



BERKELEY STAFF ASSEMBLY NEWSLETTER

University of California, Berkeley
Spring 2002

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

Message from “babshad”

Spring is here! New energy bursts forth from the **Coordinating Committee** as we enthusiastically plan **Programs** (“More Folklore” March 12), **Excellence in Management Awards** (nomination deadline March 28), a **Coordinating Committee potluck dinner**, a meeting with the **UC Regents** when they visit the Berkeley campus in April, **Career Development** (facilitating professional peer networking), and our **Staff Scholarships Program!** We had a spring flurry of **new members** to welcome. Upcoming **events** include a spring social to bring together all of the Bay Area staff assemblies. And, the systemwide organization of staff assemblies, **CUCSA**, will hold for the very first time a meeting at the Los Alamos National Lab in Santa Fe, New Mexico, in early March. The network grows, the synergy...bubbles?

We are jazzed by all the prospects we have for staff to come together over issues of common concern! Check out our website at <http://bsa.berkeley.edu> for more information on past and future activities, including information on **how to join** this fabulous group.

—Barbara Hadenfeldt, Coordinator

AVC-Human Resources David Moers Holds Staff Forum

By Nancy Horton

Extra folding chairs filled the aisles of the Toll Room at Alumni House to hold an overflow crowd when UC Berkeley’s new Assistant Vice Chancellor-Human Resources, **David Moers**, addressed staff during the noon hour on January 30. **Paul Riofski**, chair of Berkeley Staff Assembly’s Program Committee, introduced Dr. Moers, the featured guest at this *Dialogue with Staff* co-sponsored by BSA and Vice Chancellor-Business and Administrative Services **Horace Mitchell**.

After describing a career that sent him hopscotching from Thailand, Rome, New York, Vermont, Ohio, and Pennsylvania to the state of Washington, Dr. Moers explained his personal human resources (HR) philosophy formed during a stint at the Bureau of Indian

Affairs – HR provides a service to other units, not to itself. Everything that HR does should add value to the institution and allow managers to help employees understand their jobs while treating them with dignity and respect. He added that HR should be transparent; staff members should understand how it works and how it supports them.

When he arrived at UC Berkeley last October, Dr. Moers inherited an employment unit without a leader. Now, his recently-hired employment manager, **Kimberly Miller**, (pictured at right) has already expanded Employment Office hours and stepped in to help those laid off from UC Extension with job-seeking skills and other support.

In addition, Dr. Moers has begun to examine compensation issues, joining the new Strategic Infrastructure Steering Committee (SISC) task force as one of its co-chairs. SISC is comprised of UC Berkeley staff, faculty, and an outside consultant. Its four broad goals include:

1. Designing a new classification scheme,
2. Attaching a fair compensation system to the scheme that will result in internal equity and external competitiveness,
3. Devising a clearly articulated and well understood career development system for staff, and
4. Overhauling the performance management system.

SISC presented its plans to the Chancellor’s Cabinet in early February, and will publish timelines for each goal. It is Dr. Moers’s hope that SISC will be ready to present options to the campus community for comment and discussion a month or two later. Pointing out that UC Berkeley is the third largest employer in the East Bay, Dr. Moers expressed the hope that his plans will move the campus toward the goal of becoming “the employer of choice” in this area.





During the open question-and-answer period, Dr. Moers (pictured at left) was asked how he would use his position to work with the Office of the President (UCOP) and the

unions to improve labor relations on campus. He replied that better communication between staff and managers can result in fewer grievances and other issues that involve unions as facilitators.

Dr. Moers explained that during his tenure as HR Director at Washington State University, grievances were reduced almost to zero by working to resolve disputes between managers and staff before they escalated to a level requiring formal grievance procedures. Dr. Moers welcomes open communication with union representatives in the interest of engendering trust and reducing the number of cases that go to arbitration.

A member of the audience asked how Dr. Moers would address the two most important issues for employees covered by bargaining units – low pay and work load – and followed up by asserting that UC seldom bargains seriously, has a history of not living up to the language of its contracts, and has been known to retaliate against employees involved in labor disputes. “I personally would like to know every instance of contracts not being lived up to,” said Moers, adding “Retaliation is illegal.”

Although he cannot directly influence pay rates, Dr. Moers thinks that a key to solving pay problems is providing legislators and lobbyists with good data about how UC salaries measure up and how low salaries negatively impact the University’s mission and goals.

With regard to educational opportunities for staff on the campus, Dr. Moers said that managers should allow staff to take classes, as long as these activities do not interfere with their job responsibilities.

In response to the assertion that the decline of UC’s benefits package amounts to a reduction in pay, Dr. Moers responded that our benefits are better than those offered by many other employers. He added that there are also no-cost and low-cost ways that could potentially be considered to enhance staff benefits, such as administrative leave during the winter energy curtailment; educational benefits for staff, spouses and children; or increased vacation accrual rates and limits, with the goal of improving the overall staff experience at

UC Berkeley. He encouraged everyone to share with him their ideas for non-monetary compensation for staff.

In closing, Dr. Moers encouraged feedback and questions from staff and invited individuals to get in touch with his office. **Vice Chancellor Horace Mitchell** thanked Dr. Moers for his presentation and praised his vision and experience in a broad range of human resources settings.

Have You Heard of Re-USE?

Virtually every campus office has clutter of some kind taking up valuable space in closets and corners, under desks, and on shelves. These items are too good to throw out, but where can you recycle them on campus?

The **Re-Used Stuff Emporium (Re-USE)** is the answer! This is a student-run campus materials exchange that collects usable but unwanted items and redistributes them *at no charge* to the campus community. Their motto is “What’s trash to you is a free gift to another.”

Re-USE operates cooperatively with the campus Excess Surplus and Salvage department of Materiel Management, and is supported by Campus Recycling and Refuse Services, Physical Plant-Campus Services, Business and Administrative Services, ASUC, and the California Integrated Waste Management Board.

The list of acceptable items is almost endless – the office of **Associate Vice Chancellor Ron Coley** recently donated several large ceramic plant pots (minus the now-dead plants, of course), along with a mile-high stack of like-new manilla envelopes left over from a recent staff survey, and happily reclaimed desk space!

What Re-USE can’t accept are inventorial items (handled by Excess Surplus and Salvage), hazardous waste (handled by Environment, Health and Safety), or broken things. Re-USE’s goal is to divert 20 to 30 tons of material annually from landfills by encouraging the campus community to incorporate reuse into daily life.

Re-USE is located near the loading dock in the northeast corner of the MLK garage underneath Eshleman Hall and Lower Sproul Plaza. Hours of operation are **Monday and Friday, 12 to 3 pm**, and **Wednesday and Thursday, 12 to 2 pm**. Visit recycle.berkeley.edu for a directional map and more information.

Membership News

Welcome new members! **Lea Barker**, Electrical Engineering and Computer Sciences; **Arla Bowles-Thomas**, Electronics Research Laboratory; **Tom Chavez**, Parking and Transportation; **Edmund Chun**,

Career Center; **Fadia Damon**, College Writing Program; **Amy Diaz**, Undergraduate Affairs; **Sheila Douglas**, Disabled Students Program; **John Flores**, College of Letters and Science; **Carol (Kit) Fornoff**, Housing and Dining Central Accounting, Residential and Student Services; **Elizabeth Gillis**, University Health Services; **Kim Guilfoyle**, MBA Student Services, Haas School of Business; **Mary Hammond**, Chemistry; **Heidi Harrison**, Chemical Engineering; **Schante Hayes**, Undergraduate Admissions; **Barbara Hill**, Library Technical Services; **Tanya Leigh Jansen**, Communication and Network Services; **Siti Juwariyah**, Institute of Business and Economic Research, Haas School of Business; **Homa Khamsi**, Labor Occupational Health Program, School of Public Health; **Rebecca Lasswell**, University Relations; **H. Faye Lawson**, MBA Student Services, Haas School of Business; **Scott Lehman**, UC Extension International Programs; **Hy Levy**, School of Law; **Mary Lewis**, Center for African Studies; **Marianela Maceda**, Chemistry; **Kim Mattheussens**, German, Spanish and Portuguese; **Mary Melinn**, English; **Jane Muirhead**, Statistics; **Randice Roberts**, Child Study Center; **Trish Roque**, Museum of Paleontology; **Lorri Smith**, Housing and Dining Central Accounting, Residential and Student Services; **Steve Tjokro**, English Language Program, UC Extension; **Angela Wilkes**, Chemical Engineering; and **Miriam Zavala**, Military Affairs Program.

Current members are encouraged to renew at the low annual fee of \$15. **First-time memberships are free!** Your BSA membership dollars go toward funding the Excellence in Management Awards Program, the annual New Members Luncheon, scholarships, programs, and holiday events. If you would like to join BAS or want to check on your membership status, please contact **Amy Ellison** at amyse@uclink or 3-7290.

Career Panel Shares Success Stories

By Sally Bellows

A capacity crowd of over 40 enthusiastic and ambitious staff filled a large Tan Hall conference room at February's two-hour career panel, "Breaking Through the Barrier: A Career Panel for Administrative Assistants Who Want to Move Up." Co-sponsored by the BSA and Employee Development and Training, the workshop featured administrative specialist **Dave Hernes**, student affairs officer **Ana Marie Lopez**, financial analyst **Carla Marcano**, management services officer **Joel Nice**, and public administration analyst **Kristina Staros**, all of whom had been former administrative assistants.

Russell Kaltschmidt, program manager for the Staff Internship and Leadership Development programs, was a superb facilitator and summarized the recommendations of the panelists in the four "R's" of career mobility: relationships, results, reputation, and research.

Staff response to this career panel was overwhelming, clearly highlighting a need for more activities of this type on campus. **Sally Bellows**, chair of the BSA Career Development committee, hopes to make career panels a regular event in the future.

Excellence in Management Awards

Nominations are now open for the **2001-02 Excellence in Management Awards**, Berkeley Staff Assembly's most popular program recognizing campus supervisors and managers for outstanding performance in leadership, innovation and inspiration.

This year's theme is "Leadership in Challenging Times," spotlighting managers and supervisors who have exhibited outstanding leadership in managing human resources – enhancing staff morale, building an enriching environment, and serving as outstanding mentors to their staff.

The award is open to all levels of employees who have held managerial or supervisory responsibilities for a year or more in their current positions. Nominations must originate from staff directly supervised by the nominee and include supporting signatures from at least one-half of these staff. Additional information and nomination forms are available on the Berkeley Staff Assembly website (<http://bsa.berkeley.edu>).

Please send nominations by March 28 to **Marilyn Barulich**, Phoebe A. Hearst Museum of Anthropology, 103 Kroeber Hall #3712. The selection committee will announce the award recipients in April and host an awards ceremony on May 23 at International House.

Berkeley Art Museum Offers Extended Hours for Staff

The Berkeley Art Museum is pleased to announce new hours designed especially to give staff an opportunity to enjoy exhibits after work. The museum is now open **Wednesday through Sunday from 11 am to 7 pm**. The Museum's Café Muse is also open until 7 pm so visitors can have a light meal before seeing a film at the Pacific Film Archive or exploring the art exhibits.

The current exhibit of Salgado photographs is extraordinarily moving and well worth a visit. This exhibit closes on March 24.

CUCSA Update

The Council of UC Staff Assemblies met on December 6 and 7, 2001, at the Lawrence Berkeley National Laboratory. Chancellor Robert Berdahl participated in a frank discussion on several topics of special interest to staff, including staff's perception of being under-appreciated, compensation, and strides made as a result of last year's financial investment by administration to improve staff salaries.

The Compensation and Classification Task Force recommended reducing the more than 600 current job titles to a small number of "job families" and creating a structure to allow staff to advance within the same job title without having to go through a reclassification.

The University of California acknowledges that the 1990's were tough on staff. Although the legislature approved salary increases last year, the University will continue to appeal to the legislature for additional staff salary funding.

The effects of the state budget crisis on the UC budget were discussed. Although the state had planned for a recession, the severity of the shortfall in capital gains and stock options was unexpected.

The Office of the President reported that any mid-year budget cuts could be managed centrally, but that reductions to next year's budget could be severe. UC will do everything in its power to convince the Governor to protect spending on education.

CUCSA delegates stressed to Chancellor Berdahl the importance placed by staff on benefits for unmarried partners. A proposal was discussed to allow the University to offer the same retirement and healthcare benefits to same-sex and opposite-sex domestic partners as those provided to married employees.

AB 25, currently in the legislature, seeks to expand domestic-partner rights. The Regents are expected to review this issue in March.

Delegates met student regent-delegate Dexter Ligot-Gordon who was very open to hearing the staff perspective on a variety of issues. Dexter explained that his guiding principles are based on "community, justice, and service."

"Operations Scorecard," an assessment tool developed by the Deputy Director of Operations at Lawrence Berkeley National Laboratory to identify how well administration was meeting staff needs, has indicated that market-based pay philosophy, pay for performance, communications, diversity, and work/life issues are very important to LBNL staff.

For more information on CUCSA, contact Berkeley Senior Delegate **Terry Downs** at tlp@uclink or 3-5462, or visit (<http://bsa.Berkeley.edu/BSACUCSA.html>)

Thanks, Amanda!

We are able to include photographs in this newsletter thanks to the generosity of **Amanda Bardin**, communication analyst with the office of the Vice Chancellor-Business and Administrative Services. Not only does Amanda share her spiffy Canon PowerShot digital camera with us, she also takes the time to download our photos on CDs. Thanks, Amanda!

Upcoming Events

Hold this date!

Presentation by the Staff Ombuds Office

May 15, 2002

Additional details will be posted on the BSA website

2001-02 Excellence in Management

Awards Ceremony

May 23, 2002

International House

Health and Safety Fair

Wednesday, September 18, 2002

10 am to 2 pm

Pauley Ballroom and Sproul Plaza

This popular event happens only every two years and features exhibits, raffles, and cool freebies from many local health and safety vendors and organizations.

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