

## **Council of University of California Staff Assemblies CUCSA Workgroup Timeline**

### **September Meeting**

- CUCSA leadership and delegates choose workgroup topics.
- Delegates choose which workgroup they will join (adjustments made by executive team as necessary).
- Delegates elect a workgroup chair and vice chair within their workgroups.
- Workgroups report out to delegation on their plans for the year if meeting time permits.
- Workgroup chair and vice chair provide 3-month action plan and workgroup overview to CUCSA leadership (last week of September).

### **October-November**

- Workgroup chairs and vice chairs have regular check-ins with workgroup members to check on progress and troubleshoot (every 2-weeks).
- CUCSA leadership holds conference call with workgroup chairs to learn about workgroup progress and to provide guidance (end of October).

### **December Meeting**

- Workgroups work in person to reassess project, make decisions about direction of report, and think about draft for report.
- Workgroup reports out to delegation on progress if meeting time permits.

### **January - February**

- Workgroup chairs and vice chairs have regular check-ins with workgroup members to check on progress and troubleshoot (every 2-weeks).
- CUCSA leadership holds conference call with workgroup chairs to learn about workgroup progress and to provide guidance (end of January).
- Workgroup submits draft report to CUCSA Chair and Chair Elect (end of February).

### **March - April**

- Workgroup chairs and vice chairs have regular check-ins with workgroup members to check on progress and troubleshoot.
- Workgroup reports out to delegation for feedback on project if meeting time permits.
- Workgroup augments and revises draft report.

### **May**

- Final report is submitted to CUCSA Chair and Chair Elect (mid-May)

### **June Meeting**

- Workgroup chair and vice chair present their workgroup's final report to the delegation.

### **July**

- CUCSA Chair reports summary of final workgroup reports at Regents Meeting.