



CALIFORNIA STATE UNIVERSITY  
FULLERTON

# HUMAN RESOURCES, DIVERSITY & INCLUSION



**2018-2019 ANNUAL REPORT**

HRDI | CAL STATE FULLERTON



CALIFORNIA STATE UNIVERSITY  
FULLERTON

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Friends and Colleagues,

This past year was filled with many exceptional highlights for both the division of Human Resources, Diversity and Inclusion (HRDI) and the Cal State Fullerton campus. In its second year, our strategic plan and its motto of people first have continued to serve as a road map, guiding us to fulfill our mission statement to empower the Titan community by providing innovative and excellent service to all of our employees that serve our great University.

To truly echo that sentiment, I started out the year with an ambitious goal to meet each and every Titan employee. With over 240-acres, 112 buildings and a 45-minute drive to the Irvine center, I had my work cut out for me. I hit the pavement to explore the countless spaces on campus many call home with a Fullerton "F" patch in hand as a small token of my appreciation. I met with so many new people and though not all recognized me at first, I was relieved to find that some people knew me as the guy who wore a bright orange suit to the University Awards Program and my questionable fashion choices indeed made them laugh.

*Through my journeys on campus this year and during countless conversations with our employees, it is even more evident that it is through the tireless efforts of our amazing workforce that our University can claim number one in the CSU for graduating women, home to the most first-generation college students in California and number five in the nation for awarding bachelor's degrees to Hispanic graduates.*

As we continue to collaborate together on this sprawling campus, I hope that my small token reminds you of the reason we all chose to commit to a career in higher education, even on the toughest days – the students. In this annual report, you will find highlights of our many accomplishments during the past fiscal year. From the many events that brought the community together like the What Brings Us Together Luncheon, Bring a Child to Work Day, Titan Recognition Week and the University Awards Program; to the many strategic partnerships our office engaged in with other campus divisions; to the addition of several health and wellness programs for our employees; I am proud of the progress we have made. In this next year, we will continue to look for ways to grow as a transformational division of Human Resources as we support you throughout your careers at Cal State Fullerton.

Sincerely,

David Forgues, Ph.D., SHRM-SCP

# VISION, MISSION, & VALUES

## THE HRDI VISION

HRDI's vision is to empower the CSUF community through excellent and innovative service.

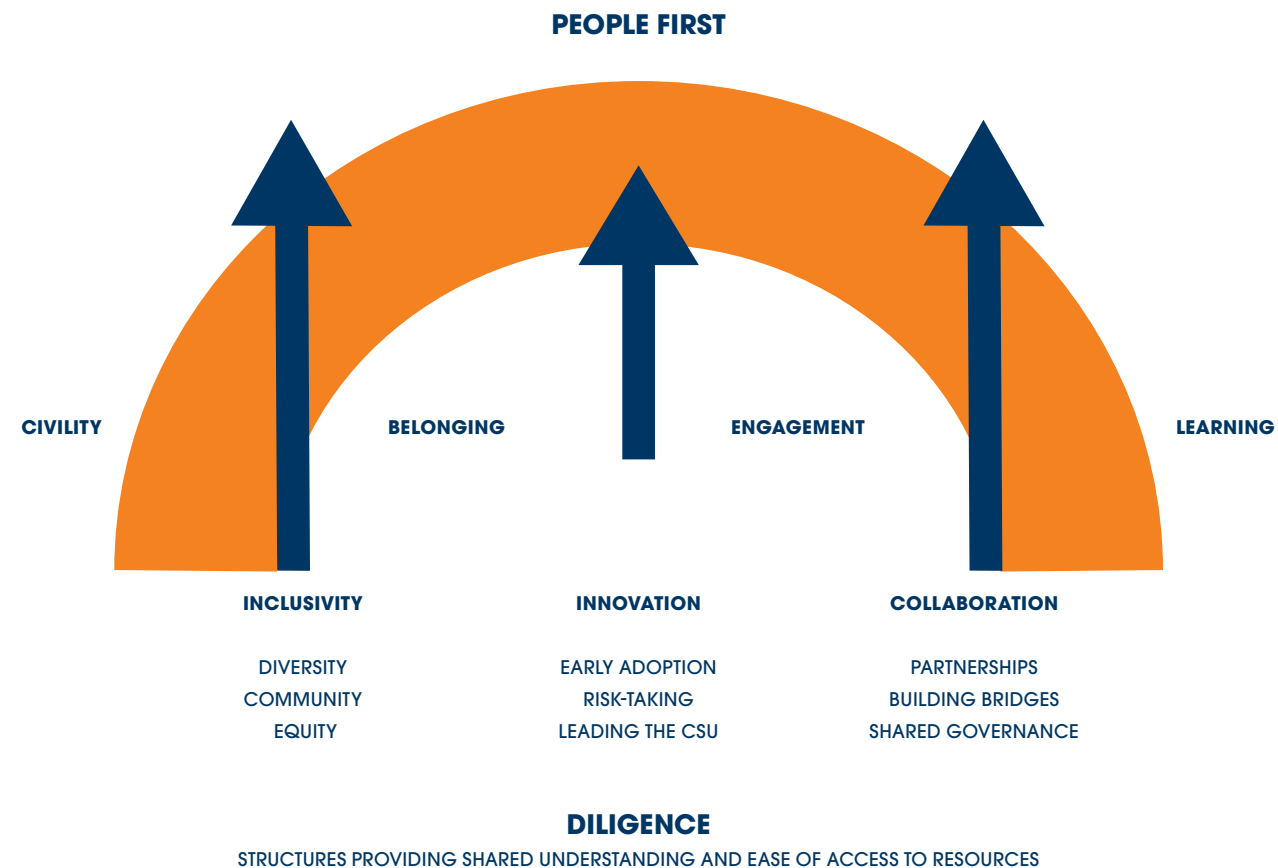
## THE HRDI MISSION

HRDI's mission is to deliver valuable services to create an environment where a diverse community thrives.

## WHAT HRDI VALUES

- People first**, contributing to a community of belonging;
- Inclusion**, embracing and welcoming diversity;
- Integrity**, with the aim of honesty and trustworthiness in all interactions;
- Diligence**, with careful and consistent effort;
- Innovation**, introducing original and creative thinking; and
- Collaboration**, creating better solutions together than we could alone.

## HOW WE FRAME OUR WORK



# 2018–2023 STRATEGIC PLAN

## STRATEGIC DIRECTION/GOAL 1

### Employee Engagement:

*Develop and support programs and activities that foster a diverse and inclusive community and increase employee engagement.*

1. Engage employees by celebrating their accomplishments and building an inclusive community.
2. Develop and implement initiatives to support holistic employee physical and financial health and wellness.
3. Create leadership and professional development programs to further recruitment and retention of a high quality and diverse faculty and staff.
4. Support GI2025 and student success.

## STRATEGIC DIRECTION/GOAL 2

### Leveraging Technology:

*Pilot and adopt technology solutions to improve customer experience and service delivery.*

1. Lead the CSU System to develop and implement the common applicant tracking system, CHRS Recruitment (PageUp), for all employee groups.
  - 1A. If selected as an early adaptor to the CHRS Project, complete all implementation strategies.
2. Implement technology solutions to streamline processes and seamlessly integrate services.
3. Broaden HRDI services to include self-service options.

## STRATEGIC DIRECTION/GOAL 3

### Data-based Decision Making:

*Use employment and customer service data to inform operational and strategic decision making.*

1. Enhance various data reports to empower decentralized decision-making around human resource functions to increase employee recruitment and retention.
2. Employ workflow analysis methods to assess HRDI productivity and implement operating standards.
3. Assess the HRDI customer experience and implement benchmarks for increased satisfaction.
4. Develop strategies around divisional resource needs and budget stabilization.

## STRATEGIC DIRECTION/GOAL 4

### Proactive Communication:

*Improve and streamline communication between HRDI and University stakeholders to model transparency and best practice.*

1. Update and enhance the HRDI website to increase engagement and accessibility as a one-stop shop for HRDI services.
2. Communicate critical guidelines and processes for HRDI functions.

## STRATEGIC DIRECTION/GOAL 5

### Collaborative Partnerships:

*Pursue strategic collaborations with University partners to strengthen diversity and inclusion and scale University initiatives.*

1. Unite stakeholders around initiatives to positively impact compositional diversity and an inclusive climate in support of the University Strategic Plan.
2. Collaborate with University partners to develop or revise key initiatives, policies, and procedures.
3. Develop, promote, and deliver training programs that support cross-divisional goal attainment and address employee development and expertise.
4. Pursue opportunities to develop relationships and increase communication with University partners.

# PUTTING PEOPLE FIRST

**H**HRDI is the first division of its kind within the California State University System (CSU) and as such is a transformational organization built on the foundation of change and innovation. HRDI is expanding its capacity outside the traditional human resources role by serving the community as a strategic partner, through a broader, more inclusive lens. We no longer limit ourselves to the customary HR model of transactional service, but emphasize our values of people first with diversity, inclusion and equity at the forefront of our daily work. Our investment in our community includes students, faculty, staff, and internal/external stakeholders as guided by our University's strategic plan in Goal 3: Recruit and retain high-quality and diverse faculty and staff.

# HEED AWARD



*"The HEED Award is affirmation that a campus is serious about diversity and inclusion," – David Forgues, vice president for human resources, diversity and inclusion*

Cal State Fullerton has been chosen to receive INSIGHT Into Diversity's 2019 Higher Education Excellence in Diversity (HEED) Award for the second year in a row and is one of 95 institutions to receive this honor. The HEED Award measures the level of achievement and commitment to diversity and inclusion through broadening campus initiatives and programs, student recruitment and retention, and hiring practices for faculty and staff. The HEED award has become an industry standard for institutions who put diversity and inclusion practices at the forefront of their work.

*"The goal is to weave diversity and inclusion into the work performed here every day." – Bobbie Porter, assistant vice president, diversity, inclusion and equity programs*

# OUR PEOPLE AT A GLANCE

**47** YEARS IS THE AVERAGE AGE OF OUR CAMPUS EMPLOYEES

**193** NEW HIRES BEGAN WORK AT CAL STATE FULLERTON

**3,784** FACULTY, STAFF AND ADMINISTRATORS WORK AT CAL STATE FULLERTON

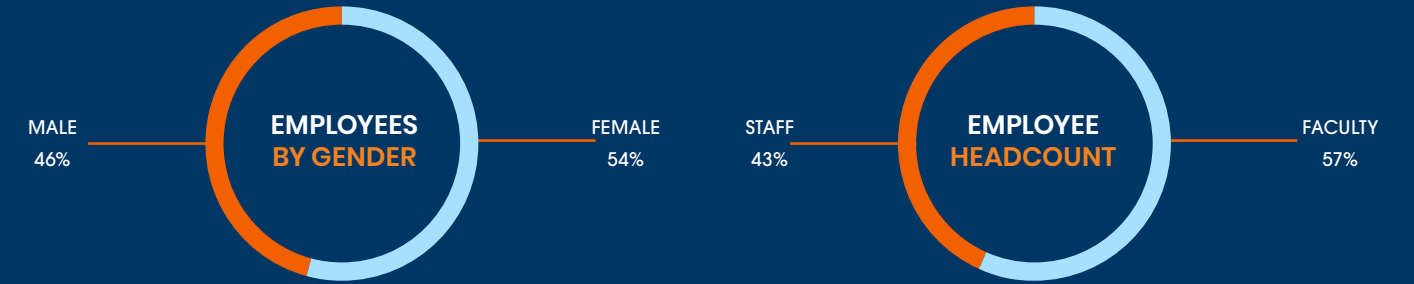
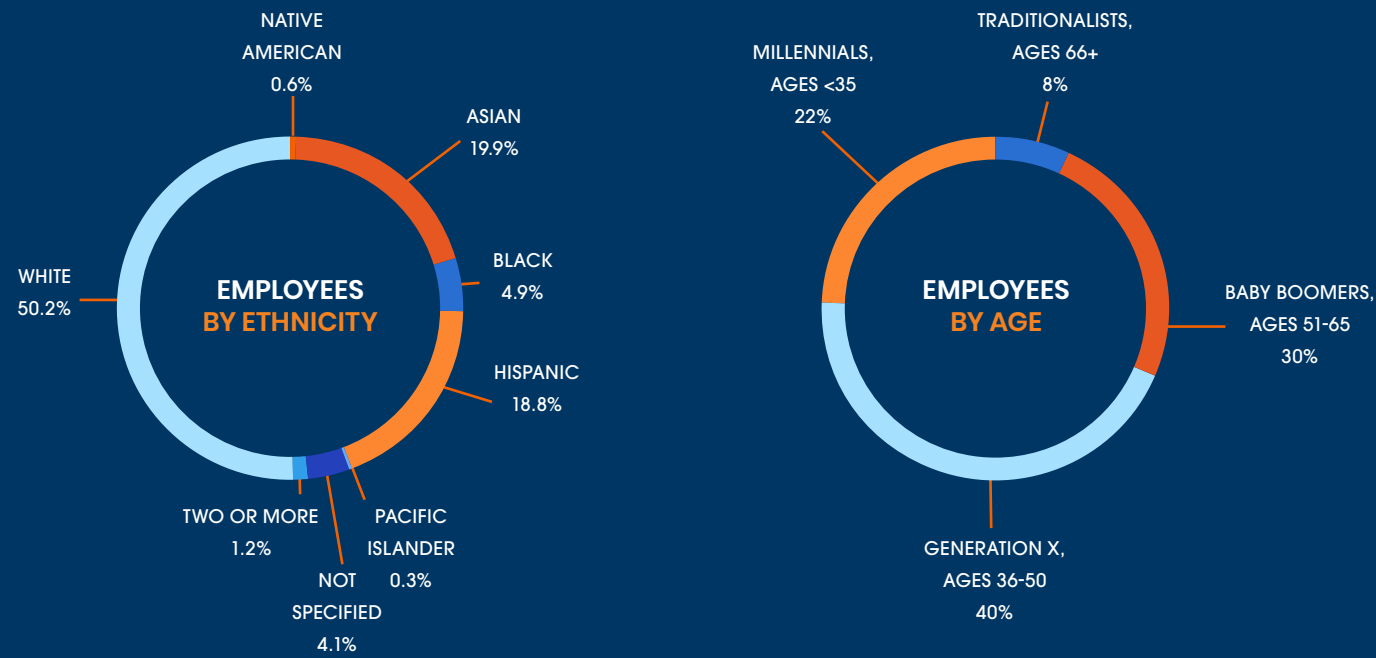
**9.47** YEARS IS THE AVERAGE LENGTH OF SERVICE OF OUR CAMPUS EMPLOYEES

**35,820** TOTAL YEARS OF SERVICE HAVE BEEN SERVED BY OUR CAMPUS EMPLOYEES

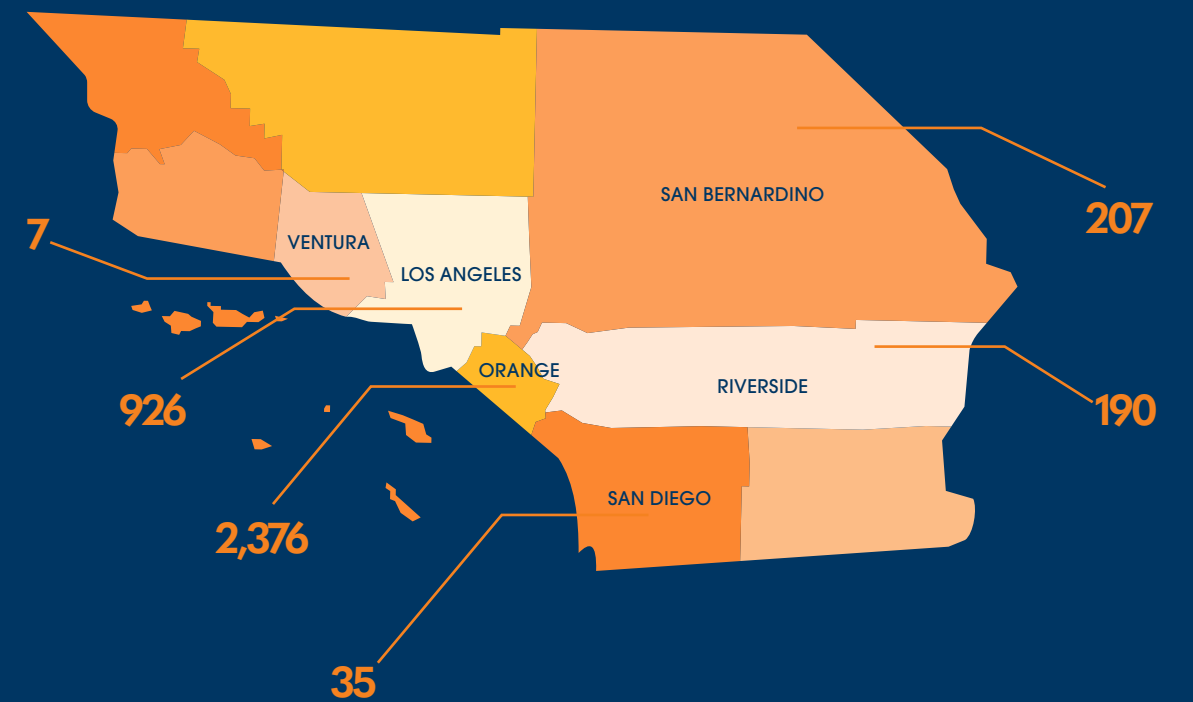
All figures shown are based on 2018-2019 fiscal year data.

# EMPLOYEE SNAPSHOT

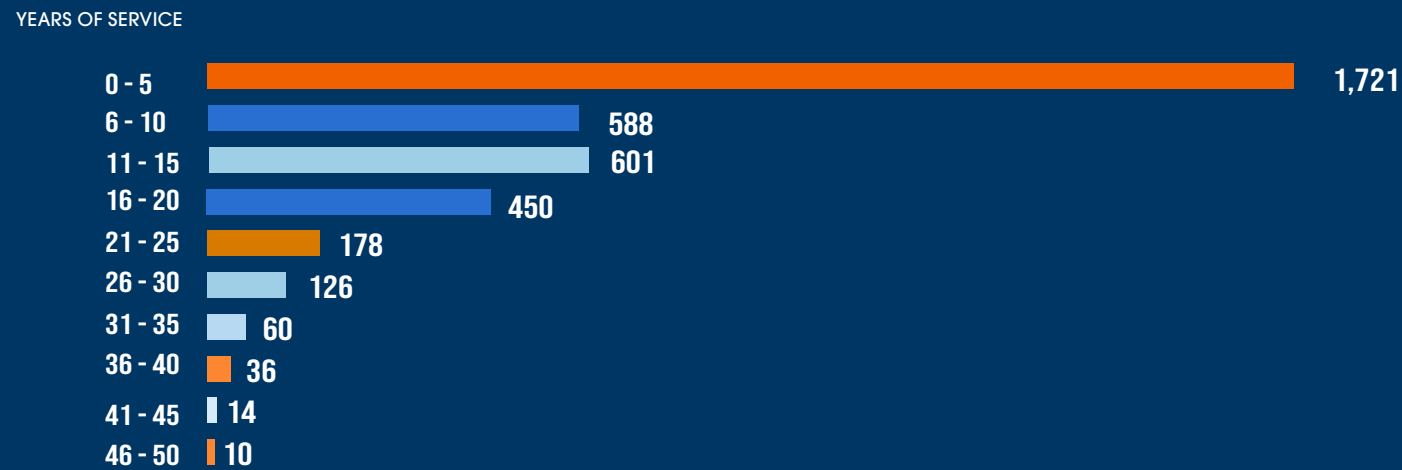
## BY THE NUMBERS



## EMPLOYEES BY SOUTHERN CALIFORNIA COUNTY



## YEARS OF SERVICE AFTER FIRST HIRED DATE



All figures shown are based on 2018-2019 fiscal year data.



# BUILDING A CULTURE OF HEALTH & WELLNESS

## BENEFITS ORIENTATION

This year we held 19 total benefits orientation sessions and helped 181 employees learn about comprehensive benefits packages available at CSUF. Benefits orientations are offered to all of our new employees, who receive guidance on available health and retirement plan options, flexible spending accounts, credit union membership, life insurance, and available perks and discounts by a benefits specialist during their first six months of joining campus.

## ACCOMMODATIONS LAB OPENS

The accommodations lab was created for employees in need of ergonomic at-work solutions. Individuals can test their comfort in several mock work set-ups, which include various types of interchangeable ergonomic furniture such as sit-stand desks, monitor arms, ergonomic chairs, foot rests, mice, and keyboards. Since its start in November 2018, the lab has assisted many employees with their accommodations needs. Walk-ins are welcome or schedule an appointment with the Total Wellness team.

## REJUVENATION SPACE IN COLLEGE PARK

In addition to the seven rejuvenation spaces that were opened at the Fullerton campus and Irvine center in April 2016, an additional space was added to College Park on the 7th floor in December 2018. All spaces are private and equipped with a couch, paper towels, electrical outlet, and a flat surface table. Our rejuvenation spaces serve as a private and convenient at-work space for campus employees with lactation or disability needs.

## HEALTHY CAMPUS WEEK

As a part of our Healthier Campus Initiative, the campus participated in a nationwide event called Healthy Campus Week. The weeklong schedule of events invited employees and students to participate in 19 activities and events that promoted healthier choices and lifestyles. Activities included workshops, interactive and educational booths, physical activities and much more.

## KAISER FREE FLU SHOT CLINIC

A free flu shot clinic sponsored by Kaiser Permanente, was held for faculty and staff on campus. Regardless of health plan, free flu shots were offered to employees. In addition to flu vaccinations, T-Free shots were also available for pregnant mothers.

## ANNUAL HEALTH AND WELLNESS EXPO

Total Wellness hosted its 6<sup>th</sup> annual Health and Wellness Expo in September 2018 and welcomed over 600 employees to the Titan Student Union. Every year, the expo brings together employees and local health and wellness vendors to educate and inform the campus community about health and wellness resources and habits for healthy living. Vendor booths included free health screenings, nutrition and fitness info, opportunity drawings, interactive demos, personal development and growth opportunities, voter registration, family and lifestyle tips, and more. CSUF health plan representatives also attended the event to assist employees with health plan questions related to open enrollment.

## THE WEIGHT WATCHERS JOURNEY CONTINUES

The WW at Work program (formerly known as Weight Watchers) re-launched on our campus in September 2018, offering employees campus support for the 12-week program. Employees who sign up for WW at Work receive a discount on the program rate, convenient at-work meetings, journey incentives, and community on their journeys to healthy weight management.

**1519.6** TOTAL LBS. LOST FROM COMPLETED PROGRAMS.  
**137** EMPLOYEES ENROLLED IN THE FALL SESSION.

## FEE WAIVER PROGRAM

We are proud to provide employees and their dependents with career development opportunities, such as the CSU Fee Waiver Program. Eligible employees and their dependents may receive a waiver or reduction of certain fees when enrolled in CSU courses.

**538** CSUF EMPLOYEE FEE WAIVERS PROCESSED.  
**232** OTHER CSU EMPLOYEES AND/OR DEPENDENTS FEE WAIVERS PROCESSED.  
**770** TOTAL FEE WAIVERS PROCESSED.

## PERKS AT WORK LAUNCHES

Perks at Work, a new savings program available to campus employees and their families, launched on campus in February 2019. Employees can register with their campus email online at [www.perksatwork.com](http://www.perksatwork.com) and receive discounts on brands, travel, dining, electronics and more just for being a Titan! Since its launch users have saved a combined total of \$25,400.

## FIDELITY INVESTMENT CONSULTATIONS

HRDI partnered with Fidelity to offer our employees 10 monthly sessions of private consultation with a Fidelity representative to discuss investment options. This year, we assisted 80 employees with this on-campus service.

## SCHOOLSFIRST HOME BUYER PROGRAM

To enhance our recruitment efforts, HRDI partnered with SchoolsFirst Federal Credit Union to offer employees a 0% APR relocation reimbursement anticipation loan up to \$5,000 to bridge the expenses. The loan offers six months with no interest and no payments.

## SOCIAL SECURITY & RETIREMENT SESSIONS

HRDI offered three social security information sessions to provide an overview about social security benefits, eligibility for employees with dependents, and Medicare. In addition, four CalPERS retirement sessions were offered to help educate our employees about planning for retirement and how to complete the retirement process.

## TOTAL COMPENSATION REPORT

The University's total compensation package consists of much more than just a paycheck. A significant portion is comprised of employer contributions towards your health insurance, retirement and other important benefits. To help illustrate what that means, a personalized Total Compensation Statement was developed and launched in summer 2019. The statement is available for full time employees through the employee portal. Statements for part time employees will be available in late fall 2019.

# THE TITAN EXPERIENCE

## ONBOARDING AND BEYOND

### RECRUITING RESOURCE GUIDE

A Strategic Recruitment Resource Guide was developed and sent to all members of faculty search committees based on valuable feedback collected from search committee trainings this academic year. The resource guide enhances existing recruitment trainings by providing search committees with the direction and goals for the search, answering questions, and addressing various topics as requested by search committee members.



### COMMON HUMAN RESOURCES SYSTEM (CHRS) PARTNERS

HRDI led the campus wide conversion for the Common Human Resources System (CHRS) as one of the first campuses to adopt and implement the CHRS recruiting solution. The recruiting solution was launched this fiscal year for some employee groups including staff, faculty and students and will continue to be implemented in a phased roll-out. This new system will streamline the recruitment process for hiring managers and candidates alike.

To support our employees' transition to the new recruiting tool, staff and faculty open lab trainings have been conducted, including a Change Management session for hiring managers in partnership with the Chancellor's Office. Trainings and resource guides continue to be developed and posted online. Stay tuned for project updates on our website.

### NEW CAREERS WEBSITE

Our faculty and staff employment teams are excited to offer a brand-new career website to enhance the application experience for prospective applicants. Visit the all new careers website at [hr.fullerton.edu/Careers](http://hr.fullerton.edu/Careers)

### DHR RESOURCES AT NEW EMPLOYEE ORIENTATIONS

As part of our employee onboarding program, 12 new employee orientations were offered to newly hired faculty and staff. The on-going new employment orientation includes a campus tour, professional development resources,

employment resources and more. The campus Discrimination, Retaliation and Harassment (DHR) administrator now conducts DHR presentations and provides resources during orientation and employees' first day of work.

### ONLINE NEW FACULTY ORIENTATION

HRDI partnered with the Faculty Development Center to provide easy to access, on-demand orientation modules for new part time faculty who may not be able to attend on-campus orientations. These modules allow for more participation, access to resources and a convenient onboarding service.

### NEW EMPLOYEE MIXER

The annual new employee mixer welcomed new hires to the Arboretum to network with fellow colleagues and learn more about the University. The mixer featured a welcome breakfast and team scavenger hunt, where new employees met other Titan colleagues, won CSUF swag and learned fun facts about their new campus.

*"Thank you HRDI for making the onboarding/ orientation process welcoming. I've worked at several other campuses, and you all have done such a better job with orienting us and putting events like this to make us feel part of the community." – New Employee Mixer*

### STREAMLINING EMPLOYMENT VERIFICATIONS

Payroll Services partnered with InVerify, a leading expert in income and employment verification services. Employees now have efficient and effortless access to employment and income verification information, all through this reliable and convenient service. InVerify quickly gathers the verification information needed to apply for a bank loan, home mortgage, or rental qualification. InVerify can also be used to obtain social service benefits, including temporary assistance, housing assistance, child support and nutrition assistance. In addition, all verification reports can be easily and securely reviewed by the

employee. HRDI's partnership with this service allows accessible and effective verification for whenever CSUF employees may need it.

### PERFORMANCE EVALUATIONS TIMELINE CHANGE

The annual performance evaluation timeline for represented staff members was adjusted from the July 1 – June 30 period. The new date range will allow for more authentic feedback and align management and staff in annual goal setting tied to our University's strategic plan.

### PARTNERING WITH UNION REPRESENTATIVES

Labor and Employee Relations has established open communication with all Union representatives and partners by meeting with various members each quarter in an effort to forge and continue strong partnerships.

### MANAGING RISK

#### RISK MANAGEMENT AWARENESS WEEK PANEL

Representatives from Risk Management were among several speaker panelists to participate in Risk Management Awareness Week, an event hosted in April 2019 by the Center for Insurance Studies. Topics covered in the panel included a wide range of potential risks such as international travel, active shooter readiness, lab safety and emergency management, as well as the problems that could surface with each of these scenarios.





# PREPARING THE STUDENT WORKFORCE FOR SUCCESS



In support of GI 2025 and the initiative to move student success forward, the student employment program has undergone some robust changes and added additional resources to truly support and prepare our Titan student workforce for success.

**1910** Student Assistant Employees were employed in the 18-19 academic year.

**786** Academic Student Employees (Instructional Student Assistants, Graduate Assistants, Teaching Associates) were employed in the 18-19 academic year.

## STUDENT EMPLOYMENT WEBSITE

A student employment website was created to support our student employment program and to better assist the student employee population on campus. Students can find information on position eligibility, training, types of employment and more. Student supervisors can also find valuable resources for many different student assistant positions, forms and policies. The update comes after the addition of a student employment specialist and a revamp to the student employment program.

## VISIT US AT

[hr.fullerton.edu/studentemployment](http://hr.fullerton.edu/studentemployment)

## STUDENT EMPLOYMENT OPPORTUNITIES: IN THE COMMUNITY

In partnership with the Career Center, HRDI hosted a booth at the Fall Internship Expo in October 2018 and annual Part-time Job Fair in November 2018. Advising was offered to more than 150 students seeking student employment opportunities in the community.

## STUDENT EMPLOYEE PERFORMANCE EVALUATION

HRDI understands the value of performance review and what it can do for employee development. In addition to the rich academic growth our student employees undergo during their time on campus, effective performance evaluations between students and their supervisors enrich our students' professional growth and prepare them for the workforce beyond the University. Many updates have been made to the student employee evaluation process including an online survey and tools to help supervisors conduct effective evaluations.

## FIRST ANNUAL STUDENT EMPLOYMENT MIXER

HRDI welcomed 136 student employees to the first annual Student Employment Mixer, where student employees and their supervisors were invited to meet, mingle and learn about employment resources available through the HRDI student employment program. Topics covered during the presentation included an introduction of the student employment specialist, data about student assistants in higher education, how to find opportunities for staff positions through campus jobs and temporary pool job postings, and upcoming professional development opportunities.



# OUR COMMITMENT TO DIVERSITY & INCLUSION

At the heart of HRDI at Cal State Fullerton is diversity and inclusion. We strive to infuse diverse and inclusive practices into all the work that we do. Increasing diversity and cultural awareness on our campus and providing support for best practices that support this framework remains our priority as a transformational division of Human Resources, Diversity and Inclusion.

## SUPPORTING TRANSGENDER EMPLOYEES AT CSUF GUIDE

In a collaborative effort with various campus partners, the Supporting Transgender Employees at CSUF guide was created and distributed around campus. It is available on the HRDI, Title IX and Pride Alliance websites. The guide provides foundational information about gender identity and a framework to support any transgender employees who wish to transition while employed at CSUF.

## OUT AT WORK PANEL DISCUSSION

In partnership with Career Service Center and the Pride Alliance, DIEP hosted an Out at Work Panel Discussion for LGBTQ+ students, faculty and staff to celebrate each other's journeys and identities. The event was one of several events offered on campus in honor of national Coming Out Day on Thursday, October 11. Panel speakers featured faculty, staff and other guests who shared their experiences and narratives on being LGBTQ+ and how to navigate being out at work.

## CULTURAL ENGAGEMENT GUIDE

The Cal State Fullerton Cultural Engagement Guide is a local directory created to help members of our campus connect with communities on campus and beyond. We recognize the importance of helping our campus community members connect to their cultural roots so that they, as well as the campus, may continue to grow and flourish. The first edition of this directory includes businesses, places of worship, and other organizations in Orange and Los Angeles Counties that are predominately patronized by Blacks/African-Americans, Hispanics/Latinx, and Asian/Pacific Islander/Desi Americans and are LGBTQ+ affirming. Directory entries are categorized by ethnic group and organizational type. To help with the ease of travel, each entry includes the distance from CSUF to the listing. There may be other businesses, places of worship, and organizations in these categories

that are not listed. Readers are encouraged to assist the DIEP office by submitting corrections and/or additions to [diversity@fullerton.edu](mailto:diversity@fullerton.edu).

## LEARNING ABOUT DISCRIMINATION, HARASSMENT AND RETALIATION (DHR)

As part of our University's commitment to promote civility, professionalism and respect amongst its campus community, Diversity, Inclusion and Equity Programs (DIEP) created and distributed a DHR resource guide to increase awareness of the topic and educate employees about available resources to maintain an environment free from discrimination, and harassment and retaliation.

## DIVERSITY, INCLUSION AND EQUITY PROGRAMS PRESENTATIONS IN THE TITAN COMMUNITY

- Bias in the Workplace: What's DHR and How to Avoid it
- DHR Training with Library Student Assistant Supervisors
- DIRC Advance, Student Training
- New Faculty Foundations
- Inclusive Customer Service and Patient Care for Health Services Staff
- Introduction to Inclusive Leadership and Cultural Intelligence
- Recruiting and Retaining Members for SLL Lead Con (student organization officer conference)
- Academic Excellence Beyond the Classroom: Equity Minded Practice for Student Success for College and Theatre and Arts Student Success Center team
- Engaging Beyond Diversity: Fostering a Classroom of Inclusion: New Faculty Foundations
- Working with Diverse Titans: New Lecturer Workshop
- Keynote Speech on Diversity and Hiring: CECS Annual Retreat

# CREATING A COMMUNITY OF ENGAGEMENT & LEARNING

*“I plan on using pronouns in every space on campus to make sure that whoever needs to hear it to be safe knows that they are.” ~ Staff and Faculty Member Gender and Pronouns Use in the Classroom*

## WORKSHOPS AND TRAININGS

### INCLUSIVE LEADERSHIP CERTIFICATE

DIEP and the Faculty Development Center partnered to create a new learning opportunity designed specifically for current campus leaders. This foundational, micro-certificate program introduces participants to the attitudes, knowledge, and skills for inclusive leadership in an increasingly diverse campus. This certificate is a perfect way to incorporate this competency into your leadership toolkit, meet others around campus who share your interests, and contribute to further drive inclusivity into our campus culture. Twenty-two leaders have since earned their inclusive leadership certificate.

### INCLUSIVE CUSTOMER SERVICE

This training discussed ways to engage members of our community with daily services so the Titan Experience is safer and welcoming to all. Participants discussed how different cultural norms effect customer service and how to best engage with different cultural norms while still providing quality service.

*“Treat customers how THEY want to be treated.” ~Staff Inclusive Customer Service Training*

### RELIGIOUS ACCOMMODATIONS

As a diverse campus, CSUF has a responsibility to provide safe spaces for students, faculty and staff. Becoming aware of, and engaging with, religious and worldview diversity is key to creating a campus culture that is not just accommodating but respectful and inclusive of diverse identities. This session provided participants opportunities to reflect on personal worldview identity, as well as perceptions towards others. The goal is to start a conversation that will allow us to build a safe, respectful and inclusive office, classroom and campus.

### EMOTIONAL INTELLIGENCE IN CROSS-CULTURAL INTERACTIONS

Emotional Intelligence is the awareness and management of your own emotions and others. This training provided information on ways to develop emotional intelligence and how it applies to leadership and cross-cultural interactions.

*“This was so helpful in encouraging our group to be empathetic to all members of our team to encourage us to take a moment and think before reaction.” ~Staff Emotional Intelligence for Cross Cultural Interactions*

### ENGAGING BEYOND DIVERSITY: FOSTERING A CLASSROOM OF INCLUSION

CSUF has a diverse student population and creating a safe and welcoming learning environment will help all students feel like they can succeed and reach their potential. This training provided an overview on the CSUF campus community, diversity and inclusion practices, and suggestions for inclusive classroom practices.



### USING THE “SUPPORTING TRANSGENDER EMPLOYEES” RESOURCE GUIDE

CSUF is committed to fostering a workplace that is inclusive of every Titan on campus. In efforts to keep this commitment, a “Supporting Transgender Employees” resource guide was created to provide best practices in supporting transgender and gender non-conforming employees who wish to transition at their workplace. This training walked employees through different parts of the guide, how to use it, and provided scenarios to talk through situations where the guide can be useful.

### DIVERSITY, INCLUSION, AND EQUITY LANGUAGE 101

We hear the terms diversity, inclusion and equity used all the time. Sometimes these terms are used interchangeably. This training provided shared language on what these terms mean and how one can put them into action as a member of the Titan family to better serve our community.

### GENDER IDENTITY AND PRONOUN USE

This training provided foundation information on gender, gender identity and biological sex and highlighted the difference between gender identity and sexuality orientation. In addition, best practices on how to incorporate pronoun usage in day to day work and interactions were provided to help foster a space for inclusivity and learning.

### NAVIGATING WORKPLACE DIVERSITY CONFLICT

The best performing teams encountered conflict and it’s how that conflict is handled that keeps the team productive and cohesive. This training provided some foundation information on conflict and focused on diversity related conflicts that might be due to perceptions, generalizations, and stereotypes of different social identities (i.e. race, gender, sexual orientation, etc.)

# 1,312

EMPLOYEES PARTICIPATED IN PROGRAMS, WORKSHOPS AND TRAININGS.

*“I enjoyed how the set-up of this event is focused on discussion. We need more events like these to focus on discussion amongst each other.” ~Staff Celebration to Learning: APIDA Heritage Month Dialogue*



# BRINGING TOGETHER THE TITAN COMMUNITY

## BRING A CHILD TO WORK DAY

In collaboration with several divisions on campus, DIEP hosted a successful Bring a Child to Work Day on April 25 that aligned with the national day. The campus answered the call and 175 employees and 232 children visited our campus to participate in a day filled with kid-friendly Titan activities. Activities included mobile app design, behind the scenes tour of the University Police Department, cupcake social, coloring and playdough stations and appearances from Tuffy to name a few.

*“As an employee, this allowed me to see colleagues with their children, converse in shared experiences, see another side of who we all are and what we bring when we show up here at CSUF. It makes me proud that the University would make this possible.”*



## WHAT BRINGS US TOGETHER LUNCHEON

In its inaugural year, 515 employees and students attended the What Brings Us Together Luncheon. The campus community broke bread and enjoyed a free family style lunch together while building connections, meeting new colleagues and reaching higher across differences through dialogue and community.

*“I really liked making personal connections with staff members that I wouldn’t have the chance to interact with on a normal day.”*

## BUILDING NEW FACULTY AND STAFF ASSOCIATIONS

In support of cultural engagement activities on campus, DIEP developed protocols for establishing new Faculty and Staff Associations (FSA), which led to the addition of two new associations on campus – Veterans FSA and Undocu

and Ally FSA. These two associations are additions to the already established five FSAs on campus.

## CURRENT FACULTY AND STAFF ASSOCIATIONS

- African American Faculty and Staff Association (AAFSA)
- Asian American Pacific Islander Faculty and Staff Association (AAPIFSA)
- Pride Alliance (LGBTQ+ Faculty and Staff Association)
- Researchers and Critical Educators (RACE)
- Undocu and Ally Faculty and Staff Association (UAFSA)
- Veterans Faculty and Staff Association (VSFA)

In support of our current FSA and prospective members, DIEP hosted three FSA events this past year including a welcome back reception in fall 2018, a networking event in spring 2019, and a family poolside welcome back event in fall 2019.

## TITAN RECOGNITION WEEK

We think that rewarding and celebrating employee achievements is vital to creating an engaging culture of caring Titans on our campus. We appreciate the dedication each one of our employees makes to our thriving campus and ultimately towards student success. HRDI hosted several events to thank our Titan family for our collective successes during Titan Recognition Week.



## UNIVERSITY AWARDS PROGRAM

The 6<sup>th</sup> annual recognition program welcomed over 900 campus employees into the Titan Gym to recognize 491 individuals celebrating service milestones at CSUF. Awards were also given to nominated teams and individuals in the categories of diversity, inclusion and equity; teamwork and collaboration; and leadership.

### Diversity and Inclusion Award

Sharrica Miller, assistant professor of nursing was recognized with the 2019 Diversity, Inclusion and Equity award for establishing the first annual diversity and Inclusion symposium within the school of nursing.

### Teamwork and Collaboration Award

The team responsible for the successful launch of the Tuffy’s Basic Needs Center and its first year of operation received the 2019 Teamwork and Collaboration award. Members of the group included: Carmen Curiel, associate dean of students, Marlene Romero, care services coordinator and Nick Jakel, helper-aid.

### Leadership Award

Eileen Walsh, chair and associate professor of sociology, was honored with the 2019 Leadership award for her extraordinary leadership within the department of sociology to staff, faculty and students.

## TITAN EXCELLENCE AWARDS PROGRAM

The Titan Excellence Awards Program was brought back to campus this year to recognize staff and faculty who value student success, promote inclusivity, build community, demonstrate exemplary service to the campus community, provide outstanding educational support and represent CSUF’s mission and values.

Titan Excellence awards were given to Ken Moyer, information technology consultant; Tammy Rogers, graduation specialist; and Matt Englar-Carlson, professor of counseling for being exceptional stewards of student success. Jim Donovan, director of athletics, was awarded with the Titan of the Year award for his transformational work with Titan student athletes.



## TITAN RECOGNITION WEEK

### MON

#### TITAN PRIDE DAY AT CLUB 57

The first 57 guests of Club 57 were provided with complementary lunch and a CSUF pennant.

### TUES

#### TITAN TUESDAY

Titan employees received two complimentary tickets for Titan Baseball games and a discounted admission price to the Alumni Association Faculty and Staff happy hour.

### WED

#### BRINGING TITANS TOGETHER

Titan employees and students were invited to the first annual What Brings Us Together Luncheon.

### THURS

#### CELEBRATING OUR TITANS

Titan employees were invited to attend the annual University Awards Program.

### FRI

#### TITAN FAMILY FRIDAY

Faculty and staff were offered a discounted meal at the Gastronome and a buy one, get one free ticket deal for a College of the Arts performance.



## WHAT'S TO COME

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### GOING PAPERLESS

The division has initiated an audacious goal to “go paperless” for the 2019-20 fiscal year. Throughout the next year, HRDI will identify ways to eliminate paper through service enhancements in workflow forms, the implementation of a robust content management system and the elimination of physical paper when possible. Going paperless boosts productivity and sustainability for the environment. Stay tuned for HRDI’s paperless journey.

### NEW HRDI WEBSITE

The office of the Vice President initiated a division wide website re-design. The new HRDI website will streamline the user’s experience locating human resources services, processes and procedures with a modernized look. The new website is scheduled to launch in early 2020.

### FUNDRAISING

In partnership with University Advancement, HRDI will look to identify opportunities where the division can be supported with fundraising dollars and in turn use funds to support our employees through enhancing programs such as student employment, health and wellness and new employee orientation.

To give to HRDI, visit <http://bit.ly/hrdigiving>.

### SEPARATION AND PROPERTY CLEARANCE PROCESS

In collaboration with Information Technology and many departments and divisions on campus, the separation and property clearance process will be revamped and enhanced to assist employees with tracking employees who leave the University and their property more efficiently.

### CYCLE REVIEW PROGRAM REINTRODUCED

The Cycle Review Program will be re-implemented in the next fiscal year. The program is designed to ensure staff position descriptions are kept current and truly reflect employees’ responsibilities and scope. Outdated position descriptions present a number of challenges for the University, such as inaccuracy of pay equity analysis, inability for managers to properly assess employee performance, demotivated employees and potential for grievances. The Cycle Review Program will ensure descriptions are reviewed and updated if necessary, on a regular basis. Implementing the program will provide the campus an opportunity to proactively identify and resolve potential issues before they arise.

### COMMON HUMAN RESOURCES SYSTEM (CHRS)

CSUF was one of the first CSU campuses to implement a new systemwide centralized employee recruitment system to support all 23 CSU campuses and the Chancellor’s Office with recruitment and onboarding efforts for faculty, staff and student employees. This system replaced Titan Recruit, BrassRing/Kenexa and Simplicity and assisted with recruiting, hiring and onboarding employees. This spring, we will introduce part time faculty, coaches, academic counselors, represented and non-represented student employee groups to the new recruiting system.

# TITAN

*noun.* (tī·tən):

One who stands out for  
greatness of achievement



CALIFORNIA STATE UNIVERSITY  
FULLERTON



CALIFORNIA STATE UNIVERSITY  
**FULLERTON**

HUMAN RESOURCES,  
DIVERSITY & INCLUSION

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