



BERKELEY STAFF ASSEMBLY NEWSLETTER

University of California, Berkeley
Fall 2002

Campus News *FOR* Staff *BY* Staff
<http://bsa.berkeley.edu>

Fall 2002 Brings a New BSA Coordinator

Welcome to the 30th year of the Berkeley Staff Assembly – what a history we have to live up to! During these three decades, the BSA has contributed to campus life in vital ways – collaborating with the campus administration to establish Staff Appreciation Day, the Staff Ombuds Office, the Staff Internship Program, and the Chancellor's Staff Advisory Committee. Our BSA Scholarship Program was a precursor to the Career Development Opportunity Program. And the work goes on!

This year, we will continue with our impressive Excellence in Management Award program, the popular Chancellor's Chat with Staff, and the many noontime events and career panels open to everyone. In addition, we are working hard on a mentoring program – for BSA members only – and a PeerNet website to encourage networking and the sharing of best practices among staff. Our CUCSA (Council of UC Staff Assemblies) delegates will keep us informed of systemwide developments and connected with our peers at the other campuses and labs. Our website and newsletter keep the communication flowing to our many members.

Although our list of accomplishments is long and illustrious, the most important aspect of the BSA for me is the opportunity it affords to meet and delight in the fabulous, motivated, creative, and fun-loving staff members from all over campus. If Coordinating Committee meetings weren't as enjoyable as they are informative, I wouldn't be there! Come join us this year at the New Member Luncheon, the Winter Holiday event, the Spring Picnic, or any of our other events, programs, and meetings.

As this anniversary year commences, I am grateful to my friends and colleagues on the Coordinating Committee, to the outstanding individuals who have made the BSA what it is today, to our sponsor **Vice Chancellor Horace Mitchell**, and to all of our members



for this opportunity I have been given to contribute to the work-life of UC staff.

—*Sally Bellows, 2002-03 BSA Coordinator*

CDOP Pilot Program Lets UCB Staff Explore Career Options

By Janet Dawson

Staff response to UC Berkeley's new Career Development Opportunity Program (CDOP) Pilot has been wonderful, according to Program Manager **Steve Overcashier**. Since the program began in August 2002, Steve and assistant **Patrice Smith** have been fielding five to ten phone calls an hour. CDOP has received and processed nearly 700 applications. The review committee has rejected fewer than 50 of these.

The pilot program, co-sponsored by the Staff Infrastructure Steering Committee and the Office of Human Resources, is designed to let non-academic staff explore new career options or expand the ones they already have. CDOP does this by providing funds for learning opportunities that are not required for the employee's current job but, instead, contribute to an employee's career and professional development. This can include classes offered by local colleges and universities; UC Extension courses; apprenticeships; web-based training; certification programs; and career assessment and counseling with campus-sponsored, credentialed providers. The development activity must be directed toward a job or career that exists somewhere within the UC system.

The CDOP Pilot is set to run through June 2003. A decision to continue the program will be made in the spring of 2003 by the Chancellor and his Cabinet. Data about the pilot program, including employee participation and feedback, will certainly influence that decision.

For this pilot year, the program has \$3.8 million with which to work. CDOP participants may receive funds up to the IRS limit of \$5,250 for non-taxed tuition reimbursement. That sum may be requested in two installments, up to \$2,625 for the August-December 2002 time period and another \$2,625 for the January-June 2003 time period.

Employees who wish to participate in CDOP must first identify the development opportunity they would like to pursue, then fill out a CDOP application that includes their supervisor's signature verifying satisfactory performance and approval of requested release time.

Applications are submitted to the CDOP office in 207 University Hall #3540. The application, review, approval, and processing cycle currently takes four to six weeks, and Steve would like to reduce this to four weeks.

A committee composed of campus staff assists the CDOP office by reviewing all applications. Approved applications are forwarded to Disbursements for funding. An application turned down by the review committee goes back to the applicant who is given an option to reapply. The biggest reason for a turndown, Steve says, is that the request focuses on a profession or career that doesn't exist within the UC system.

Another major problem, according to Steve, is incomplete paperwork. When this happens, the employee receives an e-mail from the CDOP office stating that the application can't proceed until the employee provides the missing information.

What is the difference between training required for your current job and training that enhances your career within the UC system? Job-required training is essential in order for you to satisfactorily perform the tasks and handle the responsibilities outlined in your current job description or position.

Career development means adding skills, knowledge, and/or abilities that will prepare you for future jobs, or new or expanded roles in your current field, increasing your prospects for employment. Steve answers questions about the difference between training and career development at CDOP information sessions that have been held at various locations on campus since August. The next session will take place on October 22 from 11:30 am to 12:30 pm in 370 Dwinelle Hall.

Employee Development and Training is beginning a series of workshops designed to assist those employees who would like to participate in CDOP but aren't quite sure what they want to do. The first of these sessions, *Career Decision-Making for CDOP*, will be held on October 17 from 11:30 am to 1 pm in 370 Dwinelle Hall. Another is set for November 7 from 2:30 to 4 pm in 150 University Hall.

As Steve explains, the program is "getting a significant number of applicants such that we want to respond to the demand." The career assessment and counseling segment of CDOP will be available online in late October/early November, in partnership with the existing career counseling provided by University Health and Counseling Services.

For a more detailed overview of CDOP, an application form, and an informative PowerPoint presentation visit the Office of Human Resources website at <http://hrweb.berkeley.edu/learning/cdop.htm>.

Cal Clean-Up Day

BSA members are cordially invited to participate in the second Cal Clean-Up Day 2002 on Friday, October 18, sponsored by the Anti-Graffiti and Anti-Litter Campaigns of Physical Plant-Campus Services. City of Berkeley employees, the ASUC, and our Berkeley neighbors will join faculty, student and staff volunteers in an afternoon of activities to beautify our campus and surrounding areas.

Cal Clean-Up Day will start at noon on the Campanile Esplanade with suitable fanfare and distribution of t-shirts to all registered volunteers. Between 12:30 and 2:45 pm, workers will apply "elbow grease" to a variety of clean-up projects, including picking up litter, light gardening, removing stickers and papers from campus buildings, washing windows, clearing debris from Strawberry Creek, and painting trash bins and light gardening at People's Park.

Dress for the afternoon in old clothing, toe-covered shoes, sunscreen, sunglasses, hat, work gloves, and maybe a light jacket depending on the weather.

Volunteers will return to the Esplanade at 2:45 pm for a personal thank-you from **Chancellor Robert Berdahl**, free food, and a raffle of prizes donated by local restaurants and stores. A group award will be presented to the organization with the most Cal Clean-Up Day volunteers.

Cal Clean-Up Day is a wonderful opportunity for us to experience what it means to be part of the broader campus community. Hundreds of volunteers are expected to show up – you can be one of them! Just come to the Campanile Esplanade on October 18. You can also pre-register by phone to **Tina Poplowitz** (3-7822) or **Karen Lobo** (2-9369), or by e-mail to cleancal@uclink.berkeley.edu. Go Bears!

Membership News

A warm welcome to our new members!

Richard Bloom, Education Technology Services; **Hilary Bonds**, Italian, Scandinavian, Slavic Administration; **Jennifer Brabec**, Electronics Research Laboratory; **Sharon Butler**, Women's Studies; **Alicia Calanog**, Architecture; **David Dunham**, Bancroft Library; **Nikkole Gadsen**, Housing and Dining; **James Gunther**, Disbursements; **Heidi Hallett**, Chemistry; **Bradley Herman**, Political Science; **Kathy Khulmann**, CED Research; **Maura Klosterman**, Electrical

Engineering and Computer Science; **Ali Mansour**, Custodial Services, Physical Plant-Campus Services; **Michelle Miousse**, Electronics Research Laboratory; **Kathy Sarconi**, Political Science; **Rain Deanna Simar**, Geographic Information Science Center; **Glenda Smith**, Computer Science, Electronics Research Laboratory; **Amy Van Nostrand**, Architecture.

Upcoming Events

Career Decision-Making for CDOP

Thursday, October 17, 2002

11:30 am to 1 pm
370 Dwinelle Hall

Thursday, November 7, 2002

2:30 to 4 pm
150 University Hall

Would you like to participate in CDOP, but don't know what you want to do? Bring your questions to this workshop!

Cal Clean-Up Day

Friday, October 18, 2002

12 to 3:30 pm
Campanile Esplanade

Join faculty, students and staff in an afternoon of light clean-up projects all around the campus. Free t-shirt, refreshments and raffle prizes for volunteers.

CDOP Information Session

Tuesday, October 22, 2002

11:30 am to 12:30 pm
370 Dwinelle Hall

This session will clarify the difference between "training" and "career development."

Dialogues with Staff

Tuesday, October 29, 2002

12 to 1 pm
Alumni House

Join Vice Chancellor Horace Mitchell, Vice Chancellor Beth Burnside, Assistant Vice Chancellor David Moers, Director Phyllis Hoffman and Senior Lecturer Cris Banks for activity updates and an open forum about the Office of Human Resources and the Staff Infrastructure Steering Committee. Bring your lunch and enjoy beverages and dessert provided by forum hosts.

Chancellor's Annual Address to the Berkeley Staff

Tuesday, November 5, 2002

12:10 to 1:00 pm
Sibley Auditorium, Bechtel Engineering Center

After opening remarks, the Chancellor will discuss issues of concern to staff.

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