

# Humboldt State University Staff Orientation

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Presented by:

Nancy Resnick and Jeff Dixon



# Humboldt State University

## “Home of the Lumberjacks”

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- June, 1913 - Humboldt Normal School established
- April, 1914 - First classes held (78 students and 5 faculty)
- First Graduation held in the Minor Theater with 15 graduates
- 1935 - Name changed to Humboldt State College
- 1960 - Individual state colleges brought together as a system
- 1972 - California State University, Humboldt State University
- 1974 - Humboldt State University

# YOU Are Part of Something BIG...

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- **California State University: Working for California**
  - Country's largest four-year university system
  - Most diverse university system with minority enrollment over 53% (twice the national average)
  - Most affordable college education in relation to comparable institution's nationwide

# YOU Are Part of Something BIG...

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- **California State University: Working for California**
  - 1800 Bachelor's and Master's Degree programs in over 240 subject areas
  - Enrollments in 2005 totaled 405,000 students
  - Since 1960, nearly 2.5 million people have graduated from the CSU
  - 90,000 students graduate per year

# YOU Are Part of Something BIG...

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- **California State University: Economic Impact**
  - For every \$1 the state invests in the CSU, the CSU returns \$4.41 to California's economy
  - CSU sustains more than 207,000 jobs in California
  - In 2002/03, the CSU alumni working in California earned an estimated \$89 billion in income

**YOU Make a Contribution**



# HSU Policies

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- **Equal Opportunity Employment**
  - Discrimination complaint information and resources
- **Sexual Harassment Prevention**
  - Workplace Answers: Professional training for supervisors
- **Campus Violence Prohibited**
  - Acts or threats thoroughly investigated
- **Drug-free Campus and Workplace**
- **Smoking Restricted**



# HSU Policies (Cont'd)

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- **Whistleblower**
  - Includes actual or suspected corruption, malfeasance, bribery, theft, fraud, etc.
  - Disclosure reporting procedure online
- **Americans with Disabilities Act**
  - Accommodation request procedure
  - Student Disability Resource Center



# HSU Policies (Cont'd)

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- **Equal Opportunity Employment**
  - Discrimination will not be tolerated at HSU -- all discrimination should be reported
  - All are protected from discrimination on the basis of race, color, sex, religion, disability, age, sexual orientation, national origin and other “protected categories”



# HSU Policies (Cont'd)

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- Report any concerns – On your own behalf or on behalf of co-workers
- Drugs and alcohol – Not tolerated in our workplace
- Solicitation and distribution – Not during work hours
- Confidential information – Observe confidentiality and privacy concerns



# Team Effort

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- Be a team player – Your manager wants you to be successful
- Positive communication and feedback
- Ask questions – There is no such thing as a “dumb” question
- We are here to help you succeed!



# Job Expectations & Evaluations

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- **Review position description with your supervisor**
- **Discuss individual position expectations and how you will be evaluated**
- **Performance evaluations**
  - Goal is to obtain feedback
  - Performance development plan
  - Probationary and annual reviews
- **Where to go for assistance**
  - Supervisor
  - Human Resources
  - Union Representative



# Employee Relations

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- **American Physicians and Dentists (Unit 1)**
- **California State University Employees**
  - Health Care Support (Unit 2)
  - Operations Support (Unit 5)
  - Administrative Support (Unit 7)
  - Technical Support (Unit 9)
- **California Faculty (Unit 3)**
  - Academic Personnel Services



# Employee Relations (Cont'd)

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- **Academic Professionals (Unit 4)**
- **Trades Council (Unit 6)**
- **University Police (Unit 8)**
- **Management Personnel and Confidential**
- **Academic Student Employees (Unit 11)**
  - Academic Personnel Services



# Resources and Programs

- **Employee Assistance Program**
  - Free & Confidential Counseling for employees & family members
  - The EAP can help address concerns with job stress, marital or family problems, substance abuse, emotional or other life crises (referral services also available)
- **Ombudspersons**
  - Designated faculty members that provide confidential, informal, mediation and conflict resolution services
- **Safety and Worker's Compensation**
  - Tom Manoli (Environmental Health and Safety)
  - Cindy Darnall-Stevens (Human Resources)
- **Payroll**
  - Sign-up for Direct Deposit—saves time in line



# Staff Development Programs

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- **Fee-Waiver Program (available at all 23 campuses)**
  - Available for employee, domestic partner, spouse or dependent child
  - 2 courses or 6 units per term
  - Coursework for an employee must be job related or for career development (e.g. working towards a degree)
    - Requires an Individual Career Development Plan
- **e-Learning for CSU Employees**
  - Hundreds of professional development courses to build your career success



# Staff Development Programs

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- **Campus Technology Training – CMS**
  - Classes include: Microsoft Office 2007, Dreamweaver, PeopleSoft Finance, Hyperion, among others
  - [http://www.humboldt.edu/~cms/Training\\_calendar.php](http://www.humboldt.edu/~cms/Training_calendar.php)
  
- **Rape Aggression Defense (R.A.D.) Training**
  - A self-defense program designed specifically for women to protect themselves against assaults
  - [http://studentaffairs.humboldt.edu/police/rad\\_training.php](http://studentaffairs.humboldt.edu/police/rad_training.php)



# What's In It For You?

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- **Excellent Benefit Programs**
- **Staff Council**
- **NCAA II Sports**
- **Arts & Music Events on-campus**
- **Wellness Program**
- **Recreation and Outdoor Activities**

# Thank You For Coming!

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- ❖ **Review Session Objectives**
- ❖ **Questions?**
- ❖ **Session Evaluation**