



BERKELEY STAFF ASSEMBLY

Coordinating Committee Meeting  
Thursday, February 9, 2006  
2125 Dwinelle Hall  
12:10 to 1:00 p.m.

**Members Present:** Cassandra Alcala, Wilfredo Balza Jr., Susan Cass, Terry Downs, Lee Forgue, Jessea Greenman, Kim Guilfoyle, Clark Lemaux, Annette Lewis, Annette Mora, Kathleen Valerio

**Members Excused:** Madonna Camel, Nancy Horton, Paul Riofski

**Members Absent:** Ethel Adams, Michael Cooper

**Guests Present:** Kendall Moalem

- I. The Minutes of the January 12, 2006 meeting and the January 26, 2006 meetings were approved. The notes from the January 24 special meeting were not meant as Minutes, and did not need approval. They were distributed for information.
  
- II. Co-Coordinators Report:
  - The meeting with AVC Steve Lustig took place on February 1. Many items were discussed. The BSA reception/talk with Chancellor Birgeneau is scheduled for Spring. Possible venues and formats were discussed. The proposal that UCB co-host the CUCSA meeting in March 2007 was presented. Steve agreed to fund that meeting, but asked that we continue to request that LBL share the reception cost. When the new Vice Chancellor takes over, there will be a new division of roles – it is likely that Steve will maintain his position with the staff organizations, as well as responsibility for HR, Health Services, and the Ombuds office. The matter of BSA dues and whether we should continue as a dues-supported organization was discussed.
  - Steve has requested that BSA have our budget requests for the next fiscal year ready by March. Jessea and Annette will consult with the committee chairs as to their needs for the coming year. There was discussion about how things have been funded in the past, and whether we wish to change this going forward. BSA will request that, in the coming year, the Chancellor's Office fund Programs as well as EIM, Mentorship, and the junior CUCSA delegate's expenses.

- III. Coordinator-Elect selection: Terry Downs was unanimously selected as Coordinator-Elect.
- IV. ByLaws Revision Committee: We discussed sending the revised ByLaws out to the membership. It was agreed that a highlighted copy of the revisions be prepared, along with an executive summary. This version will be discussed at the next meeting. Jessea Greenman made a motion to allow CC members to request a six-month or one year leave of absence. The motion failed for the lack of a second. We will add a section about leaves to the operating procedures when they are rewritten.
- V. Programs Committee: The Chancellor's Event was discussed. It is currently set for April 16 or 28. Heller Lounge, Anderson Auditorium, and Alumni House have been investigated as possible venues, but their costs are high. We will need outside (AVC) funding for both the venue costs and any refreshments that are not potluck. It was mentioned that the mentees might wish to be involved in this event, but what they are looking for is a smaller, more personal event – this will be open to all staff and will be much larger than what they were looking at. It is still not clear what format would be acceptable to both the Chancellor and the Committee. It was discussed whether this would be a reception, a talk with Q&A, or a combination. One possibility raised was that only BSA members would be allowed to submit questions. Cassandra and Annette will discuss these matters before the next meeting.
- VI. Nominating Committee: There was no report. We need a time line soon, since people will have to be elected by July 1. The elections should be over by the end of May, so that new CC members can attend a few meetings before formally taking their seats. A call for nominations will go out soon.
- VII. Treasurer and Membership Committee: Nancy was unable to attend but sent the report below via email. A concern was raised about using an individual's SSN on the BSA account, since that may lead to tax liabilities. We will explore what other campus organizations do about this, and the possibility that the campus credit union will start an account without a SSN or TIN. Membership was discussed and the possibility of creating an on-line membership registration was raised. A membership drive in conjunction with BSA's 25<sup>th</sup> anniversary was raised, with the possibility of publicity in the Berkleyan and Daily Cal.

Respectfully submitted,

Lee Forgue, Secretary

**TREASURER'S REPORT:** submitted by Nancy Horton

I've received the BSA checks and latest statement from Washington Mutual. We have \$1,870.28 in the account.

I was not able to set up online banking to receive past statements. The WaMu customer service rep with whom I spoke said that Jackie is still the "administrator" of the account (even though Jackie and I went to the bank in person and passed the baton). I asked Jackie to call the bank, which she did, but since they are now using MY social security number, they could not associate her with the account and she was unsuccessful in obtaining the necessary PIN.

**MEMBERSHIP REPORT:** submitted by Nancy Horton

**Berkeley Staff  
Assembly**

**Membership Statistics for 2005-2006**

<b>Category</b>	<b>Number</b>	<b>Percent of Total Mbrship</b>	<b>Amount Paid</b>	<b>Revenue</b>
Courtesy Members	25	13%	\$0.00	\$0.00
Lapsed 6/30/2005	37	19%	\$0.00	\$0.00
EIM Awardees 2005	23	12%	\$0.00	\$0.00
First Year Members	61	31%	\$0.00	\$0.00
2-Organization Members	3	2%	\$7.50	\$22.50
Second Year + Members	45	23%	\$15.00	\$675.00
Members Paying 2 Yrs	2	1%	\$30.00	\$60.00
	<u>196</u>	<u>100%</u>		<u>\$757.50</u>

**Analysis of Non-Renewing  
Members**

**2003-2004, 2004-2005**

<b>Category</b>	<b>Number</b>	<b>Percent of Total</b>
EIM Awardees	117	46%
First Year Members	107	42%
Second Year + Members*	32	13%

*\*Individuals who have paid \$15.00 dues at least once*