

## BSA Governing Council Meeting Minutes

Approved

Date: August 24, 2017

Time: 12:00- 1:30pm

Location: 2001 Addison Street

Attendees: Chris Balke, Suresh Bhat, Mark Brindle, Shirley Giraldo, Kaitlyn Guthrie, Rocio Harumi, Casey Hennig, Susie Hill, Connie Hsu, Maria Kies, Jorge Martinez, Jeanette Robinson, Daniel Reyes, Avi Rosenzweig, Summer Scanlan, Erin Simmer, Emma Strong, Kathleen Valerio, Ion Vergara, Danielle Wiskerson

Absent: Allison Covington, Sabina Garcia, Rosita Lucas,

Guest: Jo Mackness AVC-HR, Alyssa Fong (remote), Kristen De la Rosa (remote), Karen Latora (remote)

Agenda:

- I. Chair's Announcements and Introductions
- II. Q&A with our Sponsor, Jo Mackness
- III. Conclusion – Team Photo

### I. Chair's Welcome/Announcements

- A. Please excuse the noise level during today's meeting; it is due to renovations currently underway in the Haas School of Business.
  - I. A sign up sheet passed around for members to update which sub committee he/she is serving on, as well as to update contact information.
- B. **Motion:** The community of agreement collaboration statement read out loud from the August 10, 2017 Minutes to the Council members for additional thoughts and/or comments.
- C. **Motion Action:** A motion to approve the Minutes was made by Avi Rosenzweig, and seconded by Kathleen Valerio with no abstentions. The motion carried.
- D. **Actual Motion:** The BSA Governing Council will work, both together and individually, for a common goal through the sharing of resources and perspectives in a mutually trusting, respectful environment.
- E. Thank you to our Sponsor, AVC-HR Jo Mackness for being our guest today and willing to answer our list of questions collected from our Council members.

### II. Q & A with Jo Mackness

- i. Is there a reason why the campus is shifting to a "Cubed Work Environment?" Does this change the workflow processes? Are there any resources available for a staff member that is transitioning from a siloed environment to the open cube environment?

**Jo Mackness:** I'm not sure what this means, and this is the first time that I have heard of this being a problem. There are blind spots and things that I may not know about, so it would be helpful to get more information.

**Discussion point 1:** The open space work environment concerns/issues has been on going since 2012. People are uncomfortable and have concerns, and also feel apprehensive regarding noise levels, decorations, special needs, not getting along with co-workers, and overall feel like they are being forced into an open space environment. Are there any resources available to help the employees cope with these changes of moving from a siloed environment to the open space office?

**Discussion point 2:** Generally speaking, the open work environment is considered a better use of office space. The workflow process doesn't necessarily change, but it does allow for the opportunity to create the space for exchanging and communication ideas among staff members that are advantageous to creating greater cohesion, teamwork, and the benefit of having immediate impromptu meetings if necessary.

**Discussion point 3:** Other campus areas, CSS (Campus Shared Services) Human Resources, CSS Information Technology departments, and the College of Engineering to name a few have undergone the open cube environment transition process, and have created general rules for etiquette and privacy, and perhaps this information can be shared to the campus community.

**Action Item:**

- A few Council members willing to share or compile best practices for working in a cube environment.
- BSA GC to invite someone from the Wellness Center, or the Ombudsman's office to discuss resources available for the campus community.

ii. How can BSA Partner with the New Employee Orientation?

**Jo Mackness:** BSA GC can work in tandem with our Employee Experience Consultant as a great partnership to run ideas. Once the new employee has gone through the orientation process, and technology resources have been established, this is a great time to connect a new employee with a "BSA Buddy", as someone to get coffee with and connect with in an informal way early on.

iii. Can we create training classes for staff members on how to work with staff that has disabilities?

**Jo Mackness:** Yes, absolutely. The top priority for Equity and Inclusion Division this fiscal year is disability, access, and inclusion around disability, and I want to make sure that what we do is coordinated with the Equity and Inclusion division.

- iv. What are you interested in hearing about/learning from the BSA? How do you want to receive this feedback from BSA?

**Jo Mackness:** I am interested in hearing directly via email or telephone call about the campus issues that keep coming up, the “blind spots,” issues that you think might exist. Having the conversations about issues on campus create a better shared understanding and this is quite valuable and helpful to get the wisdom of the entire collective as ways that the leadership can prioritize work.

- v. What is your vision for your new role on campus? Are there any new initiatives that the leadership is focusing on for the campus community?

**Jo Mackness:** I think vision comes in a couple of different formats. For my role, I want Central HR, and then myself, as a leader to be seen more as a full partner and less of a gatekeeper. That’s not to say, that I will say yes to everything. I think perspective is quite useful in partnering around brainstorming, solutions, and creative ways we can get work done. It means focusing on people, their well-being, and experiences which is something that I want to bring to the forefront in my role on campus. What I also see this role doing, is taking a look at risk and how much risk we want to assume in the Human Resource space as a present campus. I am not afraid of getting to a place where we need to go down the legal path to make things right.

Moving forward, the campus leadership is working on a few issues and initiatives.

1. The top priority area is to improve and coordinate our service delivery in general Human Resources, CSS (Campus Shared Services), and Central Human Resources.
2. UC Path is a new system coming online streamlining processes and simplifying services for better delivery.
3. Revamping our Performance Management System and Manager training.
4. Increasing the number of unrepresented minorities in leadership development.
5. Looking at a Manager’s Coach program and this goes along the lines of supporting our Performance Management System.

6. We are also planning on having a robust HR system with an emphasis on people mobility. We now have an Employee Experience Consultant and in this capacity, the focus will be on the whole life cycle of an employee, from the onboarding process through the moving, connecting, and facilitation of moving (new hires, and employees interested in other positions) people across campus.

### III. Conclusion

- A. **Motion:** In an effort to allow Jo Mackness extended Q&A time; will the members consider tabling the team photo session to a different day?
- B. **Motion Action.** A motion to table the team photo was made by Erin Simmer, and seconded by Katherine Valerio. Motion carried.
- C. BSA GC Chair, Erin Simmer thanked our guest and sponsor Jo Mackness for attending the meeting and answering a few of our questions.
- D. Meeting adjourned at 1:09pm

Minutes respectfully submitted by Susie Hill 9/07/17