



**Vol. 38**

# IN THE LOOP

**October  
2022**



California State  
University

**STAFF  
COUNCIL**  
CHANNEL  
ISLANDS

**WHAT'S IN THIS  
ISSUE**

**EVENT FEATURES**

**STAFF SPOTLIGHT**

**OMBUDS' CORNER**

**FUNDRAISERS**

## Staff Spotlight

### Michele Morris

**Michele is a wonderful person that radiates happiness! She is dedicated to her work, and the MUS School is so incredibly lucky to have her. When anyone needs help, she is always available (even during year end!). Michele is an amazing staff member!**

# Staff Spotlight

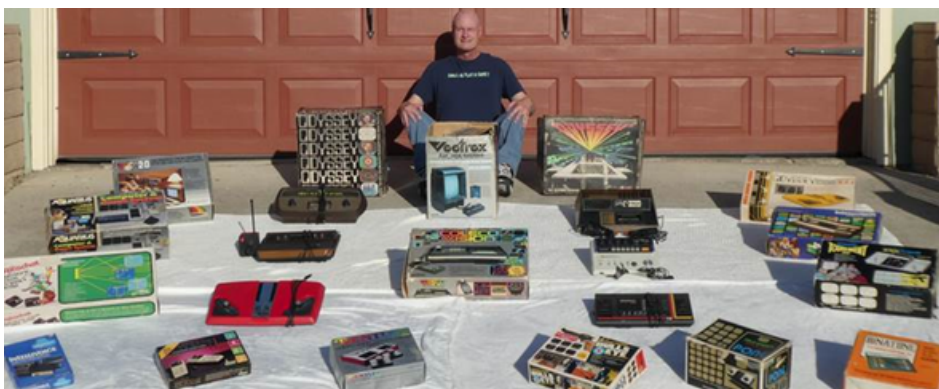
**Bill Ochs**

**Information Technology Technician**

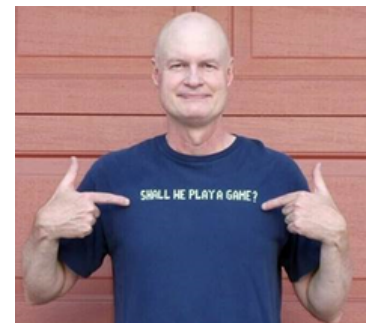
**William (Bill) Ochs has worked at CSUCI for 11+ years and holds four degrees and various certificates. As an ITS Tech, his position is a critical piece of the CI student success experience on their path to graduation. One of his roles is to ensure the staff and faculty computer resources, tools, and devices are fully functional. He considers himself the personable Information Technology Technician. He becomes acquainted with each individual in order to resolve technology issues and ensures they are satisfied during the process .**

**Bill believes that campus technology tools should improve the learning experience and not hinder it. He is very involved with the new hire technology onboarding process. Since it can be overwhelming process, he steps into the new employee's viewpoint. Before providing a step-by-step guide, he reaches out to the requester/manager to confirm the required location, applications, resources, and access. During the process, users will navigate the computer environment to become acclimated and Bill answer any questions they might have. He also provides an overview of the ITS support request process for future support assistance.**

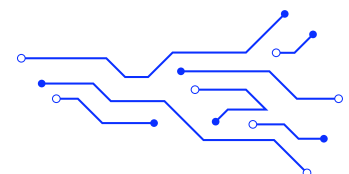
**Bill enjoys teaching and training colleagues. He participates in continual educational and constantly improving his knowledge through the college classroom and online training environments. His hobbies include personal learning and improvement.**



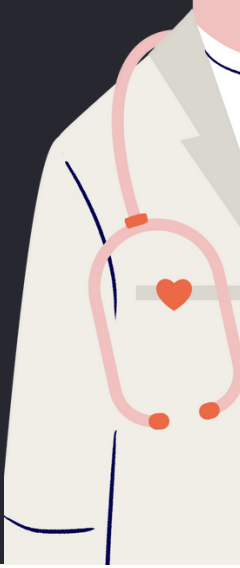
**Bill's collectors vintage video game consoles**



**Thank You Bill!**



# OCTOBER IS HEALTH LITERACY MONTH!



HEALTH LITERACY MONTH

*Building Awareness Through Action*

How are you taking action to build awareness about health literacy?

Share the hashtag #healthliteracymonth

[healthliteracymonth.org](http://healthliteracymonth.org)

## IHA's Personal Health Literacy PSA



HEALTH LITERACY MONTH

*Building Awareness Through Action*

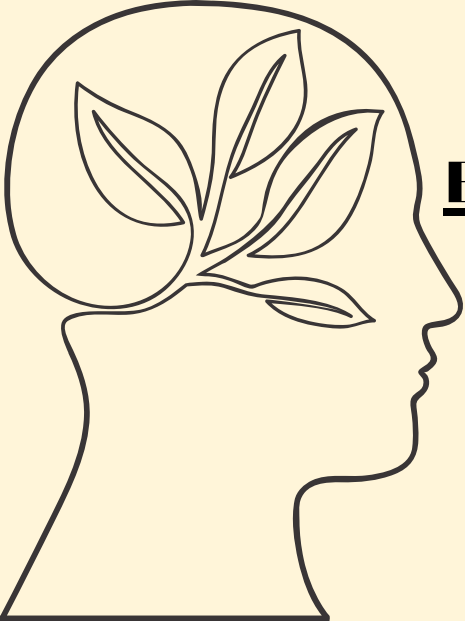
**October 1-31, 2022**



This short video from IHA explains how to improve personal health literacy.

– Video by Next Day Animations

[healthliteracymonth.org](http://healthliteracymonth.org) • #healthliteracymonth



# IN HONOR OF MENTAL HEALTH, CHECK OUT MORE ON OUR **EMPLOYEE ASSISTANCE PROGRAM**

LifeMatters is an Employee Assistance Program (EAP) designed to provide confidential support for challenges that employees face in their everyday lives. Services are provided through Empathia.

## **EAP Intro**

- [Work Life Complete Services \(PDF, 995KB\)](#).
- [Counseling Guide \(PDF, 704KB\)](#).
- [Employee Guide \(PDF, 564KB\)](#).
- [Watch the LifeMatters Orientation Video at the top of the page after logging into \[www.mylifematters.com\]\(http://www.mylifematters.com\) \(Sign in with: \[empathia\\\_pacific\\\_demo\]\(#\)\).](#)

## **Standard Services:**

Access to Life Matters is available through their website, [www.mylifematters.com](http://www.mylifematters.com). Enter our company password csuci to obtain educational information, useful links, help locating child and elder care providers, self-assessment tests and much more!

Services include, but are not limited to:

- Counseling services
  - Mental health
  - Substance abuse
  - Workplace problems or conflicts
  - Work/Life balance
  - Grief and loss
  - Coping with change
  - Eating disorders
- Financial and legal assistance
- Family support
  - Parenting and family issues
- Help with relationships
- Health and wellness support
- Referrals to community resources
- Assistance in choosing the best providers



## **Confidentiality:**

All records, including medical information, referrals and evaluations are kept strictly confidential in accordance with federal and state laws.

## **Accessibility:**

The EAP is available 24 hours a day and can be accessed by phone or online. Services are available to all employees and the members of their household, including dependents living away from home. There is no charge for referrals, or for seeing a clinician within the network.

## **Contact Information:**

If you or a family member needs help in the future, LifeMatters is always there.

Contact LifeMatters at 1-800-367-7474.

Questions regarding the EAP can be addressed to the HR Office at [go.csuci.edu/hrservices](http://go.csuci.edu/hrservices).

# Remember this:

# "Be kind to your mind"



# DO SOMETHING FOR YOU!

*Join Us for our annual*  
**FREE FLU CLINICS**  
**OCT 11 • OCT 13 • NOV 8 • NOV 10**  
Hosted by: Student Health Services, the Nursing Program, and the Student Nursing Association

**OUTSIDE ISLANDS CAFE**

**BRING YOUR DOLPHIN ID**

**OCT. 11 from 10 a.m. - Noon**  
**OCT. 13 from 1 - 3 p.m.**  
**NOV. 8 from 1 - 3 p.m.**  
**NOV. 10 from 10 a.m. - Noon**

**FREE FOR STUDENTS, FACULTY & STAFF**

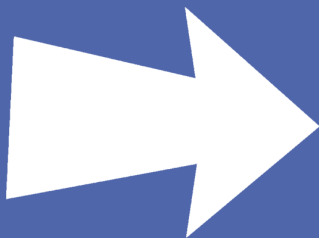
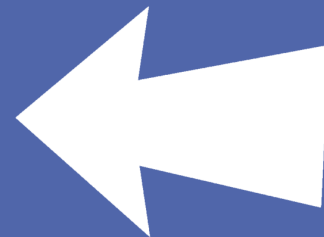
 **Masks are required, and COVID-19 safety protocols will be in place**

**GET YOUR FLU SHOT**

The University encourages persons with disabilities to participate in its programs, events, and activities. If you anticipate needing any type of accommodation, or have questions about the physical access provided, please contact the respective area below as soon as it is possible, but no later than (7) business days prior to the event/activity: CSUCI Students; accommodations@csuci.edu CSUCI Employees; angela.portillo@csuci.edu Members of the public; titleix@csuci.edu

 **STUDENT HEALTH SERVICES**  
**CHANNEL ISLANDS**

## GET A FREE FLU SHOT!



## BEEN THINKING ABOUT GOING BACK TO SCHOOL?

## GRADUATE & PROFESSIONAL SCHOOL FAIR

### WEDNESDAY, NOV. 2

### 10AM - 2PM

### BROOME PLAZA



"I accept this recognition in the name of all the faculty, staff, the students, and the broader community who have linked arms to make this a reality. This name represents you, not me."

President  
Emeritus Richard  
R. Rush

**CHECK OUT MORE INFORMATION ABOUT CAMPUS  
EVENTS ON OUR CSUCI INSTAGRAM:  
[HTTPS://WWW.INSTAGRAM.COM/CSUCI/](https://www.instagram.com/csuci/)**



Please assist our student population

# HAVE STUDENT ASSISTANTS?

## *THEIR TITLE IX TRAINING IS DUE!*

Holds have been put on student accounts and they will be unable to register for Spring 2023 without completion. Registration starts in 2 weeks. Please encourage them to complete it!

Please contact Renee Fuentes in Title IX with questions @  
[renee.fuentes@csuci.edu](mailto:renee.fuentes@csuci.edu)

[www.csuci.edu/titleix/training](http://www.csuci.edu/titleix/training)





## WHY COMPLETE COMPLIANCE ASSIGNMENTS?



### BENEFITS OF COMPLIANCE COMPLETION



They are Mandatory to meet Legal requirements



Supports a safe and ethical workplace for everyone



Keeps you aware and updated on your responsibilities as an employee of the CSU



Helps you to learn and understand yours and others legal and ethical responsibilities



The on-line courses are informative - using animations, simulations, quizzes and reviews



Plus, I don't know about you, but I like friendly competition and reaching 100% compliance is easy to do

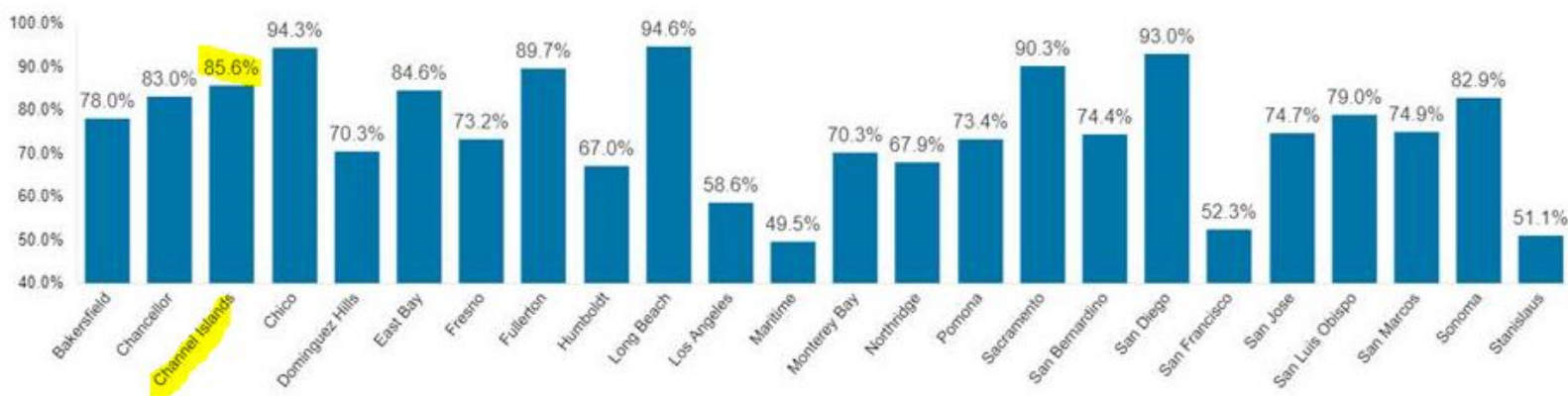


To get to your Assigned Trainings go to myCI and click on the CSU LEARN service button

As employees, our compliance training matters. Each year, there are 1-2 campuswide compliance trainings used for our President's performance evaluation each December. This year, "Gender Equity and Title IX" is being evaluated.

According to the graph, systemwide-speaking CSUCI's completion is doing really well...but we could always be better. We are seeking a 90% completion rate over the next two months – and with 5 schools ahead of us, we have some healthy competition to move the needle. How can you help get us there? If you're overdue for your "Gender Equity and Title IX" training (or ANY training for that matter!), set aside an hour on your calendar and get it done. Not sure if you're overdue? Renee Fuentes in Title IX & Inclusion is happy to let you know. Thought you completed it but it's still showing incomplete? Check out [https://www.csuci.edu/hr/training/\\_pdpe/csu-learn-faq.htm](https://www.csuci.edu/hr/training/_pdpe/csu-learn-faq.htm) or contact Wendy Olson in Professional Development. Thank you for your assistance in this matter – and let's get to 90%!

Gender Equity and Title IX \*







# **S**tudents, **A**dministrators and **F**aculty for **E**quality

**SAFE Training workshops develop awareness, understanding, and help become familiar with pressing issues for LGBTQ+ on campus.**

For more information please contact  
Jeannette Edwards at [jeannette.edwards@csuci.edu](mailto:jeannette.edwards@csuci.edu)  
Bell Tower West 2255 | 805-437-2608



**LGBTQ+ History Month celebrates lesbian, gay, bisexual and transgender history, and the history of the gay rights and related civil rights movements. LGBTQ History Month provides role models, builds community, and represents a civil rights statement about the contributions of the LGBTQ+ community.**

# October!

P	B	K	S	P	O	O	K	Y	D	W	S	N	N
W	C	H	T	S	O	H	G	C	O	O	T	E	I
O	O	A	T	O	S	Y	I	A	C	R	A	E	K
R	B	U	C	T	K	H	R	N	C	N	E	W	P
C	W	N	S	H	A	A	A	D	A	T	R	O	M
E	E	T	A	C	N	R	K	Y	O	A	T	L	U
R	B	E	L	M	K	V	C	R	A	N	K	L	P
A	U	D	M	R	W	E	E	D	I	R	Y	A	H
C	P	A	R	T	Y	S	P	O	R	A	J	H	O
S	D	T	A	E	R	T	R	O	K	C	I	R	T
B	R	J	A	C	K	O	L	A	N	T	E	R	N
A	T	A	R	S	R	M	U	M	M	Y	T	O	N
T	R	I	C	K	S	W	C	O	S	T	U	M	E
H	R	U	L	F	O	O	T	B	A	L	L	O	Y

HARVEST  
 COBWEB  
 HAUNTED  
 HALLOWEEN  
 HAYRIDE  
 JACKOLANTERN  
 SPOOKY  
 CANDY  
 TREATS  
 GHOST  
 MUMMY  
 BAT  
 TRICKS  
 PARTY  
 TRICKORTREAT  
 COSTUME  
 FOOTBALL  
 PUMPKIN  
 SCARECROW



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

# 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](mailto: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)





# JOIN US FOR A *Fin-Tastic* FUNDRAISER

Enjoy Fin-tastic food & help raise money \$\$ for our school.  
Bring or show this flyer and **20% Net Sales** will benefit:

## CSUCI Staff Council

### SAVE THE DATE

**Oct. 26<sup>th</sup> (Wed.) 11:00 am – 8:00 pm**  
**Participating Sharky's:**

**Camarillo: 805.322.1441**

**Janss Marketplace: 805.371.7978**

**Newbury Park: 805.376.1404**

**Simi Valley: 805.522.2270**

**Ventura: 805.339.9600**

Enter fundraiser name at checkout for  
online orders: **CSUCI**

*Thank you! We look forward to seeing you.*

**NOTE!**

Please remember to present\* this flyer when ordering or picking up your phone-ahead order. \*If your smartphone or tablet device can open this document, you can present it without printing it out.

**WWW.SHARKYS.COM**

Not valid with any other discounts or offers. Valid on the date and location listed above. Valid for dine-in or take-out. Manager, please attach flyer to guest check. Event proceeds void if flyers are distributed in or near the restaurant.



# PINK PATCH PROJECT

## October is Breast Cancer Awareness Month

Money raised goes towards establishing a scholarship for those impacted by cancer.



**DONATE**

**Online:**

<http://go.csuci.edu/pinkpatch>

**In person at Placer Hall:**

Monday - Friday, 8 am - 5 pm

**#pinkpatchproject**



@CI\_Police



@CI\_Police



@CIPolice

Follow us on social media to find an event where we will have our patches and t shirts available.



SEE'S THE DAY!

ORDER  
HERE

PLEASE HELP SUPPORT  
THE CI STAFF COUNCIL  
BY ORDERING SEE'S  
CANDIES FOR FRIENDS  
AND FAMILY!

QUESTIONS? PLEASE CONTACT  
[CI.STAFFCOUNCIL@CSUCI.EDU](mailto:CI.STAFFCOUNCIL@CSUCI.EDU)  
[@CI.STAFFCOUNCIL](https://www.instagram.com/ci.staffcouncil)





NOTHING *bundt* CAKES®

## The Sweetest Way to Support CI Staff Council

### Fundraiser Cake Flavors Available:

Red Velvet | Chocolate Chocolate Chip | Lemon  
Confetti | Strawberries & Cream | Pumpkin Spice

Individual Bundtlet Cost: \$6.00

**Pre-order Here**

Pre-orders must be received by Wednesday, November 9, 2022

### Ventura

1794 S Victoria Ave, Suite A • Ventura, CA 93003  
(805) 918-4560 • [NothingBundtCakes.com](http://NothingBundtCakes.com)

FOOD ALLERGEN NOTE: Our cakes contain wheat, milk, eggs and soy. Cakes may contain traces of tree nuts and peanuts.

# 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, November 15 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](mailto:ci.staffcouncil@csuci.edu)

Questions?

Comments?



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