

COUNCIL OF UNIVERSITY OF CALIFORNIA STAFF ASSEMBLIES QUARTERLY MEETING PLANNING CHECK LIST

CUCSA meetings rotate to a different UC location each quarter. Unfortunately funds are not available from the Council budget to assist local Staff Assemblies or Boards hosting the meetings. Following is a list of arrangements necessary to prepare for hosting a Council meeting.

Council Officers' Responsibilities

- Arrange for any speakers from the Office of the President or Board of Regents.
- Prepare and email agenda and related materials to delegates at least 5 days prior to meeting date.

Host Campus' Responsibilities

Campus Guests

Conferring with Chair and Chair-Elect, request Chancellor or highest available administrator to provide campus welcome. Schedule other dignitaries, such as local staff assembly sponsor, Vice Chancellors, etc. Schedule campus tours and other presentations as appropriate.

Communications

- Email information, including location of meeting room, transportation, lodging, parking, maps, and meals to campus delegates and guests 45 days prior to meeting. This may include an RSVP for dinner, transportation and parking permit needs, audio-visual needs, and special accommodations.
- Use as little paper as possible. Provide links to online resources.
- Inform Council Chair, Council Chair Elect and/or Secretary of proposed host campus speakers at least 21 days prior to meeting date. Ask guest speakers to use PowerPoint to limit their paper handouts.
- If meeting time permits arrange for a campus presentation or tour. This should be limited to approximately one hour.
- Invite the local executive board to the meeting. Provide draft agenda.
- Invite the executive board to join the working lunch and/or the open lunch.
- Thank campus participants. (Council will also send thank you letters).

Meeting Room

- Reserve room with tables and chairs (conference style) sufficient to seat all delegates, officers, and guest speakers (minimum of 30). Space and auditorium seating for a campus audience (10-20+) is also recommended. Make sure there are two spaces allowed for secretary.
- Order modesty skirting and table cloths.
- Coordinate speaker's media needs. Always have a large writing surface, working markers, and appropriate wall tape available.
- Provide access to a copy machine.
- Provide extension cords for laptop computers (tape or covers for trip hazard) and information about connecting to wireless networks.
- Provide a message and fax phone number for delegates.
- Print place cards with name on one side and introduction information on the other side for each delegate and with name on both sides for each speaker. Make names large enough to be seen at far end of table. If possible reuse place cards at following meeting.
- Print name badges for participants and if possible reuse at following meeting.

Transportation and Parking

Each delegate is responsible for their own travel to and from the meetings. Suggestions, arrangements, and/or directions by the host campus for surface transportation to and from airports, hotels, and campus are appreciated. In addition the host staff assembly could enlist volunteers to help with transportation needs. Use of rental cars is not allowed unless overall cost savings can be realized. Carpooling by delegates is encouraged.

- Arrange or suggest transportation from airport to Campus on first day of meeting.
- Arrange transportation from hotel to campus on each day of meeting.
- Arrange transportation to and from restaurant for dinner on Thursday evening.
- Arrange transportation to airport on Friday afternoon.
- Provide parking information at hotel.
- Provide a map of the campus, including the meeting site and convenient or appropriate parking lots.
- Indicate if home campus parking permits are honored or make arrangements to provide

permits to delegates and guests.

- Arrange for guests to be escorted to and from parking lot to meeting by member of local assembly.

Lodging

- Host campuses should reserve a block of rooms for delegates (29) and guests (if necessary), and use campus/university discount rate or negotiate a group rate. Be sure to notify delegates of any room release date for the block reservation. Delegates are responsible for making their own lodging reservation. Suggestions on local restaurants and activities near the hotel are helpful.
- If your city allows participation in the Tax Exemption program, provide delegates with a Transient Occupancy Tax Exemption Certificate form to present at the hotel. (You will need to find out ahead of time if the city the hotel is in allows this; the hotel should be able to tell you.)

Meals

Request that your caterer uses reusable dishes, silverware, glassware, and cloth napkins. Avoid, if possible, paper, Styrofoam, plastic plates, paper napkins, plastic cups, plastic silverware. Request that pitchers of water be available throughout meetings instead of individual bottles of water.

Orientation: Wednesday (fall meeting only)

- Welcome Reception [optional]
At the first meeting of the year delegates arrive for orientation on Wednesday afternoon. Campuses may host a welcome reception or provide dining options/recommendations for an informal evening get together.

Meeting Day 1: Thursday

- Continental Breakfast for 30
Most host campuses provide coffee/tea, juice, fruit, muffins, bagels and/or pastries for both mornings.
- Lunch for 30
The host campus provides a catered working lunch on the first day of the meeting. The host campus should coordinate this schedule with the Chair.
- Afternoon Break for 30
Soft drinks, water, fruit, cookies, crackers and cheese, and nuts are common for the afternoon break.
- Dinner
Make reservation at local restaurant on the first evening of the meeting (Thursday).

Potentially the group includes all delegates, officers, guest speakers, campus administrators, local campus members, etc. Total cost of meal must not exceed current allowable rate. Alcoholic beverages are not reimbursable. If possible host campus provides funding for Senior Delegates meals.

- Each individual is responsible for payment for dinner. A campus designee should collect cash for dinner from CUCSA participants on meeting dates and provide them with a dinner receipt.
- Provide payment to restaurant.
- Send dinner invitations to local assembly guests, campus dignitaries, coordinating committee members.

Meeting Day 2: Friday

- Continental Breakfast for 30
Most host campuses provide coffee/tea, juice, fruit, muffins, bagels and/or pastries for both mornings.
- Lunch
Delegates are on-their-own for lunch on the second day. A list of campus or nearby restaurants, and/or host campus guides is helpful. If possible host campus funds lunch for Senior Delegates.
- Afternoon Break for 30
Soft drinks, water, fruit, cookies, crackers and cheese, and nuts are common for the afternoon break.

Gift Bags Suggestions

- Many campus groups will donate items for gift bags. Suggestions for bags include:
 - Campus T-shirt
 - Mug
 - Note pad
 - Pens/pencils

Meeting Supplies

Items to have readily available:

- Markers
- Paperclips
- Masking tape
- Post its
- Pointers
- Staplers
- Three-Hole punch
- Wastebaskets
- Recycling bins
- Extra pens/pencils

- Kleenex
- Aspirin, Tylenol
- Clock
- Easels & flipcharts (3)
- LCD Projector
- Screen
- Laptop
- Safety pins

Publicity

- Faculty/Staff Newspaper—advance notice of meeting as well as coverage
- Fliers to assembly and other staff groups

Security

- Notify campus police of meeting in case President and/or Regent attends.

Budget

From various sources: Staff assembly budget, Vice Chancellor, Chancellor, Human Resources:

1. Meeting Room
2. Parking Permits
3. Breakfast, Lunch, Dinner, Snacks
4. Supplies
5. Transportation
6. Gift Bags
7. Wednesday evening reception (if hosted)