

MESSAGE FROM THE PRESIDENT

Among the most important institutional values we proclaim and are compelled to demonstrate are those that emphasize a strong sense of community and commitment to the success of all members of our University. Both high quality and high morale flow from our ability to align our performance with our values. We expect that our staff not only have the skills and training to support the work of the University, but are also provided with many opportunities to advance their own careers. Our Staff Development Programs focus on both goals.

Our capacity to provide quality service, to support our colleagues and the students we serve, and to quickly resolve problems is expanded with the knowledge and confidence our staff gain from the training programs provided. Through regular events sponsored cooperatively by Employee Assistance, Human Resources, Environmental Health and Safety, Information Technology, the University Staff Development Committee, and other campus units, we are able to support the campus Strategic Plan and the mission of the Staff Development Programs. The recent WASC report specifically noted staff development when they commended the University for its "strong community and the remarkable commitment of the faculty, staff, and administration in student success."

Whether seeking supervisory certification, career advancement, or additional training/skills in a specific area, let me encourage all staff to become familiar with the valuable training opportunities coordinated through the University Staff Development Programs listed inside.

Paul J. Zingg, President

GUIDELINES

To request funding for staff development training from the University Staff Development budget, please follow these guidelines:

- Supervisors must sign the Funding Request Form, indicating their commitment to the proposed training, in order for a request to be considered favorably by the committee.
- Preference will be given to requests that contribute to the University's Strategic Plan.
- Preference will be given to requests that are likely to benefit a large number of employees. An example would involve a participant who, upon completion of a training would offer the training to others.
- Preference will be given to requests which are received at least 45 days prior to the proposed training.
- Normally the committee will NOT fund the following activities:
 1. membership fees or organization dues;
 2. conferences,
 3. travel expenses;
 4. mandatory trainings, including trainings to meet externally-mandated skills, skills required for an employee's current job classification, skills required to preserve safe working conditions, and skills needed to forestall liability or other risk within the administrative unit.



CALIFORNIA STATE
UNIVERSITY, CHICO

UNIVERSITY STAFF DEVELOPMENT PROGRAMS

Believing in the importance of faculty and staff and their role in student success, we will continue to invest in faculty and staff development.

Strategic Priority #2

Phone: 530-898-6101

University Staff Development Programs
CALIFORNIA STATE UNIVERSITY, CHICO
<http://www.csuchico.edu/vpaa/StaffDevelop/>

MISSION OF THE STAFF DEVELOPMENT PROGRAMS

The primary mission of Staff Development Programs at California State University, Chico is to support the campus Strategic Plan, specifically relating to Strategic Priority #2:

Believing in the importance of faculty and staff and their role in student success, we will continue to invest in faculty and staff development

The goals of the Staff Development Programs are to

- increase productivity in the workplace;
- increase morale for our employees;
- enhance the ability to serve students;
- enhance job satisfaction; and
- maximize safety in the workplace.

The following offices coordinate a variety of professional development events for all staff, and funding is available for both on- and off-campus activities. A calendar of opportunities is located on the EHS *Live Course Calendar* at the following Web Site: <http://ehstraining.csuchico.edu/default.asp>

OFFICES TO CONTACT REGARDING STAFF PROFESSIONAL DEVELOPMENT

Environmental Health and Safety:

Provides Web-based, on-campus required safety trainings and maintains the LMS tracking system for campus trainings. <https://ehstrainings.csuchico.edu/>

Employee Assistance Program:

Organizes the Supervisory Certification Training program and the Work/Life Program. <http://www.csuchico.edu/eap/>

Human Resources: Provides required staff trainings as well as professional development workshops. <http://www.csuchico.edu/hr/>

Information Technology Training:

Provides required staff trainings as well as professional development training. <http://training.csuchico.edu/>

University Staff Development Committee (Provost's Office):

Provides a variety of staff professional development opportunities and maintains the University's Staff Development web pages. <http://www.csuchico.edu/vpaa/StaffDevelop/>

Staff should also check with their unit supervisors to see if there are staff trainings available through their unit.

The Funding Request Form and other information (e.g., contacts, audio, book and video resources, free trainings, fee waiver, wellness and fitness programs) can be found on the University Staff Development web site: <http://www.csuchico.edu/vpaa/StaffDevelop/>

Please contact the offices listed or a member of the University Staff Development Committee if you would like more information. Any suggestions for new staff development opportunities are always welcome.



It is not the strongest of the species that survive, nor the most intelligent, but the one most responsive to change.

Charles Darwin