

CAL POLY CAREER SERVICES  
DIVERSITY & INCLUSION REPORT  
2019/2020



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## I. INTRODUCTION

The Cal Poly Career Services team has a shared value of committing to inclusion and equity practices. For the past four years, we have retooled our services, created dialogue and programs, and opened pipelines between students and employers. Aligned with University, Students Affairs, and the Career Services Advisory Council's diversity and Inclusion priorities, we are doing the inner and outer work to ensure all our students feel a sense of belonging and empowerment to manifest their dreams.

Recognized by the American College Personnel Association in March 2020 for [Career Services Commitment to Social Justice](#), we acknowledge, in deep humility, that this is just the beginning of our work to unravel systemic racism and personal biases.

This annual report highlights our contributions to inclusion and diversity work during the 2019-20 academic year.

On behalf of the Career Services team, we look forward to partnering with the Cal Poly community and our employer partners to support all students and diversify the job market.

Sincerely,

Eileen C. Buecher  
Executive Director  
Cal Poly Career Services

## II. DIVERSITY AND INCLUSION COMMITTEE

This committee's role is to coordinate Career Services' diversity efforts and ensure our entire range of services reflects our commitment to diversity and inclusion. Over the 2019-20 academic year, the Diversity & Inclusion Committee:

- Conference proposal accepted for MPACE 2019 with Jack and Laura presenting on our committee's work and Career Services' role in university Inclusive Excellence efforts
- Began work on a D & I Toolkit for employers
- Coordinated half day D & I Knowledge Share where each DLT presented on issues related to their student population
- Coordinated full staff summer discussion circles around D & I topics
- Our office won ACPA's 2019 Commitment to Social Justice in Career Services Award

### Committee Members:

Laura Hunkler, Diversity & Inclusion Committee Chair and CLA College Specialist/Career Counselor  
Soukita Thipsouvanh, Senior Events Planner and Career Partners Program Coordinator  
Hannah Steen, Career Counselor  
Jack Sandoval, Career Counselor

### III. COMMITMENT TO INCLUSIVE PRACTICES

To build structure and processes around inclusive practices, our committee outlined a list of nine “promises” or commitments we made public. This document has served as our guide, facilitating notable improvements to the inclusive nature of our office environment and the services we provide, while simultaneously serving more students and employers than ever.

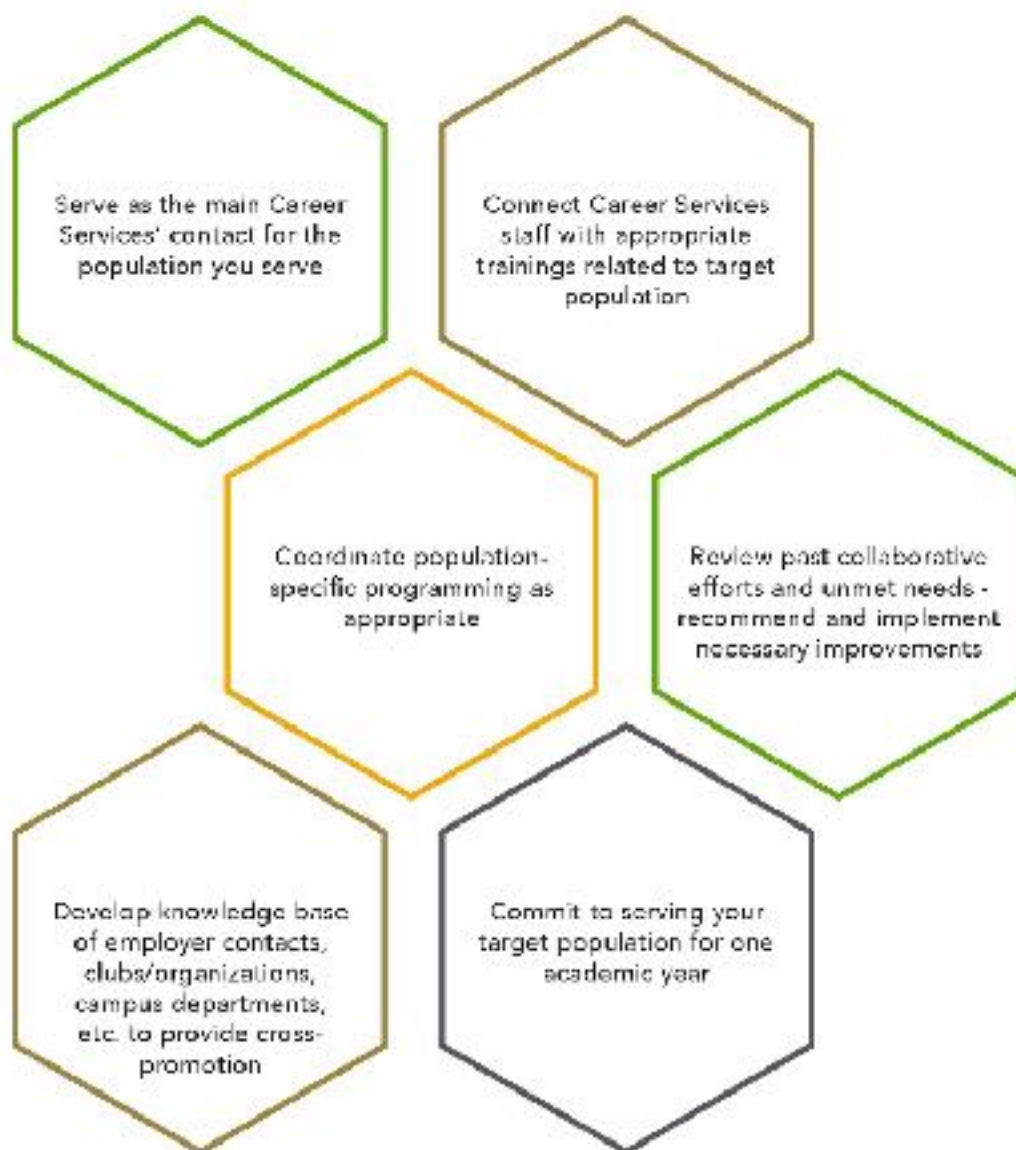
1. **Diversity & Inclusion Committee:** Continue Career Services’ workgroup to ensure our entire range of services reflects our commitment to inclusion, including management, counseling and employer partnerships staff members, this workgroup coordinates our diversity efforts.
2. **Professional Clothing Closet:** Provide free, gently worn professional clothing to students in need. Continue partnership with San Luis Obispo, campus, employer and alumni communities to solicit clothing throughout the year and launch permanent, year-round home in Career Services beginning winter quarter, 2017.
3. **First-generation Support Programs:** Continue strong partnerships with campus departments/programs providing support for students who have been historically, economically and/or educationally disadvantaged to ensure a strong career development foundation and early and on-going career guidance. Programs include: Connections for Academic Success, LSAMP, CP Scholars, Educational Opportunity Program, TRIO Achievers, and Summer Institute.
4. **Diversity Liaison Teams:** Pair career counselors with employer partnerships’ staff to maximize opportunities for engagement, ensure Career Services is aware of and addressing career readiness needs, employer relations expertise and growing the trust level and integration of target populations throughout our range of services. Initial program priorities include veterans, womxn-identified students, ethnically under-represented students, LGBTQIA students, students with disabilities, international students and undocumented students.
5. **Training and Professional Development:** Facilitate on-going professional development, expanding the cross-cultural sensitivity and competency of all Career Services’ staff and students.
6. **Corporate Sponsorships:** Allocate 10% of all sponsorship dollars to benefit campus diversity efforts. These funds will be awarded through an application and selection process carried out by a cross-campus committee.
7. **Web-based Resources:** Maintain population specific, career, involvement and support resources to help students find tailored career support and communities.
8. **Inclusive Materials:** Ensure all educational materials, publications and workshops are inclusive in language and presentation.
9. **Welcoming Environment:** Create physical spaces to be inviting for all students, employers and other guests. Establish a process for on-going evaluation to assess and, if need be, improve spaces.

#### IV. DIVERSITY LIAISON TEAMS

Diversity Liaison Teams, comprised of counselors, leadership and employer services staff, are in place to implement our commitments as they apply to the needs of specific underrepresented student populations. They were provided the following guidelines to shape their work for the year:

##### DIVERSITY LIAISON TEAM RESPONSIBILITIES

Each team is committed to maximizing opportunities for engagement, ensuring Career Services is aware of and addressing career needs, providing employer relations expertise and growing the trust, love and integration of target populations throughout our range of services.



Our Diversity Liaison Teams applied the guidelines above while forming stronger relationships with a variety of staff representing the needs of marginalized students on campus. Following is a sample of outreach meetings held and the range of collaborative resulting programs. Diversity liaison teams offered a total of **42 unique programs serving 750 students**.

### **Veterans (Tammy Martin, Krista Burke, Erika Wagner)**

- Resume Review event at CMCS (9 students).
- During Winter Quarter, our team collaborated with the MCSC to collect over 300 books from across campus to send to troops overseas through Operation Paperback. Military connected students created and sent notes of love and encouragement to accompany the books.
- Conducted a 'Zoom Ask Me Anything' event for CMCS where we asked veterans about summer plans, status of any internships they were offered, and answered questions they had of us (19 students).

### **Womxn-Identified Students (Danielle Epstein, Evie Kriegbaum, Amie Hammond)**

- Hosted Womxn's Finals Week Drop-in and Support Booth in UU Plaza - connected with students, shared about our services and provided coffee for finals week (18 students).
- Participated in Galentine's Event with Gender Equity Center - promoted Career Connections and our services, held activity for participants to send a thank you note to a mentor or supporter (3 students).
- Brought SAFER training to the entire Career Services staff.

### **International Students (Lily Holzner, Melinda McCann)**

- Collaborated with the International Center to create and deliver a workshop centered around navigating application materials, internship and job search, and networking as an international student in person in fall and winter quarters, and virtually during spring.
- Shared a de-identified list of employers who had hired international students in the past on CPT/OPT authorizations. Educated career counseling team to share with international students.

### **Students with Disabilities (Lauren Platte, Chantal Johnson, Laura Hunkler)**

- Provided donut holes during Fall Finals week, with information about career exploration and development during Winter Break.
- Collaboration meeting with Brian Coleman from the CA Department of Rehabilitation.
- Collaboration meeting with Adrian Lindsey, Connections Club coordinator. Learned about student support groups affiliated with the DRC, discussed ideas for partnering on future workshops and panels.

### **LGBTQIA Students (Taylor Law, Hannah Steen)**

- Collaborated with the Cal Poly Pride Center and Gay and Lesbian Alliance of San Luis Obispo to host first "Out in the Workplace" on May 13<sup>th</sup> (10 students).
- Scheduled Pride Center training for entire Career Services staff.
- Met regularly as a team and included input from two Career Services Ambassadors to improve impact and presence with LGBT+ students on campus.
- Hosted 4 drop-ins at the Pride Center (8 students).

### **Undocumented Students (Jack Sandoval, Denise Lazar, Dale Stoker)**

- Presented "Dreaming of Grad School"
- Participated in Dream Circle Discussions
- Hosted drop-in hours at the Dream Center once a month throughout school year
- Participated in student and ally mixer
- Held position Undocumented Student Ally Working group

### **Ethnically Underrepresented Students (Soukita Thipsouvanh, Travis Raynaud, Jade Moreno)**

- Participated in several OCOB events focused on diversity. Travis presented to a group of Multicultural Business Program members on how to grow and enhance their personal and professional brand (30+ students).

- Chicana /Latinx Outreach and Support: Co-presented to SHPE (Society of Hispanic Professional Engineers) students on the topics of Networking and Career Fair Follow-up + Q&A (64 students).
- APIDA (Asian Pacific Islander Desi American) Outreach/Support: Participated in a social mixer for APIDA identified students, faculty and staff.
- Established a relationship with the student club, PCE (Pilipino Cultural Exchange), and presented to their club on Building Your Network Remotely (25 students).



## V. PROFESSIONAL CLOTHING CLOSET

Many Cal Poly students lack the resources they need to be successful. At our university, we know that 49% of students receive some form of need-based financial aid and 4,000 students receive Pell Grants each year. In support of these students and others in need, Career Services held our fifth annual professional Clothing Closet event during fall 2019. The Career Services Clothing Closet event aimed to ensure that all students have the same chance at success by providing them with free, high-quality work clothes necessary to create a memorable first impression at career fairs and interviews.

Since launching in fall 2015, the [Professional Clothing Closet](#) has provided free, gently-worn professional clothing to Cal Poly students in need. Our annual event represents an inspiring collaboration with, and with contributions from, the SLO Community (SLO Chamber of Commerce, Paul's Dry Cleaning, Goodwill Industries, Kohl's, Mayor Heidi Harmon, KSBY) and the Cal Poly community (faculty and staff, Cal Poly CARES, Cal Poly Parents' Council, EOP, Student Academic Services, and Student Support Services). In fall 2019, our one-day Clothing Closet event served **408 students**, of whom, 31% were PELL eligible, 17% had an Expected Family Contribution of \$0, 49% were First Generation and 52 % were students of color.

**Committee Members:** Erika Wagner, Dale Stoker, Denise Lazar, and Jade Moreno

### Schedule of Events

August 23- September 14: Chamber of Commerce donation drive

August 23 - September 26: Faculty and Staff donation window in Career Services

September 14 - September 26: Campus and local community ongoing donations to Career Services

September 27: Clothing Closet Event, Career Services, Building 124

### Campus and Community Partners

**Campus community** including faculty, staff, parents and alumni: Donated used professional clothing

**SLO Chamber of Commerce:** Provided marketing platform via Good Morning SLO, donation location at downtown office and clothing donations by Chamber members

**Cal Poly Parents' Council Representative:** Offered free make-up advice and products to students

**Paul's Dry Cleaning:** Donated garment bags & hangers for clothing

**Mayor Heidi Harmon:** Provided marketing via social media

**EOP, DRC, Multicultural Center, Pride Center, Gender Equity Center, Multicultural Business Program, Multicultural Engineering Program, Dream Center, Veteran Success Center, TRIO Achievers, Dean of Students, and CP Scholars:**

Provided marketing support to help reach underrepresented student populations

**Achievement House, Inc.:** Received all remaining clothing items to benefit larger SLO community

Diversity mixer Professional Clothing Closet Drop-in: **5 students**

Professional Clothing Closet Appointments: **198 students**





*Career Services*

# CLOTHING CLOSET



Friday, September 27, 2019

**Career Services, Bldg 124 | 10 a.m. - 3 p.m.**

Need some new professional clothing for interviews with employers? To help you dress for success, Career Services has a collection of new and gently used professional attire for students on a tight budget. **Visit the Clothing Closet to browse the racks and select your free interview attire today!**

Private dressing rooms are available.

*All students are welcome on a first-come, first-served basis!*



## VI. FIRST-GENERATION SUPPORT PROGRAMS

Career Services collaborated with campus departments/programs providing support for students who have been historically, economically and/or educationally disadvantaged to host **11 career development workshops impacting 469 students.**

### Career Services participants

Amie Hammond, Laura Hunkler, Jade Moreno, Tammy Martin, Jack Sandoval, Hannah Steen

### Partners

Summer Institute, CP Scholars, EOP, Trio Achievers & University Housing

### Related Events and Activities & Participants:

<b>Workshop/Event Title</b>	<b>Campus Partner</b>	<b># Attended</b>
<b>Demystifying Higher Education &amp; Career Planning</b>	EOP Summer Institute	56
<b>Career Deep Dive for Transfer Scholars</b>	Cal Poly Scholars	11
<b>Network Like a Pro</b>	Cal Poly Scholars	16
<b>Evaluating &amp; Negotiating Job Offers</b>	Cal Poly Scholars	20
<b>BEACon Research Program Information: Paid Undergraduate Research</b>	BEACon Mentors	1
<b>Preparing for The Career Fair/ Interview Prep</b>	Mustang Scholars	9
<b>Networking and Etiquette Workshop</b>	Trio Achievers	28
<b>Sequinty Ice Cream Social</b>	University Housing, EOP, Trio and Cal Poly Scholars	68
<b>UNIV 100 How to Discover Career Possibilities</b>	Cal Poly Scholars	238
<b>How to Prepare for The Career Fair</b>	Trio Achievers	25
<b>Trinity LinkedIn Photo Shoot &amp; Internship Prep</b>	EOP, TRIO & University Housing	17

## VII. TRAINING AND PROFESSIONAL DEVELOPMENT

In order to expand our cross-cultural sensitivity and competency, 23 Career Services' staff participated in over 30 trainings including many offered by campus partners.

Training Title	Campus Partner	Career Services Participants
Safer Faculty & Staff Pilot Training	Cal Poly Safer	1
CPX Dialogue	Office of Diversity and Inclusion	2
CPX Survey Findings	Office of Diversity and Inclusion	2
Safer Training	Cal Poly Safer	22 (all staff)
Change the Status Quo Conference Keynote with Angela Davis	Center for Service & Action	2
White Fragility Book Circle with Lead Team	N/A	6
Pride Allyship Training	Pride Center	22 (all staff)
CPX Discussion by Jamie Patton to all CS & DRC Staff	<i>Assistant Vice President for Student Affairs, Diversity and Inclusion</i>	22 (all staff)
Disability Tapas: Supporting Students with Autism	Disability Resource Center	1
Undocu: Know Your Rights Training for Students, Staff & Allies	Dream Center and International Center	1
State of Diversity Forum	Office of Diversity and Inclusion	2
infusing Diversity and Inclusion Priorities into your Policies, Systems, and Approaches	CPX	1
Panel Discussion: Creating an Everyday Culture of Inclusion	CPX	1
Seven Steps for Moving a Campus Toward Racial Equity (ACPA Webinar)	<i>Assistant Vice President for Student Affairs, Diversity and Inclusion</i>	1
White Colleagues What Can You Do? webinar		2
Vet Net Ally Training	Center for Military Connected-Students	1

<b>Disability Tapas: Supporting Deaf and Hard of Hearing Students</b>	Disability Resource Center	1
<b>Disability Tapas: ADA/504 Accommodations (Equitable Access &amp; Legal Considerations)</b>	Disability Resource Center	1
<b>Disability Tapas: Supporting Students With Autism</b>	Disability Resource Center	1
<b>Disability Tapas: Getting Good Grades with Gadgets</b>	Disability Resource Center	1
<b>Disability Tapas: Disability Accessibility &amp; Inclusion Strategies for Events, Meetings and More!</b>	Disability Resource Center	1
<b>Disability Tapas: Supporting Students with ADHD</b>	Disability Resource Center	1
<b>Disability Tapas: Social Media: Guidance for Posting Accessible Content &amp; Positive Disability Messages</b>	Disability Resource Center	1
<b>CQ (Cultural Intelligence) Training</b>	OCOB (Justin Gomez)	1
<b>Defining Her Future - A Women in Leadership Conference</b>	WIB - Women in Business	1
<b>International Student Orientation</b>	International Center	1
<b>Closing the Graduate Gap</b>	CPX	1
<b>Trauma-Informed Virtual Advising</b>	Cal Poly Safer	1
<b>Race to the Future: Reimagining the Default Settings of Technology in Society</b>	CLA Teach On session	1
<b>Change the Subject Screening</b>	Kennedy Library	3
<b>BEACoN Research Symposium</b>	BEACoN	1
<b>Change the Subject Screening</b>	CLA	1
<b>ACPA Conference with Focus on Racial Justice and Decolonization</b>	ACPA	1
<b>State of Indigeneity</b>	Cross Cultural Centers	1

<b>State of APIDA</b>	Cross Cultural Centers	1
<b>Crip Camp Discussion</b>	Disability Resource Center	1

<b>Campus Committee</b>	<b>Staff Member(s)</b>
Chicanx-Latinx FSA	Erika Wagner, Jack Sandoval, Melinda McCann
Asian and Pacific Islander FSA	Soukita Thipsouvanh, Jade Moreno
Women's FSA	Amie Hammond, Evie Kriegbaum
Basic Needs Committee	Amie Hammond

## VIII. CORPORATE SPONSORSHIPS

In order to formalize a more equitable method for supporting diverse efforts on campus our [Diversity Support Fund](#) was launched during 2016-17. By making 10% of all Career Partners Program Sponsorship dollars available through an application and selection process, Career Services and campus collaborators have provided funding to foster diversity and inclusion among faculty, staff and students at Cal Poly.



### Diversity Funding Committee

To manage and administer funds available, the *Diversity Funding Committee* (DFC), guided by Cal Poly's Statements on [Diversity](#) and [Commitment to Community](#), is comprised of the following campus partners:

Denise Lazar, DFC Committee Chair, Career Services  
Taylor Law, Career Services  
Daisy Castaneda, University Housing  
Kari Mansager, Office of University Diversity and Inclusivity  
Lori Waters, Disability Resource Center

### 2019-2020 Diversity Funding Committee Recipients

The Diversity Funding Committee awarded \$7,150 to 12 campus organizations as follows:

- OCOB: Multicultural Business Program - 2020 Leadership Beyond the Resume Summit 2020
- Robert E. Kennedy Library - Change The Subject
- Cross Cultural Centers - Womxn of Color Mixer
- CAED Diversity and Inclusivity - Social Stigmas Workshop Series
- Women's, Gender & Queer Studies - Jasbir Puar Talk 'The Right to Main: Debility, Capacity, Disability \*'
- Pilipino Cultural Exchange - Pilipino Cultural Night\*
- Center for Service in Action - Change the Status Quo Social Justice Leadership Conference

- The Men & Masculinities Program - The Men of Color Initiative \*
- Indian Student Association - Pan-South Asian Conference \*
- Imagen y Espiritu Ballet Folklorico de Cal Poly - Mexico de Noche\*
- Disability Resource Center - Autism Goes to College\*
- Women in Physics - Patching Up the Pipeline Talk and Workshop

\*Unfortunately, six events scheduled for the spring 2020 term were *postponed* due to COVID-19.

Additionally, Career Services provided \$1,300 in funding to Cross Cultural Centers for the ‘QTPOC Convos Mixer’, Ethnic Studies for ‘FLEX’, and Urban Movement (student club) for their ‘2nd Annual Illuminate Winter Dance Showcase’.

### 2019-2020 Career Partners Program

The following employers have formalized their relationship with Cal Poly Career Services through our Career Partners program, thus providing generous funds in support of inclusive practices on campus.

#### Career Partners Program Account Managers:

Melinda McCann, Sr. Recruiting Lead and Employer Relations

Soukita Thipsouvanh, Sr. Event Planner and Career Partners Program Coordinator

Program Levels			
Platinum (\$10,000)	Gold (\$5,000)	Silver (\$3,000)	Non-Profit (\$2,000)
Apple	Abbott	Deloitte Consulting	County of San Luis Obispo
Amazon	Blue Diamond	Flex	Los Angeles County Public Works
Enterprise	CED	Fluor	
Green Hills Software	Chevron	Navis	
Keysight Technologies	Cisco	Yardi	
Micro-Vu	Daimler		
Phillips 66	Grimmway Farms		
United States Marines	GSE Construction		
The Wonderful Company	IQMS		
Workday	Lockheed Martin		
	Mercedes-Benz Research & Development		
	Palo Alto Networks		
	QSC		
	Raytheon		
	Suffolk		
	Syserco		
	Texas Instruments		

### IX. WEB-BASED RESOURCES

Several improvements have been made to the Career Services website to ensure accessibility and inclusive design:

- Numerous additions and updates to our Diversity Resources webpage
- Alt-image tags included on every image for accessible screen readers
- Meta description tags included in main menu pages
- Attendance at the Cal Poly Web Community meetings to discuss and ensure best practices in web accessibility
- Updated images utilized for banners that represent a diverse range of Cal Poly students
- Cross promotion of campus departments serving underrepresented students

### X. INCLUSIVE MATERIALS

Career Services' staff members regularly review all materials for opportunities to improve both accessibility of and our value of inclusivity.

- Coordinated with the university photographer to conduct student photo shoots, focusing on inclusion and representation for marketing materials.
- Career Services' staff members regularly review all materials for opportunities to improve both accessibility and inclusion and ensure that all educational presentations utilize inclusive language and images.
- Reimagined the way branding was discussed in our first-year branding presentation to include conversations about identity
- Include statement on marketing materials and career fair registration inviting participants to ask for accommodations at our workshops and events.
- Leadership Team in the office conducted an internal book circle on "White Fragility" by Robin DiAngelo.

### XI. CAREER SERVICES ADVISORY COUNCIL

The [Career Services Advisory Council \(CSAC\)](#) provides strategic input and industry access and expertise to the Cal Poly Career Services team. The purpose is to advise and actively support Career Services in achieving its mission of empowering Cal Poly students to achieve a lifetime of meaningful career success.

The CSAC has a Diversity subcommittee, co-chaired by Beth McCormick of Lawrence Livermore National Laboratory, and Laura Hunkler. Additional committee members include: Mihran Berejikian of Belami Ecommerce, Sarah Carlin of Cipher Health, and Ed Ware of Raytheon.