



I HEARD IT THROUGH THE GRAPEVINE...

June 2008

Department of Viticulture and Enology University of California, Davis

NEWS FROM THE WINERY

Contact: Chik Brenneman

Fall Research Projects

Before you get busy and involved in your moving process, please see me now about any possible upcoming research projects that you wish to schedule. Given the distance between the new building and the old winery, our abilities may be limited this season, so let's start talking now about your projects. Harvest 2008 is approaching and will be here sooner than we think. We will be using the work order system to coordinate projects. Please start putting your projects into the system.

The Harvest Center is up and running and ready for you to key in your projects. Please contact me for access if you don't already have such.

This system is beneficial to the department in that it funnels all harvest requests through a common system allowing for more efficient planning. Harvest can be a somewhat unpredictable with respect to timing of grape deliveries and fruit quality issues to name but a few reasons. This problem is not unique to our department. To minimize the chaos, keep everyone's blood pressure low, and be able to adjust to unexpected events, we need to put some order to what we do know; grapes will be arriving for a project. When there are multiple projects, equipment and resources must be allocated. The main point here is that once the projects are identified, the winery staff and PI work together and communicate any changes to cut down on the 'surprise factor', which jeopardizes the outcome of any project.

To access the system, navigate your browser to the department's website: <http://wineserver.ucdavis.edu/>. Click on the link to the [internal site](#) and follow the prompts to access. You will need to provide your Kerberos username and password to enter. Once in the internal site, click on the 'Harvest Center' link on the left hand side of the page.

REMINDER

Enology Building Doors and Red Room Temperature Control

Two research projects require that we store case goods in the red room at 67°F. I ask that you do not adjust the temperature without first consulting me. Door cards will be required for access outside of VEN 125 class times. Doors will unlock 30 minutes prior to the start of classes and lock at the end of class. Do not prop the doors open outside of these time periods.

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BUSINESS OFFICE—FISCAL CLOSING 2007-08

DATE	DESCRIPTION	SEND TO
June 13	Deadline for Purchase Requisition over \$5,000 (CCG & department funds)	Business Office or Venpurchaing@ucdavis.edu Laura Kemp, Lisa Cruz
June 27	Payroll: Bi-weekly timesheets	Anne Berg
June 26	Deadline for Purchase Order under \$4,999, Bookstore Orders, UC Buy Orders including Cylinders and FEDEX in USA, Fleet Services, Vet Med Central Services & Media Room, Travel Vouchers, Entertainment Expense, IT Communications including NAMS, Reprographics (not copy cards).	Business Office or Venpurchaing@ucdavis.edu Laura Kemp Lisa Cruz
June 26	Gift Forms	Traci Chriss Susan Woody
June 27	Statement of Cash to Cashiers Office (Checks)	Laura Kemp, Susan Woody Traci Chriss
June 20	Deadline for entering payroll: Personnel changes	Susan Woody, Anne Berg
July 2	All Packing slips due	Laura Kemp, Lisa Cruz
July 2	Zero-Dollar Statement of Cash (Credit Card) Credit Card machine entry	Susan Woody Traci Chriss
July 12	Begin processing all business, i.e. Travel, Purchase Orders, UCD Buy, Employment, Reimbursements, etc. for Fiscal Year 2008-09	Susan Woody, Anne Berg Laura Kemp, Lisa Cruz Traci Chriss

Facilities & Administrative Cost Rates

Contact: Linda Wiegand

Our current federally negotiated facilities and administrative (F&A) cost rates agreement expired on June 30, 2008. Therefore, for project proposal budget purposes, effective July 1, 2008, we will operate under provisional forecasted F&A cost rates until our current F&A rate proposal is negotiated and finalized with the U.S. Department of Health and Human Services, our cognizant audit agency.

Mike Allred and Ahmad Hakim-Elahi

For additional information: <http://www.ucdmc.ucdavis.edu/clinicaltrials/documents/FacilitiesandAdministrativeCostRates.pdf>

Updates to Administrative Policy & Procedure Manual

Contact: Linda Wiegand or Laura Kemp

The following updates have been made to the Administrative Policy and Procedure Manuals:

[Section 260-15](#), Solicitation and Acceptance of Private Support, 4/28/08.

Updates definitions; updates policy statements to refer to Presidential delegation of authority 2011, provide information on gift fees, and discuss the University's legal obligations in administering support; reorganizes policy to highlight procedures for solicitation and acceptance and corresponding responsibilities; clarifies that authority to solicit or accept gifts is delegated through DA 2011; requires solicitation materials to be reviewed by the Development Office; clarifies that gifts acquired through the online automated gift acceptance process must still be submitted to University Relations for formal acceptance; updates department names and titles; updates references; removes exhibits.

[Section 260-35](#), Donor Recognition, 4/28/08.

Clarifies that policy applies to private support; updates department names; removes requirement that Gifts Acceptance Office review rosters prior to publication; clarifies that published rosters must be consistent with official records maintained by Advancement Services; removes required that media announcements are restricted to specifically defined special gifts; requires media announcements to be in compliance with Section 310-40; required college/school and University Development approval for announcements of gifts of \$100,000 or more; provides references and related policies; organizational and editorial changes for clarity.

The updated manual sections are available at <http://manuals.ucdavis.edu>.

For assistance with the manual, contact Lenore Myers at (530) 752-9745, or email policy@ucdavis.edu.

<p>No-Cost Extension Contact: Linda Wiegand</p>	<p>New Employees Contact: Anne Berg</p>
<p>Don't wait until the last minute to write for your no-cost extension for 07-08 Viticulture Consortium Funds and/or 07-08 California Competitive Grants Program for Research in Viticulture and Enology awards.</p> <p>Viticulture Consortium funding is effective only through 9/30/08 and any unspent funds lapse as of that date will revert back to the federal government.</p> <p>If you have any question please contact Linda Wiegand.</p>	<p>Lisa Cruz, currently a Purchasing Assistant at the Primate Center, will be a new addition to the Business Office beginning June 9, 2008.</p> <p>Tiffany Hodgens has been hired as a permanent employee and will be assisting Judy Blevins.</p> <p>Daniela Hampel is a new postdoc in Sue Ebeler's group. Daniela was recently at Washington State U. and is from Germany.</p> <p>Jessie Clemmensen and Jesse Unger are new student assistants in the Heymann lab.</p> <p>Stella Yee has begun work in the Walker lab</p>

SAFETY NEWS

Contact: Lucy Joseph

EH&S Website

The EH&S website was upgraded on May 23rd. Any bookmarks that you have to any part of the site other than the main page (ehs.ucdavis.edu) need to be changed.

Be Smart About Safety Program

There is still money available for 2007-2008 in the Be Smart about Safety program. The program covers safety training, upgrading equipment and facilities, and helps pay for ergonomic improvements to work stations. There will be more money made available for the 2008-2009 fiscal year, so help them spend this while you can. If you have a safety need you think could qualify contact me about submitting a request. Equipment that could be eligible would include carts, stepladders, stools, shelving, etc. I have some incentives available for those of you who come up with good ideas in any of these areas.

Illness and Injury Prevention Plan (IIPP)

The departmental IIPP will be updated for the new building. CAL-OSHA fines for out of date IIPP's and incomplete training records range from \$500 - \$1000. FYI, since 2006 UC Davis has been assessed about \$20,000 in fines for violations by CAL-OSHA. Approximately \$18,000 in a single incident deemed to be a gross safety violation.

Safety Tip

Put safety first! Begin each lab or staff meeting with safety training and/or considerations.

Travel

Contact: Laura Kemp

Effective April 9, 2008 Policy Changes for Travel Meal and Incidentals Expenses. Policy states the Meal and Incidental Expenses cap should not be claimed as a per diem and asks that departments require travelers to submit meal receipts when a traveler routinely claims the maximum reimbursement.

Travel Insurance

You can register all of your business travel at www.uctrips-insurance.org/

This site is designated for all out of state travel but Risk Management recommends that you use it for travel within California as well. After registration you will receive information to be used in case of emergency. While you do not have to register to be covered if you register it will streamline the process of insurance claims as well as possible evacuations in case of natural or man-made disasters. Coverage includes medical as well as loss of property and trip cancellation. Insurance is available to faculty, staff, and students on UC business. There is no cost associated with registration.

Using Surface Transportation in Lieu of Air Travel

A traveler may elect to use surface transportation in lieu of air travel for personal reasons. Extra costs associated with surface transport, such as food and lodging, may be reimbursed if surface transportation is voluntarily chosen. However, the total reimbursement for surface travel costs shall not exceed the air coach rate, the lowest published tariff (where air coach is not available), or the [state of CA contracted airfare rate](#) plus transportation costs to and from the terminals.

Commencement Reception

Contact: Judy Blevins or Tiffany Hodgens



Please join the Viticulture & Enology Department in congratulating this year's graduates. There will be a reception in the Enology Courtyard Sunday, June 15, immediately following the afternoon ceremony. Please R.S.V.P in the Main Office by Friday, June 6.



Congratulations to DEVO on yet another successful Winkler Dinner!