President Lariviere and senior administrators gathered with classified staff on May 4th, 2011 at the CSTDAC Spring Meeting with the President. President Lariviere thanked Classified Staff and expressed his appreciation for their dedication and hard work in continuing to make the campus a welcoming place for students. President Lariviere also expressed his commitment to the efforts that would foster a caring and supportive atmosphere for the campus community. The theme of safety was one that was as important to the campus community. In his address on safety, Douglas Tripp, Chief of Public Safety, outlined and advocated for the legislative initiative bill that would allow the University to form a police department, requiring campus police officers to receive the necessary training to be certified as sworn police officers with the ability to carry weapons. He described some of the concerns DPS had with its current structure with officers and that with the passage of bill, he said that DPS officers would be able to better manage and meet the challenges and risks that they would face with campus policing. One of the major concerns DPS Chief Tripp cited was the increasing risk of campus shootings in recent years and he emphasized that campus officers should be prepared for such incidents that could occur and the concern that UO was a venue for popular athletic and cultural events. Essentially what this means is that the DPS would transform and campus officers would be equipped and trained to function as a police department. These changes are expected to take about six years. With the recent opening of the Matthew Knight Arena, and UO being the venue of many events and activities, the table topic discussion on safety resonated with classified staff who expressed the need for a commitment to the training needs for all staff and students campus-wide to address the various safety concerns.

President Lariviere addressing the CSTDAC audience

CALENDAR

Classified Staff Fall Meeting with the President and Administrative Staff
October 11, 2011 2:00-3:30 pm
Ford Alumni Center, Giustina Ballroom.

Classified Employees Years of Service Recognition Reception
December 13, 2011 11:00-12:30 pm
Ford Alumni Center, Giustina Ballroom.

CSTDAC Members

Nicole Nelson, Co-Chair
Richard Daniels, Co-Chair, and co-editor
Leslie Hinkle, Webmaster
Theodora Ko Thompson, Senator and Newsletter co-editor
Lisa Wimberley, Member
Amy Schnoor, Member
Kathy Cooks, Ex-officio & HR Liaison
James Cervantes, ODT Coordinator
Spring Meeting with the President
Theme: A CARING AND SUPPORTIVE ATMOSPHERE and SAFETY MATTERS

Krista Dillon, Senior Planner and Emergency Response Coordinator for campus distributed copies of the spiral updated Emergency Procedures. Staff expressed their appreciation for the spiral updated Emergency Procedures; however, some questions were raised: Were these updated Emergency Procedures being distributed campus-wide? Are departments required to show this to all employees? If they were not, how would departments and staff know these were available if classified staff were not present at the meeting.

Table Topic Discussion

**Topic 1:** What emergency training have you been provided with and/or feel should be provided in your unit/building/department in the areas of safety and security?

What was evident from the various table discussions was that certain departments were more engaged in emergency preparedness or had practices in place, than others. For departments that were more engaged, some areas had in place monthly fire drills. Some staff who had attended the various sessions that Krista Dillon had conducted on emergency preparedness felt they were informed and better prepared. New staff who have been at the university for six months reported that they had not had any emergency or safety training. Fire drills and information on emergency preparedness didn’t seem to have been advertised well; absent cues to remind staff, staff had fright when the fire drill alarms set off. Staff expressed that certain departments needed better and different emergency drills more often. Departments that had training had strange safe places to meet if they even had one at all, but many staff did not know if they did or not. The question was, where would a safe place be? Where would you go if you couldn’t go there? What happens when no one checks to see if all are accounted for when something happens or when there is a drill or crank pull of the alarm? What about places like the multi-level PLC building where there are multiple units and as an unintended consequence of fire drills not being consistent or absent, staff in various units might work through the fire alarms. For staff at multi-level buildings, do staff know what to do when they find themselves stuck in an elevator? There needs to be a coordinated plan between departments. Units at the EMU where Krista Dillon had conducted information and training sessions, staff knew that they could find information on the Emergency Management website (http://emc.uoregon.edu/) and these staff were aware of what one could do at home, about purchasing food and the recommended items little by little for at-home emergency preparedness. But were staff prepared for flooding at work, as was the experience for staff at the EMU? Staff expressed that there should be some sort of mandatory or consistent training in every department on campus; staff also recommended that there be a campus-wide emergency preparedness exercise.
Concerns raised included the problems with email and text notices for emergency drills, for example, when the individual’s web or cell provider is not able to send the message out as soon as needed, or when the PC may not be accessible, the cell phone may be dead if not charged where electricity outage is part of the disaster, or when staff are not checking their Web/email often.

Should the legislative bill that would transform the university campus safety officers to become police officers be passed, there was the concern of no training has been done involving the processes of a lockdown of campus should there be a shooting incident on campus. Library staff, for example, have mandatory training on harassments, but not on safety. The university needs to have a culture of safety campus-wide.

Invariably these concerns on emergency training and preparedness for different scenarios and the need for coordination between departments should also involve students. Most requests for education and training submitted to the UO DPS are from Resident Assistants in Housing who request training for their specific hall and students. Students from K-12 schools, students who live off-campus, including international students and other students who have not had any prior experience with fire-drills, would not have a clue what they should do in an emergency, or know where a safe place on campus would be. Who should inform the students? How would the university communicate this information to parents? What phone number can parents call for information? Staff expressed the need for more practice with students around and more practices for staff may be needed. Students living on campus need to be informed about what to do during a fire alarm; they need to practice and be shown where to go. Students need basic emergency training as much as staff.

**Topic 2:** What actions and/or policies of UO, your department and/or supervisor demonstrate a caring and supportive campus training atmosphere? What improvements are needed??

Classified staff expressed that the university needs to adopt a culture that reflects it is supportive of staff interests in the training, personal and professional development opportunities that are available. Training opportunities may be available, but the question is whether classified staff are given the needed release time to do the important trainings; importantly, all staff in departments across campus need training on not only emergency preparedness, but also training on harassment. The university has experienced several sexual assaults over the last years, but DPS does not currently offer any form of education or self defense training such as the nationally known program such as Rape Aggression Defense System (R.A.D. system) to students, faculty and staff. Where training on safety and harassment are not currently mandatory in all units, the permission form for training that Cstdac developed could be made more visible and available at the Cstdac website. Notwithstanding that such a form exists and is made available for staff, classified staff need the university to have a campus-wide culture that demonstrates a caring and supportive campus training atmosphere. Classified staff expressed that supervisors need more listening and sensitivity training, and that there should be also be mandatory training on harassment and sexual harassment training for all administrators.
CONGRATULATIONS
PASS THE DUCK! PEER AWARD RECIPIENTS

Amy McDonald, School of Law
Deborah Fowler, University Housing
Janielle Jones, Admissions
Laura Damiani, Campus Operations
Michael Hamill, Facilities
Susan Thames, Campus Operations

Thank you for recognizing Debbie and the great job she does. She is thrilled and touched to have received it. This is really a great program and a wonderful way to say ‘thanks’ to our staff. Everyone at Dux Bistro is very excited about the award.

Best,
Diana Sobczynski
General Manager Retail Food Services

Again, I want to thank you for the privilege of being the recipient of the Pass the Duck Award.

I passed on my award to Mike Hamill today. He was so happy to receive the award that he actually had tears in his eyes. He was honored that his hard work over the years has been recognized. I am very pleased with my choice. Mike is a wonderful person.

Thank you again.
Dale Hall
JOIN US!
We’re pleased to welcome Amy Schnoor, Academic Advising, to our Committee.

We looking for members who want to make a difference!

CLASSIFIED STAFF TRAINING AND DEVELOPMENT ADVISORY COMMITTEE
- Email: cstdac@uoregon.edu
- Website: http://cstdac.uoregon.edu

Meetings are held at 12:00-1:30 pm on the 2nd and 4th Thursdays of the Month. Check our website for meeting location.

ORGANIZATIONAL DEVELOPMENT AND TRAINING

Interested employees can register for a variety of courses below. Staff can participate in these trainings with the consent of their supervisor. Download CSTDAC/ODT’s Employee Education & Development Request Form at: http://odt.uoregon.edu/sites/default/files/CSTDAC%20REQUEST%20FORM.pdf

Upcoming Trainings website:
http://hr.uoregon.edu/training/upcoming.php
*pre-registration is required for trainings listed on the HR upcoming

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CSTDAC SPRING 2011 NEWSLETTER

PASS THE DUCK! PEER AWARD
DID YOU KNOW that you can offer recognition to a valued co-worker or University employee you would like to commend? After you submit your comments, we will review and post your compliment on our website so that others on campus can see the high regard you have for a great UO classified staff person. If you provide an email for your peer, a CSTDAC committee member will email a certificate of appreciation to your valued co-worker to post in their work area.

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CSTDAC SPRING 2011 NEWSLETTER

Professionalism in the Workplace: Responsibilities, Relationships and Representing the University
10-25-2011, 1:00 pm - 4:00 pm

Assertive Communication ... the Art of Effective Feedback
11-09-2011, 9:00 am - 12:00 pm

Are You Talking To Me? - Making Effective Use of Communication Choices
12-06-2011, 1:00 pm - 4:00 pm

Skillsoft E-Learning - Navigating This New Training Resource
01-10-2012, 3:30 pm - 4:30 pm
03-06-2012, 3:30 pm - 4:30 pm
Please place in the mailbox of: