



University of California  
Cooperative Extension

Division of Agriculture & Natural Resources

CENTRAL VALLEY REGION  
9240 South Riverbend Avenue  
Parlier, California 93648  
FAX (559) 646-6513



## CENTRAL VALLEY REGIONAL OFFICE CONTACTS November 2009

### REGIONAL DIRECTOR

**LINDA M. MANTON**

**559-646-6531**  
**lmanton@uckac.edu**

- ◆ Represent Central Valley Region on the ANR Program Council
- ◆ Provide leadership for regional program and budget planning efforts
- ◆ Provide leadership in the merit/promotion process for CVR academic and staff personnel
- ◆ Represent the CVR at appropriate local, regional and statewide activities
- ◆ Provide administrative leadership for the Central Valley Region
- ◆ Assist county directors with efforts to support CE programs and manage personnel

### ADMINISTRATION

**DIANE CHADWICK (50% temporary assignment/afternoons)**  
**Assistant to the Regional Director**

**559-646-6543**  
**dchadwick@uckac.edu**

- ◆ Regional Director's calendar
- ◆ Regional Director's meeting coordination
- ◆ Regional Director's administrative support
- ◆ See also Payroll Services Section

**CHERIE MCDUGALD, Chief Administrative Officer**

**559-646-6518**  
**cmcdougald@uckac.edu**

- ◆ CV Region budget management
- ◆ Management and coordination of Regional Director allocations
- ◆ Administrative support to Regional Director (issues/projects)
- ◆ UC and ANR financial, personnel, and administrative policy and procedure interpretation
- ◆ County Director support
- ◆ Academic merit & promotion process
- ◆ Oversight of Regional Office financial services, personnel services, and administrative services units
- ◆ Internal controls
- ◆ Liaison with ANR Vice President's Office units
- ◆ UC checking accounts oversight
- ◆ Federal mail allocations

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**PERSONNEL SERVICES**

**CINDY INOUYE, Personnel Analyst - Supervisor**

**559-646-6535**  
**cinouye@uckac.edu**

- ◆ Academic personnel
  - \* academic recruitments and search committee coordination
  - \* new Advisor hires/appointments
  - \* academic merits & promotions
  - \* academic sabbatical leaves and other leaves
  - \* UC and ANR academic personnel policy interpretation
  - \* academic separations
- ◆ Staff personnel (all bargaining units)
  - \* career and limited term policy implementation
  - \* merits and other salary increases
  - \* annual staff performance reviews
  - \* staff personnel policy interpretation (PPS, RX, TX, CX, SX)
- ◆ Personnel reports/analyses
- ◆ Oversight of FMLA, academic and staff leaves of absence

**CATHY EDWARDS, Personnel Assistant**

**559-646-6511**  
**cedwards@uckac.edu**

- ◆ Staff personnel
  - \* career and limited term recruitment and hiring processes
  - \* classification of positions
  - \* hiring and separation transactions
  - \* requests for reclassification of positions
  - \* staff separations
- ◆ Academic and career staff personnel forms
- ◆ UC Benefits
- ◆ Employment Verification (academic & staff)

**JOYCE HATANAKA, Personnel Assistant**

**559-646-6517**  
**jhatanaka@uckac.edu**

- ◆ Staff personnel:
  - \* Payroll/Personnel System processing
  - \* changes in appointments (extension letters)
- ◆ Layoff or reduction in time actions for career staff employees
- ◆ Injury/illness reports (academic and staff)
- ◆ Assist with academic recruitments and other actions
- ◆ Staff service awards

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**FINANCIAL SERVICES**

**KATHY MONTANEZ, Financial Analyst - Supervisor**

**559-646-6530**  
**kmontanez@uackac.edu**

- ◆ UC/ANR financial policies and internal controls
- ◆ Contracts and grants management, cost share reporting, sponsor interaction
- ◆ Cost transfers
- ◆ General Ledger Review coordination
- ◆ Payroll cost reports and analysis
- ◆ Intercampus financial activity
- ◆ UC checking account policies
- ◆ UCD purchasing card management
- ◆ Annual effort report certification
- ◆ Fiscal year-end closing (state & federal)

**KENNIETH NASALROAD, Financial Specialist**

**559-646-6544**  
**knasalroad@uackac.edu**

- ◆ MyTravel System, UCD Corporate VISA card, CTS travel arrangements
- ◆ Out of state and foreign travel procedures, foreign per diem and exchange rates, travel voucher preparation
- ◆ UC equipment inventory
- ◆ Gift acceptance procedures
- ◆ Account ledger entry questions
- ◆ See also Payroll Services Section

**LORRAINE HOLM, Financial Assistant**

**559-646-6590**  
**lholm@uackac.edu**

- ◆ MyTravel System review of expense reports (last names beginning with M-Z)
- ◆ Purchase Requisition/Order coordination, order status, vendor payments – orders of \$5,000+ in value
- ◆ Entertainment expense processing procedures and payment status (paper reports)
- ◆ Out of pocket expense reimbursement procedures and payment status
- ◆ Gift processing
- ◆ UC cell phone procedures
- ◆ UCCE business card orders
- ◆ UCCE logoware

**NORA RODRIGUEZ, Financial Assistant**

**559-646-6532**  
**nrodriguez@uackac.edu**

- ◆ Low-value (less than \$5,000) invoice processing procedures and payment status
- ◆ MyTravel System review of expense reports (last names beginning with A-L)
- ◆ Checking account reimbursement processing
- ◆ Cash collection processing
- ◆ Direct Charges for utilities and shipping

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**PAYROLL SERVICES**

**KENNIETH NASALROAD, Payroll Services Supervisor**

**559-646-6544**

**knasalroad@uckac.edu**

- ◆ Academic leave reporting
- ◆ Staff time & leave reporting
- ◆ Payroll/leave policies
- ◆ Catastrophic leave programs
- ◆ See also Financial Services Section

**DIANE CHADWICK, Payroll Assistant (50% time/mornings)**

**559-646-6571**

**dchadwick@uckac.edu**

- ◆ Payroll questions (academic and staff)
- ◆ Staff employee leave balances
- ◆ See also Administration Section