August 31, 2015 mODE: Monday Online Digest for Employees

August Essential Training Theme: PROJECT MANAGEMENT --> September Essential Training theme: LEADERSHIP

As we continue in our email glut reduction efforts, we encourage you to read mODE: Monday Online Digest for Employees from the Organizational Development & Effectiveness team (ODE).

PLEASE PASS ON TO OUR STUDENT EMPLOYEES

Contributions from those who regularly send Library-wide e-mails are welcomed (add on the wiki or send to Margaret/Ryan for inclusion).

Why wade through MULTIPLE e-mails when you can read ONE?

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LIBRARY

Online Learning Opportunities Calendar

Check out what's happening this week ... or any week!

- Click on the link above and then on the 'Agenda' tab (upper right) to create an easy-to-read listing by date.

Highlights this week include:

- Visual Literacy: Incorporating the Visual into Information Literacy & Library Programs (Simmons SLIS-CE) $ eCourse
- 10 Actions to Maximize Your Reach Through Social Media (Idealware)
- Nonprofit 311: Ask, Don't Guess: Donor Surveys In Action (Network for Good)
- Reach the Cloud with Big Data and Advanced Analytics (O'Reilly)
- Before the Mud Flies (Banned Books Week) (Office for Intellectual Freedom)
- How to Brief Like a Pro (AMA)
- How to Find Grants (4Good)
- Court cases shaping the fair use landscape (CopyTalk)

Online courses beginning the week of September 7th:

- Business Information (Library Juice Academy)
- Caring for Collections: Preservation of Rare and Unusual Materials (Library Juice Academy)

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CAMPUS

Gaucho Farmers Market

Weekly on Wednesdays, 11-2 pm between North Hall and Campbell Hall

Supervisory Training from HR Continues ...

Disability Management

Thurs Sept 3 / 8:30-11:30 / HR Learning Center

Enroll by Aug 27, Course code 2011

Managing in a Union Environment / Smooth Sailing

Sept 16 / 10-noon / HR Learning Center

Email Debra Martin to register.

Details for all the above in attached PDF

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ACADEMIC LIBRARIES

LILI Conference materials are now available

Collaboration for Lifelong Learning: Innovative and Effective Approaches to Information Literacy

https://sites.google.com/site/lifelonginformationliteracy/annual-conference-1

Gartner for Technical Professionals (GTP) Catalyst conference

“Events on Demand” program is available for you to replay recorded sessions (up to 3).

Catalyst covered a variety of technical topics from architecting in the cloud to achieving digital workplace productivity.

http://www.gartnereventsondemand.com/

Synch Newsletter call for articles

The CLA Technology Interest Group invites you to submit an article to our Sync Newsletter! This newsletter pertains to the use of technology in libraries and how technology can be used to enhance library services. Articles can be about projects and programs done at your library that utilizes technology in some way or research on the latest and greatest tech trends out there.
ETSC GO LIVE DATE = TUESDAY, SEPTEMBER 1

Email to support@library.ucsb.edu will no longer function. Please go to the Self Service Portal at etsc.ucsb.edu and login with your UCSBnetID and password.

If you were unable to attend a training session, click on the User Guide link in the upper right to access short video tutorials and the User Guide in PDF.

CopyTalk: University Copyright Services

Group viewing of this recording is scheduled:

Weds Sept 9 / 12-1:30pm / T&D 3591C (brown bag)

Higher education universities and their libraries provide copyright information to their members of their community in different ways. Join us on CopyTalk this month to hear three universities describe the services they offer regarding copyright to their faculty, staff, and students. Originally recorded on August 6, 2015.

Power Users Training Sessions

(training for anyone who manages the calendars of other people, groups, and resources)

- Connect (Google) Calendar Power User Training – Thurs., Sept 3, 11am-noon, SSMS1303
- Connect (Google) Calendar Power User Training – Wed., Sept 9, 11am-noon, SSMS1303
- NEW!!! Connect (Google) Calendar Power User Training - Fri., Sept 25, 10-11am, SSMS1303

Power users are encouraged to attend a general training class prior to attending the power user training. Power users who are unable to attend one of the power user training classes should contact Ann Nomura at ann.nomura@ucsb.edu to schedule a follow-up session.

How To Register for Training

1. Access the UCSB Learning Center using the following URL: https://www.learningcenter.ucsb.edu/employee-only-log Be sure pop-ups are ENABLED on your browser.
2. Log in using your UCSBnetID and password.
3. Once logged in, find the search field at the top left of the screen.
4. Enter Connect (Google) in the search field and click the magnifying class icon to execute the search.
5. The search will list all the available Connect (Google) Calendar training classes. Select the class type, date and time that meet your needs and click the REGISTER Icon at the right side of the screen.
6. The Class icon and description will be displayed in a new window. Click the SUBMIT Icon to register.
7. The registration confirmation window will be displayed. Click DONE.
8. You will receive an email from hrtrain@ucsb.edu confirming the date, time and place of the class for which you have registered.

Mindfulness Meditation

Every Tuesday 12:10-12:50 pm (3591C - Training & Development Room) Come join in this new program - no registration required.

September, 2015 - UC/Fidelity Retirement Savings Program Workshops

This is our monthly reminder that Fidelity Retirement Services will be conducting workshops.

Submissions are due by Friday September 25, 2015. Articles should be between 200-500 words in length; pictures (with captions) are also accepted. The article may receive editing upon entry into the newsletter. Exceptions can be made for longer articles. For questions or to submit an article, please contact the editor at CLAlignews@gmail.com To see past issues of the Sync Newsletter, please visit here: http://www.cla-net.org/?page=415
And speaking of taking vacation ... I’d like to share “A Ten-Step Guide to Working More Human” (attached) for your reading pleasure. We each have the opportunity to help create a work culture imbued with purpose, happiness, appreciation, and respect. The first take-away is taking care of SELF!

**Tuesday, September 1, 2015**
12:15 pm – Building a Portfolio for any Weather
1:00 pm – Accessing your Account Workshop
1:30 pm – Your UC Retirement System
2:00 pm – Designing a Financial Roadmap

**Friday, September 11, 2015**
12:15 pm – Preparing for Your UC Retirement
1:00 pm – Creating Your Personal Retirement Roadmap
1:30 pm – Preserving Your Savings for Future Generations

**Tuesday, September 15, 2015**
12:15 pm – Your UC Retirement System
1:00 pm – Understanding the Power of Debt
1:30 pm – Preparing for Your UC Retirement
2:00 pm – Accessing your Account Workshop

All workshops will be held in Human Resources’ Learning Center; Room 3101 in Student Affairs Administrative Svcs. Bldg. (SAASB).

Reservations for the workshops are preferred and can be made by calling 1-800-642-7131 or online at [http://getguidance.fidelity.com/universityofcalifornia](http://getguidance.fidelity.com/universityofcalifornia)

You may view the complete workshop schedule for the Summer Quarter at: [https://ucfocusonyourfuture.mysecurebenefitsportal.com/FinancialFitnessLibrary/schedule](https://ucfocusonyourfuture.mysecurebenefitsportal.com/FinancialFitnessLibrary/schedule)

Fidelity also has a Course Catalog to assist faculty and staff in finding which class best fits their needs. Along with the Course Catalog is the latest online edition of the UC Focus Newsletter. Please view the catalog and UC Focus at: [https://ucfocusonyourfuture.mysecurebenefitsportal.com/FinancialFitnessLibrary/ClassesLanding](https://ucfocusonyourfuture.mysecurebenefitsportal.com/FinancialFitnessLibrary/ClassesLanding)

http://www.ucfocusonyourfuture.com/

For your convenience, and for those unable to attend in person, fully recorded versions of these workshops are available on demand by logging onto your Fidelity NetBenefits account at: [http://www.netbenefits.com](http://www.netbenefits.com)

**Gaucho U Certificate Program**
The Gaucho U Certificate Program 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.
This year’s program runs from 09/30/15 through 03/30/16. For more information regarding this year’s program including instructions on how to register: http://www.hr.ucsb.edu/sites/www.hr.ucsb.edu/files/docs/training/GU_U_Flyer.pdf

Registration deadline is Friday, September 18th.

Contract & Grant Certificate Program Courses for 2015-2016 begin September 2nd

The Sponsored Projects Training for Administrators in Research (STAR) program is a comprehensive certificate training program developed by the UCSB Office of Research to meet UCSB’s research administration needs. This program is designed for employees with responsibilities related to contract and grant administration and to improve campus understanding of regulations, policies, and procedures; strengthen internal controls; and provide staff members with access to key resources and contacts.

The certificate program is FREE and with courses starting September 2, 2015. Participants are welcome to take one or several courses of the 11-course series that are of particular interest to them, or they may choose to earn the STAR program certificate. Past STAR participants are encouraged to retake courses where new material and information is now available and could be critical to the success of the research administration process. Staff members who wish to earn a STAR program certificate must complete the coursework within two years.

For more information, a complete list of courses and to enroll, visit our Web site at http://www.research.ucsb.edu/spo/contracts-and-grants-liaison-resources/star-class-schedule/

Should you have any further questions, please send an e-mail to training@research.ucsb.edu

CERT (Community Emergency Response Team)

Advanced CERT training: Disaster Medical Operations

Fri Sept 11 / 9am-noon / EH&S Bldg 565

Email Jim Caesar to register

Law Enforcement Scenario Training
The UCSB Police Department will be hosting law enforcement training for UC police personnel and allied law enforcement agencies. This scenario-based training will be held from 12:00 p.m. to 5:00 p.m. at the Anacapa Residence Hall on Tuesday, September 1 and again on Wednesday, September 2, 2015. During these periods, you may see increased law enforcement equipment and vehicles as part of this training and there will be signs posted to alert you to any restricted areas. For further details, please contact Acting Lieutenant Matt Bowman at (805) 893-2303.

Public Service Loan Forgiveness Information for UCSB Employees

Dear UC Santa Barbara Community:

If you are currently working full-time at UCSB and have outstanding federal student loans, you may be eligible for an exciting new repayment benefit. Under the Federal Public Service Loan Forgiveness (PSLF) program, borrowers may have their Direct Loans forgiven after they have made 120 payments on those loans while employed in a public service position.

For forgiveness to occur, you must make 120 on-time, full, scheduled, monthly payments on your Direct Loans under a qualifying repayment plan. These payments need not be consecutive, but you must be working full-time at a qualifying public service organization for any payments you make to count towards PSLF.

Qualifying employment is any employment with a federal, state, or local government agency, entity, or organization, or a non-profit organization that has been designated as tax-exempt by the Internal Revenue Service (IRS). UC Santa Barbara counts as a qualifying employer, so any full time employee may partake in the program.

Only loans you received under the Federal Direct Loan Program are eligible for PSLF. These include Direct Subsidized Loans, Direct Unsubsidized Loans, Direct PLUS Loans for parents and graduate/professional students, and Direct Consolidation Loans. Loans you received under the Federal Family Education Loan (FFEL) Program, the Federal Perkins Loan Program, or any other student loan program are not eligible; however, if you have FFEL or Perkins Loans, you may consolidate them into a Direct Consolidation Loan to take advantage of PSLF. Only payments you make on the new Direct Consolidation Loan will count toward the required 120 qualifying payments.
Repayment plans that count for the PSLF program are: Income Based (IBR), Income Contingent (ICR), Pay As You Earn and the Standard (ten-year) Repayment Plan. To maximize forgiveness, you should repay your loans on one of the income-driven repayment plans (ICR, IBR, or Pay As You Earn), which generally involve a lower monthly payment than Standard Repayment does. To learn more about these plans, please visit: [https://studentaid.ed.gov/repay-loans/understand/plans](https://studentaid.ed.gov/repay-loans/understand/plans).

To begin the process, please complete the Employment Certification form, found at: [https://studentaid.ed.gov/sites/default/files/public-service-employment-certification-form.pdf](https://studentaid.ed.gov/sites/default/files/public-service-employment-certification-form.pdf). You will need to complete Sections 1 and 2 on your own, and then take the form to the Payroll Unit at Business and Financial Services so they can complete Section 3. They are located on the third floor of the Student Affairs and Administrative Services Building. Please then send the completed form to FedLoan Servicing, a U.S. Department of Education federal loan servicer. If you qualify, all of your loans will be transferred to this servicer.

FedLoan Servicing (PHEAA) will notify you whether your employment qualifies, and, if so, how many payments during the certification period were qualifying payments, the total number of qualifying payments you have made, and how many payments you must still make before you can qualify for PSLF. After you have made the 120th qualifying payment, you will need to submit the PSLF application to FedLoan Servicing to receive loan forgiveness.

The Office of Financial Aid and Scholarships encourages you to take an in-depth look at your student loan situation. These new programs could save you hundreds of dollars a month and thousands of dollars over the life of your federal student loans.

Sincerely,

Kristyn Keylon, Direct Loan Coordinator

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**United Way 24th Annual Day of Caring**

Join fellow UCSB staff, faculty, and students in a fun team-building event while making a difference in our community. Be part of the largest single-day volunteer event in the Tri-County area!

Mark your calendar and sign-up for the UCSB Team for the upcoming 24th Annual Day of Caring

**United Way of Santa Barbara**

**Saturday, September 19, 2015**

**8:00 AM - 1:00 PM**

Our project this year is with Isla Vista Parks and Recreation Adopt a Block Program – IV Cleanup. Register online with the UCSB Team! [http://www.ia.ucsb.edu/uw/day-of-caring-signup.aspx](http://www.ia.ucsb.edu/uw/day-of-caring-signup.aspx)
Sign up by August 31, 2015 to receive a free Day of Caring t-shirt, UCSB baseball cap and a chance to win a gift card to the UCSB Bookstore!

Our day will begin with an energizing kick-off continental breakfast at the Page Youth Center, followed by a half-day of gardening, painting, or clean-up at a selected work-site in the area.

Invite your family and friends! Form a departmental team with your colleagues! If you have children who need community service hours, this is a great opportunity for them.

Note: Because this is a volunteer opportunity, Day of Caring hours will not count as UCSB employee hours worked.

If you have any questions please contact Lauren Butler in the Office of Event Management and Protocol at (805) 893-7382 or Lauren.Butler@ucsb.edu.

For more information visit http://www.unitedwaysb.org/Doc2015

Interesting webzine regarding Employee Engagement   ///   Interesting webzine regarding Learning Organizations