



# TIME TO LEARN

## A World of Possibilities!

ATTEND OUR APRIL WORKSHOPS SPONSORED BY  
CI'S PROFESSIONAL DEVELOPMENT AND PERSONAL ENRICHMENT (PDPE) PROGRAM

Visit the Professional Development website at [www.csuci.edu/hr/training.htm](http://www.csuci.edu/hr/training.htm) to RSVP  
\*Remember to alert your Supervisor that you are attending

Tuesday, Apr. 4th  
11am-Noon in SAGE 2030

### Tech Talks Series: Phishing with Fisch

*Facilitated by Neil Fisch, Information Security Officer*

Join Neal Fisch, CI's Information Security Officer, in an informative series of cybersecurity tech talks. Don't get reeled in by those shiny linking lures; you need to be aware of the multiple security issues that can arise when using technology. These presentations are group discussions focused on email phishing, social engineering and what you can do to help safeguard getting hooked! **Employees who work with staff and/or student data are highly encouraged to attend.**

Wednesday, Apr. 12th  
11am-Noon in BROOME 1710

### Women In Investing

*Presented by Christel Whittier, Fidelity Investment Dedicated Retirement Planner  
and Diana Enos, Human Resource Manager*

Whether you're starting out or nearing retirement, there are simple steps you can take to help achieve your financial goals. Join us for a discussion on why financial wellness is important, particularly important for women, and how you can budget, save and manage debt wisely. Most of the discussion will focus on women and investing, however all are welcome to attend.

Wednesday, Apr 12th  
Noon-1pm in SAGE 2030

### Lunch and Learn- Supervisors of Student Employees Series– Performance Evaluation and Termination

*Facilitated by Teresa Montoya-Morua, Linda Demyan, and Tanya Yancheson*

Bring your lunch and collaborate with campus-wide supervisors regarding student employee orientation, policy and procedures, and a host of other topics during these informative and collaborative sessions. This Lunch and Learn will focus on the advantages of conducting performance evaluations as well as how to take disciplinary action when necessary.

Thursday, Apr. 13th  
10:30-11:30am in SAGE 2030

## To Release or Not To Release – That is the FERPA Question!

*Presented by Colleen Forest, Associate Registrar*

Have you ever been asked to release student-related records, but are not sure if it is allowed? This session will improve your understanding of the Family Education Rights and Privacy Act (FERPA) and the general guidelines for working with educational records, students and third parties. We will discuss the definition of education records; when student consent to release is or is not needed; who is considered a school official with a legitimate educational interest; situations when third parties should be referred to a supervisor or other campus resource; and how students can withhold directory information.

Tuesday, Apr. 18th  
9-10:30am in SAGE 2030

## Strategies for a Sustainable Lifestyle & Making A Difference

*Presented by Gina Matibag, Academic Support Analyst  
and Rachel Linares, Professional Development Trainer/Coordinator*

Celebrate Earth Week by attending this session which explores methods for you to incorporate sustainability at work and at home. First we explore CI and how sustainable practices have been incorporated across campus. Then, we explore how similar practices can be incorporated as a lifestyle habit and choice. Please bring a mobile device (cell phone, tablet, laptop) as we will have an interactive element to this workshop.

Wednesday, Apr. 19th  
9-11am in SAGE 2030

## Communicating Change, Changing Communication

*Presented by Dr. J. Jacob Jenkins, Assistant Professor of Communication*

Change is good. Yet it can still be daunting to work with a new supervisor or peer group. In light of recent reorganizations across campus, this workshop discusses tips and techniques from a communication perspective on working effectively in new teams, settings, and situations. Participants will explore specific ways they can foster positive workplace norms, create healthy group dynamics, give/receive constructive feedback, and more. Managers and team members are encouraged to attend together.

Wednesday, Apr. 19th  
9-10am in BROOME 1710

## Reaching Your Retirement Goals: Taking Your First Steps

*Presented by Ralph Hoskins, CFP Retirement Specialist and Diana Enos, Human Resource Manager*

Are you taking steps to plan for a financially secure retirement? How confident are you that you are doing everything you can to meet your retirement goals? This workshop will provide an overview of the Savings Plus Program 401(k) and 457 deferred compensation plans available to supplement your CalPERS pension and reach your goals. Retirement comes quicker than you think so start planning now with Savings Plus. For existing participants who have questions or new participants interested in creating their own Savings Plus Program, individual 1:1 sessions will be available after the workshop – [please click here to reserve your individual meeting](#).

Thursday, Apr. 20th  
10-11am in SAGE 2030

## Where's My Paycheck? What to Expect When Serving as a Warrant Officer or Attendance Clerk

*Presented by Betty Berriochoa, Payroll Analyst and Letitia Poteet, Vault Teller*

Where is my paycheck? What information is needed to release paychecks to my department? What are my responsibilities as a Warrant Officer? We will explore the answers to these questions and more in this information session covering the roles and responsibilities of Attendance Clerks and Warrant Officers. CI staff who serve as Warrant Officers and/or Attendance Clerks are strongly encouraged to attend.

Monday, Apr. 24th  
9-11am in OJAI 1952

## Advanced Google Docs Workshop

*Presented by Peter Mosinskis, Director of IT Strategy*

This workshop is for those people who are already using Google Docs @ CI and want to dive deeper. Learn how to optimize your use of Google Docs through sharing and collaboration features, version control, and commenting. We'll cover strategies to organize and locate your saved files, and discuss techniques for converting your documents and processes from Word to Google.

Tuesday, Apr. 25th  
9-11am in SAGE 2030

## Ability not Disability

*Presented by Brittany Grice, Title IX and Inclusion Officer, and Robert Dennis, CSUCI student*

This training will discuss what it means to be a student, staff, faculty, or administrator who identifies as having a disability on a college campus. As a means of connecting student development theory, university policy, school procedures and best practices, participants will discuss the four types of disability (physical, social, cognitive, emotional) and common misconceptions, microaggressions, and social stigmas which affect a diverse population commonly underrepresented on most college campuses. This student-led presentation creates the opportunity for open discussion, Q & A, and features a takeaway activity for all attendees.

Thursday, Apr. 27th  
10am-Noon in SAGE 2030

## HR Basics – Why, Oh Why? Understanding Position Descriptions & Requisitions

*Presented by Laurie Nichols, Senior Director Human Resources*

Position descriptions and requisitions are a part of our everyday life on campus and often require multiple iterations by the preparer. This seminar will clarify the “whys” and provide the attendee with the knowledge and confidence to complete both forms successfully the first time and reduce the processing time, turning our “whys” into “wins”!

# Join our Free Wellness Activities...

JOIN WITH COLLEAGUES AND WORK OUT YOUR MIND AND BODY

Visit the Professional Development website at [www.csuci.edu/hr/training.htm](http://www.csuci.edu/hr/training.htm)

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Monday, Apr. 3rd  
4-4:55pm in LINDERO 1776

## Monthly Mindfulness Monday

*Holly Sacks, Mindfulness Facilitator*

Mindfulness is awareness that arises through paying attention, on purpose, in the present moment, and non-judgmentally. Mindfulness of thoughts, feelings, and physical sensations, combined with cognitive interventions such as making changes to ineffective patterns of thinking, are useful tools for managing distress. Participants will learn mindfulness practices designed to calm the mind and relax the body. Whether you are a true beginner to meditation or are willing to have a beginner's mind, all faculty and staff are welcome!

Feel free to drop in for one session or join us for all of the monthly sessions. **No RSVP necessary.**

Mindfulness Mondays are co-sponsored with the Wellness and Athletics area.

Fridays in El Dorado Hall  
7:15-8:30am

## Yoga Fridays

Improve cardiovascular fitness, balancing the nervous system and improving brain function with Himalayan yogic techniques. Bring a yoga mat and water bottle. Taught by Dr. Christina Pabers in sponsorship with CI Wellness and Athletics. **No RSVP necessary.**

Tue/Thu in Rec Center Gym  
5:15-6:15pm

## Staff Zumba

Dance along with great tunes and wonderful colleagues. Taught by licensed instructor, Louise Siefert in sponsorship with CI Wellness and Athletics. **No RSVP necessary.**



Channel Islands  
CALIFORNIA STATE UNIVERSITY

### Questions, Comments, or Suggestions? Contact:

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