Mentimeter

**Questions for
Terri and the HR
Leadership Team**

Submit questions any
time during the forum,
and check back frequently
to upvote the ones you
most want answered live

People Leader **Network**

Updates for PL Network

- **Open Enrollment begins October 31 and ends November 22, at 5 p.m. (PT)**
  - Medical costs and premiums are going up in 2025 — for UC and for employees and employers nationwide.
  - Benefits Changes Notice from Systemwide HR

- **Reminder about Political Activities and Voting**
  - Eligible students, faculty and staff who have registered to vote can vote at the designated on-campus voting center locations
  - Time off to vote: Policy Covered - Absence from Work Policy – Voting Leave; Represented see CBA

Updates for PL Network

Curtailment

- **Medical Center/essential services remain open**

- **4 paid holidays** (Dec. 24, 25, 31 and January 1)

- **3 curtailed/closure days** (Dec. 26, 27, 30)

- **Total time away**: Tuesday, December 24, 2024, through Wednesday, January 1, 2025, returning Thursday, January 2, 2025

December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

A time for refresh, no inundation of emails – innovation requires capacity for creativity

- What are your calendar year-end preparations?

- Reflect on accomplishments, goals. How does this inform budget planning?

- Consider IMPACT

Updates for PL Network

Workplace Violence Prevention Training: Rollout Plan

- Assigned on: **October 7, due w/in 60 days of assignment**
- 25 minutes long
- Will be reported out to Regents
- Available in Spanish

STAR Award Program Approved

- Chancellor authorized up to 2% salary spend
- Total award max 10% of the employee's base salary or $10,000, whichever amount is lower
- Expect higher percentage to lower earners and lower percentage to higher earners
- Annual reports run for accountability

All non-faculty employees *MUST*:
- Submit time worked
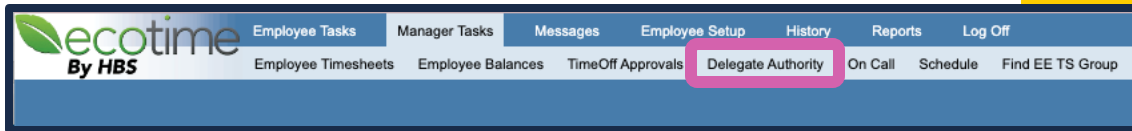- Report absences or acknowledge no absences

Supervisors *MUST* review and approve timecards

Ecotime training resources are available on Blink

How to Delegate Authority
- Supervisors/Timekeepers should delegate

Timekeeping

UC San Diego Timekeeping Experience Survey

Timekeeping

Top 5 reasons why you should care about this conversation even if you currently have no student employees

The role of People Leaders in shaping the experience of student employees

- Students are our purpose, so wrap them up in a warm blanket
- Help them learn department culture, UC San Diego culture, UC culture as employee
- Student employees
  - Need to know (timekeeping, how to request time off, important events, etc.)
  - Are eligible for reasonable accommodation and flexible work arrangements and have a right to an inclusive work environment
  - Their priority is education – help them navigate this & consider: is this their first job ever, first UC San Diego job, or are they a student employee veteran?
  - Make sure they know you are accessible…and be accessible

STRATEGIC PLAN REFRESH

Update to People Leaders

October 2024

Recap: University Mission and Vision

MISSION

UC San Diego will transform California and a diverse global society
by educating, generating, and disseminating knowledge and creative works,
providing high-quality healthcare, and engaging in public service.

VISION

To be a destination public university
that is student-centered, research-driven,
patient-dedicated, and service-oriented

Recap: University Goals

Through the pursuit of seven distinct yet interrelated goals, we will collectively push boundaries in all we do, striving always to make a meaningful positive difference in our world and the world around us:

- **Student experience**. Transforming the educational experience to develop learners who lead and innovate in a complex world

- **High-impact research**. Enabling a collaborative culture of scholarship and discovery that extends the frontiers of knowledge and improves lives

- **Health care excellence**. Expanding a world-class academic health system to deliver innovative, accessible, and compassionate care

- **Diversity and access**. Building a university that embeds diversity, equity, and inclusion, encourages open dialogue, and provides affordable access

- **People and purpose**. Creating an experience that attracts and develops academics and staff who work together in the continuous pursuit of excellence

- **Community partnership**. Forging two-way connections that promote social equity and shared prosperity regionally and globally

- **Sustainable infrastructure**. Optimizing operations to establish sustainable financial and physical infrastructure in support of our vision

Refined University Values

Underpinned by the UC San Diego Principles of Community, our commitments guide our efforts in advancing the strategic plan, both across the university and through all our external interactions.

- **Integrity and respect**. We seek opportunities to learn from others, intent always on doing the right thing as colleagues and as a public university.

- **Curiosity and courage**. Driven by optimism, urgency, and our entrepreneurial spirit, we are not afraid to take bold steps to challenge the status quo.

- **Connection and collaboration**. We work together, across disciplines, and with our community partners to solve problems and enrich our research, teaching, and engagement.

- **Impact and accountability**. We strive to deliver for the benefit of those whom we serve, from our learners and alumni to those who work at the university to society more broadly.

- **Sensitivity and responsiveness**. Alert to challenge and change, we shape and adapt to our context, with steadfast focus on our social, environmental, and fiscal responsibilities.

Revised Strategies (1 of 2)

1. **Student-facing support**. Enhance resources across colleges, departments, and units to ensure personal connection and meet the needs of a growing and diverse community of learners

2. **Educational innovation**. Refresh programs and implement new approaches to improve retention, graduation rates, and accessibility and increase student and faculty engagement

3. **Integrated education**. Strengthen the connection between academic and high-impact co-curricular experiences to prepare learners effectively for both academic and real-world challenges

4. **Sense of belonging**. Continue to drive actionable initiatives and measurable outcomes that enhance equity, diversity, and inclusion and uphold productive discourse

5. **Research infrastructures**. Reinforce practices and structures that advance excellence, inclusion, and impact in research and creative activity

6. **Faculty development**. Align processes and programs to recruit, engage, and retain a diverse high-caliber faculty who feel valued and can thrive at UC San Diego

7. **Staff development**. Align processes and programs to attract, engage, and retain a diverse community of top-quality people who feel valued and included and can thrive at UC San Diego

8. **Graduate education**. Promote and embed inclusive and effective practices that advance the fundamental research and training goals for our graduate students, reinforced by a sustainable and competitive financial support model

Revised Strategies

9. **Administrative renewal**. Streamline approaches to reduce unnecessary bureaucracy and develop effectiveness and efficiencies

10. **Operational alignment**. Evolve structures and processes to foster innovation and collaboration across the university

11. **Community-engaged problem-solving**. Create, coordinate, and sustain partnerships that seek to address societal issues locally and globally

12. **Health and well-being**. Build and integrate our health programs and services to improve patient care and community health, unleashing the power of the university's collective strengths

13. **Arts**. Embed the arts into all facets of university life to reinforce our unique proposition at UC San Diego and stimulate creativity, empathy, and commitment to the common good

14. **Green campus.** Leverage our unique expertise, history, and resources to accelerate sustainable solutions in education, research, and operations, driving a culture that transforms our university and serves as a model for others

15. **Campus activation**. Cultivate a university that encourages and welcomes visitors, students, faculty, alumni, and staff, ensuring that UC San Diego is first in thought for scholarship, research, health care, arts, athletics, and engagement

Observations on Emerging Initiatives

- Maximizing **strengths** and leveraging expertise across campus were key themes, with several opportunities highlighted to extend **existing programs or resources across the university**

- **Belonging and access** (EDI) underpinned and connected many of the initiatives

- Numerous strategies involved improving **data management**, leveraging **AI**, and enhancing **technological infrastructure**

- **Community engagement** was a recurring theme (both internal and external), with emphasis on co-creation, humility, and two-way communication in developing and operationalizing initiatives

- There was a call out to focus on the **shared needs** of students, faculty, and staff wherever possible

- There are many **connections (and some overlaps)** between initiatives

- There is scope to align the **'level' of initiatives**, articulating them somewhat directionally – and calling out examples (rather than focusing only on specifics)

Draft Staff Development Initiatives

UC San Diego

- Coordination of people leader development

- Cross-organizational career pathing framework

- Workforce planning

- Support for student employees

- Future of work

- Transparent compensation practices and approach

- Aligned onboarding efforts

- Role-based training

- EDI community of practice and training program development

- Organizational talent strategy

Next Steps

Week of October 21   Small-group VC and Dean discussions to review and prioritize strategies and initiatives

Update to People Leaders – with brief follow-up survey on staff development initiatives

Mid November   Sharing of first-draft strategic plan for review by Cabinet, Senate, Deans, Chairs, Provosts, Extended Team, and strategy co-leads

Week of December 2   Discussions with Deans, Chairs, and (TBC) Provosts to consider feedback.

December 9   Discussion with Cabinet to consider the plan and inputs to date

Through January   Input from Senate. **Staff townhall to socialize draft** (February 4)

Finalization of strategic plan and approach to communication and implementation

February   Launch of strategic plan

Student Employment Team

- **Tod Oliviere, Director, Student Employment & Career Development**

- **Helen Stapleton, Student Employment Opportunities Strategic Analyst**

- **Diana Vargas, Sr. Student Employment Analyst**

- **Andrew Weidler, Student Employment Analyst**

- **Aunika Santos, Student Employment Analyst**

Student Employment by the Numbers

Job Type	2023		2024			
	#	%	#	%	# Change	% Change
Work-Study	1,729	23.8%	2,255	29.9%	526	30.4%
Non-Work-Study	5,549	76.2%	5,267	70.1%	-282	-5.1%
Total	7,278		7,522		244	3.4%

People	2023	2024	# Change	% Change
# of Students Employed	6,274	6,402	128	2.0%
# of Student Supervisors	1,281	1,317	36	2.8%

Work-Study

- Provides part-time employment opportunities to **students with financial aid**

- Being awarded Work-Study **does not guarantee** students a job

- UC President's **Debt-Free Initiative**

- Work-Study funds **provide budget relief** to departments

30% of All Jobs

Benefits to Students

- **Provides employment opportunities** to students that may be related to their major or career goals

- **Gain valuable work experience** to help build a career portfolio

- **Develop transferable skills** and core competencies that strengthen marketability to future employers

- **Build relationships** and expand professional networks

- **Learning-lab environment** that reflects real workplaces and culture

Examples of Jobs:

3D Robotic Lab Assistant

StartNeuro Researcher

Web Application Developer

UCOP Supply Chain Management Research Assistant

Data Systems Analyst Assistant

Peer Advisor

Oceanographic Engineer Assistant

Athletic Sports Camp Counselor

Library Archives Assistant

Art Exhibit Coordinator

Accounting Clerk

Marketing & Communications Assistant

Off-Campus Math Tutor

Aquarium Special Events Coordinator

Makerspace Lab Assistant
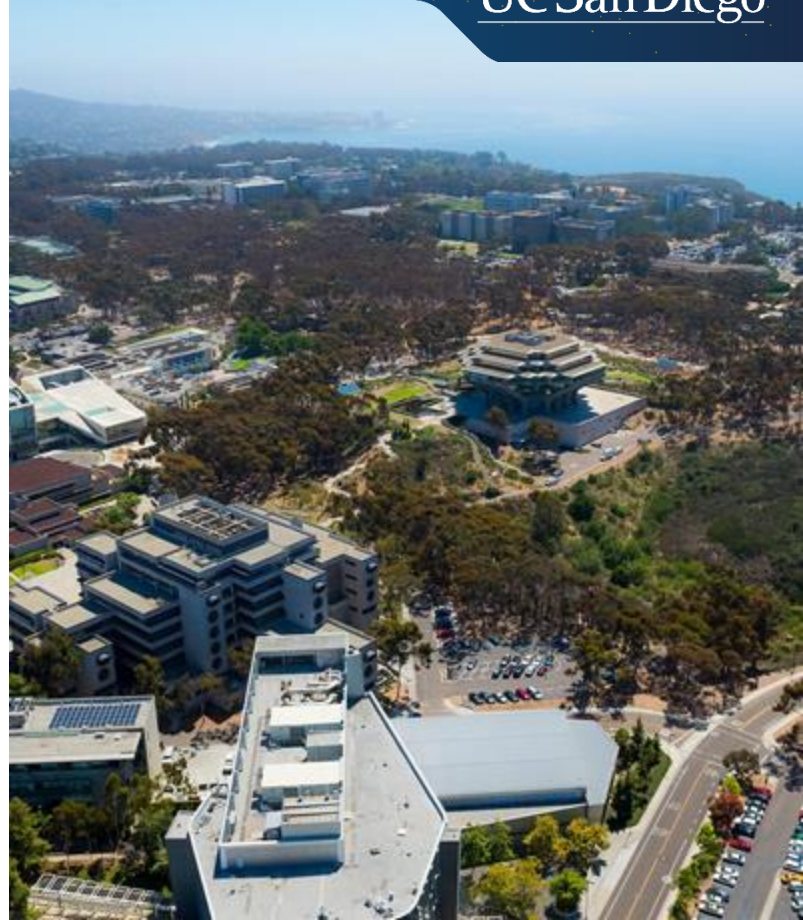
Share your ideas!

What creative practices, tools and resources does your team use to enhance the work experience for student employees?

Share your ideas and we'll share the results with you in the follow-up email.

Workforce Development

An intro into workforce planning

Now is the time to start your workforce planning with your own teams and those you support

Beginning with a gap analysis of skills and bandwidth needed to reach team/dept goals can also help you think creatively about student employment opportunities

Some questions to get you started...

- What specific skills are we currently lacking within our team that students could potentially fulfill?
- Are there any upcoming projects or peak periods where student workers could provide necessary support without the long-term commitment of an FTE?
- What are the potential benefits to our team and to the students in creating more integrative and developmental roles for them?
- What specific projects or roles within our team could be structured as rotational assignments to provide broader exposure and learning for student employees?
- In which areas could student employees contribute to innovation or process improvements based on their fresh perspectives and current/recent academic knowledge?

Pipeline Development

UC San Diego People Proposition

CARE

Active approach to **mental health**
Effective **leadership and management** practices
Excellent and family friendly employee **support and services**

GROWTH

Opportunities for **learning**, development, and progression
Workplace **flexibility**
Institutional **innovation**

EQUITY

Respect, recognition, and a sense of value
Fairness and agility in policies and processes, including compensation
Employee **agency**

PEOPLE PROPOSITION

INCLUSION

Community, belonging, and connections
Authentic **engagement** and communication
Transparency in decisions and actions affecting employees

PURPOSE

Diversity in people, perspective, and experience
Meaningful work
Clear campus and university **direction**

Key Findings

Percentages of employers who indicate they would be "much more" likely to consider a job candidate with particular experiences.


THE CAREER-READY GRADUATE

WHAT EMPLOYERS SAY ABOUT THE DIFFERENCE COLLEGE MAKES

With a foreword by Lynn Pasquerella

Ashley P. Finley
AAC&U Vice President for Research and Senior Advisor to the President

AAC&U

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Experience	Percentage
Held a job or work-study position	71%
Completed an internship or apprenticeship	70%
Held a leadership role	69%
Worked with people from diverse backgrounds or cultures	65%
Developed a portfolio of work showcasing skills and integrating college experiences	65%
Served as a peer mentor or advisor	61%
Took multiple courses that required significant writing	58%
Completed a comprehensive senior project, such as a thesis or capstone project	58%
Engaged with a community organization or on a community-based project	57%
Undertook a research project in collaboration with a faculty member	56%
Completed a project or experience focused on addressing a global issue	53%

Professional Development

- **SEO Toolkit**

- **Career Center Resources**

- **Self-Evaluation**

- **Supervisor Evaluation**

- **Reflection Assignment**

- **Co-Curricular Record**

- **Formal Learning**

- **Career Readiness Passport**

Discover opportunities across and beyond campus

Do get hands-on experience in and beyond the classroom

Review and reflect on skills and competencies developed

Capture experiences + skills developed

Share with graduate schools and employers

Student Employee Toolkit

- **Student Employee Handbook**

- **Career Launch Assessment**

- **Resume**

- **Cover Letter**

- **Checklist**

- **Handshake**

- **EcoTime**

- **Career Center Resources**
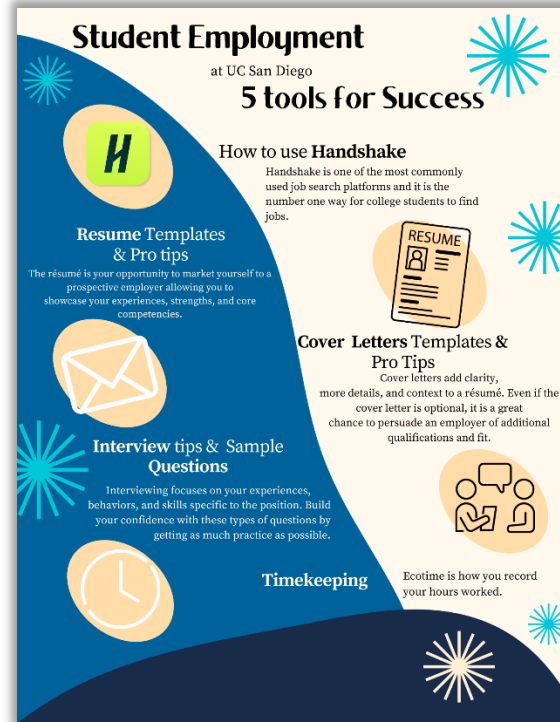
UC San Diego Competencies

CAREER DEVELOPMENT

CIVIC ENGAGEMENT & SOCIAL RESPONSIBILITY

CRITICAL THINKING & PROBLEM SOLVING

DIGITAL INFORMATION FLUENCY

INNOVATION & ENTREPRENEURIAL THINKING

LEADERSHIP

ORAL, WRITTEN & DIGITAL COMMUNICATION

PROFESSIONALISM & INTEGRITY

RESEARCH ABILITY

SELF-REFLECTION

TEAMWORK & CROSS-CULTURAL COLLABORATION

UNDERSTANDING GLOBAL CONTEXT

People Leader **Network**

Co-Curricular Record Snapshot

- Transcript of Student Engagement Across Campus
- Complementary to Academic Transcript
- Official Record Signed by Registrar

- Record Includes:
  - Term Activity
  - Activity & Position Name
  - Short Description
  - Competencies Developed

CCR/SEO Project 2024-2025

3 Main Goals of the Project:
- Collect and verify student job titles
- Complete template to upload each job to the CCR database
- Train and support People Leaders & Validators

Types of Experiences Recognized on CCR:
- Internships
- Research Experience
- Student Employment Jobs
- Volunteer Work
- Student Clubs & Organizations

Questions about CCR?

Visit: elt.ucsd.edu/ccr or email: elt@ucsd.edu

Student Employment Office:
What we do and how we can partner

Student Employment Team

- **Tod Oliviere, Director, Student Employment & Career Development**

- **Helen Stapleton, Student Employment Opportunities Strategic Analyst**

- **Diana Vargas, Sr. Student Employment Analyst**

- **Andrew Weidler, Student Employment Analyst**

- **Aunika Santos, Student Employment Analyst**

Student Employment Office Services

- Review/Approve:
  - Job Postings
  - Equity, Stipend & Reclassifications
  - Limited Career Appointments
- Advise Departments & Students on Policy
- Trainings for HR Contacts and Students

- Student Support/Advising
- Manage Federal Work-Study Program
- Off-Campus Federal Work-Study Program
- Retailer Program
- Professional Development
- Handshake
- Develop/Manage Resources & Content

Mythbusting!

True or False? International students are allowed to work casual-restricted student employment jobs

True. International students who hold either an F-1 or J-1 Visa status are eligible for on-campus student employment during the period of their academic study at UC San Diego. All positions must end on or before the expiration date of the UC San Diego Form I-20. However, there are different considerations and requirements for each type of Visa

True or False? Graduate students are not allowed to work casual-restricted student employment jobs

False. Graduate students **ARE** allowed to work casual-restricted student employment jobs with approval from their department

Mythbusting!

True or False? Enrolled students may not hold Short-Term Exceptions (STE)/Limited Career Employment.

True. Enrolled students must be hired into a student title. Both are similar to being 50% FTE or below but departments are not limited to 1,000 hours – allows students to use their full work-study award and are exempt from non-student deductions.

True or False? My student employee graduated and I heard they can work an additional 3 months after graduation.

It Depends. Students who graduate in the **SPRING** quarter **ARE** allowed to work through summer until the start of the fall quarter. Students who graduate in the Fall or Winter quarters **DO NOT** have that 3-month grace period and may only work until the beginning of the next quarter.
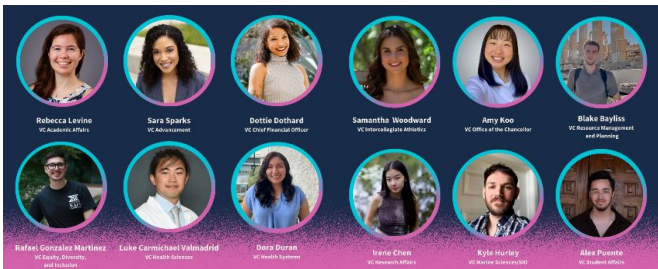
People Leader **Network**

Student Employment Events

Student Employment Job Fair, Fall

National Student Employment Week, Spring

Triton Student Employees of the Year, Spring

People Leader **Network**

Important Updates:

- **New SEO Website: studentemployment.ucsd.edu**

- **New Student Employment Equity Request Form**

- **New HR Contacts/Student Employee Supervisor Checklists**

- **New HR Contacts/Student Employee Supervisor Handbook**

- **New Instagram: @ucsdstudentjobz**

Culture of Success

UC San Diego

UC SAN DIEGO TODAY

'Experience on Purpose': Students Gain Real-World Skills Through Campus Jobs

September 26. 2024

Story by:

Sara Bock – sbock@ucsd.edu

Victoria Morales Vargas, UC San Diego, B.S., psychology and cognitive and behavioral neuroscience, 2025

UC San Diego undergraduate researcher Victoria Morales Vargas. *Photo: Erik Jepsen/UC San Diego*

"Seeing how my mentors in the lab have given me so much of their time and energy makes me want to be that type of person in whatever workplace I end up in."

Imagining a New World of Work

From the rise of AI to the growing reach of social media, inaugural Future of Work Conference prepares participants

April 18, 2024

Story by:

Sara Bock – sbock@ucsd.edu

More Than Just a Job: Student Employees of the Year Find Passion, Purpose Through Campus Roles

December 14, 2023

Story by:

Sara Bock – sbock@ucsd.edu

Student Success Stories

"The mentorship that I gained through this employment was so valuable," said Bianchi. "Dr. Sanchez-Roige is one of the reasons why I believe I got into medical school. As an undergrad, learning things and going to class is amazing, but it's really about your connections and putting yourself out there."

During her time in the Sanchez-Roige Lab, Bianchi proved herself as a rising star, co-authoring numerous papers published in high-impact journals and contributing to a perspective piece on the urgent need to increase diversity in genetic research. She also served as the president of the American Medical Women's Association during her fourth year.

Sevim Bianchi

Sevim Bianchi
Undergraduate Research Assistant

In large part, Parra-Miranda credits the experience and connections he gained as a student employee with setting him up for success in his current position.

While working in the Chancellor's Office, Parra-Miranda interacted with a wide range of individuals, from fellow students to high-level campus leadership, community leaders and elected officials. Whether answering phone calls, greeting the Chancellor's guests or performing various tasks around the office, his duties gave him what he calls an "eagle eye" perspective of the university.

Alec Parra-Miranda

Alec Parra-Miranda
Chancellor's Office Assistant

"For students, I think being able to see others who look like them and are getting their Ph.D. makes it seem like a more feasible goal," said Revanna, who has long drawn inspiration from her mother, a physician who came from a small village in India. "She really had to fight for where she is now," she added of her mother. "She's always inspired me to keep going."

During her second year in the UC San Diego Biological Sciences Ph.D. program, which exists through a partnership with Salk, Revanna learned about an employment opportunity for graduate students to serve as advocates with the PATHways to STEM through Enhanced Access and Mentorship (PATHS) Scholars program on campus.

Jasmin Revanna

Jasmine Revanna
Graduate Peer Mentor

5 Tools to help you build a culture of success where employees thrive

- *Harvard Business Review*, "Finding Joy as a Manager…" (aka People Leader)

- Lindsay Pollack, *Getting From College to Career*

- Include Student Employees in your staff meetings

- Give Student Employees a research project and have them present their findings

- Student Employment Reflection Assignment

Q&A

People Leader **Network**

Remember to sign up for the next Staff Town Hall (and have your teams sign up too!)
Wed, Nov 20, 2024, 1:30 – 3:00 p.m.

Also, want to see more cool ways AI can help? Check out this upcoming webinar:

Revolutionize the Way You Learn: Unlocking the Power of AI in Staff Development
Join the Learning Community of Practice (LCOP) and OSI on October 30, 2024, at 1:00 PM PST for a transformative session on AI in staff training! Learn how AI can personalize learning, enhance content creation, and shape the future of staff development. For more details and to register, visit the TritonGPT Webinar page.