

## BSA Governing Council Meeting Minutes

Approved

Date: September 28, 2017

Time: 12:00- 1:30pm

Location: 2001 Addison Street

Attendees: Chris Balke, Jenniver Bevington (Remote), Mark Brindle, Allison Covington (Remote), Kaitlyn Guthrie (Remote), Casey Hennig, Susie Hill, Connie Hsu (Remote), Rosita Lucas (Remote), Maria Kies, Jorge Martinez, Sabina Morgan, Daniel Reyes (Remote), Avi Rosenzweig, Summer Scanlan(Remote), Emma Stone (Remote). Kathleen Valerio, Danielle Wiskerson

Absent: Jeanette Robinson, Suresh Bhat, Erin Simmer, Shirley Giraldo, Harumi Quinones, Ion Vergara

Guest:

Agenda:

- I. Barinder Dhillon Flanagan – Excellence in Management (EIM)
  - II. Follow up to meeting with Jo Mackness (cube Environment, and channels of communications)
  - III. Discuss Daily Cal and staff readership
  - IV. Action Items
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- I. Barinder Dhillon Flanagan – Excellence In Management (EIM)
    - A. EIM presentation by Barinder was postponed, and will be rescheduled.
      - I. A brief overview of tasks performed for the Excellence In Management awards committee was presented by Maria Kies, and Susie Hill, past members of the 2017 EIM awards committee.
      - II. In preparation for the EIM Awards banquet, the committee members initially meet during the Fall semester to begin the discussion and selection of a theme, venue, and to consider recommendations and/or selection of a keynote speaker.
      - III. The 2017 EIM Awards event was held at the Anna Head Alumnae Hall, on April 25,2017 at 1:00pm. The keynote speaker was Jo Mackness, Interim Assistant Vice Chancellor, Human Resources, and a total of 33 awards were handed out.
      - IV. Avi Rosenzweig commented on how great the award events are for campus morale, and reemphasizes the university’s commitment to acknowledge the staff leaders.
  - II. Follow up discussion on the BSA GC cube environment, and our channels of communications from the August 24, 2017 meeting with Jo Mackness

- A. For BSA members who were not in attendance during the [Q & A](#) on August 24, 2017 with Jo Mackness, Casey Henning gave a brief overview of the staff concerns regarding the cube work environment.
  
- B. Discussion led by Kathleen Valerio on the role of the BSA GC to collect/compile staff concerns, resources, and the best practice for online collaboration.
  - i. One suggestion is to create a “to do list” of tabled action items from the GC meetings via Google Docs for individuals to sign up for and work on.
  - ii. It was also suggested that someone would take ownership of the Google Doc information, and share with the collective.
  - iii. Maria Kies commented, “If individuals are passionate about a topic for them, it should be productive of what we are doing so that everyone is encouraged to take ownership of topics that they are passionate about.”
  
- C. Discussion held on developing a structure for online collaborative efforts, and moving members into serving on sub committees to help incorporate the group at large in sharing the responsibilities and workload.
  - i. The committee as a collective agrees on the recommendation of creating a digital file folder system to collect staff concerns in a Google Document
  - ii. A “Read me” file needs to consist of a running task list for committee work that includes work instructions via Google Documents, which would be a great benefit for collaboration.
  - iii. Kathleen Valerio, Chair of the Communications Committee is working on developing the structure of the collective and the meeting minutes
  - iv. Kathleen Valerio volunteers herself and Summer Scanlan to collaborate on updating and/or creating the digital folder system.
  
- D. Concern brought up about not having a structure in place to move people onto the various sub committees, and that GC members who did sign up for a sub committee, no one had reached out to them
  
- III. Discuss Daily Cal and staff readership – Tabled
- IV. Action Items:
  - A. Developing a structure of the collective, and meeting minutes. (Kathleen Valerio)
  - B. Digital file folder system, Google Doc, and “Read me” file. (Kathleen Valerio, Summer Scanlan)
  - C. Structure for committees