

BSA Annual Report 2017-18

A year of transition

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Executive Summary

2017-18 was a year of transition and challenges for Berkeley Staff Assembly. Many challenges were directly related to high turnover on the Governing Council including members of the Executive Team.

July 2017	Role	June 2018
Erin Simmer	Chair	Kathleen Valerio
Kathleen Valerio	Chair-Elect	Danny Reyes & Ally Covington

Jeanette Robinson	Sr. CUCSA Delegate	Garen Corbbet
Casey Hennig	Jr. CUCSA Delegate	Casey Hennig
Susie Hill	Secretary	Summer Scanlan
Maria Kies	Treasurer	Maria Kies

Note: only 2 positions remained stable throughout the year Jr. CUCSA and Treasurer. As a result special elections were held in January, and we needed to modify when general and executive officer elections were held. Details regarding elections can be found in our [Elections Report](#).

Another reason this year was different than past years is we welcomed a record number of first time Governing Council members. Some had prior experience on one of our Committees/Teams others 14 of 24 were completely new to serving on Berkeley Staff Assembly. This was also the first year we tried to institute use of campus special purpose accounts commonly known as “spa-accounts” for GC as well as for each of our Committee/Teams. It was challenging to work through changing names at the same time we were navigating whether or not the accounts and mailing lists were working as expected.

Berkeley Staff Assembly Illustrated - Outlining where and how BSA fits into the bigger scheme of thing

To help people see and understand how and where BSA fits into the bigger the bigger scheme of this on campus as well as system wide. Kathleen created three documents to illustrate and capture our internal structure and then put visually linked and explain how our group fits within the many staff orgs on campus as well and how our delegates serving on the Council of UC Assemblies connect us to other Delegates at the System-wide level.

[BSA Governing Council Org Chart](#)

[Campus-wide Council of Staff Organizations](#)

[CUCSA System-wide Communications Infrastructure](#)

Committee/Team Reports

Communications Team Report 2017-18

Membership

Given the increasing demands on staff member's time, we were fortunate to retain a relatively large and committed group on the Communications Team during 2017-18. Although, we continued to experience turnover in membership, new staff stepped up to fill the vacancies keeping the team close to the same size as the previous year. In addition, we added a new communications liaison from the BSA Programs and Events Committee. We also experienced turnover in leadership when Communications chair Kathleen Valerio stepped down at the end of December to assume BSA chair responsibilities early due to the resignation of the current chair. Cheryl Olson assumed Communications team lead responsibilities in January.

Members as of July 2017 were: Kathleen Valerio (committee chair), Deborah Gray, Susie Hill, Casey Hennig, Rick Jaffe, Douglas McSkimming, Cheryl Olson, Summer Scanlan, Gabrielle Turner, and Sabina Yasgurre. Liaisons: Larissa Charnsangavej and Janina Maniaol (New Professionals Network)

Members as of June 2018 were: Cheryl Olson (team lead), Monica Alarcon, Deborah Gray, Rick Jaffe, Rachel Kowalik, Avi Rosenzweig, Summer Scanlan, and Gabrielle Turner. Liaisons: Larissa Charnsangavej (New Professionals Network) and Jorge Martinez (Programs and Events).

Monica Alarcon and Cheryl Olson have announced their decisions not to continue with the team in 2018-19.

Goals for 2017-18

At the beginning of this term we set out to achieve the following

- Finalize and document process for posting meeting minutes.
- [Establish relationship between Google and Box for storage and workflow.](#)
- Compile BSA's history as part of UC/UCB's 150th Anniversary celebration.
- Recruit more team members to expand the diversity of skills and improve our ability to accomplish our goals.

In January our focus shifted to

- ensuring consistent communications with staff through all our communication channels;
- increasing staff engagement via our social media outlets (Facebook, LinkedIn, and Twitter),
- developing a communications plan/strategy for the team; and
- continuing to recruit team members to accomplish our goals and fill key vacancies and research BSA's history.

Highlights for 2017-18

Administrative/Other Matters

- Kathleen, Susie, and Cheryl met with Kathy Neal to find out more about the BSA materials available through the Bancroft Library archives. There currently are 7 boxes of files, which Cheryl started going through to augment our history and develop stories to share with staff. Cheryl is in the process of organizing her notes and preparing various documents related to BSA's origins, governance, and major initiative/program creation and initiatives to document her efforts to date.
- Primary leads were established based on team members' preferences for all of our active communication channels (newsletter, website, newsfeed, Facebook, LinkedIn, and Twitter). The leads post information as requested as well as using their own judgement to include information they believe will be of interest to staff. By giving leads flexibility in what they choose to communicate, it was my intent to allow each lead/channel to develop their own "voice" and increase variety across our channels.
- Monica joined the team in January and assumed the role of "BSA Reporter". In that role, she attended two of the four Campus Conversations sessions hosted by Public Affairs and wrote articles providing her perspective as a staff member. These articles were included in the newsletter and posted on BSA's Campus Events webpage. All staff are welcome to attend BSA/campus events and provide their perspective. However, as of June 30, no one had responded to Kathleen's and Cheryl's calls to serve as a reporter for BSA.
- A draft [communications plan/strategy](#) was developed outlining the team's goals and BSA's communication channels/resources. The plan is pending approval by the Governing Council.
- The BSA Governing Council, Communications Team, other BSA committee members, and staff are actively using the spa-account bsa_comms@berkeley.edu created in 2016-17. A system was established for individuals on the BSA Governing Council and various committees to add brackets (e.g., [newsletter], [website]) to the subject line of requests to the Communications Team to allow for easier identification and dissemination to the responsible team member.

BSA Website

- Deborah is the primary lead for updating website content.
- The home page continues to be more dynamic with news from the various BSA committees and campus events frequently updated. With the increase in availability of on-demand videos from BSA and campus events, links to these videos are now a regular feature on our website.
- Rick took over posting CalMessages to our news feed and continues to establish BSA as a place to stay informed on campus news. Campus administration is continuing to look at better ways to communicate with staff and started using alternate methods to communicate news and relevant information. As a result, information of general interest from these other sources are also now being included in our news feed.

Newsletter

- Susie continued to prepare the newsletter until her resignation from the Governing Council and Communications Team. Rachel joined the team in January and immediately agreed to take over compiling our newsletter. While using the same format previously established, she has added her own voice to the newsletter which has been well received.
- Kathleen, in her role as BSA chair, started providing a “Message from the Chair” feature to open each newsletter.
- Due to time constraints, the frequency of the newsletter has moved from weekly to bi-weekly. Time-sensitive information is sent to the mailing list (Google Group) by the Communications Team lead.
- As of June 30, there were 927 active members signed up for the BSA members Google Group.

Facebook

- Avi is the primary lead for BSA’s Facebook Page account.
- As of June 30, the page had 236 “followers” and the page received 35 “likes” during 2017-18.
- During 2017-18, team members posted 78 items and other members posted an additional 21 items with the 99 items earning a total of 176 “likes”.

LinkedIn

- Cheryl was the primary lead for BSA’s LinkedIn Group account. LinkedIn is currently used primarily to communicate professional/personal development and networking opportunities.
- As of June 30, the group had 511 members.
- During 2017-18, team members posted 34 items to the group.

Twitter

- Kathleen and Cheryl were the primary team members posting to BSA’s @UCBerkeleyStaff Twitter account prior to Gabrielle agreeing to be the primary lead.
- During 2017-18, 76 individuals started following @UCBerkeleyStaff bringing the total number to 111. 397 items were tweeted or retweeted, earning 123 “likes” and 34 retweets.

Hopes for 2018-19

Deborah Gray has agreed to serve as interim team lead/committee chair while Kathleen searches for a permanent replacement. The appointment of the new team lead, development of an overall strategic plan for BSA, and additions to the team will help shape the work to be done by the team moving forward. We are continuing to see staff experience constraints on their ability to participate in ongoing outside activities due to shrinking staff size and increasing workloads. As a result, the new lead and team members may be challenged to accomplish all that is desired. However, I firmly believe the Communications Team will continue their efforts to be a reliable source for keeping up on campus news and events and strive to improve engagement/two-way conversations with staff.

Submitted by: Cheryl Olson

CUCSA Delegate Report for 2017-18

The purpose of the Council of UC Staff Assemblies (CUCSA) is to maintain and enhance communication within the University community on matters of interest to staff employees in accordance with California laws and Regent policy. The 2017-2018 UC Berkeley Delegates to CUCSA were Garen Corbett and Casey Hennig. During 2017-2018, in addition to the CUCSA meetings and workgroups, delegate activity included communicating the results of the third system-wide engagement survey and partnering with campus HR Leadership, working with the Retirement Benefits Taskforce and hosting the June CUCSA meeting.

Workgroup reports will be made available [here](#).

<u>Quarterly Meeting</u>	<u>Location</u>	<u>Berkeley Delegates Attended</u>
September 6 –8	UC San Diego	Jeanette Robinson, Casey Hennig
December 6 –8	UC Santa Cruz	Garen Corbett, Casey Hennig
March 6 –7	UC Irvine	Garen Corbett, Casey Hennig
June 6 – 8	UC Berkeley	Garen Corbett, Casey Hennig

The 2017-2018 workgroups were:

1. Government Advocacy - Lead: Garen Corbett, UCOP/UCB
2. Financial Wellness - Lead: George Hopwood, UCSB
3. Mental Wellness - Lead: Erica Losada, UCSB (Casey Hennig Assigned)
4. Diversity and Inclusion - Lead: Julie Salgado, UCR

In addition to the action plan group leads, there is an Internal operations (IO) team which helps sustain CUCSA as an organization and increase its impact and visibility. The IO Team includes:

1. IO Lead and Strategic Planning Lead: Nick Everson, Berkeley Lab
2. Electronic Data Officer: Michael Luttrell, UCSC
3. Marketing and Communications Officer: Wallen Ngo, UCLA
4. Historian: Chitra Rao, UCD
5. Government Advocacy Liaison: Garen Corbett, UCOP (included as part of his role in the Government Advocacy Action Plan Group)

Engagement Survey:

Willis Towers Watson (WTW), provided CUCSA Delegates an overview of the UC Engagement Survey. This is the third time CUCSA has partnered with UC Systemwide Employee Relations team to conduct this survey. Results showed that there was improvement in participation rates from prior surveys conducted in 2015 and 2012. UC Berkeley had a higher participation rate than ever before, up 13% over the 2015 survey. CUCSA and Staff Assembly leadership worked with central HR to share results with staff. Central HR took the lead on engaging staff and setting priorities for the campus through deep dives of the results with staff organizations and other UCB-wide groups to gather feedback and ideas for improvement, and was receptive to suggestions and feedback from Staff Assembly Leadership and Berkeley's CUCSA Delegates. The high-level initial UC Berkeley findings indicated that UC Berkeley showed improvement in areas of supervision and performance management, and had room for improvement in managing and communicating change.

Post-Retirement Health Benefits

In Fall 2017 Dwaine Duckett, VP of HR - UC Systemwide at UCOP discussed the potential changes for UC Retiree (post-retirement) Health. Due to CUCSA public comments, the action item on post-retirement health benefits at the November 2017 Regents Meeting was postponed to allow for more time to discuss the matter and engage all stakeholder groups. The Office of the President assembled a working group to review the matter and make recommendations. The campus staff assemblies collected feedback locally and shared this up to (CUCSA), who coordinated a response to the President and/or Board of Regents. As of June 2018, we await next steps and recommendations from this Work Group.

Going Forward:

During the 2018-2019 year, the second-year CUCSA delegate will be Casey Hennig, and the first-year CUCSA delegate will be Harumi Quinones. There were multiple qualified candidates running for the CUCSA seat.

Excellence In Management

Mentorship/Career Development

Career Development Committee (CDC) Executive Summary, January 2018

CDC Committee Membership

Co-chairs: Meaghan DeRespini and Erin Leigh Inama. Coordinator: Cristina Bentley. Members: Rebecca Andersen, Mark Brindle, Devin Jones, Melanie Keilholtz, Maria Kies, Harumi Quinones Austria, Nithya Raghunathan, Emma Strong, Ion Vergara, Danielle Wiskerson, and Angela Wong.

Overview

The Career Development Committee (CDC) manages the BSA Mentorship Program. The Mentorship Program began with a pilot in 2004 which comprised of 13 mentee/mentor pairs. In June 2017, the program completed its ninth cycle with 51 mentee/mentor pairs, down from a peak of 73 pairs in the eighth cycle (see “Goals” for further comment). To date, we have served a total of 417 mentee/mentor pairs. This continues to be a high-profile program for BSA, and one that consistently generates positive feedback and results for both mentees and mentors. Traditionally each program cycle includes recruitment, kick-off and closing receptions, mid-point outreach, and a program evaluation, all of which inform an annual executive report. In addition to the formal structure the CDC provides, each mentee cohort self-directs check-in and professional development opportunities throughout the cycle.

Leadership Model

Committee chairs traditionally serve an eighteen-month term. In the last six months of their term, new chairs are selected by the committee from amongst current membership. Outgoing and incoming chairs work together to facilitate the leadership transition and meet with the Assistant Vice Chancellor for Human Resources, the campus-designated program sponsor, to discuss program goals and needs. The support of the AVC and their office are crucial to the program’s continued success and the committee is grateful for their guidance.

Meaghan DeRespini and Erin Leigh Inama took over as co-chairs on January 1, 2017 and their tenure is scheduled to end June 30, 2018. We are scheduled to discuss succession planning at our first meeting in 2018.

Building a Strong Committee

Among other priorities, the CDC is committed to 1) maintaining and developing current membership (a diverse group representing a wide range of campus roles) and 2) leveraging members’ experiences with mentorship (including in the Mentorship Program) to creatively address program concerns.

Each cycle also concludes with a call to mentors and mentees completing their mentorship cycle to participate in the CDC, so additional members are traditionally added to the coordination team in the months leading up to the next cycle.

Importance of Administrative Support

In recent years the committee has benefited enormously from having 10% administrative support from a staff member in the Staff Diversity Initiatives Office of the Vice Chancellor for Equity and Inclusion. Since 2015, this staff member has been the ineffably talented Cristina Bentley, who took a new position with Haas School of Business in early 2017. We are grateful that she is now taking unremunerated personal time to continue with the program coordination but are hopeful that her previous position will be posted and filled in as short order as possible so that she can pass her vast institutional knowledge on to her successor and transition to being a “regular” committee member. The volume of work the program coordinator does (including but not limited to monitoring the SPA email, maintaining committee documents and the shared drive, and project managing the program cycles) would be very difficult for our all-volunteer committee to keep up with on a regular basis at our current high standards. Having someone at SDI with a big picture view of career concerns on campus, and with the dedicated time to support our endeavors, is vital to our continued success.

Recent Accomplishments

- Implemented and refined a software program to automate the mentor/mentee matching process, eliminating a time-consuming manual matching process
- Met mentor recruitment goal ratio of approximately two mentors in the pool for each mentee for increased mentee choice
- Provided a framework for the mentee sub-group to facilitate mentee cohort professional development events and further networking
- Created a mentor and mentee spotlight series, which highlights mentorship best practices, professional goals, and career paths
- Introduced a quarterly newsletter; content includes notices of professional development opportunities, news from the committee, and the aforementioned mentor and mentee spotlights
- Facilitated a mid-cycle “BSA Connects” networking event to help program participants (both mentors and mentees) refocus their mentorship goals and maximize their use of the remaining time in the cycle

Cycle 9 Survey Results Snapshot

- 85% of mentees and mentors were matched with their first mentor preference
- 100% of mentees felt they were a good match with their mentor
- 94% of mentees met their goals for participating in the program
- 75% of mentors felt they have better insight into employee expectations
- 67% of mentors felt they improved their coaching and supervisory skills
- 100% of mentees and 91% of mentors are likely to recommend the program to their colleagues

Cycle 10 Highlights to Date

- 49 mentor-mentee pairs matched in round one
 - 27 mentors and 9 mentees participating in round two
 - Maintain and grow program participation
 - Expand mentee access to the program by including more classifications (advocating for changes to represented staff contracts as necessary)
 - Retain current mentors for our mentor pool and recruit new mentors (especially from amongst former mentees who have moved into new roles) so we can maintain at least a 2:1 ratio
 - Articulate a long-term strategic plan for our newsletter and other outreach with alumni, participants, and additional constituents to help promote and facilitate mentorship on campus
 - Develop a speaker series and increase our mid-cycle opportunities for engagement, including more regularly scheduled check-ins and information-sharing opportunities for both mentees and mentors throughout the course of the cycle
-

New Professionals Network Report 2017-18

Members

Anthony Merrill will become a Chair of the New Professionals Network (NPN) with Larissa Charnsangavej as the outgoing Chair. Continuing on the Executive Committee are Ben Dillon, History, Amanda Loo and Iberia Zafira. The following members participated on the Committee during FY18.

- Larissa Charnsangavej, Graduate Division
- Ben Dillon, History
- Andrew Jan, School of Information
- Amanda Loo, UDAR
- Janina Maniaol, Business Contracts and Brand Protection
- Anthony Merrill, UDAR
- Cyril Nguyen, Letters & Sciences Advising
- Christy Rotman, Letters & Sciences Advising
- Iberia Zafira, UDAR

NPN regular programming consists of a monthly brown-bag lunch and a monthly evening social hour. Highlights of these events include November's Speed Networking Event co-hosted with the Cal Women's Network (CWN), which drew 30 to 40 attendees. 6 managers were available to give tips and answer questions from staff during 5-min segments. In January, NPN held a social at CycleBar, where approximately 20 attendees participated in a free spin class for

first-time riders. Other highlights include two exhibition tours at BAMPFA, a photography presentation at the Graduate School of Journalism, and a coffee chat co-hosted by CWN at Ishi Court.

Our hopes for FY19 are to increase the offerings for social and professional networking opportunities by continuing standing monthly events and organizing more special events (ideas include a sponsored guest lecture or workshop targeted for new professionals). We plan to retain and build on the pipeline of members who can serve as future leadership. Internally, we are working to solidify affiliation to and participation within the larger BSA framework, promote NPN as a resource across campus, and use metrics to measure the success of our efforts. Lessons we've learned have been the greater need to assign and track roles and responsibilities in advance of our events and to spend more time outline our vision for the organization. We have started to plan out our events at least 3 months out from their dates. This approach is critical to our goal of developing more engaging programming such as our planned guest lecture and future speed networking events. We have also discovered that increasing the variety of socials—shifting to more inclusive events like the gallery tour and fitness class—that attract a wider audience than those regularly attending happy hours. We also are aware of the need to set quarterly committee meetings in addition to our informal check ins and discussions.

- Who is continuing as Chair/ Team Lead
 - Anthony Merrill, UDAR
 - Larissa Charnsangavej, Graduate Division (outgoing)
- Who is continuing on the Committee/Team
 - Ben Dillon, History
 - Amanda Loo, UDAR
 - Iberia Zafira, UDAR
- Who participated on the Committee/Team
 - Larissa Charnsangavej
 - Ben Dillon
 - Andrew Jan
 - Amanda Loo
 - Janina Maniaol
 - Anthony Merrill
 - Cyril Nguyen
 - Christy Rotman
 - Iberia Zafira
- What events were hosted
 - Monthly brown bag lunches
 - Monthly social hours
- **Highlights for past year**
 - November 2017 Speed Networking Event
 - Co-hosted by Cal Women's Network

- Recruited six managers to give tips and answer questions from attendees in 5 min. segments, plus time at the end for general networking
 - Approx. 30-45 attendees
- January 2018 CycleBar event
 - Discounted class rate for first-time riders
 - Approx. 20 attendees
- June 2018 Coffee Chat
 - Co-hosted by Cal Women's Network
 - Provided Peet's coffee & tea for attendees
 - Approx. 15-20 attendees

● Hopes for next year

- Increase the offerings for social and professional networking opportunities by continuing standing monthly events and increasing collaboration on special events (ideas include a sponsored guest lecture or workshop targeted for new professionals).
- Build and retain the pipeline of members who can serve as future leadership
- Solidify affiliation to and participation within the larger BSA framework
- Promote NPN as a resource across campus
- Use metrics to measure the success of our efforts
- Share wisdom - or lessons learned
 - Plan at least 3-5 months out for standing events
 - Set quarterly committee meetings

[NPN FY19 Annual Plan](#)

[Programs & Events Committee FY17-18](#)

Members

Co-chairs: Connie Hsu , Karen Twelves

Committee Members: Allison Covington, Jorge Martinez, Elizabeth Geno, Mark Brindle, Marlita Kahn, Fredda Olivares, Harumi Quinones

Continuing Members: Allison Covington, Jorge Martinez, Elizabeth Geno, Fredda Olivares, Harumi Quinones (as incoming chair)

In addition to supporting various social and promotional activities for the Berkeley Staff Assembly, the BSA Programs and Events Committee sponsored three events during FY2018:

Events

Leadership Stories (October 2017)

Attendees: approximately 90 RSVPs, 50 attendees

This forum engages staff in interactive dialogue with our campus leaders. This year, Cruz Grimaldo, Assistant Vice Chancellor & Director of Financial Aid and Scholarships, and James Dudek, Employee Experience Lead, shared their experiences of “Moving on Up at Cal” with us.

Chancellor’s Chat (December 2017)

Attendees: 80 in attendance / 350+views online

Speaking to members of the Berkeley Staff Assembly during its annual “Chancellor’s Chat” forum, Christ laid out her plans to raise revenue, address a continued budget deficit, improve morale and better connect with the school’s thousands of staff members. Christ also faced questions about budget cuts and low wages. Christ said she was eager to hear directly from staff who might have constructive ideas or concerns, and staff members said they appreciated hearing from Christ.

Staff Perspectives Lunch (May 2018)

Attendees: 50

The theme for BSA Staff Perspectives event, hosted on Tuesday, May 22, was Professional Development. The goal of this year’s program was to determine what existing learning and development resources Berkeley staff most value and what new sorts of programming should be made available. The summarized results from this event were provided to HR with the hope that staff voices may impact future programming. The event was attended by staff from across campus. Jo Mackness, James Dudek, and Angela Stopper from HR also joined in the conversation, as well as leaders from other staff organizations such as CSAC and ABOG.

Plans for next year:

Plans will be determined with the committee’s new leadership and members’ availability/capacity during FY19. Tentatively, the committee will plan for at least one event per semester:

- Fall Leadership Stories, focusing on career changes
- Spring Staff Perspectives, topic TBD

BSA Elections Report

This was an especially active year for elections within BSA

Members

Kathleen Valerio, Danny Reyes, Ally Covington, Summer Scanlan

As we approached the winter holidays we learned our Chair, Erin Simmer needed to step down, our Sr CUCSA Delegate, Jeanette Robinson was laid off, and our Secretary, Susie Hill chose to resign. This was a lot of change to absorb in a very tight window. Per BSA by-laws, when the Chair can no longer fill their office the Chair-elect moves up to Chair, and special elections are held to backfill a Chair-Elect. Since we also had a vacancy for Secretary we held elections for that position as well.

We would have had to hold elections for a new CUCSA delegate as well, but as this Fortunately, happened, Garen Corbett's job - who happened to serving as Sr. Delegate at Office of the President, was being transferred to Berkeley. We asked if he was willing to serve as Berkeley's Delegate as well for the balance of the year and he accepted.

His willingness to serve in a dual capacity, helped maintain the intended 2 year flow process for both Berkeley and OP.

Of the 6 people nominated to run for Chair-elect in December - all declined to accept the nomination. So many people on GC has just been elected in June - they were hesitant to step up and take a leadership role when they were unsure what was to be expected of them. This has been a year of extremely high turnover. 14/24 members - more that half - were brand new. And of those of us remaining - we were already serving in an elected position - or people were intending to rotate off at the end of their term.

No one was interested in becoming Chair within 6 months.

For argument sake, it was suggested I serve as Chair through June - and continue one more year - to give new members more time to get up to speed. That being the case, two of the nominees, Danny Reyes and Ally Covington, agreed to serve as Chair-Elects through June 30 - with the understanding they could chose to run for chair or not in the spring.

The primary job of Chair elect is to oversee Executive and general elections for BSA.

Danny and Ally, helped me develop elections timelines, messages, tracking systems and ballots for both Officer Elections and Governing Council elections. Due to the confidential nature of the process only summary information is shared publicly.

Election Process and Documentation

[Election Prep 2018](#) - serves as official record of who's serving in what role, who's completing a term and potentially rotating off, who's eligible for re-election, and how many openings we anticipate needing to fill for the coming term

We created a simple worksheet to collect [Officer Nominations 2018](#)

[Call For Governing Council Nominations](#) - was posted to website and BSA newsletter. This Call included a link to a form used to collect [BSA GC Nominations 2018-21](#) 16 nominations were collected.

Each nominee was contacted by the election committee by phone and follow up email [Nomination Outreach Letter](#)

Of the 12 who accepted - we collected names and candidate statements using this form [Accepting BSA Governing Council Nominations](#)
The resulting responses were used to compile our [Official BSA Governing Council Ballot 2018-21](#)

Following the election, the committee notified candidates of election results by phone or email prior to making a more public announcement. As we had more candidates running than open seats we wanted to encourage those not elected to still get involved by serving on one of BSA committee/Teams.

[Election Results to Candidates](#) this includes messages to winners as well as those not elected.

[GC Election Results 2018](#) - includes the message sent via newsletter and posted to our website and social media.

Elections Summary

Due to extenuating circumstances bsa by-laws had to be suspended in this year of transition. Considerable steps were taken to remain consistent with the spirit of the law, but time frames had to be adjusted. Many of the committee documents, wording, and forms can be easily reused as needed.

As Chair, I recommend making the timeline changes permanent, with Executive elections happening in April/May and Governing Council Elections being held in May/June. The shift in timing will allow BSA to promote GC nominations during Spring Staff appreciation Week. and then conduct elections during Summer Staff Appreciation week.

By being more open and public with our call and elections process we hope to garner a wider selection of candidates. We also seek to have election results tied more closely to when people actually take office July 1.

BSA seeks to generate more buzz and clearly establish a cause and effect for elections. The more people who are involved in the process the more responsive Council members will be to staff interests.

Respectfully submitted, Kathleen Valerio, Chair 2017-18

Financial Report 2017-18

FY2017-2018 Reconciliation					
			APPROVED	EXPENSES	BALANCE
FMMCD - Career Development (18-month program)			\$ 1,900	\$ 411.11	\$ 1,488.89
Committee Appreciation/Luncheon		\$ 200			
All-Cohorts Reception		\$ 1,100			
Miscellaneous Operational Costs		\$ 600			
		\$ 1,900			
FMCOM - Communications & Publicity			\$ 1,702	\$ 1,025.15	\$ 676.85
Web site host Pantheon (12 month cost)		\$ 240			
Zoom live streaming		\$ 50			
Open Berkeley Conversion Fee 4 hr estimate		\$ 328			
funds to promote Posts on FB and LI		\$ 100			
Open Berkeley on going support (12 months)		\$ 984			
		\$ 1,702			
FMEIM - Excellence in Management			\$ 3,538	\$ 5,667.89	\$ (2,130.25)
Room Rental		\$ 800			
Photographer		\$ 200			
Event Technician		\$ 200			
Catering		\$ 1,500			
Frames		\$ 100			
Backdrop		\$ 25			
Certificates		\$ 250			
Printing (Programs)		\$ 463			
		\$ 3,538			
FMGC1 - BSA Activities for GC			\$ 1,215	\$ 1,082.06	\$ 132.94

Materials/copies		\$ 40			
Plaque for outgoing chair		\$ 75			
December & June meetings (room rental)		\$ 300			
Appreciation		\$ 500			
Videoconferencing for meetings		\$ 300			
		\$ 1,215			
FMPRE - Programs/Events			\$ 1,500	\$ 2,398.24	\$ (898.24)
Large event supplies (Printing/Speaker gifts/Index Cards)		\$ 100			
Staff Appreciation Day		\$ 100			
2 Large Event Room Rentals		\$ 550			
2 Large event A/V needs		\$ 550			
2 small event costs		\$ 200			
		\$ 1,500			
FMCUC - CUCSA Delegates (1st and 2nd Year)			\$ 17,000	\$ 11,409.44	\$ 5,590.46
UCSD		\$ 2,000			
UCSC		\$ 2,000			
Regional		\$ 1,000			
UCB*		\$ 12,000			
	<i>Venue</i>	\$ 2,100			
	<i>Catering</i>	\$ 6,250			
	<i>Tech support</i>	\$ 1,050			
	<i>Transportation</i>	\$ -			
	<i>Speakers</i>	\$ -			
	<i>Breakout activities</i>	\$ 600			
	<i>Dinner</i>	\$ 1,000			
	<i>Giveaway costs</i>	\$ -			
	<i>Reception</i>	\$ 1,000			
		\$ 17,000			
Total			\$ 26,855	\$ 21,994	\$ 4,861

Proposed Budget for 2018-19

Preliminary request of \$21,645 - needs to be reworked to \$20K

Strategic Plan for Council of Staff Orgs

Ad Hoc - Bylaws
