SNIPPETS FROM THE STAFF DEVELOPMENT CENTER

personal & professional growth

ISSUE 10 | WINTER EDITION | FEBRUARY 2020
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Dear Colleagues,

I absolutely love the month of February! This month helps me ease into establishing more of a routine with my goals for the new year, one of which is using turn signals more consistently when driving. According to the Society of Automotive Engineers, over 2 million accidents are attributed to drivers failing to use their turn signals. Our workplace is also full of signals, marking directional changes on where we are going. As we prepare for one of the biggest changes in our university history, the move from quarter to semester, please take advantage of the Q2S Awareness Days at the CSUSB campus happening this week!

I am pleased to share the 10th Edition of Snippets. In this newsletter, we highlight announcements that impact staff, including recognition of staff members who completed programs toward their professional development and/or personal growth. These programs include the inaugural Career Pathway for Finance Professionals and Pawz for Learning.

We are in the process of redesigning Cohort 2 of the Administrative Support Professionals Career Pathway, and Principles of Supervision – more information to come. Our 5th Annual Employee Development Day Committee has been established, chaired by Marissa Boles. We hope you place a hold on your calendar for June 18th – it will be a day you won’t want to miss!

In this issue, we spoke to one of our staff members about their experience here at CSUSB. Please be sure to read about David Barker, this edition’s staff spotlight. As with other editions of this newsletter, we share names of staff members who were newly hired or promoted. We conclude this newsletter with future learning opportunities.

Let us know how we can continue to support you and your professional development!

Regards,
Rowena ("Ro") Casis-Woidyla
Director, Leadership Development & Employee Enrichment
# 2020 Informational Sessions - HR Refresh*

The Human Resources (HR) Department is undergoing a refresh to better align roles and responsibilities in support of our higher education landscape. Learn about these changes by attending one of the informational sessions below:

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<td>March 9</td>
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<td>SMSU Events Center (CSU Bus. Conf)</td>
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<td>Class &amp; Comp Services Overview</td>
<td>March 11</td>
<td>2pm – 3pm</td>
<td>CE-103 (SB Campus)</td>
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<td>Talent Acquisition and Class &amp; Comp Services Overview</td>
<td>March 11</td>
<td>11am – 12pm</td>
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HR Refresh Overview:
In this session, participants will learn the reason(s) for the changes in HR services, roles, and responsibilities. In addition, participants will receive HR contact information and answers to frequently asked questions.

Talent Acquisition Overview:
In this session, our newly formed Talent Acquisition team will highlight processes and procedures relating to pre-recruitment, post-recruitment, and off-boarding. Staff and administrators involved in recruitment requisitions and search committees are highly encouraged to attend!

Class & Comp Services Overview:
In this session, our newly formed Class & Comp Team will highlight their roles and responsibilities as it relates to recruitment-related and employment transactions (e.g. temporary appointments, concurrent appointments, unit and timebase changes). Staff involved and/or curious about these processes and procedures are highly encouraged to attend.

Registration:
No need to register, walk-ins welcome. If you need an accommodation to attend, please call (909) 537-5138 or email hrdept@csusb.edu at least 72 hours in advance of preferred session date.

“Refresh defined as “give new strength or energy to; reinvigorate.”
(Oxford Dictionary)

Visit the SDC website for more announcements and upcoming opportunities!
Congratulations to the inaugural cohort members of the Career Pathway for Finance Professionals! Recognized for successfully completing the program, these nine (9) cohort members demonstrated their mastery of the program’s content and were recognized on January 23, 2020.

Cohort 1 Graduates

Academic Affairs
Diana Nieto-Godinez, College of Arts & Letters - Dean’s Office

Administration & Finance
Amy Beran, Procurement & Contracts
Dusty Rushia, Procurement & Contracts
Elizabeth Mendoza, University Police
Grace Wichert, Procurement & Contracts
Robin Heim, Facilities Planning & Management

Information Technology Services
Candace Johnson, ITS - Office of the Vice President
Heather Hopkins, ITS - Telecommunications & Network Services
Sonia Miranda, ITS - Enterprise & Cloud Services

Special thanks to the following:
Alex Maculsay
Andrea Beechko
Danelle Apodaca
Davina Menchaca
Dena Chester
Douglas Freer
Erika Takenaka
Jen Skinner
Jennifer Mersman
M. Monir Ahmed
Margaret Mutadzakupa
Mimi Badulis
Yolanda Acosta
STAFF RECOGNITION (CONTINUED)

Photos from the Luncheon

Cohort members were recognized by the Staff Development Center and members of the President’s Cabinet at a special luncheon.
Congratulations to our colleagues who successfully completed the Pawz for Learning program. Pawz for Learning is a self-paced, self-guided, and self-reported professional development program for CSUSB employees. Participants are encouraged to pause for a minimum of one (1) hour per month for 12 consecutive months and invest in their professional development through a blend of learning activities.

The second season of Pawz for Learning will be announced in the future months, keep an eye out for an opportunity to enroll in this program!

**Pup Level (12-24 hours completed)**
Aimee Cassadas

**Pack Level (40+ hours completed)**
Alysha Timmons
Danielle Sanders
Elizabeth Mendoza
Jasleen Aguilar
Jolene Redvale
Julie Wessel
Lonelle Minesinger
Ever since David Barker stepped onto California State University, San Bernardino’s (CSUSB) campus as a contractor, he knew he wanted to be part of the CSUSB community. David worked for several agencies prior to being hired at CSUSB as an electrician in 2010 where he was promoted to lead electrician in Facilities Management in 2012.

“This job”, David shared, “Never gets old or stagnant. There are a variety of projects to work on and the job provides great opportunities to perfect your craft—the work is never-ending.”

Of the many projects that David has worked on, his proudest accomplishment includes working on the Coussoulis Arena. “New light fixtures were installed to uplift the ambiance in the Arena for some of the university’s most prestigious events, like the President’s Gala and special concerts”, David said.

David had the privilege of working with the former director of Special Events, Carol Dixon, and team to install truss motors for the light fixtures. “The installation and design of the power and controls were completed by myself and a colleague, we finished that process in one month”, added David. What was most exciting about this project was the brand-new technology David was introduced to.

During his career journey at CSUSB, David shared that his belief in the power of teamwork grows stronger each day. “I’ve learned that people will give their all if they know that everyone is a team player. CSUSB’s work environment has allowed me to be more me. I like working with people and I’ve found that it’s easier to get rid of the negativity by spreading positivity.”

Growing in his role at the university didn’t happen overnight, but according to David, there are few things one should consider as they continue to grow in their roles. “Figure out what you want to do. Know that everyone has rough days, but remember to keep a positive attitude (it’s contagious). And, have fun.”

Perhaps the highlight of David’s career is receiving the distinguished President’s Outstanding Employee Award at the 2018-2019 Fall Convocation. Although David was unable to attend Convocation as he was out of town for the birth of his grandchild, he shared, “I was blown away when I found out I was this year’s award recipient,” remarked David, “my wife did a great job keeping it secret!”.

In his nomination, David was described as “a conscientious and a collaborative member of the campus community” who “serves as a mentor for new professionals” in his division. According to David, winning the President’s Outstanding Employee Award felt like his team had received recognition and had won the award right along with him. “CSUSB management believed in me and takes my opinions very seriously, and as an employee, that feels good,” shared David.

So how would David like to leave his paw print at the University?

“Inspiring those around me to be the best version of themselves is how I hope others remember me.”

About David:
In addition to his trade, David’s hobbies include engaging in outdoor activities like wake boarding and camping at Emerald Cove.

Read all of our Spotlight articles at https://www.csusb.edu/staff-development-center/spotlight
WHO'S NEW TO THE U?

Newly Hired Coyotes*

Alejandra Quintero, EM - Admissions
Angel Hernandez Escobar, Facilities Services - Grounds
Ariana Lamb, Counseling & Psychological Services
Brittany Thompson, Procurement & Contracts
Bruce Hagan, ITS - Telecommunications & Network Services
Danielle Duran, Human Resources
Delphine Galba-Bright, COE - Dean’s Office
Diane Maling, Payroll
Dustyn Baxter, Student Financial Services
Estefania Fuentes, Facilities Services - Custodial Services
Hilda Munoz, Career Center
Irene Almanza, Financial Aid & Scholarships
Jessica Twyman, Facilities Services - Custodial Services
Jim Reyes, Human Resources
Jonathan Villalobos, President's Office
Joseph Fleming, University Police
Kathleen Firstenberg, Facilities Services - Planning & Management
Laura Rodriguez, Facilities Services - Custodial Services
Lisa Rubio, EM - Admissions
Manuel Perez, UGS - Educational Opportunity Program (EOP)
Nicholas Clements, EM - Admissions
Rima Tanuwidjaja, Financial Services
Sonja Lind, CEGE - International Education
Viet Pham, CNS - Computer Science & Engineering

LET'S GIVE OUR COYOTE COLLEAGUES A WARM AND WELCOMING HOWL!
Newly Promoted Coyotes*

Ailasor Perez Vega, Financial Aid & Scholarships
Aimee Cassadas, Human Resources
Alexander Haro, Facilities Services - Grounds
Alisha Carnahan, Human Resources
Brandon Hernandez, Support Services
Carly Hanson, ITS - Administrative Computing & Business Intelligence
Christine Fundell, ITS - Academic Technologies & Innovation
Cierra Lavarias, ITS - Information Security & Emerging Technologies
Claudia Enriquez, Student Financial Services
Danielle Sanders, Human Resources
Edith Passi, Financial Aid & Scholarships
Grace Munyiri, Parking & Transportation Services
Hazel Aguilar, Financial Aid & Scholarships
James Graham, UGS - Supplemental Instruction
Lizzet Lopez, Financial Aid & Scholarships
Miranda Canseco, RAFFMA - Robert & Frances Fullerton Museum of Art
Stevonna Lathan, Financial Aid & Scholarships

(*Note: Staff hires and promotions in a regular/probationary capacity are from September 21, 2019 - February 14, 2020.)

Considering a new career or job change?
Browse the current job postings for positions available at CSUSB. https://www.csusb.edu/human-resources/employment/job-opportunities
Please register for the sessions below via CSULearn unless otherwise noted. Visit the SDC Learn page to view details and schedules for Winter offerings.

**Concur Travel & Expense Demonstration/Training**  
Tuesday, February 18, 2020 (2:00pm - 3:30pm) - Meeting Center, Eucalyptus Room  
Tuesday, March 17, 2020 (10:00am - 11:30am) - Meeting Center, Pine Room

**Creating a Culture of Service Excellence**  
Thursday, May 14, 2020 (10:00am - 11:30am) - Meeting Center, Pine Room

**Diversity Awareness, Inclusion, and Equity Workshop**  
Tuesday, October 8, 2019 (9:00am - 3:00pm) - Meeting Center, Pine Room

**Emergency Disaster Preparedness 101**  
Wednesday, February 19, 2020 (10:00am - 11:00am) - Meeting Center, Pine Room  
Thursday, February 27, 2020 (10:00am - 11:00am) - Meeting Center, Pine Room

**Extra! Extra! Learn All About Printing Services at CSUSB**  
Tuesday, April 21, 2020 (10:00am - 11:30am) - PL-1104 (1st Floor of Library Wedge)

**Finding Your Balance: Decreasing Stress in the Workplace**  
Thursday, March 19, 2020 (10:00am - 11:00am) - Meeting Center, Panorama Room

**The Ins and Outs of Parking Services at CSUSB**  
Wednesday, March 18, 2020 (2:30pm - 3:30pm) - Meeting Center, Pine Room

**Moving from "Good" to "Great" Work Relationships Starts With Me!**  
Tuesday, February 18, 2020 (10:00am - 11:30am) - PL-4005A  
Tuesday, February 18, 2020 (2:00pm - 3:30pm) - Meeting Center, Panorama Room  
Tuesday, March 10, 2020 (10:00am - 11:30am) - RG-309 (PDC)

**A More Cyber Secure You**  
Thursday, March 26, 2020 (2:00pm - 3:00pm) - Meeting Center, Pine Room

**NEOGOV Requisitions 101**  
Thursday, March 12, 2020 (2:00pm - 3:00pm) - PL-1104 (1st Floor of Library Wedge)
Retirement Planning Series
Tuesday, February 18, 2020 (11:00am - 12:30pm) - PL-1104 (1st Floor of Library Wedge)
Tuesday, February 25, 2020 (11:00am - 12:30pm) - PL-1104 (1st Floor of Library Wedge)
Tuesday, March 3, 2020 (11:00am - 12:30pm) - PL-1104 (1st Floor of Library Wedge)

Understanding Your CSU Fee Waiver Benefit
Friday, March 6, 2020 (2:00pm - 3:30pm) - Meeting Center, Panorama Room

Coyote Learning Circle
Come learn with us, and bring your lunch!
All sessions will be from 12:00pm - 1:00pm in the Staff Development Center Conference Room (PL-1104, 1st Floor of Library Wedge).

Upcoming Session:
Tuesday, March 10, 2020 - "The Career Advice You Probably Didn't Get (Women's History Month)"

CSU's Got Talent Webinars
Join us in person to attend the webcasts! No need to register. All sessions will be from 10:00am - 11:00am in PL-1104.

Upcoming Broadcasts:
Tuesday, February 25, 2020 - "Conflict Psychology - Five Fundamental Cognitive Biases That Create Everyday Conflict and How to Mitigate Them"
Wednesday, March 25, 2020 - "Can You Hear Me? - How to Connect with People in a Virtual World"

LifeMatters CSUSB Employee Assistance Program (EAP) Webinar
Presented by LifeMatters by Empathy - Assistance with Life, Work, Family, & Wellbeing

Upcoming Broadcasts:
Wednesday, February 19, 2020 (12:00pm - 1:00pm) - PL-1104 (1st Floor of Library Wedge)
"Cultivating Happiness Within Yourself"

*No registration required

*Registering for courses online via CSULearn:
- Log in to myCoyote
- Select the 'My Employment' tile and click 'CSULearn'
- Select the 'Training Schedule' widget
- Search for the course by title in the 'Activities Calendar'
- Select course and 'Register' for the desired session
STAFF DEVELOPMENT CENTER
California State University, San Bernardino
Website: https://www.csusb.edu/staff-development-center
Location: Pfau Library Wedge, Room 1104 (PL-1104)
Email: staffdevelopmentcenter@csusb.edu
Phone: (909) 537-3125

OUR MISSION:
THE STAFF DEVELOPMENT CENTER PROMOTES AND ENCOURAGES OPPORTUNITIES FOR PROFESSIONAL AND PERSONAL GROWTH

SNIPPETS CONTRIBUTORS:
Marissa Boles | Rowena Casis-Woidyla | Sara Garcia