



BERKELEY STAFF ASSEMBLY

Coordinating Committee Meeting
Thursday, September 28, 2006
320 Stephens Hall

Members Present: Ethel Adams, Cassandra Alcalá, Eileen Bell, Kate Benn, Susan Cass, Karen Denton, Lee Forgue, Steve Garber, Nancy Horton, Nate Jew, Clark Lemaux, Kendall Moalem, Scherry Royal, Beverly Skinner, Kathleen Valerio

Members Excused: Wilfredo Balza, Jr., Terry Downs, Paul Riofski

Members Absent: Claudia Martinez

- I. Chair-Elect's Report: Kathleen Valerio reported on the BSA officers' meeting with AVC Steve Lustig. The following items were discussed: gratitude for the recent football ticket distribution to staff, the BSA project to list discounts and other perks available to staff, the recent CUCSA meeting in Davis and the upcoming meeting in Berkeley, the upcoming job title restructure and how it relates to career development (SISC), the BILD/mentorship shared employee, and the new career counseling project. Steve is planning to attend the Fall Welcome Luncheon.
- II. The Minutes of the September 14, 2006 meeting were approved as amended.
- III. Treasurer/Membership Report: Nancy Horton reported that our bank balance is \$2803.77. We have 180 current members, including EIM and courtesy members; there are 71 lapsed members. Nancy has contacted the lapsed members to ask if they wish to be removed from the BSA mailing list. She is working to schedule a meeting of the Membership/Outreach Committee.
- IV. BSA Committees Updates
 - Website Management: Wilfredo Balza, Jr. reported in writing that he is continuing with website updates.
 - Career Development/Mentorship: Lee Forgue and Steve Garber reported that the committee is on track for the next round of new mentors and mentees; they reviewed the letter sent to recruit mentors and decided when it would be sent. A survey was recently sent to participants in the pilot program.
 - CUCSA: Clark Lemaux reported that planning for the March CUCSA meeting at Berkeley has begun for the elements that have a long lead time, especially speakers and hotel arrangements. He noted that the recent UC

Benefits flyer sent to all employees featured a CUCSA report on knowledge transfer.

- Events: Beverly Skinner reported that she has received pledges of several raffle prizes for the Fall Welcome Luncheon. We will not be able to move the furniture in the room, but that should not be a problem. Scherry Royal will pass around a volunteer list at the next CC meeting so that people can volunteer for either set-up or clean-up and can plan what to bring for the drink/dessert potluck. All Committee Chairs should be prepared to recruit for their committees. The Winter Holiday luncheon will take place instead of the first CC meeting in December.
- Excellence in Management: Susan Cass reported that the committee is contacting the Chancellor's office to get a date on his calendar.
- Newsletter: A newsletter with publicity for the Fall Welcome Luncheon should come out soon. Committee chairs and others should get copy to Janet Dawson by October 6.
- Programs: Cassandra Alcalá had nothing new to report, but requested that a spreadsheet with committee members be made available.

V. Old Business

The discussion of known staff benefits (discounts, etc.) was postponed from the last meeting. Steve Garber has begun a list of the benefits that UC employees are eligible for. Steve Lustig has expressed an interest in the finished list, and suggested that it might be an excellent article for the Berkeleyan. There was a lot of discussion on various things that people were familiar with. Steve will update the list and add contact information for additional discussion at the next meeting.

VI. New Business

- 2006 Food & Toy Drive: Ethel Adams was welcomed back to the CC. She reported that Mailing no longer wished to be involved with the Food Drive since they had trouble getting the food picked up last year, but they are still willing to pick up the toys. Ethel is taking over a lead position on the Drive this year, and is looking for volunteers to work with her on the party for the children as well as on the Drive. Toys have to be donated far enough in advance of the party that they can be matched with the recipients. The party has to happen after classes are finished, but a couple of weeks before Christmas. Ethel will try to list the assistance she needs, and this discussion will continue at the next CC meeting.
- Reduced service hours at Parking: this item was remanded to the next meeting.

Respectfully submitted,

Lee Forgue, Secretary