

September 2017

## REMINDERS, UPDATES & NEWS

### REMINDERS

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#### Printer Toner Purchases

- All printer and copier toner purchases need to go through the Admin Unit. If you get any phone calls requesting information about printers, please refer them to any of us.



#### Mandatory Employment Notices/Posters

- Mandatory Employment Notices/Posters are located in 6 different locations for the departments in Enrollment Services and are updated as required by the Admin Unit. As there are multiple documents with lots of information, there is a binder next to each bulletin board containing copies of all the required documents. Please be sure to review this information in one of these locations, and the documents are also available for viewing [online](#).
  1. Admissions Main Office: 1226 Cheadle (in kitchen)
  2. Admissions Evaluation Unit: 1201 SAASB (in kitchen)
  3. Admissions Visitor Center: 1102 SAASB (storage closet behind front desk)
  4. Early Academic Outreach Program: 1818 Ellison Hall (end of the hallway)
  5. Financial Aid & Scholarships: 2103 SAASB (back wall next to kitchen)
  6. Registrar: 1101 SAASB (copy room)



#### DMV Employer Pull Notice Program

- We are making sure that all employees who travel on University business have current paperwork filed for the DMV Employer Pull Notice (EPN) program. The California Commercial Motor Vehicle Safety Act of 1988 requires employers to monitor the public driving record of employees who drive as part of their employment. In order to comply with this law, UCSB participates in the California Department of Motor Vehicles Employer Pull Notice (EPN) Program.

The goals of this program are to protect public safety, verify that each driver has a valid driver's license, identify problem drivers, and minimize risk to the University. State law prescribes criminal penalties for employing or continuing to employ as a driver, a person with a disqualifying action taken against his or her license.

→ If you have received the forms to complete and sign, please return them to Kristina Hansen in the Admin Unit as soon as possible



### Update Personal Emergency Contacts

- If you need to update your personal emergency contact, please provide the information to Kristina Hansen in the Admin Unit so that we can be sure to have someone to contact on your behalf in the event of an emergency.



### Office of the Registrar 2017 Fall Kickoff Meeting on 9/20

- The 2017 Registrar Fall Kickoff meeting is on Wednesday, September 20<sup>th</sup> from 8:30-11:30am in the Rathmann Auditorium, (Life Science Building, Room 1001)

## UPDATES

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### Emergency Building Evacuation Drills Scheduled on 9/18

- Emergency Evacuation Drills for SAASB, Cheadle Hall, and Ellison Hall are scheduled for Monday, September 18, 2017. The alarms will be activated at some point during the following times for these specific buildings.
  - 7:30am-12:00pm: SAASB and Cheadle Hall
  - 1:00pm-4:00pm: Ellison Hall

When the alarm sounds, please evacuate the building immediately and meet your DSR (Department Safety Representative) in your department's designated meeting area to be sure that everyone is accounted for. If you are unsure of where that is, please contact your DSR.

#### Admissions DSRs:

Sylvia Vargas – Primary DSR

Khadijah Clark – Alternate DSR for Cheadle 1210, 1226, 1234

Yessica Arroyo – Alternate DSR for SAASB 1201

Myles Parrino – Alternate DSR for Visitor Center (SAASB)

#### Registrar DSRs:

Kristina Hansen – Primary DSR

Danielle Greene – Alternate DSR

#### EAO DSRs:

Rosa Martinez – Primary DSR  
Luis Melgoza – Alternate DSR

Financial Aid DSRs:

Jasmine Moses – Primary DSR  
Julie Portillo – Alternate DSR



- On September 18<sup>th</sup>, students can begin to print their work-study program referral documents to provide to departments for their employment.
- In the next week or so, the campus Locksmith will be working on the exterior doors in offices in Admissions and Registrar to remove the locking mechanisms that can only be used with an allen wrench.



*(this thing)*

They will be replaced with a thumb-turn lock that will no longer require the allen wrenches to lock and unlock the doors.



*(something like this)*

## NEWS

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### **Welcome to our newest employees in Enrollment Services!**

Office of Admissions

- Collin McLeod, Admissions Counselor, Transfer Services
- Marcus Mathis, Assistant Director for Diversity Initiatives

Office of the Registrar

- Sarah Koepke, Systems Analyst & Grading Coordinator



**Enrollment Services Annual Holiday Breakfast Potluck on 12/13**

- Save-the-Date for the annual Enrollment Services Holiday Breakfast Potluck on Wednesday, December 13, 2017 at 8:00-9:00am in the Visitor Center, 1102 SAASB.

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Enrollment Services Admin Unit

<http://www.sa.ucsb.edu/enrollment-services/>