November 18, 2014

CSTDAC 2014 REPORT

The Classified Staff Training and Development Advisory Committee (CSTDAC) is comprised of UO classified employees and is a University Advisory Group recognized by the University Senate. The committee was established in 1994 to advise university administration on training and development needs for all classified staff as well as to build community throughout the campus.

GOVERNANCE DOCUMENT

CSTDAC invited Pam Farmer, Director of Organizational Development and Training for her advice and assistance in streamlining the language, mission and goals outlined in the governance document. Information in the revised governance document was included in CSTDAC’s report to the Senate. The revised governance document will be posted on our website.

SENATE

As a Senate Advisory Group CSTDAC was in compliance of the Ten-Year Review; a report was submitted based on the new 17 point format template. The Report included its new logo: Your Voice, Your Campus, Your Future” and its proposal for a robust structure of a diverse member representation across campus in different units: in academic and professional units, in IT, Housing and to campus operations representation. CSTDAC summarized in its report its mission to advise university administration on the training and development needs of the classified staff with three overarching goals that govern CSTDAC efforts:

Goal 1: Build community among classified staff
Goal 2: Build awareness of training and development needs for classified staff.
Goal 3: Serve as a liaison/advocate with university administration regarding classified staff professional development issues

TRAINING

The last ODT report on training and Skill Soft E-learning survey over a three year period:
- 1014 Total Sessions accessing the ODT resource
- 780 hours online
- 320 unique courses accesses/280 courses completed
- Top 10 courses were: Business skills, Computer Desktop Skills, Communication Skills
Application in the workplace:
- 74% applied learning to their job
- 69% improved ability to their job
- 71% learning met their objects for the course

2015 CSTDAC SURVEY

CSTDAC has done several surveys over the years, including the “share ideas” information gathering cards that are on the tables at each of our meetings with the president; however our most comprehensive survey on classified employee personal and professional development needs and activities was conducted in 1999. In a moment Jackie Etchison will share details about the survey we are launching in 2015.

Members of CSTDAC’s subcommittee for the 2015 CSTDAC survey are Jackie Etchison, Jody Bleisch, Faith Wellman, Zach Benedict and Theodora Ko Thompson; however, the whole committee gives feedback and we would like you to submit any questions that you would like CSTDAC to consider on the “share ideas” sheets that are on each table – they will be picked up at the end of the program or feel free to send them to us by email to cstdac@uoregon.edu. The committee is developing a survey with the goal of creating policy recommendations to Human Resources and UO administration with regard to the campus climate re. personal and professional development interest and needs, other concerns or needs that may arise from this gathering, as well as a formal procedure for classified staff to follow when professional development opportunities are denied by supervisors.

CONTINUING YOUR EDUCATION

There were two sessions ‘Continuing Your Education – How Do You Get Started’ held this summer, on August 7th and August 21st, 2014. These were lunch hour brown bag sessions if you have been thinking about returning to or starting your college education after an extended break and this will help you get started. The session covers what you need to know to orientate yourself, learn what to consider as you prepare to pursue a course of study, select courses for a major, or plan a work schedule and what resources are available to you. This was presented by Theodora Ko Thompson, Admissions Specialist, Office of Admissions.

SCHOLARSHIPS

Richard Daniels is leading the subcommittee on scholarships. We have received five applications for the $1,000.00 allotment. The request range between $100 to $500 each. That subcommittee will be reviewing those applications on or before December 10. If you want to submit an application for reimbursement of out-of-pocket expenses for training that applies to your work, you can go to our website cstdac@uoregon.edu to get an application, pickup one on the
EVENTS:

2014 SPRING MEETING WITH THE PRESIDENT

The Spring Meeting with the President was held on May 28th, 2014. The theme was “Our Commitment to End Violence in our Community, i.e. sexual, discrimination, abuse, harassment, etc. Guest Speaker Marina N. Rosenthal, Doctoral Student, Clinical Psychology presentation of her current research project, “Known Unknowns: Accessing Mandated Training on Knowledge of Title IX and Campus Sexual Assault” was well received. The information contributed to the three table topic questions for discussion:

1) In any situation where you perceive harassment or discrimination is occurring, or has occurred, how should we reach out and support each other?
2) What did you find helpful about the new online mandatory training? Suggestions for improvement?
3) What other kinds of training and learning experiences are needed to encourage each other to be a participant in a safe and respectful workplace?

2013 FALL MEETING WITH THE PRESIDENT

The Fall 2013 Meeting with the President was held on November 5th, 2013. Former President Michael Gottfredson, answered various questions that were asked during the meeting. We invited Laura Willey, Head Access Services, UO Libraries to share with us the scope of library resources available to the campus community. The theme was ‘Preventing Workplace Harassment’. Jamie Moffitt (VPFA) and Scott Coltrane (former Senior VP and Provost) presented highlights of the online Workplace Harassment Prevention Training for all staff.

The table topic questions for discussion were:
1) In addition to the Workplace Harassment Prevention training, what other UO wide training do you feel would be beneficial?
2) What constitutes ‘job related’ training in your opinion? Are there non-job-related trainings that you would like to have considered as relevant to UO employees?

We send the ‘share ideas’ comments and questions to the appropriate administrators following the meetings with the president. We will begin posting the comments, questions and responses from administrators and/or CSTDAC on our website.
2014 ICE CREAM SOCIAL

As summer wound down CSTDAC hosted an ice cream social on Thursday, Aug. 28, 2014 on the lawn near the Pioneer Mother - between Susan Campbell and Hendricks Halls. Included in the event were tours to Knight Library. We asked that people pre-register for the two-tours which helped us in our planning. CSTDAC collaborated with members of the UO Libraries Classified Staff Advisory Committee for the tour arrangements. The tour of the Knight Library provided participants the opportunity to orientate to the extensive resources and library services available to the campus community. The summer Ice Cream Social provides classified employees the opportunity to network with colleagues across the university. Interim President Scott Coltrane and Jamie Moffitt, VPFA both attended the ice cream social. The 2015 Ice Cream Social - tour will be at the Jordan Schnitzer Museum of Art.

SERVICE RECOGNITION EVENTS

The Annual Years of Service Luncheon to recognize Classified Employees is Wednesday, December 17, 2014; from 11 am – 12:30 pm, and will be held in the EMU Ballroom. The event was inspired by CSTDAC and is supported annually through the Office of the Vice President for Finance and Administration; I believe this will be the 14th year. This year there are 196 classified employees on the December 17th recognition list; ranging from 5 to 35 years of service, in 5 year increments. We (I say we, because I am celebrating 20 years) will be getting something new – it’s a framed Years of Service certificate signed by the interim president along with the years of service lapel pin. Everyone is invited to the celebration (faculty, staff and students) and we look forward to seeing you there.