

Vol. 35

IN THE LOOP

**May
2022**



**STAFF
COUNCIL**
CHANNEL
ISLANDS

STAFF SPOTLIGHT

Josh Magaña

Information Technology Services

Josh transferred to CI in 2008 and graduated in 2011 with a bachelor's degree in business with an emphasis in finance and management. Thereafter, in 2012, Josh was hired by Fiscal Services as a Financial Analyst to assist with Grants and Contracts, Budget, Accounting, and System Support. To further his education and gain in-depth knowledge in the public sector, Josh attended Cal State LA in 2015 and graduated with a master's degree in Public Administration in 2018. Today, Josh works for ITS as a Business Systems Analyst where he serves as the system admin for CI Financials (CFS), the Finance Data Warehouse (FDW), and Transact (Dolphin OneCard).



For the last 10 years, Josh has been responsible for administering end-user functional support, troubleshooting system issues, problem analysis as well as merchant setup and security administration. The most rewarding part of his job is being able to help our system users address day-to-day issues, and ensuring that staff, faculty and students are using the Dolphin OneCard, uninterrupted.

On his time off, Josh enjoys spending time with family, camping and traveling. His favorite foods are seafood and Yucatan cuisine.

THANK YOU JOSH!

CLASS OF 2022



COMMENCEMENT 2022

HUGE THANK YOU!

Thank you so much for everyone who contributed towards Commencement, supported our students, and remained committed to their collegiate journey. This is an entire campus endeavor so thank you to all. Please give an emphasized thank you to our Campus Events team. They put so much into this past weekend and were outstanding so give them a thanks when you see them around campus.

**WE CAN'T WAIT TO CELEBRATE THE SUCCESSES OF OUR STUDENTS AND THE AMAZING EFFORTS OUR CAMPUS EMPLOYEES EXHIBIT EVERYDAY TO SERVE OUR CAMPUS COMMUNITY. THANK YOU SO MUCH!
SEE YOU AT THE NEXT ONE!**



Summer Guide



Summer is upon us and welcoming a break is an idea we can all agree upon. Classes and projects are wrapping or perhaps ramping up so prepare yourself for some fun in perhaps the California sun! Here is a guide to prepare your life and space for an enjoyable and safe summer.



WATER

- Appoint a "water watcher" to solely oversee water activity
- Stop! Before a boat departure, pre-check you are ready to go
- Watch the weather patterns on the National Weather Service
- Pool Paradise is a click away



- Know before you go! Go to Travel.State.Gov for alerts and requirements
- Virtually travel through time and space - Explore Smithsonian
- Cycle in to the Summer - May is Bike Month



BBQ

- Grill Up Goodness - Explore recipes and more
- Simple Safety Tips for Grilling
- Article: The Evolution of American Barbecue
- Local Park and Play - County of Ventura Parks are Open for Reservation



- Hydrate and protect the skin with electrolyte water and SPF30+ broad spectrum
- 5 "SunSmart" Tips: Sunglasses, Shade, Slap on a Hat, Sunscreen, and Skin Cover
- Practice Heat Safety

The *End* OF THE FISCAL YEAR IS ALMOST HERE

Act Now! Check Forms & Due Dates

ATTENTION

By distributing the deadlines and requiring documents to be submitted earlier than in a normal month, Financial Services is in a better position to meet both the needs of the campus as well as submit our campus' reporting package on time. Here is a list of transaction to lookout for:

- Procurement
- Payroll Related Pay Requests
- Cash Posting Orders (CPOs)
- Petty Cash Replenishments
- ProCard Statements
- Travel Expense Claims (TECs), Certify, Business Expense Claims (BECs)
- AP Check and Direct Payment Requests
- Accounts Receivable Invoice Requests
- Payroll Expenditure Adjustments
- Budget Transfers
- Related Entity Transactions (RETs)
- Journal Entries (JETs)
- Deposits
- Accruals

[Click Now to View a Full Year-End Schedule](#)

Staff Engagement Report



Business & Financial Affairs

A DIVISIONAL MEETING WAS HELD ON MAY 11. THE SPRING MINGLE INCLUDED GAMES, FUN, AND RECOGNITION.
THANK YOU TO ALL IN ATTENDANCE!



*The Spring 2022 Recognition Award Winners/
Los Ganadores del Premio de Reconocimiento de Primavera 2022*

**Custodial Crew*

**Landscape Services Staff*

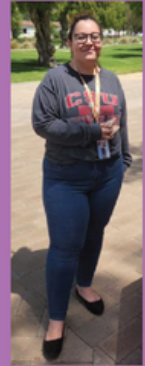
**Human Resources Staff*



Administrative Professionals Day!

The CI Staff Council

Events & Recognition Sub-Committee held an
Administrative Professionals Day
on April 27 at the Central Mall.



Thank You for all Your Hard Work & All You Do!!

Hannah Smit

Carolyn Shamowski

Teresa Montoya-Morua

Daniel Stewart

Marina Moreno

ADVICE NEEDED!

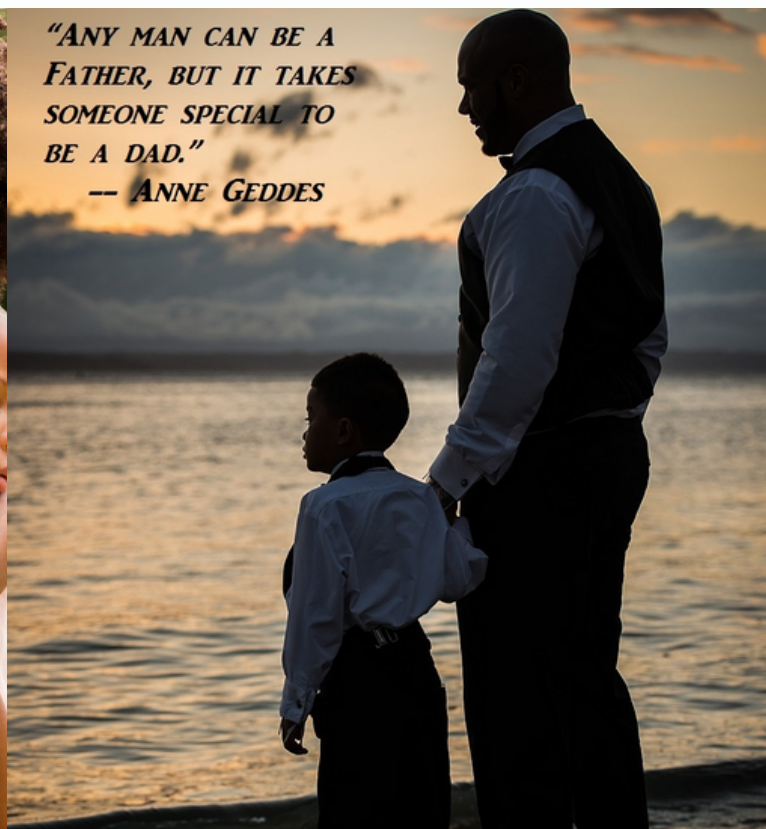
We're honoring parents and parental figures in our lives this May and June. CSUCI, we're asking you to share those moments of advice that pop into your head when you need it the most. Simple daily messages, kitchen hacks, lasting quotes, or funny jokes are just a few types of advice. We can share, honor and pass on the parental wisdom in June's In The Loop feature on "Parental Advice from the Pod." [Click to Share](#)



Motherly Advice



Fatherly Advice



In May...

Memorial Day

MEMORIAL DAY, ORIGINALLY CALLED DECORATION DAY, BEGAN DURING THE AMERICAN CIVIL WAR WHEN CITIZENS PLACED FLOWERS ON THE GRAVES OF THOSE WHO HAD BEEN KILLED IN BATTLE. AFTER WORLD WAR I, IT CAME TO BE OBSERVED IN HONOUR OF THOSE WHO HAD DIED IN ALL U.S. WARS, AND ITS NAME CHANGED TO MEMORIAL DAY.

MONDAY MAY 30, 2022 - CAMPUS HOLIDAY

Asian American & Pacific Islander Heritage Month

ASIAN PACIFIC HERITAGE MONTH IS A US HOLIDAY CELEBRATED DURING THE MONTH OF MAY. THE OCCASION HONORS ASIAN CULTURE AND THE ACHIEVEMENTS OF THE ASIAN COMMUNITY WITHIN THE UNITED STATES AND ACROSS THE WORLD.

ASIAN/ASIAN AMERICAN PACIFIC ISLANDER ASSOCIATION

SAVE
THE
DATE

MAY 3, 2022 AT BROOME LIBRARY PLAZA
ASIAN AMERICAN PACIFIC ISLANDER
CULTURAL CELEBRATION

The background of the entire image is a blurred American flag, showing the stars and stripes in a soft, out-of-focus manner. The colors are muted, with the red appearing as a dark maroon and the blue as a deep navy blue.

Gone, but not forgotten.

**REMEMBERING
OUR BRAVE
HEROES.**

THIS MEMORIAL DAY

Memorial Day Word Search

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



AMERICA
BLUE
CEMETERY
FALLEN
FLAG
FREEDOM
HEROES

HOLIDAY
HONOR
MAY
MEMORIAL
MILITARY
MONDAY
PARADE
RED

REMEMBRANCE
RESPECT
SACRIFICE
SALUTE
SERVICE
SOLDIERS
WHITE



First 3 staff members that find every word first will get a prize!
Please email your completed sheet to ci.staffcouncil@csuci.edu

CELEBRATE JUNETEENTH

We commemorate and honor African-American freedom.

Our campus stands in solidarity with our Black brothers and sisters.



JUNE 19TH

LET'S CONTINUE TO STRIVE FOR
EQUALITY AND FIGHT RACISM

OMBUDS CORNER

"I have looked deep inside myself, trying to detect something that might be there."

Haruki Murakami, author

Circumventing Your Hidden Hiring Weak Points

- *We subconsciously see ourselves in candidates*
Look for your own weaknesses when "clicking" with a candidate
- *What values/culture do you project, pro & con?*
Ask how candidates strike a balance between competing values
- *Convey a culture of "autonomous accountability"*
Ask about self-assessment and feedback-seeking habits

We subconsciously look for ourselves when considering candidates. See the good and bad.

When making hiring decisions, we strive to be objective but subconsciously we judge how qualities of ourselves we sense in the candidate match up against the job description. The positive, self-validating qualities we naturally gravitate toward can be a great addition to our teams, but they can also bring with them our less effective qualities. Knowing this, we can consciously acknowledge both the positive and negative we see in ourselves when assessing candidates.

The values and culture we project during interviews always have positive and negative aspects. Seek to find out how candidates strike a balance between competing demands.

Every interview conveys information about an organization's values and culture. In response, most candidates strive to mold themselves to the positive values they perceive. Unfortunately, once hired or promoted, they also tend to embody the negative aspects of a culture absorbed during the interview process. Instead of leaving the balancing act to chance, identify beforehand the pros and cons of a particular value and explicitly seek information from a candidate as to how they would balance those competing tendencies.

Convey prospective trust in a future employee by seeking input about instances of "autonomous accountability"

Every potential employee wants to feel the organization they seek to join will support and encourage them to thrive within their sphere of authority. The conflict comes when negative consequences of extending trust-- such as bullying lower-paid employees-- manifest along with the positive, such as taking a positive interest in the success of others. In addition to trying to uncover negative qualities (e.g., through reference checks), seek information about how a potential candidate check their own tendencies through habits of self-assessment and feedback-seeking. Particularly in an educational institution, an employee unreceptive to reflexive learning is likely to be a source of conflict when challenges arise.

**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](#)

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, June 21 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?



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