

CAS Action Planning  
The College Union

July-15

<b>Part 1: MISSION</b>				
<b>Standard Number</b>	<b>Action Description</b>	<b>Position Responsible</b>	<b>Target Completion</b>	<b>Date Completed</b>
1.2.2	Review semesterly and review with staff	Director, Assistant Director	Aug-15	Jul-15
1.5	Provide more opportunities to understand the background of others.	Assistant Director	Aug-15	

<b>Part 2: PROGRAM</b>				
2.3.2.2	Decision Making Training	Assistant Director	May-15	Apr-15
2.3.2.3	Show evidence of this happening	Assistant Director	Aug-15	
2.3.2.4	Show evidence of this happening	Assistant Director	Aug-15	
2.3.2.5	encourage staff to participate in SVC programming and to participate as a team	Assistant Director, Operations Coordinator, Operations Manager	Dec-15	
2.3.5	Show the staff the use of the Student Evaluations and UC Surveys to improve the operations of the Union	Director, Assistant Director	May-16	
2.4.1	UC Expansion project	Director	Jun-15	Jul-15

<b>Part 3: ORGANIZATION AND LEADERSHIP</b>				
3.2.2	Better job of communicating and continue the conversation to help develop students	Director	Aug-15	
3.2.5	UC Expansion project	Director	Jun-15	Jul-15
3.2.6	Communicate with Student Activities staff on diversity information and ethical decision making	Assistant Director	May-15	Apr-15
3.3.5	Encourage staff to present at professional associations and to the campus community	Director, Assistant Director	Dec-15	
3.4.6	Include hands on training with various scenarios to assist students in understanding codes and laws	Assistant Director, Operations Coordinator, Operations Manager	Aug-15	
3.6.2	explain to students so they can communicate the information to the clients	Assistant Director, Operations Coordinator, Operations Manager	Aug-15	
3.6.3	ensure website is up to date	Assistant Director	Aug-15	
3.12	Continuity plan to be updated	Director/Assistant Director	May-15	May-15

<b>Part 4: HUMAN RESOURCES</b>				
4.2.4	move more funds to professional development in order for more participation by staff	Assistant Director	May-15	Apr-15
4.3.5	create tech position to support union events	Operations Coordinator, Operations Manager	Aug-15	
4.8.2	instruct the students on the resources available and how to direct to proper locations	Assistant Director, Operations Coordinator, Operations Manager	Aug-15	
4.9.4	provide more training and direction to properly evacuate to all staff	Assistant Director	Aug-15	

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<b>Part 5: ETHICS</b>				
5.2	have ethics procedures reviewed by the UCSA Advisory Council	Assistant Director	Oct-15	
5.5.1	Train our staff on relevant laws	Assistant Director	Aug-15	

<b>Part 6: LAW, POLICY, AND GOVERNANCE</b>				
6.1.5	Meet with Environmental Health & Safety director to ensure guidelines are available for review	Assistant Director	Aug-15	

<b>Part 7: DIVERSITY, EQUITY AND ACCESS</b>				
7.3.4	UCP working with ICA to have programs to assist in deepening the understanding of identity, culture, self-expression and heritage	Events Coordinator	Dec-15	
7.3.7	Incorporate multicultural training into the student employee program	Assistant Director	May-16	
7.3.8	work with UCSA Council to plan programs tailored to commuters	Assistant Director	May-16	
7.3.10	Look at building hours and work with tenants of building on facility hours	Director, Assistant Director	May-16	

<b>Part 10: TECHNOLOGY</b>				
10.1	UC Renovation Project	Director	Jun-15	Jul-15
10.3	Update website on a more constant basis	Assistant Director	Aug-15	
10.6.3	Update deferred maintenance schedule after construction project	Assistant Director	Aug-15	

<b>Part 11: FACILITIES &amp; EQUIPMENT</b>				
11.1.1	UC Renovation Project	Director	Jun-15	Jul-15
11.3	UC Renovation Project	Director	Jun-15	Jul-15

<b>Part 12: ASSESSMENT AND EVALUATION</b>				
12.2.3	Provide more resources to staff to encourage professional development	Director, Assistant Director	May-16	