



**Coordinating Committee Meeting  
Thursday, August 23, 2007**

**MINUTES**

**Members Present:** Kate Benn, Karen Denton, Eric Ellisen, Carmen Foghorn, Lee Forgue, Steve Garber, Jill Martin, Paul Riofski, Beverly Skinner, Carol Suveda, Kathleen Valerio

**Members Excused:** Annette Barnes, Susan Cass, Laura Demir, Marjorie Ensor, John Horton, Nancy Horton, Kendall Moalem, Scherry Royal, Winnie Wang

**Members Absent:** Wilfredo Balza, Jr., Eileen Bell

- I. Chair's Report: Kathleen Valerio reported that she is working on the committee lists.
- II. The Minutes for the August 9, 2007 meeting were approved as amended.
- III. Treasurer's Report: Kathleen Valerio reported that the meeting with the bank to update the signature card is set for next week.
- IV. Committees Updates:
  - Career Development/Mentorship: Steve Garber has sent the committee list to the Chair.
  - Communications: no report required.
  - CUCSA: no report required.
  - Events: Karen Denton reported that the Fall Luncheon is set for September 27, and that Beverly Skinner was able to secure 120 A&B Bechtel.
  - Excellence in Management: no report required.
  - Programs: no report required.
  - Transition: no report required.
- V. Old Business:
  - A. The CUCSA questionnaire is due on August 31, so a brainstorming session was held to discuss our answers. Although there was a discussion at the last meeting on polling the general BSA membership on question 1, this did not happen since the time was short. The questions from CUCSA were:
    1. What does your assembly believe are the three most pressing issues facing staff at your location?
    2. What role does your assembly feel it plays (if any) in addressing staff issues?
    3. If your assembly has decided to address the issues above, what steps do you plan to take?
    4. What do you see as your local assembly's greatest strengths?
    5. What do you see as your local assembly's greatest weaknesses?
    6. In what specific ways could CUCSA best support your local assembly?
    7. Please provide a copy of your local assembly's current strategic plan.

The results of the brainstorming session are attached below.

- B. All committee chairs should send a list of the members of their committees to Kathleen Valerio.

VI. New Business:

- A. Lee Forgue is forming a committee for the upcoming Operating Procedures/ByLaws revision – she will ask for volunteers from the CC via email and will invite those at the Fall Luncheon who are interested. Beverly Skinner, Paul Riofski, and former Chair Terry Downs have expressed interest in this project.

Respectfully submitted,  
Lee Forgue, Secretary

## **I. Location Questions UCB**

- 1. What does your assembly believe are the three most pressing issues facing staff at your location?**
  - a. Career Compass – needs further explanation and description. Concerns include:
    - i. Movement of titles ↑↓.
    - ii. Change in job duties.
    - iii. Salary issues.
    - iv. Career development.
  - b. Reputation of UC (system, OP, campus)
    - i. President resigning.
    - ii. System reputation problems with Regents.
    - iii. Dwindling resources/budgetary concerns.
  - c. Succession Management/Knowledge Transfer.
  - d. Space issues: adequate? Proximity to students/satellite offices & operations/staff disenfranchisement.
  - e. Budget constraints/workload/resources.
  - f. Changes to benefits/ retirement/ health care.
  - g. Staff morale.
- 2. What role does your assembly feel it plays (if any) in addressing staff issue?**
  - a. We provide opportunities to come together to build community and socialize.
  - b. We fulfill our mission, provide information, and bring issues of concern (to staff) to campus leadership.
  - c. Host programs/info updates/Chancellors' Chat/Staff Mentorship Program/Excellence in Management.
- 3. If your assembly has decided to address the issues above, what steps do you plan to take?**
  - a. We are revisiting our mission statement and working on developing a vision and strategic plan as well.
- 4. What do you see as your local assembly's greatest strengths?**
  - a. We have a strong core – in terms of mission and membership.
  - b. Host 3 social events per year.
  - c. EIM.
  - d. Mentorship.
  - e. Chancellors' Chat.
  - f. Quarterly interface of officers with campus leadership.
  - g. 3yr rotation of CC membership provides continuity.
- 5. What do you see as your local assembly's greatest weaknesses?**
  - a. Size of membership relative to number of staff on campus.
  - b. How many people we touch.
  - c. Diversity of our programs.
  - d. Diversity of members e.g. classification and control units.
  - e. We could participate in more in campus visibility events like Caltopia.
  - f. We could offer low profile opportunities -like drop in counseling.
  - g. Lack of communications strategy -- there's a need for better communication. We need to expand channels of communication.
- 6. In what specific ways could CUCSA best support your local assembly?**
  - a. Share best practice – strategic vision.
  - b. Networking is at CUCSA level only. Take stronger leadership in helping local assemblies network with each other.
  - c. Provide more ways for the local assembly members to attend/participate in CUCSA activities, both formal and informal. This can be inspirational for local members whether or not they have ambitions to be CUCSA delegates.
- 7. Please provide a copy of your local assembly's current strategic plan.**
  - a. We have no "strategic plan" as such right now, however, this is something we hope to address in the future.