

Recommendation from the Policy & Procedures Work Group

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

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

SUBMISSION DEADLINE

2 weeks prior to CUCSA meeting. Submit to 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 8th 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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