

Policy and Procedures Workgroup

2008-09 Annual Report

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Executive Summary

The Policies and Procedures Workgroup worked on a variety of projects this year. These included updating existing materials such as the Staff Assembly profiles, frequently asked questions worksheet, travel guidelines, by-laws regarding voting procedures, the CUCSA history timeline summary, and the procedures for Election Coordinator. These materials were added to the CUCSA Working Procedures document.

The group tackled new initiatives which included: the creation of a survey focused on the SRDP program, modification of the organization overview created by the Communications Group aligning it with the strategic plan, creating name tag templates that can be used by all hosting campuses, creation of a workgroup report template, polling the Senior Delegates to determine locations that would cover delegate travel costs, and creating Bio Packets to be given to guest speakers.

A traditional function of the Policy and Procedure Group is to oversee the administration of the following procedures: the CUCSA budget, the analysis of the Junior and campus-funded Senior Delegate travel expenses, and the creation of an electronic on-line archive for all CUCSA material.

Updates to Existing Materials

Staff Assembly Profiles - profiles were sent out to the locations for update and new data regarding how each location adds new members to their assemblies (e.g. - opt in, fill out a form, automatically enrolled, etc).

Frequently Asked Questions worksheet - material was edited and updated to include web links and slight modifications to terminology.

Travel Guidelines - existing document was updated to align with current UC Travel Policy.

By-Laws Revision - a By-Law revision was drafted and adopted by the Council. This revision outlined the procedure to be followed in the event of the Chair-Elect being unable to fulfill his/her duties.

History Timeline Summary - annual updates included an abrupt change in leadership and resulting changes to By-Laws and changes to meeting frequency and length due to budget restraints.

Elections Procedures addition - a written guideline for the Elections Coordinator was added to the CUCSA Working Procedures document.

New Initiatives

SRDP Survey - a survey was created to determine how SRDP money is currently being allocated and the preference for maintaining the program in its current state or reallocating funds

into the salary base. The survey is scheduled to be sent out to the Campus Human Resources Officers over the summer.

Alignment of Organization Overview - the Policy & Procedure Workgroup was asked to review the Organization Overview document, created by the Communications Workgroup, and align the verbiage with that of the Strategic Plan.

Generic Reusable Place Cards - name placards with the University of California insignia were created for all delegates and officers so that they could be reused for all quarterly meetings during the year in an effort to be more 'green', save time and create uniformity.

Workgroup Report Template - a template was developed for the Workgroups creating a uniform and professional look across reports.

Polling Senior Delegates Regarding Travel Expense - Senior Delegates were asked if any or all of their travel expenses could be absorbed by their campuses in light of our budget restraints. The results were gathered by the Policy & Procedure Workgroup and used for budget planning.

Delegate Bio Packets for Guests – Bio Packets were created which profile all of the officers and delegates with photos, name, position, campus, service years (similar to the formal introductions that take place at meetings). These will be given to the guest speakers so that they will have a better idea of who we are and the diversity that our group represents.

Standard Annual Maintenance

Budget Creation - with the current budget restraints, the Policy & Procedure Workgroup used the data from the Senior Delegate poll and previous budgets and developed a budget for the 2008-09 year.

Junior Delegate Travel Expense Analysis - Junior Delegate travel expense estimates (and that of Seniors who are being funded by their locations) have been gathered and placed in a spreadsheet to be used in future budget negotiations.

On-line Archiving Project - retrieved scanned archive materials from Ed Abeyta and continued to work with Penny White from Irvine on the scanning project.