

# IN THE LOOP

**Vol. 52**  
**December 2024**



**STAFF  
COUNCIL**  
CHANNEL  
ISLANDS

Rachel Danielson | Tom Emens | Alex Garza | Makalya Matheu | Paul Peterson

## WHAT'S IN THIS ISSUE



Staff Spotlight



New Staff



Ways to Support  
Our Community



Happenings on  
Campus



Holiday Reminders



Local Community  
Events



Activity



Staff Council  
Corner

## COASTAL CELEBRATIONS: END-OF-YEAR EDITION

Hello Dolphins!

As we approach the end of the year, we are excited to share the final edition of the In the Loop newsletter for 2024. This time of year is a chance to reflect, celebrate, and, most importantly, support one another and our local community.

In the spirit of care and resilience, we echo the message shared by our President to support one another during these challenging times. The Mountain Fire reminds us of the importance of coming together as a community to assist those in need, including our students, employees, and their families.

This edition focuses on ways we can lift each other up, provide care to those impacted, and strengthen our ties as a campus community. As we head into the holiday break, we encourage you to take care of yourself, recharge, and return ready to make 2025 a great year.

Our last meeting of the year is on Thursday, December 19, from 9:30 a.m. to 11:00 a.m., in Sage 2030 and via Zoom. Visit our [Staff Council webpage](#) for the Zoom link and more details.



### Nominate Staff to be Spotligthed



Know a colleague who deserves a shout-out? Nominate them [here](#) to be in the next newsletter! We'd love to highlight their amazing contributions and let everyone know how fantastic they are.

# STAFF

# SPOTLIGHT

Karla is a true Dolphin. She started her journey as a student assistant, and was an active participant in the CI community, even being featured in promotional material for the campus. Then Karla transitioned to a professional staff role. She is dedicated and passionate about her work as an Academic Advisor at CI. She also

served as the Interim Peer Academic Advising Program Coordinator, training and supervising a team of 4 Peer Advisors in Academic Advising. Karla was more than a supervisor; she was a mentor. Peer advisors look up to her for guidance with their education and careers. Karla is an admirable colleague and deserving of recognition.



***Karla Anderson***  
ACADEMIC ADVISOR

# WELCOME STAFF

**SHERILYN ASHENA**

Career Counselor  
School of Education  
Division of Academic Affairs

**STEPHANIE JACINTO**

Administrative Support  
Coordinator  
School of Arts & Sciences  
Division of Academic Affairs

**GREGORY RICHMOND**

Recruitment & Admissions  
Counselor  
School of Education  
Division of Academic Affairs

**DANIELA SIERRA**

Program Counselor &  
Navigator  
School of Education  
Division of Academic Affairs

**LAUREN KEARNEY**

Education, Prevention &  
Compliance Specialist  
Title IX & Inclusion  
Business & Financial Affairs

**KAYLEN SANCHEZ**

Administrative Support  
Coordinator  
Title IX & Inclusion  
Business & Financial Affairs

**DOMINIC PORRAS**

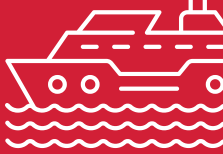
Admissions Counselor  
Admissions and Recruitment  
Office of the President

**MEGAN LITTLE**

Assistant Coordinator  
Residential Education  
Division of Student Affairs

**MARISOL RAMIREZ**

DASS Notetaking Assistant  
DASS  
Division of Student Affairs



About Your CSU Channel Islands

# STAFF COUNCIL

GET INVOLVED >

DONATE >

SUBSCRIBE >



## WHAT IS STAFF COUNCIL?

We are a campus organization run *by staff for staff*. We advocate on behalf of staff on issues relating to campus culture and morale, work to improve campus communication, and participate in shared campus decision-making.

## STAFF COUNCIL MEMBERSHIP

Representation on Staff Council is by division and our members are elected by their peers to represent their divisions' interests and needs. There are currently 13 representative seats and 5 officer seats. We also welcome volunteers!

## WHAT DOES STAFF COUNCIL DO?

We plan and sponsor events, provide networking and leadership opportunities, represent staff on campus committees, celebrate staff awards and recognitions, and organize community service projects, all for or on behalf of staff at CSU Channel Islands. Our efforts to improve the staff experience at CI and build a strong foundation for the work we do to support students is always growing! Check out what we've been working on lately:

- RAN TWO SUCCESSFUL FUNDRAISERS IN OCTOBER TO BENEFIT STAFF COUNCIL MORALE PROGRAMS; OUR HOLIDAY SEE'S CANDIES FUNDRAISER WILL CONTRIBUTE TO CAMPUS COMMUNITY MEMBERS IMPACTED BY THE MOUNTAIN FIRE
- PASSED A RESOLUTION TO SUPPORT THE STUDENT GOVERNMENT CALL FOR A DEAN'S LIST TO BE IMPLEMENTED AT CI
- COLLABORATED WITH ASI TO ORGANIZE THE HOMECOMING DOOR DECORATING CONTEST



LEARN MORE







# Supporting Our Neighbors

As we prepare for winter break and the holiday season, we invite you to join these efforts by donating unused or unopened food and household items that you no longer need. Your contributions can make a meaningful difference in the lives of those facing hardships both on campus and in our local communities.

Ideas for how to donate material goods (e.g., food, water, children's clothing and toys, shelf stable food, diapers and other necessities) follow:

- Dolphin Pantry located in Arroyo Hall room 114
- Food Share: Find a Pantry to drop off food/water
- Salvation Army which also accepts monetary donations
- Goodwill which also accepts monetary donations
- Camarillo Animal Shelter

Together, as we reflect on the challenges and triumphs of this past year, let us honor the resilience and compassion that define our campus community. Thank you for joining us in caring for each other during this season of giving.



10th  
Annual



"HAPPY BIRTHDAY, MASON"



# TOY DRIVE

Help us celebrate Mason Peters' life by donating a new unwrapped toy, game or sports equipment for a child 14 years and under.

Items will be collected through December 16th at the following locations:

LOS POSAS ELEMENTARY SCHOOL  
75 Calle La Guerra, Camarillo 93010

PEACE LUTHERAN CHURCH & PRESCHOOL  
71 Loma Drive, Camarillo 93010

RANCHO CAMPANA HIGH SCHOOL  
4235 Mar Vista, Camarillo 93010

RIC'S RESTAURANT & SPORTS LOUNGE  
2500 Las Posas Rd Unit A, Camarillo 93010

CRONIES SPORTS GRILL  
370 N Lantana St, Camarillo 93010

ST. COLUMBA'S CHILDREN'S LEARNING CENTER  
1251 Las Posas Rd, Camarillo 93010

B2 FITNESS CAMARILLO  
2100 East Ponderosa Dr, Camarillo 93010

CSU CHANNEL ISLANDS, PLACER HALL  
1 University Dr, Camarillo 93012

Donations will benefit



American  
Red Cross



# WINTER BREAK DINING

## Islands Kitchen

Normal Hours until 12/24  
December 25: 7 am – 6 pm  
Closed January 1 – Start of  
Spring 2025 semester

## Ekho's Cafe

Closed December 21 – Start  
of Spring 2025 semester

## Sea Store

Closed December 21 –  
January 1  
January 2nd – January 17th  
Hours: 8am – 12pm

## Tortillas

Contact to Confirm  
Holiday Hours  
(link attached)

## American Pie Co.

Contact to Confirm  
Holiday Hours  
(link attached)

## Mom Wong

Contact to Confirm  
Holiday Hours  
(link attached)





# HOLIDAY REMINDER



NOVEMBER 28-29

THANKSGIVING  
HOLIDAY

DECEMBER 25 - 30

HOLIDAY

DECEMBER 31

CAMPUS  
OPEN

JANUARY 1

NEW YEARS  
DAY

JANUARY 20

MLK JR.  
DAY





YOU'VE EARNED THEM.  
USE THEM!

# Vacation

## ACCRUAL LIMITS

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!

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: 10 YEARS OR LESS 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	320 HOURS	440 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	320 HOURS	440 HOURS
UNIT 7	120 HOURS	240 HOURS	320 HOURS	440 HOURS
UNIT 8	200 HOURS***	480 HOURS	320 HOURS	440 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
E99	120 HOURS	240 HOURS	272 HOURS	384 HOURS
C99	120 HOURS	240 HOURS	384 HOURS	440 HOURS

\* In terms of full-time service

\*PER MOU/Policy

\*\*PURSUANT TO FAIR LABOR STANDARDS ACT

\*\*\*REFER TO APPROPRIATE MOU

5/22/24

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

## **DONATIONS**

# WHERE DOES MY MONEY GO?

Staff Council uses funds in various ways to support staff and our community!

## **FUNDRAISERS**

### **FOOD!**

Staff Council partnered with on-campus affinity groups to host an end of summer BBQ

The July Fitness Challenge got us all up and away from our desks for some healthy competition. Prizes were awarded to the top three steppers!

### **FUN!**

### **FRIENDS!**

Top donators were recognized for their contributions to our school supply drive benefiting the Dolphin Guardian Scholars

Your support allows Staff council to continue to improve campus culture for the benefit of staff and the campus community

### **THANK YOU!**



**MORE INFO:**

**VISIT THE STAFF COUNCIL WEBPAGE!**





*Before You Go, Make Sure You've  
Checked These Off!*

# HOLIDAY PREP CHECKLIST



- ☐ Tidy up your desk or workstation.
- ☐ Secure sensitive documents in locked drawers.
- ☐ Remove perishable food items from your space and fridge.
- ☐ Set an Out-of-Office message in your email with dates you'll be away and a backup contact person.
- ☐ Turn off or lock your computer.
- ☐ Ensure your office phone voicemail is updated if needed.
- ☐ Turn off lights and unplug non-essential electronics.
- ☐ Ensure windows are closed and locked.
- ☐ Dispose of trash and recycling.
- ☐ Ensure your DolphinCard is in a safe location and lock you office door
- ☐ Don't forgot about your plants!

*Have a wonderful  
and restful break!*







# Local Community EVENTS



## LIGHT DISPLAYS IN OXNARD'S HISTORIC DOWNTOWN

Get ready to experience an evening of dazzling displays and holiday cheer at Oxnard's famed Christmas Tree Lane! Every year in December, Historic Downtown Oxnard's F Street is transformed into a winter wonderland filled with impressive holiday lighting and unique exhibits. As you stroll through the historic neighborhood you'll witness the region's largest holiday lighting exhibits with nostalgic architecture.

DEC  
**8-26**

**6:00 PM -  
10:00 PM**



## VENTURA HARBOR PARADE OF LIGHTS

The Christmas Event of the year is back! The Parade of Lights at Ventura Harbor water parade filled with decked out boats that the entire family will love. Head over to the carnival for a thrill ride and cotton candy. End the evening with a spectacular fireworks display. Arrive early and bring warm clothes and lawn chairs for preferred seating. Looking for indoor seating? The harbor's restaurants provide the best seating for this spectacular holiday event.

DEC  
**13-14**

**4:00 PM -  
8:00 PM**



## CAMARILLO CHRISTMAS PARADE & SANTA'S VILLAGE

Join us as the parade kicks off at Temple Ave. and Las Posas Rd., winding down to a grand finale at the community center on Burnley St. Experience a day packed with holiday excitement, from snapping photos with Santa Claus to writing letters to the North Pole, holiday shopping, festive crafts, and so much more.

DEC  
**14**

**10:00 AM -  
2:00 PM**



## HOLLY JOLLY HALF MARATHON 5K 10K

Join us for a brisk holiday run in beautiful Camarillo California at the Holly Jolly Half Marathon 5k 10k. Get into the holiday spirit with your favorite holiday costumes. This rain or shine marathon takes place on a mostly flat track and is perfect for walkers and runners. Did we mention that all race participants will receive a complimentary plate of street tacos! Join us for some healthy holiday cheer in Camarillo.

DEC  
**15**

**Start at  
8:00 AM**





HEY CHANNEL ISLANDS! WANT TO STAY 'IN  
THE LOOP' ABOUT ALL THINGS STAFF IN  
BETWEEN NEWSLETTERS?

JOIN OUR LISTSERV

THE STAFF COUNCIL  FERRY

AND RECEIVE REGULAR  
STAFF COUNCIL UPDATES



**HOP ON BOARD!**

SCAN THE QR CODE OR

CLICK THE LINK

[HTTPS://CSUCI.QUALTRICS.COM/JFE/FO  
RM/SV\\_7OLAWOXSSLYQKLG](https://csuci.qualtrics.com/jfe/form/SV_7OLAWOXSSLYQKLG)

STAFF COUNCIL ANNOUNCEMENTS IS AN OPT-IN DISTRIBUTION LIST STRAIGHT  
TO YOUR CI EMAIL - NOTE: MONTHLY 'IN THE LOOP' NEWSLETTERS WILL STILL  
BE DISTRIBUTED CAMPUS-WIDE AND DO NOT REQUIRE OPT-IN





# Fall Recipe

**Title:** Pumpkin Chocolate Chip Cookies





**Servings:** 6-7 Cookies

**Time to Cook:** 30min



## Ingredients:

- ☐ 1 cup chocolate chips
  - ☐ 1 egg yolk
  - ☐ 1 tsp vanilla extract
  - ☐ 10 tbsls unsalted butter
  - ☐ 1/3 cup pumpkin puree
  - ☐ 1/2 cup white sugar
  - ☐ 1/2 cup brown sugar
  - ☐ 1 1/2 cups flour
  - ☐ 1/4 tsp salt
  - ☐ 1/2 tsp baking soda
  - ☐ 1/8 tsp baking powder
  - ☐ 1 1/2 tsp cinnamon
- 
- 

## Instructions:

1. Brown the Butter in a small pot
2. Once browned, place butter aside
3. In one bowl combine all wet ingredients
4. In a separate bowl, combine all dry ingredients
5. Add the butter to the dry ingredients and stir
6. Then combine the wet ingredients to the dry ingredients and stir
7. Line your baking sheet with parchment paper or foil
8. Either use your hands or a spoon and shape dough into a small ball and place about 3/4 cookies on the sheet
9. Preheat oven to 375 and bake for 10min
10. Cool down and enjoy!

**Tools:** Small Pot      Parchment paper or foil  
2 Mixing Bowls      Baking sheet

Recipe by Makalya Matheu





# YOUR VOICE MATTERS!



## **Tell Staff Council what YOU think!**

Scan or click the QR code to provide us with  
feedback on what you most want to see  
from your Staff Council





# CHRISTMAS

## QUIZ QUESTIONS



Answer the following questions about Christmas.

1 What are the two other names Santa Claus is commonly called?

Answer: \_\_\_\_\_

2 What kind of calendar is used to count down to Christmas?

Answer: \_\_\_\_\_

3 Which country started the tradition of putting up a Christmas tree?

Answer: \_\_\_\_\_

4 What popular Christmas beverage is also known as "milk punch"?

Answer: \_\_\_\_\_

5 What two phrases will you find on almost every Christmas card?

Answer: \_\_\_\_\_

6 What Christmas decoration was originally made from strands of silver?

Answer: \_\_\_\_\_

7 Which country donates the Christmas tree in Trafalgar Square, London, every year?

Answer: \_\_\_\_\_

8 What is traditionally hidden inside a Christmas pudding?

Answer: \_\_\_\_\_

9 What winter sport is commonly associated with Christmas?

Answer: \_\_\_\_\_

10 What baked treat is left out for Santa in many countries around the world?

Answer: \_\_\_\_\_

1. Saint Nicholas and Kris Kringle 2. Advent calendar 3. Germany 4. Eggnog 5. "Merry Christmas" and "Happy New Year" 6. Tinsel 7. Norway 8. A silver coin 9. Ice skating 10. Cookies