

BERKELEY STAFF ASSEMBLY NEWSLETTER

University of California, Berkeley
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Campus News FOR Staff BY Staff
<http://bsa.berkeley.edu>

In Memoriam - Sally Bellows

By Paul Riofski, BSA Coordinator

Sally Bellows, our immediate past BSA Coordinator and long-time member, died on Wednesday, October 22 from a recurrence of liver cancer, in the midst of her loving family at their home in Albany. She is survived by her husband, Hellmut Meister, and their daughters Sarah, 21, and Anna, 17. Other survivors include her parents, Ruth and John Bellows, Rossmoor, brothers Jim, Oakland (a recent SPH Ph.D.), and Richard, Ft. Collins, CO, and sister Judy, Boulder, CO.

On Wednesday, November 5, 2003, over 100 of us gathered in the Great Hall of International House to honor Sally's memory. Numerous faculty, staff and students from various stages in Sally's remarkable career here at Berkeley came forth to offer personal remembrances and testimonials to the great impact Sally had on their professional and personal lives.

Barbara Hadenfeldt and **Paul Riofski**, Sally's predecessor and successor as BSA Coordinator, spoke of Sally's many contributions and efforts to improve the workplace culture for staff on the Berkeley campus. Barbara sang a moving version of the African-American spiritual, "O Freedom," and Sally's daughter, Anna, concluded the event with a beautiful *a cappella* version of "Amazing Grace."

The *Berkeleyan* gave headline status to Sally's obituary, issued the next day, and devoted a full half-page to quotations from various members of the campus community.

(http://www.berkeley.edu/news/berkeleyan/2003/11/05_obitsb.shtml).

The family has set up a memorial fund in her memory; donations may be sent to the Heifer Foundation, P.O. Box 27, Little Rock AR 72203, labeled "in memory of Sally Bellows."

Remembrances may also be posted at <http://death-response.chance.berkeley.edu/memorial> (the campus virtual memorial site).

Sally had most recently worked in the office of the associate dean for student affairs at SPH since September 2001, providing oversight for the business functions associated with student life at the school, such as admissions, course scheduling, and processing financial aid. Previous jobs at SPH included a year as a *BSA Newsletter*, Fall 2003/1

staff research associate and more than three years as an analyst at the Center for Health and Public Policy Studies. Prior to that, she spent nearly a decade working as a staff research assistant in the psychology department.



Sally Bellows

Sally's involvement with BSA began in 1994, and culminated with the year she spent as the group's Coordinator (2002-03). She was the driving force in the establishment of PeerNet, an informal networking of staff who perform similar functions or share common interests across the campus. The PeerNet portal on the BSA website currently contains links to 19 different groups. Sally was also very active in BSA's Career Development Committee, producing an online career development handbook in her first year and encouraging the group to establish a Staff Mentorship Program, currently in the pilot planning stage. During her term as Coordinator, she also served as an alternate delegate for the system-wide Council of UC Staff Assemblies (CUCSA), and initiated a letter-writing campaign in support of the concept of a staff regent.

Several BSA members have written to express their great love and admiration of Sally.

Barbara Hadenfeldt described her as "extremely innovative, with a positive approach and optimism that were legendary. She was unfailingly generous with her

time, her opinions, and her energy. Her death is a huge loss to the staff community."

Kristina Staros, a colleague of Sally's in Public Health and a BSA Coordinating Committee member, in breaking the sad news to us, wrote, "She has touched many lives. She will be remembered as the very special person that she was: friendly, generous, caring, and with a great sense of humor. She was my mentor and friend and I will miss her more than words can say."

As **Nancy Horton** commented, "From the moment she took office, she was full of ideas and motivation for the coordinating committee. Even after she became ill, we forged onward under Sally's leadership, because she had lit such a fire under us."

Meg Garstang reminisced that "Sally had such a wonderful sense of humor! I remember her from a 'whole brain' exercise at a Business Officers Institute we both attended several years ago. At the conclusion of a key exercise, Sally was the designated spokesperson for our group . . . Sally stood up in this huge ballroom packed with participants and proceeded to give one of the funniest stand-up routines I have ever witnessed. Looking back on that day remains one of my favorite memories of Sally."

Norine Shima recalled Sally's advocating "for a staff representative to be a voice for our concerns on the regents committee. She encouraged me to send a letter to the student regent and to all the regents of the logical necessity of a staff representative who has first hand experience of our work life. It was the first time that I was aware of someone watching out for staff. Thank you, Sally!"

Jesse Greenman wrote, "There's an old joke about being one of so and so's '800 closest friends.' Well, count me as one of Sally Bellows' 8,000 close friends, for she made friends easily, it seems to me, and was a good friend to her friends and colleagues. Sally enthusiastically embraced initiative, new ideas, and challenges to established thinking . . . qualities sometimes less than prevalent in the university management culture. So she was a breath of fresh air. She supported and stood by her friends and colleagues. She was smart as a whip, energetic, giving and caring, hardworking, and fun-loving. If one had to sum up Sally in one phrase, it would be uncommon generosity of spirit."

Jane Griswold commented "Sally was a visionary who understood clearly how small this earth is. She had lived abroad, appreciating the challenges of even the smallest cultural differences, and how hard they can make life. She also had a deep and generously loving heart, with a no-nonsense, no pretense personality that made her a complete joy to share even a brief moment with. The world and the university have lost a wonderful contributor. I miss her."

And **Angela Hunkler** expressed the feelings of all of us when she wrote, "My heart reaches out to Sally's family in this sudden ending of a too-short life in which

Sally was fully-engaged. I know the loss; tomorrow it will still be a huge loss. Take good care of yourselves and know that we all will mourn with you in missing Sally, the fighter and yet the conciliator always!@

Farewell, Sally, our dear friend and fearless leader. You were truly an inspiration, and all of us in BSA can only hope to live up to your legacy of love and devotion in working for a supportive work environment for staff at all levels of the university." We join our voices with Barbara in singing to your unquenchable spirit:

Oh freedom, oh freedom, oh freedom over me,
And before I'd be a slave, I'd be buried in my
grave,
And go home to my Lord and breathe** free.

No more mournin', no more mournin', There'll be
singin' over me,
Before I'd be a slave, I'd be buried in my grave,
And go home to my Lord and breathe free.

(**Barbara's note: I used "breathe" instead of "be" to go along with the idea of slavery as pain and suffering, and the freedom to breathe is the key.)



Toy and Food Drive Begins

Each year BSA sponsors a Holiday Food, Toy and Gift Drive. This year BSA is teaming up with the Black Staff and Faculty Organization (BSFO). Toys collected from the campus at large will be used to bring holiday cheer to children ages 3 to 14 in the Alameda County Social Services system.

BSFO will host a party in the Caesar Chavez Atrium on December 20, from noon to 3 p.m., for about 100 at-risk children, complete with food, fun and a wrapped gift for each young guest. BSFO-Chair Elect Ethel Adams will "shop" for these gifts from among the toys donated by the campus, and Alameda County Social Services representatives will distribute the remainder of the donations to children in group homes or institutions.

The drive will also include contributions of gifts for senior citizens served by Alameda County Social Services. Slippers and socks, gloves, robes and small blankets or afghans are especially welcome.

Toys collected at the annual Business and Administrative Services (BAS) All Staff Holiday Party and Haas School of Business Holiday Party on December 12 will benefit the local Toys for Tots program, serving children ages 2 to 16 years.

As in years past, all food items will go to the Alameda County Community Food Bank. Nutritious, non-perishable foods items like canned fruit and vegetables, canned meat and fish, pasta and tomato sauce, beans, rice, peanut butter, cereal and powdered milk are preferred. For safety, food containers should be made of metal or plastic, not glass. Donations will be collected in campus departments from November 17 through December 12.

From December 15 through December 17, a special courier provided by Mail Services will pick up donations from campus departments and deliver them to two staging sites. The service organizations designated to receive campus contributions will pick up these items at the staging sites on Thursday, December 18.



Mentorship Program Progresses

BSA hopes to have its pilot Mentorship Program in place by July 2004. The program task force has been soliciting potential mentors and hosted a reception for them on November 18. Following up in December the task force will confirm mentor participation and begin advertising the program in January 2004.

The program will pair experienced UCB managers at a PSS 5 or higher appointment level from central administration and academic and research units with less experienced staff members. The program provides a framework in which staff members can cultivate contacts, accept challenges, and enhance effectiveness as they plot their personal growth and career paths at Berkeley. It also provides the opportunity to gather

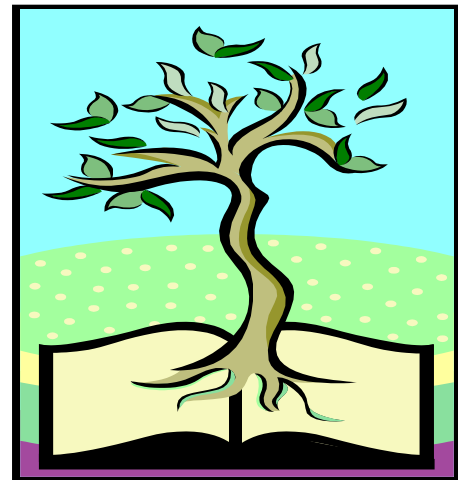
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information, develop peer support, learn more about management, and better understand the UCB organizational culture.

The application form for potential mentorees will be available on the BSA website in early February 2004. Completed applications are due March 12, with April set for a meeting with mentors, mentorees and a CDC committee for an overview of the program. Then the selection process begins. Mentorees will each contact at least three of the potential mentors to set up an informational interview. Mentorees and potential mentors will submit their preferences separately to the committee in rank order, and the committee will complete a matching process.

If selected for a match, mentorees and mentors will be informed by June and mentorship agreements will be prepared. The mentor and the mentoree will work out mutually agreeable terms for the mentorship, which will run from July 1, 2004 through June 30, 2005.

Mentors have the opportunity to identify, support and develop bright future managers, broaden contacts with staff and managers from other campus units, and assist in orientation of staff new to management.



CDOP Hailed As A Success

By Janet Dawson

It has been 16 months since UC Berkeley kicked off the Career Development Opportunity Program (CDOP), and Program Manager Steve Overcashier considers the program a great success. He adds that CDOP is exactly where he hoped it would be after a year, in terms of levels of participation. To date, nearly 2,500 UC Berkeley staff members have taken advantage of CDOP. That's about a quarter of the staff.

If there's any one concern regarding the program, it's that some Berkeley staff haven't gotten the word that it exists. Overcashier says he's heard anecdotal evidence that people don't know about CDOP. That's why he continues his efforts to get the word out. In fact, he'll be speaking a brown-bag info session sponsored by

the Berkeley Staff Assembly, scheduled for noon on Tuesday, December 16, in 370 Dwinelle Hall.

To recap, CDOP funds training for staff to advance their careers and professional development, training that isn't required for the employee's current job, but necessary for the employee's career and professional development. Employees can take classes offered by UC Extension, local colleges and universities, apprenticeships, web-based courses, certification programs, and career counseling.

Phase II of the program, Career Planning and Decision-Making, was implemented in January 2003. This aspect of the program allows employees to receive funding for four sessions with a UC-sponsored career counselor. Participants work individually with the counselor to identify career goals and develop a plan for how best to use CDOP funds. This can involve career counseling as well as testing.

The CDOP pilot program, which began in August 2002, was co-sponsored by the Staff Infrastructure Steering Committee and Human Resources. It was set to run through June 2003. Overcashier says there were concerns among pilot year participants that program might go away. He's hearing from people who were afraid to start a program for that reason. But CDOP has now been extended, with an assurance of funding through December 2004.

When CDOP began, it had \$3.8 million in funds and approximately \$3 million has been paid out. The money comes from the UC system wide Incentive Awards Program fund, a .45% assessment on non-academic payrolls so new funds are added in each month. How long will CDOP exist? "While we have no guarantees," Overcashier says, "we have an understanding that the fund will continue to exist."

CDOP participants may receive funds up to the IRS limit for tuition reimbursement, \$5,250 per calendar year. Overcashier says the average has been \$1,800 per participant.

How does CDOP work? Employees identify the training they want to pursue and apply for funds by completing the application and providing the back-up documentation to the CDOP office at 207 University Hall. Application processing and approval take about four weeks. Approved applications then go to disbursements for funding.

Until now, Overcashier has been too busy making CDOP happen to take advantage of the program himself, but that has changed. He's participating in the career planning phase. In the course of career counseling, he took the Birkman™ Method test and was so impressed with this "powerful tool for personal development" that he decided to attend a four-day workshop and get certified on this tool.

What can CDOP applicants do to ease the application process? First, make sure applications are filled out completely and that all the enrollment and registration

documentation is provided so CDOP can pay and enroll you in the program of your choice.

Secondly, give CDOP the four weeks lead time necessary to process applications. CDOP has a small staff, Overcashier and program assistant Jennifer Berkeley. "We don't have the capability to do rush orders," Overcashier says, even with a number of recent process simplifications.

Third, go to the website. It's at <http://hrweb.berkeley.edu/learning/cdop.htm>. This is the place to find application forms and program updates.

Fourth, if there are concerns about the program, bring them to Steve's attention. You can reach CDOP staff by e-mail at cdop@uclink.berkeley.edu.

Fifth, encourage other staff members to participate. "We have proof in concept," Overcashier says, adding that during Chancellor Berdahl's annual speech to the staff, he mentioned that CDOP is one of the things he's most proud of that happened during his tenure as Chancellor.



CDOP Stories

What do Berkeley staff members think of the Career Development Opportunity Program? Find out—in their own words.

Kimberly Smith, Cal PACT Program Coordinator:

I completed my certificate in Training & Human Resource Development with funds from CDOP. I didn't get a raise or anything upon completion, but I feel like a much more marketable and qualified employee . . . and very proud to boot!

I decided to work on this certificate because I have a passion for adult learning and training. I had learned mostly through experience about what worked and didn't work, and I wanted some formal training. When I began the courses for the certificate (before the CDOP program) I had just graduated had wanted to just keep my brain active. It seemed like a good alternative to graduate school at the time.

Once CDOP came into existence, I stopped paying for these courses myself and had a much greater incentive to complete them, with high grades, and in a timely fashion. I would say that I stopped just thinking "one course at a time" and I wanted to bite off a whole bunch at once!

I'm not taking any courses for CDOP-related stuff right now. I'm concerned that since I reached my goal initially stated on my application, I won't be able to try something else now that I've accomplished that.

I think it's a great program, but the "word on the street" is that it isn't highly utilized. I wonder if that's because it's such a paper-intensive process and people have to plan so far in advance to be approved before they can take their courses. That was one of the benefits with going through UC Extension. I knew they would give me a bit of grace in the process of paying.



Wilfredo Balza, Jr., Administrative Assistant, Department of Chemistry:

I took advantage of CDOP by taking up this certification program called MCSA (Microsoft Certified Systems Administrator) in San Francisco. My previous background as a junior computer technician in Palo Alto kept me interested in pursuing an IT career within the university someday. I'm fortunate that the school I've been going to offered night and weekend classes, so I don't use up any of my working hours at all.

The night classes take place twice a week, and all day Saturday, but it's not every week. Each subject module has few weeks apart, giving me ample time to review the exercises. The classes that I'm taking provide me with the training needed to successfully implement, manage, and troubleshoot the needs of Microsoft Windows 2000-based operating environments. They help me to prepare for the three core exams that Microsoft requires all MCSA candidates to take. I'm currently inclined to a Systems Administrator position.

Right now, I don't have any classes scheduled yet—the next one is coming up on December. I think the CDOP program is fantastic! I believe that these kinds of programs would certainly help in motivating and boosting morale among UC employees. They should definitely consider keeping this on a regular (yearly) basis if possible.

Adán Tejada, Lieutenant, Administration, University of California Police Department:

I used the CDOP program to gain some additional skills in police work—planning and executing high risk warrants. My brother also works for UCPD, and he also used CDOP to improve his police skills—specifically tactical handgun use. Both of those training courses were in Colorado, hosted by a nationally recognized law enforcement organization. Another member of UCPD used CDOP to get training as a rifle armorer, in Utah. That training was provided by the rifle manufacturer. These stories are not your "average" CDOP stories, but the funds went to providing critical skills to police officers.

Angela Hunkler, Program Assistant, Department of Business & Technology, Continuing Education in Engineering, UC Berkeley Extension:

So far I have done a counseling session at Tang, which went extremely well. I am pursuing a course of study (art and grief therapy) which I know helps me in my work as a student advisor. I did not believe going into the session, though, that it would be something CDOP would pay for, as I wasn't convinced it would enhance my work here at Extension. It certainly enhances my self-perception and self-development. But as I left Tang I was convinced it is making my work here in the certificate programs at Extension a whole lot easier. Because I am able to discern where I am at, I can aid students in their self-discernment process. So I will fill out the rest of the paperwork soon! Thanks to CDOP and Tang's counselors for convincing me to get help in my career plans!

I have preached in-service training for staff for so long that it is great to see it in progress, even though there are huge cuts in the budget. I am taking Art/Grief Therapy Training at Extension and similar classes at JFK in Orinda in the future.

Annette M. Lewis, Manager, Academic Non-Senate, Research Unit, School of Public Health:

I first took advantage of CDOP to attend a two-day seminar for HR Professionals in San Francisco, and if it wasn't for CDOP, I probably wouldn't have been able to afford it. Now, I'm attending USF for the Masters in Human Resources/Organization Development Management and CDOP is assisting me in paying for that as well. I'm appreciative of the program and I hope it continues. I only wish that more people take advantage of it.

Maren Bell, Staff Research Associate, Department of Molecular and Cell Biology:

I have a little story about 10 Laboratory Assistants who have been taking an English as a Second Language class through CDOP. It has been a great success in many ways.

They are taking this class to improve on their English skills so they may qualify for a promotion or career status.

Mary Smith-Hammond, Financial Aid Counselor, Undergraduate Counseling Unit:

I used the CDOP program to take a class on Saturdays. The class I took was for 6 weeks for beginning Access and 6 weeks for advance Access. The total cost was \$1800. I received a discount for being an employee and using the CDOP plan. The class was a very rewarding feeling or achievement. I would not have been able to afford this class with the help of CDOP.

The reason for me taking this particular class was to improve my overall knowledge of computers and to enhance my skills for job transfers if the option became available. The goal that I am striving for is to go back to school and get my Masters degree. I was unsure of myself before I took the one class in Access. After that class I have been able to concentrate on homework. I am not taking a class at the moment but will be taking Statistics in the Spring. This will clear the way for me to be accepted into the Masters program.

The program is a godsend for me. Often times I have wanted to take classes that were not given on campus or through ICE and could not afford them on my salary. I was one of the first persons to go to a meeting and come back to the office and encourage staff to take part in this venture. There are three of my coworkers who are using the CDOP for a Masters degree in Public Policy/Public Administration. I would definitely like to see the program continued especially during this economic crisis.

Sheila Press, Information Systems & Technology:

I have taken advantage of the program to develop web design skills, and am very thankful to have been given this opportunity. I am a strong supporter of CDOP.

I started working at IST in August, 2000, coming from UC Extension. I soon became interested in learning more about web design due to the technical discussions going on around me, the high level of enthusiasm people shared who were teaching courses through the Cal Pact Program (UC People and Computer Training), and my own sense of excitement about the Internet. I realized that I was working in an environment where learning was encouraged, and my horizons were extended. I am not a young person, and have spent my career in administrative support positions. I did not realize that I could change my course until CDOP was offered.

I signed up for a web design course through UC Extension, and saw how this exposure to new ideas, books, and the challenge of designing could use some of the skills I have developed on the job such as organizing materials and offering help, as well as the skills that I kept in the background such as my love of color and shape. Then I decided that a more in-depth html course would help, since it seemed to me that understanding code and how to put together a page from scratch was important. Making a site with html is a wonderful experience, and it's satisfying to know I can do that.

Next, I took an Illustrator course, because I know it is a powerful tool for graphics on the web. At this point, I decided to take JavaScript, a programming language for interactive features on websites. This will allow me to be able to design forms and to use some of the more sophisticated ways of manipulating windows. I am in the middle of this course, which is very challenging. I think I will need the six months allowed to get through it.

These courses have all been UC Extension courses except for Illustrator, taken from SF State online. I also have signed on for the career counseling offered by the Tang Center, and even though I know what I want—a job with more web design work and perhaps a retirement career - I was given an opportunity to talk about what I want to do and to make a plan for finding out how to shift my career in another direction. This is a valuable side of CDOP, as well.

So that is what I have done, and what I am planning to do. I think the program is a wonderful benefit, and it has changed my way of thinking about what I can do.



Meg Garstang, Administrative Analyst, Business and Administrative Services:

I've used CDOP funds for the past two years to attend a certification program offered by the National Association of College and University Business Officers. The impact of this training has been phenomenal for my career and I credit the increased effectiveness and productivity for my recent promotion to Senior Administrative Analyst.

My career goal is to develop the competencies necessary to become a qualified candidate for the level of MSO on this campus. This will require a fairly broad set of skills, so I chose to take advantage of professional development offered by the National Association of College and University Business Officers (NACUBO). This is the premier organization for higher education professionals at public and private institutions in the U.S. The Western Association (WACUBO) offers a four-year certification program for business officers from western states each summer at UC Santa Barbara. The Business Management Institute (BMI) offers the broad basics required by any higher ed administrator.

CDOP funds support certification programs and, since I didn't want to waste funds on out-of-state travel, the UCSB BMI was a perfect match for our campus career development funds and my professional interests. In my first year of participation (summer 2002), the week-long program coincided with my boss's away dates which was incredibly convenient for our whole office. In

retrospect, having both of us away at the same time was fortuitous because the level of back-up support our student assistant could provide was marginal - my fault entirely. I was not an effective coach at that time and didn't truly understand the power of appropriate delegation.

To backtrack a bit, in Spring 2002, I attended a 10-session program offered only to AVC-BAS supervisory staff, the Leadership Enrichment and Development Program. This professional development was designed to be just like the campus Leadership Development Program but without the special project. The Associate Vice Chancellor strongly encourages continuous development and improvement and has made sure AVC-BAS had the necessary resources to hire its own trainer to coordinate the LEDP. In these classes, I was exposed



to some very powerful learning experiences, the most valuable of which was an introduction to the remarkable spectrum of diversity - in the cultural backgrounds we bring to our workplaces, our education and life experiences, and our thinking and working styles. The BMI Year 1 curriculum reinforced these lessons.

In 2002, one of my BMI electives was a short, two-hour, life-altering session on *Delegation*. This trainer was phenomenal and, thanks to my LEDP lessons, I could see how he used several different teaching methods during his lecture to accommodate different learning styles. I prefer bullet lists and outlines which he offered very effectively; others I could see were really getting the most from role-playing and humorous anecdotes that reinforced his message.

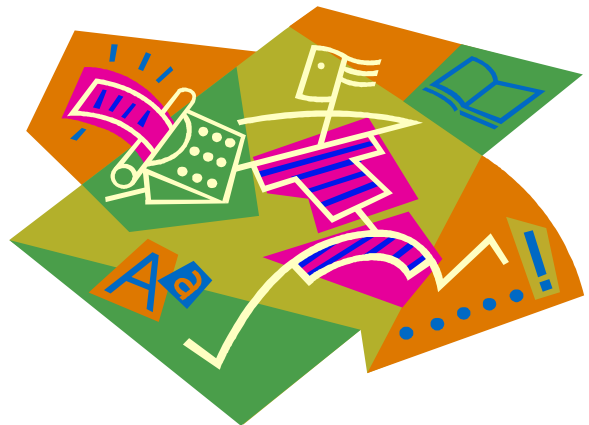
When I got back to the office, I used every one of the delegation techniques the trainer recommended, with great success. I was able to break free of the limitations I had placed on myself and begin to grow as a coach to our work-study students. I should note that beyond the three core career staff (AVC and two analysts), our office is staffed wholly by student assistants, so effective coaching and training is essential for our operations. The increase in my productivity and the amazing progress made by our key assistant

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resulted in our initiative to develop a competency assessment model for student assistants. We basically used the delegation class notes as our guide to action and then broke apart every administrative task into its elements. We charted these on a matrix and then aligned training and delegations to this matrix, with only a very minor increase in our workload to accommodate the technical writing.

This summer, I was away from the office for *two* weeks (BMI and vacation) AND the AVC was on campus that whole time, ably supported by our assistant. We called this her training "road test" and she came through with flying colors. I didn't even call in once during that time to check on progress. The office ran smoothly, the AVC received excellent support, and I returned to a workload that had been well managed in my absence. When we're finished with the competency assessment project, we will have a model to send forward to Vice Chancellor Horace Mitchell (through our AVC) for possible implementation in the Business and Administrative Services control unit. A copy has also been forwarded to SISC at their request.

I have just received a promotion to the level of Senior Administrative Analyst in recognition of my accomplishments over the past three years. CDOP-funded training was absolutely essential in allowing me to pursue the professional development that gave me the new skills, insights, and inspiration to make this promotion possible. It marks one more step in the career direction of MSO. In my opinion, having CDOP funds available in future years is much more meaningful to me than small pay increases. I would be happy to have a stagnant salary if I could have the opportunity to treat myself to professional development courses during the year. They invigorate my intellect, feed the wellspring of my creativity, and bond me to this wonderful organization.



Norine Shima, Executive Assistant, Institute of Transportation Studies:

I applied for an Editing Certificate and wanted to learn editing, so I could earn more money to afford living in the Bay Area. I wanted a skill (editing) that I could gain employment in most American cities. I really

enjoy learning—thinking and CDOP makes it economically possible to take university level classes. The Critical Thinking class is extremely valuable to learn how to decide what is said or written, is valid and reliable information. This course taught me rational tools rather than rely on being overwhelmed by emotional appeals.

I will be starting classes teaching English as a Second Language, short courses, to see if this could become a second source of income. My concern is meeting expenses now and when I retire. (Small savings + small pension + cost of living costs rising) matched by wages below the market = retirement sorrows.

I think CDOP is terrific!!! The staff at University Extension is professional. Given my work is not particularly interesting nor stimulating, this educational benefit allows me to "have a life". The positive feedback I've received from my CDOP instructors help me remember that I am smart and valuable. My talents are recognized and I have an opportunity to shine.

Given that our pay is below the market and costs in the Bay Area are constantly rising, the continuation of CDOP is essential.

Upcoming Events

BSA Holiday Lunch December 12

Don't miss BSA's annual holiday lunch, set for Friday, December 12, noon to 1:30 p.m. The festivities will take place at Larry Blake's, 2367 Telegraph Avenue, and the cost is \$12 per person. Food choices are Garden Pasta, Cobb Salad, or Fish 'n Chips.

To pay in advance, please send a check (payable to BSA) to Christie McCarthy, School of Architecture, 232 Wurster Hall, #1800. Or e-mail Christie at chrismc@uclink.berkeley.edu to let her know you will attend, then you can pay at the door. Either way, please let Christie know your meal choice.

Join us. There will be fun, fellowship—and raffle prizes!



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CDOP Brown Bag Lunch December 16

Get the latest word on the Career Development Opportunity Program. CDOP Program Manager Steve Overcashier will join BSA members for a brown-bag lunch on Tuesday, December 16, from 12:10 to 1 p.m. The session will take place in 370 Dwinelle Hall. Bring your lunch—and your questions. In fact, BSA Program Chair Charlene Nicholas would like to have your questions in advance. You can send them to her at cbh@uclink.berkeley.edu.



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