



Faculty & Staff Association

Resource Guide

Faculty and Staff Associations (FSA) are valuable to promoting an inclusive, and diverse campus. As such, CSUF supports our FSAs and their efforts by providing administrative backing, programming and promotion to the broader workforce.

This document serves as a guide for FSA leaders and stakeholders to navigate their roles in the association and learn how to best leverage the campus-provided support made available to them. This is a working document with ongoing updates as necessary.

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History of the FSAs

Asian American Pacific Islander Faculty & Staff Association

Black Faculty & Staff Association

Chicano/Latino Faculty & Staff Association

Pride Alliance

Researchers and Critical Educators (RACE)

Undocumented Allies Faculty & Staff Association

Veterans Staff & Faculty Association

ASIAN AMERICAN PACIFIC ISLANDER FACULTY & STAFF ASSOCIATION

AAPIFSA (Asian American Pacific Islander Faculty & Staff Association) was founded as the Asian Faculty Staff Association in 1993 by Dr. Ellen Junn, then an Assistant Professor in the College of Human Development and Community Service. As a new faculty member, having come to campus in 1991, she recruited senior faculty member, Craig Ihara, to lend his support. In the spring semester of 1993 they sent out a memo to all API-identified faculty and staff on campus and invited those interested in forming an Asian faculty staff association to an initial meeting. At least 40 faculty and staff came to that first meeting. Ellen Junn was selected as the first president and a committee was formed to draft by-laws for the organization.

Association's website: <http://www.fullerton.edu/aapifsa/>

BLACK FACULTY & STAFF ASSOCIATION

The Black Faculty and Staff Association was founded by John Anderson, a custodian at CSUF in the late 1960's. The purpose of forming this organization was to bridge the gap between faculty and staff, develop a system of advocacy for employees of African descent, and to bring African/African American cultural activities to CSUF. The association expanded its goals to include increasing African American student enrollment and retention, and also aid students in their scholarly and cultural development.

Association's website: <http://www.fullerton.edu/bfsa/>

CHICANO/LATINO FACULTY & STAFF ASSOCIATION

The Chicano/Latino Faculty and Staff Association was founded in 1994. The purpose of this FSA is to bring together members of Chicano/Latino faculty and staff to promote effective communication between all segments of the Chicano/Latino and other under-represented communities of Cal State Fullerton. The association also promotes the attainment of educational excellence for Chicano/Latino and under-served students at Cal State Fullerton.

Association's website: <http://www.fullerton.edu/clfsa/>

PRIDE ALLIANCE

The LGBTQ Faculty & Staff Association (Pride Alliance), was established in Fall 2006 as an organization dedicated to providing voices and representation for LGBTQ-identifying members of the Titan Family at CSUF. The Alliance envisions a stronger Titan community that is equitable, respectful, and where LGBTQ+ people, inclusive of all our intersecting identities, feel fully valued and integrated. The CSUF Pride Alliance is dedicated to providing voice and representation for the coalition of LGBTQ+ and other related faculty and staff at CSUF. We join together to acknowledge and celebrate our often diverse, but common LGBTQ+ affinity.

Association's website: <http://www.fullerton.edu/pridealliance/>

RESEARCHERS AND CRITICAL EDUCATORS (RACE)

Researchers and Critical Educators is an organization of faculty at CSUF. RACE is an interdisciplinary organization linked by our commitment to promoting excellent scholarship, applied research, and discussion of issues on the topics of race, ethnicity, class, culture, religion, linguistic diversity and gender. This organization recognizes the changing demographic profile of our societal landscape, and in order to respond to this challenge, Researchers and Critical Educators (RACE) supports active research and scholarship that significantly contributes to this growing body of academic inquiry. To this end, RACE works with relevant college and university offices to support new research, advance ongoing projects, and showcase scholarships through conference presentations and academic publications, and encourages individuals in the organization to enhance their leadership skills and become more actively involved in important university, community, and professional activities.

Association's website: <http://ed.fullerton.edu/race/>

VETERANS STAFF & FACULTY ASSOCIATION

The organization, as outlined below, is hereby to be created to foster unity among veteran staff, faculty, students, and alumni (hereby referred to as CSUF Vets) with a focus on staff and faculty. Additional objectives of this organization include; connecting the broader campus community with CSUF Vets to increase engagement, advocating for the concerns and increasing the visibility of CSUF Vets within the Titan community, and to provide CSUF Vets and their families with the resources and support needed to succeed as higher education professionals. The organization would accomplish this intent by executing efforts that align with the mission. Efforts would include events like monthly meetings, team building events for members, student support initiatives, community events such as (possibly) a 9/11 remembrance ceremony, support of Veteran Resource Center and CSUF ROTC events, community service projects, Veteran of the Year recognition, etc., as well as campaigns such as a "Veteran Self-ID Campaign."

Association's website: <http://www.fullerton.edu/vsfa/>

Establishing a Faculty & Staff Association

Completing the FSA Application

FSA Operating Principles

COMPLETING THE FSA APPLICATION

The success of new FSAs often depends on the small group of dedicated and interested employees that work together cohesively. It takes commitment from these individuals to ensure that the group organizes itself in a manner that guarantees sustainability and has a positive impact on our campus. It is important for interested employees to complete the FSA Application to get an account and be recognized by the campus, which helps to request space and other program needs. Below are a few helpful criteria and suggestions for completing the FSA Application:

1. Establish a list of at least five (5) interested employees willing to volunteer to join the FSA
2. Identify targeted members
3. Prepare a mission statement for the Faculty and Staff Association as well as goals for first year of the group.
 - a. What will the FSA bring to its members?
 - b. How will the FSA contribute to CSUF's strategic plan?
 - c. How will the events/programs contribute to the Titan community?
4. Determine financial revenue and uses for FSA
 - a. Membership dues
 - b. Fundraising events
 - c. Events/Programs
 - d. Scholarships
 - e. Partnerships
5. Establish the roles and responsibilities of the executive board (president, vice-president, treasurer, secretary, etc.)
6. Prepare an introductory message that will be used to help our campus community identify the cause and target new members.
7. Upon approval of your FSA from the Office of Diversity, Inclusion and Equity Programs (DIEP), host your first meeting. The first meeting must be coordinated with and acknowledged by DIEP.
8. At the first meeting, general discussion must take place to:
 - a. Establish and/or review a general purpose and mission of your group
 - b. Establish the process for selection of an executive board members

Note: When selecting executive board members, be mindful of the amount of time that needs to be invested in order to create a functioning and sustainable FSA.



- c. Initiate the process to elect executive board members

FSA OPERATING PRINCIPLES

1. Members must be actively employed or affiliated with CSUF.
2. Faculty and Staff associations may not pressure any employees into joining.
3. Membership in a Faculty and Staff Association shall be entirely voluntary.
4. The FSA must operate exclusively for educational, civic, social and charitable, and non-profit purposes.
5. The FSA should be organized to assist and support CSUF's mission and values by hosting activities such as:
 - a. Recruitment events
 - b. Community programs
 - c. Promoting social and intellectual enrichment
 - d. Networking and professional development opportunities
6. Any programs sponsored by the FSA must be financially self-supporting.
7. Meetings may be held before or after work hours. If meetings are held during work times, it should be done so during the employee's time or with permission with the employee's direct supervisor.
8. Consistent with CSUF's commitment to diversity and inclusion, FSA groups are encouraged to collaborate with each other to maximize resources and community-building opportunities.
9. All FSAs must be inclusive and may not limit participation to any particular identities such as race, gender, sexual orientation, age, veteran status, citizenship status, or other protected classification.

All money transactions for FSAs must be done through an account with CSUF Philanthropic Foundation. FSAs must follow the regulations and procedures for depositing and using money from the CSUF Philanthropic Foundation. If an FSA does not plan on collecting membership dues or fundraising, they may still become an official FSA without a financial account with the Foundation.



Organization of FSAs

Purpose of Faculty & Staff Associations

Goals of Faculty & Staff Associations

Roles in Faculty & Staff Associations

PURPOSE OF FACULTY & STAFF ASSOCIATIONS

Faculty and Staff Associations represent a critical intersection of perspectives on our campus. Through the inclusion of both faculty and staff with expressed social identities, these associations represent inclusive communities on our campus. FSA work is comprehensive but generally spans the following purposes:

1. Knowledge building and advocacy specific to the social identity the FSA represents (e.g. veterans, LGBTQ+, etc.)
2. Hosting, participation and promotion of various cultural events on the CSUF campus and external to campus
3. Building partnerships and intersections across campus in order to inspire greater collaboration and shared decision making
4. Fundraising, scholarships and mentorship for students and others in the Titan community
5. Recruitment and retention of diverse faculty and staff through participation in the community and through the intentional building of an inclusive campus climate

GOALS OF FACULTY & STAFF ASSOCIATIONS

Each FSA has a role in helping to create a more inclusive Titan community, However, each FSA also maintains their own unique goals and objectives which help to advocate and build community for their identified social identity. The below hyperlinks demonstrate the FSA goals and objectives:

Name of FSA	Mission Statement	Goals and Objectives
Black Faculty and Staff Association	The mission of the CSUF Black Faculty and Staff Association (BFSA) is to foster unity through these three pillars: advocacy, building community, and the elevation of Black faculty, staff and students; and to be a critical resource within the community based on just, equitable, and inclusive education in pursuit of continued success of the university.	Black Faculty and Staff Association Goals

PRIDE Alliance	<p>The CSUF Pride Alliance is dedicated to providing voice and representation for the coalition of LGBTQ+ and other related faculty and staff at CSUF. We join together to acknowledge and celebrate our often diverse, but common LGBTQ+ affinity.</p>	PRIDE Alliance Goals
Asian American Pacific Islander Faculty and Staff Association Goals	<p>The mission of the CSUF Asian American and Pacific Islander Faculty and Staff Association (AAPIFSA) is to bring together members of the CSUF faculty and staff in order to promote an inclusive and equitable campus climate for all groups; to provide support and input in the hiring, retention, and promotion of AAPI students, faculty, staff, and administrators; to respond proactively to the needs of the AAPI student body, with a commitment to broadening and deepening the curriculum with regard to AAPI issues; to build strong, effective linkages with the University administration and with the surrounding community at large.</p>	Asian American Pacific Islander Faculty and Staff Association (AAPIFSA)
Chicano/Latino Faculty and Staff Association	<p>The purpose of the Chicano/Latino Faculty and Staff Association (CLFSA) is to bring together Chicano/Latino faculty and staff to promote effective communication between all segments of the Chicano/Latino and other under-represented communities of CSUF.</p>	Chicano/ Latino Faculty and Staff Association (CLFSA)
Researchers and Critical Educators (RACE)	<p>Researchers and Critical Educators (RACE) is an organization of faculty at CSUF. We are an interdisciplinary organization linked by our commitment to promoting excellent scholarship, applied research, and discussion of issues on the topics of race, ethnicity, class, culture, religion, linguistic diversity and gender.</p>	Researchers and Critical Educators (RACE)
Veterans Faculty and Staff Association	<p>The organization, as outlined below, is hereby to be created to foster unity among veteran staff, faculty, students, and alumni (hereby referred to as CSUF Vets) with a focus on staff and faculty.</p>	Veterans Faculty and Staff Association (VFSA)
Undocumented Allies Faculty and Staff Association		

ROLES IN FACULTY & STAFF ASSOCIATIONS

Generally, Faculty and Staff Associations consist of officers who serve as leadership of each organization. These collected users are commonly referred to as the organization's Executive Board. This includes the President, Vice President, Secretary, Treasurer, Historian, Membership manager, and Parliamentarian (if needed). It is recommended each FSA have at minimum a President, Vice President, Treasurer and Secretary. It is also recommended FSAs adopt a co-president model with one faculty and one staff. Below are brief descriptions of each role but is not intended to be an exhaustive description:

President: The President should be the Chief Executive Officer and should administer and conduct the affairs of the FSA. This includes presiding over meetings, setting an agenda, creating correspondence, and coordinating work within the FSA or committees.

Vice President: The Vice President should preside over all meetings in the absence of the President.

When FSAs are ready to elect new leadership, the Executive Board will often appoint an Elections Committee Chair who will oversee the election process.

Secretary: The Secretary is responsible for communication with the Executive Board members, and FSA members at large regarding meeting times and locations. The Secretary works closely with the President to develop and implement strategic planning and other organizational activities. The Secretary shall also record the minutes of each general meeting, any Executive Board meetings, and any Executive Committee meetings. They will also distribute the agenda and minutes for each meeting.

Treasurer: The treasurer should manage all monies for the organization. The treasurer should also maintain an accurate roster of paid members and provide leadership with a list of paid members (if payment is required). The Treasurer should also maintain an accurate record of all receipts and expenditures.

Historian: The historian should be responsible for documenting the history of the FSA and for maintaining the organization's archives. This often includes marketing, marketing materials, events, governance documents, and any programming documents. The historian should also collect, update, and keep permanent files of all official documents, publications, and records.

Parliamentarian: The Parliamentarian should assist in the interpretation of the FSA Bylaws, and should an issue arise ensure that parliamentary procedures are in accord with rules of order. The Parliamentarian also often collaborates with the President or the Vice President on strategic planning or other organizational activities.

Committee Structures

Most Faculty and Staff Associations establish committees which are often task or goal specific in service to the FSA. These committees are often appointed by the FSA Executive Board, with a



chairperson for each committee. Some examples of common committees include: Fundraising, Scholarship, Event Planning, Outreach, Budget and Finance, and Membership Committee.

Creating Bylaws

Bylaws should be thought of as the overall guiding principles of the FSA for use in the day to day operations. These bylaws are designed to help direct the Executive Board members in their work for the FSA. Although each FSA will have their own specific guidelines, generally, bylaws cover the purpose of the organization, who its members are, how the leadership of the organization is elected, how meetings are conducted, and which officer the organization will have, and lastly, a description of their duties.

Below are some examples of FSA by laws:

[Black Faculty and Staff Association \(BFSA\)](#)

[Asian American Pacific Islander Faculty and Staff Association \(AAPIFSA\)](#)

[Researchers and Critical Educators \(RACE\)](#)



Membership & Fee Structures

Asian American Pacific Islander Faculty & Staff Association

Black Faculty & Staff Association

Chicano/Latino Faculty & Staff Association

Pride Alliance

RACE

Veterans Staff & Faculty Association

Undocumented Allies Faculty & Staff Association

ASIAN AMERICAN PACIFIC ISLANDER FACULTY & STAFF ASSOCIATION

We invite you to become an active member of AAPIFSA. All full-time and part-time faculty and staff members who are interested in supporting the mission of AAPIFSA are welcome.

Dues: The annual membership fee is \$60.

BLACK FACULTY AND STAFF ASSOCIATION

The association is as strong as its members. Your participation is key to the association sponsoring scholarships for students, recognition ceremonies, mentor projects, faculty and staff mixers, as well as focusing on professional development opportunities for faculty and staff members. There are 3 easy options to pay for membership dues, so join BFSFA today!

Dues: Currently, annual membership dues of \$120 are due at the beginning of each fiscal year (the fiscal year begins July 1, and ends June 30). The entire amount is tax deductible.

CHICANO/LATINO FACULTY AND STAFF ASSOCIATION

Membership is open, but not limited to, Chicano/Latino faculty and staff of CSUF. Your contribution helps to sponsor and support CLFSA funded student scholarships and awards, faculty, staff and student programs and activities.

Dues: Annual membership dues are \$120. Be sure to fill out the IOU Payroll Deduction Form for a monthly deduction (\$10.00 per month). The entire amount is tax deductible.

PRIDE ALLIANCE

The CSUF Pride Alliance is dedicated to providing voice and representation for the coalition of LGBTQ+ and other related faculty and staff at CSUF.

Dues: There are currently no dues for being a member of this organization



RACE

RACE is an interdisciplinary organization linked by our commitment to promoting excellent scholarship, applied research, and discussion of issues on the topics of race, ethnicity, class, culture, religion, linguistic diversity and gender.

Dues: There are currently no dues for being a member of this association

VETERANS STAFF AND FACULTY ASSOCIATION

Membership is open to all CSUF veteran faculty and staff interested in supporting our mission and the CSUF Strategic Plan. General membership meetings will be held at a minimum of two meetings per year with the intention of meetings or gatherings/outings at least once per month.

Dues: There are currently no fees or dues for being a member of this association.

Financial Structures

Account Types

Fiscal Responsibility

Purchasing Methods

Foundation Request

ACCOUNT TYPES

For FSAs on the CSUF campus, their accounts are grouped into two overarching account types: Philanthropic account or Auxiliary Services Corporation account.

Philanthropic Accounts:

- ***Philanthropic Endowment Account:*** A minimum of \$25,000 is required to establish a permanent endowed fund. Donated funds can be accumulated in a campus program or scholarship account until it reaches the \$25,000 minimum. When the minimum is met then a new endowment account can be established and a transfer request can be sent to the Foundation to transfer the funds to the endowment pool. All requests to establish an endowment account will be submitted through a [Foundation New Account Form](#), submitted to Advancement Services along with a gift agreement or endowment summary for approval.
- ***Philanthropic Campus Program Account (for restricted or unrestricted use):*** This account is used when the donor(s) give to a designated department or program. It also may be affiliated with an endowment account and is then referred to as a spending distribution account. This is the most common type of account held by an FSA.
- ***Philanthropic Scholarship Account:*** An account that is used for the purpose of managing funds restricted by the donors for student awards, grants, assistantships, and scholarships.

Auxiliary Services Corporation Campus Program Account: An ASC Campus Program account consists of activities, projects and services that support our educational mission. A broad range of examples include conferences, workshops, cultural events, and program service. A key determination for an ASC Campus Program is source of revenue. A campus program cannot be based on stateside funding or donations. Instead these accounts are used primarily for grants, contracts or similar funds used for specific programming on behalf of the FSA.

For questions regarding philanthropic accounts reach out to [the coordinator of Accounting Services](#).

For questions regarding auxiliary services corporation accounts reach out to the [Director of Sponsored Programs](#).



FISCAL RESPONSIBILITY

Authorized Account Signer: This person has the fiscal responsibility of reviewing and approving all transactions. Authorized signers must be a President or Vice President of the FSA. This person can view the online reports. If your FSA needs to change the authorized signer or add an online viewer you must complete the Account Update Form and have HRDI approve. The Authorized Signer must ensure the funds:

Adhere to CSU Policies

- Presidential Directive 11(D11)- is required for hospitality, food and beverage when gatherings are permitted, entertainment, promotional items, event attendance, get-well gestures, and etc. This signed form may accompany your check request or monthly reconciliation packet and is authorized by HRDI Chief of Operations, Tara Garcia
- A Travel Request must be authorized in advance of incurring travel expenditures when traveling is again permitted. There are separate travel requests available depending on the fund source. Please see below links to the Foundation Travel Request and the ASC Travel Requests
 - **Foundation Travel Request-**<http://foundation.fullerton.edu/policies-forms/>
 - **ASC Travel Request-** <http://www.fullerton.edu/asc/sp/forms.php>
- Be directly related to, or associated with, the active conduct of official university business.
- Comply with restrictions imposed by the funding source and/or account. For example, scholarship accounts can only be used to distribute scholarships.
- Be cost effective and in accordance with the best use of donated funds; and serve a clear university business purpose, with no personal benefit derived by the official host or other university employees

IT Authorization is required for IT related purchases such as IT Hardware and Software not listed on the Pre-Approved Technology Consumables webpage. **Link to IT Purchasing-** <http://www.fullerton.edu/itpurchasing/>

HRDI SIGNATURE PROCESS

1. FSAs collect and complete all documentation depending on the purchasing method (see below for link to each purchasing method)
2. Have all the documentation signed by a signatory (President, Co-President, VP, or Treasurer)
3. Collect all receipts for the request. Note that this cannot be processed without receipts.
4. The documentation is signed by the Assistant Vice President of Diversity, Equity and Inclusion.
5. Copy of the signed documentation sent to FSA, original sent to Foundation.

Please submit document to Grace Gutierrez, DIEP Special Projects Analyst, at grace.gutierrez@fullerton.edu. **Include all supporting documentation. Be aware that Foundation is not currently accepting electronic signatures on Check Requests/Purchase Requisitions/Foundation Card Reconciliation. Emailed approvals will be accepted.**

PURCHASING METHODS

It is recommended that at least 7 days prior to purchase or event planning using any of the methods outlined below, that the FSA consult with HRDI or the Auxiliary Service representative. These collaborative partners can consult on which option is most appropriate. There are three purchasing methods for FSAs:

1. **Foundation Credit Card:** If an item is eligible through p-card, submit the request to Grace Gutierrez. Include account to charge, item and quantity for purchase, address for delivery, D11, Authorized Travel ID, IT Authorization, and any additional authorizations when pertinent such as Authorized Travel ID, IT Authorization, D11 etc. [The process for p- card reconciliation can be found here.](#)
2. **Check Request:** Used to request payment for vendor. [Check request process found here.](#)
3. **Requisition Request:** The requisition request is not authorization to make the purchase but rather the official request to Foundations to issue the purchase order. [See requisition request form here.](#)

To verify account balances or transactions please visit the [online report portal.](#)

[To purchase using ASC funds please use this link.](#)

[To purchase using Foundation funds please use this link.](#)

FOUNDATION REQUEST

Please note for an email approval to be accepted the following criteria must be met:

- Email subject must include “Check Request,” “Purchase Requisition” or “Foundation Card Reconciliation”
- Email content must include
 - Vendor name/payee
 - Description of expense
 - Account names and numbers
 - Amounts
 - Attach one PDF with all supporting documentation
 - Authorized Account signers must send an email to Foundation@fullerton.edu
- Prohibited Items: Items of a personal nature, gift cards, tobacco, hazardous materials, Costco, Sam’s Club or similar personal memberships are not allowed.

Account Access

With each new board member in the FSAs, the account access needs to be updated through a form to update signatories and access to the reporting portal.

Cal State Fullerton Philanthropic Foundation

(CSFPF):<http://foundation.fullerton.edu/resources/pdfs/CSFPF%20Account%20Signer%20Update%20Form.pdf>

ASC: <http://www.fullerton.edu/asc/finance/documents/forms/ProjectUpdateForm-v12-2017.pdf>



FSA SIGNATORY PROCESS

The Office of Diversity, Inclusion and Equity Programs (DIEP) is pleased to be working with our faculty and staff associations. In order to streamline the financial process and make way for potential growth in the future, HRDI has assumed responsibility for all faculty & staff association Philanthropic Foundation accounts from their previous location in the Provost's Office.

In counsel with the leadership of the Philanthropic Foundation, we have modified the account signatory process to ensure the security of the associations' accounts. The process is as follows:

- All financial requests requiring a signature must be reviewed and signed by the association president(s).
 - In the event the association president is not available to sign a related form, the AVP for Diversity, Equity & Inclusion, and the HRDI Chief of Operations can serve as second and third signatory, respectively.
- Forms that require VP signature (i.e., D-11 Forms) should be submitted no less than 48 hours from the date they are needed to allow adequate time for processing. Completed forms should be brought to CP760 for processing.

Should you need a signature from HRDI, please reach out to Dana Pape at dpape@fullerton.edu to coordinate the process.

For more information about Philanthropic Foundation policies and procedures, please visit <http://foundation.fullerton.edu/policies-forms/>

Faculty & Staff Association

Engagement with Partners

Meeting with Senior Leaders

Partnering with Diversity, Inclusion and Equity Programs (DIEP)

Given their role on the CSUF campus, FSAs represent a critical intersection of stakeholders within the Titan community. As such, the president has designated the Assistant Vice President for Diversity, Equity, and Inclusion as the leadership liaison to the FSAs. In this role, the AVP represents the president and their cabinet by:

- Remaining abreast of the key points of interest and needs presented by the various FSAs
- Organizing periodic meetings between FSA leaders and cabinet members, as well as, those that come by special request
- Overseeing the effective delivery of support mechanisms made available to the FSAs

With this responsibility, the AVP should be regarded as an initial point of contact and collaborator on matters important to the associations. FSA issues brought before the AVP will be addressed and/or communicated to the president and their cabinet for resolution.

MEETING WITH SENIOR LEADERS

At least once per academic year, FSA presidents will have the opportunity to meet with the President, VP HRDI, Provost, and VP Student Affairs in a coalition building meeting. These meetings are organized by DIEP and will be scheduled at a time that accommodates most schedules. FSA leaders are encouraged to send representation to these meetings when there is a scheduling conflict among one or more of the association presidents.

If an FSA leader would like to meet with any cabinet member(s), they should request to do so at least one month prior to the anticipated meeting day. All meeting requests are subject to review.

If there are other campus leaders that FSAs which to meet with, they can be contacted through DIEP.



PARTNERING WITH DIEP

Furthering support to the FSAs, the [Office of Diversity, Inclusion and Equity Programs](#) supports and engages with FSAs in five major ways:

1. ***FSA Presidents' Council:*** The FSAs meet regularly with DIEP. FSAs have standing meetings bi-monthly with the AVP and their team. These meetings are intended to discuss any obstacles the FSAs are experiencing, share updates from the various association, network with other FSA leaders, and provide resources necessary to continue FSA efforts.
2. ***Marketing materials:*** DIEP is available to assist the FSAs with marketing needs. This assistance can extend to physical printing, design of marketing materials, campus wide email messages, and social media posts. Contact diversity@fullerton.edu for assistance.
3. ***Programmatic Support:*** DIEP both develops programs to support FSA and provides administrative support for FSA-developed events. This programming extends to annual events such as recruitment events, welcome back events, or fundraising events and to subject specific events like open forum conversations, community healing spaces, or town halls. DIEP can assist with content creation and marketing, such as fliers, social media posts, or emails, for these programs.
4. ***Liaising with Other Campus Organizations:*** DIEP consistently interfaces with many other offices across campus including Diversity Initiatives and Resource Centers (DIRC), Association for Intercultural Awareness (AICA), Student Affairs, Academic Senate, and the President's Office. DIEP can serve as a liaison to these offices for shared programming, collaborations, or other events that further the mission of the University. These include but are not limited to: Social Justice Week, Faculty of Color Learning Community, Campus Dialogues, and Welcome Back events.
5. ***Professional Development and Training:*** The DIEP office frequently holds trainings across campus for a wide variety of topics central to the operations of the FSAs including racial equity, allyship, and leadership. FSAs may request a training from DIEP on any of the subject areas within DIEP purview or are welcome to attend open trainings held by DIEP. DIEP gears all FSA specific training towards capacity building and leadership development. DIEP also holds an FSA specific training at the start of each semester. These trainings are designed for FSA leaders who may be new to the role. DIEP can also assist in the design of any trainings on behalf of the FSAs.

REQUESTING SELF-DISCLOSURE INFORMATION FROM HRDI

Purpose

The email list is provided specifically to Faculty and Staff Associations (FSA) at CSUF for the purpose of targeted communication to specific populations about programs, community events, and membership to FSAs. Please note: **the email list is not intended for use beyond the mission and purpose of FSAs, and should be kept in strict confidence.**

Confidentiality

The information provided in the email list is collected from self-disclosed data by employee. The information should not be shared with any other entity on or off campus.

Information

The data is collected from self- disclosed and self- identifying data. Currently, we only have information on Race, Ethnicity, and Veteran status on employees to disclose in this manner. The list provided will include the following:

- Name
- Department
- Email

*FSAs may request this email list no more than four times an academic year.

E-mail Guidelines

For confidentiality and uniformity, the emails sent utilizing the provided email list should be from an official CSUF email (i.e. name@fullerton.edu). FSAs may initiate contact through their own official CSUF email, if they have one, or from an official CSUF email from a member of their executive board. While this information is considered public information, we want to ensure that the individuals receiving this email knows that the communication is considered official CSUF business.

E-mails from FSA's sent to individuals on the list provided is limited to only business that is directly related to the FSA. This can include, but is not limited to, invites to programs, events, trainings, and meetings hosted by the FSA. Communication sent can also include membership information and general knowledge that is directly related to the FSA.

The information provided in the email is limited to FSA use only. FSA's cannot send this information to outside organizations or share with another internal organization/department within CSUF. If another CSUF organization/department is interested in the list, they may reach out to the Director of Engagement and Learning in DIEP to request the information.

Disclaimer Opt-In

Since the list provided is general self-disclosure data, FSA's who utilize this email list must include a disclaimer and the ability for individuals to unsubscribe to the email list. Please note that this email list is not the same as a listserv or distribution list (DL) provided through IT on outlook. If you have a communication list, then you may request that the individuals on this list opt-in to the FSA's personal communication list. We suggest using the following statement as a disclaimer:

“You are receiving this email because of voluntary self-disclosed information. If you would like to be removed from this email list, please contact <insert name and email>. Thank you”

For more information or questions, please reach out to DIEP.

Hosting Campus Events

Broadly, all FSA's on campus events will be held in either a campus event space (TSU), a classroom, or at one of the common spaces on campus (Club 57, Staff Development Center). Contacts to request these spaces are listed below:

If the space is one of the larger event locations on campus (e.g. TSU), the FSA should contact the [University Conference Center](#) at (657) 278-5867.

If the space being requested is a classroom or other space intended specifically for academic purposes the FSA should contact the Registrar's office at arsc@fullerton.edu.

If the space being requested is Club 57 or the Staff Development Center the FSA should contact the DIEP office at diversity@fullerton.edu.

Campus Room Reservation Resources



For larger events or when HRDI conference rooms are not available, below are some alternative campus options.

For the most current contact info, please contact the department main reception directly to inquire.

Department	Type of Room	Who to Contact	Cost
Housing and Residential Engagement	Various- Meeting and multipurpose rooms	Fill out the Housing and Residential Engagement online request form	Cost applies, varies.
<i>CSUF Venues and Meeting Spaces</i>	Classrooms, exterior venues, athletic venues, off-campus facilities	Fill out the CSUF Venues and Meeting Spaces online request form	Cost applies, varies.
<i>University Conference Center</i>	Various small and large conference rooms, multipurpose rooms including recreation spaces such as Titan Billiards	Fill out the University Conference Center online request form	Cost applies, varies.
<i>Pollak Library</i>	Various rooms and computer labs	Email: libraryadmin@fullerton.edu	Free
<i>Pollak Library – Innovation Space/maker</i>	Room in Pollak Library equipped with technology such as virtual reality, augmented reality, 3D printing, Microsoft Surface Hub, Raspberry Pi, and high-end computing.	Fill out the Pollak Library – Innovation Space/maker online request form	Free
<i>College of Business & Economics</i>	Room SGMH 3230 is available for official campus events	Fill out the College of Business & Economics room request form and email to: mcbedeansoffice@Fullerton.edu	Free

Important Contacts

The below list of important contacts represents those stakeholders FSAs engage with most often. If a specific contact is not listed, you may request the contact information from diversity@fullerton.edu

Special Projects Analyst- Grace Gutierrez: grace.gutierrez@fullerton.edu (DIEP)

Strategic Initiatives Specialist- Steve Reyes: streyes@fullerton.edu (DIEP)

Director of Engagement and Learning: Cecil Chik: cchik@fullerton.edu (DIEP)

Asst. Vice President for Diversity, Equity & Inclusion- Bobbie Porter: boporter@fullerton.edu (DIEP)

Coordinator, Accounting Services: Susan Cervantes: scervantes@fullerton.edu

Director of Sponsored Projects- Sydney Dawes: sdawes@fullerton.edu

Foundations Main Contact: foundation@fullerton.edu

Senior Budget Analyst- Linh Tran: litran@fullerton.edu (HRDI)