



Vol. 38

IN THE LOOP

**December
2022**



**STAFF
COUNCIL**
CHANNEL
ISLANDS

WHAT'S IN THIS ISSUE

STAFF SPOTLIGHT

EVENT FEATURES

OMBUDS' CORNER

STAFF REMINDERS

STAFF SPOTLIGHT

Ricardo Rico



Ricardo started his time at CSUCI as a student, and most recently transitioned from serving as an EOP Counselor for several years to become the inaugural Basic Needs Case Manager for CSUCI. Ricardo is most energized by his interactions with students, and is very involved outside his Case Manager role advising several clubs and groups on campus. Ricardo is a Dolphin through and through!

VACATION ACCRUAL LIMITS

You earned them-use them!

To view your current balances, log in to MyCI, choose the CI Personnel module, and then click on **Self Service**. Under the **Time Reporting** heading, you will see a link **“Employee Balance Inquiry.”** Clicking that link will take you to your leave balances. Note the “Balance as of” date and be sure to calculate the current period hours into your totals to ensure you don’t miss out on any accrued time!

If your vacation accruals will exceed the maximum carry-over listed in the table below on December 31, you may request to carry- over excess vacation hours to the next year provided you meet one or more of the qualifying criteria. These excess vacation hours (exceeding the cap) must be used by June 30th or will be forfeited. If this applies to you, contact Human Resources to obtain the appropriate request form.

If you have specific questions about your accrued leave, contact Payroll Services.

SUMMARY OF VACATION ACCRUAL RATES		
SERVICE REQUIREMENTS*	MONTHLY VACATION ACCRUAL RATE	DAYS ACCRUED PER YEAR
0-3 YEARS: 1 TO 36 MONTHS	6 2/3 HOURS	10
3-6 YEARS: 37 TO 72 MONTHS	10 HOURS	15
6-10 YEARS: 73 TO 120 MONTHS	11 1/3 HOURS	17
10-15 YEARS: 121 TO 180 MONTHS	12 2/3 HOURS	19
15-20 YEARS: 181 TO 240 MONTHS	14 HOURS	21
20-25 YEARS: 241 TO 300 MONTHS	15 1/3 HOURS	23
OVER 25 YEARS: 301 MONTHS AND UP	16 HOURS	24
VACATION ACCRUAL RATES FOR ELIGIBLE CLASSIFICATIONS IN		
EXECUTIVE (M98), MANAGEMENT (M80), CONFIDENTIAL (C99), FACULTY (UNIT 3) AND ACADEMIC STUDENT (UNIT 11)	16	24

SUMMARY OF MAXIMUM VACATION AND CTO CREDITS				
BARGAINING UNIT OR CLASSIFICATION	ANNUAL CTO MAX*	FLSA ANNUAL CTO MAX**	MAX VACATION: LESS THAN 10 YEARS OF SERVICE	MAX VACATION: MORE THAN 10 YEARS OF SERVICE
M98	N/A	N/A	480 HOURS	480 HOURS
M80	N/A	N/A	384 HOURS	440 HOURS
UNIT 1	N/A	N/A	272 HOURS	384 HOURS
UNIT 2	120 HOURS	240 HOURS	320 HOURS	440 HOURS
UNIT 3	N/A	N/A	320 HOURS	440 HOURS
UNIT 4	120 HOURS	240 HOURS	320 HOURS	440 HOURS
UNIT 5	120 HOURS	240 HOURS	320 HOURS	440 HOURS
UNIT 6	240 HOURS	240 HOURS	272 HOURS	384 HOURS
UNIT 7	120 HOURS	240 HOURS	320 HOURS	440 HOURS
UNIT 8	200 HOURS***	480 HOURS	272 HOURS	384 HOURS
UNIT 9	120 HOURS	240 HOURS	320 HOURS	440 HOURS
UNIT 10	240 HOURS	240 HOURS	272 HOURS	384 HOURS
UNIT 11	N/A	N/A	80 HOURS	80 HOURS
UNIT 12	N/A	N/A	272 HOURS	440 HOURS
E99	120 HOURS	240 HOURS	272 HOURS	384 HOURS
C99	120 HOURS	240 HOURS	384 HOURS	440 HOURS

* In terms of full-time service

4/28/18

*PER MOU/Policy

**PURSUANT TO FAIR LABOR STANDARDS ACT

***REFER TO APPROPRIATE MOU

NOTE:

YOUR PERSONAL HOLIDAY MUST ALSO BE USED WITHIN THE CALENDAR YEAR IT WAS EARNED OR IT IS FORFEITED.

DBFA

STAFF Recognition Awards



Excellence Award

*Collaboration &
Teamwork Award*

Efficiency Award

NOMINATE SOMEONE TODAY!

ANYONE ON CAMPUS CAN SUBMIT A NOMINATION

NOMINATION PERIOD: NOVEMBER 7-25

PRESENTATION: DEC. 6 @ DBFA DIVISION MEETING

SCAN CODE OR VISIT [HTTP://GO.CSUCI.EDU/STAFFAWARDS](http://go.csuci.edu/staffawards)

FOR MORE INFORMATION

EMAIL: DBFA.RECOGNITION@CSUCI.EDU

CALL: 805-437-3169





CENTER FOR COMMUNITY ENGAGEMENT

BUILDING A CULTURE OF SERVICE, ACTIVISM, AND SOCIAL RESPONSIBILITY

HELLO CI STAFF,

I HOPE YOU ARE DOING WELL. MY NAME IS JULIA SHAPIRO AND I AM THE VOLUNTEER ENGAGEMENT AMBASSADOR FOR THE CENTER FOR COMMUNITY ENGAGEMENT. IN THE SPIRIT OF THE UPCOMING HOLIDAY SEASON, I WOULD LIKE TO OFFER MY SERVICES TO CREATE A SERVICE PROJECT FOR YOUR OFFICE.

SOME EXAMPLES OF DEPARTMENTAL SERVICE DAYS INCLUDE:

- SORTING FOOD OR VOLUNTEERING IN THE SENIOR NUTRITION GARDEN AT FOOD SHARE VENTURA COUNTY.
- A BEACH CLEANUP DAY WITH THE SURFRIDER FOUNDATION FOR VENTURA COUNTY.
- SEVERAL ORGANIZATIONS ARE OFFERING VOLUNTEER OPPORTUNITIES IN DECEMBER TO GET INTO THE HOLIDAY SPIRIT! THESE OPPORTUNITIES RANGE FROM COLLECTING AND SORTING DONATIONS TO WRAPPING PRESENTS.

THERE ARE MANY MORE VOLUNTEER OPPORTUNITIES! YOU CAN VIEW A LIST OF OUR COMMUNITY PARTNERS [HERE](#). IF YOU ARE INTERESTED, YOU CAN FILL OUT OUR VOLUNTEER INTEREST FORM [HERE](#).

PLEASE LET ME KNOW HOW I CAN BE OF SERVICE TO YOU. THANK YOU.

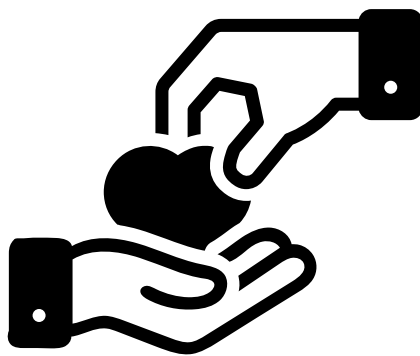
YOURS IN SERVICE,

JULIA SHAPIRO
(SHE/HER/HERS)
VOLUNTEER ENGAGEMENT AMBASSADOR
CLIMATE CORPS

[CENTER FOR COMMUNITY ENGAGEMENT](#)

OJAI HALL 1934 | (805) 437-3619

CSU CHANNEL ISLANDS IS LOCATED ON THE ANCESTRAL LANDS OF THE CHUMASH NATION.



***DO YOU WANT TO SET UP
A SERVICE DAY FOR
YOUR DEPARTMENT?***

**There are many
volunteer opportunities
and options to choose
from!**

***YOU CAN FILL OUT THE VOLUNTEER
INTEREST FORM HERE:***



[BIT.LY/DEPTVOLUNTEER](https://bit.ly/deptvolunteer)



Winter Break Dining Hours

Islands Café

- Closing at 8 p.m. on Friday, December 16 for Winter Break. Reopens Friday, January 20 at 10:30 a.m. to 8 p.m.

Student Union Building

- Closing Friday, December 16 at 3 p.m. and Reopening on January 23 at 7:30 a.m. for regular hours of operation

Sea Store

- Closing Friday, December 16 at 1 p.m. for Winter Break and Reopening Monday, January 23 for regular hours of operation

JSB (Starbucks)

- Closing Friday, December 16th at 12 p.m. for Winter Break. Reopens Monday, January 23 for regular hours of operation (8 a.m. to 5 p.m.)

Pizza 3.14

- Closing Friday, December 16 at 8 p.m. for Winter Break. Reopens on Monday, January 23 for regular hours of operation (M-F 10:30 a.m. to 8 p.m.)

Tortillas Grill & Cantina- contact to confirm holiday hours:

<https://tortillasgrill.com/>

Mom Wong Kitchen- contact to confirm holiday hours:

<https://momwongkitchen.com/>

Please visit Town Center eateries websites for updated information regarding hours of operation.



DOLPHIN PANTRY

As you prepare for winter break and the holidays, we welcome your donations of unused/unopened food and/or household items that you no longer need. If you would like to donate food or hygiene items and would like ideas on what to donate, please visit our Wish List. Please note, the Dolphin Pantry does not accept clothing, bedding, or other used textile items.

Unused/ Unopened Non-perishable food items:

- Gluten-free items, pancake mix & syrup, honey, box/canned milk (almond, soy, coconut milk), water flavoring mixes, coffee/ tea, juices, snacks: crackers, pretzels, fruit cups/applesauce, dried fruits, granola bars, nuts, cooking oils, spices/seasonings, flour, and baking mixes.

Unused/ Unopened Perishable food items:

- Bread, tortillas, milk, fresh fruits in season (apples, oranges, bananas, avocados, tomatoes, etc.), fresh vegetables in season (carrots, lettuce, peppers, cucumbers, etc.) yogurt, cheese, eggs, butter, meats, chicken, turkey, beef, tuna, lunch meat, and frozen microwavable meals.

Unused/ Unopened Hygiene Supplies:

- Deodorant, mouth wash, toilet paper, tissue, disposable razors, toothbrush/ toothpaste, shampoo/ conditioner, soap, sunscreen, chap stick, and lotion.

Unused/ Unopened Household Products:

- Cleaning supplies, laundry detergent, dish soap, diapers, and sponges.



DROP-OFF LOCATION:

Arroyo Hall 114

Operating Hours (subject to change)
The Dolphin Pantry welcomes donations during normal operating hours or by appointment at basicneeds@csuci.edu



Winter Vacation Prep Checklist

Dispose of all trash and recycling in the dumpsters

Bring door mats in and remove any outside decorations

Turn off all lights, heaters, and A/C

Close and lock all windows and doors

Unplug small appliances

Clean out your fridge, dispose of perishable food and seal any food left in your pantry areas




Shut down your computer

Submit a work order for any facility issues

Store your key card in a safe location you won't forget

**Plan ahead with animals and office plants as applicable -
do not forget your fish!**



OMBUDS CORNER

"Worry does not empty tomorrow of its sorrow, it empties today of its strength."

- Corrie Tem Boom

Getting ahead of a tough performance evaluation

- **Reflect Inward**
Courageously unpack feelings of worry about a pending review
- **Look Outward**
Seek peer and mentor feedback about your contributions early
- **Own Forward**
Share data with a supervisor & your plan to build on/address

Reflect Inward

Performance evaluations sometimes loom like a thundercloud even when we are confident about our contributions. Worry also flourishes in uncertainty. Hard as it is to examine the thoughts that worry us about our job performance, it helps to examine those thoughts closely. Ask yourself why you think the review will be painful. What data are your feelings based on? For example, you can ask yourself "what didn't I accomplish that I had promised?" Or, "what may have happened that didn't go as planned?"

Look Outward

There's an old saying in sports: "the best defense is a good offense." Of course, performance evaluations are not sporting events, but there is value in getting ahead of the power curve by seeking feedback before a scheduled review as a means of demonstrating interest and commitment to self-improvement. Ask questions of mentors and peers like: "what could I have done more of?" "What should I have done less of?" "What am I doing as part of the team that is helpful?" "What am I doing that is not helpful?"

Own Forward

Once you've gotten preemptive feedback, seek an opportunity to discuss what you've learned and your plans to build on strengths and address shortfalls and/or weaknesses. Even a manager who may tend to avoid difficult discussions may be more willing to provide feedback about your own research. (Take care to protect coworkers' identities about sensitive judgments, though.) And in the event you end up taking a different path with other employment following a less-than-ideal review, a practice of fearless self-assessment and feedback-seeking will make you more attractive to future employers.

**LEARN MORE
ABOUT THE
OMBUDS
OFFICE**

Private and Confidential Scheduling: [Go to Calendly.com](https://calendly.com)
Email: mark.patterson@csuci.edu (not for confidential matters)
Phone: 805-437-3283

Webpage: <https://www.csuci.edu/ombuds/>
Twitter: @ombudsCSUCI
YouTube: [Ombuds CSUCI Learning Channel](#)
Office: Solano 2162 (move pending)

CSUCI *Virtual Cookbook*

PRESENTED BY STAFF COUNCIL



SUBMIT RECIPES LINK

VIEW THE COOKBOOK

Submit a recipe for a chance to be featured

★ **Staff Spotlight - Receive a Gift from Staff Council!**

Do you know a fellow colleague who deserves to be recognized in our next In the Loop Newsletter Staff Spotlight section? Please [click here](#) to nominate!

We send you emails, put on staff community events, and ask you to attend or participate in our fundraisers - but what does Staff Council really do? Learn more by attending one of our monthly meetings. Meetings are open to anyone who wishes to attend. We meet the third Tuesday of every month.

Mark your calendar, our next meeting is **Tuesday, December 13 from 9:30 a.m.-11:00 a.m.**, via Zoom. Please visit our [Minutes and Agendas page](#) on our Staff Council webpage to access each month's Zoom link. Feel free to stay the full session or as long as your schedule permits.

If you would like to **submit content to our newsletter** please use the Qualtrics link provide.

Connect with YOUR Staff Council!



[@ci.staffcouncil](#)



ci.staffcouncil@csuci.edu

Questions?

Comments?



Website: <https://www.csuci.edu/staff/council/>



2022-2023 Payroll Calendar

– Symbol & Color Legend

- A** ACADEMIC DAY
- H** HOLIDAY
- C** CAMPUS OPEN • NON-ACADEMIC DAY
- \$** Staff & Faculty Paydate
- D** Direct Deposit Posted for Faculty & Staff
- F** Forms related to attendance due after Staff & Faculty Payday (jury duty, OT)
- P** Payday for Students, Hourly Interimments, OT, Shift Differential & Additional pay
- X** Payroll Cutoff
- ◆** Fiscal Year End Closing Deadline - All payroll related transactions for current fiscal year must be submitted to HR by 5:00 pm. (June 1, 2023)
- R** Absence and Time REPORTING Deadline
- A** Absence and Time APPROVAL Deadline

ACADEMIC & HOLIDAY DATES

FALL SEMESTER = 85 Work Days

8/18/22 through 12/16/22

- Weekday Classes Begin - 8/22/22
- Final Exams - 12/5/22 to 12/10/22

SPRING SEMESTER = 89 Work Days

1/18/23 through 5/26/23

- Weekday Classes Begin - 1/23/23
- SPRING RECESS - 3/20/23 to 3/24/23
- Final Exams - 5/15/23 to 5/19/23
- COMMENCEMENT - 5/20/23

Independence Day Observed - 7/4/22

Labor Day - 9/5/22

Veteran's Day - 11/11/22

Thanksgiving - 11/24/22

Admissions Day Observed - 11/25/22

Christmas Day Observed - 12/26/22

Columbus Day Observed - 12/27/22

Lincoln's Birthday Observed - 12/28/22

Washington's Birthday Observed - 12/29/22

Campus Open - 12/30/22 (not an obse

New Year's Day Observed - 1/2/23

Martin Luther King Jr. Day

Cesar Chavez Day - 3/31/

JULY 2022						
JULY 1 - AUG 1 = 22 Days						
S	M	Tu	W	Th	F	S
					D 1	2
3	4	F 5	R 6	A 7	8	9
10	11	12	13	14	P 15	16
17	18	19	20	x 21	22	23
24	25	26	27	28	29	30
31	S 1					

AUGUST 2022						
AUG. 2 - AUG. 31 = 22 Days						
S	M	Tu	W	Th	F	S
		D 2	F 3	R 4	5	
7	A 8	9	10	11	12	1
14	P 15	16	17	18	19	2
21	22	X 23	24	25	26	2
28	29	30	S 31			

SEPTEMBER 2022						
SEPT. 1 - SEPT. 30 = 22 Days						
S	M	Tu	W	Th	F	S
				D 1	F 2	
4	5	R 6	A 7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	P 22	23	24
25	26	27	28	X 29	30	
				S		

OCTOBER 2022						
OCT. 1 - OCT. 31 = 21 Days						
S	M	Tu	W	Th	F	S
						1
2	D	3 F	4 R	5	6 A	7
9	10	11	12	13	14 P	15
16	17	18	19	20	21	22
23	24	25	26	27	28 X	29
30	31 S					

NOVEMBER 2022 NOV. 1 - NOV. 30 = 22 Days						
S	M	Tu	W	Th	F	S
		D	F	2	3	4
6	A	7	8	9	10	11
13		14	P	15	16	17
					X	18
20		21	22	23	24	25
27		28	29	S	30	

DECEMBER 2022						
DEC. 1 - DEC. 31 = 22 Days						
S	M	Tu	W	Th	F	S
				D	F	2
4	R	5	6	A	7	8
11		12	13	14	P	15
18		19	20	X	21	22
25		26	27	28	29	S
					30	31

JANUARY 2023						
JAN. 1 - JAN. 31 = 22 Days						
S	M	Tu	W	Th	F	S
1	2	3	4	5	6	
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2023						
FEB. 1 - MAR. 1 = 21 Days						
S	M	Tu	W	Th	F	S
			D 1	F 2	R 3	4
5	6	A 7		9	10	11
12	13	14	P 15	16	X 17	18
19	20	21	22	23	24	25
26	27	28	S 1			

MARCH 2023						
MAR. 2 - MAR. 31 = 22 Days						
S	M	Tu	W	Th	F	S
				D	2	3
5	R	6	7	A	8	9
12		13	14	P	15	16
19		20	21	X	22	23
26		27	28	29	S	30
						31

APRIL 2023						
APR. 1 - MAY 1 = 21 Days						
S	M	Tu	W	Th	F	S
2	D 3	F 4	R 5	6	A 7	
9	10	11	12	13	P 14	
16	17	18	19	X 20	21	
23	24	25	26	27	28	
30	S 1					

MAY 2023						
MAY 2 - MAY 31 = 22 Days						
S	M	Tu	W	Th	F	S
		D 2	F 3	R 4	5	
7	A 8	9	10	11	12	13
14	P 15	16	17	18	19	20
21	X 22	23	24	25	26	27
28	29	30	S 31			

JUNE 2023						
JUNE 1 - JUNE 30 = 22 Days						
S	M	Tu	W	Th	F	S
				D 1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

<https://www.csuci.edu/hr/payroll/documents/2022-23-payroll-calendar.pdf>



WHAT DID THE SNOWMAN HAVE FOR BREAKFAST?

WHAT DO SNOWMEN WEAR ON THEIR HEADS?

WHERE DO SNOWMEN GO TO DANCE?



WHERE DO SNOWMEN KEEP THEIR MONEY?

WHAT DO SNOWMEN LIKE TO DO ON THE WEEKEND?

**THE FIRST 2 PEOPLE TO EMAIL
CI.STAFFCOUNCIL@CSUCI.EDU WITH A
SCREENSHOT OF A COMPLETED WORDSEARCH
WILL RECEIVE A SMALL PRIZE!**

