

**COUNCIL OF UNIVERSITY OF  
CALIFORNIA  
STAFF ASSEMBLIES**

**Policies and Procedures Committee  
Annual Report  
2007-08**

**Committee Members:**

- Sabrina Lux Wright, UCLA (Chair)
- Kim Summerfield, UCSB (Vice Chair)
- Robert Buel, UC Merced (Budget Coordinator)
- Heather Nichols, UCSF
- Beverly Skinner, UC Berkeley
- Penny White, UC Irvine

**Executive Summary:**

The Policies and Procedures (P & P) committee had the following main charges for 2007-08:

1. Update delegate expectations section to the CUCSA Working Procedures;
2. Update the Election Coordinator Section in the Working Procedures;
3. Recommend and update committee and work group sections of the Working Procedures and By-laws;
4. Review, Update, and Create the CUCSA History Section and a new CUCSA History Timeline;
5. Assist with the creation and organization of the on-line CUCSA archives,
6. Update the Travel Guidelines and Policies;
7. Create a 3-year budget plan and the final Budget report for the 2007/2008 Fiscal Year;
8. Review all CUCSA Bylaws and Working Procedures;
9. Update the CUCSA meeting planning Checklist, include sustainability;
10. Create a Bio-Packet Template;
11. Update CUCSA Secretary's Role in By-laws;
12. Update "Interested in Being a Junior Delegate Sheet;"
13. Create a brief profile of all UC Staff Assemblies; ]
14. Create a "Frequently Asked Questions" informational sheet;
15. Create an "Interested in being a CUCSA Officer" information sheet;
16. Create a Workgroup Timeline.

## **1. Update/Add Delegate Expectations Section to Working Procedures**

Last year, the P & P committee reviewed the orientation process and looked for improvements in delegate preparedness. The CUCSA orientation and resource materials related specifically to delegate expectations were reviewed and updates were made to the working procedures and the by-laws. Resources for this update will include the Junior Delegate fact sheet developed last year and the orientation slides presented to delegates.

## **2. Update section in working procedures containing information on Election Coordinator that he/she must be mentor for following year.**

Last year, the P & P committee reviewed the election process and recommended that the election coordinator serve as mentor the following year. We would like to formalize this and add that regardless of whether that person is a delegate the following year, they agree to mentor the new Election Coordinator to the working procedures. We also clarified language in the working procedures about the election process.

## **3. Review and Suggest Updates of Committee/Work Groups Section in Working Procedures and Bylaws**

The P & P committee reviewed and updated the following sections in the workgroup section of our working procedures and bylaws:

- Guidelines for workload expectations
- Including a list of action items for the next year at the end of each final report if appropriate
- Added committee chair expectations
- Added section about the committee vice chair, including that the vice chair is always a Junior Delegate.

## **4. Revise CUCSA History Section**

The P & P committee revised the CUCSA history section to be more concise and updated it to include information of the past few years' accomplishments. Additionally we created a visual timeline for ease of reference.

## **5. Assist with the creation and organization of the on-line CUCSA archives**

A member of the P & P committee, Penny White, worked closely with the CUCSA Chair to begin the process of digitizing all CUCSA documents and records. This will be completed by winter 2009. Once all materials in storage

are digitized, the Policy and Procedure committee will provide support on the organization of information such as CUCSA work group reports, minutes, previous delegate information, etc.

## **6. Update Travel Guidelines**

The CUCSA Travel guidelines were reviewed and changes were recommended so that the document does not need to be adjusted annually. New policies were written to reflect CUCSA's current budget restrictions and limitations.

## **7. Create and submit a 3-year Budget Request and complete the final Budget Reporting for 2007/2008 for the Office of the President**

The P & P Committee created and made recommendations for a 3-year budget plan for use by the Chair and Chair-Elect in reviewing funding sources, seeking funding support, and creating new ways to maintain CUCSA's meeting structure while not compromising the final work products and mission of CUCSA. Additionally, the committee assisted in drafting the final budget report for the 2007-2008 fiscal year.

## **8. Review all CUCSA Bylaws and Working Procedures**

The P & P Committee reviewed all documents and working procedures for any inconsistencies and/or omissions to ensure these documents are current, accurate, and user friendly.

## **9. Revise CUCSA Meeting Planning Checklist**

The CUCSA Meeting Planning Checklist serves as an extremely useful tool for the hosting campus planning an upcoming meeting. The P & P Committee revised the document to ensure accuracy and updated necessary areas. Suggestions were also included for incorporating sustainability principles into meeting planning.

## **10. Create CUCSA Bio-packet for invited guests**

To help give CUCSA invited guests a broader sense of who the current delegation is the P & P Committee created a Bio-packet template that would include information like name, location, years of service, position, a photo, and a brief 2 sentence biography. This was modeled after the Regents Information Page. Often our guests want more information and rather than extending the introduction time, CUCSA will offer them these materials in advance.

## **11. Update CUCSA Secretary Role**

CUCSA is increasingly trying to have all relevant information on the CUCSA webpage for delegates and campus to easily access. Given this trend, the P & P Committee updated the by-laws to include an annual review of the website as part of the CUCSA Secretary's Role and the annual archival process was also added to the Secretary's role.

## **12. Update Interested in Being a Junior Delegate fact sheet for 2008/2009 delegate recruitment.**

The P & P Committee updated the sheet to include more specific information about expectations as well as the current meeting schedule for 2008/2009.

## **13. Create Profile of all UC Staff Assemblies**

During CUCSA's September 2007 meeting it was decided it would be very useful to have a basic 1-page information sheet from each delegation that included basic information such as:

- Membership
- Mission
- Sponsorship/Funding
- Events (and their sponsors)
- Programming
- CUCSA Delegate Information
- Contact with Senior Administration

This sheet allows CUCSA to easily see the differences between delegations and utilize this data to possibly increase sponsorship and/or support of administration.

## **14. Create a Frequently Asked Questions for CUCSA delegates**

This tool is in line with the information on the Junior Delegate fact sheet so that before a meeting delegates and guests can easily get most of their questions answered. This information can be posted on the web for easy navigation and response to FAQ's.

## **15. Create Interested in Being a CUCSA Officer fact sheet for 2008/2009 delegate recruitment.**

The P & P Committee created this document to give delegates brief (one-page) information on the duties and responsibilities of becoming a CUCSA officer. This document will assist in recruiting talented individuals in these important roles by briefly outlining for them the expectations and workload.

## **16. Create Work Group Timeline**

The P & P Committee created a timeline that outlines, in a month-by-month format, the progress and general guidelines for all work group committees. This tool can be used by the CUCSA committee chairs and vice chairs to ensure they are keeping their workgroups on track and communicating with their team and the CUCSA leadership team in a timely manner.

## **RECOMMENDATIONS FOR 2008-09**

The following are recommendations for the 2008-09 Policies and Procedures Committee:

1. Make recommendations on the organization of the recently digitized CUCSA documents and materials. Review which sections should be on the website and/or for public viewing or delegate viewing only.
2. Review and Modify Language in the By-Laws about the voting process when there is only one candidate running, clarifying that a vote should be held regardless since the by-laws state that a candidate must be approved by 50% +1 of the CUCSA delegation.