



University of California
San Francisco

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Community Advisory Group Operating Framework

February 5, 2014

UCSF Goals for CAG:

UCSF strives to ensure a diverse, representative and dedicated membership on the CAG with an organizational structure that promotes engagement.

The CAG should:

- represent independent voices and perspectives
- represent the diversity of San Francisco
- embody varied points of view, including critics
- bring the viewpoints of various and particular constituencies to the table, while keeping in mind a city-wide perspective

Mission of the CAG

- to serve as a community advisory body and sounding board for UCSF administration on planning issues based on both a neighborhood and city-wide perspective
- to assist UCSF in strengthening communication with and engagement of the public on broader issues of community concern
- to provide essential and relevant feedback on programs, campus planning and development activities
- to identify strategies and actions for addressing community concerns

CAG Responsibilities

1. Review and discuss prospective plans and goals
2. Facilitate the public's access to UCSF by serving as a community access point to UCSF on issues of concern
3. Inform constituents about CAG activities
4. Inform UCSF of potential community issues
5. Assist in problem-solving when community concerns arise
6. Reach out to critics and engage them in the process to ensure that they have adequate information and that UCSF hears their point of view

CAG Organizational Structure

Meetings

- CAG meetings are held quarterly on the first Wednesday in March, June, September and December, and special meetings will be called as needed.
- Changes to the standard schedule will be announced in advance.
- CAG meetings are open to the public—dates, locations and agendas are published in advance. The public has an opportunity to provide comment at CAG meetings.
- The CAG Planning Committee meets with staff to compose the agenda for upcoming CAG meetings.
 - All CAG members are welcome
 - Staff works to ensure all campus sites are represented

CAG Organizational Structure

Commitment

- The UCSF Community Advisory Group (CAG) is advisory to the Chancellor and campus leadership.
- CAG members are appointed by the Chancellor based on recommendations from staff, CAG, and/or community members.
- A CAG member is expected to serve for at least 2 years.
- A CAG member is expected to attend at least 3 meetings a year.
- A CAG member in good standing may continue to serve.

CAG Organizational Structure

CAG Action Teams (CATs)

- **Purpose:**
 - Delve deeper into specific campus or campus-wide projects and issues
- **CAG Action Teams will continue to meet as need arises**
- **All CAT meetings are open to the public**

CAG Organizational Structure

Seats for Neighborhood Associations

Because they elect new leadership on a regular basis, the following organizations now have a designated seat on the CAG:

- Inner Sunset Park Neighbors
- Inner Sunset Merchants Association

People active in these organizations have been appointed to the CAG in the past and many remain on the CAG. However, over time their affiliations have changed.

CAG Organizational Structure

New Members

To ensure a variety of diverse neighborhood perspectives *and* a citywide perspective on UCSF's impacts and footprint, UCSF strives to include a wide range of neighborhood organizations and civic leaders with an emphasis on those who live and/or work near UCSF campus sites.

CAG Organizational Structure

New Members (continued)

Individuals interested in serving on the CAG are required to complete an application:

- The application seeks to gather information about the person's community experience, constituencies, and reasons for their interest in joining the CAG.
- Applicants must attend at least one CAG meeting before consideration.
- Applicants' qualifications are reviewed by staff for recommendation to the Chancellor.
- Accepted applicants will receive an appointment letter.
- Once appointed, new members will receive packets/links containing CAG Framework and key UCSF background information

CAG Operating Principles

Transparency: UCSF staff and CAG members will share relevant information to facilitate productive discussion.

Accessibility: Meetings will be scheduled and materials developed to enhance availability and ensure equal opportunities for participation.

Equal Participation: All participants will provide each other the opportunity to engage in a balanced dialogue, and will minimize domination of discussion and allow others to speak.

Respectful Interaction: All participants will show courtesy, honesty and respect towards each other.