Staff Renewal – Theme 5

1. **Professional Development**
   1.1 Strengthen Opportunities for Professional and Career Development
   - 1.1.1 Conduct a survey on what kind of training, classes, and professional development staff feel is needed or of interest
   - 1.1.2 Offer more training, professional development workshops, and classes, and encourage participation
     - 1.1.2.1 Offer a one day professional development conference each year with breakout sessions on different topics and areas
     - 1.1.2.2 Assist staff in attending the two day CSU system wide staff professional development conference
     - 1.1.2.3 Create opportunities for staff to attend conferences related to their job duties or departments
     - 1.1.2.4 Offer classes for staff who want to learn new skills (such as budgeting)
     - 1.1.2.5 Encourage managers and leads to allow staff to attend training sessions during work hours
   - 1.1.3 Provide assistance to help staff with advancement and promotions
     - 1.1.3.1 Provide staff opportunities to move into new positions when available
     - 1.1.3.2 For every hire identify career ladders and career path models so staff entering any position on campus understand what the opportunities are to move forward
     - 1.1.3.3 Provide opportunities for staff to do internships or volunteer in other departments to promote job mobility to desired positions
     - 1.1.3.4 Include staff professional development plans with the yearly evaluations
     - 1.1.3.5 Provide more cross training for staff to help teach new skills
   - 1.1.4 Improve staff onboarding
     - 1.1.4.1 Provide more training for new staff within the departments and units
     - 1.1.4.2 Assign every new staff member a mentor

   1.2 Provide Technological Tools to Support Staff
   - 1.2.1 Conduct a staff technology needs assessment to determine the equipment ,software , and technology services staff need
   - 1.2.2 Create a central web page that enables staff to easily find needed resources to be able to save time and more effectively do their jobs
     - 1.2.2.1 Provide centrally located organizational charts for all areas

        1.2.2.2 Identify campus experts who can be called on for help

        1.2.2.3 Create a one stop shop for forms

        1.2.2.4 Provide documentation of processes and procedures

        1.2.2.5 Provide schedule of workshops, training, and classes

1.2.3   Provide staff with a tablet or ipad to increase efficiency and productivity

1.2.4   Implement online spaces for communication and collaboration

        1.2.4.1 Use BbLearn or other online collaborative spaces to create communities and improve communication within departments, colleges, job classifications, etc.

1.2.5   Provide better IT support for staff

        1.2.5.1 Expand TLP staff expertise to include people trained to help staff use the technology tools they need

        1.2.5.2 Provide IT staff for each Department

        1.2.5.3 Provide IT staff with expertise in certain areas (such as PeopleSoft)

1.2.6   Improve the University Google search so that it works to bring up more relevant items.(It was noted that the regular Google search does a better job than the CSU, Chico Google Search for finding CSU web pages)

1.2.7   Consult with multiple divisions when forms are developed in order to meet the needs of all end users

1.3 Promote Staff Wellness

1.3.1   Provide more information and workshops to learn about healthy workspaces and work habits

        1.3.1.1 Offer lunchtime wellness programs and presentations

        1.3.1.2 Use email blasts for health tips

1.3.2   Offer more opportunities for staff fitness activities

        1.3.2.1 Have campus competitions for staff

        1.3.2.2 Offer lunchtime activity programs such as walking or yoga

        1.3.2.3 Cover costs for staff memberships to the WREC center

1.3.3   Find more ways to recognize staff contributions and value to the University

        1.3.3.1 Increase number of staff awards

1.3.4   Develop systems such as cross training of employees and temporary pools that help reduce stress on staff when they take vacation or are sick

1.4 Build Communities

1.4.1   Create opportunities for networking, collaboration, and communication both on campus and with other CSUs

        1.4.1.1 Improve communication between ASC's, ASA's and AAS staff

        1.4.1.2 Have Academic Affairs hold regular team building activities

1.4.1.3 Bring in keynote speakers on topics of interest to staff

1.4.1.4 Support clubs for campus staff members

1.4.1.5 Improve communication and consultation about policy and/or procedural changes that affect staff

1.4.1.6 Improve the communication between staff and upper management

1.4.1.7 Send out informative newsletters from areas talking about accomplishments and introducing new staff

1.4.1.8 Provide managers and supervisors with management training