

# Guidelines for the Campus Administrative Processing Advisory Council (CAPAC)

## 1. Mission of CAPAC

CAPAC provides a forum for departmental administrative processors. The purpose of the group is to identify and discuss current issues of campus-wide concern within the administrative processing environment with a goal of seeking constructive, beneficial improvements through the sharing of ideas and solutions.

## 2. Membership

Membership is open to all affiliated CSU personnel.

## 3. CAPAC Roles

**The Chair and Co-Chair** are current fiscal or administrative staff with the willingness to assume the role. Ideally: 1) they will have familiarity working in the related areas of campus and have knowledge of campus operating systems, 2) they are not a part of administrative unit unless they have previously worked in a department or similar unit on campus, and 3) they regularly attend CAPAC meetings.

### Chair and Co-Chair Terms:

- The Chair will serve for 1 year, with a term beginning on July 1 and ending on June 30.
- The Co-Chair will serve as the new Chair once the Chair steps down after their 1-year term. At that time, a new Co-Chair will be solicited.

**Representatives:** CAPAC representatives are the point person in CSU administrative units for topics that arise in their areas; current areas include HR, OSP, and Business and Financial Services. Representatives collaborate with CAPAC on university implementations and initiatives, to gain feedback and ideas from the CAPAC community.

*March 2021 - Will work to add: Facilities, IT/IS, Procurement, CSU Foundation*

**Area Contributors:** CAPAC area contributors lead in their respective areas to suggest agenda items, share best practices, and lead the gathering of feedback in their area. Areas include: Accounting, HR, Operations, Web Focus, Travel, Training and Development, and other areas as needed.

**Other CAPAC Affiliations:** CAAG

## 4. CAPAC Chair and Co-Chair Responsibilities

The Chair will be responsible for:

- with Co-Chair, providing strategic guidance for CAPAC.

- with Co-Chair, maintain the CAPAC website including meeting minutes, documents, and links.
- scheduling meeting rooms.
- soliciting and setting agenda items for monthly meetings (currently the 4<sup>th</sup> Wednesday of each month, from 2 to 3 p.m.).
- distributing the emails regarding the agenda.
- determining when meetings should be cancelled due to lack of agenda items, scheduling, or other issues.
- facilitating the CAPAC meetings.
- communicating with CAPAC members via listserv about CAPAC-related issues and other items as requested by the CSU community.
- maintaining the CAPAC listserv.
- attending CAAG meetings to share input from the CAPAC group and ensure relevant topics that arise in CAAG are also presented to CAPAC. CAAG meetings are currently the 3<sup>rd</sup> Wednesday of each month from 10 a.m. to noon.
- share handouts, announcements, or guides when requested by campus stakeholders.
- training the Co-Chair in the maintenance of the CAPAC listserv.

The co-chair will be responsible for:

- with Chair, providing strategic guidance of CAPAC.
- with Chair, maintain the CAPAC website including meeting minutes, documents, and links.
- attending meetings, taking notes, and generating meeting minutes/video recording (or assigning this to another individual) for distribution to CAPAC members and to the CAPAC webmaster for posting on the website.
- share presentations and meeting handouts with the meeting notes and video, if they are available from the presenter at the time co-chair sends out notes/video.
- letting presenters review notes before distributing notes to the list serv
- Update website with meeting notes and handouts
- facilitating CAPAC meetings when the Chair is unable to attend.
- attending CAAG meetings when the Chair is unable to attend.

## **5. Structure of Meetings**

Meetings are scheduled for 1 hour (currently the 4<sup>th</sup> Wednesday of each month, from 2 to 3 p.m.). Typically, presenters will receive up to 15 minutes to present, including time for questions and answers, to provide an overview of their topic.

Topics requiring longer than 15 minutes will be reviewed by the Chair, and, if the agenda allows, those will be presented during the usual CAPAC meeting. For topics that require a more intensive focus, the Chair may set up a separate brown bag lunch meeting. The Chair or Co-Chair will facilitate scheduling this brown bag lunch with the presenter(s).

Social/Networking events – Chair and Co-Chair will facilitate Meet and Greets during the meeting and seek sponsorship from departments to co-host events that promote collaboration, networking, and mentorship opportunities within the CAPAC community.