

**COUNCIL OF UNIVERSITY OF  
CALIFORNIA  
STAFF ASSEMBLIES**

**POLICY AND PROCEDURES  
COMMITTEE**

**2005-06 ANNUAL REPORT**

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**Committee Membership:**

Terry Downs, Co-Chair (UC Berkeley)  
Kim Summerfield, Co-Chair (UC Santa Barbara)  
Kathryn Barton (UC Riverside)  
Greta Halle (UC Santa Barbara)  
Stephanie-Jean Hinojosa (UC Irvine)  
Sonia Johnston (UC Merced)  
Lin King (UC Davis)  
Stephanie Peterson (UC Merced)  
Natalie Powell (UC San Diego)  
Monica Steinhart (UC Davis)

The Policies and Procedures Committee focused on three areas during 2005-06:  
1) updating data in the Educational Fee Waiver Proposal, 2) creating guidelines for campus update reports, and 3) amending the CUCSA bylaws to include delegate election timing.

**EDUCATIONAL FEE WAIVER**

Because CUCSA had anticipated reintroducing the Educational Fee Waiver Proposal in the next academic year, the Committee was charged with updating the data in the 2003 CUCSA Fee Waiver Work Group Report. Members reviewed fee waiver programs at the Comparison 8 universities and other competitive institutions and made appropriate adjustments. However, over the course of the year, it became evident that requesting action on the fee waiver proposal would not be fruitful at this time, and the effort was abandoned for the year at the request of the CUCSA chair. The Committee does recommend that any future proposal for the fee waiver be a joint initiative between CUCSA and the Academic Council, and that the changes identified for the comparison campuses be incorporated into a new document.

## **GUIDELINES FOR CAMPUS UPDATE REPORTS**

The Committee was also charged with creating guidelines for the campus update reports. Prior to every CUCSA quarterly meeting, each location must submit an update reflecting happenings at their site since the prior meeting. These updates have varied widely in content and length. The Committee recommended a one-page format for limiting the content to staff association events and relevant staff issues only. The Committee also recommended that each location choose one “highlight” in its report that could be briefly verbally reported at the CUCSA meeting. The complete recommendation and format for the updates is in Appendix 1.

## **DELEGATE ELECTIONS BYLAW AMENDMENT**

Finally, the Committee was asked to recommend a revision of the CUCSA bylaws addressing the timing for naming delegates. Because the Office of the President would like to send letters of support to the supervisors of the delegates during the summer, and because the CUCSA officers need to correspond with delegates prior to the September meeting, it was imperative that all delegates be named by the June meeting.

As approved by a vote of the delegates on April 19, 2006, the following sentence in italic was added to Section 1, Article VII. “Each participating UC location will send two delegates to participate in the Council. *Each UC location shall name its delegates by June 1.* The term of office shall be two (2) years, the first year as a junior delegate and the second year as the senior delegate. Each year will commence on July 1.”

## **Appendix 1. Campus Update Guidelines**

The campus update should be no more than one page. It should only include information about staff association events and relevant staff issues. We also encourage you to highlight one specific item/issue/event that has occurred within the last quarter that you feel would be particularly good to share verbally at the next meeting. The update will be posted on the CUCSA website and is a public document.

### Format

- Staff Association logo
- “Campus Update” centered with month and date below
- Bold topic heading for each paragraph to identify the subject of paragraph

### Highlight

This paragraph should highlight a significant event or issue at your location that you will be sharing with the group. One delegate from each location will give a one to two minute announcement (not discussion) of this highlight at the CUCSA meeting.

### General Document Organization

1. Highlight
2. Current staff association events or activities
3. Relevant issue(s) affecting staff at your location
4. Contact name and email

### What Not to Include

- General campus news not focused on staff
- List of executive board members
- Photos or clip art
- Letter closings

### **NOTE**

The CUCSA secretary has the discretion to edit any or all of the contents, based on CUCSA standards.

### **SUBMISSION DEADLINE**

The update report is due 2 weeks prior to CUCSA meeting. It should be submitted to the CUCSA secretary in Word format.

Example

*Logo*

## **Campus Update March 2006**

### **Chancellor's Take Me Out to the Ballgame**

Staff, with various Vice Chancellors and Chancellor Fox, attended the annual "Chancellor's Take Me out to the Ballgame," Chicago White Sox vs. San Diego Padres at PETCO Park. 500 tickets sold!! (We lost the game.)

### **Scholarship & Awards Reception**

On Friday, June 10, Staff Assembly hosted the 8<sup>th</sup> Annual Scholarships & Awards reception. Executive Vice Chancellor Daniel Neuman opened the program with remarks about the importance and value of staff. Two Faculty/Staff Partnership Awards were presented along with 15 scholarships for staff members. Scholarships (up to \$350) may be used to attend conference or enroll in courses relating to career plans of the awardees. The Faculty/Staff Partnership Awards were presented by Doug Padley, President Elect, to faculty members: Shahram Sharafat—Mechanical & Aerospace Engineering and Christophe Tiele—Mathematics.

### **Professional Development and Mentoring Opportunities**

The UCX Staff Assembly, in partnership with several campus departments, will again offer "Next Step," a career development program that provides classroom training, professional development and mentoring opportunities to UCX staff (include weblink, if available).

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