



BERKELEY STAFF ASSEMBLY

Coordinating Committee Meeting  
Thursday, August 24, 2006  
320 Stephens Hall

**Members Present:** Cassandra Alcalá, Eileen Bell, Kate Benn, Karen Denton, Lee Fogue, Steve Garber, Nancy Horton, Nate Jew, Clark Lemaux, Claudia Martinez, Kendall Moalem, Paul Riofski, Scherry Royal, Beverly Skinner, Kathleen Valerio

**Members Excused:** Wilfredo Balza, Jr., Susan Cass, Terry Downs

**Members Absent:** Ethel Adams

- I. Chair-Elect Report: Kathleen Valerio reported in Terry Downs' absence.
  - The details of the memorial service for Lewis Downs: Saturday, September 9; 2:00 pm; Spencers Mortuary, 21228 Redwood Road, Castro Valley CA 94546; (510) 581-9133
  - Cards and flowers can be sent to the Mortuary c/o Lewis Downs and/or donations may be made to the Multiple Myeloma Research Foundation (<http://www.multiplemyeloma.org/>). Cards may also be sent to Terry Downs, 19807 San Miguel Avenue #4, Castro Valley CA 94546.
  - A collection was taken up and a card was signed by all present. Nancy Horton will select a suitable arrangement.
  
- II. The Minutes of the August 10, 2006 meeting were approved as amended. The Secretary thanked Steve Garber for taking the Minutes.
  
- III. Treasurer's Report: Nancy Horton reported that we have \$2803.77 in checking and \$65 in petty cash. Our rolls show 255 involved in BSA – this includes 175 paid members and 85 non-paid members.
  
- IV. BSA Committees:
  - Kathleen repeated the Chair's call for support and for new BSA CC members to select the committees they wish to work with.
  - There was a suggestion that we form an ad hoc Training Committee to investigate and promote training opportunities for staff. However, several members felt that it would be wiser to make sure that our current committees were all staffed and running well before we expanded our role. In addition, some of the matters that a new Training Committee

might work on could be covered by the Career Development/Mentorship Committee.

- Paul Riofski explained the difference between the Events Committee and the Programs Committee – that events are essentially social in nature and that Programs are essentially informative.
- Career Development/Mentorship: In addition to continuing members Paul Riofski, Terry Downs, and Lee Forgue, Steve Garber and Kendall Moalem joined this committee.
- CUCSA:
  - There will be a need for a sub-committee to assist with planning for the March 2007 CUCSA meeting.
  - Clark Lemaux following through on the request for more transparency, distributed the agenda for the upcoming September CUCSA meeting in Davis and asked people to contact him with input if they had any.
- Events:
  - Beverly Skinner volunteered to chair this committee. Kathleen Valerio will remain on the committee to provide continuity; Scherry Royal will join the committee.
  - The committee will begin planning the brown-bag Fall Welcome Lunch.
- Excellence in Management: Susan Cass will continue as chair; Karen Denton will join the committee.
- Membership and Outreach:
  - It was decided to combine the *ad hoc* Publicity Committee formed at the last meeting (now labeled Outreach) with the Membership Committee.
  - Nancy Horton will continue on the committee joined by Kate Benn, Nate Jew, and Claudia Martinez.
- Newsletter: Janet Dawson will continue as editor. All committee chairs (and members of the CC) are encouraged to submit articles.
- Programs: Cassandra Alcalá will continue as chair joined by Eileen Bell.
- Website Management: Wilfredo Balza, Jr. will continue as website manager, and Kate Benn has volunteered to assist him.
- *Ad Hoc* Publicity committee: has been folded into the Membership Committee – see above.
- *Ad Hoc* Operating Procedures Manual Rewrite: anyone interested in working on this project should contact Lee Forgue.

#### V. New Business:

- Fall Welcome Luncheon: The Events Committee will set a date and location.
- Steve Garber has volunteered to compile a “benefits” list for the CC to share with members of BSA. All CC members should bring a list of any “benefits” they are aware of, such as discounts available to UC employees, to the next meeting.

- Kendall Moalem asked what the procedure was to send campus job listings to BSA members. Any job announcements should be sent to the Chair, who will compile them and send them out, probably no more often than once a week.

Respectfully submitted,

Lee Forgue, Secretary