



BERKELEY STAFF ASSEMBLY

Coordinating Committee Meeting
Thursday, February 23, 2006
2125 Dwinelle Hall
12:10 to 1:00 p.m.

Members Present: Cassandra Alcala, Wilfredo Balza Jr., Susan Cass, Terry Downs, Lee Fogue, Jessea Greenman, Kim Guilfoyle, Clark Lemaux, Annette Lewis, Annette Mora, Nancy Horton, Paul Riofski, Kathleen Valerio

Members Excused: Ethel Adams, Madonna Camel

Members Absent: Michael Cooper

- I. The Minutes of the February 9, 2006 meeting were approved.
- II. Co-Coordinators Report:
 - All budgetary requests from committee chairs which will be included in BSA's funding request to AVC Steve Lustig should be sent to Annette Lewis no later than February 23, 2006.
 - There was a short discussion of the need to publicize the fact that this is BSA's 25th anniversary year, which is already noted on our web site. The Chancellor will present a certificate of recognition at the EIM ceremony. We will also pursue publicity with the Berkeleyan and other campus publications.
- III. Bylaws Revision:
 - Terry Downs' five proposed revisions were discussed.
 - a) Take out "and the Alternate must be elected" In **IV.C.2.a.** (The deletion was modified to be "and the Alternate" only.)
 - b) Insert the words "if possible" in "... Delegates will, if possible, circulate relevant materials...." in **IV.C.3.b.** (The insertion was amended to say "when it is possible to do so" in the interests of clarity and good grammar.)
 - c) Use "special sessions" rather than "executive session" in **V.B.**
 - d) Replace "May" with "August" in **VI.C.1.e** as the month during which committee plans would be submitted.
 - e) Delete "by email ballot" in the first sentence of **XI.D.**Changes (a) and (b) as amended and (e) were adopted; (c) was withdrawn; and (d) failed. The changes will be integrated into the document sent to the membership for approval.

- The bylaw approval issues (sending the revision to the membership, scheduling the general meeting, and deciding whether to hold a web-based vote) were remanded to the next meeting.
- IV. Treasurer and Membership Updates: We currently have 206 members and \$1,870.28 in our account. We will keep our account at Washington Mutual at present; there is no compelling reason to change banks.
- V. Committee Reports:
- EIM: The CC voted to send out the EIM flyer attached to these Minutes.
 - Programs: The Chancellor's Event is set for April 26 in the Haas BofA Forum and Courtyard. On April 19, the Staff Advisors to the Regents will address the staff at noon – the location has not been determined. The CC voted to allow up to \$50 for a plastic BSA 25th Anniversary banner to be used at upcoming events.
 - CUCSA: There is a meeting at the Merced campus in early March. Routine business is all that is expected.

Respectfully submitted,

Lee Forgue, Secretary



EXCELLENCE IN MANAGEMENT AWARD 2005-06 CALL FOR NOMINATIONS

The Berkeley Staff Assembly's Excellence in Management Committee seeks to improve the quality of life in the workplace by identifying and publicly recognizing outstanding managers and supervisors. The Excellence in Management award, now in its 18th year, provides an opportunity for employees to acknowledge the exemplary contributions of their managers and supervisors.

This year's theme, "**Excellence in Management: Celebrating Managers Who Celebrate Staff**" recognizes those supervisors and managers who are proactive in their efforts to support and retain quality staff. These qualities include (but are not limited to):

- creating a diverse and inclusive workforce;
- supporting flexible or non-traditional working arrangements;
- providing opportunities for staff development and growth,
- encouraging creativity and "thinking out of the box" to find solutions; and
- sponsoring ways to recognize staff and encourage teamwork.

The definition of excellence is left open-ended so that each unit may consider their own vision of excellence and state how their nominee fulfills that vision.

The award is open to all levels of employees who have had management or supervisory responsibilities for one year or more in their current positions. Nominations must originate from staff directly supervised by the nominee and include supporting signatures from at least one-half of these staff. Nominations should be no longer than two pages. Individuals who won last year are not eligible for re-nomination this year.

Nominations must be received by **Friday, March 17, 2006**. Award recipients will be announced in April, The awards ceremony will be held **at noon on May 15, 2006** at International House's Chevron Auditorium. Chancellor Robert J. Birgeneau, Associate Vice Chancellor for Health and Human Services Steve Lustig, and our new Vice Chancellor for Administration, Nathan Brostrom are scheduled to participate.

A nomination form is attached. It may also be downloaded from the Berkeley Staff Assembly website: <http://bsa.berkeley.edu/>

Please submit your nominations to:

Excellence in Management Award
c/o Ms. Beverly Skinner
College of Engineering
320 McLaughlin Hall MC 1700

For further inquiries contact:

Jude Bell: 643-7560 or jbelle@berkeley.edu
Susan Cass: 642-2879 or susanc@nature.berkeley.edu
Susan Hirano: 643-4970 or shirano@berkeley.edu
Seanna Kelly: 643-4100 or skelly@berkeley.edu
Beverly Skinner: 642-5935 or bskinner@coe.berkeley.edu
Kathleen Valerio: 642-8438 or valerio@haas.berkeley.edu