



## BERKELEY STAFF ASSEMBLY

### **Coordinating Committee Meeting September 8, 2005 Minutes**

The Coordinating Committee of the Berkeley Staff Assembly met on Thursday, September 8, 2005, in 127 Sproul Hall. Jessea Greenman and Annette Lewis presided.

**Present:** Susan Cass, Lee Fogue, Jessea Greenman, Kim Guilfoyle, Nancy Horton, Annette Lewis, Annette Mora, Paul Rioski, Karen Roy, Kathleen Valerio

**Excused:** Ethel Adams, Wilfredo Balza, Richard Bloom, Jackie Blossom-Garcia, Michael Cooper, Madonna Camel, Terry Downs, Clark Lemaux

**Absent:** none

**The meeting began at 12:10. A quorum was present at that time.**

#### **Agenda Item I. Minutes:**

Minutes from August 25, 2005 were approved as amended.

#### **Agenda Item II. Announcements:**

1. Jessea Greenman added additional names to the "excused" list.
2. The faculty-Staff Advisory Committee on Health Matters needs a representative.
3. The ergonomics matching-funds program has been renewed. (There was a question about which announcements sent by the campus to the BSA Co-Coordinators would be forwarded. In general, announcements from other staff groups, messages from the Ombudsman office, job postings, and similar matters of general interest will be forwarded. What is sent is not everything that is received.)

#### **Agenda Item III. Co-Coordinators' Report:**

1. BSA has signed the letter sent to Chancellor Birgeneau in support of diversity.
2. The Staff Mentorship Committee has been nominated for a Chancellor's Outstanding Staff Award (COSA).
3. Margo Wesley from the Ombudsman Office wants to share their annual report with the Coordinating Committee.

#### **Agenda Item IV. Treasurer's Report:**

Jackie Blossom-Garcia provided a report on the Spring Luncheon and membership.

#### **Agenda Item V. Committee Reports:**

1. The Mentorship Committee is still soliciting members – even though there are many mentors already on board, we have almost four times the number of mentees we had in the pilot cycle.
2. Sign-up sheets for the various committees were passed around. Programs and Events will be two separate groups, since the programming for them is so different. All Coordinating Committee members are expected to sign up for at least one committee.

#### **Agenda Item VI. Other Items:**

1. Kim Guilfoyle brought up the fact that the Haas School's Dean's Advisory Committee ran a poll on whether CDOP should be continued and also collected 200 signatures asking for CDOP to be continued at Summerfest. This was submitted to Steve Lustig's office on August 15, but there was no response, not even a note that the materials were received. It was requested that BSA discuss with VC Lustig the need to at least acknowledge the receipt of staff input.
2. We continued our discussion of the future direction of BSA. One of the goals is to increase our membership, both by getting more people to join and by converting more "free" members to "paid" members at the end of their first year. An issue is what benefits are offered to members, and one thing we can do to provide a benefit is to get the programs going. We need more ideas about how to improve our membership, so everyone is charged again to review goals and objectives and do the homework from the last meeting. (See below!)

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, discussion was closed. The meeting was adjourned at approximately 1:00pm.**

Respectfully submitted,

Lee Fogue, BSA Secretary