I’ve been a member of CSTDAC since spring 2009. While I was flattered to be asked to join and I experienced a cordial relationship with my fellow members right from the start. I feel strongly that opportunities for personal and professional development in a setting such as the UO is critical to providing an involved, knowledgeable, interesting and connected classified workforce. The experiences shared by our co-workers add to the rich tapestry that is the UO community.

But the aspect I did not expect as a member of this committee is the ability to connect with so many wonderful university employees from all over campus. And, it isn’t just classified staff people that I get to meet and know. The twice yearly Meetings With The President, the Ice Cream Socials, the CSTDAC scholarships, the Pass The Duck awards, the Years of Service receptions and other recognition programs of CSTDAC has been immensely rewarding. I get to know and hear about the fantastic work classified staff are doing in Housing, Campus Operations, Libraries along with staff in the academic departments just to name a few. I also get to know university managers and executives at different CSTDAC events. I can’t think of any other campus affiliation that reaches out and brings together so many and varied classified staff people. I really appreciate this opportunity to work with such a worthwhile committee here on campus. It has been the highlight of my experience at the UO.

Richard Daniels, Co-Chair, Admissions

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Discussion Questions

According to our Professional Training And Development Policy, it is everyone’s responsibility to promote professional development.

- What do you see as your role in seeing that classified staff have the opportunity to take advantage of development and training offered by the UO?
- How does your unit make training and development opportunities available to classified staff?
I serve on the CSTDAC because I’m devoted to the philosophy that more education means improved money and potentially enhanced job satisfaction. In my opinion educated employees are happy employees. I believe that we need to see to it that the University supports this ideology and strives to provide educational opportunities to the classified staff for professional as well as personal growth. CSTDAC’s goal is to maintain the momentum and organize with the development folks, classes that suit the individual job needs as well as employee mental health. Without CSTDAC and its hard working members we would lose these opportunities to the “red-tape” jungle.

Lisa Wimberley, Co-chair, Unclassified Personnel Services

I serve on CSTDAC as it is important to me that classified staff have access to the opportunities and resources that are available to us; it is important that classified staff receive training and opportunities to learn and advance—with new skills, to seek an education, knowing languages, understanding culture, etc. in a learning environment. It is important that we have across campus, a culture and climate that is respectful of the diversity amongst us and in our community. Invariably, it is important to CSTDAC’s role and mission that our membership is strong and inclusive, with representative voices of classified staff across campus, inclusive of representatives from Housing, Campus Operations, Law School, Library, and other units across campus.

Classified staff’s personal and professional development training needs should be regular discussions all year round in the departments given that we take pride in the strength of our institutional mission as a learning organization. Classified Staff’s interest to serve on committees, to invest in ourselves as stakeholders in the University’s success in our personal and professional growth, should be fostered across campus.

Theodora Ko Thompson, Senate representative for Classified Staff, Admissions Office

JOIN US!
We are 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.
Human Resources along with CSTDAC hosted the receptions honoring Classified Employees with their 5 increment years of service to the University and those with Twenty Five Years of Service.

Pictures:
Classified Staff with former President Lariviere

Left to Right:
1. & 2. Celebrating 30 & 35 Years
3. Celebrating 25 years
4. Celebrating 20 Years
5. Celebrating 15 years
6. Celebrating 10 Years
7. Celebrating 5 Years
Pass the Duck Peer Awards

Rewarding the invaluable service of our classified staff here at the UO is one of the missions of CSTDAC. The fall 2011 recipients of the Pass the Duck awards are located all over campus. They represent all facets of the university community. Terry McQuilkin who works in the Knight Library Music Services was nominated by previous recipient Laura Dimiani and fellow workers Jennifer Rowan and Harriett Smith. They describe him as a valuable asset to the UO Libraries (yes, there are more than one), who offers his expertise to the patrons of Music Services. He trains and coordinates student workers. He involves himself with library activities outside his own department, serving on the Classified Staff Advisory Committee which represents issues within the libraries. He is a frequent performer at the Gonzo Revue talent show. He received the award YOU’RE THE STAR.

Former PTD nominee Susan Thames nominated Danny Edney of Campus Operations for the SAILING THROUGH trophy. A permanent classified staff member since 1984 he’s been a master of his craft, painting. He makes it appear so easy. He does fine finish work, staining, lacquering, painting and furniture refinishing. He’s always quick to lend a hand while going “quietly about doing his work efficiently and without fanfare.”

Aeksidore (Do’re) Zarlons was nominated by previous nominee Debbie Fowler. Do’re works for university housing as a cook in Dux Bistro. According to Debbie, he’s a STAR DUCK with his positive attitude and willingness to help. He seems to always be at work, “his wonderful with students and his co-workers.

Amy McDonald, a past nominee passed her Duck along to Heather Chaney who works in the Knight Law School Admissions Office. Some of Amy’s observations of Heather include her “cheery disposition, attention to detail and eagerness to help others makes her an invaluable member of the law school community.” “Heather’s thoughtfulness and care towards our new students make their transition into law school just a little bit less frightening.” “Heather is a great example of the amazing people who work at the UO.” Jack of all trades however his name is Jeff Ziglinski who was nominated by Mike Hamill in Campus Operations and the Campus Recycling Department. It would be easier to describe what he doesn’t do in the realm of recycling. Briefly, he oversees and schedules student workers and equipment, arranges events, tracks recycled materials, tracks vehicles for repair, among others. Mike says “Jeff sets his own pace and he is always on the run, his shirt wet from sweat.” “I’m glad to see employees like Jeff step up. That’s what makes the University of Oregon Campus Operations Department a great place to work.”

Amy Schnoor in the Office of Academic Advising nominated Karen Van Duyn on behalf of CSTDAC to receive the YOU’RE # 1 Pass the Duck award. Karen was recognized for her continued commitment and outstanding professional support to the mission of advising students at the University of Oregon.

Pass The Duck awards for Spring 2012 have just been announced. CSTDAC is pleased that these fine employees have been recognized by their peer. Sam Brown was awarded Sailing Through, Deaton Love-On The Ball, Lisa Sieracki-You’re The Star, Mister Ooh Lala-Star Duck, Cindy Wiser-You’re #1 and Rachel Kahn-Leading By Example. Pictured is Jeff Ziglinski (l) of Campus Operations passing the award to Deaton Love (r). Congratulations to you all!

Thanks to everyone for being a part of the Pass the Duck Peer Award!
Fall Meeting with the President
Theme: Personal and Educational Development & A Respectful and Inclusive Learning Environment.

Former President Lariviere and his executive staff gathered with Classified Staff to discuss important topics. This is the opportunity for classified staff to share thoughts and ideas with University Administrators on the three table topic questions:

Below are the responses from staff to the table topic questions.

**Topic 1: What may be preventing you from accessing personal and professional Development Opportunities?**

- Communication
- Lack of motivation
- Easier to procrastinate
- Time, privacy, interruptions
- Work volume / Work load
- Time available in the day (or not!) due to workload
- Short staffed
- Rotation schedule / constant changes
- Interruptions and ability to plan to set aside time for training
- Marking out the time is difficult, it’s not fun
- Multitasking – always doing other things at the same time
- Use it, or lost it! (skills)
- Limitations of the current job
- Training would outgrow position
- No opportunities for advancement
- Not knowing what conferences are available for improving my skills
- ODT doesn’t do Apple OS very much
- Online trainings less desirable
- Having to RSVP for a live training
- Need small group, one on one, lots of modalities in addition to online
- Support resources
- Money for fees, travel, etc
- Finding “substitute” support
- Lack of creativity to find coverage i.e. cross training with co-workers
- Supervision (of training opportunities) is not required to be posted, thus not available
- Supervisor isn’t supportive or employee isn’t sure they are supportive with “approval”
- Uncertainty about supervisor willingness to let workers take classes

- Fear of supervisor they might lose the person because they “outgrow” their job
- Lack of sharing of opportunities from supervisors or co-workers

**Suggestions:**
- Release time to be able to get away from work to do training
- Get a survey to everyone because it is so different in every job situation as our jobs change with technology
- Request from ODT, attach training form to our annual review
- Shortcuts list available online to be able to access
- Provide tools to educate and help people Use it, or lost it! (skills)
- Enrichment even if it’s not job-related
- Conflict Dispute Resolution / Supervisor/ Employee vice versa – offered at Law School.
- Encouraging flex time and schedules and supervisor shares support of the other staff how to take advantage of opportunities

**Resources:**
- Google / Website
- Call IT people / Reference librarians / List serves
- Students and other end users
- Co-workers / Student workers
- Campus publications, newsletters
- Oregon revised statutes / OUS
- Boss / Other Departments
RESPECTFUL WORKPLACE:
What needs to happen:
- Address bullying
- Put rules / guidelines in place re. bullying
- Respectful workplace focus groups should include all people interested in being a part of this – not just a few chosen people
- Use independent mediation when a problem exist
- Identify patterns of staff problems/situations, so that they can be addressed rather than just filed away/
- Need annual evaluations to actually happen
- I was made aware that when we are given our reviews to sign there is a spot to add a rebuttal. I have wanted to do so, but did not want my supervisor to see this. Therefore I said nothing. I found out just recently that we can make our rebuttals part of our personnel file by sending these directly to HR. This information should be clearly stated on those forms we sign so we know we have choices. The way it is now we have no way of knowing this option.
- How could it be improved?
  - Conversations not happening – incidents of racism within international student groups. Very difficult to address, e.g. Kenya student wrote letter to editor – racism between Asian and African students. No followup, at least public.
  - We need anti racism training.
  - Support from supervisor to help and fix things correct mistakes, be a team.

RESOURCES:
- Intern facilitates. Online training
- Workshops – stress management
FALL MEETING
Personal and Educational Development &
A Respectful and Inclusive Learning Environment.

SHARE IDEAS COMMENTS

Training
- Make certain trainings preferred or required
  based on job descriptions.
- Allot separate time for just training/job develop-
  opment
- Provide supervisors training on types of train-
  ing opportunities for their staff
- Add “Employee Education & Development
  Activities Request Form” to the yearly review.
- Make some basic training “Required” so it’s
  made mandatory for approval from supervi-
  sors
- Keep up email newsletters with actual infor-
  mation on ODT, including new courses listed
- Allow flexibility in meeting employee’s needs
  – be transparent where appropriate
- Career Development – Have a roadmap, not
  just a checklist
- Release time for employees to participate on
  committees
- Lack of cross training to allow people’s time
  to be freed up
- Time to take training / business factor
- Support resources – no one to fill your ab-
  sence
- Keeping challenges in the job
- Making sure rewards are meaningful
- Roaming temporary workers.

Respectful and Inclusive Learning Environment
- On reviews – let staff know they can make
  rebuttals private to HR so they do not have to
  let their supervisor see these.
- Address emotional and verbal bullying
- Encourage people in supervisory roles to be
  sensitive to employee needs as well
- Treat people as individuals – remember
  unique circumstances or areas of Importance
  to the individual
- Supervisors back employees up – don’t throw
  them under the bus.
- Include staff on emails to keep them in-
  formed.
- How leadership sees growth as a benefit to
  the institution
- Lack of sharing opportunity - Leadership
  delegate responsible for communicating to
  classified
- Uncertainty about supervisor willingness to let
  people go

CSTDAC SCHOLARSHIP

CSTDAC is pleased to announce this
year’s scholarship recipients. Sharing
the $1000.00 award are:

* Ellen Grant  Executive Support Specialist, Housing,
* Jacob Glasser  Food Services, University Housing
* Brian Reece  Executive Assistant to AVP, Student Affairs
* Dinah Shannon  Office Specialist, Admissions.

This scholarship is awarded to university
classified staff for training and educational,
professional or personal development.

The application can be found at: http://cstdac.uoregon.edu.

Suggested Trainings / Register online at:
http://odt.uoregon.edu/registration/course_list.php

Skillsoft E-Learning
- navigating this new training resource

Are you facing challenges in the workplace, challenges work-
ing with your team, managing conflict, managing projects,
dealing with the budget, in using desktop software optimally?
In the workplace we are asked to perform at a high level, but
sometimes we just need a little help to maintain that high
level. If you have ever felt that way, we are offering you a
“just-in-time” approach to get the help you need at your desk,
through eLearning.

If you are interested in learning at your own pace, at your
own time, and with the support of your supervisor, come to
an introductory, hands-on workshop to see what is available
to you through eLearning at the UO.
Please place in the mailbox of: