings may be called by the Chair or the Executive Board and shall be called upon the written request of five (5) members of ERG. The purpose for the meeting shall be stated in the call. Except in cases of emergency, at least three (3) days' notice shall be given.

ARTICLE VI

THE EXECUTIVE BOARD

Section 1

The UC Davis Health ERG shall be governed by an Executive Board consisting of the Chair, Vice-Chair, Secretary, Treasurer, and one (1) ex-officio members.

Ex-officio members of the Executive Board shall serve a two-year term of office commencing on July 1st of the election year.

Section 2

The Executive Board's duties shall include but not be limited to:

1. Calling meetings.
2. Establishing project teams.
3. Providing oversight and direction for projects and programs sponsored by ERG.
4. Develop a fiscal year Project Plan annually as determined by the Office for Equity, Diversity, and Inclusion.

The Executive Board shall act as the official representative of ERG for purposes of communication with Hospital/Campus administration, Campus ERG officers, other organizations and their officers, and constituency groups.

Section 3

Special meetings of the Executive Board may be called by the Chair and shall be called upon in the written request of three members of the Board.

Section 4

No member may serve on the Executive Board for more than two (2) consecutive terms.

ARTICLE VII

PARLIAMENTARY AUTHORITY

Section 1

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Association in all cases to which they are applicable and in which they are not consistent with these bylaws and any special rules of order the Association may adopt. At least ten (10) members shall constitute a quorum.

ARTICLE VIII

AMENDMENT OF BYLAWS

Section 1

After presentation of the amendments to the Executive Board, these Bylaws may be amended or repealed at any regular meeting of ERG, by a two-third vote of those in attendance and shall be ratified upon approval of the minutes at the next monthly meeting.

Section 2

No proposal relating to introduction, amendment, or repeal of group legislation shall be presented for vote to the general membership unless the proposal has been previously reviewed and approved by the Executive Board.

In Approval:

Chair, UCDH ERG Date

Vice-Chair, UCDH ERG Date

Secretary, UCDH ERG Date

Treasurer, UCDH ERG Date

Ex-Officio, UCDH ERG (optional) Date

Outreach Coordinator, UCDH ERG (optional) Date
(optional)

Appendix C

Nomination Process

Basic Process for Executive Board Nomination and Elections

1. Solicit nominations for any board seats that are set to expire at the end of June, via survey (early April).
 - a. Member can nominate themselves or others.
2. Confirm nominations.
 - a. Email out to each person nominated
 - i. Each nominee should confirm supervisor/department support before accepting the nomination
 - ii. Each nominee must identify as willing to take on the responsibility of that specific role, if nominated.
 - iii. Ask for short bios and statements of interest to be shared with membership to help them with their voting.
3. Nominations go out via survey (early May).
4. Voting is closed the end of May
 - a. Secretary or other Board appointed representative confirms voting tally
 - b. Winners are confirmed by the current ERG Chair and contacted
5. New Board members are announced at the June quarterly meeting.

Conditions of nomination process:

1. Nominations are for Chair, Vice Chair, Treasurer, and Secretary.
2. Term will be for two years.
3. General Meetings are held monthly and Board Meetings are as needed.
4. Adhere to Policies and Procedures as noted in the bylaws.

It's encouraged to use Qualtrics or SurveyMonkey

Sample

FY _____

ERG Board Nominations

It's time to vote for your FY _____ (Name of ERG) Executive Board. Please complete the attached survey to vote for the nominees of your choice for each office. Voting will close on ____.

We appreciate your participation. Every vote counts!

Signed by current officers

Chair (description of role) Nominee

Vice Chair (description of role) Nominee

Secretary (description of role) Nominee

Treasurer (description of role) Nominee

Outreach (description of role) Nominee

Optional Nominee

Appendix D

PROFESSIONAL DEVELOPMENT OPPORTUNITIES Courses/Training Links

Purchasing (Procurement) - <https://supplychain.ucdavis.edu/procure-contract/training>

Online training options posted in the [UC Learning Center](#) (listed in order of suggestion completion):

[Purchasing 101](#) (eCourse): Overview of university purchasing policies and procedures, pre-purchasing considerations, and the various purchasing methods at UC Davis, including AggieBuy, Procurement Card, Travel Card, and the Quali Financial System, and when to use each option.

[AggieBuy 101](#) (eCourse): Overview of AggieBuy, including an overview on AggieBuy roles, types of catalogs available, routing and workflow, user profile settings, document searches, and best practices.

[AggieBuy Approvers Training](#) (eCourse): Overview of Approval Functions for AggieBuy Approvers; including approving, rejecting, returning, and editing. Course intended for anyone who is responsible for reviewing/approving AggieBuy transactions.

[AggieBuy Post-Ordering Forum](#) (PDF of August 2018 Forum): Overview of what happens after a Requisition is approved in AggieBuy, also includes instructions on using the Receiving functionality in AggieBuy and how to manage Open Orders (unfilled or partially filled orders).

[KFS Purchasing Online Training](#) (eCourse): Interactive online overview of the KFS Purchasing module, including the Requisition, Purchase Order, Purchase Agreement, and Vendor processes. Applicable UC Davis Purchasing policy and procedure will also be discussed. This course is approximately 36 minutes in length. This class is **required** before access is granted to the purchasing documents in KFS.

AggieTravel - <https://supplychain.ucdavis.edu/travel-entertainment/aggietravel/help>

Online and classroom training options available in the [UC Learning Center](#).

[AggieTravel Approvals](#) (eCourse)
A high level overview of the Travel and Entertainment report approval process.

[Foreign Travel Overview](#) (eCourse)
An overview of university policy, procedure and some helpful tips for international travel. This session takes approximately 30 minutes to complete.

[Travel Overview](#) (eCourse)
High-level overview of travel policies and procedures for UC Davis travelers.

Helpful Resources

- [AggieTravel Icons](#)
- [Mobile Platform Application](#)
- [AggieTravel Super Users](#)
- [AggieTravel Video Tutorials](#)
- [Taxation of Late Reports](#)

Appendix E

Fundraising

UC DAVIS HEALTH FUNDRAISING SPECIAL EVENT APPLICATION

We are grateful you are considering UC Davis Health as the recipient of your special event fundraising project. Below are requirements that must be met and approved in advance of your event.

*Please apply for approval at least 60 days in advance of your event to allow for approval time.

Complete the attached application and return to:

UC Davis Health

Health Sciences Development and Alumni Relations Outreach and
Special Events Committee
4900 Broadway, Suite 1150
Sacramento, CA 95820 or

fax to:

Outreach and Special Events Committee 916-451-2637

UC DAVIS SPECIAL EVENTS FUNDRAISING APPLICATION

Third Party Event Policy

Please read carefully

1. Purpose

Third party fundraising events play a critical role in philanthropy at UC Davis Health and we are extremely grateful for your support. The dollars raised from your events help to directly support our research, teaching and patient care mission, which directly impacts our community.

A third-party event is an activity through which another organization, group or individual offers to hold a fundraising event for the benefit of UC Davis Health. The event is completely organized, funded and carried out by the organizing group that is not considered part of the University. Prior to giving approvals for an organization, group or individual to advertise UC Davis Health as the beneficiary of its proposed event, the event must be approved with the attached form.

2. Guidelines

- Please do not make any public announcement or promote the event until you receive permission from the committee.
- Once your event is approved, printed materials and other information should state “proceeds will benefit UC Davis Health.”
- In naming the event, UC Davis Health should not be used in the title but rather listed as a beneficiary.
- Events must comply with all federal, state and local laws governing charitable fundraising and event organizers are responsible for securing all necessary permits and clearances required by the government up to and including insurance.
- Event organizers must seek approval each year they choose to hold the event.

UC DAVIS SPECIAL EVENTS FUNDRAISING APPLICATION

What UC Davis Health associates can do to assist with your event in accordance with UC policy:

- Attend events or check presentations as schedules allow
- Acknowledge direct contributions to UC Davis Health in accordance with policy
- Assist donors in directing contributions toward areas of special interest or area of need
- Provide recognition for being a community partner

What UC Davis Health cannot do:

- UC Davis Health does not advance monies or solicit sponsorship revenue for third party fundraising events
- Provide the University's tax id number
- Provide volunteers to help support the special event or ticket sales
- For confidentially purposes, UC Davis Health does not release donor, volunteer, employee or physician mailing lists or information
- Provide funding or reimbursement for expenses
- Guarantee attendance of staff, patients, physicians or volunteers

UC DAVIS HEALTH FUNDRAISING SPECIAL EVENT APPLICATION

Please complete the application for a **Third-Party**

Event: **Contact Information**

1. Group/individual:
2. Name of event coordinator or main contact:
3. Address:
4. Phone number: fax:
5. Email address:

Event Information

1. Name and description of event:
2. Date and time of your event:
3. Location of your event:

Beneficiary Information

1. What department/program will the event benefit?
2. Percentage of net proceeds to be donated to UCDH: \$_____. If less than 100%, please explain:
3. Will event also benefit other organizations? Yes No

If yes, please provide names of organizations

4. How many years have you held these events and how often will they occur?
5. Do you require assistance from UCDH staff? Yes No

If yes, please describe

UC DAVIS HEALTH FUNDRAISING SPECIAL EVENT APPLICATION

Read and initial below that you understand the following:

Use of UC Davis and UC Davis Health name and logo

The UC Davis and UC Davis Health names and seals are afforded protection by State law, University policy, and State and Federal trademark law. The name "University of California" and all abbreviations thereof are the property of the State of California under [Education Code Section 92000](#) and may not be used to imply, either directly or indirectly, the University's endorsement, support, favor, association with, or opposition to an organization, product, or service without permission of the University. Violation of Section 92000 is a misdemeanor. The use of the University's name, seal, and other trademarks, including UC Davis logos, designs, and visual images are protected by trademark and copyright law. Unauthorized use of any of these names and trademarks may constitute trademark and/or copyright infringement as well as unfair business practices. UCD Policy 310-65 provides information about requesting the University's authorization to use the University's name, seal, and other trademarks. Policy 310-65 is available upon request.

The individual or company named above will be responsible for all aspects of the events including but not limited to the following:

- Planning and execution of the event**
- Providing tax receipts to donors (minus quid pro quo, if applicable)**
- All cash handling**
- All staffing**
- Providing one check of the proceeds to UC Davis (UC Regents)**

Third Party event:

I have reviewed and understand the special event policy and agree to abide by the requirements outlined in this document.

Name of Group/Individual

Signature

Date

.....
For UC Davis Health's use

Approved:

Disapproved:

Date:

Signature of Outreach and Special Events Committee Member/Title

UC DAVIS HEALTH FUNDRAISING SPECIAL EVENT APPLICATION

Definitions

Gift - anything of assignable value that is voluntarily and legally transferred to the University's ownership and possession. A gift is a contribution to the University that is donative in intent, bestowed voluntarily and without expectation of tangible compensation, for which, in general, contractual or grant requirements are not imposed. Gifts are awarded irrevocably.

Gift-in-kind - personal or business property (except securities and real property), including works of art, books, animals, and scientific and other equipment. Gifts-in-kind are generally reported at fair market value as determined by an independent appraiser or other reliable market indicator or, for administrative purposes, by the department.

Quid pro quo – Something that is given in exchange for a benefit to the other. Quid pro quo gifts must be structured to comply with University policies and IRS regulations. The benefiting department is responsible for establishing, in accordance with these guidelines, a fair market value for the benefits received by the donor. This value must be disclosed to donors and potential donors in solicitation and acknowledgment materials. Further information on procedures is in PPM [section 260-25](#).

Appendix F
UC Davis Policies and Practices

1. 270-05 Chapter 270, Properties Use and Extracurricular Activities
2. Section 05, Campus Organizations
3. Section 270-16, Fund Raising on University Property
4. Section 270-20, Use and Reservation of University Properties/Event Arrangements
5. Section 270-21, Sales, Service, and Consumption of Alcoholic Beverages
6. Section 270-25, Commercial Activities
7. Section 270-50, Alumni Relations Programs
8. Section 270-60, UCD Support Groups
9. Section 310-25, Distribution of Information and Literature
10. Section 310-27, Posting of Information
11. Section 310-65, Use of the University's Name, Seal, and Other Trademarks
12. Section 330-09, Agency Account Services
13. Section 330-43, Official University Bank Accounts
14. Section 400-01, Freedom of Expression

Appendix G

Confidential Resources

Harassment & Discrimination Assistance and Prevention Program at UC Davis supports the University's commitment to a harassment and discrimination-free work and learning environment. To discuss a discrimination or harassment concern, please contact:

Harassment, Discrimination Assistance Prevention Program (HDAPP)

2730 Stockton Blvd – Ticon III, Room 2200
(916) 734-3417 or (530)757-3864

Anonymous Call Line: 734-2255 Website: <http://hdapp.ucdavis.edu/>

HDAPP assist individuals and campus units to resolve conflicts and complaints related to harassment, discrimination, sexual harassment, sexual violence and hate and bias.

To maintain your privacy and confidentiality, we encourage you to use the Anonymous Call Line to discuss specific concerns related to harassment and discrimination.

Action Required

Responsible Employee

Any University employee who is not a Confidential Resource and who receives, in the course of employment, information that a student (undergraduate, graduate or professional) has suffered sexual violence, sexual harassment or other prohibited behaviors shall promptly notify the Title IX Officer or designee.

Supervisors have a broader responsibility and must report *all* complaints or matters involving prohibited conduct, including discrimination, by contacting the SH Officer at (916) 734-2255 or Title IX Officer at (530) 752-9466.

Confidential Resources

Academic and Staff Assistance Program (ASAP)

916.734-2727 or 530.752-2727

<http://www.ucdmc.ucdavis.edu/hr/hrdepts/asap/>

Office of the Ombuds

530.219-6750 <http://ombuds.ucdavis.edu/>

**Center for Advocacy, Resources and Education
(CARE)**

530.752-3299 <http://care.ucdavis.edu/>

Services offered at UC Davis and Sacramento Campuses

Ethics Point Hotline

Claim of Retaliation

877-384-4272

Appendix H

Procedures for Independent Contractors/Business Agreements

Independent Consultants:

- Pre-Hire Contractor form must be filled out (use current form on accounting website).
- Detailed scope of work/quote provided by vendor.
- Must have e-mail approval by UC Davis Health, HR.
- Start/end date of project (Contractor may not start work until agreement has been finalized by Purchasing).
- Account# to be charged and a do not exceed amount.
- ****Must include copy of grant face page and where this is outlined in the grant** (if using grant monies)**
- **If the vendor is not established in Kuali, will need a W9 filled out the individual. This is required by purchasing.**

If the consultant or vendor starts work before contract has been established, you must get a letter of exception signed by Zishan Mustafa, Director of Health Science Finance and Administration. (E-mail approval will suffice).

Business Agreements:

- Quote/detailed scope of work provided by vendor
- Start/end date of project
- Account# to be charged
- Purchasing may ask for a justification of purchase
- ****Provide copy of Grant/Contract Award face page and copy of work outlined in the budget of the contract/grant** (if using grant monies)**

Below are some helpful tips from Purchasing regarding Scope of Work:

Basic Requirements of a Scope of Work

A scope of work (SOW) sets forth requirements for performance to achieve project objectives. It should be clear, concise, accurate and complete. Please consider that while the following questions may not apply to all types of services, they are often present in a good SOW and should be considered when reviewing any SOW for completeness:

1. What needs to be done? What is the purpose of the work?

2. Who will do what? What are the roles and responsibilities of each party? Will the contractor's or University's equipment be used?
3. When should it be done? During what dates and times will the work be completed? There should be a schedule for contractor duties as well as University duties.
4. Where will the work be performed?
5. Will reports or summaries be required by either party? What are the required deliverables? These can include theoretical models, computer software, drawings, documentation, reports or other data.
6. As service is provided, what are the project milestones are set dates for certain tasks to have been completed.
7. What is the payment schedule? For example: monthly in arrears (after that portion of the work has been completed) based on the number of hours worked, payment upon receipt of deliverables, payment upon achieving certain milestones, etc. Pre-payment is generally not allowed. Remember that the payment process cannot be started until the agreement has been signed by both parties (University and Contractor).
8. Is it anticipated that additional work will result from the outcome of the project? Some types of contracts (e.g. consultant agreements) require future work to be described in the original agreement as there is a California Public Contract Code prohibition against "follow-on work". Good contract management includes forecasting the entire length of a project and its associated costs so as to avoid going over required public bidding thresholds.
9. Who will own the work product resulting from the service provided? The general rule is that the University owns the work, including any resulting copyright.
10. Once you have defined a scope, be sure to obtain several informal quotes for the work so that you can provide reasonable cost justification for selection of a particular vendor.

As a Buyer (Purchasing), we are required to competitively bid "any" product or service that exceeds \$100,000.

See BUS-43, Part 3, Section III

<http://www.ucop.edu/ucophome/policies/bfb/bus43p3.pdf>

The exception to competitively bidding is:

- When the department provides backup documentation showing a grant naming an individual or company as a subcontract – to include the budget showing expenses allowed that individual/company

- Sole source. When the Materiel Manager (or delegate) is convinced based on the backup documentation provided that there us “only one vendor” who can provide a needed product or service.
- Use of UCOP agreements: However, we also need to see how you ended up with particular vendor (i.e., Technisource). What process was used to select a particular vendor from the UCOP agreements? Did your department reach other to at least two other UCOP agreement vendors for costs comparisons and to ensure you obtained the best match for the position?

For services between \$50K to \$99K, we need to see (or obtain) additional quotes in order to ensure price reasonable.

Note that for every order that Contracting Services processes (for product, service or consultation) that is \$50K or more gets reported to UCOP each year on a transparency report... Contracting Services needs this for backup in their file.

*****New Approved Communications Vendor List*****

Purchasing now has a new vendor list to choose from to help speed up the process of requests sent through their office. Purchasing is encouraging everyone to choose vendors for service from the approved list. If you choose to still go with another vendor that is not on the pre-approved list, you must obtain 2 additional quotes that are proven cheaper in pricing and send in along with your requests to the Finance Unit.

When submitting these requests to the Finance Unit please include the Purchase Request (**see attached**) form along with all the information above to the Dean’s Office Finance unit via email:

hs-somdeansfinance@ou.ad3.ucdavis.edu

Purchasing requires at least 10 business days for processing. To prevent delays in processing, please ensure to include everything together and submit to the Finance Unit.

Resources:

<http://purchasing.ucdavis.edu/services/whatweneed.cfm>

Appendix I

EMPLOYEE RESOURCE GROUPS (ERGs) FINANCE PROCESSES

**All reimbursements should have prior approval from
HEDI via submitted budget request form.**

Documentation needed to pay for events and miscellaneous expenses. Options to pay expenses:

Meals (ie, lunch)

US Visa Corporate Card

1. Gather flier/agenda//email with event details, receipts, and list of attendees with titles (i.e., affiliation).
2. Process in AggieTravel as an Entertainment Expense report.

Invoices not yet paid

1. Gather flier/agenda/email with event details, invoices, and list of attendees with titles (i.e., affiliation).
2. Use the **Request for Payment Entertainment Expense** form and have signed by Annie Caruso.
3. Forward original completed paperwork to AP in Broadway Building, Suite 2300.

Employee Reimbursement using Personal Card

1. Gather flier/agenda/email with event details, receipts, and list of attendees with titles (i.e., affiliation).
2. Process in AggieTravel as an Entertainment Expense report.

Supplies for Event

1. Gather flier/agenda/email with event details, receipts, and list of attendees with titles (i.e., affiliation).
2. Process in AggieTravel as an Entertainment Expense report.

SoH Finance (invoices not yet paid)

1. Gather flier/agenda/email with event details and invoices.
Make sure vendor is a registered vendor in the system to create a Purchase Order (PO). Or if there is a website store to purchase from, send link to item(s) in email when sending the Purchase Request Form so that it can be purchased with purchasing credit card by Finance Unit.

Promoversity is an example of a website for purchasing item(s).

Promoversity website: <http://www.costore.com/UCDavisInternal/welcome.asp>

2. Use the **Purchase Request** form and have signed by Annie Caruso.
3. Email completed paperwork hs-somdeansfinance@ou.ad3.ucdavis.edu. SOH Finance will create PO and process invoice for payment. A PO must be established and in place for any services (i.e., performances) **PRIOR** to a start date. Please allow at least two weeks minimum prior to the event date to establish the PO.
4. PO invoices are paid by SoH Finance, then routed to Davis campus.

AggieBuy

Supplies can be purchased through AggieBuy, such as pens, pads, etc. This is preferred method of purchasing supplies.

Employee Reimbursement using Personal Card

1. Gather flier/agenda/email with event details, receipts, and list of attendees with titles (i.e., affiliation).
2. Process in AggieTravel as an Entertainment Expense report.

Other Event Miscellaneous (i.e., rentals)

US Visa Corporate Card

1. Gather flier/agenda/email with event details and receipts.
2. Process in AggieTravel.

Invoices not yet paid

1. Gather flier/agenda/email with event details and receipts.
2. Use the **Request for Payment Entertainment Expense** form and have signed by OHEDI CAO (Annie Caruso, ajcaruso@ucdavis.edu).
3. Forward original completed paperwork to AP in Broadway Building, Suite 2300.

Personal Card

1. Gather flier/agenda/email with event details and receipts.
2. Process in AggieTravel.

Resources

A&FS Travel Help

travelhelp@ucdavis.edu

A&FS Procurement

<https://supplychain.ucdavis.edu/procure-contract>

Finance FIS Helpdesk

fishelp@ucdavis.edu

Revised on: July 15, 2019