



BERKELEY STAFF ASSEMBLY

Coordinating Committee Meeting August 25, 2005 Minutes

The Coordinating Committee of the Berkeley Staff Assembly met on Thursday, August 25, 2005, in 127 Sproul Hall. Jessea Greenman and Annette Lewis presided.

Present: Ethel Adams, Jackie Blossom-Garcia, Madonna Camel, Terry Downs, Lee Fogue, Jessea Greenman, Nancy Horton, Annette Lewis, Annette Mora, Paul Riofski, Karen Roy, Kathleen Valerio

Excused: Susan Cass, Michael Cooper, Kim Guilfoyle, Clark Lemaux

Absent: Wilfredo Balza, Richard Bloom

The meeting began at 12:10. A quorum was not present at that time.

Agenda Item III. Co-Coordinators' Report:

1. Inventory of BSA items: There was a discussion as to the whereabouts of BSA-owned materials. Clark Lemaux has the umbrella, stand, and banner. Jessea Greenman has the left-over pencils. We believe that Clark Lemaux has an archive of BSA records, and Jessea Greenman will confirm that. There was a discussion about asking Steve Lustig whether there might be storage space available for BSA and for other staff organizations, perhaps in California Hall.
2. There was no update on Co-Coordinators Elect.

A quorum was achieved.

Agenda Item I. Minutes:

Minutes from August 11, 2005 were approved as amended. It was determined that we would keep the separation between CC members excused from the meeting and those who were absent without explanation. (The current By-laws define "excused".)

Agenda Item II. Treasurer's Report:

Jackie Blossom-Garcia gave a verbal report. We have close to \$1,500 in our account. A more detailed report will follow.

Agenda Item V. Direction of BSA:

There was an extensive brainstorming session on what BSA is and how we wish to proceed for the coming year.

- The current mission statement is still valid.
- We must remember at all times that BSA does not represent staff – we communicate staff concerns and give staff perspective.
- We benefit all, even those who are not BSA members.
- BSA is an inclusive group which welcomes all staff, even those who belong to by other staff organizations.
- We should plan an active recruiting campaign – from other campus groups, within units and departments, etc.
- We should contact other staff organizations and plan a joint function.

- Programs: We are a vehicle for conveying information to the campus staff – we solicit presentations from groups which have materials to share and ask those who have materials of wide interest to do a forum.
- We should plan a general meeting once or twice a year – this used to happen but has not in the past few years. The General Meeting is listed in the Operating Procedures.
- Consider putting information about BSA and how to join on a business card all the Coordinating Committee members can carry to hand out to potential members.
- Programs: Presentations do not have to be at regular Coordinating Committee meetings. They can take place at other times and in other venues.
- We need to gather opinions from staff, but we have no mechanism in place to do this. We need to create a way to “hear up”.
- BSA is the Berkeley campus’ link to CUCSA – both to present Berkeley’s concern to the group and to disseminate news from the CUCSA meetings to the campus.
- The General Meeting was folded into the New Members’ Luncheon – and that event was cancelled last year.
- **Who** and **Why** BSA exists is clear – we need to work on **How!**
- How do we know what staff thinks? So far, we’ve been running on intuition – and so far, it has worked. But what does the rest of the iceberg look like? We’re pretty sure about the concerns of office staff – but what are the custodians’ issues?
- We could easily get bogged down in details...
- Newsletter: This is published electronically about twice a year to all BSA members. It could be a great vehicle for publicizing our programs – especially if we got the URL sent to all staff.
- We should continue to have a booth at Staff Appreciation Day/Summerfest.
- We should investigate having information on BSA included in New Staff Orientation packets. It used to be included.
- We should contact the *Berkeleyan* about upcoming events that they might wish to send people to cover.
- We could have a “write-in” page on our website for staff to make their concerns known.

Going forward:

1. We need to formulate goals based on our mission statement.
2. We need to set concrete objectives and a timeline for achieving them.

Homework:

1. Bring suggestions for content for the website to the next meeting.
2. Each Coordinating Committee member should bring one recruiting idea to the next meeting.

As the time allotted for the meeting had run out, Agenda Item IV. Committee Assignments was remanded to the next meeting. The meeting was adjourned at approximately 1:00pm.

Respectfully submitted,

Lee Fogue, BSA Secretary