CSUSM

STAFF CENTER

AY 2023-24 REPORT

MISSION

To foster a community that inspires belonging, encourages personal and professional development, and connects staff to holistic services and support.

VISION

To create an environment where all staff feel valued and supported and are given the tools to thrive in their personal and professional lives, contributing to the culture of care embraced by the entire campus.

VALUES

Inclusive

We are committed to fostering a sense of belonging where each member of our diverse staff feels valued, respected and encouraged to bring their authentic selves to work.

Caring

We are committed to nurturing a compassionate atmosphere where we look out for one another in support of personal and professional success and well-being for all staff.

Collaborative

We are committed to building meaningful partnerships that connect our staff to the many resources available on and off campus.

Empowering

We are committed to supporting our staff, creating a space where their voices are heard, and providing the resources and encouragement for them to advocate for themselves.



Feb. 16, 2024 – Unveiling Event

PROFESSIONAL DEVELOPMENT

CAREER PATHWAY FOR ADMINISTRATIVE PROFESSIONALS

On June 20, the Staff Center proudly celebrated 11 staff members who completed the pilot program Career Pathway for Administrative Professionals. This first cohort demonstrated exceptional dedication, completing over 100 essays and investing nearly 33,000 minutes in skill-building courses through CSU Learn and LinkedIn Learning.

Developed by the Staff Development Center at Cal State San Bernardino, the Career Pathway program provides comprehensive training in key competencies, including professionalism, organization, introspection, relationship management, critical thinking, problem-solving and communication. Participants also received training in Microsoft Office applications, including Word, Excel, Outlook and PowerPoint. There is a strong emphasis on writing throughout the program, helping participants improve written communication skills.

The experiential learning component encouraged participants to apply their new knowledge by updating their resumes, conducting informational interviews or completing departmental projects.

Each participant was matched with a coach who offered personalized guidance and support throughout the program, ensuring a successful and enriching learning experience.

The program is ideal for those new to the field, considering a career change or interested in learning the skills associated with administrative professionals. The Staff Center expects to offer the program again in AY 2025-26.



June 20, 2024– Cohort 1 - Career Pathway for Administrative Professionals Graduation

Cohort 1 Graduates

Anisa Callao
EMS Operations/ Office of the Registrar
Student Affairs

Vanessa Crespin
Equal Opportunity Program (EOP)
Student Affairs

Vanessa Duarte
CSUSM Corporation
Finance and Administrative Services

Nancy Hernandez
Disability Support Services
Student Affairs

Julieann Montoya
Custodial Services
Finance and Administrative Services

B Mussack
College of Education, Health and Human Services
Academic Affairs

Juliana Rodriguez
Development
University Advancement

Irma Suazo
Custodial Services
Finance and Administrative Services

Charlease Tyson
Human Resources
Finance and Administrative Services

Carmen Varona
Custodial Services
Finance and Administrative Services

Shara Yahel Lettingham
Custodial Services
Finance and Administrative Services

Cohort 1 Program Coaches

Alan Brian
Student Affairs

Jay Franklin
Dean of Students

Roger Herzler
College of Business Administration

Melanie Hobbs
Human Resources

Shannon Honour Shaw
Finance and Administrative Services

Giselle Luevanos
University Communications

Susan O'Connor
Staff Center

Kris Vasquez
Development

EMOTIONAL INTELLIGENCE WORKSHOP

In October, Martin Lowry – a distinguished leadership consultant, executive coach and professional speaker with four decades of international experience in various corporate and operational roles – facilitated an in-person training on emotional intelligence. Some of the topics he discussed were social cohesion, isolation, emotional literacy, resiliency and self-compassion.

COLLABORATIONS

SAFETY AND DE-ESCALATION TRAINING

The Staff Center hosted safety and de-escalation training during the fall and spring semesters. Trainings were facilitated by Sarah Jayyouski, director of the Campus Crisis Response Team. The training focused on ways to identify students who are in distress and de-escalation techniques.

PHOTOGRAPHY WORKSHOP

The in-person photography workshop, led by Andrew Reed, focused on taking better photos with a phone camera. Reed, a former photographer for University Communications, brought extensive experience to the workshop.



Staff Artist Monica Zavala and President Neufeldt, Fall 2023

MENTAL HEALTH FIRST AID TRAINING

Student Health & Counseling Services facilitated an all-day in-person training focused on mental health first aid for staff. Attendees learned how to identify and respond to signs of mental illnesses and substance use disorders. They also were taught the skills needed to reach out and provide initial help and support.

STAFF MINDFULNESS WORKSHOP

The six-part series was held in person and facilitated by Dr. Ranjeeta Basu, director of the Center for Contemplative Practices. Basu shared techniques to help quiet the habitual chatter in the mind, cultivate a capacity for deep awareness, increase feelings of connectedness, reduce emotional reactivity and develop resilience in an uncertain and rapidly changing world.

COFFEE BREAK TRIVIA

The morning trivia break encourages staff to test their trivia knowledge during their morning break. It is facilitated by Jason Eberwein in IITS and held virtually to include those who work remotely.

STAFF RECOGNITION

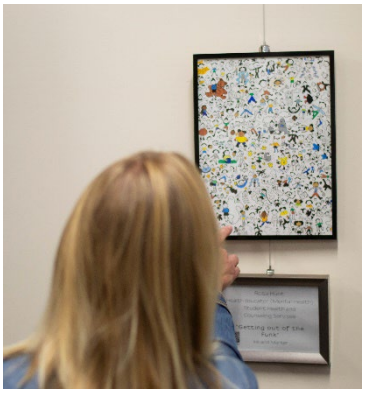
THANK-A-COLLEAGUE

The thank-a-colleague program now offers two ways to recognize and appreciate staff: sending a virtual greeting card or submitting Cougar Kudos to give a shoutout in the Staff Center's newsletter. Nearly 40 kudos have been submitted since April, and over 60 virtual greeting cards have been sent this year.



Staff Artist Nicole Mendez, Spring 2024

ART GALLERY



Staff Artist Rosa Hunt, Fall 2023

This year, the Staff Center art gallery showcased 11 amazing staff artists. Five of them displayed their work publicly for the first time. From vibrant acrylics to stunning digital photography and intricate ink and marker pieces, the show of creativity from our staff was impressive.

There is a new exhibit every semester. Unveiling events are typically held in February and September.

Fall 2023 Staff Artists
Baruc Castillo, Office of the President
Marilyn Huerta, Academic Affairs
Rosa Hunt, Student Affairs
Brianna Madson, Finance and Administrative Services
B. Mussack, Academic Affairs
Kelli Urabe, Office of the President
Monica Zavala, auxiliary

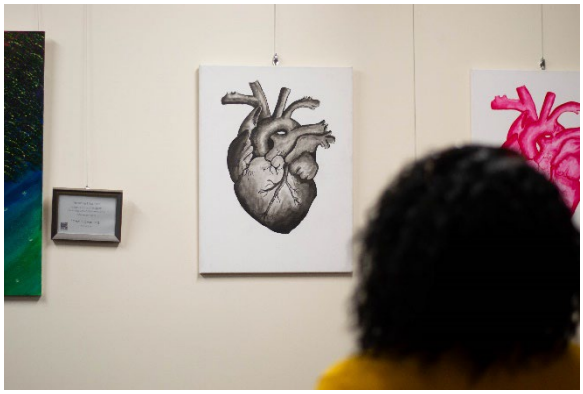
Spring 2024 Staff Artists
James Guerrero, Academic Affairs
Marilyn Huerta, Academic Affairs
Joanne Macias, Student Affairs
Nicole Mendez, Academic Affairs
Andrew Reed, Academic Affairs

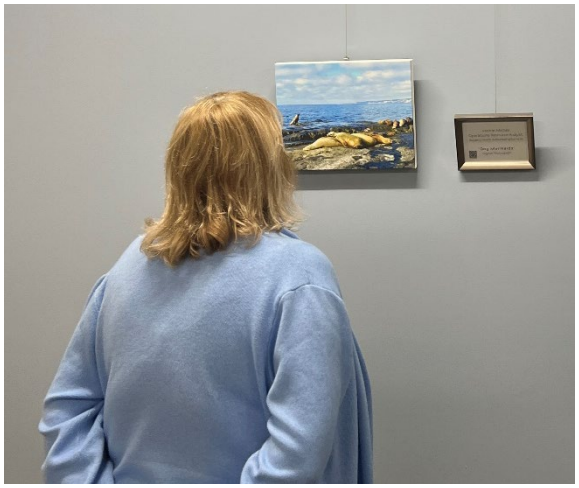

Staff Artist Marilyn Huerta, Spring 2024

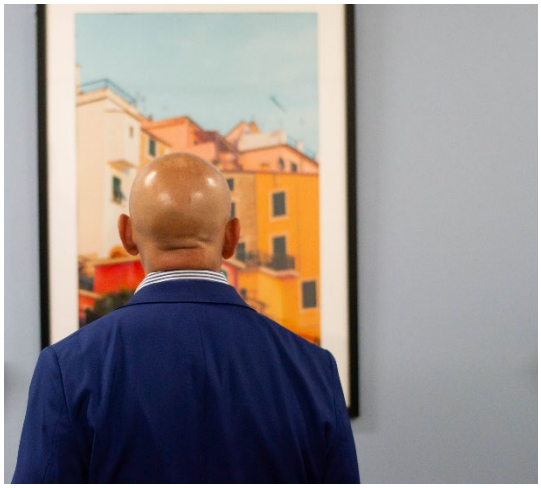

Staff Artist Kelli Urabe, Fall 2023


Staff Artist Andrew Reed
Spring 2024


Staff Artist James Guerrero, Spring 2024


Staff Artist Brianna Madson, Fall 2023


Staff Artist Joanne Macias, Spring 2024


Staff Artist B. Mussack, Fall 2023

NETWORKING EVENTS

CRAFTING AND COCOA

In December, 80 gnomes were crafted during the annual Crafting and Cocoa event. The event is held over two hours in the Staff Center and encourages staff to let the creative juices flow while engaging and networking with others. It remains one of the most attended Staff Center events.







BROWN BAG NETWORKING EVENTS

The brown bag networking events, held five times a year, continue to be a fun and safe space to network with colleagues around campus. The Staff Center provides dessert and a place for staff to gather for their lunch.

CSUSM SYNERGY GROUPS

The CSUSM synergy groups are open to staff, MPPs and faculty. They allow campus employees to network and engage in diverse interests such as hiking, gardening and sustainability. These groups foster a sense of community and personal growth among staff, encouraging participation in activities like book clubs, hikes, crafting sessions, and discussions about food, living a healthy lifestyle and living more sustainably.



Hiking at South Park Lake

Synergy Group Highlighted Updates

- Book Dragons now hosts a monthly book club.
- Hiking and the Great Outdoors organized two hikes. The first successful outing was at South Lake Park. The second, a collaboration with Healthy Lifestyle, started at Discovery Lake and ended with a 360-degree view from Double Peak.
- The Sustainability group meets once a month for a discounted cup of coffee at Campus Coffee when members bring their own cup.
- New this year, Music. The group creates a curated playlist with a unique topic each month. Then they come together for a virtual discussion.

SPECIAL THANKS

Thank you to everyone in **University Communications** who has helped us this year, and especially:

- **Kelli Urabe and Marcus Torres** for creating the logo for our Career Pathway for Administrative Professionals.
- **Saira Rivera** for your suggestions to improve the newsletter and your endless access to awesome photos.
- **Brian Hiro** for always catching our mistakes, ensuring that our newsletter and annual reports looks good!
- Student **Miguel Angel Moto** for the amazing photos taken during the Career Pathway graduation.

To the entire **Staff Center Committee,** we started the 2024 year off strong! Thank you for your suggestions and for serving on the committee. Can't wait to see what we accomplish this next academic year.

To everyone on the **Newsletter Committee,** thank you for always having new ideas and keeping the newsletter fun.

Thank you to the **Staff Nominations and Elections Committee** for ensuring that we have staff representation on campus committees. A lot of time and effort goes into an election, and we appreciate all that you do.

ROSTERS

NEWSLETTER SUBCOMMITTEE

- Brianna Madson, Facilities Development and Management
- Amber Giacalone, Office of the Vice President for Finance and Administrative Services
- Saira Rivera, University Communications
- Noella Richer, Facilities Development and Management
- Susan O'Connor, Staff Center
- Dorothy Davis, CSUSM Corp.

STAFF NOMINATIONS AND ELECTIONS COMMITTEE

- Michael Geck, CSUEU representative
- Lisa Carmosino, CSUSM Corporation representative
- Nicolas Morales, APC representative

STAFF CENTER COMMITTEE

Representing	Name	Title
Staff Center	Susan O'Connor	Director
CSUSM Corporation Representative		
CSUSM Corporation	Dorothy Davis	Executive assistant

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Division Representatives		
Academic Affairs	Kayla Hardin	Academic scheduler, Planning and Academic Resources
Finance and Administrative Services	Noella Richer	Operations and work control analyst, Facilities Development and Management
Office of the President	Melinda Jones	Executive affairs specialist, Community Relations and University Engagement
Student Affairs	TBD	
University Advancement	Christa Koen	Executive assistant, VP Office
Faculty Staff Association Representatives		
BFSA	Talisha St. John	President
LAFS	Alexa Diaz	President
JFSA	TBD	
APIDA	TBD	
LGBTQA FSA	TBD	
Staff Union Representatives		
CSUEU	Vanessa Vincent	President
	Mike Geck	Vice president and chief steward
APC	Nicolas Morales	Chapter steward
Teamsters	TBD	
SUPA	Timothy Dow	President
Human Resources		
AVP	Erika Gravett	Human Resources and Payroll Systems
Ad Hoc Members		
Tina Querido	Business office coordinator, Event and Conference Services	
Jason Eberwein	Content management administrator, IITS Web Technology	
Margarita Robles	Assistant to the dean, Extended Learning	
Celeste Torsney	Outdoor Adventures Coordinator, Campus Recreation	