



## **INTERNAL OPERATIONS WORKGROUP**

**Annual Report**

**JUNE 3, 2011**

### **Committee Members:**

*Jasu Prasad, University of California, Davis Health System (Chair)*

*Erin Webb, University of California, Merced (Co-Chair)*

*Julie Luera, University of California, Santa Barbara*

*Martha Olsen, University of California, Santa Barbara*

*Dave Wargo, University of California, San Diego*

## **EXECUTIVE SUMMARY:**

The Internal Operations Workgroup (IP) was focused with the record keeping, accounting and administrative duties for the Council of UC Staff Assemblies (CUCSA). Those duties include reviewing and updating the following items:

- **Maintaining and Developing the CUCSA Website**
- **Delegate Resources**
- **Hosting Manual**
- **Bylaws**
- **History Timeline**
- **Location Profile Survey**

In addition to the record keeping, we were asked to establish a policy for conducting surveys system-wide and within the delegation. A survey was created to collect procedural policies of the local Staff Assemblies, and was used as a test of procedures.

## **UPDATES TO EXISTING MATERIALS:**

**Hosting Manual:** Hosting Manual was updated to prove to be helpful in the transition and orientation of future delegates and to each Campus how to Host in future

**Delegate Resources updated**

**Quarterly Meeting Schedule was updated**

**By-Laws Revision:** While a written guideline for the election process was established in 2008-2009 by this workgroup, the procedure for electing an Elections Chair was not established nor added to the By-laws. This was reviewed at the March meeting at UC Davis. It was determined that nominations would be heard at the third meeting of the year and a vote to take place immediately following the nomination. The By-laws were updated to reflect this policy change.

## **History Timeline Summary:**

**2008-2009:** Chair Joel Gonzales resigned in August. Per the By-Laws, the Chair-Elect stepped up to take on the role of Chair. An election was held in November to Elect a new Secretary and Chair-Elect.

In reviewing the potential travel costs for next year, and considering current budget conditions, the CUCSA voted to decrease the number of meetings from four to three, eliminating December's meeting. December's meeting would potentially become a conference call amongst the members.

**2009-2010:** Due to budgetary constraints across the UC system, it was decided that the CUCSA Meeting schedule for 2009-2010 would include three (3) physical meetings to occur in September, March and June and lasting three days; and one teleconference in December to last one day.

**2010-2011:** At the request of President Yudof, meetings between the UC President and CUCSA Leadership (Chair and Chair-Elect) will now take place on a quarterly basis. This is in an effort to facilitate open communication between the Office of the President and CUCSA. Our CUCSA Leadership was also asked to play a part in the Committee on the Future and Post Employment Benefits Task Forces. All of these events were recorded in the CUCSA History Timeline.

## **NEW INITIATIVES:**

**Staff Hosting Survey:** Throughout the years we have discovered the many differences in the structure, funding, and initiatives of the local staff assemblies. Survey was sent to all the Senior Delegates of all the campus. This data was used for both CUCSA planning and budgeting, as well as for each campus in reviewing and possibly expanding their current practices. The survey was completed in February and was presented on our quarterly meeting in March

**Workgroup Reports Editorial Guidelines:** Our workgroup was asked to put together a policy and procedure and to form a Work Group for Editing our Work Group. This policy and procedure document was added to the CUCSA By-laws and website.

**CUCSA Leadership Award:** The Council of University of California Staff Assemblies named the Award "Outstanding senior Leadership Award". Nomination Form was created by the Chair and the criteria for the Award was based on five Categories listed below:

- Support of Staff
- Inclusion of Staff
- Communication with Staff
- Commitment to Equity, Diversity, and Community
- Support of local Staff Assembly
- Support of CUCSA

**RECOMMENDATION:**

This year Internal Operation advises next year's delegation to take a detail look at the History Timeline and be able to update the website frequently with all the upcoming updates.

**CONCLUSION:**

The Internal Operation Workgroup is a standing Workgroup for CUCSA. It is essential to the continuity of the delegation and maintaining standards to our practices.