



BERKELEY STAFF ASSEMBLY

Coordinating Committee Meeting

Thursday, January 11, 2007

MINUTES

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

Members Excused: Ethel Adams

Members Absent: Wilfredo Balza, Jr., Claudia Martinez

- I. Chair Report: Terry Downs reported that the quarterly meeting of the BSA officers with AVC Steve Lustig had been postponed. The next BSA CC meeting will be in 320 Stephens Hall at the Academic Senate, at noon, on Tuesday, January 23.
- II. The Minutes for the November 30, 2006 meeting were approved.
- III. Treasurer/Membership Report: Nancy Horton did not submit a report. Nathan Jew reported that the membership group is brainstorming ideas, and would like to analyze the current membership for ways to target the outreach efforts. They will target the second CC meeting in February for a report.
- IV. BSA Committees Overview & Updates:
 - A. Excellence in Management: Susan Cass reported that the theme for this year is "Leading by Mentorship and Example". The nominating forms will go out in mid-January and be due back by February 28. The committee is looking for sponsors for printing and for the other needed expenses.

There is a potential for confusion with nominations for mentors/mentees, EIM recipients, and the Exemplar Award all going out at the same time – we will have to be careful to differentiate between them.

- B. Programs: Cassandra Alcalá brought us up to date on the program planned for January 25 on “Health and Wellness” – the flyer has already been sent out. Her next project will be the Chancellor’s meeting with the staff sometime in the Spring.
 - C. Website Management: There was no report from Wilfredo Balza.
 - D. Career Development/Mentorship: Paul Riofski stated that the call for mentor nominations would be going out in mid-January with a deadline of the end of January; the call for mentees will have a mid-March deadline. Informational meetings will be held in February.
 - E. CUCSA: Clark Lemaux reported that the Santa Barbara meeting had gone well, with many interesting speakers covering topics such as compensation, health programs, and pension benefits. The Regents will vote on the Staff Advisor position at the meeting on January 18 at Mission Bay. The UCB/LBL CUCSA meeting is approaching – the Thursday (3/8) dinner is at I-House and is open to others (expected cost is about \$40), and we will need volunteers on the Berkeley-sponsored day of March 8.
 - F. Events: Beverly Skinner spoke on the Holiday Luncheon, which was well-attended. She is planning the Spring Luncheon with a May date.
- V. Old Business:
- A. The name for the special staff award which will be given out at the CUCSA meeting was voted on. It will be known as the Exemplar Award. Information has been sent to AVC Steve Lustig for feedback. We will not request supervisor information in the nominations. We will need an email address for nominations to be sent to; Wilfredo Balza will be asked about setting up an alias.
- VI. New Business:
- A. As Chair, Terry Downs will contact those CC members whose attendance has been inconsistent and remind them that non-attendance is grounds for removal from the CC.
 - B. The discussion of whether BSA should be a dues or no-dues organization was tabled until late February.

Respectfully submitted,
Lee Forgue, Secretary