

2007-08

Staff Assembly FAQ

1. What is the UCR Staff Assembly?

The UCR Staff Assembly is a branch of the 10-campus Council of University of California Staff Assemblies (CUCSA), which formed in 1974 to improve communications between UC administration and staff and among staff at the individual campuses. The Assembly forwards the interests of career (non-represented) staff, especially as related to issues that affect our workplace and lives. It is an association of employees, sanctioned by the Chancellor and granted authority by the Regents, to serve as an advisory body to the Chancellor on staff matters, as applicable by law. It is neither represented by a collective-bargaining agent nor does it act as a collective-bargaining unit.



2. What is the mission or purpose of the Assembly?

The purpose of the Assembly shall be to enhance the functioning of the University of California, Riverside by promoting the interests and welfare of all career staff employees as allowed by law and, in cooperation with the Office of the Chancellor, to provide support for the mission of the University of California, Riverside.

3. What is the vision of the Assembly?

The vision of the Assembly is that staff may continually be challenged to stay informed, involved, and connected, both internally UCR and externally UC, as one of the most diverse, fastest growing, and, thus, impactful campuses in the UC system and state.

4. What does the Assembly value?

The Assembly values staff volunteerism, advocacy, shared governance, diversity, equality, partnership, ethical and responsible stewardship, accountability and transparency, and sustainability and excellence in the organization's operations, programs, and services.

5. What are the Assembly's strategic directives?

The strategic directives for the Assembly are predicated on the recommendations of the 2006-07 [Wonderlic] Staff Climate Survey Workgroups and Focus Groups as follows:

- To maximize communications among staff
- To motivate and retain staff
- To promote staff professional growth
- To advance staff programs and services

<http://www.staffassembly.ucr.edu/>



2007-08

FAQ

6. What positions make up the Assembly Executive Board?

The following positions make up the Assembly Board:

- President
- Vice President/President-Elect
- Corresponding Secretary
- Recording Secretary
- Social Chair
- Communications Chair
- Standing Committee Chair
- Ways and Means Chair
- Past President
- Chancellor's Liaison

7. What are the roles and responsibilities of the Assembly Board?

The role of the Assembly Board is to convey information from staff governance to senior executive officers at UCR and UC. The Board periodically checks with constituencies to determine what issues are most pressing so they may be brought before the Assembly.

8. How are Assembly Board members elected?

During the spring, the Assembly holds elections for the fall term. Once declarations of candidacy are emailed to campus Scotmail lists, interested and eligible staff indicate their interest in election by completing and returning to the chair of the Elections Committee an election form. If an elected member resigns, that person's seat is filled for the remainder of the term through Board appointment and vote from a list of non-elected candidates who have expressed consideration.

9. What areas of the university are represented by Assembly-eligible staff?

Assembly-eligible staff represent a broad cross-section of areas and disciplines. As of April 30, 2007, PPS records indicate a count of career staff by personnel program as 2,398 as follows: 9 – senior management group, 216 – management and senior professionals, 2,173 – professional and support staff. By gender, we are looking at 997 men and 1401 women. By ethnicity, that is 1,316 White, 206 Black, 603 Hispanic, 221 Asian, 23 American Indian, and 29 unknown. The count represents staff with an active appointment of 50 percent or greater.



FAQ

10. What are the benefits of being an active member in the Assembly?

As an active member in the Assembly, you have the opportunity to grow in many ways by:

- Promoting the interests of yourself and staff as a whole
- Increasing and improving communications among yourself and faculty, students, and other staff
- Participating in personal and professional staff development programs: Next Step classes, Women's Leadership Group, etc.
- Lending your voice in committees and activities designed to help the campus reach its short- and long-range goals
- Supporting the work of CUCSA (<http://www.ucop.edu/cucsa/>)

In addition, you may engage Staff Assembly Enrichment Scholarships for activities that improve your life. All career staff who have completed the probation period, for example, are eligible to apply. Said scholarships are available in one of three categories: career development, degree attainment, and personal development and growth.

11. What committees does the Assembly have?

The Assembly has the following committees:

- Ways and Means - Carries out the fundraising activities for Staff Enrichment Scholarships
- Communications/Newsletter - Develops the quarterly online Staff Assembly newsletter, The Bear Essentials
- Staff Enrichment Scholarships - Effects the annual nomination and award process for the Staff Enrichment Scholarships
- Elections - Coordinates the year's election of officers, during the spring, for Staff Assembly
- Social - Implements activities, such as the Holiday Party, Staff Breakfast, and Staff BBQ
- Staff Welfare - Provides financial and emotional support to staff in need

12. What activities does the Assembly conduct?

The Assembly holds quarterly meetings to which all career staff, as members, are invited to receive staff and campus updates. The group also sponsors activities that include social bazaars (i.e., trips to the Long Beach Aquarium and Pageant of the Masters), staff recognition events (i.e., service awards and Staff Who Make a Difference Awards), enrichment scholarship fundraisers (i.e., a silent auction), philanthropic and community service events (i.e., food drives and Adopt-a-Family Program), and communications venues (i.e., the Bear Essentials newsletter). The Staff Assembly theme, "A Rainbow of Possibilities," reflects the infinite possibilities associated with the Assembly, as we continue to be one of the most forward campuses in the system.



2007-08

FAQ

13. How can I get release time to participate in Assembly activities?

The UC authorizes Chancellors to encourage staff to participate in Assembly activities. Interested staff members should speak with their immediate supervisors to obtain release time, as needed, to participate in Assembly activities.

14. How much time does it take to participate in Assembly governance?

Your time commitment depends upon your level of involvement. While the Executive Board meets once monthly for 1.5 hours, some committees, for example, may meet bi-weekly for 2.5 hours during the academic year. Times of other activities, of course, vary based on the goal and time frame.

15. What is the Assembly membership fee?

Here at UCR, we are fortunate. To date, there is no membership fee.

16. What can you do?

There are several ways to become involved in the Assembly; here are a few:

- **Attend the Assembly meetings**

The Assembly generally meets once a quarter. At that time, you have the opportunity to find out more about important issues pertaining to our campus, such as the state budget and campus morale. Attend to experience the perks.

- **Serve on a committee**

Having a diverse voice on our committees helps us reach our goals of representing all staff members on key issues. Join one.

- **Volunteer**

Volunteer for a staff enrichment scholarship fundraiser or community event. Your contribution will help the Assembly make a difference.

17. How do I communicate my views to the Assembly?

If you have any comments, questions, or suggestions pertaining to either the Bear Essentials Newsletter or Assembly at large, please direct them to <http://www.staffassembly.ucr.edu/feedback/index.html>. For more

information about the Assembly's programs and events, please visit the Communications Chair at <http://www.staffassembly.ucr.edu/contact/index.html>.

18. How do I communicate my views to the Staff Advisors to the Regents?

If you have particular viewpoints, issues, or concerns that you would like to communicate to the Staff Advisors to the Regents, please access "What's on Your Mind" at <http://www.universityofcalifornia.edu/staffadvisors/yourmind.html>. The Advisors are two staff employees who bring a voice and perspectives of staff and non-Senate academic employees to deliberations on relevant matters that come before their assigned committees and The Regents.

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