Dear Colleagues,

The Classified Staff Training and Development Advisory Committee (CSTDAC) would like you to know about several upcoming events and opportunities. We encourage you to use the online registration links below, where appropriate.

**Ice Cream Social and Networking for Classified Employees**
August 28, 11:30 am-1:30 pm (Thursday)
Location: Pioneer Mother (lawn area between Susan Campbell & Hendricks Halls)
(Social/Networking & Tour [Registration Link](#))

Join your colleagues for an informal gathering to network. While you enjoy some ice cream and music, enter your name in a drawing for a chance to win a prize. Ice Cream, fruit trays and beverages will be provided - Feel free to bring your lunch. Jamie Moffitt, VP for Finance & Administration & CFO will say a few words during the 12:15-12:30 program. Please use this [poster link](#) to obtain a copy of the event’s poster to print and display in your department.

Two twenty-five minute tours of the Knight Library are being offered by the UO Libraries Classified Staff Training Committee at 11:45 am and 12:30 pm. Pre-registration for the tours are required - register online at: [http://odt.uoregon.edu/registration/course_list.php?cat_id=18](http://odt.uoregon.edu/registration/course_list.php?cat_id=18) or by sending an email to [cstdac@uoregon.edu](mailto:cstdac@uoregon.edu). Space is limited to 15 per group. If space allows, you may sign-up at the ice cream social. Click on this link for [library info](#).

**CSTDAC Scholarship**
We are accepting applications for the $1,000.00 scholarship administered by CSTDAC. Please fill out the [2014-15 Scholarship request](#) or contact us at [cstdac@uoregon.edu](mailto:cstdac@uoregon.edu) if you have any questions. The workshop, training or professional development class(es) may be in progress, completed or in the registration/planning stage. Awarded funds may only be used for the cost of the class or training (not books, transportation, etc.). The maximum award is $500.00. In order to be eligible for a CSTDAC scholarship, the training or professional development opportunity requested must meet the definition of professional development and training (awards need to be work related) as defined in the UO Professional Development and Training Policy, Number .03.08.01. Funds are available on a first come basis. If you are approved to receive scholarship funds, your [reimbursement](#) documents and receipts need to be processed through Human Resources.

**Continuing Your Education?**
August 7, 12-1 pm (Thursday) Business Affairs Conference Rm, 135 Oregon Hall ([Registration Link](#))
August 21, 12-1 pm (Thursday) EMU Alsea Room ([Registration Link](#))

If you have been thinking about returning to or starting your college education after an extended break this workshop will help you get started. Find out 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. Find out what resources are available to you. This workshop is open to all employees.

Presenter: Theodora Ko Thompson, Admissions Specialist

**Excel for Mac**
Two Excel for Mac users trainings are scheduled in August. For details about the courses go to: [Computer and Technology Skills](#). Check the course list often since computer courses are added frequently throughout the
term. If you have any questions about computer courses, please email Kathy Cooks at: kcooks@uoregon.edu.

Want to learn new skills or improve current ones?
Training opportunities are available ‘free of charge to employees’ on the HR Organizational Development and Training eLearning webpage. Employees have access to this online computer training tool 24/7. The eLearning webpage allows eligible UO employees to access the Skillport training website by using their DuckID (email) login, and to learn at your own pace. Check it out and let us know what you took, if it worked for you, etc. – cstdac@uoregon.edu!

Leadership in Student Supervision
This workshop will provide practical information about effective procedures and practices for hiring and supervising students. It will cover the differences between supervising students and supervising other staff, and provide suggestions for hiring, scheduling, evaluating, coaching and otherwise assisting students to operate as effective members of your staff.
October 15, 2014, 8 am-12 pm (Wednesday) PeaceHealth North Bldg., Rm 478 (Registration Link)
January 14, 2015, 8 am-12 pm (Wednesday) PeaceHealth North Bldg., Rm 478 (Registration Link)
April 15, 2015, 8 am-12 pm (Wednesday) PeaceHealth North Bldg., Rm 478 (Registration Link)
Presenter: Chris Lonigan, HR Employment Manager

Employee Training Request (form)
Employees are responsible for engaging in the development of their professional training and development. The employee training request form is to aid you when making that request to your supervisor. For our records, please let us know if your training request is denied by attaching and sending a copy of the completed and signed form to cstdac@uoregon.edu or CSTDAC c/o Human Resources.

Classified Staff Training and Development Advisory Committee (CSTDAC)
CSTDAC is a UO-sponsored committee made up of classified employees interested in working on training and development and other issues of interest to classified employees (excluding, however, union issues). CSTDAC is interested in what classified employees have to say and welcome your feedback. Please share your concerns, ideas or thoughts by joining us at various events sponsored by CSTDAC throughout the year and/or by sending an email to cstdac@uoregon.edu or call 6-1304 for more information.

CSTDAC Bi-Monthly General Meetings
Meetings are on the 2nd & 4th Thursday of each month from 12-1:30 pm. Email us at cstdac@uoregon.edu if you would like to attend and to confirm the committee is meeting.
August/September Meeting Schedule:
Thursday, August 14, from 12-1:30 pm, BAO Conference Room, 135 OR Hall
Thursday, August 28, Ice Cream Social & Networking
Thursday, September 11, from 12-1:30 pm, BAO Conference Room, 135 OR Hall
Thursday, September 25, from 12-1:30 pm, HR Small Conf Room #436

Classified Staff Training and Development Advisory Committee
Richard Daniels, Admissions (Chair)
Theodora Ko Thompson, Admissions
Sophie Navarro, Architecture
Zach Benedict, American English Institute
Jody Bleisch, Business Affairs
Jaclyn Etchison, First-Year Programs
Sho Ikeda, College of Arts & Sciences
Sara Miller, Biology
JASON Justin Stafford, Intercollegiate Athletics
Faith Wellman, College of Education
CSTDAC Motto: Your Voice, Your Campus, Your Future