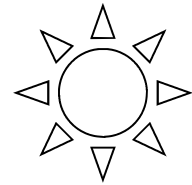


CSTDAC

Classified Staff Training and Development Advisory Committee

Training and Development News for the Classified Staff

Spring 2007



Newsletter

From: CSTDAC
Classified Staff Training and Development
Advisory Committee
cstdac@uoregon.edu; 346-0609
<http://uoregon.edu/~cstdac>

To: Classified Staff Members

Calendar

April 12, Thursday at 11-12:30pm
Many Nations Longhouse
Classified Staff Meeting with the President & Executive Staff

May 17, Thursday all day
University Day (Beautify Campus)

May 24, Thursday noon-1pm
Fitness Walk (1 mile walk on campus with prizes and info)

June 14, Thursday 11-2pm
EMU Main Lobby
Classified Staff Information Fair

June 16, Saturday
Various locations and times
Commencement (individual program & general graduation)

September 23, Sunday
McArthur Court
Convocation (marks the start of the academic year and welcomes students to the scholarly world of the university)

November 6, Tuesday at 3-4:30pm
EMU Gumwood Room
Classified Staff Meeting with the President & Executive Staff

Spring Classified Staff Meeting with the President and Executive Staff

Thursday
April 12, 2007
Many Nations Longhouse
11:00-12:30pm (refreshments provided)

As always President Dave Frohnmayer and his Executive Staff will gather with members of the Classified Staff to discuss important issues on campus. Don Harris, Vice Provost for Information Services and Chief Technology Officer, will be giving a short follow-up talk regarding technology on campus. Linda King Associate Vice President, Human Resources, will be speaking about the training task force. Discussion topics will address the current training and development offerings.

This is a chance to share your thoughts and ideas with top administrators. Come to the Classified Staff meeting with the President. See the Many Nations Longhouse, have some refreshments, and meet interesting people.

We hope to see you there!

New! Classified Staff Information Fair

Did you know you can check out books from the library? Did you know that you can get free legal advice? CSTDAC will host a small information fair for Classified Staff on June 14th at 11-2pm in the EMU Main Lobby. It is a chance to learn about some of the **other benefits** we receive as employees of the University. There will be various organizations represented including the CSTDAC, Mentor Group Program, the Employee Assistance Program, Environmental Health & Safety, DPS, Library System, Rec Center, PARs, and Human Resources Work & Family Services. We hope to see a lot of Classified Staff Members there.

Classified Staff Professional Development Scholarship

Dear Co-Workers,

The Classified Staff Training and Development Advisory Committee (CSTDAC) applications are available for the 2007 Classified Staff Training and Development Scholarship. This scholarship was created to provide classified staff with an opportunity to expand job and professional skills that may or may not be related to their current job. This year we will award two scholarships of up to \$500 each.

Only Classified Staff may apply for this scholarship. We want to encourage people who are interested in moving to office or managerial jobs to apply for trainings that will help them achieve this goal. Since many sources of funds are not open to non-job related trainings, we created this scholarship to provide individuals with an opportunity to prepare for a career change.

The scholarship can be used for many different types of professional development including courses at LCC, UO, New Horizons, on-line trainings or distance education, and many other types of trainings or courses. Fees will be paid directly to the training/course provider by UO Human Resources. Travel expenses or some other related costs may be included in scholarship requests.

Applications are due by June 1, 2007 with winners contacted by July 1, 2007. Scholarship money must be used between July 1, 2007 and June 30, 2008.

We would like to thank Frances Dyke, Vice President for Finance and Administration, and Linda King, Associate Vice President for Human Resources, for their continued support. Additionally we thank the Human Resources Staff for their work administering these scholarships.

Scholarship Application Specifics

(application on page 3)

- Applications due by June 1, 2007
- Return Completed Application to CSTDAC: Via Campus Mail CSTDAC, HR 463 Oregon Hall OR email to cstdac@uoregon.edu
- Scholarship applications will be reviewed by the Classified Staff Training and Development Advisory Committee (CSTDAC).
- Scholarship winners will be contacted by July 1, 2007
- Scholarship money must be used by June 30, 2008
- Scholarship winners' department heads will be notified, but they are not required to provide release time for training.
- Any scholarship money obtained through this application will not hinder a person's ability to obtain funds from the employee benefit fund.
- There is a maximum request of \$500 per scholarship.
- Scholarships may be used for:
 - Trainings
 - Course Credits
 - Non-work related professional development
 - Work-related professional development
- Scholarships can not be used for the following:
 - Conferences, conventions, or scheduled meetings arranged by a professional organization for its own membership, whether or not the applicant is a member
 - Training mandated by outside agencies or contracts
 - Books for classes
- No current CSTDAC Member or CSTDAC family member may apply for this scholarship.

If you have questions contact us at cstdac@uoregon.edu , 346-0609 or visit our website <http://uoregon.edu/~cstdac>

****Important****

- In the event the training you wish to take occurs during work hours, scholarship winners do not automatically receive release time for training. It is up to the winners to obtain release time for any training during scheduled work hours.
- Personal information will remain confidential and will not be used for any purposes unrelated to the scholarship.

Excel Mentor Group Update

CSTDAC offers three ongoing mentoring opportunities: the Excel Mentoring Group, File Maker Pro Mentoring Group, and Web Mechanics Mentoring Group. The Excel Mentoring Group meets from 10:00AM to 11:30AM the last Thursday of each month (exceptions are made at times) in one of the Knight Library computer labs. The current Excel Mentors Nargas Oskui, Peggy Benson, and Nicole Nelson plan the group mentor sessions around requests from meeting attendants' needs and suggestions as well as to build on experience from one class to another. Each session includes hands-on experiences and examples ranging from beginner to more advanced. Any employee (classified or officer of administration) or student is welcome to attend these free/without credit mentor sessions. Since beginning this group we have practiced simple spreadsheet preparation, spreadsheet formats, spreadsheet calculations, creating charts, linking spreadsheets, and much more. Mentors also try to make themselves available for hands on/one to one consulting from time to time. If you are interested in receiving reminders and agendas please ask to be added to the Excel Mentor's Listserv by emailing either: Nargas Oskui at not@uoregon.edu or CSTDAC at cstdac@uoregon.edu.

Confidential Application
2007-08 Classified Training and Development Scholarship
Due by June 1, 2007

Name: _____ Department: _____

Phone: _____ Email: _____

Title/Classification: _____

Type of training requested: _____

Contact information for training sign-up: _____

Are you currently enrolled in this class? _____

Amount requested: \$ _____ When is the training? _____
(Maximum \$500)

How did you hear about this? _____

Please type or write your answers to the following question on separate paper. Attach your answers to this page when turning in or make sure to include this information with your email submission.

1. Provided the committee a brief statement of up to 250 words or less why you need financial help to attend training classes. All information on this application is confidential and will not be used for other reasons than to assist the committee in its selection process.
2. The Classified Staff Training and Development Advisory Committee looks beyond classifications and types of training requested in order to gain insight into the applicant's individual character. As such, information regarding personal or professional goals and career history are helpful. Please provide the committee with a brief personal statement of up to 500 words or less. Attach a separate sheet if necessary.

Training courses must be approved by the committee. If you are selected to receive a scholarship, the committee will pay the agency or department directly for course tuition,. Other expenses will be paid to award winners.

The information contained in this application and the attached materials is true and complete, to the best of my knowledge.

Signature

Date

Return completed application to CSTDAC: Via Campus Mail CSTDAC, HR 463 Oregon Hall or
Email to cstdac@uoregon.edu 346-0609



One step forward, two steps on my back

Dear Diary,

Last night I was having trouble sleeping again. I couldn't get work issues out of my head. It's really getting to me. I mean, when I took the job, they told me that there would be no problem for me to take one class here and there. I mean, it's a university, right? Isn't education and self-advancement supposed to be nurtured on campus? I ask myself this all the time. One day I would really like to get my degree and do something that really makes a difference in my community. They were so nice at the interview, and I got a great review at six months. Everything is going great and I am really happy with the job overall. But why can't they get this one person off my back; she gives me such a hard time when I need to leave for class? I make up the time, I've proven that I am reliable and I take extra steps to let them know that I am there to help whenever I can, no matter who needs it. Just because this one person in the office has been at her job forever, does that give her the right to make spiteful comments almost every time that I have to go to, or come back from, my class? And every time someone asks me how it's going with my studies, she rolls her eyes, sigh heavily and always interject some kind of sarcastic comment about how she has to do so much extra work while I am gone. All she has to do while I'm out is answer the phone a few times and greet people that come in. It's not like I ask her to do my work, or handle the loads of projects on my desk. I don't say anything when she chats on the phone, at times for a half hour, with someone that has nothing to do with work. This passive aggressive attitude really brings me down, and it makes me unhappy to go to work, knowing I have to somehow ignore the rude comments. Maybe she's jealous. I mean, she's at the end of her career. Why would she be interested in earning a degree? But it's just not fair that I have to feel this way. She sees students at the university improving themselves. I really wish I could talk to someone about this. I wish it would all just go away. Maybe it's better in another office. I wish I didn't have to think about leaving. I really like it where I work, but I really don't know how much more I can take. Maybe tomorrow will be better. Good night diary, and thanks for listening.

At CSTDAC, we take this "not so uncommon" situation seriously and plan to address it with the proper people in Human Resources to come up with tools to deal with hostile work environments.

How I became involved with CSTDAC

My interest in CSTDAC started when I attended several of the presidents meetings. These meeting impressed me because they were our opportunity as Classified Staff members to touch base with and address issues with, Dave Frohnmayer, Francis Dyke, and others. These meeting are held in a comfortable, open forum, where we are able to speak freely to each other in a healthy, respectful manner. I remember at one of these meetings, sitting at the same table with Dave Frohnmayer talking about parking problems we face daily as classified staff members. Each person at the table had their ideas on what should be done to solve this on going problem.

By the fall of 2005, I decided that is was my turn to offer my services. First, by volunteering and signing up as an Excel mentor in order to train staff. While volunteering as an Excel mentor I joined the CSTDAC committee as a board member in July 2006. The board asked to become the editor for the CSTDAC newsletter, this has been a wonderful growing experience, and has helped me further develop many of my skills.

I would like to personally thank the CSTDAC, board members and mentors. CSTDAC is a positive program that all classified staff can and should take advantage of.

-Marla Herman

We currently have one position open on the committee if you are interested contact us at cstdac@uoregon.edu or 346-0609

CSTDAC Scholarship Recipient 2006

As a recipient of the classified staff scholarship last year, I was able to complete my accounting education much quicker than I had originally planned. I'd like to thank the CSTDAC Committee for selecting me to be presented with this honor. I appreciate and know that other classified staff, appreciate the encouragement that CSTDAC gives us to achieve our goals through further education and training.

Having the opportunity to use the scholarship for University of Oregon, Lane Community College, as well as New Horizons and on-line classes give a broader opportunity for classified staff with families and busy schedules to obtain what we might think is unattainable.

Thank you again, and I encourage all classified staff interested in further education to apply for the classified staff scholarship this year.

Melodi J. Jayne, Business Affairs Office

Find information about the CSTDAC Scholarship on page 2 and the application for 2007/08 on page 3.