

# BSA Annual Report 2019-2020

<b>Executive Summary</b>	<b>2</b>
2019-2020 in Summary	2
Strategic Planning	3
<b>Committee/Team Reports</b>	<b>3</b>
Communications	3
Highlights	3
Looking Forward	4
Data Committee	5
Highlights	5
Leadership changes	5
Looking Forward	5
CUCSA	6
Highlights	6
Looking Forward	7
Excellence In Management	7
Highlights	7
Looking Forward	7
Mentorship/Career Development	8
How the Program Works	8
Committee Structure	9
Survey Results	10
Program Impact	13
Program Growth Areas	14
Acknowledgments	15
New Professionals Network	15
Highlights	15
Leadership changes	15
Looking Forward	16
Programs & Events Committee	16
Highlights	16
<a href="#"><u>Leadership Stories (October 2019)</u></a>	<a href="#"><u>16</u></a>
<a href="#"><u>Staff Equity &amp; Inclusion Focus Group (November 2019)</u></a>	<a href="#"><u>17</u></a>
<a href="#"><u>Spring Focus Group(Virtual): Staff Basic Needs (May 2020)</u></a>	<a href="#"><u>17</u></a>
<a href="#"><u>Forum: Mental Health During Times of Trauma &amp; Uncertainty</u></a>	<a href="#"><u>18</u></a>
<a href="#"><u>(June 25,2020)</u></a>	
Looking Forward	20

<b>Elections</b>	<b>20</b>
Election Process and Documentation	20
Officer Elections	20
Governing Council	21
<b>Financial Report</b>	<b>21</b>
BSA Expenses FY20 (July 1, 2019 - June 30, 2020)	21
Proposed Budget for 2020-21	21

# Executive Summary

## 2019-2020 in Summary

The single most important thing to happen this year was the creation of an all-staff CalMessage email list for BSA use. Our new all-staff CalMessage list allows us to communicate items of great importance to all staff on campus, and supplements our regularly monthly newsletter via our BSA Members listserv. This project began several years ago, and I worked on getting access to such a list for my entire 3-year term on the Governing Council.

The all-staff email list has been set up with collaboration and support from Eugene Whitlock, Assistant Vice Chancellor-Human Resources; Scott Seaborn, Campus Privacy Officer; Julie Goldenstein, Information Security Policy Manager; Jeff McCullough, CalNet Principal Programmer; and Albert Liu, Chancellor's Immediate Office Front Office Lead.

The Governing Council took some time this year to streamline our internal processes and procedures, while ensuring good documentation exists for future terms. We also moved to a mostly virtual meeting format, which proved useful at the onset of COVID-19.

Selected accomplishments for 2019-2020:

- Held focus groups on: Basic Needs; Family Leave; and Equity and Inequality
- Strengthened our partnerships with other campus orgs, such as CSAC
- Created a visually appealing monthly BSA member newsletter using MailChimp, with streamlined process for submitting content
- Achieved over 90% satisfaction rate in our Mentorship program
- BSA GC representative served on the advisory committee to hire the new Assistant Vice Chancellor, HR
- Appointed a representative to serve on the Police Review Board
- Honored 28 staff for their contributions to furthering equity, diversity, and community in our Excellence in Management award program
- Held an event on informal learning for New Professionals
- CUCSA delegate presented staff issues to the Committee to Hire a President of the University of California at UCLA

## Strategic Planning

This year, BSA took a different approach to planning. We formed a data committee, and sent out a survey via our BSA member listserv asking targeted questions about what staff need from campus and from BSA.

We used the results of the survey to determine action items to stop, start and continue doing.

Stop: holding events outside business hours; perhaps stop holding the Excellence in Management program; stop having too many social media accounts; and stop holding events without marketing them as BSA events.

Continue: our monthly newsletter; our mentorship program and New Professionals Network but also other regular BSA events; and events with campus leaders

Start: offering more professional development events and/or funds; BSA specific marketing; additional outreach & collaboration with staff organizations; and support the Basic Needs committee.

## Committee/Team Reports

### Communications

#### Highlights

In 2019-2020 the Communications Committee achieved its 2018-2019 Looking Forward goals to:

- Create a sustainable framework for an engaging newsletter.
  - The newsletter was created and implemented by Jeanette Peach and Jessica Gorsuch.
- 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.

#### **BSA newsletter:**

In October 2019 the Communication Committee sent out its first monthly newsletter which received a 68.5% opening percentage.

- The newsletter lives on the MailChimp platform.
- As of May 20, 2020, there are 1,423 subscribers to the newsletter and an average open rate of 61%.
- The Communications email list was imported into MailChimp.
- Staff have been subscribing to the newsletter via the prominent link on the BSA homepage.
- BSA GC and Committee Chairs are encouraged to suggest newsletter content via Google forms.
- Communications Committee members also suggest content for the newsletter.

- Content types include:
  - Staff and Professional Development
  - Health/Wellness
  - COVID-19 and telecommuting resources
  - Events and resources pertaining to social justice, art, community, and family

**Communications Committee roles:**

The following roles were identified and filled by Communications Committee members.

- Facebook manager - Avi Rosenzweig
- Twitter manager - Bonita Dyess
- Instagram manager - Bonita Dyess
- Website manager - Lisa Weber
- Newsletter co-managers - Bonita Dyess and Lisa Weber

**Communication in general:**

- BSA’s email account is used when needed to augment communication with BSA members between newsletters.
  - As of May 20, 2020, there are 1067 subscribers to the BSA email list.
- Social media posts continue to promote timely events and information.
  - As of May 21, 2020, there are 271 followers of the Facebook account. This is an increase of 20 followers from June 2019.
  - As of May 28, 2020, there are 153 followers of the Twitter account. This is an increase of 11 followers from June 2019.
  - As of May 28, 2020, there are 125 followers of the Instagram account. This is an increase of 55 followers from June 2019.
- The BSA Chair lobbied for and in spring 2020 received a CalMessages email distribution list that reaches all UC Berkeley employees. High-value content (e.g., BSA GC elections) will be communicated no more than once a month via the CalMessages platform.
- The BSA website and homepage have been revamped to include current events and projects.

**Leadership issues:**

In early 2020 the Communications Committee co-chairs Jeanette Peach and Jessica Gorsuch announced that they no longer had the bandwidth to continue as co-chairs. Communication Committee functions continued without interruption.

**Looking Forward**

- Continue to produce a high-quality and useful monthly newsletter.
  - Monitor the number of newsletter subscribers. When 2000 subscribers are reached we will need to move to a paid plan [starting at \\$9.99/month](#).
- Recruit a Governing Council or general member to manage and actively post to the BSA Instagram account.
- Continue to work with the BSA co-Chairs and committee chairs to promote BSA events and issues.

# Data Committee

## Highlights

Prior to 2019, there was not an assessment to identify the progress that BSA is making towards its objectives as a collective organization. While there have been surveys distributed by committees, none focused on the larger organization. For this reason the Data Committee was created- to measure progress on BSA's Points of Purpose.

This year the Data Committee:

- Created a [GC-approved assessment plan for BSA](#)
- Created a [survey](#) to measure progress on BSA's Points of Purpose
- Distributed the survey to staff in January 2020 (prior to access to all staff listserve) and received over 300 responses
- Analyzed the qualitative data
- Created an executive summary
- Facilitated conversations with GC on what actions BSA should take as a result of this data

## Leadership changes

Chair - Shirley Giraldo (no changes as this was the first iteration of the Data Committee)

## Looking Forward

Given the information found in the survey responses and Executive Summary, BSA's new governing council should use this data to inform future (in)actions for 2020-2021. Additionally, the organization should distribute this survey every other year to measure progress.

# 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 2019-2020 UC Berkeley Delegates to CUCSA were Harumi Quinones and Brian Light. During 2019-2020, in addition to the CUCSA meetings and workgroups, delegate activity included Flexible Work Culture and Basic Needs.

Workgroup reports available [here](#).

<u>Quarterly Meeting</u>	<u>Location</u>	<u>Berkeley Delegates Attended</u>
September 4-6	UCLA	R. Harumi Quinones and Brian Light
December 4-6	UC Santa Barbara	Brian Light and Shirley Giraldo
March 4-6	UC Merced	R. Harumi Quinones and Brian Light
June 3-5	UCOP (Held over Zoom)	R. Harumi Quinones and Brian Light

### The 2019-2020 workgroups were:

1. CUCSA Internal Operations - How CUCSA can be more effective and evaluate some of our processes
2. Flexible Work Culture - a timely look at remote work and other ways in which the traditional 9-5 work in an office may be improved upon with flexibility in scheduling and location of work.
3. Staff Basic Needs - Brian Light was co-chair of this - the work group focused on the issues of housing and access to nutritious food for our staff in the UC system.

In addition to these working groups, this year also saw a group of CUCSA delegates (including Brian Light) go to UCLA in October to present the issues of staff to the Committee to Hire a President of the University of California.

Delegate participation in CUCSA and information sharing across campus Staff Assemblies helped bring about the following outcomes in 2019-20:

- Through follow-up of 2018-19 CUCUSA Family Leave workgroup initiatives, UCB formed its own Family Leave Working group which proposed the need of a family leave benefit plan to Chancellor Christ to share with the Council of Chancellors. Receiving full support of the Council a group was convened to propose plan implementation options. This group submitted findings in March 2020, and it is expected the Council will review for approval in July 2020. Members attribute the current Covid19 leave benefit as a direct result of the UCB working group laying a foundation for the acute need of this benefit.
- BSA Programs and Events committee has held programming supporting the awareness of staff basic needs on campus.

## Looking Forward

Work groups have not been determined for the next year, however both Flexible Work Culture and Staff Basic Needs had areas left to explore.

There is still some question about traveling for the next 4 CUCSA meetings, but it is likely that some if not all of the meetings will happen in person. However we have proven that a productive meeting can be held over Zoom if needed.

For the 2020-21 year, Arlene Banaga will be joining Brian Light in representing the BSA at CUCSA events.

## Excellence In Management

**Chair(s):** Danielle Wiskerson and Naseem Ghaffari

**Members:** Sarah Gaugler, Arlene Banaga, Lisa Chang, Debbie Jan, Sharon Trehan, Emily Ufheil-Somers, Heather Levien, and Margie Winn

### **Most Recent Update for Berkeley Staff Assembly Governing Council Meeting**

1. EIM was scheduled for May 5, 2020, but was cancelled due to the current pandemic.

## Highlights

- The committee met monthly from October 2019 through March 2020
- The committee developed a schedule for the process and assigned tasks to various members
- The committee met 2 times to determine award recipients
- Recipients were notified on May 1 and sent an electronic copy of their certificate
- All nominators were notified on May 1 as well

## Looking Forward

- Framed certificates need to be ordered and sent to the 2020 EIM recipients
- A chair or 2 co-chairs are needed as Naseem stepped down from BSA and Danielle is cycling off BSA
- First Committee meeting in September
- Co-chairs will meet monthly until October 2020
- 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 FY20-21, provided in-person events are allowed
- If in-person events are not allowed, possibly hold the event virtually
- Have good documentation of the planning of the event for future committees

# Mentorship/Career Development

**Cycle 11 Chairs: Kait Guthrie and Emma Strong**

**Committee Members:** Mark Brindle, Devin Jones, Nithya Raghunathan, Rocio Harumi Quinones, Arlene Banaga, Lisa Chang (Cycle 12 Jr-Co Chair), Jon Phillips, Sarah Gaugler

## 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

- Starting in Cycle 11, the program runs on a nine month cycle which mirrors the academic year, running from September 1 - May 31. The goal for the shift to a nine month cycle was 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 as of September 1 and can be career or contract staff (provided their contract runs through May 31 of the cycle) at or above a P3, M1, S2, or Continuing Educator 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 as of September 1 and are career or contract staff (provided their contract runs through May 31 of the cycle) at the AA2-3, P2-3, S1, or Staff Research Assistant 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 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. Beginning in Cycle 12, the matching algorithm will prioritize *most* matches over *best* (1 to 1 ranked) matches, based on feedback from prior participants.

- Once matched, the mentor and the mentee establish a written agreement outlining their schedule and goals for the 9-month cycle.
- Mentees interested in further leadership volunteer to be on the Mentee Planning Committee which runs meetings and events throughout the mentorship cycle.
- The CDC sponsors events throughout the cycle, including a kick-off networking event, a mid-point check-in, and a closing reception.

## Committee Structure

### CDC Roles & Responsibilities, Cycle 11:

Name	Managing CDC Budget	Communications	Marketing/ Outreach	Assessment/Data	Matching Process	Participant Eligibility	Event Planning	Mentee Planning Committee support
Jon P.				Co-LEAD	Team			
Lisa C.		Team		Co-LEAD		Co-LEAD	Team	
Sarah G.	Team		Team		Co-LEAD			
Arlene B.	LEAD (& GC budget liaison)							LEAD
Mark B.		Team (CDC Email)					Co-LEAD	
Kait G.	Team					Co-LEAD	Team	Team
Emma S.		LEAD	LEAD		Team	Team		
Devin J.					Co-LEAD	Team		Team
Nithya R.		Team (CDC Email)	Team				Co-LEAD	

Following the CDC Retreat in October, the CDC Co-Chairs instituted more defined roles and responsibilities within the committee. Each project has at least one lead and no more than two co-leads, as well as several team members to support the project. This division of tasks and projects has proved to be extremely beneficial. Not only does it spread the workload out more evenly amongst the committee members, but we believe that it helps the team feel a sense of ownership over their responsibilities which encourages committed participation.

In addition to the committee member roles and responsibilities, the CDC has a new method for onboarding Co-Chairs: Starting in Spring 2020, there will be two Co-Chair roles, a Senior Co-Chair and a Junior Co-Chair. The Junior and Senior Co-Chairs will have slightly different responsibilities, but will co-lead the committee together. Each Co-Chair will serve one year as Junior Co-Chair and one year as

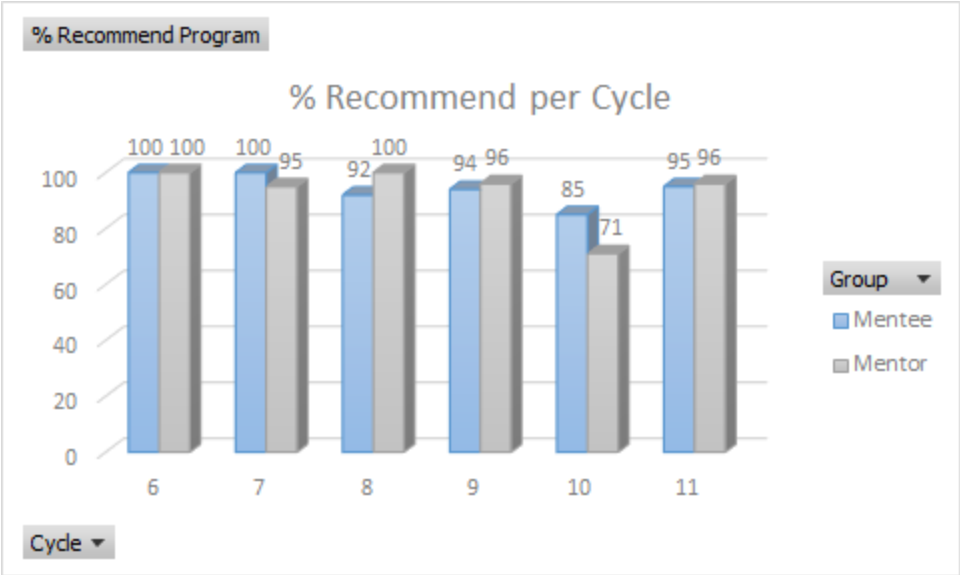
Senior Co-Chair. During Spring, the Senior Co-Chair will roll off the leadership team, the Junior Co-Chair will step up to become Senior Co-Chair, and the new Junior Co-Chair will join the leadership team. We believe that this will help to keep continuity of leadership within the committee, and support staff who are interested in the leadership position of CDC Co-Chair in their development as leaders.

## Survey Results

Participants are surveyed at the conclusion of each cycle, and both mentee and mentor respondents consistently report a positive experience. 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.

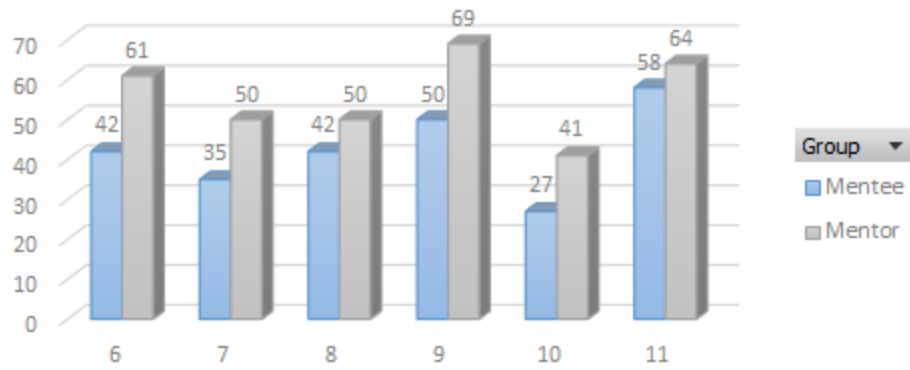
It is clear from the survey results the program is still having a significant impact on those who participated. Cycle 11 Mentee and Mentor satisfaction were over 90%, with 95% of mentees feeling supported by their mentors. Both 85% of mentors and mentees felt they were able to increase their networks across campus.

Survey results are summarized in the following pages:



**% Response Rate**

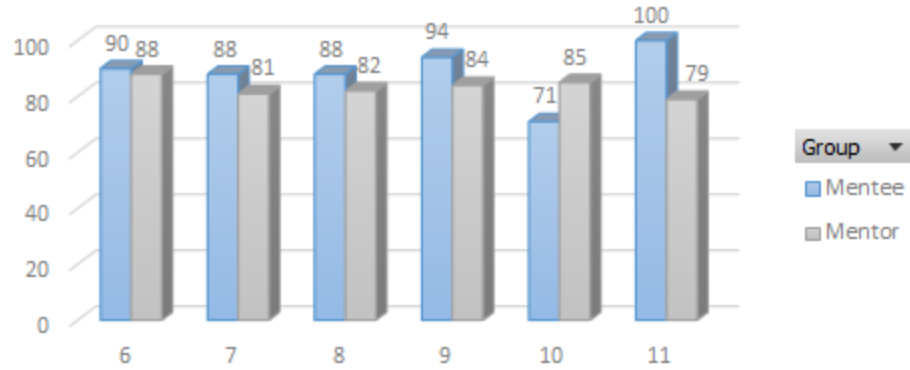
Response Rate per Cycle



Cycle ▾

**% Good Match**

% Good Match per Cycle

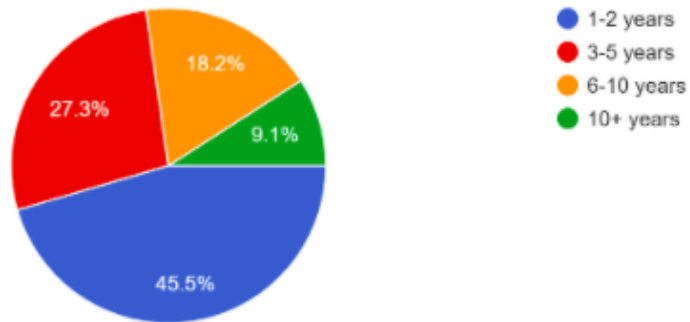


Cycle ▾

### MENTEES:

How many years have you worked at the University?

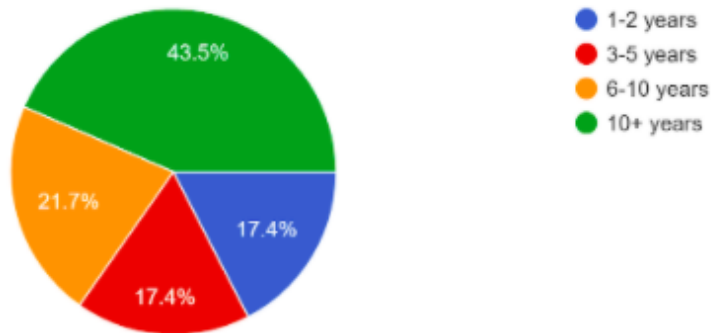
22 responses



### MENTORS:

How many years have you worked at the University?

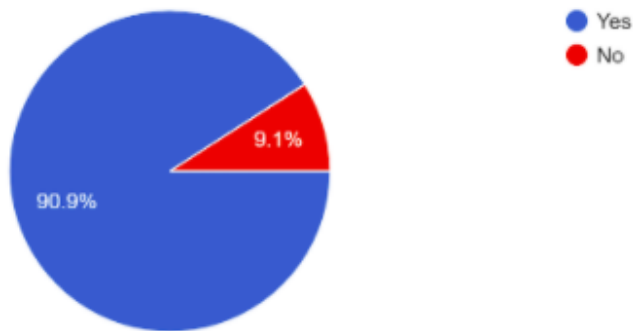
23 responses



# Program Impact

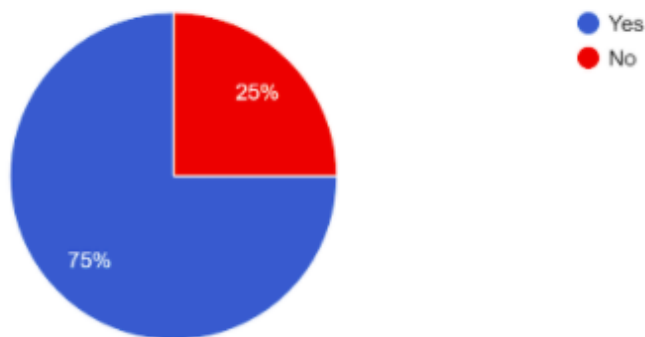
## MENTEES:

Has participation in the Mentorship Program supported your career development?  
22 responses



## MENTORS:

Has participation in the Mentorship Program supported your career development?  
24 responses



Below are a few quotes provided from the survey comments:

**Mentee examples:**

*I really enjoyed being a part of the Mentorship Program and look forward to staying connected with my mentor. Having my mentor helped me feel a greater sense of belonging to UC Berkeley.*

*I formed a great connection with a mentor whose work often intersects with my own. I know that we will continue our regular conversations as friends and colleagues moving forward. He has given me great feedback about projects I'm working on and it has just been great to learn from someone with more time and experience at Cal.*

*The relationship I have with my mentor will go beyond the Mentorship Program and we will continue to hold each other accountable and root for each other.*

*This program has been a wonderful experience all around as I have worked towards the goals my mentor and I agreed upon together at the outset. I'm happy to say that all but one of those goals were met, thanks to my mentor's support and encouragement. In addition to facilitating introductions to colleagues and generally nudging me to develop leadership skills, my mentor invited me to work with her on the organizing committee for the NOW 2020 Conference for Berkeley staff. This has been by far the most impactful outcome, leading to productive collaborations with fellow committee members, and to me designing and leading my own panel at the conference itself. Thanks to my mentor's guidance, I have been able to identify and practice some of the leadership competencies that will help me make a transition into a more advanced role at Berkeley in the longer term. I am emerging from this program with more confidence, new connections, and a deeper understanding of the career landscape within the University.*

**Mentor examples:**

*I always learn so much about other places on campus through this programs. It takes me out of my own work environment to make me aware of other dynamics on campus. It is also gratifying to see how I can help staff members earlier in their career sort through career puzzles and organizational politics.*

*I learned alot about how to support the growth and development of another professional by providing the time to listen and learn about their career interests, using my own insight and resources to connect them to opportunities to explore their interests, and seeking feedback to ensure their needs and goals are being met.*

## Program Growth Areas

There are still areas of growth we would like to work on during the next cycle. The first is building our relationship with Lisa Rykert, who is part of People and Culture. She has already worked with us on developing a resource page for our mentors/mentees along with those ineligible for the program. This will be a great way to engage staff and encourage professional growth outside of the program.

We are intending to brainstorm how to better engage mentors during the cycle. We have found in the past, while there is expressed interest in a mentor cohort, like there is a mentee cohort, the attendance

for those meetings has been poor. We are going to look into what might be a more conducive way to work with this group, whether it be online meetings vs. in-person. Or creating more of a “Tips for Mentors” sheet with the assistance of seasoned mentors, who can share insights from their previous mentee/mentor relationships.

We are also going to test, next cycle, a new matching process. In the past the process focused more on best matches vs. most matches. We’ve decided since part of our instructions are for people to only rank individuals they are interested in pairing with, it makes sense to adjust the matching process to make sure as many people can match as possible, giving even more people access to the program.

We also are working on recruiting more mentors. We’ve changed our survey to not only have our current mentors opt into Cycle 12’s pool right off the bat, but for them to nominate potential mentors in the same form vs. having to re-complete the nomination form.

## Acknowledgments

We would like to thank the support we have received from People and Culture to revitalize the Career Development Committee and their mission to facilitate and manage the Mentorship Program. In particular we’d like to thank Angela Stopper and Shirley Giraldo for their facilitation of the Career Development Retreat in October, and brainstorming sessions on how to improve the committee. We would also like to thank Lisa Rykert for developing resources to provide both those who participate in our program along with those who may not be eligible to encourage their professional growth in their university careers.

## New Professionals Network

### Highlights

NPN regular programming consists of a monthly brown-bag lunch and a monthly evening social hour. One highlight of these events include a professional development event hosted by Shirley Giraldo on informal learning and social gathering such as a tour of the Bancroft Library, a hike to the Big C, and a trip to the Berkeley Art Museum. Overall attendance at social events increased from previous years, drawing an average of 20 staffers; though, attendance at lunch hour events declined.

### Leadership changes

Ben Dillion will remain Chair of the New Professionals Network (NPN). Stepping down from the committee is Julia Nelson. We increased our committee membership from four to six members during the year. The following members participated on the committee during FY20.

- Jessi Benveniste, Student Affairs
- Hannah Bloom, MCB
- Ben Dillon, Theatre, Dance, Performance Studies
- Anthony Merrill, UDAR
- Julia Nelson, European Studies
- Nicole Rucinski, Social Welfare

## Looking Forward

NPN was able to further partnerships and collaborations with other staff organizations on workshops and hosted events, but due to unforeseen circumstances such as the PG&E planned power outages and the COVID-19 quarantine effort, several of these events were canceled. As in previous years, many of our signature events, such as our guest speaker event, were scheduled for the Spring Semester. Moving forward, our committee recognizes the need to not only evenly distribute these feature events throughout the calendar year, but commit to pre-planning and scheduling of all events for that semester at its start.

To adjust to the new reality of limited-contact gatherings and more staff working remotely from campus, NPN will invest in virtual opportunities for social connection and professional development exercises. Through feedback from our own membership survey and BSA's survey of staff needs, NPN will work to establish themes and learning outcomes for our hosted brown bag lunches and social events. This would entail theming social hour to specific audiences or topics relevant to the workplace; outlying the benefits of serving as a presenter or panelist at our hosted lunches as an opportunity to further professional development; and furthering our branding and identity as a committee of BSA.

## Programs & Events Committee

**Chairs:** Erin Blanton & Samantha Zepeda

**Committee Members:** Harumi Quiñones, Brian Light, Jorge Martinez, Sreekala Nair, Bonita Dyess, Judy Smithson, Anissa Hagedorn

## 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 AY2019-20:

### Leadership Stories (October 2019)

Attendees: 188 RSVPs, approximately 95 attendees

This forum engages staff in interactive dialogue with our campus leaders. This year, Mia Settles-Tidwell- Assistant Vice Chancellor/Chief of Staff in the division of Equity & Inclusion, Sunny Lee- Interim Dean of Students within the division of Student Affairs, and Ruben Mejia- Letters & Science Facilities Manager, participated in a panel discuss on "Balancing the Work-Life Tightrope." The panelist questions were:

- What does work-life balance look like for you?
- What are 3 tangible ways you have found to improve your work-life balance?
- What resources/programs/initiatives on campus have you utilized or found beneficial to improving yours and other staff's work/life balance?
- What are some challenges / pitfalls in being able to establish / maintain balance?



## Staff Equity & Inclusion Focus Group (November 2019)

Attendees: 27 RSVPs, 15 attendees

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

- How can staff support the administration's efforts on equity and inclusion at the most senior levels?
- How could UC Berkeley better assist new parents plan for and navigate the financial aspect of parental leave?
- What actions can staff take to make campus and their immediate work environment more inclusive?
- Campus efforts/initiative you know to identify & address institutional challenge to improve chronic underrep of minorities in leadership?

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. The Leadership & Career Enhancement Program is very valuable but space is limited. It should be expanded.
2. Telecommuting can provide better flexibility for staff
3. Inclusivity training for employees, especially employees involved with recruitment

Although the primary focus of the event was equity and inclusivity, there was a lot of discussion on access to professional development. Attendees felt strongly that opportunities to participate in professional development were not equitable or inclusive of all staff.

## Spring Focus Group(Virtual): Staff Basic Needs (May 2020)

Attendees: 15 RSVPs, 17 attendees

The theme for the spring focus group was Staff Basic Needs. The event was originally planned to be held in-person on March 25, 2020 but was cancelled as a result of the campus closure due to shelter-in-place orders in Berkeley. At the April BSA Programs & Events Committee meeting it was decided to make the event virtual. The committee utilized the Zoom virtual meeting platform and created an event with both large group discussion and break out rooms to enable small group discussion. At the event we had an expert presenter Rosalie Fanshel who provided the group with information about Staff Basic Needs, resources provided by campus, and active groups & players on campus.

After this we provided broke the attendees into 3 groups and gave them three questions to discuss:

- How can the university do more to support housing needs for staff?
- In what ways can the university do more to support the transportation needs of staff? An example is discounts for carpooling to campus. However this doesn't help parents who must drop off and pick up kids during their commute and super commuters.
- How can the university and your department/unit invest in Staff Basic Needs?

High-level Summary of responses:

1. Housing is a major concern for staff, both access and affordability. There is a strong desire for the university to be creative in its approach to staff housing. Suggestions included, creating housing assistance programs, building staff housing as has been done by other UC campuses, and consider investing in blocks of apartments near Bart which can be rented at a reasonable price to staff.
2. Transportation is a pain point for many staff, whether they drive to work or take public transportation. The university encourages staff to take public transportation but offer few discounts, especially for Bart. Parking on campus is extremely difficult. Spaces are limited, notably so for those with F passes. Staff ask the university to consider how it allots spaces and consider priority parking for those who must drive, like parents, those with disabilities, and caregivers.
3. Staff felt very strongly about remote work and work-from-home options. The attendees felt this could alleviate transportation and housing issues. Many indicated how they were still able to effectively do their job during the current shelter-in-place and hope this will set a precedent which will allow for more staff to develop flexible work plans with their supervisors.
4. Staff basic needs is a vital issue and few staff know about the resources provided to them by the university. Making efforts to publicize basic needs resources locally within departments, units and encouraging supervisors to destigmatize the use of the staff basic needs resources may help our vulnerable staff populations.

Summarized results were provided to Eugene Whitlock and Summer Scanlan with the hope that staff voices may impact future Staff Basic Needs efforts.

## Forum: Mental Health During Times of Trauma & Uncertainty (June 25, 2020)

Attendees: 140

During the virtual event we provided an opportunity for staff to come together, learn about mental health resources, and discuss the impacts of the COVID-19 pandemic and pervasive systemic racism.

Participants- Adisa Anderson, Lasana Hotep, & Leadership from CESO

Format- This event included interactive polling, time for the participants to answer a few of the pre-submitted staff questions, and break out groups for more in depth discussion.

Poll Everywhere (<https://www.polleverywhere.com/>) was used to allow attendees to up-vote questions pre-submitted by staff. The participants then answered the top 3 questions.

Attendees then used the remaining questions as conversation starters during breakout groups. Here is the list of the pre-submitted questions:

- Discuss how the campus will continue to combat systemic racism, and discuss the relationship the campus has with the police and law enforcement.
- Compassion Fatigue (SYSTEMIC & OVERT RACISM) and Social Media/News Fatigue (COVID-19 OVERAGE)
- How can we practice self care in a double pandemic when work is still very demanding?
- Ways of staying focused and motivated during this time.
- How to focus on the work we are doing when the world is so crazy all around us?
- How to deal with well-intended co-workers who are trying but don't quite know what to do or get it and how to navigate meetings with others who don't really get it and aren't really trying to get it?
- Understanding how "Business As Usual" attitudes in professional settings (ie. Zoom Meetings and Events) can increase stress, trauma, and disempowerment of affected demographics/individuals to acclimate to the "Okayness" of the group.
- Will all students, staff, and professors be required to attend a training that addresses diversity, inclusion, racism and biases?
- Setting appropriate boundaries at work to maintain mental wellness
- The impact of child or eldercare/homeschooling on the ability for parents to work, and how the campus plans to address the unique impact of these stressors on employees.
- Tips for departmental/coworker support & connection during traumatic times while telecommuting
- How do we make space for important conversations around racial injustice, privilege and systemic inequities at work given our current stay at home situation?
- Fear about returning to "normal"
- Since staff began working from home, for many workloads have increased and have had a hard time balancing. Any tips and suggestions?
- How to remain hopeful about diversity, inclusion, and equity as we cultivate and create new tools towards understanding and dismantling systemic racism?
- Is "putting on a happy face" for supervisors and colleagues during times of stress detrimental to long term mental health or is "fake it til you make it" ok?

- What are concrete steps we as a community can take to combat racial injustice in our institution?
- What guidance could be provided to maintain our well-being and mental health during our days full of Zoom sessions?
- How do we make space for important conversations around racial injustice, privilege and systemic inequities at work given our current stay at home situation?
- What are some ways to professionally and respectfully ask for space among clients who wish to engage in racial political/racial social topics while I am conducting work?

## Looking Forward

**Continuing Members:** Erin Blanton (continuing co-chair), Bonita Dyess (incoming co-chair), Brian Light, Jorge Martinez, Sreekala Nair, Anissa Hagedorn, Harumi Quiñones, Judy Smithson, Samantha Zepeda

Plans will be determined with the committee's new leadership and members' availability/capacity during FY20. Tentatively, the committee will plan for two events per semester:

- Fall Leadership Stories. Topic TBD
- Fall potential co-sponsored event w/other org, topic Professional Development
- Spring potential CUSCA related event, topic TBD
- Spring Staff Perspectives, topic TBD

## Elections

### Election Process and Documentation

Officer elections were held in May and Governing Council elections were held in June.

There were 12 open positions available to fill on the Governing Council.

All of the documents referred to in this section are located on our 2020 BSA Elections shared drive: <https://drive.google.com/drive/u/0/folders/1JSXJfJbCdRXwPtYf2FiklspGVb3TEh-E>

### Officer Elections

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

Bonita Dyess, Arlene Banaga, Michelle White, and Lisa Chang all nominate themselves for executive roles (Bonita for Treasurer, and the later three for Jr. CUSCA Delegate role). Arlene was nominated Jr. Delegate and Bonita was nominated as Treasurer. Based on the need to fulfill the Chair Elect roles, Bonita and Erin Blanton volunteered to share the responsibilities of Chair Elect. Michelle stepped in to become Treasurer.

## **Governing Council**

- A Google form was created to collect Governing Council Nominations from BSA membership
- Call for Governing Council nominations was posted to the website, shared via BSA newsletter and other Comms channels. Comms included a link to the nomination form.
- 89 nominations were submitted.
- Each nominee was contacted by the election committee by phone and email.
- 19 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 FY20 \(July 1, 2019 - June 30, 2020\)](#)**

**[Proposed Budget for 2020-21](#)**