



## Coordinating Committee Meeting Thursday, January 10, 2008

### MINUTES

**Members Present:** Annette Barnes, Eileen Bell, Kate Benn, Susan Cass, Laura Demir, Marjorie Ensor, Carmen Foghorn, Lee Forgue, Steve Garber, Scherry Royal, Beverly Skinner, Carol Suveda, Kathleen Valerio, Winnie Wang

**Members Excused:** Wilfredo Balza, Jr., Nancy Horton, Jill Martin, Kendall Moalem, Paul Riofski

**Members Absent:** Karen Denton, Eric Ellisen

I. Chair's Report: Kathleen Valerio

- a. Kathleen reported on the officers' quarterly Meeting with Steve Lustig. He is working on diversity issues and expects to have a report out in March. He will attend the February 14 meeting to speak to the CC.
- b. The Holiday Gift and Toy Drive turned out well. BSA had several attendee-helpers at the children's party. Kathleen will set up a debriefing with Renita Esclovon of BSFO so that advance plans for next year's event can be made.
- c. John Horton has resigned from the CC due to a change in his job.
- d. Help is needed for the event featuring VC Basri. It will be a Q&A session, but we still need a good location.
- e. Keisha Patel from AVC Lustig's office approached BSA to discuss the presentation of a campus Safety Award at EIM. Kathleen will discuss this with them further, but – since this is a campus rather than a staff award – EIM is probably not the proper venue.

II. The Minutes of the November 29 meeting were approved with one abstention.

III. Treasurer Report: Scherry Royal submitted a written report for December, attached below. She also reported that we have three new members.

#### IV. BSA Committee Reports

- a. Career Development: Steve Garber reported that the \$10,000 provided to us by BILD is being used to hire a program specialist for 0.15-0.25 FTE support, perhaps a retiree. The employee will be supervised by Paul Riofski. The job is out for classification and will be a limited appointment until the money runs out.
- b. Communications: no report.
- c. CUCSA: Beverly Skinner reported that the December meeting went well, although the two-day format was less relaxed. The high point was hearing about the UCSD leadership training program. A full report is attached below.
- d. Excellence in Management: Susan Cass asked that the CC approve this year's theme as "Riding the Wave of Successful Succession" – the motion passed with one abstention. The call for nominations will go out next week.
- e. Programs: Winnie Wang & Eric Ellisen reported in writing. The Programs Committee had planned to host a session on holiday stress, but that never quite coalesced, due scheduling difficulties.

The Programs committee has brainstormed a wide variety of possible topics. Eric and Winnie will discuss further steps first as co-chairs, then with the rest of the committee, to determine how to move those ideas into implementation. If any of the CC has any suggestions or comments, please feel free to communicate them.

- f. Social Events: Karen Denton reported that the Holiday Luncheon was attended by 32 people.
  1. BSA Goes to the Warriors' Game: Marjorie Ensor reported that this is now set for February 29, and that tickets will be available at two price points, and with on-line registration. 100 seats are being held.
- g. Transition: Steve Garber reported that an on-line opt-in model was being discussed, and that the committee is reaching out to tech people to provide us with advice and guidance on web-based databases. He showed a mock-up of a membership form that can be used by those with no on-line access.

#### V. Old Business

- a. The Mission/Vision/Strategy planning discussion continued.

#### VI. New Business: none.

Respectfully submitted,  
Lee Forgue, Secretary

## Berkeley Staff Assembly

### Treasurers Report - December 11, 2007

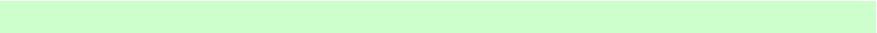
Beginning Balance				\$3,034.83
7/1/2007	Deposits			
	Withdrawals	Wilfredo Balza		-\$39.56
		Susan Cass		\$187.54
		International		
		House		-\$294.94
		Eileen Bell		\$112.33
Ending Balance				<u>\$2,772.46</u>
7/31/2007				

Beginning Balance				\$2,772.46
8/1/2007	Deposits			
		Dues payments	8/6/2007	\$15.00
		Dues payments	8/13/2007	\$7.50
	Withdrawals			
		Stella Nonna, Inc	7/30/2007	-\$274.91
Ending Balance				<u>\$2,520.05</u>
8/31/2007				


Beginning Balance				\$2,520.05
9/1/2007	Deposits			
	Withdrawals			
Ending Balance				<u>\$2,520.05</u>
9/30/2007				

Beginning Balance				\$2,520.05
10/1/2007	Deposits			
		Dues payment		\$15.00
		Refund Internarional House		\$294.94
	Withdrawals			
		Stamp for BSA		-\$37.98
		UC Regents Certificates		-\$105.00
Ending Balance				<u>\$2,687.01</u>
10/31/2007				

Beginning Balance				\$2,687.01
11/1/2007	Deposits			
	Withdrawals			
Ending Balance				<u>\$2,687.01</u>
11/30/2007				



Beginning Balance	\$2,687.01
12/1/2007 Deposits	
Withdrawals	
Ending Balance	<u>\$2,687.01</u>
12/31/2007	
Ending Balance	<u>                    </u>
Petty Cash	<u>\$100.00</u>
	<u><b>\$2,787.01</b></u>





**Report to Berkeley Staff Assembly  
Council of UC Staff Assemblies**

**December 6-7, 2007 UC San Diego**

Berkeley campus Delegates Nancy Johnsen Horton and Beverly Skinner attended the CUCSA meeting held at UC San Diego on Thursday, December 6 and Friday, December 7, 2007. This was the first meeting held on a reduced, two-day schedule intended to keep CUCSA costs to its annual budget of \$26,000. In recent years, expenditures had exceeded that amount and the Office of the President, CUCSA's sponsor, asked the group to stay within its budget.

The delegates were greeted on December 6 by Glynda Davis, Director of UC San Diego's Campus Diversity Initiatives.

Staff Advisors to the Regents, Bill Johansen and Lynda Brewer provided an update on current Regents topics, which include staff salaries; strategic planning and administrative restructuring; the UC Messaging Project – similar to Kaiser Permanente's "thrive" campaign – a marketing strategy to bring UC out of the perceived 'ivory tower' to focus on its service to the state of California; selection of a UC president; long-range planning and restart of contributions to the UC retirement system.

Advisors Johansen and Brewer are visiting with as many campuses and local staff assemblies as possible. They have offered to give a presentation on 'a day in the life of a staff advisor.'

Delegates were led in a leadership exercise by trainer Erica Ruff from Office of the President. Its purpose was on working in groups, but in general, the exercise was not well received.

The next guest was Howard Pripas, Executive Director, UC Labor Relations. He detailed the bargaining sequence and its resolution in either settlement or strike.

On December, the agenda included a welcome by Chancellor Marye Ann Fox. The chancellor was scheduled to present UC San Diego's Impact Award, but the recipient was delayed in traffic.

Business Officer Academy instructors Kathleen Johnson and Earline Ventura gave a presentation on the Academic Affairs Business Officer Academy program.

After some time for work group meetings, delegates were taken on a tour of the Preuss School, a charter school for grades 6-12 on the UC San Diego campus. Delegates were able to speak with students while they visited classrooms. The delegate response the school tour was very positive.

The next CUCSA meeting will be held at UC San Francisco on March 6 and 7, 2008.

Respectfully submitted,

Nancy Johnsen Horton, CUCSA Senior Delegate  
Beverly Skinner, CUCSA Junior Delegate