



BERKELEY STAFF ASSEMBLY

Coordinating Committee Meeting
Thursday, November 9, 2006

MINUTES

Members Present: Cassandra Alcalá, Wilfredo Balza, Jr., Eileen Bell, Kate Benn, Susan Cass, Lee Forgue, Steve Garber, Nate Jew, Clark Lemaux, Kendall Moalem, Paul Riofski, Scherry Royal, Beverly Skinner, Kathleen Valerio

Members Excused: Ethel Adams, Karen Denton, Terry Downs

Members Absent: Claudia Martinez, Nancy Horton

- I. Chair-Elect Report: Kathleen Valerio thanked Beverly Skinner and Scherry Royal for their work on the very successful Fall Welcome Lunch. It was noted that we should have membership forms on hand at all BSA events.
- II. The Minutes for the October 12, 2006 meeting were approved. Steve Garber and Kathleen Valerio reminded all CC members that everyone was encouraged to give feedback on the submitted Minutes.
- III. Treasurer/Membership Report: Nancy Horton was not present, but had submitted a written report, which is attached below.
- IV. BSA Committees Overview & Updates:
 - A. CUCSA: Clark Lemaux reported that the next CUCSA meeting is December 6-8 in Santa Barbara. Clark noted that the recent Chancellor's Outstanding Staff Award event and the Chancellor's acknowledgements of recent staff "milestones" have been very nicely done.
 - B. Events: Beverly Skinner announced that the Holiday Luncheon will be on Thursday, December 14 at the Faculty Club, and that attendees will select their own lunches.
 - C. Excellence in Management: Susan Cass reported that the committee will have their first meeting at the end of November, and that the event is set for April 25, 2007 at I-House.
 - D. Programs: Cassandra Alcalá reported that the announcement about committee vacancies at the Fall Luncheon had encouraged a new person to join the Programs Committee, and others to sign up for other committees. There will be a program on health disparities during the third week of January, which will tie in with the UC wellness pilot program which is launching then.

- E. Website Management: Wilfredo Balza reported via email that the 9/28/06 minutes have been uploaded and a Minutes archive link has been created for people to view the previous year's minutes.

- F. Career Development/Mentorship: Paul Riofski reported that the next mentorship cycle is about to begin. The committee has planned the following:
 - 1. Committee check-in meetings with current participants
Mentees: Thursday, November 16, 2006
Mentors: Wednesday, November 29, 2006
 - 2. Call for Nominations for Potential Mentors – PSS 5 and above
Deadline for submission: December 15, 2006
 - 3. Committee will contact nominees and past participants and finalize list of potential mentors
 - 4. Mentee applications available in February with March deadline
 - 5. Information sessions for potential mentors and mentee applicants in early 2007
 - 6. New staff person to committee (.5 FTE) in place by February 2007 (approximate)
 - 7. Closing ceremony for current participants in January or February 2007, followed by survey

- V. Old Business:
 - A. 2006 Food & Toy Drive: BSA will not participate in a Food Drive this holiday season; our efforts will be concentrated on toys and senior gifts. Eileen Bell will work on a flyer and the CC will support the BFSO holiday event for children.

 - B. Parking's reduced service: This is being followed up by ABOG. Terry Downs will respond to Dyanna Sweeney's email referring her to ABOG and making suggestions about other offices on campus she might want to contact about this issue.

 - C. Special staff award: Discussion was remanded to the November 30 meeting.

 - D. Benefits List: Steve Garber has sent the compiled list to Terry Downs, and it will be distributed to CC members and made available on the BSA website.

- VI. New Business: Elizabeth Elliott, Acting Director of the Center for Workforce Development, spoke on the changes in staff training and workforce development. In the future, career paths within the University will be clearer, which should make it simpler for individuals to advance. Three current goals are:
 - 1. Define areas of professional development for targeted job families.
 - 2. Expand the inventory of workplace skills classes available.
 - 3. Provide career development counseling to help define individual's strengths and desires in the workplace.CC members brought up several concerns and questions which were responded to, and volunteered to assist in any way we can to help facilitate the Center's mission on campus.

Respectfully submitted,
Lee Forgue, Secretary

Berkeley Staff Assembly

Treasurers Report - November 9, 2006

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Beginning Balance				\$2,776.68
7/1/2006	Deposits			
		Dues payments	7/7/2006	\$165.00
		Dues payments	7/20/2006	\$15.00
		ETS a/v for 6/28		
	Withdrawals	program	7/3/2006	-\$127.00
		W. Balza web software	7/24/2006	-\$85.91
Ending Balance				<u><u>\$2,743.77</u></u>
6/30/2006				

Note: July statement does not include dues deposit of \$45.00

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Beginning Balance				\$2,743.77
8/1/2006	Deposits			
		Dues payments	8/14/2006	\$45.00
		Dues payments	8/15/2006	\$15.00
	Withdrawals			
Ending Balance				<u><u>\$2,803.77</u></u>
8/31/2006				

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Beginning Balance				\$2,803.77
9/1/2006	Deposits			
	Withdrawals			
Ending Balance				<u><u>\$2,803.77</u></u>
9/30/2006				

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Beginning Balance				\$2,803.77
10/1/2006	Deposits	Dues payments	10/16/2006	\$52.50
	Withdrawals			
Ending Balance				<u><u>\$2,856.27</u></u>
10/31/2006				

Berkeley Staff Assembly
 Membership Report as of November 8, 2006

		Renewed for 06-07	Not Yet Renewed	Totals
Coordinating Committee		20		20
Courtesy Members	<i>Will Automatically Renew</i>	24		24
2006 EIM Awardees (courtesy membership)		33		33
Lapsed members	<i>Will need to pay to stay</i>		63	63
Regular members		179		179
		256	63	319
			319	

Respectfully submitted
 Nancy Johnsen Horton