

BSA Annual Report 2018-2019

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Executive Summary

2018-2019 continued to be a year of transition for Berkeley Staff Assembly, as our Chair Kathleen Valerio left campus mid-year. Co-Chairs Shirley Giraldo and Erin Blanton stepped in to fill the gap.

In addition to our regular programs and events, this year BSA participated in the WorkFit Advocacy Group, helped CUCSA get a better campus response rate to the 2019 Engagement Survey, and worked with UCB Emeriti Association to disseminate information about potential changes to Medicare for retirees.

Also, in the last quarter of FY 18-19, we were asked by campus to help find delegates to serve on the Police Review Board, the Independent Advisory Board on Policing, and the search committee for the Chief Human Resources Officer.

Selected accomplishments for 2018-2019:

- Fall Retreat
- All-BSA Member Meeting
- Defined our Tagline "Working Together" and updated logo
- Revised and passed updated By-Laws
- Revised and passed new Operating Procedures
- Created a Strategic Plan and Defined Purposes (see below)
- Enhanced Summerfest presence
- Developed a general BSA Membership survey
- Conducted Elections
- Established a New GC Member Orientation

The Excellence in Management program did not occur in FY 18-19, and will resume in Spring of 2020.

Of particular note: All of the newly elected GC members were invited to attend a half-day orientation to learn what BSA does and how they can help, which we think will be beneficial to the organization now and into the future. Most of the new GC members were able to attend.

Strategic Planning

BSA GC spent considerable time and energy this year deciding what we are as an organization, and how

to implement our goals.

All of the documents related to Strategic Planning are located in our shared drive:

<https://drive.google.com/drive/u/0/folders/1NkYATkrRmC3uRUcqzJWqg1TEv756qNM>

Via the Strategic Planning process, we were also able to finalize our BSA Purpose:

- To encourage the participation of all staff in BSA and in campus life in general
- To recognize and promote the contribution of staff to the University
- To foster professional contacts and friendship among staff employees
- To inform colleagues about campus matters vital to their interests
- To foster effective communication proactively with the administration as advocates and advisors in a way that assures staff concerns and perspectives are included

Committee/Team Reports

Communications

Highlights

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

- Establish a bi-weekly email blast to be sent to the Berkeley Staff Assembly email list covering the following campus events/programs:
 - Staff Development
 - Professional Development
 - Community
 - Health/Wellness
 - Job Opportunities
- At the end of the 2018-2019 year, there was a total of 1109 subscribers to the mailing list.
- Revamp the BSA homepage to reflect current events and projects

In January our focus shifted to

- Re-activating our social media accounts and presence
 - Social media accounts were linked to streamline the posting process and increase efficiency
 - A social media posting calendar was created for this year's Summerfest
 - At the end of the 2018-2019 year, the Instagram account garnered 70 followers; the Twitter account garnered 142 followers.
- Committee member recruitment

Leadership Changes

At the beginning of the 2018-2019, there was turnover in membership in the committee. Given the turnover, the Governing Council actively recruited amongst its new members to join the committee to ensure steady communication continued to be disseminated to the staff community at large.

Members as of July 2018 were Stephanie Alcid (team lead), Lisa Weber, and Vic (Avi) Rosenzweig.

Stephanie Alcid announced her decision not to continue as team lead in 2019-2020. She will be transitioning into the co-chair elect role with Anthony Merrill.

Looking Forward

In 2019-20 the Communications team hopes to:

- Create a sustainable framework for an engaging newsletter.
- Identify and assign manageable roles for team members.
- Work more closely with BSA committees to ensure timely communication about upcoming events.
- Develop and implement a succession plan to ensure consistent communication functions.

CUCSA

Highlights

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 2018-2019 UC Berkeley Delegates to CUCSA were Casey Hennig and Harumi Quinones. During 2018-2019, in addition to the CUCSA meetings and workgroups, delegate activity included marketing the fourth system-wide engagement survey to Campus, and creating a five-year strategic plan for CUCSA leadership.

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

<u>Quarterly Meeting</u>	<u>Location</u>	<u>Berkeley Delegates Attended</u>
September 5-7, 2018	UC ANR, Irvine	Casey Hennig and Harumi Quinones
December 5-7, 2018	UC Davis	Casey Hennig and Harumi Quinones
March 6-7, 2019	UC San Diego	Casey Hennig and Harumi Quinones
June 5-7, 2019	LBNL	Casey Hennig and Harumi Quinones

The 2018-2019 workgroups were:

1. Succession Planning - Lead, LeChé McGill, Ag & Natural Resources
2. Parental Bonding Leave - Lead, Jeff Porto, UC Merced

3. Expanded Internal Operations - Lead, Michael Luttrell, UC Santa Cruz

Succession Planning Workgroup

The University of California attracts and retains a diverse staff workforce. As locations plan for the future, we must develop succession planning strategies to prepare staff and leaders across the UC. With organizational development, talent management, and workforce planning, we are primed to develop succession planning resources and a toolkit to be used across the UC System. The scope of this workgroup is to review succession planning resources, including talent development tools and make recommendations on how best to expand, improve, and communicate tools across the system.

Parental Bonding Leave Workgroup

While UC has made efforts to be a family-friendly employer through policies, benefits, resources and services, many staff struggle with understanding the offerings to parents: what is applicable to them and/or where to find information that might be helpful. This workgroup will review what the UC system is currently offering, determine whether and why it is or is not achieving optimal results, and make recommendations for improvement.

Expanded Internal Operations

Expanded workgroup to include subgroups identified below.

- Website overhaul and migration
- Prepare a Presidential Scholarship process
- Budget sustainability plan for CUCSA
- Strategic Plan

Looking Forward

During the 2019-2020 year, the second-year CUCSA delegate will be Harumi Quinones, and the first-year CUCSA delegate will be Brian Light.

Excellence In Management

Chair(s): Danielle Wiskerson and Naseem Ghaffari

Chair(s) e-mails: dwiskerson@berkeley.edu and nghaffari@berkeley.edu

Members: Sarah Gaugler, Arlene Banaga, Lisa Chang, Jessica Gorsuch, Bonita Dyess

Purpose: Celebrate staff managers

Most Recent Update for Berkeley Staff Assembly Governing Council Meeting

1. New committee members were emailed a welcome
2. EIM will be scheduled for Spring 2020

Highlights

- In April 2019, Edwin Khu stepped down as chair of the EIM Committee and Danielle Wiskerson stepped in
- The event was scheduled to take place in October 2019, but after discussions with Jo Mackness, the event was rescheduled for April/May 2020

Looking Forward

- Increase committee membership
- First Committee meeting in September
- Co-chairs will meet monthly until October 2019
- Committee members will meet monthly or bi-monthly beginning in October with meetings becoming more frequent closer to the event date
- Plan a successful event during FY19-20
- Have good documentation of the planning of the event for future committees

Mentorship/Career Development

Cycle 10 (Cycle X) Chairs: Meaghan DeRespini and Erin Leigh Inama

Committee Members: Rebecca Andersen, Harumi Quinones Austria, Mark Brindle, Kait Guthrie (Cycle 11 Co-Chair), Devin Jones, Nithya Raghunathan, Emma Strong (Cycle 11 Co-Chair)

Highlights

The BSA Mentorship Program pairs experienced UC Berkeley staff (mentors) from across campus with staff (mentees) seeking to develop themselves professionally. The program provides a supportive structure in which participants build connections, increase their engagement on campus, promote a culture of leading by example, and enhance effectiveness as they structure their career path at Berkeley. Participant goals typically include developing peer support, learning more about management, and understanding campus organizational culture.

Though all participants should benefit from involvement, the program is designed to be mentee-driven.

How the Program Works

- In past cycles, the program operated on a 12 month cycle which alternated start dates between the fiscal and calendar years. Starting in Cycle 11, the program will run on a nine month cycle which mirrors the academic year, running from September 1 - May 31. The goal for the shift is to make the calendar more reliable to track for potential participants and to offer more frequent opportunities to participate given that we require staff to have been on campus for at least a year before they are eligible to partake.
- Mentors have at least one year of Berkeley campus experience and can be career or contract staff (provided their contract runs through May 31 of the cycle) at or above a P3, M1, or S2 classification.

- Mentors can self-nominate or are identified by their colleagues through a campus-wide nomination process.
- Mentees have at least one year of Berkeley campus experience and are career or contract staff (provided their contract runs through May 31 of the cycle) at the AA2-3, P2-3, and S1 classification. Those classified as P3 are eligible to participate as either a mentee or mentor.
- Mentees complete a short, online application and receive guidance throughout the application and matching process.
- Information sessions are held for both potential mentees and mentors.
- The CDC hosts a “Tips and Tricks” session to prepare potential mentees for the process of selecting mentors, which covers a variety of skills including informational interviewing and elevator speeches.
- Mentors submit resumes for mentees to review, and the latter contact potential mentors to schedule informational interviews.
- After conducting informational interviews, mentees and mentors submit their match preferences in ranked order. Matches are identified by software developed by committee member Devin Jones.
- Once matched, the mentor and the mentee establish a written agreement outlining their schedule and goals for the 12-month cycle.
- Throughout the cycle, mentees may choose to identify a cohort leader to schedule additional meetings and events in which the group expresses interest.
- The CDC sponsors events throughout the cycle, including a kick-off networking event, a mid-point check-in, and a closing reception.

Survey Results

Participants are surveyed at the conclusion of each cycle, and both mentee and mentor respondents consistently report a positive experience. Following Cycle 10, 85% of mentees who responded to our end-of-cycle survey stated that they would recommend this program to other eligible staff members. This represents a slight drop-off from recent years, as the percentage is typically in the mid-90s; this may partially be a function of the limited response rate (the survey went out during winter break when staff may have been on vacation). Regardless, we are hoping the changes implemented for Cycle 11 will help us see a return to our previous recommendation rates.

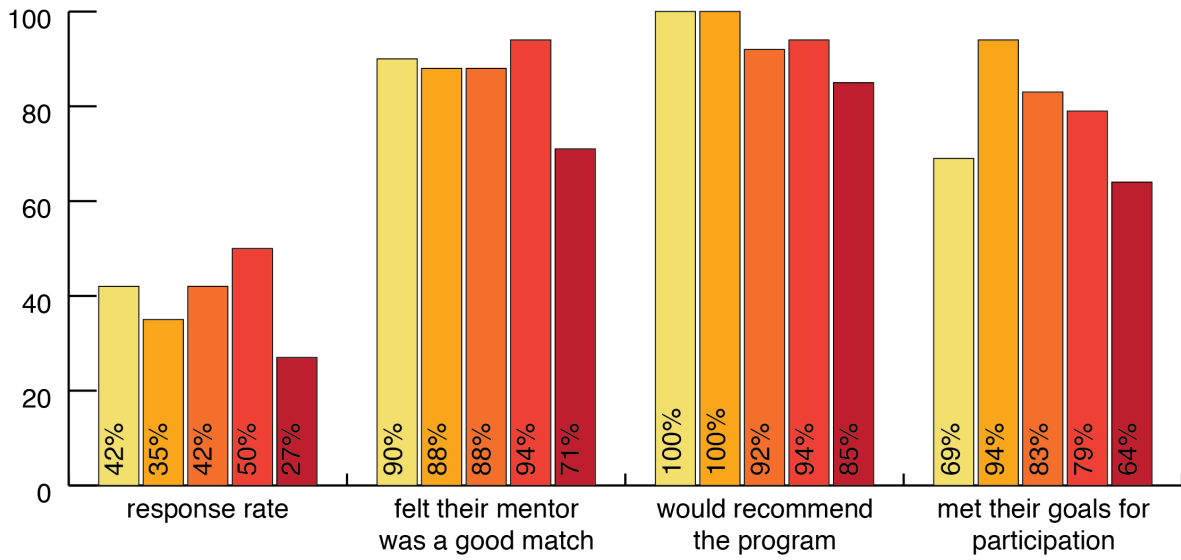
By collecting this data, we are able to analyze each cycle in detail, as well as identify potential campus trends in career progression, mobility, and professional development goals. Mentee respondents from Cycle 10 reported primary participation goals of receiving support and encouragement for professional development and augmenting their network of campus contacts, which is in line with responses from Cycle 9.

The Mentorship Program ideally strives to complement other campus professional development opportunities, and expanding the functional partnership between the Career Development Committee and HR Learning and Development will hopefully continue to expand those complementary opportunities. Many of our mentees have advanced to positions of leadership, whether via formal career positions or extracurricular participation.

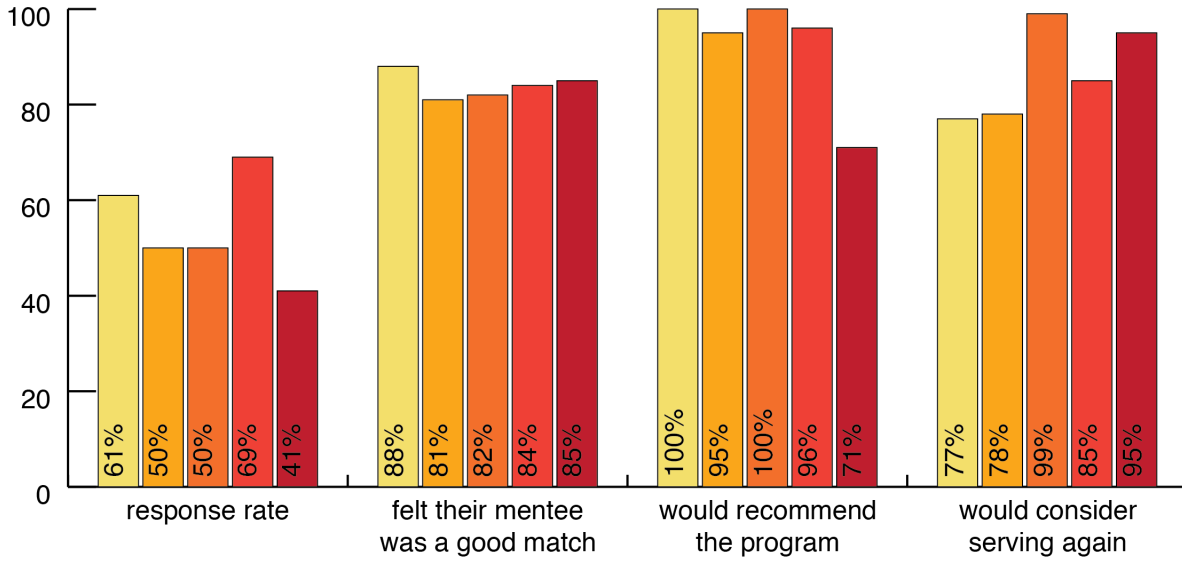
Survey results are summarized in the following pages.



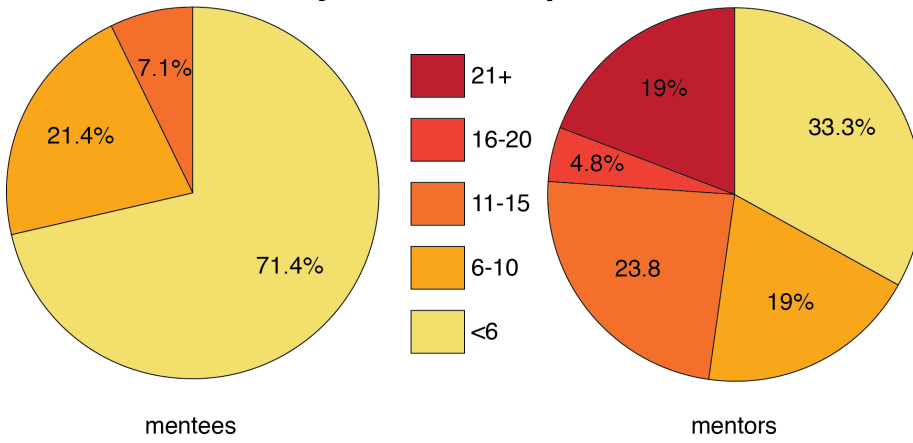
mentees



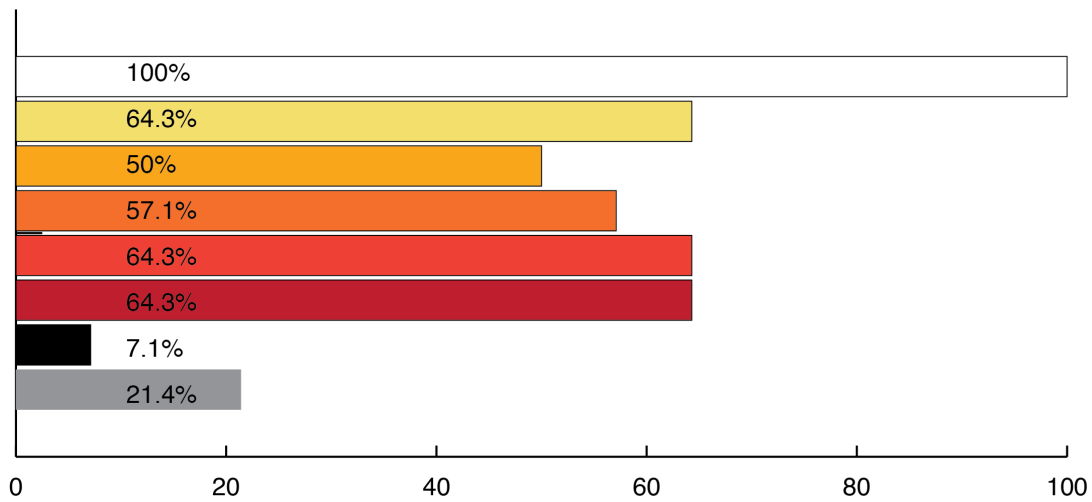
mentors



years on campus

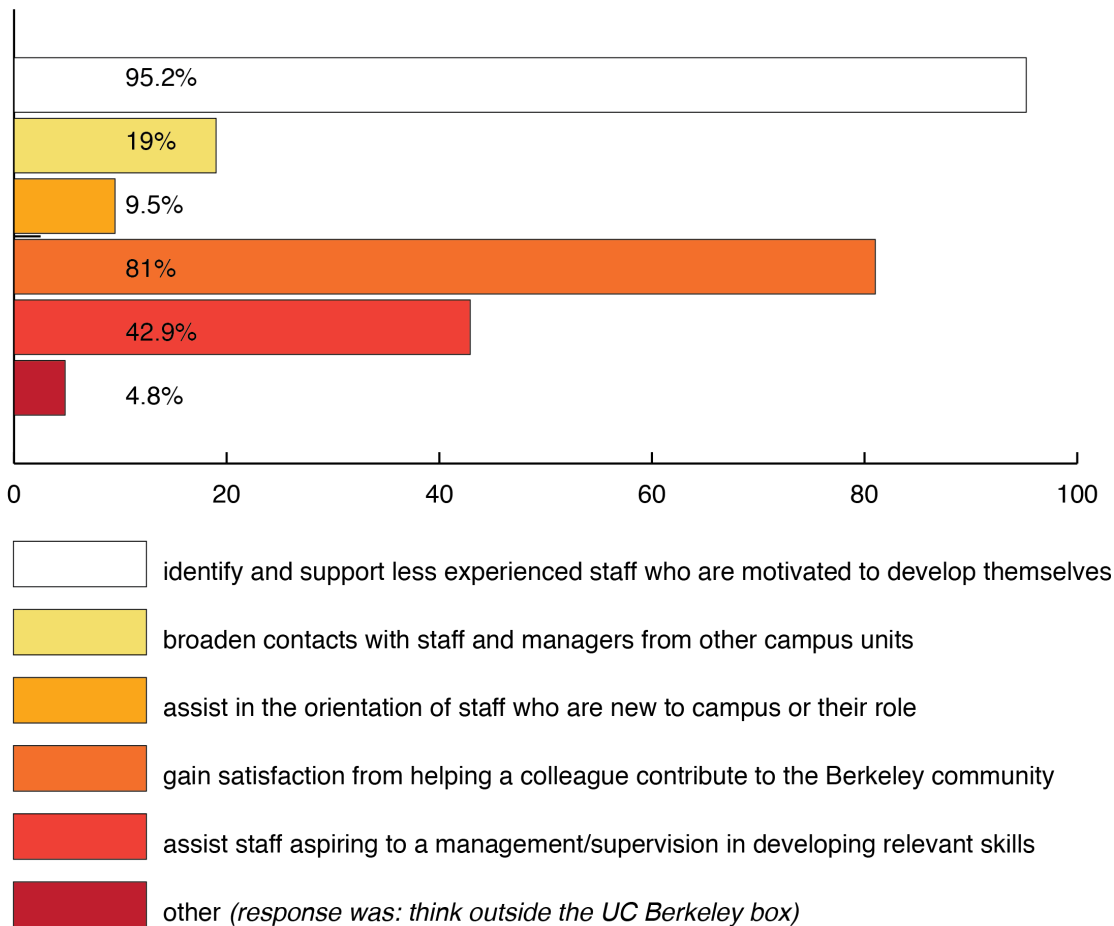


mentee goals for participation



- receive support and encouragement for professional development
- learn about organizational cultures at UC Berkeley
- expand understanding of how to get things done effectively/efficiently at UC Berkeley
- enhance skills and experience in current and for future positions
- augment network of contacts and informational channels
- gain an overview of the "big picture" of UC Berkeley
- resume writing
- assistance with applying to and securing a new job

mentor goals for participation



Looking Forward

This report covers Cycle 10, which took place from January 1, 2018 - December 31, 2018. Cycle 11 is just getting started and will run from September 1, 2019 - May 31, 2020; mentees and mentors are in the informational interview stage of the process as this report is being shared.

Program Challenges

When reviewing the participation numbers over the previous cycles, the program has plateaued at about 50 pairs for each of the last two cycles. For Cycle 11, the Committee has tried to expand the list of both eligible mentees and mentors on campus (more varied classifications, contract employees included) but it is not known how this may impact possible growth of the program or imbalance of mentors versus mentees.

An important feature of the program in the past has been recruiting sometimes as many as twice as many potential mentors as there are mentee participants. However, we have heard from some mentors who were not paired that they have been disappointed by this outcome. If we have a lower mentor to mentee ratio, mentees will necessarily have less choice but there will hopefully be less alienation of

mentors whom we hope will continue to participate. For the above reason, and with the change in the program timeline, Cycle 11 is a bit of an experimental year to see how changes, which the Committee believes will be helpful for the program and its overall operation, actually affect its function.

In terms of the Committee itself, we are currently made up disproportionately of Student Services staff on campus and we are aware that this may be limiting the types of staff we recruit both to the committee and as participants in the program. We will be working more closely with BSA Governing Council and former participants in the program to expand representation of other job classifications and experiences on the Committee and in the program.

Administrative Support

The Committee is thankful to Central Human Resources and especially Angela Stopper and the Learning and Development team for its increased support for the program especially leading up to Cycle 11. The Committee is hopeful that the increased collaboration will be mutually beneficial to both entities, in helping the mentorship program draw on existing HR career development resources to support participants, and in supporting HR's efforts to disseminate resources and opportunities to a broader range of campus staff.

Promoting Mentorship

Advancing the Mentorship Program has been a top priority for the CDC. We have achieved consistent communication between the CDC, the BSA Governing Council, and other campus constituents to stay updated on campus events. Whether through tabling events like Summerfest or presenting at the NOW Conference, we have taken every opportunity to promote the power of mentoring. Mentoring helps build a dynamic, collaborative community, while ensuring the success of individuals as they achieve their personal and professional development goals.

Cycle 11 will continue increased opportunities for communication with active participants in the program, especially through newsletters and content highlighting the work of current and past mentorship pairs, as well as hopefully linking staff who are not currently participating in the program to alternate resources they may access on campus.

Acknowledgments

We would like to thank Interim Associate Vice Chancellor for Human Resources Jo Mackness, Human Resources Director of Learning and Development Angela Stopper, and the Berkeley Staff Assembly for their ongoing support of the Mentorship Program. This program provides staff the opportunity to network and explore professional development outlets, while inviting our senior staff to share their knowledge with those on campus with whom they might not normally engage.

New Professionals Network

Highlights

NPN's regular programming consists of a monthly brown-bag lunch and a monthly evening social hour. A highlight of these events include July's Guest Lecture hosted by Rebecca Anderson, which drew 30 to 40 attendees. In the same month, we held our annual Speed Networking event where 6 managers were available to give tips and answer questions from staff during 5-min segments. In September, NPN held a social at the Oakland Coliseum to watch the A's take on the Angels for Cal versus Stanford night. More than 35 people purchased tickets and attended the event. Other highlights include tours of the Jepson Herbaria, Hearst Museum of Anthropology, a photography presentation at the Graduate School of Journalism, and trips to Hertz Hall and Zellerbach Playhouse to view student performances.

Leadership changes

Anthony Merrill will remain Co-Chair of the New Professionals Network (NPN) with Ben Dillon assuming the role of incoming Co-Chair. Stepping down from the Executive Committee are Erin Blaton and Larissa Charnsangavej who served as the outgoing Chair. Rolling onto the Executive Committee are Joanna Juarez and Hannah Bloom. The following members participated on the Committee during FY19.

- Erin Blaton, Statistics
- Larissa Charnsangavej, Graduate Division
- Ben Dillon, Theatre, Dance, Performance Studies
- Anthony Merrill, UDAR
- Julia Nelson
- Iberia Zafira, UDAR

Looking Forward

Our hopes for FY20 are to continue offering the robust social hour and brown bag programming and to increase the number of professional development workshops. Based on feedback from both the Design Your Life workshop and Speed Networking events, we plan to double these events by offering them each semester. We plan to retain and build on the pipeline of members who can serve as future leadership. Internally, we are working to reach out proactively with our partners in Communications, Programs and Events, and Mentorship and Career Development.

Lessons we've learned have been- greater need to promote our events through the BSA newsletter and other staff groups, better manage event RSVPs, and better support our event presenters and host through more constant communication. We have started to plan out our events at least 3 months out from their dates. In addition to offering the Guest Lecture / Workshop, we were able to achieve the goal of meeting bi-monthly to plan out our upcoming events and attending to other matters.

Programs & Events Committee

Chairs: Harumi Quiñones

Committee Members: Erin Blanton, Brian Light, Jorge Martinez, Sreekala Nair, Fredda Olivares, Judy Smithson, Samantha Zepeda, Allison Covington (Fa18), Elizabeth Geno (Fa18), Anissa Hagedorn (Fa18), Danny Reyes (Fa18), Naseem Ghaffari (part of Fa18), Lisa Weber (part of Fa18)

Highlights

The Program and Events committee supports BSAs mission of creating community, championing the interests of staff, and providing opportunities for networking and development. The BSA Programs and Events Committee sponsored three events during AY2018-19:

Leadership Stories (October 2018)

Attendees: 49 RSVPs, approximately 30 attendees

This forum engages staff in interactive dialogue with our campus leaders. This year, Alberto Ledesma, Assistant Dean for Diversity, and Elizabeth Wilcox, Internal Organizational Consultant and Instructional Designer in Staff Learning and Development, shared their experiences with “Career Changes at Cal.”

Parental Leave Focus Group (March 2019)

Attendees: 30 RSVPs, 28 attendees

This focus group event was set-up world cafe style, where each of the 4 tables spent 10 minutes digging into a specific question:

- How could UC Berkeley best support/navigating parental leave?
- How could UC Berkeley better assist new parents plan for and navigate the financial aspect of parental leave?
- How could UC Berkeley make the transition back to work easier?
- Given resource constraints in the UC system, what do you think would be examples of realistic policies to implement that could best support new parents?

Facilitators then rotated tables and continue receiving input on the question, until all tables had the opportunity to answer each of the 4 questions.

Top recommendations fell into three categories:

1. Simplify the processes
2. Be upfront about the policies, or lack thereof
3. Have Paid Family Leave

Although the primary focus of the event started off as Parental Leave, the consensus was that a comprehensive Paid Family Leave Policy is in the best interest of the UC system. Other highlights fell

into the category of making an understanding of leave policies and benefits clearer and providing support for return to work, were key to improving the experience of new parent employees.

A summary was shared with CUCSA delegate to pass along to the committee working on family leave system-wide as well as to a members of the Chancellor's Advisory Committee on the Status of Women (CACSW) & Chancellor's Advisory Committee on Work and Family (CACWF)

Staff Perspectives Lunch (May 2019)

Attendees: 99 RSVPs, 72 attendees

The theme for BSA Staff Perspectives event, hosted on Tuesday, May 7, was Embracing and Supporting Greater Equity and Inclusion efforts on campus. The goal of this year's program was to determine what Berkeley staff most value and have concerns about regarding Equity & Inclusion. Questions included:

- Why should all staff promote/contribute to fostering an inclusive community and what can we as individuals do?
- What are effective training tools or courses that staff can take to become better co-workers in a diverse environment?
- What institutional barriers/challenges would account for the limited representation of all community members in middle and upper management positions? And what could be changed?
- Would you be in favor of a UC paid family leave policy that took the equivalent portion of your salary to provide benefits like CA State Parental/Family Leave? Explain why yes, or no? Or alternatively, would you recommend a shift to the CA State system or other options?

High-level Summary of responses:

1. The feeling of not being able to bring full self to work adversely impacts both the individual and the institution and diversity and inclusion leads to better outcomes so campus training/accountability/funding similar to what has been implemented for other important initiatives is important.
2. Multicultural Education Program workshops, Staff Ombuds workshops, Berkeley People Management Courses, and Lynda.com, are a few of the resources cited as available to get training for working in a diverse environment.
3. A need for cultural sensitivity/competency and open discuss about bias for upper level hiring on campus as well as having managers promote high performers in lower level positions to higher level ones as they become available, since there appears to be hesitation for some managers to promote from within the org.
4. Staff would appreciate paid family leave that is aligned w/CA system. Other benefits like child care options on campus for staff and better support/flexibility for return to work are also important to consider. Finally, the lack of family leave policy is setting up UC to not attract

young talent that will commit to the institution.

Summarized results were provided to HR and Equity & Inclusion with the hope that staff voices may impact future programming. The event was attended by staff from across campus. VC of E&I, Oscar Dubon, Director of Staff Diversity Initiatives, Sid Reel, and EEO Analyst, Tim Fuson, also joined for a brief welcome, presentation of our current racial diversity standing with regard to recently compiled report, and participated in the conversations.

Looking Forward

Continuing Members: Erin Blanton (incoming co-chair), Samantha Zepeda (incoming co-chair), Brian Light, Jorge Martinez, Sreekala Nair, Fredda Olivares, Harumi Quiñones, Judy Smithson

Plans will be determined with the committee's new leadership and members' availability/capacity during FY19. Tentatively, the committee will plan for two events per semester:

- Fall Leadership Stories, focusing on work/life balance
- Fall potential co-sponsored event w/other org, topic TBD
- Spring potential CUCSA related event, topic TBD
- Spring Staff Perspectives, topic TBD

Elections

Election Process and Documentation

Following changes to our By-laws, Officer elections were held in May and Governing Council elections were held in June.

There were eight open positions available to fill on the Governing Council.

All of the documents referred to in this section are located on our 2019 BSA Elections shared drive: <https://drive.google.com/drive/u/0/folders/1Kl9BR5gbcvy3avrYsvJW8Y7ezgGO2QO>

Officer Elections

Officers were nominated by Governing Council Members. GC Members are eligible to self-nominate.

CUCSA Delegate and the new Operations Officer were the only positions to receive more than one nominee. Elections were held to determine those officers.

No nominees accepted the nomination for the position of Chair-Elect or Treasurer. These positions were later filled by GC volunteers.

There continues to be a lack of interest among Governing Council members in holding Officer positions, except for the role of CUCSA Delegate.

Governing Council

- A Google form was created to collect Governing Council Nominations from BSA membership
- Call for Governing Council nominations was posted to website, shared via BSA newsletter and other Comms channel. Comms included a link to the nomination form
- 19 nominations were submitted
- Each nominee was contacted by the election committee by phone and email
- 9 Nominees submitted their Candidate Statements
- Elections were held using a second Google form, and the call to vote broadcast widely to all BSA Comms channels.
- Following the election, the committee notified candidates of election results by phone or email prior to making a more public announcement.

Financial Report

BSA Expenses FY19 (July 1, 2018 - June 30, 2019)

Account - Desc	Journal Date	Document ID	Description	Detailed Description	Reference	Preparer Name	Encumbrance Amount	Actuals Amount
55030 - General Office Supplies	7/11/2018	S0328946	GIVE SOMETHING BACK	Document Frame, Black Plastic,	BB01066961		\$0.00	-\$5.27
55030 - General Office Supplies	7/11/2018	S0328983	GIVE SOMETHING BACK	Document Frame, Black Plastic,	BB01066961		\$0.00	-\$4.97
55030 - General Office Supplies	7/11/2018	S0329113	GIVE SOMETHING BACK	BADGE,NAME, ECO,8UP,WHT	BB01066096		\$0.00	-\$0.71
55030 - General Office Supplies	7/12/2018	BB01066096	GIVE SOMETHING BACK	BADGE,NAME, ECO,8UP,WHT		Edwin Khu [UID: 1072783]	\$0.71	\$0.00
55030 - General Office Supplies	7/12/2018	BB01066961	GIVE SOMETHING BACK	Document Frame, Black Plastic,		Edwin Khu [UID: 1072783]	\$10.23	\$0.00
55040 - General Supplies	7/10/2018	S0339299	OLIVARES,FREDDA RENEE	flowers		Eija Kies [UID: 1047821]	\$0.00	\$21.74
56011 - Recharge - IT/Voice/Data Svcs	7/31/2018	TEL0934622	Other IST Services		CNSJOURNAL		\$0.00	\$82.00
56130 - Telephone Services	7/31/2018	TEL0934622	IS-Telecom		CNSJOURNAL		\$0.00	\$7.42
57004 - Business Meeting -Technical	7/2/2018	FMFBV008	Casey Hennig Reimbursement				\$0.00	-\$250.89
57004 - Business Meeting -Technical	7/2/2018	FMFBV008	US BANK-REVIVAL BAR+KITCHEN		13212445		\$0.00	-\$1,572.44
57004 - Business	7/3/2018	13212445	US BANK-REVIVAL BAR+KITCHEN	96673096	EXP_070318_0000	Jeffrey Kent [UID: 302065]	\$0.00	\$1,141.00

Meeting -Technical								
57004 - Business Meeting -Technical	7/3/2018	13212445	US BANK-REVIVAL BAR+KITCHEN	96673096 -2	EXP_070318_0000	Jeffrey Kent [UID: 302065]	\$0.00	\$431.44
57005 - Business Meeting-Non-Technical	7/2/2018	FMFBV008	BSA Excellence in Mgmt Awards				\$0.00	-\$3,351.80
57006 - Social Activities & Entertainm	7/23/2018	90344643	HENNIG,CASEY MARIE				\$0.00	\$250.89
57007 - Employee Morale-Building Activ	7/12/2018	S0345240	STRADAVARIUS INC	Catering for annual Berkeley S		Edwin Khu [UID: 1072783]	\$0.00	\$3,351.80
55030 - General Office Supplies	5/22/2018	BB01066096	GIVE SOMETHING BACK	BADGE,NAME, ECO,8UP,WHT		Edwin Khu [UID: 1072783]	-\$0.71	\$0.00
55030 - General Office Supplies	5/23/2018	BB01066961	GIVE SOMETHING BACK	Document Frame, Black Plastic,		Edwin Khu [UID: 1072783]	-\$10.23	\$0.00
55040 - General Supplies	5/23/2018	BB01066978	Office Depot Inc	Mars Chocolate Mix, 62.6 Oz, P		Casey Hennig [UID: 973222]	-\$30.32	\$0.00
56011 - Recharge - IT/Voice/Data Svcs	8/31/2018	TEL0953504	Other IST Services		CNSJOURNAL		\$0.00	\$82.00
56130 - Telephone Services	8/31/2018	TEL0953504	IS-Telecom		CNSJOURNAL		\$0.00	\$2.85
56011 - Recharge - IT/Voice/Data Svcs	9/30/2018	TEL0954895	Other IST Services		CNSJOURNAL		\$0.00	\$82.00
56130 - Telephone Services	9/30/2018	TEL0954895	IS-Telecom		CNSJOURNAL		\$0.00	\$2.85
57006 - Social Activities & Entertainm	9/26/2018	90352094	MERRILL,ANTHONY	BSA NPN Coffee Chat			\$0.00	\$65.92
57211 - In-State Travel - Air Fare	9/28/2018	90352440	HENNIG,CASEY MARIE	TRV000517089 ;HENNIG			\$0.00	\$173.96

57213 - In-State Travel - Non Air Fare	9/28/2018	90352440	HENNIG,CASEY MARIE	TRV000517089 ;HENNIG			\$0.00	\$472.17
56011 - Recharge - IT/Voice/Data Svcs	10/31/2018	TEL0956411	Other IST Services		CNSJOURNAL		\$0.00	\$82.00
56130 - Telephone Services	10/31/2018	TEL0956411	IS-Telecom		CNSJOURNAL		\$0.00	\$7.63
56011 - Recharge - IT/Voice/Data Svcs	11/30/2018	TEL0975560	Other IST Services		CNSJOURNAL		\$0.00	\$82.00
56130 - Telephone Services	11/30/2018	TEL0975560	IS-Telecom		CNSJOURNAL		\$0.00	\$5.00
57001 - Employee Development Training	11/30/2018	UKCAT1130	Cal Catering/TG20 055		Nov-18	Sayed Naim Saeed [UID: 1595415]	\$0.00	\$517.19
57002 - Meals Provided to Students	11/9/2018	90357704	LOO,AMANDAS	9/12/18 Trader Joe's			\$0.00	\$29.17
56011 - Recharge - IT/Voice/Data Svcs	12/31/2018	TEL0976633	Other IST Services		CNSJOURNAL		\$0.00	\$82.00
56130 - Telephone Services	12/31/2018	TEL0976633	IS-Telecom		CNSJOURNAL		\$0.00	\$8.21
57213 - In-State Travel - Non Air Fare	12/10/2018	90361187	HENNIG,CASEY MARIE	TRV000524816 ;HENNIG			\$0.00	\$576.26
56011 - Recharge - IT/Voice/Data Svcs	1/31/2019	TEL0996119	Other IST Services		CNSJOURNAL		\$0.00	\$82.00
56130 - Telephone Services	1/31/2019	TEL0996119	IS-Telecom		CNSJOURNAL		\$0.00	\$5.08
57211 - In-State Travel - Air Fare	1/3/2019	90363484	QUINONES,RO CIO H	TRV000523983 ;QUINONES			\$0.00	\$285.97
57213 - In-State Travel - Non Air Fare	1/3/2019	90363484	QUINONES,RO CIO H	TRV000523983 ;QUINONES			\$0.00	\$417.02

57213 - In-State Travel - Non Air Fare	1/3/2019	90363485	QUINONES,RO CIO H	TRV000523984 ;QUINONES			\$0.00	\$425.93
56011 - Recharge - IT/Voice/Data Svcs	2/28/2019	TEL0997416	Other IST Services		CNSJOURNAL		\$0.00	\$82.00
56130 - Telephone Services	2/28/2019	TEL0997416	IS-Telecom		CNSJOURNAL		\$0.00	\$13.56
56310 - Recharge-Facility Rental & Svc	2/1/2019	CPNEXNOV18	Rm Rent Berkeley Staff Assembl		Kathleen V	Rommel Mapaye [UID: 1035168]	\$0.00	\$17.50
56011 - Recharge - IT/Voice/Data Svcs	3/31/2019	TEL0998684	Other IST Services		CNSJOURNAL		\$0.00	\$82.00
56130 - Telephone Services	3/31/2019	TEL0998684	IS-Telecom		CNSJOURNAL		\$0.00	\$4.08
57005 - Business Meeting-Non-Technical	3/31/2019	90373684	GIRALDO,SHIRLEY	ENT000271684 ;GIRALDO			\$0.00	\$33.40
57211 - In-State Travel - Air Fare	3/8/2019	90371289	HENNIG,CASEY MARIE	TRV000532988 ;HENNIG			\$0.00	\$133.96
57213 - In-State Travel - Non Air Fare	3/8/2019	90371289	HENNIG,CASEY MARIE	TRV000532988 ;HENNIG			\$0.00	\$383.96
55030 - General Office Supplies	4/30/2019	BB01220040	Office Depot Inc	Post-it Super Sticky Easel Pad		Shirley Giraldo [UID: 1116886]	\$319.06	\$0.00
56011 - Recharge - IT/Voice/Data Svcs	4/30/2019	TEL0999940	Other IST Services		CNSJOURNAL		\$0.00	\$82.00
56130 - Telephone Services	4/30/2019	TEL0999940	IS-Telecom		CNSJOURNAL		\$0.00	\$11.87
57005 - Business Meeting-Non-Technical	4/22/2019	90376756	ZEPEDA,SAMANTHA J	ENT000271954 ;ZEPEDA			\$0.00	\$438.67
57005 - Business Meeting-Non-Technical	4/25/2019	90377331	MERRILL,ANTHONY	ENT000274263 ;MERRILL			\$0.00	\$19.73

57006 - Social Activities & Entertainm	4/23/2019	90376982	CHARNSANGA VEJ,LARISSA	ENT000273946 ;CHARNSANGA VEJ			\$0.00	\$32.31
57006 - Social Activities & Entertainm	4/25/2019	90377330	MERRILL,ANTHONY	ENT000274251 ;MERRILL			\$0.00	\$69.22
57007 - Employee Morale-Building Activ	4/5/2019	90374533	QUINONES,ROCIO H	ENT000272275 ;QUINONES			\$0.00	\$27.44
57211 - In-State Travel - Air Fare	4/5/2019	90374621	QUINONES,ROCIO H	TRV000534261 ;QUINONES			\$0.00	\$133.96
57213 - In-State Travel - Non Air Fare	4/5/2019	90374621	QUINONES,ROCIO H	TRV000534261 ;QUINONES			\$0.00	\$309.22
55030 - General Office Supplies	5/2/2019	BB01220040	Office Depot Inc	Post-it Super Sticky Easel Pad		Shirley Giraldo [UID: 1116886]	-\$319.06	\$0.00
55030 - General Office Supplies	5/2/2019	S0537197	Office Depot Inc	Mr. Sketch Scented Markers, Ch	BB01220040		\$0.00	\$24.22
55030 - General Office Supplies	5/2/2019	S0537197	Office Depot Inc	Post-it Super Sticky Easel Pad	BB01220040		\$0.00	\$294.84
55030 - General Office Supplies	5/9/2019	S0537197	Office Depot Inc	Mr. Sketch Scented Markers, Ch	BB01220040		\$0.00	-\$0.33
55030 - General Office Supplies	5/9/2019	S0537197	Office Depot Inc	Post-it Super Sticky Easel Pad	BB01220040		\$0.00	-\$4.05
55030 - General Office Supplies	5/10/2019	BB01220040	Office Depot Inc	Post-it Super Sticky Easel Pad		Shirley Giraldo [UID: 1116886]	\$4.38	\$0.00
55040 - General Supplies	5/28/2019	BB01232884	GRAINGER INC	Portable Folding Easel 63 in.		Shirley Giraldo [UID: 1116886]	\$113.24	\$0.00
55040 - General Supplies	5/28/2019	BB01232885	Office Depot Inc	Portable Folding Easel 63 in.		Shirley Giraldo [UID: 1116886]	\$269.08	\$0.00
55040 - General Supplies	5/28/2019	BB01232933	Office Depot Inc	Officemate Plastic Upright Ver		Shirley Giraldo [UID: 1116886]	\$134.14	\$0.00
55040 - General Supplies	5/28/2019	BB01232993	Office Depot Inc	Officemate Plastic Sign Holder		Shirley Giraldo [UID: 1116886]	\$27.64	\$0.00

55040 - General Supplies	5/29/2019	BB01232884	GRAINGER INC	Portable Folding Easel 63 in.		Shirley Giraldo [UID: 1116886]	-\$113.24	\$0.00
55040 - General Supplies	5/29/2019	BB01232885	Office Depot Inc	Portable Folding Easel 63 in.		Shirley Giraldo [UID: 1116886]	-\$241.44	\$0.00
55040 - General Supplies	5/29/2019	BB01232933	Office Depot Inc	Officemate Plastic Upright Ver		Shirley Giraldo [UID: 1116886]	-\$101.90	\$0.00
55040 - General Supplies	5/29/2019	S0553619	GRAINGER INC	Portable Folding Easel 63 in.	BB01232884		\$0.00	\$113.24
55040 - General Supplies	5/29/2019	S0554253	Office Depot Inc	LaCroix Sparkling Water, Grape	BB01232933		\$0.00	\$20.56
55040 - General Supplies	5/29/2019	S0554253	Office Depot Inc	LaCroix Sparkling Water, Lemon	BB01232933		\$0.00	\$20.56
55040 - General Supplies	5/29/2019	S0554253	Office Depot Inc	LaCroix Sparkling Water, Lime,	BB01232933		\$0.00	\$20.56
55040 - General Supplies	5/29/2019	S0554253	Office Depot Inc	LaCroix Sparkling Water, Orang	BB01232933		\$0.00	\$20.56
55040 - General Supplies	5/29/2019	S0554253	Office Depot Inc	LaCroix Sparkling Water, Pure,	BB01232933		\$0.00	\$19.66
55040 - General Supplies	5/29/2019	S0554285	Office Depot Inc	Avery Flexible Name Badge Labe	BB01232885		\$0.00	\$241.44
55040 - General Supplies	5/31/2019	BB01235076	Office Depot Inc	C-Line Pin Style Name Badge Ho		Shirley Giraldo [UID: 1116886]	\$30.47	\$0.00
55053 - Food-Dry Stores & Beverages	5/28/2019	BB01232886	Office Depot Inc	LaCroix Sparkling Water, 3 Fla		Shirley Giraldo [UID: 1116886]	\$95.27	\$0.00
56011 - Recharge - IT/Voice/Data Svcs	5/31/2019	TEL1001305	Other IST Services		CNSJOURNAL		\$0.00	\$82.00
56130 - Telephone Services	5/31/2019	TEL1001305	IS-Telecom		CNSJOURNAL		\$0.00	\$4.51
57005 - Business	5/28/2019	90382312	BLANTON,ERIN	ENT000277450 ;BLANTON			\$0.00	\$63.24

Meeting-Non-Technical								
57005 - Business Meeting-Non-Technical	5/29/2019	S0553975	ANN'S CATERING INC	Berkeley Staff Assembly annual		Erin Blanton [UID: 1554641]	\$0.00	\$828.71
57007 - Employee Morale-Building Activ	5/31/2019	90383343	WEBER,LISA	ENT000277882 ;WEBER			\$0.00	\$83.44
55040 - General Supplies	6/3/2019	BB01234456	KRISHNA COPY CENTER	Print job for BSA Career Devel		Shirley Giraldo [UID: 1116886]	\$0.00	\$0.00
55040 - General Supplies	6/3/2019	BB01235076	Office Depot Inc	C-Line Pin Style Name Badge Ho		Shirley Giraldo [UID: 1116886]	-\$30.47	\$0.00
55040 - General Supplies	6/3/2019	BB01235726	RK & RAI Corporation (Krishna Copy)	Print job for BSA Career Devel		Gwen Crociata [UID: 211173]	\$635.84	\$0.00
55040 - General Supplies	6/3/2019	S0557241	Office Depot Inc	C-Line Pin Style Name Badge Ho	BB01235076		\$0.00	\$30.47
55040 - General Supplies	6/6/2019	S0554253	Office Depot Inc	LaCroix Sparkling Water, Grape	BB01232933		\$0.00	-\$0.29
55040 - General Supplies	6/6/2019	S0554253	Office Depot Inc	LaCroix Sparkling Water, Lemon	BB01232933		\$0.00	-\$0.28
55040 - General Supplies	6/6/2019	S0554253	Office Depot Inc	LaCroix Sparkling Water, Lime,	BB01232933		\$0.00	-\$0.28
55040 - General Supplies	6/6/2019	S0554253	Office Depot Inc	LaCroix Sparkling Water, Orang	BB01232933		\$0.00	-\$0.28
55040 - General Supplies	6/6/2019	S0554253	Office Depot Inc	LaCroix Sparkling Water, Pure,	BB01232933		\$0.00	-\$0.27
55040 - General Supplies	6/6/2019	S0554285	Office Depot Inc	Avery Flexible Name Badge Labe	BB01232885		\$0.00	-\$3.32
55040 - General Supplies	6/6/2019	S0557820	GUTHRIE,KAITLYN	6 plastic frame holders		Kaitlyn Guthrie [UID: 1079529]	\$0.00	\$26.99
55040 - General Supplies	6/7/2019	BB01232885	Office Depot Inc	Portable Folding Easel 63 in.		Shirley Giraldo [UID: 1116886]	\$3.32	\$0.00

55040 - General Supplies	6/7/2019	BB01232933	Office Depot Inc	Officemate Plastic Upright Ver		Shirley Giraldo [UID: 1116886]	\$1.40	\$0.00
55040 - General Supplies	6/13/2019	S0557241	Office Depot Inc	C-Line Pin Style Name Badge Ho	BB01235076		\$0.00	-\$0.42
55040 - General Supplies	6/14/2019	BB01235076	Office Depot Inc	C-Line Pin Style Name Badge Ho		Shirley Giraldo [UID: 1116886]	\$0.42	\$0.00
55040 - General Supplies	6/20/2019	S0563985	GUTHRIE,KAITLYN	HDMI Cord, 2 Dongles for newer		Kaitlyn Guthrie [UID: 1079529]	\$0.00	\$50.09
55040 - General Supplies	6/30/2019	FMFBV048	RK&RAI Corp - Krishna Copy			Brianna Vandre [UID: 1598143]	\$0.00	\$635.84
55047 - Entertainment and Other Event	6/10/2019	BB01238731	BLAISDELL'S BUSINESS PRODUCTS	Full Size Instant Easel, 62-3/		Shirley Giraldo [UID: 1116886]	\$86.48	\$0.00
55047 - Entertainment and Other Event	6/10/2019	BB01238732	GRAINGER INC	Full Size Instant Easel, 62-3/		Shirley Giraldo [UID: 1116886]	\$191.33	\$0.00
55047 - Entertainment and Other Event	6/11/2019	BB01238731	BLAISDELL'S BUSINESS PRODUCTS	Full Size Instant Easel, 62-3/		Shirley Giraldo [UID: 1116886]	-\$86.48	\$0.00
55047 - Entertainment and Other Event	6/11/2019	BB01238732	GRAINGER INC	Full Size Instant Easel, 62-3/		Shirley Giraldo [UID: 1116886]	-\$191.33	\$0.00
55047 - Entertainment and Other Event	6/11/2019	S0562100	BLAISDELL'S BUSINESS PRODUCTS	Bio-Degradable Plastic Table C	BB01238731		\$0.00	\$34.41
55047 - Entertainment and Other Event	6/11/2019	S0562100	BLAISDELL'S BUSINESS PRODUCTS	Full Size Instant Easel, 62-3/	BB01238731		\$0.00	\$52.07
55047 - Entertainment and Other Event	6/11/2019	S0562493	GRAINGER INC	First Aid Kit Industrial 95 Co	BB01238732		\$0.00	\$19.16
55047 - Entertainment and Other Event	6/11/2019	S0562493	GRAINGER INC	Wagon Truck 150 lb Ld Cap. Blu	BB01238732		\$0.00	\$172.17

55052 - Food-Produce & Bakery	6/3/2019	90383635	TEWELDE,ZIADA	ENT000278008 ;TEWELDE			\$0.00	\$74.25
55056 - On-the-Job Meals	6/6/2019	90384239	QUINONES,ROCIO	ENT000278266 ;QUINONES			\$0.00	\$108.00
56011 - Recharge - IT/Voice/Data Svcs	6/30/2019	TEL1002875	Other IST Services		CNSJOURNAL		\$0.00	\$82.00
56130 - Telephone Services	6/30/2019	TEL1002875	IS-Telecom		CNSJOURNAL		\$0.00	\$13.28
56310 - Recharge-Facility Rental & Svc	6/29/2019	CPNEXFY19	BSA Appreciation Lunch		Shirley Gi	Rommel Mapaye [UID: 1035168]	\$0.00	\$150.00
56310 - Recharge-Facility Rental & Svc	6/30/2019	FVOP191204	INVOICE RES 82056		RES 82056	Macedonio Magana [UID: 1545992]	\$0.00	\$884.00
56410 - Printing	6/5/2019	BB01236601	CAMPUS COPY PARTNERS LLC	1) Print		Shirley Giraldo [UID: 1116886]	\$268.17	\$0.00
56410 - Printing	6/7/2019	BB01238485	RK & RAI Corporation (Krishna Copy)	Service Order Request		Shirley Giraldo [UID: 1116886]	\$222.87	\$0.00
56410 - Printing	6/26/2019	BB01236601	CAMPUS COPY PARTNERS LLC	1) Print		Shirley Giraldo [UID: 1116886]	-\$215.29	\$0.00
56410 - Printing	6/26/2019	S0562464	CAMPUS COPY PARTNERS LLC	1) Print	BB01236601		\$0.00	\$268.17
57005 - Business Meeting-Non-Technical	6/10/2019	90384783	BLANTON,ERIN	ENT000278605 ;BLANTON			\$0.00	\$50.22
57005 - Business Meeting-Non-Technical	6/14/2019	90385633	BLANTON,ERIN	ENT000278997 ;BLANTON			\$0.00	\$66.06
57005 - Business Meeting-Non-Technical	6/20/2019	S0567929	ANN'S CATERING INC	catering for BSA New Professio		Erin Blanton [UID: 1554641]	\$0.00	\$470.00
57006 - Social Activities & Entertainm	6/10/2019	90384779	WHITE,MICHELLE	ENT000278603 ;WHITE			\$0.00	\$40.00

57006 - Social Activities & Entertainm	6/14/2019	90385618	MERRILL,ANTHONY	ENT000279019;MERRILL			\$0.00	\$11.73
57006 - Social Activities & Entertainm	6/30/2019	UKCAT30	Cal Catering/TG21763			Kurt Norton [UID: 1539696]	\$0.00	\$169.28
57213 - In-State Travel - Non Air Fare	6/24/2019	90386922	QUINONES,ROCIO	TRV000545571;QUINONES			\$0.00	\$50.00
57233 - Travel - Entertainment-Related	6/24/2019	90386922	QUINONES,ROCIO	TRV000545571;QUINONES			\$0.00	\$50.00
57350 - Non-student Appreciation/Award	6/10/2019	S0554994	BLANTON,ERIN	Reimbursemen t for items relate		Erin Blanton [UID: 1554641]	\$0.00	\$243.75
57350 - Non-student Appreciation/Award	6/10/2019	S0559929	ALCID,STEPHANIE	Reimburse Amazon gift card for		Stephanie Alcid [UID: 1047557]	\$0.00	\$20.00
							\$1,073.58	\$11,062.26

Proposed Budget for 2019-20

BSA FY19-20 Sponsor Budget Request	
COMMITTEE AND EXPENSE PURPOSE	AMOUNT
FMMCD - Career Development	
Kick off meeting for both mentors and mentees	\$ 200
Mid-cycle event (supplies + food)	\$ 200
	\$ 400
FMCOM - Communications & Publicity	
BSA FAQ Handout	\$700
Zoom Account	\$ 100
IST/AS Consulting	\$ 1,000
New BSA banner	\$ 100
BSA Stickers	\$ 60
Giveaways for BSA Community Contests	\$100
	\$ 2,060
FMEIM - Excellence in Management	
Room Rental	\$ 1,000
Photographer	\$ 350
A/V Rental & Technician	\$ 500
Catering	\$ 1,750
Frames	\$ 250
Backdrop	\$ 100
Certificates	\$ 250

Printing (Programs)	\$ 500
	\$ 4,700
FMNPN - New Professionals Network	
Monthly NPN lunches	\$ 100
Supplies to table (name tags, poster board, badges, etc...)	\$ 100
Monthly socials	100
Lunch and learn	100
Guest Speaker Event	\$ 900
	\$ 1,300
FMGC1 - BSA Activities for GC	
Annual Group Orientation 15 members @ \$15	\$ 225
Year End Appreciation + New Member Lunch 30 Members @20	\$ 600
Token of appreciation for outgoing chair	\$ 50
December & June meetings (room rental)	\$ 1,200
Summerfest	\$550
	\$ 2,625
FMPRE - Programs/Events	
Leadership Stories Event (Room rental, A/V, snacks)	\$ 1,050
Co-sponsored NPN activity (admission/food)	\$ 500
Staff Perspectives Event (Room rental, A/V, lunch for 80-100)	\$2,000
CUCSA related event/focus group (lunch for ~30-40 participants)	\$500
	\$ 4,050

FMCUC - CUCSA Delegates (1st and 2nd Year)	
Campus 1 Travel	\$ 1,125
Campus 2 Travel	\$ 1,125
Campus 3 Travel	\$ 1,125
Campus 4 Travel	\$ 1,125
	\$ 4,500
Total	\$ 19,635