



## Governing Council Meeting Minutes

**Thursday, February 23, 2012, 12:10 to 1:00 PM**

**127 Sproul Hall**

**Attendees:** Sharon Miller, Kate Benn, Camille Fernandez, Karen Denton, Greg Ryan, Rochelle Nicolls, Carol Suveda, Donna Seaward, Maty Avila, Tom Schnetlage

**Excused:** Deborah Totto

1. Maty Avila and Kate Benn will take notes for this meeting.
2. Chair's Announcements
  - a. Tom will be on vacation the next two weeks. Donna will chair the March 8 GC meeting.
  - b. We had 50-60 attendees for the Andrew Szeri OE presentation last Friday with 168 people tuning in via the web. Emily Howe, the Exec. Asst. for the OE Program Office wrote, "Fantastic job, all. It was a pleasure working with such a hard-working, highly organized team!" Special thanks go to Sharon for setting this up and hosting and to Susan Calico for her webcasting work.
  - c. Thanks to those who came to the Jupiter's Happy Hour and helped put it together, particularly Carol who organized the event and Kathleen Valerio who designed the flyer. 4 Mentees came to happy hour at Jupiter's from the CDC committee's Mentorship program. Thank you to Alexis Bucknam, CDC chair for sending them. We should consider making it a standing invitation to mentees/mentors to join us for the social events.
3. Minutes- Maty will revise the naming convention for minutes notes on bSpace to make it easier to find them. Tom also has a CD of the last 2 years of chair's reports to archive.  
Moving forward, how do we want to edit? Circulate a word document or using bSpace Wiki? For now it was agreed to email the draft minutes to everyone for input.
4. Committee and Treasurer Topics

a. CDC Committee:

- 1) Alexis, Tom and Paul Riofski will meet with Sid Reel this afternoon about getting a resumption of staff FTE support from E&I. Without this, Alexis says the committee is struggling. Assuming E&I support doesn't resume instantly, GC members are encouraged to contact Alexis to offer assistance.
- 2) The mentorship cycle is in full swing as of January 1<sup>st</sup>, 2012. The Mentor/Mentee pairs are meeting individually as well as in their cohort meetings. Camille Fernandez is now a member of the CDC committee and will meet with Alexis B. this week.

b. Events Committee:

- 1) There were only a handful of submissions for the EIM awards, Karen extended the deadline to next Tuesday, February 28<sup>th</sup>, 2012.
- 2) Program events: Sharon wrote that OE would like to have a CalTime presentation in two weeks and a Shared Services presentation the end of April. Right now it is scheduled for March 1st, 2012. We don't need that presentation to be broadcast. Sybil Wartenberg from Shared Services will give us the new date.
- 3) Social events: The next event will be on May 4<sup>th</sup>, 2012 for the brown bag lunch. Carol had lunch with Inette Dishler regarding getting LDP members more involved in committees.
- 4) Membership: Carol originated a discussion of whether BSA should use the Stay-Day conference as a recruiting opportunity.

c. Web & Publicity committee:

- 1) Maty has offered the use of her direct-to-web video camera for doing short videos to post on our website.
- 2) The committee has discussed doing videos of the other staff orgs to give them more exposure. Jack Burris, the newly elected head of the "W6BB Radio Club" and a colleague of Tom's would be happy to be interviewed.

d. CUCSA

- 1) CUCSA needs volunteers to help with the June CUCSA annual gathering. Announcements about the event will be coming soon.

- We are hosting CUCSA at UC Berkeley in June. Thursday 6/8 will be campus day.

- e. Treasurer topic: Karen and Tom are still trying to figure out how we can avoid paying monthly dues on our bank account. Discussed online banking possibility.

5. Policies and procedures

- a. The committee is okay with having BSA events posted directly onto our CalAgendas.
- b. Policy regarding BSA members wanting to use the mailing list to send out announcement: Discussion postponed to next meeting.

**Action Items:**

- Tom will send an email to Jeannine Raymond our sponsor to give her feedback on the OE presentation.
- Create link to on our website to OE presentation video and slides.
- Maty will chair next meeting on 3/8/12 since both Tom and Donna will be unavailable.

- GC members will take a look at all of the minutes and send changes to the whole group by March 2, 2012 and Maty will make the corresponding changes for review and approval at the next GC meeting.
- Tom will work with Sharon on the Shared Services presentation possibly in Barrows Hall.
- Donna will provide information on CUCSA Meeting schedule and open and closed sessions.

Next GC meeting: Thurs. March 8<sup>th</sup>, 127 Sproul Hall.

Adjourn