



BERKELEY STAFF ASSEMBLY

Coordinating Committee Meeting
Thursday, August 10, 2006
320 Stephens Hall
12:10 to 1:00 p.m.

Members Present: Cassandra Alcalá, Eileen Bell, Kate Benn, Karen Denton, Terry Downs, Steve Garber, Nancy Horton, Nate Jew, Clark Lemaux, Claudia Martinez, Kendall Moalem, Paul Riofski, Beverly Skinner, Kathleen Valerio

Members Excused: Lee Forgue, Wilfredo Balza, Jr., Scherry Royal

Members Absent: Ethel Adams, Susan Cass

I. Chair's Report: Terry Downs

- The Chair welcomed the members to the first meeting of the new year. Terry asked members to update their contact information for the roster.
- Terry provided an update on the meeting with Steve Lustig. They spoke about and provided updates on the following items:
 - i. Bylaws Revision
 - ii. Member Holiday Luncheon
 - iii. Spring Luncheon
 - iv. The 2006 Coordinating Committee elections
 - v. The budget allocation and process for paying BSA bills
 - vi. Fee waivers for BSA programmatic activities
 - vii. The CUCSA Report
 - viii. The staff diversity initiative and the hiring of a new staff member to oversee diversity as UC Berkeley
 - ix. The new Office of Workforce Development
 - x. The possibility of having a staff assembly with no dues
 - xi. The Council of Staff Organizations
- Terry talked about the Coordinating Committee procedures. She would like to us to follow a more casual version of Robert's Rules of Order. If we want to discuss an issue there should be a motion and a second before the issue is discussed. Otherwise, the discussion may be cut short.

II. The Minutes from the June 22, 2006 meeting were approved in email.

III. Treasurer's Report: Nancy Horton

Nancy Horton passed out the financial and membership report. We currently have 116 paying members and 58 non-paying members.

IV. BSA Committees: Each committee Chair gave an overview of what their committee does so that the new members of the CC can choose which committee they would like to serve on. New members should let the Chair of the committee and Terry Downs know which committee they would like to serve on within two weeks. The following committees gave updates on their activities:

- Career Development/Mentorship: Paul Riofski passed out a mentorship program calendar showing key dates for the next mentorship cycle. The new campus position related to diversity will oversee and advise on the mentorship program.
- CUCSA:
 - It is not possible to volunteer to serve on CUCSA since the two delegates to CUCSA from BSA are elected by the CC.
 - LBL and Berkeley will co-host the March CUCSA meeting, and volunteers will be needed to assist.
 - Clark Lemaux informed the committee that CUCSA will be looking at succession planning for UC. CUCSA published a report on succession planning and will continue to look at this topic.
- Events: Kathleen Valerio explained that the Events Committee plans events that are social in nature.
- Newsletter: The BSA newsletter is published electronically four times a year. Janet Dawson is the editor. Announcements for BSA emails should be sent to Terry Downs.
- Programs Committee: Cassandra Alcalá emphasized a desire to recruit members to this committee so that work can be more evenly distributed and delegated if possible.

V. Discussion of Coordinating Committee goals for 2006-07

Terry Downs expressed to the committee that she would like to have the following goals for the upcoming year:

- Investigate whether it would be possible to convert BSA from a dues paying membership to a non-dues paying membership.
- Make BSA as visible as possible.

The committee discussed these goals and had the following comments:

- We would like to see ourselves become the “a voice of the staff.”
- We asked: How do we let people know that BSA exists?
- We should form a PR committee to make decisions around how we promote ourselves.
- We should all be able to let staff know the benefits of membership.
- Our goals should help us achieve our mission.
- We should be focusing our efforts on improving the quality of work-life for staff.

Respectfully submitted,

Steve Garber, acting Secretary