**Human Resources, Diversity and Inclusion (HRDI) Strategic Plan**

*Strategic Direction (Goal) 4 Highlights*

**Strategic Direction (Goal) 4**: Proactive Communication: Improve and streamline communication between HRDI and University stakeholders to model transparency and best practice.

A. **Objectives to Achieve the Goal:**
   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.

B. **Measurements/benchmarks that prove the goal was accomplished:**
   1. Update and enhance the HRDI website to increase engagement and accessibility as a one-stop shop for HRDI services.
      A. Complete all division website content development
         - Working with all HRDI website liaisons, content continues to be updated to the new site.
         - New pages to the website were created to provide important and timely information. The new Bi-Weekly communications page was added to house all COVID-19 related communications from HRDI. A New Titan Faculty and Staff Emergency Fund webpage was created and communicated to campus. This is to assist Titans impacted by COVID-19.
      B. Create all necessary electronic HRDI forms
         - Forms page on the website will coincide with the paperless project work IT is assisting with. Existing static forms will be updated as they become workflow.
      C. Complete website testing to prepare for go-live
         - With the completion of content, testing is set to begin on June 15.
      D. Create a communication plan around website launch to campus
         - Once testing is complete, the announcement to campus will be completed. The anticipated go-live date is July 1.
   2. Communicate critical guidelines and processes for HRDI functions.
      A. Explore new ways to deliver HRDI information to our campus partners
         - HRDI’s 2nd annual report was delivered to campus in November.
         - Installed a digital display in the main lobby of College Park, 7th floor, that will provide the campus information. Continue to use social media to deliver information on division and campus events.
         - Developed and will continued with campus continuity meetings with managers via Zoom every Friday. Developed and implemented HRDI Bi-Weekly communication to campus continue with updates to the website. HRDI leadership met with various groups effected by specific policies related to COVID-19 to give more details and to answer any questions.
         - In addition, Labor and Employee Relations is holding daily/weekly check-ins with CFA and attending Council of Labor Unions meetings to deliver and/or address concerns related to COVID-19.
         - Risk Management developed protocols for Immigration Status, Volunteers, Foreign Travel/Special Events, Subpoenas and Public Records Act requests to ensure consistent responses.
         - In addition to the regular communication to our campus partners, HRDI has successfully been using social media for delivering information on HRDI events. Some examples include,
Hispanic Heritage Month, SHRM HR Articles, OC Community Cup, Health and Wellness Expo, and Convocation.

- In transitioning our work, HRDI also plans on going virtual with Engagement and Learning, University Awards program and What Brings us Together Luncheon. HRDI is working with Strategic Communications to get "feel good" stories out to our campus during this time of crisis.

B. HRDI to be on a Dean’s council agenda at least once per year to introduce new HRDI programs, provide information and gain feedback

- VP of HRDI and AVP HR Services held meetings in September with NSM Dean, Dean’s staff and department chairs to discuss initial implementation issues and gather user feedback to improve the CHRS and Faculty Recruitment.
- VP Forgues and AVP Porter presented on Fair Pay at the COD meeting on October 23.
- This is ongoing and will continue to work virtually with business partners.