

BSA Governing Council Meeting Minutes

Approved

Date: August 10, 2017

Time: 12:00- 1:30pm

Location: 2001 Addison Street

Attendees: Chris Balke, Suresh Bhat, Mark Brindle, Allison Covington, Shirley Giraldo, Kaitlyn Guthrie (Remote), Casey Hennig, Susie Hill, Connie Hua, Maria Kies, Rosita Lucas, Jorge, Martinez (Remote), Jeanette Robinson, Avi Rosenzweig, Erin Simmer, Emma Strong, Kathleen Valerio, Danielle Wiskerson

Guest: Erin Leigh Inama (Career Development), Janina Maniaol (New Professionals Network), and Karen Twelves (Programs and Events)

Agenda:

- I. Chair's Welcome
 - A. Introduction of the 2017/18 BSA GC Chair and a welcome to all members in attendance.
 - B. Recap of goal setting discussion during the New Member Orientation meeting held on July 27, 2017.
 - C. Review of the BSA Guidelines adapted from Robert's Rules of Order, and the U. S. House of Representatives Floor Procedures for the protocol that the Council would like to adopt for this year.
- II. Introductions and Icebreaker
 - A. Round table Member introductions, followed by an Icebreaker Q & A session.
- III. Team Building Exercise
 - A. Round table discussion on defining the word collaboration, and what it means for the members on the GC.
- IV. Overview of Bylaws and Procedures
 - A. Review
 - i. Brief historical overview of the BSA GC from the 70's through the 90's, followed by a review of the formal structure of the Governing Council's guiding principals; the Bylaws, and the Operating Procedures.
 - B. Process to Amend
 - i. The process to amend the Bylaws consist of convening an ad hoc committee to prepare formal changes for review, revision, discussion, and 2/3 vote of ballots for approval.
 - ii. The process to amend the Operating Procedures are approved or amended by the vote of the simple majority.
 - C. Call for subcommittee
 - i. The immediate need to update the Bylaws and Operating Procedures for digital/remote access, and accommodations are necessary.

- V. Committee Presentations
 - A. Career Development Committee – Erin Leigh Inama, Co-Chair
 - i. The Career Development Committee coordinates the BSA Mentorship program. The committee is in the process of developing new projects to develop resources and support for staff at all levels.
 - B. Program and Events - Karen Twelves, Co-Chair
 - i. The Program and Events committee hosts 2-3 events per semester; the Chancellor’s Chat, Leadership Roundtable, and the Staff Perspectives Engagement Lunch.
 - ii. These events allow for communication between campus leadership about staff concerns and to get staff to talk together.
 - C. New Professional Network - Co-chair
 - i. The main focus of NPN is on scheduling specific topics about the campus that new staff members are interested in. Meets every 2nd Wednesday, and after hours every 4th Wednesday of the month.
 - D. CUCSA - Jeanette Robinson, Sr. Delegate
 - i. CUCSA is an advisory body comprised of 2 delegates a senior & junior representative from each of the UC Campuses. The goal of CUCSA is to maintain and enhance communication within the university community on matters of interest to staff employees, and to learn and share best practices across campuses and with their local staff assemblies.
 - E. Communication – Kathleen Valerio, Chair
 - i. The Communications Team assists with publicity for the BSA GC using social media platforms Facebook, Twitter, LinkedIn, and our website which is now operational on the Open Berkeley web platform.
 - F. Excellence in Management - Jeanette Robinson
 - i. The EIM committee hosts the annual awards recognition ceremony and reception to acknowledge managers and supervisors who are nominated by staff for their leadership contribution to the campus community.
- VI. Group Expectations for the Year
 - A. Attendance
 - i. All Council members are required to attend all meetings.
 - ii. For remote attendance, excused absence, and unexcused absence, contact the BSA GC Chair
- VII. Conclusion
 - A. Next BSA GC meeting on August 24, 2017 with Jo Mackness, interim AVC-HR.
 - B. Team photo will also be taken at the meeting as well.

Minutes respectfully submitted by Susie Hill 8/18/17