

Council of University Staff Assemblies Frequently Asked Questions

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How often does CUCSA take place and when is the next meeting?

CUCSA convenes for quarterly meetings, rotating among the UC locations.

The 2008/2009 schedule is:

- September 3-5, 2008 Irvine
- December 3-5, 2008 Santa Cruz
- March 4-6, 2009 Merced
- June 3-5, 2009 Berkeley/LBNL

Who are the guests at CUCSA meetings?

Some guests are invited from prior year invitations (postponed due to impacted schedules) while others are based on current goals and objectives of CUCSA, including staff issues. Speakers are selected from among the Regents, UCOP administration, and the host location for speakers about best practices or other issues of interest to CUCSA.

Will I be expected to attend every session?

CUCSA schedules speakers and small-group activities which benefit from the active participation of all delegates. Attendance is required at all sessions and scheduled events such as dinners. If you must miss a session please inform the Chair in advance of the meeting.

When is the campus report due? What do I include?

Campus reports are submitted to the Secretary one week prior to the meeting. Reports are edited for clarity and posted to the CUCSA website prior to each meeting. Campus updates should include current staff association events or activities, relevant issues affecting staff at your location, and if applicable, a highlight of a significant event or issue that you share with the

group. One delegate from each location will give a one to two minute announcement at each CUCSA meeting.

Who pays for my CUCSA travel expenses?

Travel costs for CUCSA officers and senior delegates are covered by CUCSA's budget. Junior delegates are funded by their home locations, as locations are expected to fund participation of at least one delegate. Laboratory participants are funded from location funds. Participants are required to stay at the conference hotel unless living within 30 miles of the conference location. Please read the Travel Guidelines carefully for specific instructions; see website: http://www.ucop.edu/cucsa/delegate_resources.html—delegate resources page, titled *Guidelines and Procedures for CUCSA Travel Reimbursement* (Senior Delegates and CUCSA Officers Only).

Has a room been reserved for me at the hotel?

No. The host location negotiates rates with the hotel and has a block of rooms set aside for the delegates. Please contact the hotel directly by the given deadline using the negotiated CUCSA conference reduced room rate. Hotel and travel information for the next meeting will be given to you prior to the end of each CUCSA meeting.

Do I have to share a room?

No. Each participant may have his or her own room. But if you would *like* to share a room with another participant please make arrangements directly with the hotel.

Will I have to pay for the hotel room? Meals?

In most cases senior delegates are reimbursed for one night maximum at the hotel, ground transportation, and selected meals. See the travel guidelines on the CUCSA website, http://www.ucop.edu/cucsa/delegate_resources.html—delegate resources page, titled *Guidelines and Procedures for CUCSA Travel Reimbursement* (Senior Delegates and CUCSA Officers Only).

If you plan to come a day earlier or stay a day later, the hotel will give you the conference rate for the room, but you will have to cover the charges for the extra days. Delegates are responsible for paying for any incidental services. CUCSA has a limited budget and appreciates cost saving efforts.

Junior delegates and laboratory delegates should follow location specific travel policy and procedure.

Are vegetarian or other special dietary meals provided?

Yes. Please contact the location host in advance of the meeting if you have a special need.

I have special access needs. How will they be met?

Please contact the host in advance of the meeting if you have a special need.

My location is hosting CUCSA this year, what arrangements do I make?

Detailed guidelines for hosting meetings are posted on the CUCSA website's resources page delegate Quarterly Planning Checklist: http://www.ucop.edu/cucsa/delegate_resources.html

What time does the meeting end on the last day?

CUCSA generally ends at 4:30 pm. on Friday. Delegates should schedule return flights accordingly to allow enough time to get to the airport.

How should I dress?

Dress for CUCSA is business. Dinners are usually casual.

I can't attend a CUCSA meeting. Should I send an alternate?

If you are unable to attend a CUCSA meeting please contact the CUCSA chair and discuss sending an alternate in your place. In most cases given the structure of CUCSA, if you are missing just one meeting, you will not be asked to send an alternate. Make sure to get all the relevant information from the delegate who is attending from your location.