Members Present: Gina Abrams, Annette Barnes, Eileen Bell, Kate Benn, Drew Danielson, Karen Denton, Carmen Foghorn, Lee Forgue, Steve Garber, Gwenn McIntyre, Tyson Nagler, Carol Suveda

Members Excused: Wilfredo Balza, Derek Coates, Jill Martin, Kendall Moalem, Paul Riofski, Scherry Royal, Beverly Skinner, Michael Thompson

Special Guest: Chancellor Robert Birgeneau

Others Attending: approximately 50 BSA members were in attendance

I. Chair’s Remarks: Kate Benn welcomed all in attendance and established the ground rules for the event. She announced that any submitted questions that were not answered during the presentation would be answered by the Chancellor in writing on the BSA website.

II. The end-of-year reports for all BSA committees are attached. Brief versions of these reports were delivered at the meeting.

III. The Chancellor spoke on the budgetary crisis facing the University for about half an hour. The University is facing a budgetary shortfall of $145 million, which is more than double the $67.2 million that the shortfall was earlier believed to be. The University had already planned an increase of $30 million in fee enhancements and $15 million to be covered by a staff hiring freeze, and these would have come close to covering the $67.2 million gap. However, the University now has to figure out how to cover a difference of $100 million. All units will have to cut their budgets by an average of 20%, rather than the 8% that had been asked earlier. This will affect everyone on campus, but units which are well-off may be hit harder than units which are already running lean. However, we must maintain the quality of a Berkeley education, and we must maintain access for all.

Some things that are planned are elimination of some staff positions, a faculty hiring freeze, required contributions to the pension fund, and an increase in benefits costs. There are no plans to offer an early retirement incentive. A furlough is being discussed at the systemwide level and there are legal concerns that must be addresses. There will probably be a combination furlough/paycut, and it will affect employees with higher
salaries more than it will affect lower-paid employees. University administration is sensitive to the fact that these cuts may increase workloads, and they are committed to maintaining programs for workforce development.

The Chancellor stated that UC Berkeley has been great for 141 years, and will be great for another 141 – we will find a way through this challenging time together.

IV. Chair’s Closing Remarks: There will be several programs sponsored by BSA in the coming year that will deal with these issues. Also, we should all remember that we, as part of the UC community, need to advocate for the University.

V. Meeting adjourned at 1:30pm.

Respectfully submitted,
Lee Forgue for
Kendall Moalem, Secretary
This is an ad hoc, project-driven committee working on revising the BSA bylaws and operating procedures to make them more useable and consistent. Since last September, our team of three (Lee Forgue, Tyson Nagler, Beverly Skinner) met -- frequently in the fall and infrequently in the spring -- to draft a revised set of documents. We met with the Chair and Chair-Elect to discuss our project, and determined that this will be a project to be completed next year. We hope to have a draft of the bylaws to present to the Coordinating Committee by October so that it can be sent to the membership for vote by November; we hope to have a draft of the Operating Procedures ready for approval by the Coordinating Committee by October.
Career Development Committee
Year End Report
2008-09

Staff who participated in Committee in 2008-2009:
Abrams, Gina  Joyce, Sharon
Barnes, Annette  Knight, Hanna
Chapman, Carol  Martin, Jill
Day, Kathryn  Moalem, Kendall
Demir, Laura  Rachwald, Carol
Garber, Steve (Chair)  Riofski, Paul
Goldberg, Kay  Smith, Paul
Graham, Mary  Weaver, Cathy

Accomplishments
• Over 110 active mentors were recruited for the 2009 Mentorship Program.
• We received close to 80 applications and had 71 eligible mentees.
• We provided more orientation and training to mentees. For example, on August 19, 2009 we held a Tips and Tricks session. The committee hosted Kelly Howard, Manager of Employment Services, who spoke about Informational Interviewing. On September 10th we had the second half of our Tips and Tricks session. This session was an opportunity for the new mentees to meet with a panel of last year’s mentees to hear suggestions for getting the most out of the program and for selecting the best mentor.
• Over 100 mentors and mentees attended our September 3rd Kickoff Reception for the 2009 mentorship program cycle.
• A successful Mentor Q&A Session with a panel comprised of Ron Coley, Inette Dishler, Nancy Schimmelman and Sandi Ketchpel occurred on November 17.
• We matched 53 mentees and mentors in the mentorship program for the 2009 calendar year.
• We received another $10,000 to hold onto Kay Goldberg as our Mentorship Project Coordinator. The funds are coming from Sidalia Reel’s office.
• The committee produced an Executive Report in February 2009 using data from all three program surveys we have done since 2005. The report was sent to the Chancellor’s Cabinet.
• We created a system to document our program expenses.
• A mentorship program procedures manual was created by Kay Goldberg before she ended her assignment with us on May 31, 2009.
• We are looking into creating a mentorship program specifically for Admin. Assistants I and II. We met with Mejiza Sanchez from UCSF who runs the “Turnaround Program” which is a mentorship program for AA I and 2 staff. The program is very successful. In 2009-2010 we will look into duplicating the program here at UC Berkeley.
# of committee members through the year: 14
  ABRAMS, Gina   Gerstenberger, Jill J
  BALZA, Wilfredo   SEAWARD, Donna L
  BELL, Eileen F.   THOMPSON, Michael J.
  BUCHALTER, Marc   WANG, Winnie
  BENN, Kate   MILLER, Sharon
  DANIELSON, Drew   White, Angela
  PORCH, Sabrina   GOKARN, Vinaya

# of programs: 2
Name of programs: BSA website, publicity services

Goals completed for the year:
- Updating and reorganizing content on current website.
- Rolling out an online membership application.
- Identifying volunteers to assist in preparing BSA announcements (thank you Kate!)
- Gathering resources and planning the development and rollout of an all-new Berkeley Staff Assembly website, build on a Drupal content management platform.
- In conjunction with the previous goal, developing plans to use a Drupal site to streamline collection and distribution of publicity for other BSA committees' endeavors.

Goals for next year:
- Rolling out a 1.0 version of a new BSA website, with minimum goals of migrating all current content, creating a more visually engaging experience for users, and creating a login structure that will facilitate the development of member-only and subcommittee-only content areas.
- Strengthening direct relationships with other BSA subcommittees and the Coordinating Committee, to assure that we can most effectively serve our role in publicizing the value of BSA membership through its programs, events, and announcements, and carry BSA's mission forward to the Berkeley public.
- Growing our overall membership by 50%, and attracting at least one new member with background and interest in Drupal development.
Council of University of California Staff Assemblies (CUCSA)  
2008-2009

Beverly Skinner  Senior Delegate  
Paul Riofski  Junior Delegate

Meetings were held:  
September 2008  UC Irvine  
December 2008  UC Santa Cruz  
March 2009  UC Merced  
June 2009  UC Berkeley

Speakers at each meeting included:  
- Randolph Scott, Executive Director, Strategic Planning and Workforce Development, Human Resources and Benefits, UC Office of the President  
- Bill Johansen, Staff Advisor to the Regents and Ed Abeyta, Staff Advisor Designate

Working groups:  
1. Policies and Procedures  
2. Internal Communications  
3. Educational Tuition Remission  
4. Strategic Communications

Highlights of the meetings included guest speakers:  

UC Irvine  
- UC Regent Bruce Varner  
- D’Artagnan Scorza, Student Regent and Jesse Bernal, Student Regent-Designate  
- Presentation from the Staff Diversity Council  
- Walking tour of the campus

UC Santa Cruz  
- Chancellor George Blumenthal  
- Frank Zwart, EVC Physical Planning and Construction  
- Walking campus tour

UC Merced  
- Chancellor Sung-Mo “Steve” Kang  
- Vice Chancellor, Administration, Mary Miller  
- Regent Odessa Johnson  
- Thomas Lollini, Associate Vice Chancellor - Physical Planning Design & Construction  
- Walking campus tour

UC Berkeley/LBNL  
- Steve Lustig, Associate Vice Chancellor, welcome UCB  
- Paul Alivisatos, Interim Director, welcome LBNL  
- Mark Yudof, President  
- Tour of the Advanced Light Source  
- Dinner/fund raiser  
- Chancellor Robert Birgeneau  
- VC Gibor Basri, Equity and Inclusion  
- Sidalia Reel, Director, Staff Diversity Initiatives  
- UC Regent Leslie Tang Schilling

I also noted that President Yudof reminded all present that we still had our First Amendment Rights and encouraged all staff to do their part in writing to local papers and legislators to ask them to support the University of California.
Excellence in Management Award

2008-2009

Committee Members
Beverly Skinner, Co-Chair
Gwenn McIntyre, Co-Chair
Gina Abrams
Jude Bell
Michele Cushnie
Karen Denton
Vinaya Gokarn
Maggie Lazar
Rochelle Rawls-Shaw
Scherry Royal

The event was scheduled for May 18 at the Chevron Room at International House. The theme was:

“Embracing the Inevitable…Change”
- Motivating a multigenerational workforce (baby boomers, gen-xers, millennials) *or*
- Maintaining quality with shrinking resources (budget, staff) *or*
- Keeping current with increasing job complexity

Chancellor Birgeneau was the keynote speaker and distributed certificates. Vice Chancellor Nathan Brostrom and Associate Vice Chancellor Steve Lustig attended as special guests. There were 30 applicants with 22 awardees.

We received $1,800 from AVC Lustig for the event; I-House reduced the cost of the Chevron Room by $530; and Patelco Credit Union donated $1,000 for the event. The total cost was $2,515 leaving a balance of $814.

Patelco Credit Union also donated tickets to two Giants games which were raffled to recipients.
Committee Members = 6
Co-Chairs: Carmen Foghorn and Kathleen Valerio;
Members: Micaele Ellswythe, Tabea Mastel, Scherry Royal, Paul Riofski
Committee meetings were typically held Tuesdays Noon – 1pm at the Free Speech Café

Programs Hosted = 6
Attendees = 86 thus far projected total estimate 150-200

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Guest</th>
<th>Topic</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 19</td>
<td>554 Barrows Hall</td>
<td>Beverly Skinner &amp; Paul Riofski, UCB’s Delegates to CUCSA</td>
<td>A Conversation with Berkeley’s CUCSA Delegates</td>
<td>8</td>
</tr>
<tr>
<td>January 21</td>
<td>150 University Hall</td>
<td>Sid Reel, Director of Staff Diversity Initiatives</td>
<td>Change Berkeley Staff Can Believe In</td>
<td>50</td>
</tr>
<tr>
<td>March 17</td>
<td>554 Barrows Hall</td>
<td>Beverly Skinner &amp; Paul Riofski, UCB’s Delegates to CUCSA</td>
<td>A Conversation with Berkeley’s CUCSA Delegates</td>
<td>14</td>
</tr>
<tr>
<td>April 29</td>
<td>554 Barrows Hall</td>
<td>Kira Stoll, Sustainability Specialist, Office of Sustainability and Alesia Woods, Manager, Parking &amp; Transportation</td>
<td>Transportation and Sustainability</td>
<td>14</td>
</tr>
<tr>
<td>June 15</td>
<td>255 Cheit, Wells Fargo Room at Haas</td>
<td>Guest: Chancellor, Robert Birgeneau</td>
<td>BSA Annual Meeting</td>
<td>48</td>
</tr>
<tr>
<td>June 19</td>
<td>150 University Hall</td>
<td>Sid Reel, Director of Staff Diversity Initiatives</td>
<td>Initial Findings of the Staff Climate Survey</td>
<td>78</td>
</tr>
</tbody>
</table>

Biggest accomplishment: learning how to work with the Office of the Registrar Room reservation process.

Things to improve: establish better communications between subcommittee, coordinating committee, BSA membership and campus at large. It would be great if there were a more formal or consistent procedure between coming up with an event and getting it publicized through the BSA mailing list, the BSA staff org website and posted to the BSA website overall. In some cases it may be appropriate to advertise events in the Berkeleyan or Daily Cal. This would most likely need to be coordinated through the communications Committee which was primarily in the process of being formed this year.

Recommendations for next year
- Most committee members have agreed to stay on. It would be great to get some new people involved.
- Six events a year seems like enough. Perhaps events could be paced to one every other month.
- We started out meeting twice a month, but it turned out monthly face to face meetings were enough, so long as these were supplemented with email communications to keep everyone up to speed.
Social Events Committee

2008-2009

Committee Members
Karen Denton, Chair
Marilyn Cardillo
Derek Coates
Lee Forgue
Marjorie Ensor
Carol Suveda became Co-Chair in April
Sylvia Swift

This year we had the following events:

Fall Welcome October 3, 2008 - 23
Holiday Luncheon Dec 5, 2008 - 15
Cal Baseball March 22, 2009 – 5
Brown Bag on Faculty Glade May 15th - 6
Spring Luncheon June 18th.

We added new events – Baseball game and brown bag.

Next Year’s Goals:

We would like to have more get togethers; some suggestions are:

• Bowling on a Sunday morning at Albany bowl
• Brown bags at lunch time
• After work at perhaps Jupiter, or another outdoor restaurant
• Going to a performance
• May also do a survey to see what staff are interested in
History
The Transition Committee was formed in response to a spring 2007 decision by the Coordinating Committee to move to a non-dues membership. The committee was charged with designing and implementing a plan to make this happen. During the 2007-08 year the committee consisted of Eileen Bell, Kate Benn, Carol Chapman, Drew Danielson, Terry Downs, Steve Garber, Kendall Moalem, Scherry Royal Carol Suveda, Sylvia Swift and Kathleen Valerio. Though the committee made recommendations to the Coordinating Committee by the end of their first year, not all plans were implemented. Thus the committee carried forward to 2008-09 to complete the charge.

Progress this Year
The Committee Membership changed in 2008-09 with members Bell, Danielson, and Downs continuing and the addition of new CC member Michael Thompson. At our first meeting (10/06/08) the committee discussed various components of the transition particularly involved with membership, outreach and fundraising. There was also a discussion of the importance of a strong Communications Committee in disseminating the information and maintaining the web site where the opt-in application form would be available. We presented our report (attached) to the CC at their meeting of 10/23/2008 for further discussion of the recommendations presented. Though discussed, no decisions were reached at this meeting.

Our committee met again on 03/17/2009 to refine our proposal which was placed on the agenda for the CC meeting of 4/9/2009.

Final Recommendations as approved by CC at meeting of 04/09/2009
- Establish a workgroup for fundraising
- Revive the Membership Committee and clarify the charge of the committee
- Announce the new Opt-in process to the campus community

This should be fully accomplished by the end of July 2009.