Governing Council Meeting  
Thursday, May 12, 2011

MINUTES

**GC Members Present:** Maty Corral-Avila, Kate Benn, Michael Combs, Karen Denton, Steve Garber, Gwenn McIntyre, Sharon Miller, Rochelle Nicolls, Tom Schnetlage, Donna Seaward, Beverly Skinner, Carol Suveda, Michael Thompson

**GC Members Excused:** Tyson Nagler, Greg Ryan

**GC Members Unexcused:** Gina Abrams, Kathy Mendonca

**Guests:** Kendall Moalem (BSA Career Development Committee), Roia Ferrazares (Chancellor’s Staff Advisory Committee)

I. Chair’s Announcements

Beverly reminded committee chairs that their annual reports are due to her by June 15th.

The general election to vote on changes to BSA bylaws ends Friday, May 13th. Based on preliminary returns, Beverly believes they all will pass. She will make an announcement to members next week.

Gwenn McIntyre reported that the nominations period for next year’s Executive Committee closed on Tuesday. Those accepting nominations are required to provide candidate statements by May 18th.

II. Approval of minutes

Maty Coral-Avila requested that the minutes for March 24 be amended to reflect that administration of the Staff Organization website will be handled by HR, with content being the responsibility of the Equity & Inclusion Analyst (not as previously stated in the draft minutes that all administration of the site would be handled by Equity and Inclusion). Steve Garber moved that the March 24, 2011 minutes be approved as amended, and Tom Schnetlage seconded. All voted in favor, except three who abstained.
Steve moved that we approve the minutes of April 14, 2011; Tom seconded. All voted in favor, except two who abstained.

Steve moved for approval of the minutes of April 28, 2011; Karen Denton seconded. All voted in favor.

III. Treasurer’s Report
Karen reported that April ended with a balance of $2,611.07 in the BSA bank account. The next batch of staff pins has been ordered for $637.73, which is less expensive than the first order because no set up fee was required this time. Karen needs to talk with Katrina Spencer in HR regarding the $400 of BSA money tied up in their accounts. We probably will be moving our bank account to the USE Credit union on Shattuck, which has no service fees.

IV. Committee Reports

Membership Committee
Beverly spoke on behalf of committee Chair Greg Ryan. Greg provided the Chancellor’s Office with a list of current BSA members for the upcoming Chancellor’s address; he also provided the list to Nithya in the Programs Committee to share with Sharon Miller. He counted 589 current members (67 new members to date for the year).

Social Events Committee
Co-Chair Carol Suveda summarized the events held to date:
- September – met at Raleigh’s
- October – Fall Welcome at Law School, excellent attendance
- December – Holiday Lunch at Men’s Faculty Club, gift and cookie exchange
- February – Chinese New Year
- March – drink’s at Henry’s

And upcoming events
- May – Cal Baseball with Stanford, Sunday 5/29
- June – Spring Luncheon at I house 6/23
- July – barbeque at I-House

For next year Carol and Co-Chair Karen Denton would like to see more committee members, a transition for new committee chair(s), and they welcome ideas for lunches.
Web Communications and Publicity

Co-Chair Tom Schnetlage reported it has been a dynamic year for web development. The current site has been cleaned up and is generally updated on a same-day basis. For the future site he is hoping to have a Drupal prototype by the end of May. The development group started with lots of participation, but there has been drop off; he is not sure what level of participation to expect in the coming year.

Co-Chair Rochelle Nichols reported on the development of the communications side of the committee. She took on the job of collating and sending the announcements this year, launched the BSA Facebook page and LinkedIn group with 39 and 33 people respectively; and has plans for starting a blog.

Programs

Committee Chair Sharon Miller reported on events to date:
- Operational Excellence presentation attended by 129
- Voices at the Table, December
- HR presentation on retirement benefits
- Voices at the Table, March

We discussed logistics for the upcoming May 24th Chancellor’s address to BSA members, including how to handle last minute sign-ups and announcements. Tom suggested digitally recording the event and posting it to the BSA website.

Sharon also reported losing committee members during the year and the need to identify a chair for next year.

Excellence in Management

Beverly reported that 24 nominees will be awarded this year at the May 16th ceremony.

Council of UC Staff Assemblies (CUCSA)

Sr. Delegate Steve Garber reported on the most recent activity of gathering feedback on the proposed system-wide Employee Initiated Reduction in Time policy (ERIT). Steve and Jr. Delegate Donna Seaward will be attending the final CUCSA meeting of the year in San Diego, June 1-3.

CSAC liaison report:

CSAC representative Roia Ferrazaeres reported that the first staff breakfast meeting with the Chancellor was successful. They are planning for more, to be scheduled twice a semester with up to 12 staff members attending. CSAC is happy to help set these up but would like the Council of Staff Organizations (CSO) to decide how attendees will be selected. CSAC’s next project will be a campus climate survey. Roia will write up an announcement to distribute to BSA members.
Career Development

Committee Chair Kendall Moalem reported on the mentorship cycle that is coming to a close in June; there are 43 mentor-mentee pairs. The committee has 13 members who generally meet twice a month. In this cycle they have organized mentor cohort meetings. The mentee cohort has been very active in organizing social networking and skills workshops. Alexis Bucknam will serve as Chair starting in July.

Kendall also mentioned that UCOP has used many aspects of our mentorship program as a model for their program that just launched with 24 pairs.

Michael Thompson reported that the Young & New Professional sub-group of the Career Development Committee has some ideas for how to engage and utilize non-matched mentors and having an end of cycle social lunch.

V. Carol Suveda moved and Maty Coral-Avila seconded that Karen Denton and Carol continue as co-chairs of the Social Events Committee. All voted in favor.

Carol moved and Maty seconded that Alexis Bucknam be approved as the new chair of the Career Development Committee. All voted in favor.

VI. Vision discussion was deferred to the next meeting.

VII. The meeting was adjourned at 1:03 pm.

Respectfully submitted,

Kate Benn