CSAC Welcome Wagon tips and resources for staff wellbeing at UCSB

1. **Staff Development**
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1. Staff Development

Certificate Series

UCSB currently offers five different training certificate programs for staff. Enrollment is offered through the UC Learning Center), with the exception of the Academic Personnel Certificate Program (To enroll go to [Workshops and Training Registration](#)). Competency development is encouraged for those serving in roles that rely on skill and mastery in the following areas:

1. **Academic Personnel Certificate Program**

The Academic Personnel Certificate Program is designed to provide a comprehensive working knowledge of all aspects of Academic Personnel. Academic policies and procedures will be covered in general terms in the introductory course. These concepts will be further built on in the courses focused on specific groups of academic employees. Participants are welcome to take individual courses or to work towards a certificate.

To earn a certificate, completion of all Certificate Program Courses are required. All coursework must be completed within a two-year period. Individuals who have previously attended the Research Appointments or PPS Data class do not need to repeat the class, but must contact help@ap.ucsb.edu to verify the prior attendance. Introduction to Academic

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Personnel is a prerequisite for all other courses for individuals working towards the certificate.

If the class that you are interested in is full, please send an email to help@ap.ucsb.edu **to be added to the wait-list.**

For course descriptions and schedule, visit Workshops and Training Registration

2. **Financial Management Certificate Program**

The **Financial Management Certificate Program** is a program building on the financial components of the Business Officer Institute (BOI). The Financial Management Certificate Program consists of a total of eight classes of comprehensive instruction in major topic areas critical to successful financial management. You are welcome to take one or a few courses in areas of particular interest to you, or you may choose to work toward a certificate in Financial Management.

To earn a certificate, you must take at least seven courses (a total of 20 hours of instruction) including all five classes listed as "required" and complete the FMCP Application. To be eligible for a Certificate, all course work must be completed in a two-year time span.

To view course dates and times, visit the Trainings section here. To register, visit the UC Learning Center website.

3. **Gaucho U Certificate Program**

The Gaucho U is a cohort-based training and development certificate program founded on the new UC Core Competency Model. It has been designed through collaboration with Human Resources, the Chancellor's Staff Advisory Council, Staff Assembly, Administrative Services, Housing and Residential Services, and the Vice Chancellors.

The program is run in cohorts of 12 people who implement a project that aims to improve the work experience for staff. It consists of an orientation, five courses strategically sequenced throughout a six-month period, and a closing learning-culmination session.

Course descriptions can be found here. To register, visit the UC Learning Center website.

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4. Sponsored Projects Training for Administrators in Research (STAR)

The **S**ponsored **P**rojects **T**raining for **A**dministrators in **R**esearch **(STAR)** program is a comprehensive certificated training program developed by the UCSB Office of Research to meet UCSB's research administration needs. The program's goals are to improve campus understanding of regulations, policies, and procedures; to strengthen internal controls; and to provide staff members with access to key resources and contacts when they need help.

The program is designed for employees with duties and responsibilities related to contract and grant administration. Participants are welcome to take one or several courses in areas of particular interest to them-or they may opt to earn a certificate in the STAR program.

The certificate program offers 11 required courses. This year the courses are provided in one series, offered from September through May. To earn a certificate, you must take all 11 classes. Staff members who wish to earn a STAR Program Certificate must complete the coursework in one or two years from the date they begin the course series.

To register, visit the UC Learning Center website. Once you have logged in use the search box and type in STAR to view all 11 courses.

For more information about Sponsored Projects training courses please send an e-mail to training@research.ucsb.edu

5. Supervisory Certificate Program (SCP)

Employees who are not supervisors, as well as those who are, are invited to enroll in the Supervisory Certificate Program. The role of supervisor is a critical one in realizing the university's mission. It comes with special responsibilities and rewards. The assignment requires a broad range of skills and a significant level of expertise. For employees who aspire to a supervisory position, preparation is important. For employees who are already supervisors and managers, developing skills is a life-long effort. Supervisors will tell you that it provides the greatest challenges and most significant rewards.

The Supervisory Certificate Program is designed to give staff professional training in the key areas of leadership competencies, policies and procedures, and people skills. In this series of courses new supervisors learn a basic set of supervisory skills and tools. For the experienced supervisor, the program expands skills enabling the veteran supervisor to improve existing skills and acquire new ones demanded by an increasingly diverse workforce and changing workplace. Participants develop supervision skills including leadership, employee selection and evaluation, diversity, conflict management, communication skills, delegation, team building and change.

The Supervisory Certificate Program is strongly supported by the UCSB administration. Human Resources-Employment recognizes this supervisory training program as equivalent

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to one year of supervisory experience in assessing an applicant's qualifications for a position that requires supervision. Those who complete all of the courses in the Supervisory Certificate Program as well as submit the SCP Application for Candidacy will earn the SCP Certificate of Completion. The Chancellor formally awards the SCP Certificates of Completion during Staff Appreciation Week each year.

To submit the SCP Application for Candidacy, please visit the UC Learning Center and type "Application for Candidacy" in the search box. There is no form to fill out; just register and submit your recharge information for the $40 application fee. Registration must be completed by February 1 of the year in which the candidate would like to formally receive the Certificate.

Further information on the Supervisory Certificate Program can be found here. Please see the HR Training Schedule for dates and times of current class offerings. To register, visit the UC Learning Center website

Training by Subject

Business & Operations

1. FlexCard Program Administration

FlexCard Program Administration offers a series of training classes which are announced via periodic email notifications. FlexCard training classes are limited to 10 seats per class. Enrollment is on a first-come, first-served basis.

To view the course dates and times and to register, visit the UC Learning Center website.

2. Payroll/Personnel System (PPS)

PPS training is mandatory for those who prepare and/or review personnel transactions and/or process payroll time reporting transactions online.* Regular PPS access is established after the trainee has completed all the training requirements for his/her area of responsibility (see "Required Courses" table below).

Current PPS Preparers and PAN Reviewers are invited to re-take any of the courses for review purposes.

* PPS users who have had a break of two years or more from doing PPS entry work are required to re-take the Employee Database Update Lab and complete the homework.

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To view the course dates and times, to view the course descriptions and to register, visit the [UC Learning Center website.](#)

Compliance Training

The goal of compliance training is to assist in the University's endeavors to fulfill its responsibilities to the people of California and to its students, faculty and staff in a civil and ethics-based environment that is compliant with applicable laws, rules and regulations.

1. Sexual Harassment Prevention Training for Supervisors

California law (AB1825) requires two hours of mandatory sexual harassment prevention education on a bi-annual basis for all supervisory employees. In addition to staff supervisors, most academic employees (including all faculty) have been identified as having supervisory authority for the purposes of this law, and as such, are required to receive the training. New supervisory employees must receive the training within six months of their assumption of a supervisory position.

2. UC Compliance Training

The goal of the UC Compliance program is to assist in the university's endeavors to fulfill its responsibilities to the people of California in an ethics-based environment that is compliant with applicable laws, rules and regulations and in which the public trust is maintained.

- [Job-Specific Compliance Training and Resources](#)
- [Whistleblower Training](#)

Environmental & Occupational Safety

The Office of Environmental Health & Safety (EH&S) is committed to promoting a safe and healthful environment for research, instruction and the campus community. EH&S provides training in the following areas:

- **Occupational Safety**

General safety is required training that familiarizes the UCSB worker with information regarding his/her safety-related rights, responsibilities and resources. In additional to general safety training, EH&S makes available CPR, first aid and respiratory protection training.

- **Biological Safety**

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Biosafety is the application of knowledge, techniques and equipment designed to protect personnel and the environment from exposure to potentially infectious agents or biohazards. Researchers beginning work with biohazards must attend related training as required.

- **Diving Safety**

The Diving Safety training program and materials are designed for scientific divers. The training program involves online materials, a classroom component, a confined water component, and/or an open water component.

- **Environmental Safety**

Hazardous Waste training is required for campus personnel responsible for the proper handling, storage and/or disposal of hazardous waste consistent with hazardous waste regulations.

- **Lab Safety**

Lab safety training is provided to UCSB employees and graduate students prior to working in our laboratories. Others types of workers – postdoctoral scholars, undergraduates working in research laboratories, visiting researchers, etc. – are also welcome and encouraged to take lab safety training.

- **Radiation Safety**

Radiation Safety training is intended for radiation workers. The course topics provide fundamental concepts and review policies and procedures specific to radiation use at UCSB.

Research Administration

The Office of Research provides both research compliance training and sponsored projects training.

Research Compliance Training and Resources

The Office of Research provides broad oversight, resources, and education for compliance issues relating to the conduct of research at UCSB.

- Animal Subjects
- Responsible Conduct of Research - to access the online course visit the UC Learning Center website

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Technology, Software, & Information Security

UCSB offers a suite of technology and software training through lynda.com. For employees who handle restricted information and confidential health information, UCSB also offers Information Security and HIPAA Privacy & Security training.

2. Campus Resources for Staff

Academic and Staff Assistance Program (ASAP)
http://www.hr.ucsb.edu/employee-services/counseling-consultation/academic-staff-assistance-program

AS bike shop
http://bikeshop.as.ucsb.edu/

ATM
http://www.ucen.ucsb.edu/ucen_services/atms.html

Breastfeeding support program
http://www.hr.ucsb.edu/employee-services/family
this includes lactation rooms and borrowing/renting breast pumps

Bright Horizons
http://www.hr.ucsb.edu/employee-services/family
child care and elderly care. UCSB has a campus-specific website for their services

CSO escort for after hours
http://www.police.ucsb.edu/cso/safety-escorts

Dilling Yang Staff Scholarship
http://www.hr.ucsb.edu/training/dilling-yang-staff-scholarship-program

Directory
http://www.ucsb.edu/people/

Emergency alert
https://alert.ucsb.edu/index.php?CCheck=1

Farmer's Market
https://www.facebook.com/gauchocertifiedfarmersmarket

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FedEX
http://ucen.ucsb.edu/ucen_services/fedex.html

Fidelity Retirement Workshops
http://www.hr.ucsb.edu/benefits/retirement-savings-plans/retirement-savings-programs

Health Care Facilitator Program
http://www.hr.ucsb.edu/employee-services/counseling-consultation/health-care-facilitator-program

Learn at Lunch
http://www.hr.ucsb.edu/employee-services/learn-lunch

Lost and Found
http://www.police.ucsb.edu/contact-us/lost-and-found

lynda.com
https://it.ucsb.edu/services/lynda

Mail Codes
http://www.bfs.ucsb.edu/mail-services/mail-codes

Maps
http://www.ucsb.edu/campus/maps.shtml

Notary (there are a number of these on campus)
http://www.commserv.ucsb.edu/directories/departments/bluepages_department.asp?k=154696

Office of the Ombuds
http://www.ombuds.ucsb.edu/

Post Office
http://www.ucen.ucsb.edu/ucen_services/post_office.html

Supervisory Certificate Program
 http://www.hr.ucsb.edu/training/hr-training/supervisory-certificate-program

Printing/copies
http://www.alternativecopy.com/ Located in the UCEN on the main floor (across from Subway)
http://publications.as.ucsb.edu/ Located across from Corwin Pavilion

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3. Employee Discounts

Swim card $40.00
10 punches for $40= $4 a swim
http://recreation.sa.ucsb.edu/aquatics/default.aspx

Sprint Cell Phone Service
18% off
https://www.commserv.ucsb.edu/faculty_and_staff/cellular.asp

Verizon
20% off
https://www.commserv.ucsb.edu/faculty_and_staff/cellular.asp

AT&T
15-20% off
https://www.commserv.ucsb.edu/faculty_and_staff/cellular.asp

Amtrak
15% off. Use connexxus portal or code: V745 *must book 3 days in advance for discount
https://www.connexus.com/login.aspx?sendTo=%2fdefault.aspx

UCSB RecCen Membership
$30/1 month (limit of 2 per calendar year), $80/3 month, $270/annual
http://recreation.sa.ucsb.edu/recreationcenter/memberships.aspx

Connexxus
All travel benefits (rent a car, amtrak, etc)
https://www.connexus.com/login.aspx?sendTo=%2fdefault.aspx

AS Photocopying
Ask at Counter
http://publications.as.ucsb.edu/

Amusement park tickets
Various discounts and locations
http://tickets.as.ucsb.edu/theme-parks/

Movie tickets
Various discounts and locations
http://tickets.as.ucsb.edu/movies/

Michael's Craft Store
15% off entire purchase for teachers

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UCSB Extravaganza
1 ticket
http://aspb.as.ucsb.edu/extravaganza/

Housing discount (Coastal Housing Partnership)
Help with closing costs/discount on rentals
http://www.coastalhousing.org/

Apple (online code: 94607 or in bookstore)
$100 off (per year) for a computer (not tablet)
http://ucsbstuff.edu

HP Academy
Varies
http://ucop.edu/local-human-resources/op-life/employee-discounts/index.html

UC wellness
$75 gift card for completing online wellness tasks
http://uclivingwell.ucop.edu/

UCOP Discounts Page
Varies
http://ucop.edu/local-human-resources/op-life/employee-discounts/index.html

See's Candy
Participation varies per location
http://ucop.edu/local-human-resources/op-life/employee-discounts/index.html

Orlando Vacations
Code: UCOPHR
http://ucop.edu/local-human-resources/op-life/employee-discounts/index.html

UCSB Extension
25% off classes
http://extension.ucsb.edu/static/student/registration/staff.jsp

UCSB Family Vacation Center
$200 off
http://familyvacationcenter.com/

Car insurance
*ask for educators discount. Fill out employment verification paperwork to be requested
from insurance company.

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Goleta Valley Athletic Club
Varies

UCSB tuition
Two-thirds reduction on University Registration and Education fees
http://www.hr.ucsb.edu/employee-services/tuition-assistance

4. Fitness/Wellness

Membership to Rec Cen
http://recreation.sa.ucsb.edu/recreationcenter/memberships.aspx
$30/1 month (limit of 2 per calendar year)
$80/3 month
$270/annual

UC Walks and more http://recreation.sa.ucsb.edu/walk/

"Fit4Life" and "L.I.F.E. Exercise Classes/Registration http://recreation.sa.ucsb.edu/fit4life/

Group Fitness http://recreation.sa.ucsb.edu/group_fitness_cycling/

Swim Card ($40/20 punches)

Leisure Review (sailing, rock climbing, fencing, yoga, pottery, wine tasting, etc.)

http://recreation.sa.ucsb.edu/leisurereview/

5. S-List

The "S-List" is a voluntary email distribution list giving UCSB Staff access to information about opportunities, events and issues. It's distributed once a week under the name of "Gaucho Voice, Staff Edition." Don't miss out! If you haven't opted in to the S-List follow these instructions to subscribe:

Send an email to listserv@listserv.ucsb.edu; in the body of the email enter SUBSCRIBE SLIST-L (do not include any other text or signature in the email).

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6. Acronyms

A&L	**Arts & Lectures**
AASC	**Arts Administrative Support Center**
AAU	**Association of American Universities**
ABOG	**Academic Business Officers Group**
ADA	**Americans with Disabilities Act**
AERA	**American Educational Research Association**
AGEP	**Alliance for Graduate Education and Professoriate**
ANTH	**Anthropology**
AP	**Academic Personnel**
AR	**Accounts Receivable**
ARC	**Animal Resource Center**
AS	**Associated Students**
ASAP	**Academic & Staff Assistance Program**
AVC	**Associate Vice Chancellor**
BAP	**Budget and Planning**
BARC	**Billing Accounts Receivable Collections**
BFS	**Business & Financial Services**
CAB	**Community Affairs Board**
CAMP	**California Alliance for Minority Participation**
CASE	Council for the Advancement and Support of Education
CC	**Chancellor's Council (giving society)**
CCS	**College of Creative Studies**
CCR	**Chancellor's Conference Room – Cheadle Hall 5123**
CESIMS	Center for Educational Change in Mathematics and Science
CEMA	California Ethnic and Multicultural Archive
CHO	Community Housing Office
CIPR	Center for Information Processing and Research
CLAS	Campus Learning Assistance Services
CNS	**Center for Nanotechnology in Society**
CNSI	**California Nanosystems Institute**
CORI	**Community & Organization Research Institute**
CPS	**Center for Portuguese Studies**
CPC	**Campus Planning Committee**
CREATE	**Center for Research in Electronic Art Technology**
CRFMS	**Center for Research in Financial Mathematics and Statistics**

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CRWSJ	Center for Research on Women and Social Justice
CRSS	Center for Risk Studies and Safety
CSAC	Chancellor's Staff Advisory Council
CSI	Chicano Studies Institute
CSISS	Center for Spatially Integrated Social Science
CSMD	Center for the Study of Macular Degeneration
CSO	Campus Services Officer
CUE	Coalition of University Employees (now called Teamsters)
DMCA	Digital Millennium Copyright Act
DRS	Donor Relations and Stewardship
E&S	Engineering & the Sciences
EAC	East Asia Center
EAP	Education Abroad Program
ECE	Electrical & Computing Engineering
ECEN	Events Center
ECON	Economics
EH&S	Environmental Health & Safety
EIMR	Equipment Inventory Modification Request (form)
EIN	Employee Identification Number
EMBoDI	Engineering, Medicine, Biology, Discovery, Innovation
EMS	English for Multilingual Students
EOP	Educational Opportunity Program
EOSH	Equal Opportunity & Sexual Harassment/Title IX Compliance
ESB	Engineering Sciences Building
ESPD	Excess and Surplus Property Disposal (form)
ETS	Enterprise Technology Services
EVC	Executive Vice Chancellor
FM	Facilities Management
FRAP	Faculty Research Assistance Program
FVC	Family Vacation Center
FY	Fiscal Year
FYE	Fiscal Year End
GGSE	Gevirtz Graduate School of Education
GL	General Ledger
GOLD	Gaucho On-Line Data
GSA	Graduate Students Association
HASC	Humanities Administrative Support Center

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HFA	Humanities & Fine Arts
HR	Human Resources
HRS	Housing & Residential Services
IA	Institutional Advancement
IACUC	Institutional Animal Care & Use Committee
ICA	Intercollegiate Athletics
ICESS	Institute for Computational Earth System Science
ID	Instructional Development
IHC	Interdisciplinary Humanities Center
ISBER	Institute for Social, Behavioral, and Economic Research
IS&C	Information Systems & Computing
ITST	Institute for Terahertz Science and Technology
KITP	Kavli Institute for Theoretical Physics
L & S	College of Letters and Science
LAEF	Laboratory for Aggregate Economics & Finance
LAFSO	Location-Account-Fund-Sub-Object Code
LISO	Language, Interaction & Social Organization
LSB	Life Science Building
LVPA	Low Value Purchase Authorization
MC	Mail Code
MCC	Multi Cultural Center
MC-CAM	Mitsubishi Chemical Center for Advanced Materials
MCDB	Mollecular, Cellular and Developmental Biology
MEIAF	Micro-Environmental Imaging and Analysis Facility
MRL	Materials
MSI	Marine Science Institute
MSO	Management Services Officer – often called Business Officer/Manager
MOU	Memorandum of Undertanding
NCEAS	National Center for Ecological Analysis and Synthesis
NCGIA	National Center for Geographic Information and Analysis
NCRST	National Consortium on Remote Sensing in Transportation
NRS	Neuroscience Research Institute
OIST	Office of Information Systems and Technology – formerly IS&C
OPAC	Office of Public Affairs & Communications
OPL	Ocean Physics Laboratory
OSL	Office of Student Life
OTC	Optoelectronics Technology Center

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PASC	Phelps Hall Administrative Support Center
PMO	Program Management Office
PPS	Personnel Payroll System
PWA	Professional Women's Association
RecCen	Recreational Center
REEF	Research Experience and Education Facility
RFD	Request for Delivery (form)
RFS	Request for Services (form)
ROTC	Reserve Officer Training Corps
SA	Student Affairs
SAASB	Student Affairs/Administrative Services Building (HR and accounting)
SASC	South Hall Administrative Support Center
SNARL	Sierra Nevada Aquatic Research Laboratory
SS	Social Sciences
STAGE	Scientists, Technologists and Artists Generating Exploration
STEP	Summer Transitional Enrichment Program
T&E	Travel & Entertainment
TAB	Transportation Alternatives Board
TAP	Transportation Alternatives Program
TMP	Technology Management Program
TMRL	Translational Medical Research Labs
TMRP	Translational Medical Research Project
TMT	Threat Management Team
TOE	Transfer of Expense
TOEC	Terabit Optical Ethernet Center
TOF	Transfer of Funds
TPS	Transportation and Parking Services
UCE3	UC Center for Energy, and Environmental Economics
UCIRA	UC Institute for Research in the Arts
UCDC	UC Washington Program
UCPD	University of California Police Department
UPAY	Payroll Expense Transfer (form)
VCIA	Vice Chancellor, Institutional Advancement
VCSA	Vice Chancellor, Student Affairs
WASC	Western Association of Schools and Colleges
UC	University of California

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UCB	University of California, Berkeley
UCD	University of California, Davis
UCI	University of California, Irvine
UCLA	University of California, Los Angeles
UCM	University of California, Merced
UCOP	University of California, Office of the President
UCR	University of California, Riverside
UCSB	University of California, Santa Barbara
UCSC	University of California, Santa Cruz
UCSD	University of California, San Diego
UCSF	University of California, San Francisco

7. Staff Parking and Transportation Resources
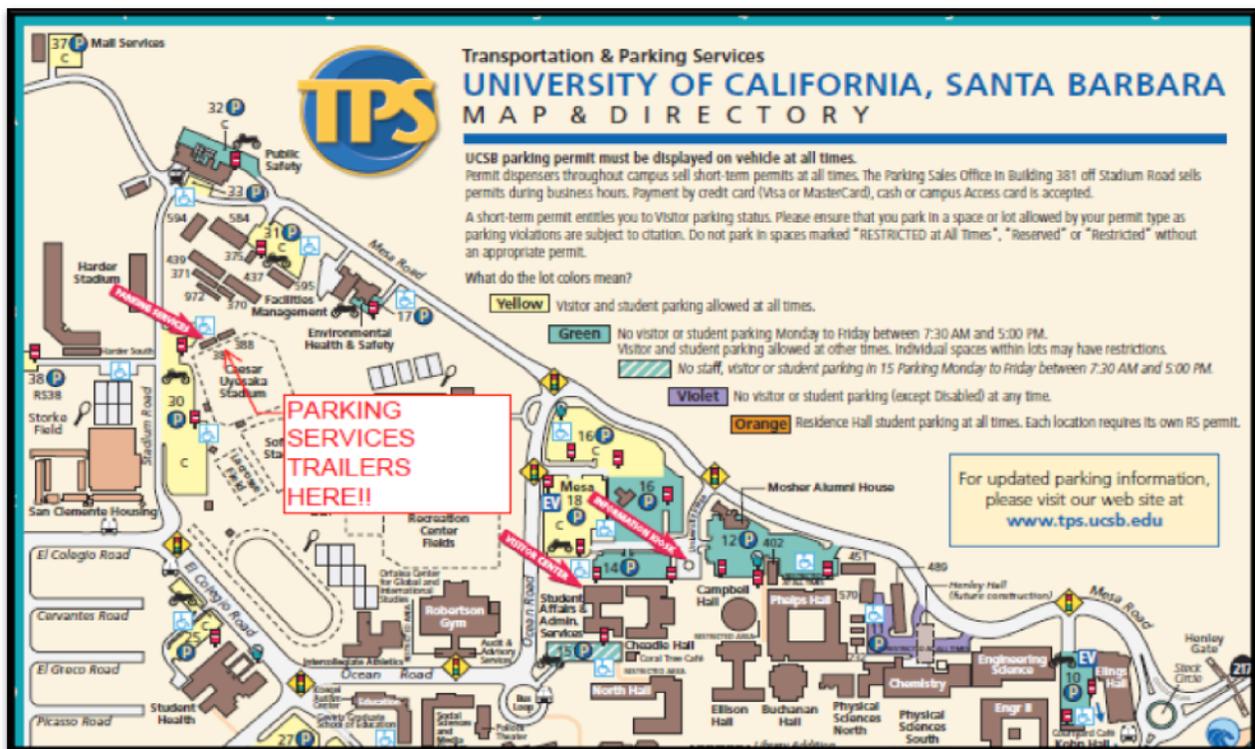
Where and how to apply for a permit ONLINE:
http://www.tps.ucsb.edu/permStaffCurrent.aspx (they will send to you in the mail)

> If you go in person, drive car to parking services (they will need to see your license plate number and make/model of car)

Long term rates vary by permit type (list at
http://www.tps.ucsb.edu/longTermRates.aspx)

Reciprocity: your valid UCSB permit can be used in approved lots at any UC campus (when you arrive at the campus you are visiting, stop at the Information & Parking booth or the Parking Office to obtain a permit for that specific campus at no charge)

If you have University guests visiting: http://www.tps.ucsb.edu/permVisGuest.aspx

Great resource: parking kiosk in University plaza. Guests can pick up permits there, and if you have a loaner or are borrowing a car but hold a current permit, they will usually provide you with a temporary permit for the day.

TAP = Transportation Alternatives Program

For those who commute by foot, skateboard, bicycle, bus, carpool, vanpool or train

Apply/learn more HERE: http://tap.tps.ucsb.edu/default.aspx

TAP membership entitles you to ...

- Up to 57 hours complimentary campus parking per quarter
- Discounted 30-day MTD bus passes and other monthly transit passes
- Emergency Ride Home program [more info...]

ZipCar for UCSB: http://www.zipcar.com/ucsb

Parking citations: UCSB will forgive your first (and sometimes even your second) citation if you appeal it. (Because reading those parking signs can be hard sometimes!)

8. Tickets

Athletics Department: http://ucsbgauchos.com/landing/index

Arts and Lectures: https://artsandlectures.sa.ucsb.edu/

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Amusement park tickets
Various discounts and locations
http://tickets.as.ucsb.edu/theme-parks/

Movie tickets
Various discounts and locations
http://tickets.as.ucsb.edu/movies/

UCSB Extravaganza
1 ticket
http://aspb.as.ucsb.edu/extravaganza/

9. Organizations/Clubs

Professional Women's Association (PWA) http://www.pwa.ucsb.edu/

Optimist Club http://osl.sa.ucsb.edu/

Toastmasters http://www.toastmastersucsb.com/

Chancelor's Staff Advisory Council (CSAC) http://csac.ucsb.edu

Staff Assembly http://www.staffassembly.ucsb.edu/

Intramural Sports http://gauchosplay.com/intramural-sports