



**Coordinating Committee Meeting  
Thursday, February 14, 2008**

**MINUTES**

**Members Present:** Annette Barnes, Eileen Bell, Kate Benn, Susan Cass, Laura Demir, Marjorie Ensor, Jill Martin, Kendall Moalem, Paul Riofski, Scherry Royal, Beverly Skinner, Kathleen Valerio, Winnie Wang

**Members Excused:** Wilfredo Balza, Jr., Karen Denton, Carmen Foghorn, Lee Fogue, Steve Garber, Nancy Horton, Carol Suveda

**Members Absent:**

**Guest:** AVC Steve Lustig

**I. Chair's Report: Kathleen Valerio**

- Kathleen Valerio said that she would take items out of order in this meeting to accommodate AVC Lustig's schedule.
- She then talked about the appropriate time to use names in written material. We should use individual's names when acknowledging them but not as retribution.
- Eric Ellisen has resigned due to work load and time commitment problems.
- Kathleen Valerio distributed an updated roster and asked everyone to verify their information making changes as necessary. She is hoping to get this on the web so changes can be made directly by each member as necessary.
- Kathleen Valerio said that a nomination committee for new CC members should have been instituted in January. She said Kate Benn would be a member because she is chair-elect and asked for two volunteers. Nancy Horton (prior to the meeting) and Laura Demir volunteered. Paul Riofski clarified that this is for CC members not CC officers.
- Due to time the discussion of next steps for the mission/vision was tabled.

AVC Lustig arrived at the meeting. He had two items he wanted to discuss: Performance Management and Child Care. A lengthy discussion followed regarding Performance Management with some members contributing comments about how they or their unit have used the new system. Steve Lustig said that we are currently in the third year of the Chancellor's five year plan and he wanted to know how the plan is working. One member has used and likes the new system/form. Other members explained/talked about the new program and how it has impacted their department/unit. Paul Riofski suggested that AVC Steve Lustig schedule a "brown bag" lunch to explain the new Performance Management system. AVC Steve Lustig also talked about the expectation that the information will be included in HRMS as a management tool for recruiting staff. He then briefly discussed "360° Performance evaluations" which will allow anonymous comments on performance evaluations for colleagues, supervisors, etc. Discussion then went to CORE and AVC Steve Lustig briefly explained how it would function. The second topic AVC Steve Lustig wanted

to discuss was access and affordability of child care on all campuses as a benefit. This committee is on the Academic Senate's Welfare Committee. He thought the best way to get this out to staff was through CUCSA. Beverly Skinner said she would contact CUCSA's chair and forward the information he would send her regarding the program to see if this topic could be included on the March meeting agenda. AVC Steve Lustig said that elder care will also be looked at systemwide but at a later date.

AVC Steve Lustig was asked if he could send a reminder about the Excellence in Management award to the Deans/Directors list and he agreed to do that. He then left.

Kathleen Valerio asked about the luncheon for the Mailing Division for their help with the toy drive in December. Kate Benn and Laura Demir attended and said that employees in Mailing Division appreciated our efforts in recognizing their role. Brief discussion followed about Carlton Street employees and how we can reach out to them.

- II. The Minutes for the January 10, 2008 meeting were approved. Four members abstained from voting because they were not at the meeting.
- III. Treasurer's Report: Scherry Royal submitted the attached written report. She said the ending balance is \$2,520.05 and there are four new members. She distributed a new Reimbursement/Check Request Form for comments.
- IV. Committees Updates:
  - Career Development/Mentorship: Paul Riofski said that a staff person, Kay Goldberg, has been hired under the BILD program to work on the Mentorship Program for about 15 hours per week. She started February 18, 2008. She may work in the Evans Annex and Paul has offered space in his office as needed. A permanent job description will be developed as the duties become clearer.
  - Communications: Kate Benn reported that Drew Danielson attended a web site meeting to discuss how to set up on-line registration for BSA membership.
  - CUCSA: A handout was included with the January 10, 2008 minutes detailing the December 2007 CUCSA meeting. Beverly Skinner said that the next CUCSA meeting is March 6 and 7, 2008 at UCSF.
  - Excellence in Management: Susan Cass asked if the reminder could be sent with an extended deadline to February 27. Cal 9 will not be able to contribute \$500 this year and someone suggested that she contact USE; she will. She also said that UC printing will not be able to do our printing this year (flyers and certificates) but VC Ron Coley will cover the cost of printing this year.
  - Programs: Winnie Wang said that Eric Ellisen had resigned. The committee has a new member, Jackie Blossom-Garcia. The committee has discussed several topics including a meeting with Parking and Transportation. Paul Riofski said that he will talk to Bill Johansen, Staff Advisor to The Regents, about coming to Berkeley. Beverly said that both Bill Johansen and Lynda Brewer have been visiting campuses and said they would be happy to come to each campus to talk about their experience and what it means to be a Staff Advisor to The Regents.
  - Social Events: Marjorie Ensor distributed flyers from the Warriors game on February 29. She said that if individuals wanted to pay on-line they should contact her and she will give them an access code. Tickets are second level and cost \$30

or \$40 and include a bobble-head; the T-shirts will not be available. BSA has a section so everyone will be seated together.

- Transition: Kate Benn said we should discuss fundraising to replace the \$1,500 that will be lost from collecting membership dues.

V. Old Business: none.

VI. New Business: none.

Respectfully submitted,  
Beverly Skinner, Acting Secretary