

# BSA Annual Report 2023-2024 [DRAFT]

- Executive Summary** **2**
  - 2023-2024 in Summary 2
- Committee/Team Reports** **3**
  - Communications 3
  - DEIB Committee 5
  - CUCSA 6
  - Excellence In Management 9
  - Mentorship/Career Development 15
  - New Professionals Network 17
  - Programs & Events Committee 23
- Elections** **28**
- Financial Report** **29**

# Executive Summary

## 2023-2024 in Summary

During the 2023-2024 academic year for the Berkeley Staff Assembly, our top priorities were:

1. Expanding paid Family and Medical Leave
2. Finding campus space for BSA and staff events, meetings, and community building
3. Address representation and affordability of Parking and Transportation for staff
4. Investigating and raised the issues around staff housing and language compensation

This was the fourth year where the role of Chair was split between two people, a factor that continued to offer stability to our organization as the Co-Chairs could balance taking on leading the BSA-GC when the other co-chair needed to focus on work or home responsibilities.

Selected accomplishments for 2022-2023:

- Held semesterly meetings with the Chancellor and were invited to the Chancellor's Cabinet meeting to discuss staff priorities.
- Invited affinity staff organizations to introduce their leadership and organizational priorities in order to align our efforts.
- Got staff representatives on the Chancellor's Joint Oversight Committee on Parking and Transportation.
- Acquired space for staff to gather on campus.
- The Ad-hoc committee on Diversity, Equity, Inclusion, and Belonging moved to a standing committee.
- Conducted elections.
- Presented Excellence in Management program in person format.
- Continued collaboration and meetings with CESO and CSAC
- BSA GC representative served on the advisory committee for beverages on campus.
- CUCSA delegates organized effort to nominate and award systemwide staff award to Berkeley staff member the 2022-23 Outstanding Board Member Award.
- Worked to increase participation in BSA committees via google form sent out in CalMessage and newsletter. Increase membership in programs and events, excellence in management, and CUCSA ad hoc group for in-person meeting.
- Held community building activities for BSA leadership.

# Committee/Team Reports

## Communications

### Co-Chairs

Jen Brand, University Development and Alumni Relations

Hawkin Chan, California Social Work Education Center (CalSWEC)

Rebecca Ashton-Dziedzan, Center for the Science of Psychedelics

### Committee Members

Sarah Bailey, bConnected/bIT

Arazeli Barragan, School of Information

Robby Cortes, UC Extension

Karina Escamilla,

Courtney Klein, UDAR - Office of Gift Planning

Henriette Mena, Special Events and Donor Engagement - BAMPFA

Nelly Provencal-Dayle

Atiyah Rashid, EECS/Simons Institute for the Theory of Computing

Josh Roque, BEARS

Avi Rosenzweig, Nanoscale Science/Engineering Graduate Group

Dana Swensen, Department of English

### Communications Committee roles

The following roles were identified and filled by Communications Committee members.

- Newsletter co-managers - Rebecca Ashton-Dziedzan and Dana Swensen
- Facebook manager - Avi Rosenzweig
- Website and YouTube manager - Jen Brand
- LinkedIn manager - Robby Cortes
- Instagram manager - Robby Cortes
- BSA Comms SPA - Jen Brand/Josh Roque

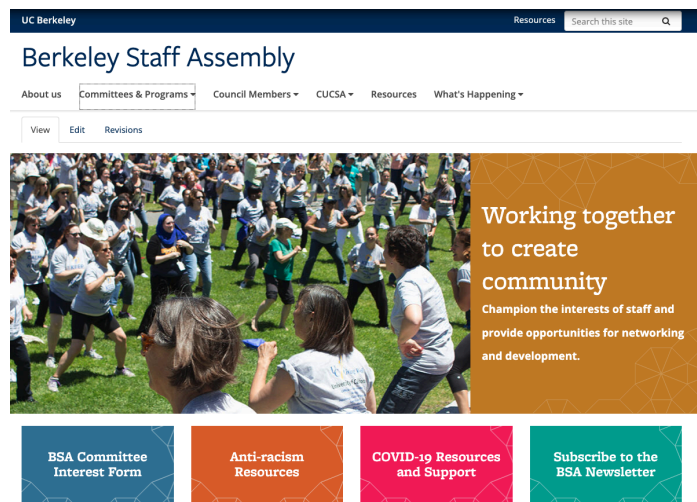
### Highlights

In 2023-2024 the Communications Committee achieved the following goals:

- Newsletter updates
- Working with BSA co-chairs and committee chairs to promote BSA events and programs

### BSA newsletter

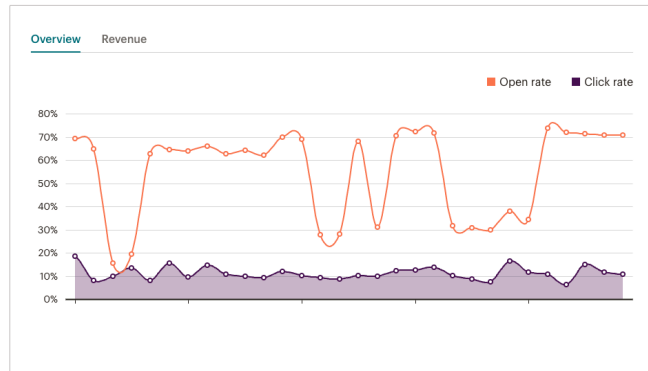
The BSA newsletter serves as a tool to promote and inform the BSA and campus community about news and events around campus. Since its inception, Oct 2019, it has



helped grow awareness of and engagement for the BSA community.

The newsletter lives on the MailChimp platform on the [Essentials Plan](#) at \$39.50/month with a maximum of 2500 contacts.

- As of June 2024, there are 1,803 subscribers, an increase of 13.0% from June 2023
- UC Berkeley staff have been subscribing to the newsletter via the [link](#) on the BSA homepage.
- BSA GC and Committee Chairs are encouraged to suggest content for newsletter via [Google forms](#).
- Communications Committee members also suggest content for the newsletter.
- The Communications Team has spotlighted the following staff orgs and staff in recent newsletters:
  - Berkeley Research Administrators Group (BRAG)
  - Employee Assistance
  - Ashley Villaneuva
  - University of California Women in Technology Committee (UC WIT)
  - Black Staff and Faculty Organization (BSFO)
  - Lupé Gallegos-Díaz
  - Filipinx Faculty & Staff Association (FFSA) and Alianza
  - Be Well At Work
  - Alex Santillan
  - HAUPIAA (Honoring Ancestry and Uniting Pacific Islanders and Asian Americans)



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## Social Media

- Social media posts continue to promote timely events and information.
  - As of June 2024, there are 293 followers on the Facebook account, an increase of 1 follower from June 2023.
  - As of June 2024, the BSA LinkedIn group has 540 members, an increase of 11 from 2023.
  - As of June 2024, the BSA Instagram account has 324 followers, an increase of 125 from 2023.
  - The Communications Committee had decided to deactivate the BSA Twitter account due to lack of engagement.

## Looking Forward

- Continue to hone [operations manual](#) that includes website management.
- Continue to bring awareness to BSA and its programs and increase staff engagement.
- Continue to produce a high-quality and relevant monthly newsletter and explore ways to refine and enhance the layout and content to maximize impact.
- Continue to work with the BSA co-Chairs and committee chairs to promote BSA events and programs.

- Work with BSA Co-Chairs to identify communications strategy across all committees.
- Continue to collaborate with other campus communities of practice to grow awareness and mutually support staff resources.

## DEIB Committee

### Highlights

- The Diversity, equity, inclusion, and belonging priorities were to:
  - identify community space for staff on campus. The committee began developing a survey about what staff would like to see in a staff space.
  - research language compensation in the private sector and how that could be implemented in higher education
  - Uplifted the Division of Equity and Inclusion topical and racial/ethnic initiatives so that we are seen as partners.

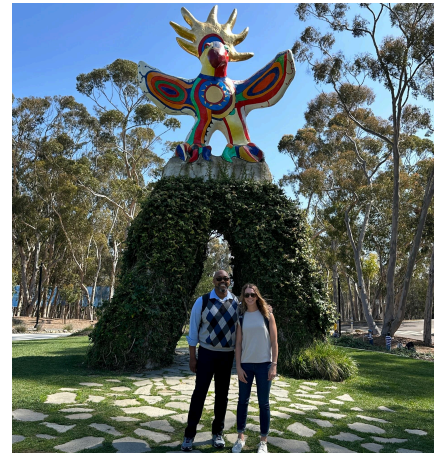
### Looking Forward

- Need to replenish the DEIB with new members.
- Take up the previous priorities to follow through on.

# CUCSA

## Highlights

The purpose of the Council of UC Staff Assemblies (CUCSA) is to maintain and enhance communication within the University community on matters of interest to staff employees in accordance with California laws and Regent policy. The 2023-2024 UC Berkeley Delegates to CUCSA were Courtney Klein and Patrick Allen.



## CUCSA Quarterly Meeting Highlights:

Quarterly Meeting	Location	Berkeley Delegates Attended
September 6-8, 2024	UC Santa Barbara	Courtney Klein & Patrick Allen
December 6-8, 2024	UCPath	Courtney Klein & Patrick Allen
Feb. 28 - March 1, 2024	UC San Diego	Courtney Klein & Patrick Allen
June 5-7, 2024	Berkeley Lab	Courtney Klein & Patrick Allen

This year, all quarterly meetings were held in person.

- Patrick provided a Location Update for each quarterly meeting.
  - **September-**
    - What is something good happening for staff at your campus?
      - Chancellor's Search Advisory Committee
      - Presenting Excellence in Management (EIM) at the California Higher Education Collaborative (CHEC) Conference
    - What is a new initiative, area of focus, or goal for your location's Staff Assembly this coming year?
      - New hire staff report
      - Parking
      - Operations Manual
  - **December-**
    - What are the top two issues or concerns that your staff assembly is working to address or advocate for change on, and how are they doing so?
      - Medical Plan Increase Survey
      - Partnering with Chancellor's Staff Advisory Committee (CSAC)
      - Parking and Transportation
      - Supporting two petitions
        - Removal of the Short Term Disability (STD) Waiting Period for Expecting Parents
        - Separate Parental leave from FMLA and Extend Paid Leave
  - **March-**
    - What is your strongest partnership and to what do you attribute its strength?

- Eugene Whitlock, Chief Human Resources Officer (CHRO)/People & Culture
  - What partnership would you most like to improve and why?
    - Government Relations (close second Academic Senate)
- **June-** The format was changed for this meeting. Instead of each location providing an update, each location wrote down one topic they would like to discuss with the delegation and the delegation selected 3 topics to discuss as a whole. Berkeley presented the topic of volunteer burnout and how to recognize volunteers when no compensation is involved. The topics the delegation discussed as a unit were: 1.) accessibility at meetings (in person and zoom) and website design 2.) layoffs happening at UC Davis health and the impact it is having across health and campus 3.) How can staff be involved in political or world issues, participating in protest or encampments without fear of it impacting their job?
- **UC Santa Barbara** - A few discussion themes for the UCSB meeting were compensation, benefits, flexible work arrangements, and staff to faculty/student ratios. During this meeting, CUCSA requested staff to make their voices heard with local leadership and the UC Regents on the following issues: 1. A 7% increase for all policy-covered staff in good standing in the next budget cycle 2. To leave the retirement benefit contribution unchanged
- **UC Path** - The main discussion point for the UCPath meeting was Healthcare Cost Challenges. All staff are feeling the hit of this year's significantly increased healthcare costs. This effect is magnified at locations that don't have local access to a UC medical center, such as Santa Barbara and Santa Cruz, at which lower-cost options like UC Blue & Gold HMO are less tenable.
- **UC San Diego** - A major theme from UCSD was AI to Support Career Development and Mobility: As artificial intelligence creates myriad opportunities for staff, some campuses are beginning to explore the use of AI and machine learning to support career development. For example, AI could highlight internal job opportunities that match your skills or aspirations or identify gaps between your current skills and a desired career path. UC San Diego and UC Irvine are investigating possibilities in this space through their TritonGPT and Evolve initiatives, respectively.
- **Berkeley Lab** - This focus of this meeting was reviewing the past year, where CUCSA succeeded and where we need to improve. The workgroups also presented their final reports to the delegates. A few topics of conversation were Political Speech as UC Staff and Staff Assembly support during layoffs.

### **The 2023 -2024 workgroups were:**

Each year, the delegation organizes into specific workgroups that focus on staff needs and concerns. This year's workgroups are as follows:

1. **Compensation** - Building upon the foundation laid by last year's Total Compensation workgroup, the 2023-24 Compensation Workgroup focused its efforts on expanding staff awareness of how Total Compensation is defined at the UC, examining strategies that can strengthen salary support for policy-covered staff, and consulting with members of HR, Budget, and Finance to ensure policy-covered staff perspectives are considered when developing new policies, as well as funding and investment strategies. To execute these goals, the group centered its work on the following five charges: Update and refine the "[Understanding Your Compensation Situation](#)" tool; Explore non-monetary benefits

available at each UC location; Understand how salary plans are budgeted and paid for at individual locations; Compare salary data for represented and policy-covered staff to understand the fiscal impact on policy-covered staff salaries; Support the systemwide benefits survey workgroups

- 2. Policy-covered staff identities** - Patrick Allen sat on this workgroup. The Policy-Covered Staff Identities workgroup has been charged with: Collecting and summarizing important metrics and information relating to non-represented staff and their holistic experience as staff at UC, Analyzing and amplifying the results of the Burnout Survey administered by the 2022-2023 CUCSA Wellness and Staff Experience workgroup, Exploring the ways staff success and resilience are currently conveyed and recognized at UC and where new opportunities may exist, And developing a resource aimed at assisting advocates and leaders in collaborating, communicating, and taking action within the framework of the UC system.



- 3. Sustainable Workforce** - This group's charge was to continue the discussion which began in the work of the 2022-23 CUCSA Wellness workgroup of insufficient staffing numbers and staff burnout and to consider actionable approaches to address these issues. They were asked to identify sources of quality information on staffing numbers and recruitment metrics; Identify ways to quantify overwork and burnout and find ways to effectively illustrate the critical nature of this matter to leadership; Provide guidance on critically assessing workload including aid in identifying obsolete tasks and critical work; Develop a toolkit for standard messaging around work-life harmony and boundary setting; Provide evidence-based information on best practices of work modality and the future of work; Find ways to standardize and advertise shared workspace to maximize workplace flexibility.

- 4. Wellbeing** - Courtney Klein was the workgroup chair. This workgroup's charge was defining what wellness means to CUCSA and identifying how we can measure staff wellness, outlining a job description for the Director of Systemwide Wellbeing, identifying tools to help managers manage in a hybrid environment, understanding what it means to adopt the Okanagan Charter and the process of signing on, and identifying best practices for mentorship and coaching programs.



The final workgroup presentation slides, recordings, and reports can be found [here](#).

**CUCSA Local Highlights:**



- Courtney was called in for Public Comment on March 21, 2024 to advocate for reasonable workloads and to start doing less with less as new policies and processes are significantly impacting the workload of staff and impacting their workplace wellbeing.
- Courtney and Patrick, along with members of the GC met with CSAC to continue conversations around staff basic needs.
- Courtney and Patrick met with Jo Mackness, Staff Advisor Designate, to align and raise issues.
- UC Berkeley continued its participation in UC-wide Bingo to increase staff engagement and participation.

### **Looking Forward**

Work groups and Goals have not been determined for the next year. Many ideas were percolated at the June 2023 meeting, but decisions will likely come in mid-Summer by CUCSA leadership.

CUCSA leadership will be reporting the workgroup recommendations to The Regents in July.

An area to grow relationships for the CUCSA delegates is continuing to connect with the Academic Senate to align staff and faculty priorities.

Berkeley is looking forward to hosting in June 2025.



## Excellence In Management

### **2023-24 Excellence in Management Committee**

#### **Chair**

Henriette Mena, Director of Events – BAMPFA

#### **Committee Members**

Patrick G. Allen, Policy Analyst, Academic Senate

Shelly Gough, Sr. HR Business Partner, BRS HR  
 Claire-Marie Kooi, Associate Director, MPS Scholars - Mathematical & Physical Sciences Dean's Office  
 Blanca Nuila, Financial Aid and Scholarships Office  
 Weixing Ou, Research Administrator, ERSO  
 Sanchita Pal, Contracts and Grants Supervisor, CRA RACC - Engineering Research Support Organization  
 Jessie Rosales, Senior College Advisor, L&S Office of Undergraduate Advising  
 Natasha (Sunni) Sandeford, School of Education  
 Warren Whitfield, Student Health Insurance Office UHS - Student Health Insurance Office University Health Services



**Highlights**

The Excellence in Management award honors exemplary managers and supervisors who have led their teams and team members to meaningful accomplishments this past year. The 2024 Excellence in Management Awards Ceremony was held at the Alumni House on April 30, 2023. Staff and guests who are unable to attend could view the event via Zoom Webinar online live streaming.

**2023 Award Nominations Information**

Date	Action
August 19, 2023	Event date finalized

December 4, 2023	Committee approved the Theme
January 25, 2024	Theme, Nominee Criteria, and Nomination Form announced
February 27, 2024	Nomination deadline
April 9, 2024	Award Recipients Notified
April 30, 2024, 2-4 pm	Award Ceremony

## **2024 Numbers at a Glance**

<b><u>Nominations</u></b>		<b><u>Total # of Attendees</u></b>	
<b>84</b> Nominees	<b>56</b> Award Recipients	<b>250+</b> Awardees and guests in person	<b>~20</b> Live stream nominees, viewers, & guests

## **The Process**

- August 2023 through December 2023: the Committee met monthly
  - A google form was sent out to EIM Committee members to share their ideas on the theme.
  - Finalized the ceremony date after confirming the availability of the BSA Sponsor, Chancellor, and AVC-HR. Got confirmation from BSA Sponsor, Chancellor and AVC-HR in mid August as their calendars fill up fast.
  - A google form was sent out to EIM Committee members so they could pick their top three tasks they'd like to lead and based on preference, the committee discussed and assigned leads to tasks.
  
- January 2024 through May 2024: the Committee met weekly
  - The Chair maintained the previously established Team Building Activities at the beginning of almost every meeting.
  - Majority if not all decisions were made by consensus of the committee.
  - Worked with BSA Communications Team to send out updates regarding Excellence in Management via the monthly newsletter and with central campus Comms to spread messages wider via CalMessage.

## **Nominee Eligibility Criteria**

The nominee must be:

- In a non-academic payroll title

- A career employee
- A manager or supervisor for at least 1 year in their current positions (including interim roles)

Nominations must originate from staff directly supervised by the nominee and include supporting signatures from at least one-half of these staff. If there were specific questions regarding a nominee's payroll title, we advised them to email [bsa\\_eim@berkeley.edu](mailto:bsa_eim@berkeley.edu).

## Online Nomination Form

Nomination Deadline was Tuesday, February 29, 2024

- *December 2023: Theme was finalized, presented, and approved by the EIM Committee and BSA Governing Council.*

## 2024 Excellence in Management Award Theme: *Cultivating Staff, Harvesting Success: Recognizing Excellence in Management*

This theme highlights leaders who excel in cultivating their staff, leading to overall success for the team and the organization. Please nominate your managers/supervisors who exemplify the theme and provide detailed examples based on our [Principles of Community](#) and [Rubric](#).

- **Staff Development:** Manager/supervisor invests in the professional development of team members, providing opportunities for growth and skill enhancement.
- **Team Collaboration:** Encourages a collaborative and supportive team culture where each member's contribution is valued, leading to collective success.
- **Results-Oriented Leadership:** Achieves outstanding outcomes through effective management strategies and by fostering an environment that encourages innovation and achievement.

### 2024 Excellence in Management Award Recipients

Award Recipient Name	Department
Julia Amo	Berkeley Regional Services Professional Schools Region
Matthew Balaban	Major Gifts, East Coast
Diana Barajas	Centers for Educational Equity and Excellence (CE3)
Marianne Bartholomew-Couts	History
John Benedict	IT Client Services
Sarah Benzuly	SALLEX Marketing and Data
Jennifer Emiko Boyden	Berkeley Law Events
Cristal Carpinteyro	RSSP
Elizabeth D Chavez	Contracts & Grants Accounting
Ann Cleaveland	Center for Long-Term Cybersecurity, UC Berkeley School of Information
Garen Corbett	California Health Benefits Review Program (CHBRP)
Jenny Cornet-Carrillo	Berkeley International Study Program

Laurence Diaco	Annual Programs, University Development and Alumni Relations
Monique Ellis	Haas Undergraduate Program
Guillermina Flores	Residential and Student Service Programs
Jill Fujisaki	Landscape Architecture & Environmental Planning
Sarah Gaugler	ERSO
Melanie Green	Research, Teaching, and Learning (RTL)
Lynne E Grigsby-Standfill	Library IT
Serena Groen	The Charles and Louise Travers Department of Political Science
Maria Hjelm	Division of Mathematical & Physical Sciences
Glo Kaci	Intercollegiate Athletics
Avni Kansara	Evening & Weekend MBA Program, Haas School of Business
James Kato	Center for Support and Intervention, Dean of Students
Maria Kies	Astronomy
Marianne Koch	UC Berkeley Extension - Business & Management Department
Phillip Larkin	Contracts and Grants Accounting
John MacDonald	Berkeley Law IS&T
Adrienne Mann	Berkeley IT - Campus Applications & Data - Student Information Systems
Lucas Mollenbrink	FTMBA Academics Team
Claudia Morales	Center for Educational Partnerships
Dale Joseph Morrow	Residential Life
Andy Murdock	Innovative Genomics Institute
Mike Murphy	Supply Chain Management - Procurement
Rebecca Pauling	Industrial Engineering and Operations Research
Jasmine Payne	College Relations, College of Engineering
Brent Radeke	Cal Performances
Rachelle Regan	Office of Gift Planning, University Development Alumni Relations
Karla S Robbins	Residential and Student Service Programs Central Maintenance
Jaime Santoyo	ASUC Student Union Facilities Maintenance & Operations
Leslie Schibsted	University Development Alumni Relations
Amanda Schoeneman	Development & Alumni Relations, Haas School of Business
Shani Shay	Berkeley Underground Scholars
Cara Stanley	Student Learning Center
Jocelyn Surla Banaria	Academic Senate <a href="https://academic-senate.berkeley.edu/">https://academic-senate.berkeley.edu/</a>
Kirsten Swan	Division of Biological Sciences, Letters & Science

Phuong N Tang	College of Letters & Science Office of Undergraduate Advising
Fabia Terra	UC Berkeley Seismology Lab
Jessica Thach	Center for Educational Partnerships
Jacquelynn Thomas	Residential Life
Sharon Trahan	Financial Systems
Heidi Wagner	Division of Biological Sciences Dean's Office
Roshonda (Ro) Walker	UC Berkeley Housing
Matt Weaver	Gift Services, University Development Alumni Relations
Kirsten Wechling	Accounts Receivable & Banking Services
Heidi Yu	Berkeley Career Engagement

Key Learnings are captured in [this AAR document](#).

### Looking Forward

- Having 2 co-chairs is the best set-up for the EIM. A co-chair is needed so that all the responsibility and the pressure gets distributed between the leaders
- Hire photographer to capture each winner and candid of winners with their teams
- Invest in A/V tech to ensure Zoom gets executed correctly at the event
- Consider office hours to help people draft their submissions or ask questions, also to help those who may not be at the reading level required to write a submission that would meet the rubric/criteria and/or do one Zoom Info/workshop at the start of the process, provide samples of a redacted positive and negative examples, share recording on the BSA EIM website
- Develop FAQ to live on EIM page
- Update the nomination form with example; post a redacted example of a successful nomination
- Clarify the requirements for electronic signatures and typed names
- Access to previous materials; size information for printed materials
- Book the venue and set the date for next year asap -source new venue
- Create a checklist of all items that need to be completed for the ceremony and assign committee members to each item
- Refresh/reinvigorate of the program/slides for FY25 as these have been in circulation since FY21
- Create a process where nominees can give a verbal explanation of their submission to the EIM committee. Not everyone is versed at writing.
- Execute an info session in the Fall to go over how to nominate, etc and answer questions

## Mentorship/Career Development

**Cycle 15 Chairs:** Mark Davis (Sr. Co-Chair)

**Committee Members:** Angelica Gonzalez, Sanchita Pal, Sarah Bailey, Mary Bonvillain, Meenakshi Vendantham, Cristina Rojas, Michelle Hanke

### Highlights

The BSA Mentorship Program pairs experienced UC Berkeley staff (mentors) from across campus with staff (mentees) seeking to develop themselves professionally. The program provides a supportive structure in which participants build connections, increase their engagement on campus, promote a culture of leading by example, and enhance effectiveness as they structure their career path at Berkeley. Participant goals typically include developing peer support, learning more about management, and understanding campus organizational culture.

Though all participants should benefit from involvement, the program is designed to be mentee-driven.

### **Cycle 15 Key Stats**

- Mentorship program participants:
  - 52 mentors\* Note:6 mentors had 2 or more mentees
  - 65 mentees
  - This was over a 50% increase in total participants from Cycle 14.
- CDC committee: 8 members
- Key events led by CDC committee:
  - Mentorship program information session
  - Tips & Tricks session
  - Mentee Cohort Planning Kick-off
  - Mentee Cohort In-Person Meeting
  - Mid-Program Check-in Event
  - Cycle 15 Year End In-Person Event

### **Cycle 15 Committee Key Achievements & Efforts**

- Successfully managed leadership transition to new Co-Chair and completely new committee
- Continued with updated matching process
- Re-started in-person events (mentee Cohort and Year End Events)
- Exploring collaboration with People and Culture to build a resource library for mentors and mentees.

### **How the Program Works**

- The program runs on a nine-month cycle which mirrors the academic year, running from September 1 - May 31. The goal for the nine-month cycle was to make the calendar more reliable to track for potential participants and to offer more frequent opportunities to participate.
- Mentors have at least one year of Berkeley campus experience as of September 1 and can be career or contract staff (provided their contract runs through May 31 of the cycle) at or above a P3, M1, S2, or Continuing Educator classification.
- Mentors can self-nominate or are identified by their colleagues through a campus-wide nomination process.
- Mentees career or contract staff (provided their contract runs through May 31 of the cycle) at the AA2-3, P2-3, S1, or Staff Research classification. Those classified as P3 are eligible to participate as either a mentee or mentor.
  - Note: Beginning in Cycle 13, the one year of Berkeley campus experience as of September 1 for mentee eligibility has been eliminated to simplify and expand eligibility. The eligibility update has been reviewed and approved with Angela Stopper, Chief Learning Officer.
- Mentees complete a short, online application and receive guidance throughout the application and matching process.

- Information sessions are held for potential mentees and mentors.
- The CDC hosts a “Tips and Tricks” session to prepare potential mentees for the process of selecting mentors, which covers a variety of skills including informational interviewing and elevator speeches.
- Mentors submit resumes for mentees to review, and the latter contact potential mentors to schedule informational interviews.
- After conducting informational interviews, mentees and mentors submit their match preferences in ranked order. Matches are identified by Google script process developed by committee member Devin Jones.
  - Note: Beginning in Cycle 12, the matching algorithm will prioritize most matches over best (1 to 1 ranked) matches, based on feedback from prior participants.
- Once matched, the mentor and the mentee establish a written agreement outlining their schedule and goals for the 9-month cycle.
- Mentees interested in further leadership volunteer to be on the Mentee Planning Committee which runs meetings and events throughout the mentorship cycle.
- The CDC sponsors events throughout the cycle, including a kick-off networking event, a mid-point check-in, mentor events, and a closing reception.

### **Looking Forward**

There are still areas of growth we would like to work on during the next cycle.

- Continue to improve the matching process. We have invested some resources and many man hours into better understanding and improving the matching process. We would like this process to be as transparent and seamless as possible for all of our participants. A big thank you must go out to Sarah Bailey and Mary Bonvillain for leading this effort.
- The BSA has converted to an “opt out” process for messaging Berkeley Staff. As a result, we anticipate an increase in interest in the mentorship program next year.
- We would like to find ways to increase participation from staff of color, work towards staff diversity representation within the mentorship program to be as similar to overall campus staff diversity representation as possible.
- We held a few in person events this year during Cycle 15 that were well received. We would possibly like to increase the number of in-person events.
- The CDC committee is in need of a Co-Chair and hopefully interest in our committee will grow so we can fill these roles. This is critical for continuity as chairs transition away from this committee.
- We are hoping to build a website to host resources for mentors and mentees. This could provide structure and support to participants of the mentorship program.

### **Acknowledgments**

We would like to thank the continued leadership support we have received from People and Culture and their mission to help advise the Mentorship Program. In particular, we’d like to thank Angela Stopper, who has been a long time supporter of this program. Last year, Angela was essential in getting the eligibility restrictions removed for both mentors and mentees. This year, Angela recorded an excellent closing message for our year end Final Event.



# New Professionals Network

## **Purpose**

The goal of the New Professionals Network Committee is to create a forum wherein UC Berkeley's early-career professionals and recent hires from across campus can come together to expand their networks, exchange professional development opportunities, and share their experiences and knowledge about building a career with one another. We plan monthly meetings, networking happy hours, and are working to expand professional development for our members. Our target audience includes staff who have been hired at UC Berkeley within the last five years.

## **Co-Chairs**

Amanda Gill, Student Services Advisor, Department of Nuclear Engineering

Michelle Hanke, Research Administrator ERSO / Physics

## **Committee Members**

Robby Cortes, Technology Access Assistant, UC Berkeley Extension's Disability Support Services

Shirlin Dudonis, Residential Student Services Program

Sara Gall, Operations Specialist, Cal 1 Card

Taylor Kaserman, Research Administrator 3, ERSO

Brian Luna, Program Assistant, Berkeley School of Education

Cameron Parker, Executive Director of Student Services, Goldman School of Public Policy

Erika Pe, Reservations Coordinator, Berkeley Event Services

Laurel Silverstein, Executive Assistant, BAMPFA

## **Resigned Committee Members**

Sumayyah Alasabri

Emma Ancel

Joy Bianchi

Juan Chihuahua

Chelsea Clouser

Jamila Cobham

Kay Dawson

Maya Goehring-Harris

Fermin Hernandez

JD Hoyt

Tiffani Jackson

Ciarra Liles

Carmen Miranda

Kristin Blair Nichols

Vineeta Ram

Karen Salazar

Riva Grace Szostkowski

Rebecca Whitney

Alfredo Vasquez

## Summary

The NPN Committee was put on hold during the pandemic, and came out of dormancy for the 2023-2024 academic year. At the onset of bringing the committee back, there was significant interest from those wishing to serve on the committee. About mid-way through the year, two significant realizations occurred: some BSA sub-committees had a paucity of members and began to request member transfers from other committees, and some committee members began to re-evaluate the time commitment required to serve on a committee. As a result, some NPN committee members transferred to other BSA committees and others resigned because they no longer had the time to serve.

## Highlights

### New Professional Interest Survey

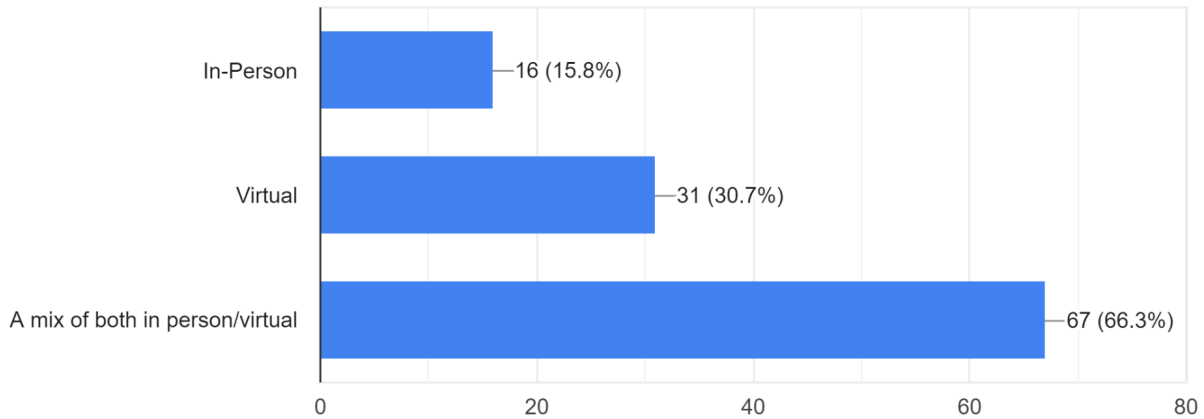
In order to better understand the needs and expectations of new professionals at Berkeley, NPN created a survey to capture the thoughts and opinions of new professionals that are vital to the programs and resources we offer. The [survey](#) takes less than 5 minutes to complete. To-date over 100 respondents have contributed their feedback. When asked about the types of topics new hires would be interested in, a sample of their requests are as follows:

- Resources for professional development
- Finding your passion on campus
- Career development across Berkeley
- Post-COVID leadership, influence without authority, meeting facilitation
- How to connect with staff with similar job duties
- How to better understand a co-worker from another culture
- A session on goal-setting; how other professionals approach Achieve Together conversations
- Negotiating salary; show example of upward career trajectory
- Common methods for dealing with workplace problems
- Tips/pitfalls in navigating Berkeley systems
- Perks and benefits that are not well-communicated to new hires
- Navigating higher education as a new professional
- Career path options and transfer opportunities
- How to overcome obstacles to advancement (reclassification, faux promotions)

Categorically, when asked about the format of our events and the types of events new professionals would like to attend, the following charts express the need:

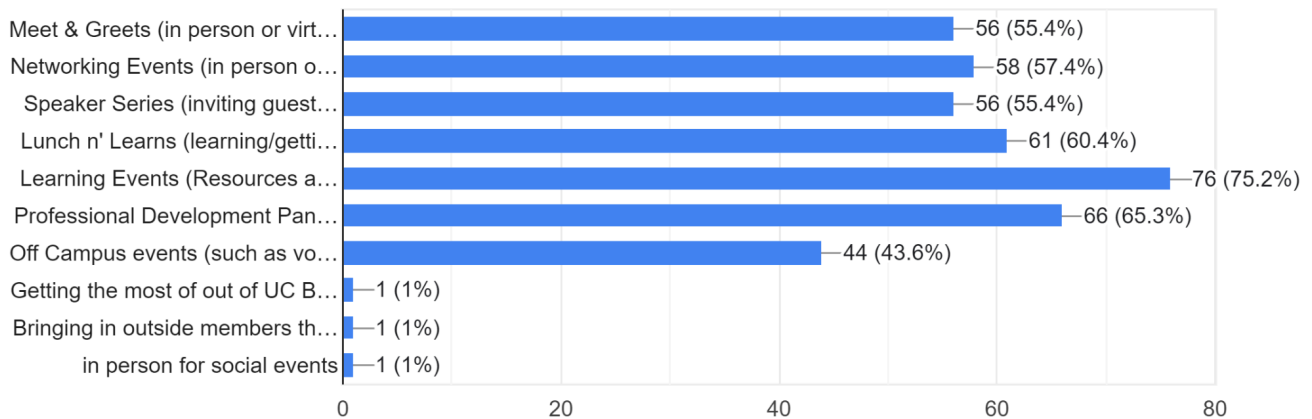
## What format of events would you like to attend?

101 responses



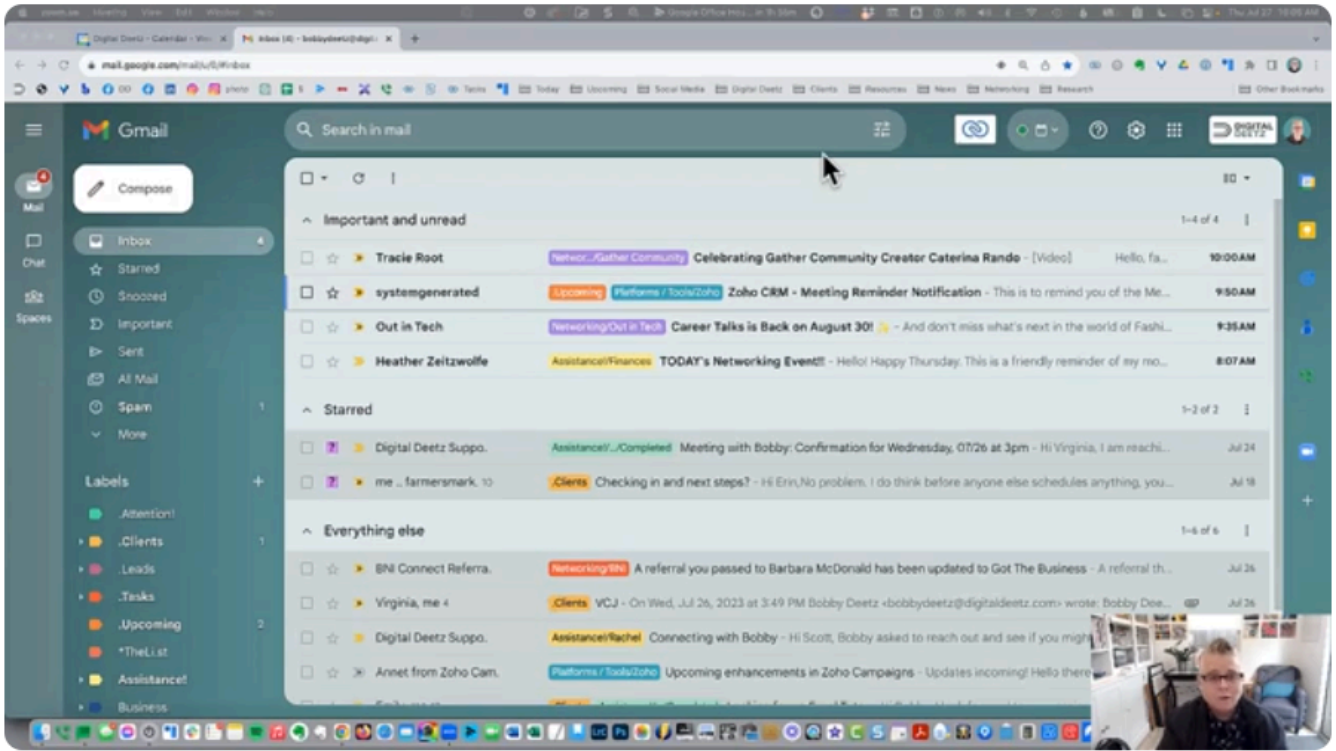
## What kind of events would you like to see?

101 responses



### [Streamlining Work Effectiveness with Google Products - July 27, 2023](#)

This session, presented by Bobby Deetz in coordination with Berkeley bConnected, was attended by over 300 participants, confirming that there is much demand for educational content related to use of the Google package of products offered at Berkeley.



**NPN Networking Event with Headshots at the IRIS Booth - August 30, 2024**



Berkeley Staff Assembly



**New Professionals Network**  
**Networking Social & Headshots**

Make connections with other new professionals across the UC Berkeley Campus and get headshots at the Iris Booth in the Career Center!

Weds, August 30th  
3 PM - 5 PM



Picnic tables in Lower Sproul  
across from the Career Center

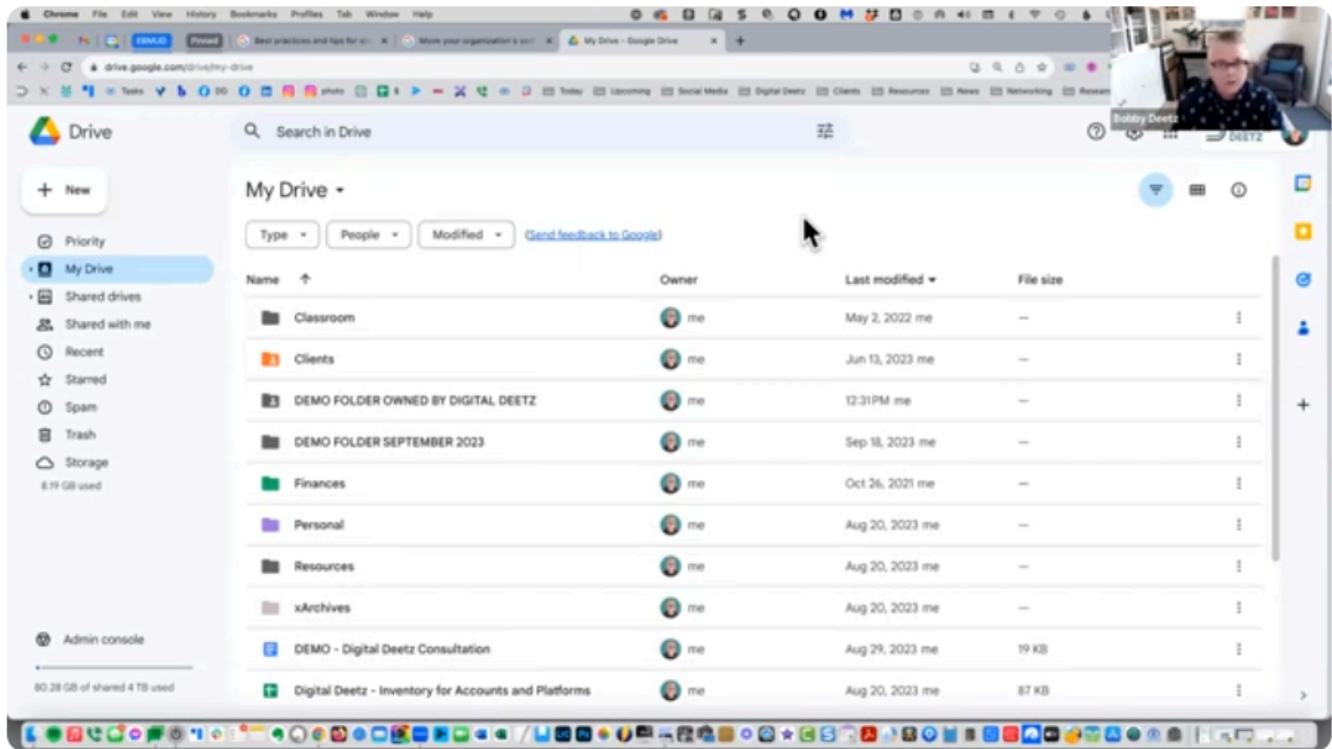
Email [bsa\\_npn@berkeley.edu](mailto:bsa_npn@berkeley.edu) with questions



*NPN Committee members (left to right): JD Hoyt, Erika Pe, Emma Ancel, Amanda Gill*

## [Google Drive Demystified](#) - September 19, 2023

On the heels of the well-attended Google Products presentation in July, Bobby Deetz and the bConnected team agreed to present on best practices and strategies for organizing and storing content using the Google Drive. This was another well-attended event. Both Google presentations are still requested, months after initially airing and each can be accessed at YouTube.



## **Exhibit Tour: A Camp, A Campus and a Disability Revolution - October 24, 2023**

This UC Berkeley Library exhibit explored the themes of the documentary *Crip Camp: A Disability Revolution*, which was the featured work of the year's *On the Same Page* program. The film traces the genesis of the Disability Rights Movement from Camp Jened, a camp for teenagers with disabilities in upstate New York, to UC Berkeley, and then to San Francisco for the 504 sit-in, the longest sit-in at a federal building to date. This fascinating story was richly illustrated by primary sources from Library collections, including photographs, memoirs, oral histories, newsletters, and publications by allies such as the Black Panthers. For the tour, participants met in front of Doe Library and immediately following the tour, light refreshments were offered.

## **Steeped in Success: A New Professionals' Tea Time - December 6, 2023**

This virtual event was organized as a platform for new staff members to connect, share insights and explore valuable resources. Three topics were introduced: efficiency tools, strategies for maintaining focus, and continuing educational opportunities.

## **Impact Anywhere - April 29, 2024**

[Alex Budak](#) led participants in exploring the ability each of us have — as individuals and within teams — to spark positive change in any setting and at any level. He touched on the universal principles of impactful action, illustrating that making a difference doesn't depend on where you are, but on your approach and commitment. Through a series of data-driven insights and relatable real-world examples, Alex revealed how passion, innovation, and resilience can lead to significant contributions in any context - at work, in the community, and beyond. This session was based on Alex's popular classes at Berkeley Haas and Berkeley

Public Health, and his best-selling book, [Becoming a Changemaker](#). NPN gave away 40 eBook versions of the book to attendees.

## Programs & Events Committee

**Chair:** Karina Fong-Hirschfelder

**Committee Members:** Erin Blanton, Deb Danziger, Shelly Gough, Anissa Hagedorn, Courtney Klein, Sreekala Nair, Harumi Quiñones, Elizabeth Granlund, Kristin Nichols, Kay Dawson

### Highlights

The Program and Events committee supports BSA’s mission of creating community, championing the interests of staff, and providing opportunities for networking and development. During the 2023-2024 fiscal year the committee reintroduced some in-person events in conjunction with virtual events in order to continue supporting the mission. The BSA Programs and Events Committee sponsored 4 events during AY2023-24:

#### **Pass the Mic: Pre-recorded Speaker Series (August 2023 & April 2024)**

We continued with the "Pass the Mic" series, which entailed pre-recorded conversations with leaders or staff groups in all areas across the campus. The conversations were brief, no longer than 20 minutes, with the hope that staff found these short videos informative and useful. These events were recorded monthly using Zoom, downloaded with the transcript to include captioning for ADA compliance, and uploaded to the BSA website.

### **Pass the Mic Series: Chancellor’s Staff Advisory Committee**

#### **What is the Chancellor’s Staff Advisory Committee?**

The Chancellor's Staff Advisory Committee (CSAC) advises the Chancellor and the Chancellor's cabinet on a wide range of issues relating to staff. Their charge is to provide staff input into campus decision-making processes of the University of California, Berkeley, including but not limited to, the development and modification of policies and procedures that directly affect staff.

#### **Who are the CSAC Members in today’s event?**

**Marissa Cheng**, Director of Planning, Physical and Environmental Planning  
Years of Service - 5 yrs

**Tanya Koroyan**, Assistant Director, Department of Residential Life  
Years of Service - 7 yrs

#### **Event’s Moderator:**

**Deb Danziger**, Institutional Giving Manager, Lawrence Hall of Science  
Years of Service - 6 yrs

#### **Event’s Technical Support:**

**Karina Fong-Hirschfelder**, Academic Program Coordinator, Data Science Undergraduate Studies  
Years of Service - 2 yrs

**Pass the Mic:** Chancellor’s Staff Advisory Committee

**Guest Speakers:** Marissa Cheng, Tanya Koroyan

**Date:** August 2023

**Questions:**

- What does CSAC “do”? How does it differ from other staff organizations on campus [ expand on CSAC being an advisory committee and not a staff organization] ?
- Who is eligible to be in the group? How do you join?
- Why should you join? What if I’ve never been on a committee before? Would I still be a good fit?
- What is the time commitment? And the length of commitment?
- When is the next recruitment/membership cycle?
- What are some of the current priorities for CSAC and what are some of the past “wins”? What’s coming up/new?
- Tell us more about COSA awards?
- What is the best part about being on CSAC?

## Pass the Mic Series: WorkFit

### What is WorkFit?

The WorkFit program offers classes that are available to faculty, staff and students. Participants may choose from over 50 professionally-led fitness classes every week, including 41 Zoom classes and 13 in-person, on campus classes. They offer a diverse schedule from Yoga to Simple Strong to Zumba. Zoom classes are free to the public.

### Who is the WorkFit Team member in today’s event?

Jo Baker, WorkFit Coordinator  
Years of Service - 25 yrs

Devin Wicks, Associate Director, Recreation & Well-Being  
Years of Service - 22 yrs

### Event’s Moderator:

Erin Blanton, GSAO, Political Science  
Years of Service - 7 yrs

### Event’s Technical Support:

Kay Dawson, Sr Director Of Career Marketing & Operations  
Years of Service - 8 yrs

 Berkeley Staff Assembly  
*Working Together*

**Pass the Mic:** Workfit

**Guest Speakers:** Jo Baker, Devin Wicks

**Date:** March 2024



**Questions:**

- What is WorkFit?
- Who is eligible to participate in WorkFit? How can staff participate? How do I sign-up?
- Talk about cost, aka Free, in this section.
- Tell us more about what WorkFit (the department) does.
- When does WorkFit start and end? Is it all year long?
- What types of classes are offered?
- Why is WorkFit important?
- What is the best part about WorkFit?

**BSA Leadership Stories: Staff Program (October 2023)**

The Berkeley Staff Assembly's Programs & Events Committee held a program for staff to hear about the career trajectories of a few of their fellow colleagues at UCB. The questions below were created to facilitate the conversation based on common themes found in the concerns submitted.

**Attendees:** 257 RSVPs, 180 virtual attendees

**Structure:** The program was conducted virtually during the lunch hour via Zoom as a moderated panel discussion with a member of the BSA Program & Events Committee, Erin Blanton the moderator. The guest speakers were Andrea Rex, Holli Griffin-Strauss, and Eugene Whitlock. The last 10-15 minutes of the program were reserved for a live Q&A with the audience.

Below is the list of the questions we asked the panelists.

- Please provide a little background on your career and how you got to the point where you are now.
- When did you know you were ready for the next role, or did you figure it out on the job (i.e. did you feel like you really had all the qualifications for your next position when you applied)?
- How did you find other opportunities at UCB, and did you have a plan of exactly what positions you needed to apply for in order to achieve your desired goal? How did you gain managerial, or supervisory experience when your then current position did not offer this opportunity?
- For people of color, women and other marginalized groups what obstacles should they be looking out for when trying to advance their career at UCB?
- What efforts have been most instrumental in advancing your career? (i.e. networking, professional development).
- What are the 3 best pieces of advice you have received in your career?

**Feedback:** The feedback on the event was very positive. There were a lot of good takeaways from the panelists, such as setting work/life boundaries & exploring passions in & outside of work. Participants appreciated the virtual format & the time (lunch hour) as it allowed for more staff to join than if it had been in person. They expressed interest in joining again should there be another similar event in the future.

## **BSA Programs & Events: Caffeine & Cookies (August 2023 and April 2024)**

The Berkeley Staff Assembly's Programs & Events Committee decided to host two in person events at the beginning and end of the academic school year, called "Caffeine & Cookies". This event was based on a similar event at UC San Diego, where staff can drop by the Staff Assembly table on a designated day and time to get a free snack. The aim of the event was to show appreciation for campus staff and allow them a space to meet new people.

### **Attendees:**

Fall 2023: 123 RSVPs, 90 attendees

Spring 2024: 141 RSVPs, 100 attendees

**Structure:** The event was conducted in person on a day in the middle of work week, on campus. We chose two different locations on campus (Kroeber Fountain, West Crescent Circle) so as to service as many campus staff as possible. We set up a BSA tent for 2 hours from 11:30-1:30 to catch as many staff as we could during their lunch break, and mingled with them as they came to grab a free drink & cookie. We asked for their Cal ID for proof of employment.

**Feedback:** Overall the feedback from all participants throughout the year was very positive. Many staff who are not in office jobs were able to make it and they were really appreciative that they were included in this event (often, professional development events are at times that they are working). All staff were very happy and expressed gratitude and interest for next year's iterations of the event as well.

## **BSA Programs & Events: Focus Groups on Staff Awards & Recognition (April 2024)**

The Berkeley Staff Assembly's Programs & Events Committee felt like there was a lot of discussion on campus about the process for staff awards and recognition. Many of the anecdotal information was negative and we wanted to gauge more broadly how staff was feeling about this process.

**Attendees:** 24 in person attendees, 14 virtual attendees

**Structure:** This event used a survey to collect overall data, as well capture those who wanted to participate in in person and virtual focus groups. For those who participated in person, we offered lunch. For those who participated virtually, we raffled off a few gift cards as prizes. We did not separate managers from direct reports in groups, as we wanted to make sure both sides would hear each other's perspectives. For both focus groups, we split participants into smaller groups of 4-5 so that everyone would have adequate time to share their thoughts. Members of the BSA Program & Events committee served as hosts/notetakers for each table & Zoom room/ After the program we gathered the data to send to the participants, People & Culture, and other departments curious about the feedback we received.

**Feedback:** Participation was high. We did not have many people cancel at the last minute. The insights that were shared were helpful and we were glad that people had a chance to be heard and share

constructive feedback that we hope will help various departments within campus.

#### Looking Forward

Plans will be determined with the committee's new leadership and members' availability/capacity during FY24. The committee will collaborate with the BSA Treasurer/GC to figure out a more centralized process for processing reimbursements, and other expenses. The committee will plan to continue "Pass the Mic" events as campus staff returning to campus will fluctuate. Tentatively, the following events may return this fiscal year in a virtual or in person format:

- Welcome Back Snacks & Cookies for staff (August, April)
- Leadership Stories (October)
- Staff Organization Fair (February)
- Focus Group (April/May)
- Pass the Mic (once per semester)

# Elections

## **Election Process and Documentation**

Executive Team Officer elections for 2023-2024 offices were held in the months of May to June of 2023, and Governing Council elections were held in the months of May and June 2023.

There were eleven (11) open positions available to fill on the Governing Council.

All of the documents referred to in this section are located on our 2023 BSA Elections shared drive: <https://drive.google.com/drive/u/0/folders/1BZ9sp0aLtmTnEP6eSCOWXgeVQQWHXoEH>

## **Officer Elections**

Officers were nominated by Governing Council Members. GC Members are eligible to self-nominate.

During the 2023-2024 Executive Team election Marvin Morris (Secretary), Sanchita Pal (Treasurer), Jen Brand (Operations Officer) and Patrick Allen (CUCSA Delegate) were nominated and accepted their executive roles. Shelly Gough (Chair) and Courtney Klein (2nd year CUSCA Delegate) transitioned into their corresponding second year terms. After the election we still had a need to fulfill the Co-Chair Elect role. We held a second election in MONTH to fill the Co-Chair Elect positions and we had three hope to fill those from the incoming GC cohort of 10. We were unable to fill the Secretary position for the 2022-2023 fiscal year.

During the 2023-2024 Executive Team Election a Co-Chair Elect was not identified. A second Election was held. Three GC members stepped forward for this opportunity. After the GC voted, Jessie Rosales and Sarah Bailey were identified as Co-Chair Elect 2023-2024 and will be Co-Chair 2024-2025.

Marvin Morris BSA Secretary transferred to UCSF in late-November 2023. Vineeta Ram stepped forward as a volunteer to fill his role In Late-November 2023. No other BSA GC members stepped forward to volunteer for the role of Secretary so we proceeded without an election.

## **Governing Council**

- A Google form was created to collect Governing Council Nominations from BSA membership.
- Call for Governing Council nominations was shared via BSA newsletter and other Comms channels. There was also an announcement sent out via CalMessage.
- 69 nominations were submitted.
- Each nominee was contacted by the election committee by email.
- 22 Nominees submitted their Candidate Statements.
- The candidates were notified of their selection to the GC by email prior to making a more public announcement.

In August 2023, **Fermin Hernandez** received a job opportunity with LBNL and resigned from the BSA effective August 11, 2024. We had a high number of nominees for the GC this year so we voted at the next GC meeting on if we wanted to invite the next member with the highest votes and the majority stated they wanted to add a GC member. Weixing Ou was the member with the most votes, she was invited and she accepted starting in August 2023.

In November 2023, Marvin Morris received a transfer opportunity to UCSF and notified us he would need to leave the GC. BSA GC voted at a November 2023 GC meeting if we wanted to add another member and a majority stated they wanted to add a GC member from the recent vote where we had

more nominees than GC spots available. Michelle Hanke was the member with the most votes, she was invited and she accepted starting in November 2023.

# Financial Report

[BSA Expenses FY24 \(July 1, 2023 - June 30, 2024\)](#)