BSA Annual Report 2020-2021

Executive Summary

2020-2021 in Summary

The 2021 academic year for the Berkeley Staff Assembly continued to be summarized by the theme of "business as unusual."

Much of our efforts this year was centered on sustaining interest and participation in our existing programs and events in a changing environment. Simultaneously, we made it a priority to account for and address staff welfare concerns resulting from COVID, racial violence, political upheaval, and workload burnout. Throughout the year, our Governing Council thoughtfully examined our purpose as an organization centered on supporting staff and concluded that it was most crucial to meet staff at where they were rather than our own ambition of developing new and additional programs for the sake of newness and quantity.

This was the second year in recent history where the role of Chair was split between two people, a factor that provided stability to our organization as both Co-Chairs needed to temporarily step back from leadership roles due to extenuating circumstances. Next year, the Chair role will be divided once again by two members. A model we feel is ideal given the various responsibilities associated with the role.

Selected accomplishments for 2020-2021:

- Expanded outreach and collaboration between the Career Development Committee and CESO, to increase the participation and satisfaction rate of Black staff.
- Creation of an Ad-hoc committee to address Diversity, Equity, Inclusion, and Belonging. Retaining an outside consultant to help identify internal and external priorities.
- Developed internal survey to capture demographic and affiliation information of the GC
- Conducted Elections
- Presented Excellence in Management program virtually

- Held various forms for staff to discuss anti-racism, COVID concerns, wellness, & effective management
- Continued collaboration and meetings with CSAC
- BSA GC representative served on advisory committee to hire
- CUCSA delegates organized effort to nominate and award systemwide staff award to Berkeley staff member the 2020-2021 Kevin McCauley Outstanding Staff Award
- Promoted systemwide staff engagement survey resulting in largest increase of participation from previous survey out of any UC campus
- Created informal networking roster for the New Professionals Network

Strategic Planning

Since the CUCSA Staff Engagement Survey and regular Pulse Survey from People and Culture went out to staff during the end of the academic year, the GC decided to internally poll members as to develop priorities for the 2021-2022 year. We used the results of the survey to determine action items to start and continue doing.

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

Start: Formalize DEIB Committee as a stand alone committee rather than an Ad Hoc committee; offer different virtual formats other than just Zoom video meetings.

[BSA 2022 Annual Plan](#)

Committee/Team Reports

Communications

Highlights

In 2020-21 the Communications Committee achieved its 2019-2020 Looking Forward goals to:

- Continue to produce a high-quality and useful monthly newsletter.
- Continue to work with the BSA co-Chairs and committee chairs to promote BSA events and issues.

BSA newsletter:
The BSA newsletter serves as a tool to promote and inform the BSA and campus community about news and events of the time. Since its inception, Oct 2019, it has helped grow awareness and engagement for the BSA community.

The newsletter lives on the MailChimp platform.

- As of May 4, 2021, there are 1,452 subscribers, an increase of 2% and an average open rate of 43.2%.
- UC Berkeley staff have been subscribing to the newsletter via the prominent link on the BSA homepage.
- BSA GC and Committee Chairs are encouraged to suggest content for the newsletter 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.

- Newsletter co-managers - Bonita Dyess and Irania Alarcon
- Facebook manager - Avi Rosenzweig
- Website manager - Lisa Weber
- LinkedIn manager - Lisa Weber

Communication in general:

- Social media posts continue to promote timely events and information.
    - As of June 1, 2021, there are 289 followers of the Facebook account. This is an increase of 18 followers from June 2020.
    - As of June 1, 2021, there are 187 followers of the Twitter account. This is an increase of 34 followers from June 2020.

- - As of June 1, 2021, there are 185 followers of the Instagram account. This is an increase of 60 followers from June 2020.
    - As of June 10, 2021, the BSA LinkedIn group has 511 members.
  - 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.
    - "Cast your vote in the 2021-2024 BSA Governing Council elections" generated a response of 371 staff members casting a vote for the GC election.
    - "Join the BSA Governing Council" CalMessage generated a nomination count of 55 staff members.
    - "Congratulations to our Excellence in Management 2021 Award Recipients" CalMessage notifying staff of the 84 outstanding managers and supervisors
    - "Excellence in Management - Call for Nominations" CalMessage generated a submission of 84 nominations
  - The BSA website and homepage have been maintained to reflect current events and projects.

Leadership:
Bonita Dyess graciously served as the committee's de facto leader and facilitator.

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.
- Creating a YouTube account to upload BSA content such as award ceremonies hosted by BSA, Programs & Events Committee "Pass the Mic" series, and more BSA content.

DEIB Committee

Highlights

- The Diversity, equity, inclusion, and belonging Ad-hoc was able to recruit six active members for monthly participation. The most vital highlight includes securing a DEI consultant to help the committee create a strategic plan that incorporates diversity, equity, and inclusion. The consultant will also assist the committee in a workshop setting to learn how to show other GC members how to incorporate DEIB in their respective departments, as an end goal of sharing this pertinent knowledge and skill. The committee also spent time lying out the groundwork for establishing outreach and support to colleagues focused on DIEB work and our CESO partners.

Looking Forward

- The committee looks forward to creating a strategic plan for BSA General Council that can be observed by the campus community, in hopes of providing a template for adding DEIB to other campus department strategic plans. The committee also looks forward to holding future workshops for the campus community when requested and/or in an event open to campus staff.

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 2020-2021 UC Berkeley Delegates to CUCSA were Brian Light and Arlene Banaga. During 2020-2021, in addition to the CUCSA meetings and workgroups, delegate activity included Flexible Work Culture and Basic Needs.

Workgroup reports available (not yet available)

Quarterly Meeting	Location	Berkeley Delegates Attended
September 4-6	Irvine (remote)	Brian Light and Arlene Banaga
December 2-4	Riverside (remote)	Brian Light and Arlene Banaga
March 3-5	UC ANR (remote)	Brian Light and Arlene Banaga
June 2-4	UCSF (remote)	Brian Light and Arlene Banaga

The 2020-2021 workgroups were:

1. CUCSA Internal Operations - How CUCSA can be more effective and evaluate some of our processes
2. Flexible Work Arrangements - Arlene Banaga sat on this workgroup. 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. View final powerpoint recommendations.
3. Staff Basic Needs - Brian Light was chair of this - the work group focused on mental health issues.

This year, all quarterly meetings were held remotely. This meant that the CUCSA budget was not spent this year. It is anticipated that we will be going back to in person meetings as soon as it is safe - perhaps Fall 2021.

Delegate participation in CUCSA and information sharing across campus Staff Assemblies helped bring about the following outcomes in 2020-2021:

- Through follow-up of 2019-2020 Basic Needs working group, Brian is working with a group of Staff, Faculty and a Staff Advisor to the Regents to create a working model to expand the staff food resources on our UC campuses.
- BSA Programs and Events committee has held programming supporting the awareness of staff basic needs on campus.
- Natalia Semerarro Gillis from the Berkeley Food Pantry was selected by CUCSA candidates to be nominated for the 2020-2021 Kevin McCauley Outstanding Staff Award and she was selected as one of the 4 finalists system wide to receive the award!

- This year the 2021 CUCSA Staff Engagement Survey went out on May 10. At the close of the survey period, the response rate from UC Berkeley Staff increased from 36% in 2019 to 58% in 2021. This is due to the efforts of CUCSA members raising the awareness of the survey to the BSA General Council this year, and of the BSA communications team really promoting this to the rest of Campus.
- Arlene updated [Campus Updates](#) layout design for ease of reading - told at the last June 2021 meeting that there will be a standardized template for Campus Updates in the future.
- Arlene worked on both the UC Berkeley Campus and UC System wide Future of Work workgroups as they intertwined.
- Brian worked with both the UC Berkeley Campus and UC System wide groups to promote access to healthy food.
- Implementation of the Paid Family Leave benefit that CUCSA sponsored beginning 07/01/2021.

Looking Forward

Work groups have not been determined for the next year. Many ideas were percolated at the June 2020 meeting, but decisions will likely come in mid Summer by CUCSA leadership.
In 2022, Berkeley will host the June meeting of CUCSA. The June meeting includes a conversation with the UC President for CUCSA delegates and often the local Staff Assembly executive council. This event also gives Berkeley a chance to share the successes of local Staff.. These events, if in person, will require larger funding, and support from UC Berkeley Administrators. Pending approval of new budget for June 2022 meeting. We should receive the results of the CUCSA Staff Engagement Survey in Fall, and will work with People and Culture to share the findings with the UC Berkeley community and discuss implementation

Excellence In Management

2020-21 Excellence in Management Committee

Chair:
Arlene Banaga, Berkeley Regional Services SHARE HR

Committee Members:
Irania Alarcon, Plant Microbial Biology (PMB)
Lupe Gallegos-Diaz, Chicanx Latinx Student Development Division of Equity and Inclusion
Sarah Gaugler, Engineering Research Support Organization (ERSO)
Debbie Jan, Optometry and Health Sciences Library
Nicole Lowy, Nutritional Sciences and Toxicology
Michael Mann, Center for Student Conduct
Kalie Sacco, Lawrence Hall of Science
Sydney Saubestre, Human Rights Center, Berkeley Law
Serra Sengra, Jumpstart Institute of Human Development
Anthony Suen, Data Science Education Program
Sharon Trahan, Financial Planning & Analysis
Sumali Tuchrello, Academic Senate
Margie Winn, Earth and Planetary Science

Highlights

The Excellence in Management award honors exemplary managers and supervisors who have led their teams and team members to meaningful accomplishments this past year. With the pandemic occurring in 2020 and 2021, the Excellence in Management 2021 team decided to get creative and bring the Excellence in Management Committee Awards Ceremony online.

2021 Award Nominations Information

Date	Action
January 5, 2021	Theme, Nominee Criteria, and Nomination Form announced
February 22, 2021	Nomination deadline
Late March 2021	Award Recipients Notified
May 4, 2021, 2-4 pm	Award Ceremony

EIM Firsts
This was the first time...
- we held a virtual EIM event.

- we coordinated during a pandemic.
- EIM Committee members voted at almost every meeting to ensure we moved forward with consensus.
- we've conducted a post-event survey to improve the event for future years to come according to our records.
- we're building relationships with those listed in the EIM - Points of Contact so we may continue to reach out to them.
- we've created multiple documents to use in preparation for an EIM event.
- we've pushed for wider circulation on campus about the event.
- we had a high attendance of 591 total users due to the flexibility of the Zoom Webinar.
- we were close to spending all of our $2,500 budget (under by just 37 cents)!
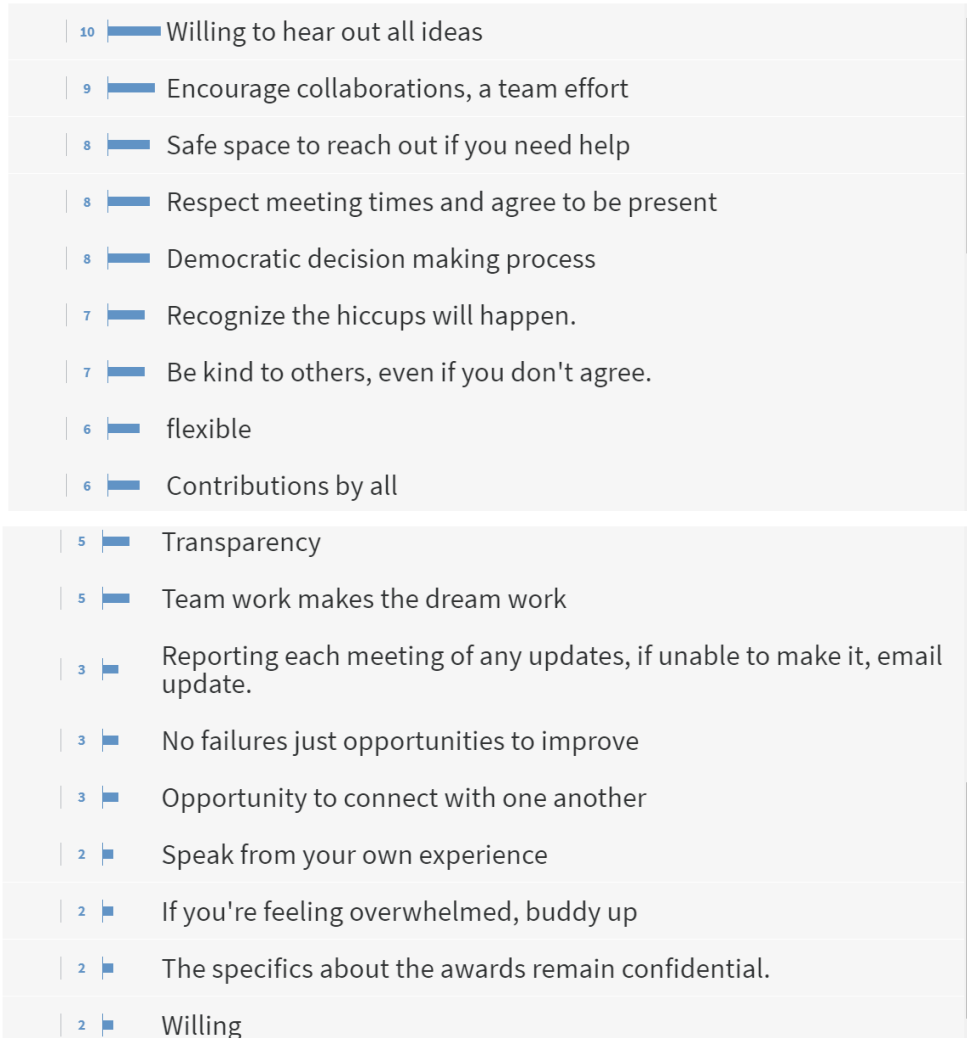
Numbers at a glance

Nominations		84 Nominators (and their departments) had 45 seconds to express their nomination			Total # of Attendees	Budget	Post-Event Feedback Survey
122 Nominees	84 Award Recipients	44 submitted videos	24 read their nominations live	16 asked MC Michael Mann read their nomination live	591	37 cents remaining out of $2,500	109 responses in 1 week

The Process
- *September 2020 through December 2020: The Committee met monthly*
- *January 2021 through April 2021: The Committee met biweekly*
- *Arlene worked with the committee to set forth principles, community agreements and expectations to ensure fairness and clear communication.*

Community Agreements and Expectations - what agreements and expectations should we uphold for our EIM Committee? (Submit each idea separately, so everyone may vote.)

Top

10	Willing to hear out all ideas
9	Encourage collaborations, a team effort
8	Safe space to reach out if you need help
8	Respect meeting times and agree to be present
8	Democratic decision making process
7	Recognize the hiccups will happen.
7	Be kind to others, even if you don't agree.
6	flexible
6	Contributions by all
5	Transparency
5	Team work makes the dream work
3	Reporting each meeting of any updates, if unable to make it, email update.
3	No failures just opportunities to improve
3	Opportunity to connect with one another
2	Speak from your own experience
2	If you're feeling overwhelmed, buddy up
2	The specifics about the awards remain confidential.
2	Willing

- *Due to the now Shelter In Place virtual environment, Arlene established Team Building Activities at the beginning of almost every meeting.*
- *We would conduct 2 minute Round Robin Updates and everyone was able to be heard.*
- *Majority if not all decisions were made by using the Polling option on Zoom. This worked extremely well to allow open discussion before voting and so we'd have consensus among all members.*
- *Consistently partnered with BSA Communications Team to send out updates regarding Excellence in Management via the monthly newsletter.*
- *A google form was sent out to EIM Committee members so they could pick their top three tasks they'd like to lead and based on preference, Arlene assigned leads to tasks.*

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Tasks - Leads & Subcommittees

	Creating an online space	Compiling and deciding on final decisions for theme	Communications Liaison	Purchasing materials	Develop event program flow	Design slide show	Write script	Design certificate, signature, zoom background	Nomination Confirmation	Send out email invitation to award recipients	Notify nominators of recipients	Create printable program (since online, create for online usage)	Assemble certificates/frames or hand out certificates	Day of Zoom Logistics	Budget Manager
Anthony Suen		fine S-C			Lead	fine S-C	fine S-C					fine S-C			
Arlene Banaga			Lead			fine S-C		fine S-C	fine S-C					fine S-C	
Debbie Jan	Lead								fine S-C	fine S-C	fine S-C		fine S-C		
Irania Alarcon				Lead				fine S-C	fine S-C	fine S-C	fine S-C				
Kalie Sacco	fine S-C		fine S-C		fine S-C					fine S-C	Lead				
Lupe Gallegos-Diaz		fine S-C													Lead
Margie Winn				fine S-C					fine S-C	Lead	fine S-C		fine S-C		
Michael Mann															
Nicole Lowy		fine S-C								fine S-C	fine S-C			Lead	fine S-C
Sarah Gaugler		Lead		fine S-C						fine S-C	fine S-C				fine S-C
Serra Sengra						Lead									
Sharon Trahan		fine S-C								Lead	fine S-C	fine S-C			fine S-C
Sumali Tuchrello					fine S-C		Lead								
Sydney Saubestre		fine S-C						Lead	fine S-C	fine S-C	fine S-C				
Suggested LEADS based on choices	Debbie	Sarah	Arlene	Irania	Anthony	Sarah	Sumali	Arlene / Sydney	Sharon	Arlene	Kalie	Arlene	Irania	Nicole	Lupe
Teams	Kalie	Lupe	Kalie	Margie	Kalie	Arlene	Anthony	Irania	Arlene	Irania	Irania	Sarah	Arlene	Douglas	Nicole
		Nicole		Sarah	Sumali	Anthony	Sydney		Debbie	Kalie	Margie		Debbie		Sarah
		Sharon			Serra				Irania	Nicole	Nicole		Margie		Sharon
		Sydney							Margie	Sarah	Sarah		Sydney		
		Anthony								Sharon	Sharon				
										Sydney	Sydney				
										Margie					
COMPLETION	COMPLETE	COMPLETE	COMPLETE	COMPLETE	COMPLETE	COMPLETE	COMPLETE	COMPLETE	COMPLETE	COMPLETE	COMPLETE	COMPLETE	COMPLETE	COMPLETE	COMPLETE

- *November and December 2020: Nomination Confirmation Committee met to determine and confirm requirements of the nomination process and Website was being improved.*

Nominee Eligibility Criteria

The nominee must be:

- In a non‑academic payroll title
- A career employee
- A manager or supervisor for at least 1 year in their current positions (including interim roles)

Nominations must originate from staff directly supervised by the nominee, and include supporting signatures from at least one-half of these staff. If there are specific questions regarding a nominee's payroll title, please email bsa_eim@berkeley.edu

Online Nomination Form

Nomination Deadline is Monday, February, 22, 2021

- *December 2020: Theme was determined, presented and approved by EIM Committee and BSA Governing Council.*

2021 Excellence in Management Award Theme: *Leading in Difficult Times*

The theme highlights leadership which demonstrates and encourages resilience, inclusiveness, compassion, adaptiveness, work-life balance, well-being/morale.

Please nominate your managers/supervisors who exemplify the theme and provide detailed examples based on our Principles of Community. Below are some examples of the characteristics that exemplify "Leading in Difficult Times." You may choose to use one or more of the examples below or provide your own specific examples that encompass the theme:

- Resilience, adaptiveness: manager/supervisor models resilience in strenuous situations, adaptability to constantly changing circumstances, and builds up team members by being a source of strength and dependability
- Active and intentional engagement around diversity, inclusion, and belonging: manager/supervisor is always mindful of cultural distinctions, welcomes differing viewpoints, looks to strengthen team dynamics, and nurtures an environment of inclusivity
- Compassion, work-life balance, well-being/morale: manager/supervisor encourages work/life balance of team members, supports mental health and well-being, and is sympathetic and understanding of team members

- *Tuesday, January 5, 2021*
    - *Calmessage Call for Nominations was sent out to all of campus.*
    - *Sent copies of the Calmessage to affinity and staff groups asking that they forward to their members in hopes of increasing engagement and participation*
    - *Received feedback/saw via email/websites that the following groups participated in announcing the Excellence in Management Call for Nominations*
        - *Asian Pacific American Systemwide Alliance (APASA) - newsletter*
        - *Berkeley Staff Assembly (BSA) - newsletter*
        - *Cal Women's Network - email*
        - *Cal Coaching Network (CCN) - email*
        - *Webnet - mentioned during meeting*
- *January 2021:*

- o *Spoke with Lasana and he announced that staff orgs are taking a 50% cut, so we're receiving $10,000 for all of Berkeley Staff Assembly.*
- o *BSA approved EIM budget of $2,500 January 21, 2021. Complete determination on March 22, 2021 of how many funds we'll need based on confirmation of EIM recipients.*
- o *Discussion of budget and purchasing Award Recipient Prizes and including a certificate and giftcard, chatting about designing certificates as well and utilizing Zoom webinar.*
- *February 2021:*
  - o *17 nominations as of February 8. Nomination Confirmation Committee began using People Cards Search to confirm direct reports. Pulls data directly from UCPath. Type in anyone's name and you should be able to see their direct reports under "Supervised Personnel" and their supervisors (after clicking on their name on the top left hand corner of the screen).*
  - o *Confirming whether or not a media release is needed.*
  - o *Chief People & Culture Officer, Eugene Whitlock, wants to collaborate with EIM recipients for May Managers Forum. EIM to provide the list of award recipients in late March.*
  - o *February 22, 2021 - Call for Nominations closed at midnight. On the last day alone, 50 nominations were submitted.*
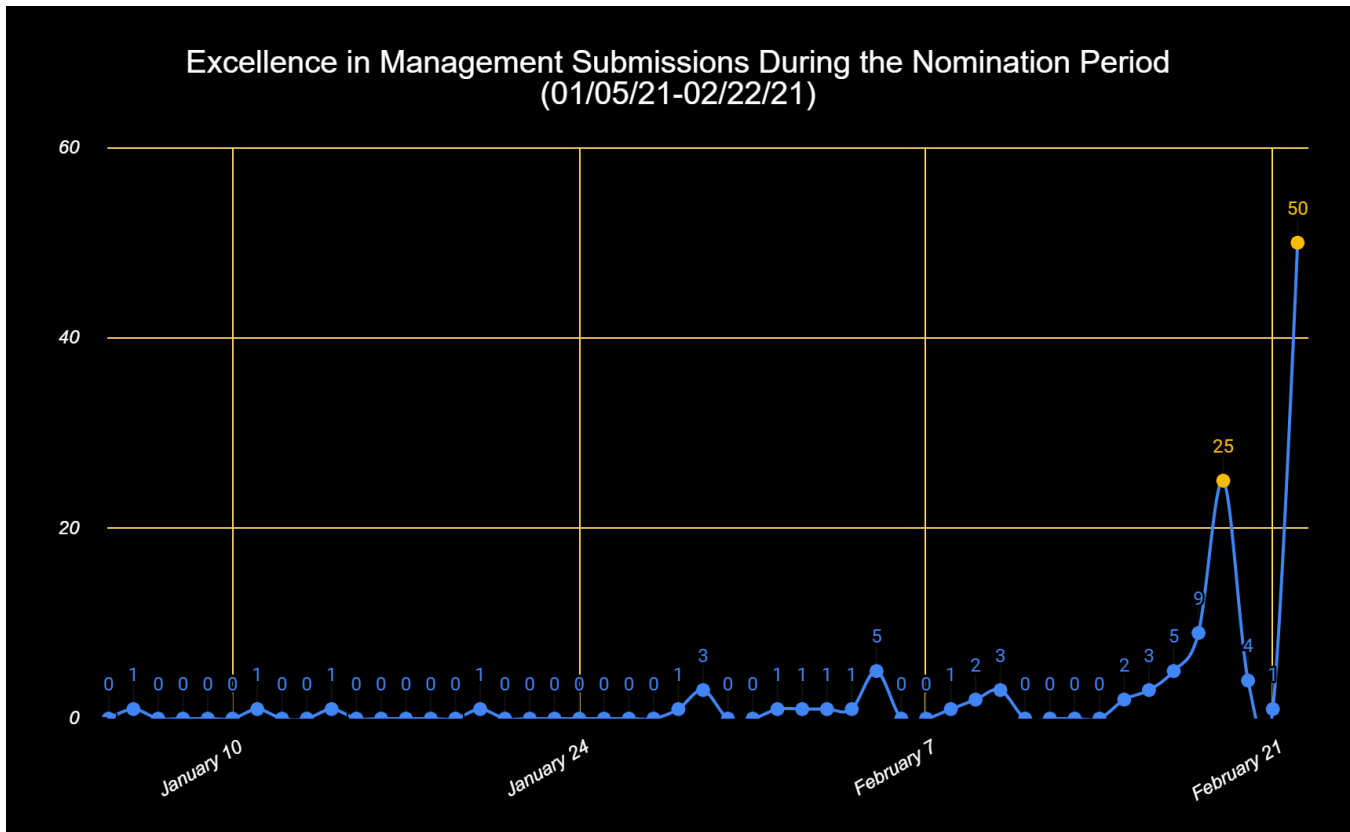
- o *Recusal Formula was created for the EIM Nominations Review 2021 - Recuse if you have a tie: yes if the nominee is in your department or you have an ongoing working relationship with them and they are essential to your job. If I was to nominate my boss, you should not be vested in the outcome but will, so must recuse.*
- o *Began discussion and effort around pronouncing award recipients names correctly.*
- o *February 24, 2021-March 8, 2021 - First round of votes to be completed and discussed at March 8th meeting. The committee met twice to determine award recipients via Google Sheet (Green, Yellow, Red) Voting method.*
- *March 2021*
  - o *March 8, 2021 - March 22, 2021 - Second Round of votes completed and discussed at March 22nd meeting*

- o *March 22, 2021 meeting - final decision based on votes: 84 award recipients*
  - ▪ *# of recipients: 2017 - 33*
  - ▪ *2018 - 65 - I think this was the year everyone was accepted?*
  - ▪ *2019 - unknown - this year EIM was cancelled*
  - ▪ *2020 - 28*
  - ▪ *2021 - 84 out of 122 nominations*
- o *March 23, 2021: Email sent to nominators that their nominee was chosen and provided with three choices*
  - ▪ *1) One 30-45 second video clip recording of an excerpt of their nomination letter.*
  - ▪ *2) Or they can read an excerpt of what they wrote during the video clip LIVE*
  - ▪ *3) Or opt out of reading and our host, Michael Mann, would read an excerpt instead*
- o *Created EIM Zoom Background for Committee Members as a thank you for teamwork thus far.*
- o *March 30, 2021: 84 Award Recipients (and their supervisors and heads of departments) were notified via congratulatory email.*

CONGRATULATIONS, YOU'RE AN EXCELLENCE IN MANAGEMENT AWARD RECIPIENT!

Dear ████,

👏 **Congratulations!** 🎉 Your direct report, ████ and your ████ team have nominated you for the Excellence in Management Award and after reviewing more than 100 submissions, **YOU** were chosen!

<mark>We'd like to honor how you've been "Leading in Difficult Times" by showing resilience, adaptiveness, active and intentional engagement around diversity, inclusion, and belonging and/or compassion, work-life balance, and well-being/morale to your staff.</mark>

<mark>🎉 Please join us at the:</mark>

<mark>🎉 Excellence in Management Virtual Awards Ceremony 🎉</mark>

<mark>Tuesday, May 4, 2021 from 2:00 pm - 4:00 pm</mark>

In order to move ahead, Award Recipients must complete the following before end of day on Friday, April 16:
- Please register for the event here. Your nominator and department were informed last week that you're receiving this award. :)
- Please fill out this <mark>Award Recipient google form</mark> that'll cover the following questions:
  - Confirm your department's name, ████. We want to make sure that the name correctly reflects on the slideshow and program.
  - Please write out or record the pronunciation of your first and last name so that our Master of Ceremonies may correctly pronounce your name during the event.
  - Please feel free to use these sites to assist you in creating your pronunciation:
    - https://tophonetics.com/
    - https://www.name-coach.com/namebadge
    - https://www.cmu.edu/hub/registrar/docs/phonetic-spelling-instructions.pdf
  - If you would like to include pronouns, please do so.
  - If you're available to attend the virtual awards ceremony on May 4th.
  - Do we have your permission to pin your video the day of the event or could you please submit a picture of yourself to bsa_eim@berkeley.edu to use in our slideshow?
  - Are you available to pick up your EIM certificate at UC Berkeley in late April prior to May 4th or after May 4th? Please pick a date and time and we'll email you the location and details soon.

As an award recipient, you are receiving the following in your Virtual Goodie Bag:
- EIM Award Recipient Certificate *(please fill out google form to pick up in person)*
- EIM Award Recipient DoorDash gift card of $25 *(this will be emailed to you in the coming weeks)*
- EIM Award Recipient Email Signature *(attached; feel free to add to your email today)*
- EIM Award Recipient Zoom Background *(attached; feel free to use during the EIM Awards Ceremony)*

Your supervisor (and/or heads of department) are cc'ed so they may celebrate your extraordinary achievement with you! ████ we encourage you to join us at the EIM Virtual Awards Ceremony on Tuesday, May 4th from 2:00 pm - 4:00 pm by registering here.

Please be aware that this event will be recorded, and your videos and/or participation in the live event may be used for UC Berkeley media in the future. The recording of this Zoom event will be posted on the EIM webpage. If you have any concerns about this, please let us know at the email address below.

If you have any further questions, please email bsa_eim@berkeley.edu. Thank you again--we are so excited to honor **YOU** at the event!
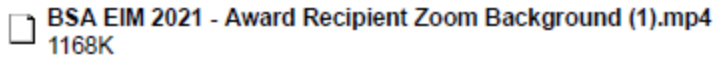
Sincerely,
Arlene Banaga *on behalf of the*
Excellence in Management Committee
Berkeley Staff Assembly

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2 attachments

BSA EIM 2021 - Award Recipient Email Signature.png
95K

BSA EIM 2021 - Award Recipient Zoom Background (1).mp4
1168K

<u>2021 Excellence in Management Award Recipients</u>
• Amy Chen, EH&S Fire Prevention Division • Amy Utstein, Berkeley Law Clinical Program • Angela Ford, Sponsored Projects Office • Avni Kansara, Evening & Weekend MBA Program Office • Barbara Tassielli, Berkeley Study Abroad • Bradley Evans, BEARS Region, Berkeley Regional Services • Bradley Jong, Full Time MBA Program, Haas School of Business • Brian Underwood, Mathematics • Camille Crittenden, CITRIS and the Banatao Institute • Cara Stanley, Student Learning Center • Carina Galicia, Biosciences Divisional Services (Integrative Biology and Molecular & Cell Biology) • Carolyn Clark, Department of Mechanical Engineering • Carolyn Iyoya Irving, Constituent Programs, University Development and Alumni Relations • Carson Christiano, Center for Effective Global Action (CEGA) • Clara Dellenbach, Annual Programs, University Development and Alumni Relations • Colleen Rovetti, External Relations & Marketing Communications - University Development Alumni Relations • Courtney Chandler, Haas School of Business • Cruz Grimaldo, Financial Aid and Scholarships & Cal Student Central • Daniel Grieb, Enterprise Data and Analytics • Danny Pestal, UC Berkeley Marvell NanoLab • David Trinkle, Berkeley Research Development Office • Donna Hendrix, California Institute for Quantitative Biosciences (QB3-Berkeley) • Elena Wen Jiang, Vice Chancellor of Administration - Immediate Office • Erin McDevitt, Vice Chancellor of Administration - Immediate Office • Erin Skelly, Berkeley International Office • Eugene Whitlock, People & Culture • Eunice Kwon, Asian Pacific American Student Development • Faith Enemark, Rhetoric, Film & Media, and History of Art • Gladys Oddoye, IST Telecom • Guy Nicolette, University Health Services • Howard Heevner, University Development and Alumni Relations - Annual Programs

- Jamie Breen, Haas School of Business
- Jan Johnson, East Asian Languages and Cultures and the CASMA Administrative Cluster
- Jenny Simon-O'Neill, Intercollegiate Athletics
- Jesse Dieker, Sutardja Center for Entrepreneurship and Technology
- Joanne Straley, Department of Plant and Microbial Biology
- Joshua Hummel, Intercollegiate Athletics
- Julian Ledesma, The Centers for Educational Equity and Excellence (CE3)
- Justin Cocke, Richmond Field Station
- Kaetlin Henry, Berkeley International Office
- Kathryn Lewis, Industry Alliances Office
- Kathryn Moriarty Baldwin, Office of College Relations, Rausser College of Natural Resources
- Khuyen V. Nguyen, Student Learning Center
- Kristi Mitchell, The School of Information
- Kyle Valenti, Berkeley Law Student Services
- La Shana Porlaris, Department of Statistics
- Larry Jackson, Career Center
- Laura Fredriksen, Chemistry
- Laura Melendy, Institute of Transportation Studies and the Technology Transfer Program
- Leah Bridle, The Center for Effective Global Action (CEGA)
- Leti Light, University Development & Alumni Relations
- Linda Algazzali, Fisher Center for Real Estate & Urban Economics at the Haas School of Business
- Liz Rosenberg, Development & Alumni Relations
- Mari Knuth-Bouracee, PATH to Care Center
- Mark A. Kinnard, Residential Student Services Program Custodial Services
- Marvin Lopez, Engineering Student Services
- Maya Serban, BEST Region, Berkeley Regional Services
- Melody Heller, University Health Services
- Michelle Dylla, Summer Sessions, Study Abroad, and Lifelong Learning
- Moon Jang-Shinn, Summer Sessions, Study Abroad & Lifelong Learning
- Olufemi "Femi" Ogundele, Office Of Undergraduate Admissions
- Pam Chan, Direct Response Marketing, Annual Programs in University Development and Alumni Relations
- Phil Walz, Department of Economics
- Ram Kapoor, Communications and Public Affairs
- Rebecca Andersen, School of Information
- Rebecca Sablo, Office of the Registrar
- Robert Penman, Office of Undergraduate Admissions
- Ryan Cobb, Intercollegiate Athletics
- Sandra Benjamin Richmond, African American Studies, Gender and Women's Studies and Ethnic Studies
- Scott Rief, Haas School of Business, Marketing & Communications
- Serena Groen, The Charles and Louise Travers Department of Political Science
- Sharon Mueller, Engineering Student Services
- Stephany Baker-Prince, Fung Institute For Engineering Leadership, UC Berkeley College of Engineering
- Takiyah Jackson, African American Student Development
- Teresa Rodriguez, Letters & Science Undergraduate Studies Division
- Thembi Jackson, Berkeley School of Law
- Tobirus Newby, University Health Services, Social Services
- Ute Frey, Berkeley Haas Marketing & Communications
- Veronica Padilla, Earth & Planetary Science
- Víc Sánchez, Residential Life
- Vicki Hammarstedt, Berkeley Advanced Media Institute
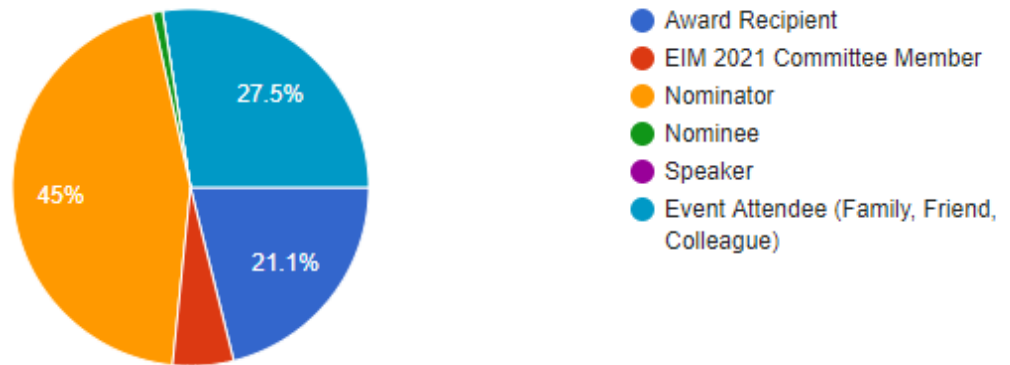- Walter Wong, Office of the Registrar

- *April 2021*
    - o *April 6, 2021 Meeting: Approved the Purchasing Proposal and moved forward with buying the frames, certificates, doordash gift cards for $25 gift cards.*
    - o *April 9, 2021: Last day for Nominators to send in their completed option.*
    - o *April 16, 2021: Last day for award recipients to fill out their intake google form.*
    - o *Received nominator choices and speaker feedback. Script is done by Sumali.*
    - o *Certificates were printed at the Moffitt Library and picked up by Irania, prepped in frames.*
    - o *Sent email to award recipients on where to to pick up their EIM Certificates before May 4.*
    - o *April 19: EIM Awards Ceremony Dry-Run - confirmed that webinar was the way to go with (at the time) 300+ registered attendees, 84 of them are award recipients alone. Learned how to "replace spotlight" and the limitations of a webinar. Tested from beginning to end allowing the Master of Ceremonies, Michael Mann and the Spotlight Assistants (Sharon, Sumali and Arlene) to practice. We worked closely with Douglas McSkimmings, Communications for People & Culture, on the details of the webinar.*
    - o *April 26, 28 and 30: Arlene, Kalie, Debbie, Sumali, Nicole, Lupe, Irania and Sarah went in person to distribute Award Certificates on campus to award recipients.*
    - o *Slideshow is completed with the help of Sarah G.*
    - o *Sent reminder emails to nominators who would read the day of the event and emailed expectations to award recipients who are on and off camera.*
    - o *Re-sent links so more people are able to join in!*
- *May 2021*
    - o *Virtual program is completed and sent to EIM Awards Ceremony Attendees 1.5 hours prior to the event.*
    - o *May 4, 2021 - Excellence in Management Awards Ceremony*
        - ▪ *2:00 pm until 3:34 pm (finished earlier than expected; supposed to end at 4:00 pm)*
        - ▪ *591 Total Users attended*
        - ▪ *See [video of the Excellence in Management Awards Ceremony here](#).*
    - o *Held an impromptu get together to relish in the energy after the event. It was good to feed off the rush of our EIM team hosting a live event.*
    - o *Received gratitude for the event during a difficult year.*
    - o *May 10, 2021 - Held a debriefing session to discuss the results of the survey and any feedback that should be addressed on the Lessons Learned document. Asked EIM Committee members to take 15-20 minutes to read over the feedback and type in 3-5 items that resonated and we should take note in our Lessons Learned document.*

Excellence in Management Virtual Awards Ceremony 2021 Event Feedback Survey Results
*Note: Results below do **not** include open-ended responses. See actual google sheet for those results.
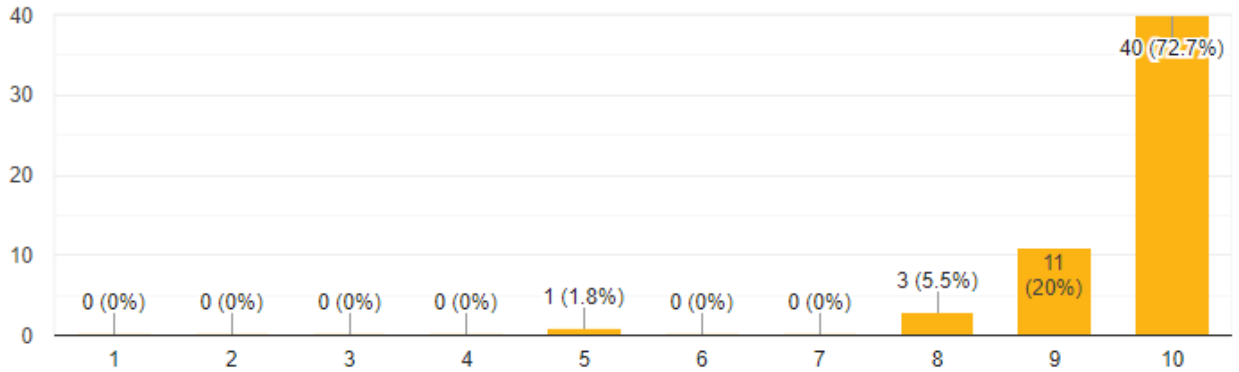
Who are you?

109 responses

- ● Award Recipient
- ● EIM 2021 Committee Member
- ● Nominator
- ● Nominee
- ● Speaker
- ● Event Attendee (Family, Friend, Colleague)

27.5%

45%

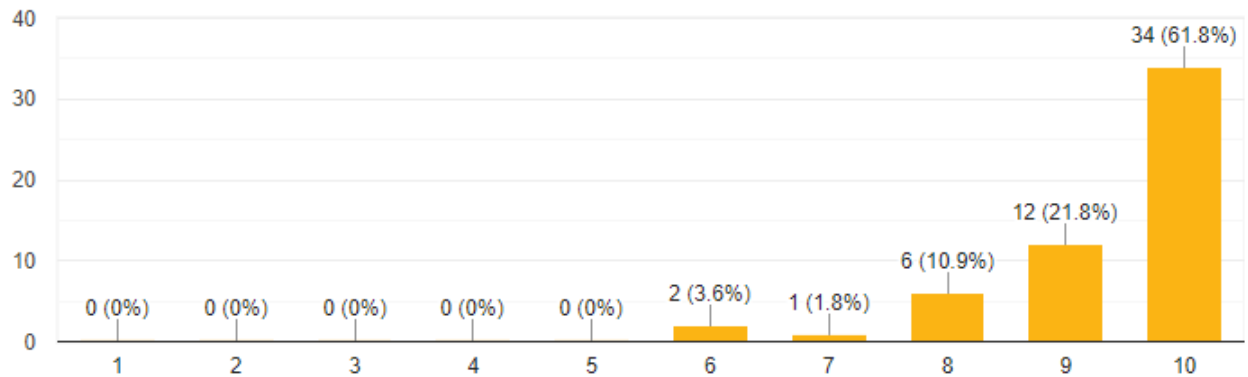21.1%

Nominator & EIM Committee Member

On a scale of 1-10, 1 being unsatisfactory and 10 being excellent, how clear was the communication timeline?

55 responses

On a scale of 1-10, 1 being unsatisfactory and 10 being excellent, how easy was it to navigate through the nomination process?
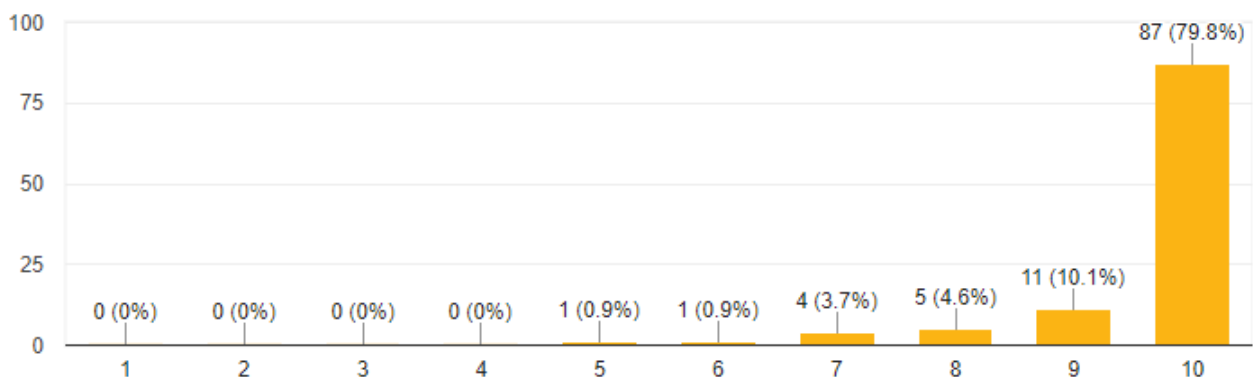
55 responses

On a scale of 1-10, 1 being least likely and 10 being most likely, would you recommend your colleagues to nominate their supervisor/ manager for future Excellence in Management Awards?

109 responses

EIM 2021 Documents	
All items below can be found in the BSA EIM 2021 folder on gDrive	
Documents are listed below in order of when they were used for the EIM Planning/Execution Process	
Title of document	**Purpose**
EIM 2020-2021 Rolling Agenda	Agenda for every meeting.
EIM 2020-2021 Rolling Meeting Highlights	Meeting minutes/ highlights from every meeting held throughout the year.

EIM Committee Report FY 20-21	Holds all the updates presented at BSA Governing Council meetings from our meeting highlights.
EIM 2021 Task List and Timeline	Task List and Timeline that copied the flow of previous Task Lists and Timelines. Was used frequently until mid-March when the timeline changed based on votes.
Tasks - Leads & Subcommittees	This document shows how we determined who would lead a task and the subcommittee that reported to their lead. Our team focused on full involvement.
2020-2021 Nominations Test	Holds the test environment for the 2020-2021 EIM Award Nomination Form duplicated by Debbie.
2020-2021 Nominations	Holds the actual responses from the EIM Nominations Form.
2020-2021 Excellence in Management Award Nomination Form Google Form	A printout of a blank google nomination form.
EIM 2021 - MGR SUPV Jobcodes (Non-Academic/Staff Payroll Titles)	Outlines the job codes that pick out positions classified as supervisors and managers on campus. The committee voted to not use this list as a supervisor and manager may not have a classified title but still supervises staff members - we accepted the latter.
Emails to Send	This document is for outlining all of the emails that are to be sent out in communications for the EIM event, review with team then send out. Mediums items are sent: BSA newsletter, Calmessage, email from bsa_eim@berkeley.edu. Communications were used to promote events, communicate with nominators, award recipients, and BSA EIM Committee.
Berkeley Groups - Call for Nominations (Wider Circulation)	Used this list of affinity groups to widen the circulation of the Excellence in Management Call for Nominations and to send gentle reminders
EIM - Points of Contact	List of people the committee needs to maintain contact/speak with to run a successful EIM event.
EIM Event Date & Virtual vs. In-Person (or Both) Vote	Based off Chancellor Christ's and AVC-HR Whitlock's availabilities in early May 2021, EIM Committee responded with their preferred dates
EIM Invitee List	List of people who should be invited to the EIM event. Could utilize this document more extensively.
BSA EIM FAQs	Added questions and responses so we as a team are able to answer emails consistently.
People Cards Search	New way of confirming direct reports. Uses updated UCPath data.
EIM Theme 2021	Brainstorming and final determination of what the Final Theme is.
EIM Nominations Review 2021	Voting for all nominations: first round approved, second round approved and final list. Tab for responses from Award Recipients Intake form, Calmessage Announcement list of winners and Recusal Formula on how

	we can properly determine if someone receives an award if a committee member has a conflict of interest.
EIM Award Recipients Congratulatory Email Responses	Emails we've received after sending out congratulatory emails to award recipients ccing their supervisors and the heads of their departments.
Excellence in Management 2021 Awards Recipient google form	After award recipients were contacted, this was the intake form on what they preferred for the event (i.e. if they would like to be on camera/ off camera), when would they like to pick up their certificate, etc.
Step-By-Step EIM 2021 Certificate	Outlined the process for what needs to be completed for the Certificate, i.e. timing of printing, payment, pick up, etc.
BSA EIM 2021 Final Certificate 04062021 - no signatures	Completed certificate that was approved prior to sending to Chancellor Christ, BSA Sponsor Lasana Hotep, BSA Co-Chairs Anthony Merrill and Stephanie Alcid and Arlene Banaga.
EIM Certificate Distribution Signage	Signage made for the cart for in person distribution of the EIM Certificate.
Award Recipient Video and Photo Submissions Folder	This document held award recipients' pictures that was submitted by themselves to add to the EIM event's slide. Video submissions were from nominators that chose to read an excerpt for 30-45 seconds.
Graphics	Held the EIM Email Signature given to award recipients
BSA EIM 2021 Zoom Background for Committee Members	Zoom background gifted to EIM Committee Members to use during the event and thereafter.
BSA EIM 2021 - Award Recipient Zoom Background (1)	Zoom background gifted to EIM Award Recipients via their Virtual Goodie Bag to use during the event and thereafter.
EIM Printable Program draft 1-031621-AB	Version that needed to be approved by the EIM Committee prior to distribution.
EIM 2021 Virtual Program	Version that was widely distributed in emails and the BSA EIM website.
EIM 2021 Program Script	Script from beginning to end detailing the remark suggestions on the first two pages and then pages 3-17 detailed the remarks thoroughly. MC Michael Mann used the program script to seamlessly flow through the Virtual EIM Awards Ceremony.
Slideshow	Guided all participants through each Award Recipient presentation during the live event.
Run of Show	Document used the day of the event to help track where we were during the live event, helped the Spotlight Assistants stay on point and communicated any errors to the team who followed along.
EIM 2021 Committee Members gChat	How we communicated during the event; our "ear piece"/ "walkie talkie" if you will.

Excellence in Management Virtual Awards Ceremony 2021 Event Feedback Survey (Responses)	This was sent to and received feedback responses from Award Recipients, EIM 2021 Committee Members, Event Attendee (Family, Friend, Colleague), Nominator and Nominee.
EIM 2021- Lessons Learned	Provides advice and feedback for future Committee Chair and Members based on the EIM 2020 planning and execution efforts.
EIM Attendee Report.csv	List of people who attended - a total of 591 total users

Looking Forward

- A chair or 2 co-chairs are needed as Arlene is stepping down from being chair.
- Hold an in-person event in July/August to distribute the remaining of the framed EIM Certificates from EIM 2021 as staff are able to come back on campus. Reach out to Irania Alarcon as items are in her office space.
- Consider feedback and the following documents when planning EIM 2022:
  - EIM 2021 - Lessons Learned Document
  - Excellence in Management Virtual Awards Ceremony 2021 Event Feedback Survey (Responses)
  - EIM Points of Contact
  - EIM Invitee List
- Purchase framed certificates and send them to the 2020 EIM recipients. They have not been celebrated so perhaps hold a special recognition for them as well.
- Co-chairs should meet monthly to plan prior until September 2021.
- First Committee meeting should be held in September 2021, at first meeting monthly then biweekly meetings closer to the event date.
- Plan a successful event during FY21-22, provided in-person events are allowed.
- If in-person events are not allowed/possible due to budget, hold the event virtually.
- Pass on good documentation of the planning of the event for future committees.
- Revisit the Nomination Confirmation requirements and fine tune by having a document describing next steps and expectations.
- Explore the idea of potentially capping the number of approved award recipients due to budgetary reasons.
- Reflect on mistakes and make sure it doesn't happen again if you are to hold another event virtually (all of this was communicated in the EIM gchat)
  - Somehow almost every attendee had the name "Arlene Banaga" when logging into the Zoom so we had to address it multiple times for participants to change their names. This counted "unique users" in an odd way.
  - One of the award recipients was "kicked out by the host" of the Zoom Webinar and couldn't re-enter. She said it was honor to just be honored by her own team.
  - One of the slides (Kate) moved and we had to miraculously address it when it popped up.

Mentorship/Career Development

Cycle 12 Chairs: Emma Strong (Sr. Co-Chair), Lisa Chang (Jr. Co-Chair)

Committee Members: Devin Jones, Sarah Gaugler, Jolie Lam, Jeremy Brooks, Anna Meister, Janice Yee

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.

Cycle 12 Key Stats:

- Mentorship program participants:
    - 40 mentors* Note: 2 mentors had 2 mentees.
    - 43 mentee
- CDC committee: 8 members
- Key events led by CDC committee:
    - Mentorship program information session
    - Tips & Tricks session
    - Mentee Cohort Planning Kick-off
    - Mentor Panel Event (2 virtual sessions)
    - Mentor Career Development Event
    - Mid-Program Check-in Event
    - BSFOxBSA Mentorship Panel Event
    - Cycle 12 Closing Event
- Outstanding 95%+ program recommendation/satisfaction from cycle participants

Cycle 12 Committee Key Achievements & Efforts:

- Analyzed program participant diversity data collected from mentorship program surveys in Cycle 10-12. Also conducted data analysis of overall mentor/mentee eligible participant diversity information using data from CalAnswers.
- Conducted program participation diversity & outreach initiative, including event collaboration with BSFO and targeted for CESO members and staff of color.
- Updated matching process, switched from best-match to most-match approach.
- Launched new mentor events during cycle 12, in response to feedback from cycle 11 regarding more support for new mentors and interest for mentor-specific events.
- Expanded program eligibility requirements in preparation for Cycle 13. Reviewed with Angela Stopper, Chief Learning Officer, updates to mentee eligibility requirements.

How the Program Works

- The program runs on a nine month cycle which mirrors the academic year, running from September 1 - May 31. The goal for the nine month cycle was to make the calendar more reliable to track for potential participants and to offer more frequent opportunities to participate.

- 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 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.
  - Note: Starting Cycle 13, the one year of Berkeley campus experience as of September 1 for mentee eligibility has been eliminated to simplify and expand eligibility. The eligibility update has been reviewed and approved with Angela Stopper, Chief Learning Officer.
- 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 Google script process 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, mentor events, and a closing reception.

Committee Structure

CDC Roles & Responsibilities, Cycle 12:

Name	Budget Management	Communications & Marketing	Assessment & Data	Matching & Eligibility	Event Planning	Mentee Planning support
Emma Strong		Lead				
Lisa Chang*		Lead	Lead		Lead	
Anna Meister			Team	Team		
Janice Yee	Team		Team			
Sarah Gaughler*	Lead			Lead		
Devin Jones				Lead		
Jeremy Brooks*					Team	Lead
Jolie Lam					Team	Lead

*Note: CDC committee members with joint appointment as BSA general council member.

Within the CDC committee, members have self-selected to participate in one of the 6 committee areas:

- Budget Management
- Communications & Marketing
- Assessment & Data
- Matching & Eligibility
- Event Planning
- Mentee Planning Support

Each area has at least one lead, as well as several team members for support. This division of tasks and projects helps spread the workload out more evenly amongst the committee members and helps the team feel a sense of ownership over their responsibilities which encourages committed participation.

There are two Co-Chair roles, a Senior Co-Chair and a Junior Co-Chair, typically nominated and selected based on seniority/experience & interest with the committee. The Co-Chairs will have slightly different responsibilities, but will co-lead the committee together. One of the co-chairs will likely also be a BSA general council member to support close coordination/collaboration with BSA. 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.

Survey results are summarized in the following charts:

% Recommend Program - percentage of participants who responded to "How likely are you to recommend this program to your colleagues?" with 8 or higher response given a 1-10 range: 1 representing "Not Recommend" and 10 representing "Highly Recommend".
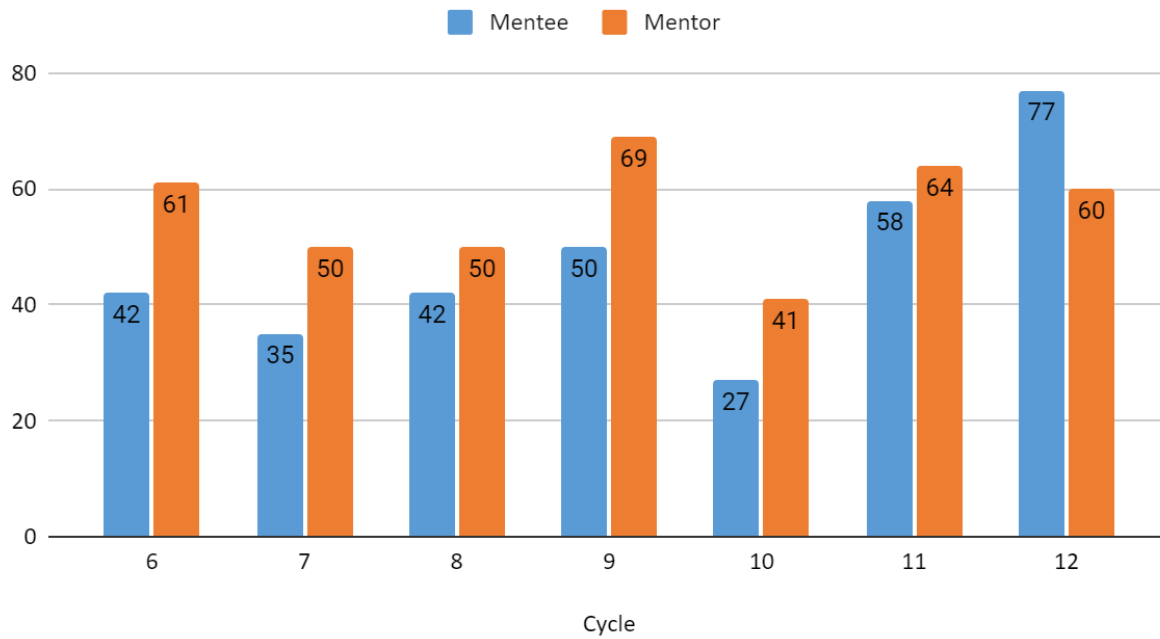
% Recommend Program
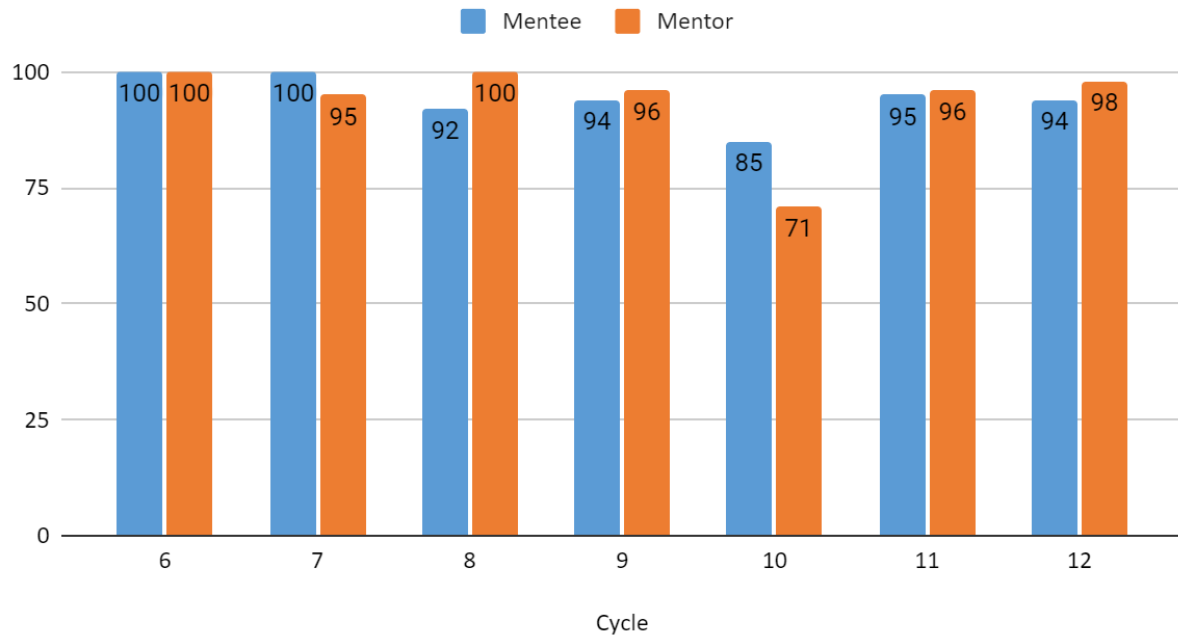
% Good Match per Cycle - percentage of participants responded to "I feel that my mentee/mentor and I are a good match" with "Strongly Agree" or "Agree" response.
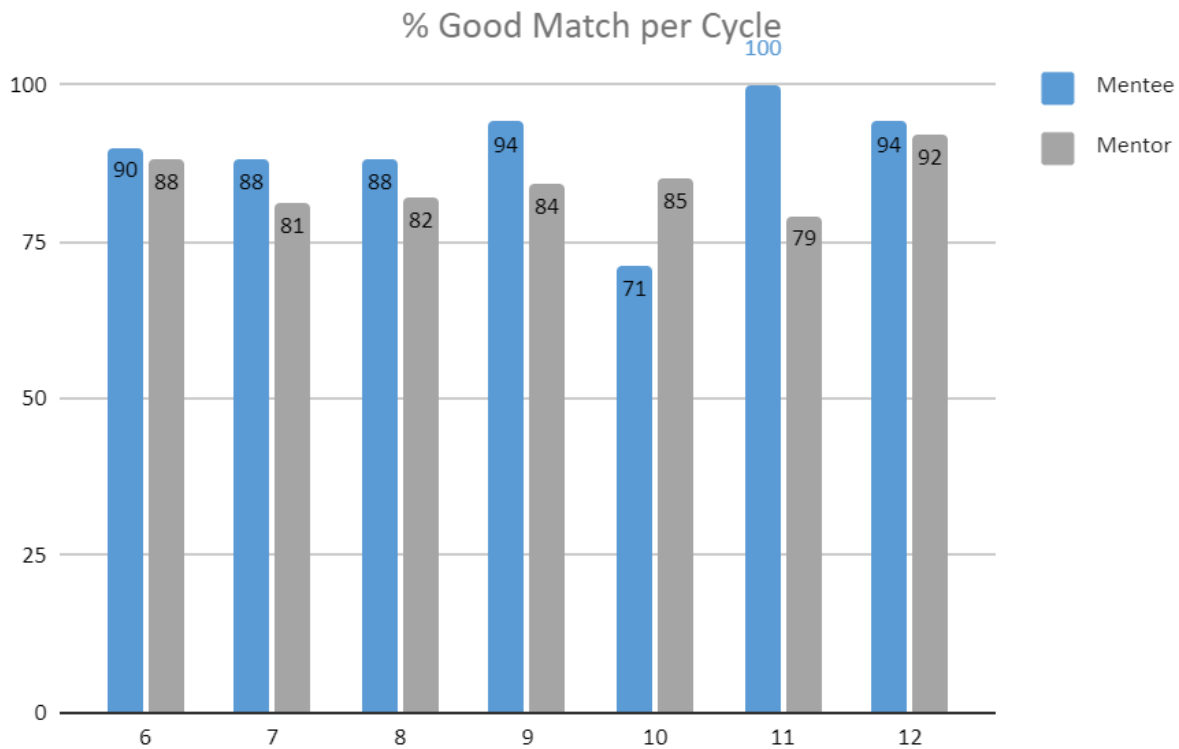
Final Survey Response Rate - percentage of participants who completed the final program survey.
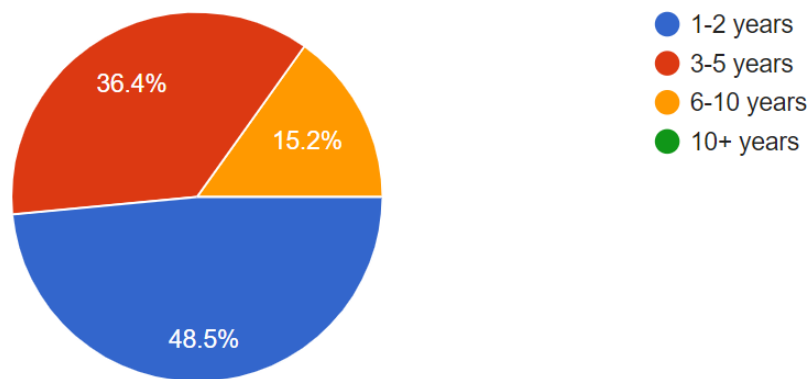
Final Survey Response Rate

Mentees, years of experience on campus:
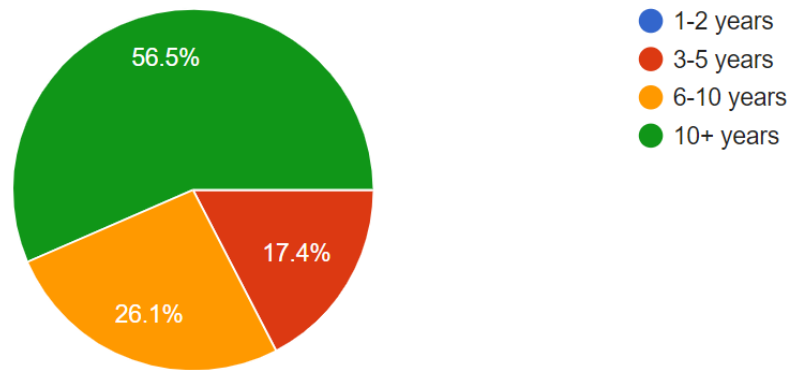
How many years have you worked at the University?

33 responses

- 1-2 years
- 3-5 years
- 6-10 years
- 10+ years

Mentors, years of experience on campus:

How many years have you worked at the University?

23 responses

- 1-2 years
- 3-5 years
- 6-10 years
- 10+ years

56.5%

17.4%

26.1%

Mentee professional development impact:

Has participation in the Mentorship Program supported your career development?

33 responses

- Yes
- No

93.9%
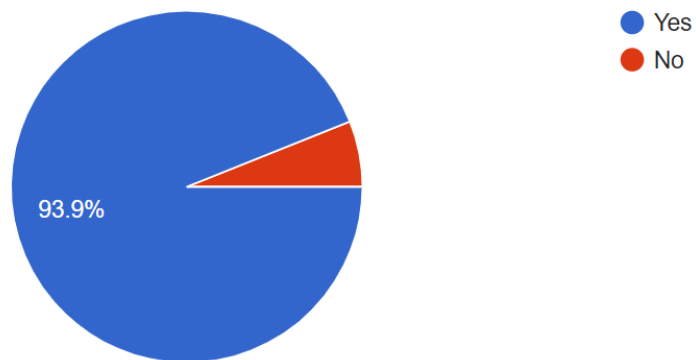
Mentor professional development impact:

We have heard that mentorship experience may benefit mentors as well as mentees. Has participation in the Mentorship Program supported your career development?

24 responses
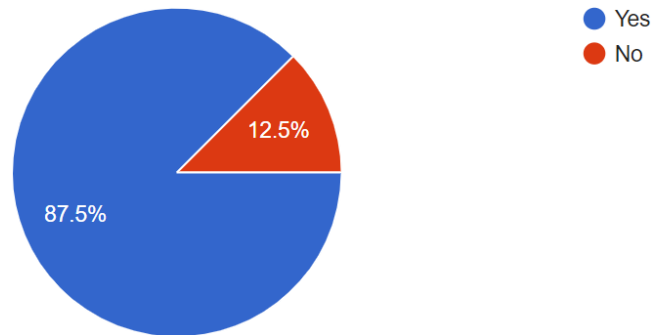
Below are a few quotes provided form the survey comments:

Mentee examples:

This program is great and I hope it can be more widely promoted amongst UC Berkeley staff. It really helped me clarify my career and development goals within the context of my current role and UC Berkeley at large. It also helped me expand my professional network.

Thank you so much for providing this opportunity. I'm so grateful to have met my mentor, who has been an incredible source of support and encouragement these past months.

I have had an extremely busy year and haven't been able to attend most events, but the mentorship program has changed my life! I went into it feeling hopeless about my next career move and graduate school. Coming out of the mentorship I am now a part time graduate student, been offered an advising position in my current office, and have improved my writing/speaking/advising skills. I also received incredible guidance on retirement planning, interviewing, resume/CL building, and much more! I have been telling everyone I know at Cal about the mentorship program and am so thankful for the support I have received.

Mentor examples:

I really enjoyed this experience. It was one of the highlights of my year and I referenced the program in my annual Achieve performance review as one of the best parts of a really difficult year. My mentee was a joy to get to know and to support in her career journey. She reminded me that Berkeley has such a wealth of people who care so deeply about their work and the mission of this university and in turn reminded me why I have spent 15 years here!

Thank you all so much for all the work you do to support this program. It is such a great resource for the staff on this campus!

This program has offered me tremendous insights into and better understanding about the experience of some of our URM staff. I thoroughly enjoy my interactions with my BSA mentees and have become friends with many of them subsequent to the program. My mentees continue to impress me with their dedication and drive and inspire me to be a better person, a better colleague, a better manager. I am grateful for the opportunity to serve as a BSA mentor.

Program Growth Areas

There are still areas of growth we would like to work on during the next cycle.

- Increase eligible mentee participants. Based on survey feedback, direct email to CDC committee, and further understanding of staff job classification distribution - we are looking to adjust our mentee eligibility requirements to help increase the eligible participant pool to accommodate additional job classifications (for example, expanding from PIII to PIII+) to include mid-career professionals as well.
- Improve the matching process. Provide further clarity and information around the program matching process so applicants can be even more successful in finding good matches and have small group mentoring options.
- Increase participation from staff of color, work towards staff diversity representation within the mentorship program to be as similar to overall campus staff diversity representation as possible.
- Return to in-person events by mid-2022.

Acknowledgments

We would like to thank the continued leadership support we have received from People and Culture and their mission to help advise the Mentorship Program. In particular, we'd like to thank Angela Stopper and Lisa Rykert for hosting the Mentor Career Development event, and facilitating brainstorming sessions on how to improve the committee.

Furthermore, special thanks to our amazing BSFO collaborator, Kristian Dawson, in working with our co-chairs to review diversity data results from the mentorship, discuss opportunities to increase & assist diverse staff participation in mentorship, and leading the effort to plan & facilitate the first-ever BSFOxBSA mentorship program event.

New Professionals Network

Highlights

With the return to hybrid operations across most of the campus in Fall 2021, many members of the NPN Committee expressed that they were oversubscribed with work responsibilities, wary of additional

virtual meetings, and still uncertain about the safety of holding in-person events. Consequently, NPN only held three events during this academic year (one virtual brown bag lunch and two in-person social hours). The most recent of these events, a guided tour at BAMPFA in June, was attended by 19 staff members who expressed enthusiasm for additional similar events in the near future. In response to this, we plan to return to bi-weekly events/meetings this summer that will alternate between social hours and brown bag lunches.

Leadership Changes

Ben Dillon and Anthony Merrill continued to serve as Co-Chairs of NPN, but they intend to step down this summer to make way for new leadership. One member stepped down from the committee (Hannah Bloom) with the possibility of rejoining when their schedule permits. New members of the BSA Governing Council who begin their term in July 2022 will be invited to serve on the committee.

The current committee consists of the following members:

- Jeremy Brooks, UC Berkeley Career Center

- Jessica De Anda, Haas School of Business

- Ben Dillon, Department of Theater, Dance, and Performance Studies

- Rachel Kowalik, Department of Earth and Planetary Science

- Anthony Merrill, University Development and Alumni Relations

- Kalie Sacco, Lawrence Hall of Science

Looking Forward

After reviewing our last membership survey from 2021 and BSA's survey of staff needs, NPN will continue to establish themes and learning outcomes for our hosted brown bag lunches and social events. This will entail theming social hours to specific audiences or topics relevant to the workplace; outlining 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.

Outside of our events, we will continue to encourage staff members to utilize our "informal networking roster" to arrange one-on-one meetings with staff members who have similar interests. The roster now includes more than 90 staff members.

Programs & Events Committee

Chairs: Erin Blanton & Bonita Dyess
Committee Members: Harumi Quiñones, Brian Light, Jorge Martinez, Sreekala Nair, Judy Smithson, Anissa Hagedorn, Elizabeth Granuland, Samantha Zepeda

Highlights

The Program and Events committee supports BSAs mission of creating community, championing the interests of staff, and providing opportunities for networking and development. During the 2020-2021 fiscal year the committee shifted all events to a virtual platform due to the pandemic in order to continue supporting the mission. The BSA Programs and Events Committee sponsored six events during AY2020-21:

Stress and Coping Tools (October 2020)

As we navigated life during a global pandemic, the Berkeley Staff Assembly's (BSA) Programs & Events Committee realized the extraordinary stress and challenges staff face on a professional and personal level. We facilitated two simultaneous virtual events. One event focused on Managers/Supervisors and the other event focused on parents with children grades K-12 and the particular stressors and challenges that each group faces. Each event featured a staff and faculty panelist to provide resources via slideshow presentation and answer questions submitted by attendees prior and during the event.

Event 1: Managers & Supervisors Forum and Q&A: Mental Health & Stress Management for You & Your Team.
Attendees: 136 RSVPs, approximately 95 attendees
Panelists:
- Dacher Keltner: Professor of Psychology, Director of Greater Good Science Center
- Sara Thacker: Associate Director, Staff Ombuds Office

Event 2: Parenting and Caregiving grades K-12 Forum and Q&A: Navigating Challenges and Developing Coping Strategies for parents with children grades K-12
Attendees: 57 RSVPs, approximately 37 attendees
Panelists:
- Dr. Christine Zalecki: Professor of Psychiatry at UCSF
- Karen Patchell: Program Director, Be Well at Work

Pass the Mic: Pre-recorded Speaker Series (December 2020-May 2021)

In order to adjust to the remote work environment the Berkeley Staff Assembly's Programs and Events committee created a new series called, "Pass the Mic" which entailed pre-recorded conversations with leaders or staff groups in all areas across the campus. The conversations were brief, no longer than 20 minutes, with the hope that staff found these short videos informative and useful. These events were recorded monthly using Zoom, downloaded with the transcript to include captioning for ADA

compliance, and uploaded to the BSA website. One issue we encountered was the loss of tracking viewers, due to the video recordings being hosted on the website. We discovered we were unable to track views via the website.

Pass the Mic: UCB Council UC Staff Assembly (CUCSA) Delegates

Guest Speakers: UCB Delegates Brian Light and Arlene Banaga

Date: December

Recording: https://drive.google.com/file/d/1u5RwqqKCYlLB-HQgi_M82hcvEJNjKWEe/view

Questions:

1. What is CUCSA & why is it important?
2. What impact does the group have? And why should I care about CUCSA representation?
3. What sort of advocacy is CUCSA doing on behalf of unrepresented staff with regard to furloughs?
4. What is the interface between CUCSA, campus, UCOP, and the regents?
5. What are your goals with CUCSA this year and how do you hope to achieve them?
6. Why did you choose to serve as a member?

Pass the Mic: Berkeley Law Staff Circle on Anti-racism (SCAR)

Guest Speakers: Thembi Jackson, Trish Keady, Amatullah Alaji-Sabrie, Nancy Donovan,

Date: January

Recording: https://drive.google.com/file/d/1PClttwuezTKatilTeusNpeKsX9Qq_zDC/view?usp=sharing

Questions:

1. What is SCAR and why was it formed?
2. Who is eligible to participate in SCAR?
3. What are the goals of SCAR?
4. How, if at all, do you balance providing a safe space for BIPOC staff and anti-racist work by white staff?
5. How do you think staff can get involved in racial justice work? Often this work is put on the shoulders the most impacted by racial injustice and those with less power to affect change
6. What approaches can staff make to get their voices heard to campus and their leadership
7. How can staff approach administration to make racial justice a priority in their unit?
8. What support have you received in regards to the broader need for racial justice on campus & in our society and what support are you still hoping to receive?
   a. From the administration
   b. From the broader Campus community, aka staff, faculty, students
9. What projects are SCAR working on? What are some of the previous SCAR projects/initiatives?

Pass the Mic Series: Working Group for Equitable & Inclusive Paid Family Leave

What is the Working Group Equitable & Inclusive Paid Family Leave?

The **Working Group for Equitable & Inclusive Paid Family Leave** is an organic group of staff and faculty at UC Berkeley who took it upon themselves to advocate for a Paid Family Leave benefit for all UC employees.

The members participating in today's event are:
Harumi (Quinones) Austria, Director of Student Services, Psychology
Years of Service - 20 yrs
Samantha Zepeda, Director, Annual Fund, School of Optometry
Years of Service - 4 yrs

Event's Moderator:
Erin Blanton, GSAO, Political Science
Years of Service - 4 yrs

Berkeley Staff Assembly
Working Together

Pass the Mic: Working Group for Equitable & Inclusive Paid Family Leave
Guest Speakers: Harumi (Quinones) Austria, Samantha Zepeda
Date: February
Recording: https://drive.google.com/file/d/1Uyigli5c7j1L504YW9hPSaNJ-Mut0H0Y/view

Pass the Mic Series: STARs

What is a STAR?

Staff Advisor to the Regents (STAR): In 2007 the UC Regents established that there should be 2 Staff members of the UC system to provide a staff perspective on issues that come before the Board of Regents. Staff Advisors represent all staff, including policy covered and represented staff, as well as non-faculty academic employees.
Staff advisors attend Regent Meetings, and are involved on various work groups to help the Regents make informed policy decisions. Appointments last for 2 years.

Who are the STARs?
Ann Jeffrey, Chief of Staff to the Vice Chancellor Administration, UCB Administration
Years of Service - 40
Lucy Tseng, Regional Director, UCLA Development.
Years of Service - 6

Event's Moderator:
Brian Light, Chief Operations Manager, UCB Library.
Years of Service - 22

Berkeley Staff Assembly
Working Together

Pass the Mic: Staff Advisor to the Regents (STAR)
Guest Speakers: Ann Jeffrey and Lucy Tseng
Date: March

Recording: \texttt{https://drive.google.com/file/d/15Ap3LMKRMN8G5r0MKpmLyX6eBnoBjt2N/view?usp=sharing}

Questions:

1. Can you introduce yourselves and tell us what a STAR is and How you become/get selected to be a STAR?
    a. the best part/perks of being a STAR?
    b. How often do you get to meet with the President?
    c. How much of a commitment is this?
2. What projects or task forces are you working on?
    a. How does this work impact UC staff
3. What are some of the challenges you foresee for staff in the future?
    a. Both immediate and long-term
4. How has your perspective changed and/or remained the same being a STAR?
5. What can staff do to get initiatives and issues brought to the attention of you, our STAR representatives?
6. Why do you think it's important for staff to know the STAR representatives?

Return To Campus: Staff Event (June 2021)

Attendees: 88 RSVPs, 21 attendees

Issue: We assume the low turnout rate was due to the end of day 4:00pm -5:00pm timeframe and we noticed after the host mentioned "break out groups," attendees left the event, although we made it clear that this event required active participation.

The Berkeley Staff Assembly's Programs & Events Committee held an event for staff to discuss their questions and concerns around an equitable and safe return to work on-campus. We instructed RSVP's to submit their questions and concerns prior to the event. The questions below were created to facilitate the conversation based on common themes found in the concerns submitted.

Structure: During the event, we sent the attendees into breakout rooms of 3-4 staff members/room with one committee member serving as a facilitator/notetaker. We gave them 15 mins/topic to discuss concerns and answer the questions below:

- *Space-* **particularly shared spaces like cubicles, flex work space, and private office**
    - How is space being allocated in your department? Private offices versus shared cubicle spaces?
    - How are departments/units navigating shared work spaces/flex work spaces
    - In cubicle jungles, how has your supervisor been making accomodations for participation in virtual meetings, will private spaces be available?
- *Safety-* **will the public be allowed in buildings & what is campus safety protocol**

- If the public is allowed in ALL campus buildings should each building be left to determine their own safety protocol or should the campus create a campus wide safety protocol and what would this protocol look like? Ex: All 28 libraries are opening their doors to the public on August 25th.
- How should campus handle safety protocols for buildings open to the public?
- What does a safe protocol look like? Ex: Limited number of public patrons in a building/room, all public patrons must wear masks, consequences for those not following protocol. And who is monitoring/policing this? *

- ***Equity-* some managers not allowing flex-work, disability accommodations,**
  - Should the campus create a "red flag system" for managers' lack of logical flexibility? If so, what would it look like, who will monitor it, pre-qualification to submit form, etc.
  - Have there been discussions about flex work in your department?
  - What has been your experience with regards to flex work requests?
  - Should WFH options be included as an exception for parents who have kids under age 12 (current eligible age for vaccine) due to the vaccine being unavailable for them? Ex: Parents may not feel safe sending their kids to summer camps, daycare, school, unvaccinated.

High-level Summary of responses:

1. Unclear messages from departments on policies regarding social distancing, masks, shared spaces.
2. People & Culture messages have been sent, but not everyone applies
3. Staff not wanting to serve as space/safety/vaccine police: Fear about altercations regarding masks (especially of the public), and fear from and for the AAPI community. Dining and food services have experienced issues due to attempts of enforcing masks for the public.
4. Fear of retaliation when asking for flexibility from supervisor/manager
5. Staff being forced to come in for roles that have shown that all their job functions can be done remotely
6. Help from university on setting standard operating procedures for flex space and communal working space would be helpful

Summarized results were provided to our sponsor Lasana Hotep (July 2021) with the hope that staff voices may impact current and ongoing return to work efforts while the pandemic still exists.

Looking Forward

Continuing Members: Bonita Dyess (continuing co-chair), Elizabeth Granuland (incoming co-chair), Erin Blanton, 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 FY21. The committee will collaborate with the BSA Communications committee to create a YouTube account to host ADA compliant "Pass the Mic" events while being able to collect viewership.

Tentatively, the committee will plan to continue "Pass the Mic" events as campus staff returning to campus will fluctuate. Tentatively, the following events may return this fiscal year as well in a virtual or in person format:

- Fall Leadership Stories. Topic TBD
- Fall potential co-sponsored event w/other org, topic Professional Development
- Spring potential CUCSA 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 10 open positions available to fill on the Governing Council.

All of the documents referred to in this section are located on our 2021 BSA Elections shared drive: https://drive.google.com/drive/u/0/folders/1BZ9sp0aLtmTnEP6eSCOwXgeVQQWHXoEH

Officer Elections

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

Nicole Lowy, Jeremy Brooks, Irania Aracon & Sarah Gaugler all nominate themselves for executive roles (Nicole and Jeremy for Jr. CUSCA Delegate role and Irania and Sarah for Treasurer). Jeremy was nominated Jr. Delegate and Irania was nominated as Treasurer. We still have a need to fulfill 3 executive roles, Chair-Elect, Secretary, and Operations Officer.

Governing Council

- A Google form was created to collect Governing Council Nominations from BSA membership
- Call for Governing Council nominations was shared via BSA newsletter and other Comms channels. There was also an announcement sent out via CalMessage.
- 55 nominations were submitted.
- Each nominee was contacted by the election committee by phone and email.
- 11 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 FY21 (July 1, 2020 - June 30, 2021)](#)

[Proposed Budget for 2021-22](#)