

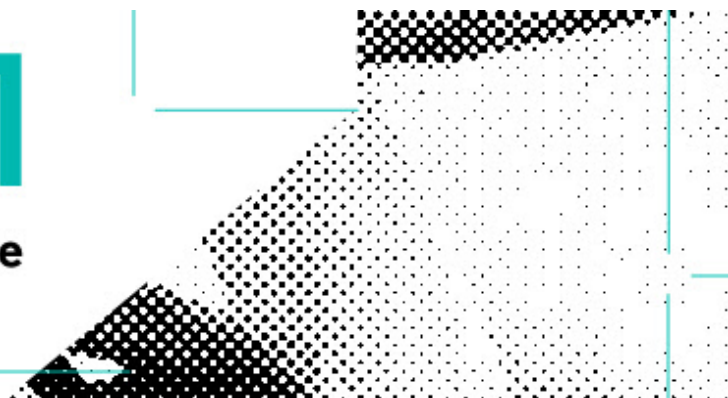


Nancy Chan <nchan@cca.edu>

[Staff-I] HR News: All-Staff Meeting, Staffing Update, SoCA, COVID-19 Update, College Savings Plan, 1095's, Summer Programs, YASP, Summer Atelier, Pre-College, Online Learning Resources, and Chair Massages!

Human Resources <hr@cca.edu>
To: staff-l@lists.cca.edu, faculty-l@lists.cca.edu

Mon, Mar 2, 2020 at 2:15 PM

**STAFF & FACULTY WEEKLY UPDATE**

Good Afternoon CCA Community!

The following are a few key announcements.

MARKETING & COMMUNICATIONS UPDATE**Reminder: Spring 2020 All-Staff Meeting**

Please join us for the spring 2020 All-Staff Meeting on Wednesday, March 4. President Beal's welcome will be followed by an update from Provost Carland and a panel discussion among the academic deans. The panel will discuss how the design of the San Francisco campus expansion and the unification of programs, operations, and housing will support teaching and learning at CCA. A Q+A will follow.

If you'd like to submit a question in advance, please do so using [this form](#). We hope to see you there!

When: Wednesday, March 4, 11:15 am–12 pm

Where: Nahl Hall (Oakland) and Timken Hall (San Francisco, via Zoom)

AGENDA

Welcome (Stephen Beal, President)

Academic Affairs Update (Tammy Rae Carland, Provost)**Panel Discussion: Unification, Teaching, and Learning**

- Keith Krumwiede, Dean of Architecture
- Helen Maria Nugent, Dean of Design
- Allison Smith, Dean of Fine Arts
- Tina Takemoto, Dean of Humanities + Sciences
- Tammy Rae Carland, Provost (moderator)

FINANCE STAFFING UPDATE

Ken Tanzer has provided leadership for CCA's finance department for over 20 years. He is stepping down as AVP and will assume a Special Projects position through the end of May. Ken's work will support the implementation of a number of recommendations from Huron Consulting Group, a firm CCA has enlisted to conduct a review of the college's financial processes and systems.

The finance office leadership will now report directly to LaDene Diamond, who will assume Controllershship as Interim CFO. Over the next month, Ken will be working with LaDene to transition responsibilities while also helping to maintain day-to-day operations of the finance department.

If you have any questions about day-to-day financial operations or the Huron work, please contact [LaDene Diamond](#).

STAFF GROUP UPDATE**Staff of Color Alliance (SoCA)**

Hello CCA Staff!

We are excited to share with you that we are reviving the Staff of Color Alliance (SoCA).

In the past, SoCA has served as a way for staff of color to build fellowship by connecting on and off campus. In the past we have met simply to gather in community, discussed issues in higher education, and attended cultural events in the Bay Area.

Our Mission:

California College of the Arts' Staff of Color Alliance (CCA SoCA) advances racial justice by seeking to create a visibly abundant, sustainable, and safer space for staff of color within both the CCA and general higher education communities, while celebrating all identities and experiences by:

- Fellowshiping with colleagues and maintaining a support system for each other

- Facilitating and seeking professional development opportunities
- Enhancing representation of staff of color.

[If you think you may be interested in joining SoCA fill out this google form!](#)

Sincerely,

Analisa Woo & Janeece M. Hayes

HR UPDATES

Public Health Announcement: Novel Coronavirus (COVID-19)

As the scope of the recent outbreak of novel coronavirus (COVID-19) continues to grow, many in our community are concerned for the health of their loved ones, especially in China, and how they can protect their own health. CCA is working closely with the San Francisco Department of Public Health (SFDPH) and following guidance from the Centers for Disease Control and Prevention (CDC) officials.

Currently, there have been very few [reported cases](#) and no fatalities in the United States, and the risk of contracting the illness remains very low. Additionally, Mayor London Breed has declared a state of emergency for San Francisco. This declaration of emergency is about preparedness and will ensure that San Francisco prioritizes the safety of its community.

As you know, CCA has created a [Portal page](#) with information and resources for the CCA community that will be updated as new information and resources become available.

Health officials recommend the same simple steps for preventing the spread of novel coronavirus as they do for the prevention of colds, flu, and other respiratory infections.

- Wash your hands often for 20 seconds with soap and warm water. Use an alcohol-based hand sanitizer if soap and water are not available.
- Cover your cough and sneeze. Use clean tissues or the crux of your elbow, not your hands. Dispose of used tissues immediately, so they don't infect others.
- Avoid handshakes or use hand sanitizer after shaking hands.
- Stay home if you're sick. Don't come to work if you have symptoms—help keep others healthy! You are encouraged to use your accrued sick time if you are sick, and report your absence to your manager.
- Contact your healthcare provider immediately if you show [symptoms](#) of the coronavirus, especially if you have traveled recently to Hubei Province. Please notify your manager and your HR Lead.
- Get a flu shot. It's not too late to get a flu shot. While it will not protect against novel coronavirus, the flu is exponentially more common. Protect yourself!

Traveler Health / Travel Advisory resources:

- CDC: <https://wwwnc.cdc.gov/travel/destinations/list>

- State Dept: <https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html>

Faculty and staff with concerns should contact Human Resources at hr@cca.edu. You can also contact Claremont EAP if you are experiencing anxiety issues related to outbreak or being absent from work.

To report a concern regarding a CCA student, please submit a [CCA Cares Form](#).

BENEFITS UPDATE

A New College Savings Plan

CCA is pleased to partner with TIAA-CREF's [ScholarShare 529](#) program to offer you a way to maximize your college savings.

ScholarShare 529 provides families with a valuable tool that offers a diverse set of investment options, such as tax-deferred growth which can represent thousands of tax savings, and withdrawals free from state and federal taxes when used for qualified higher education expenses.

To learn more, please [register here](#) for a live webinar on Wednesday, March 11th from 12pm-1pm. If you are unable to attend the webinar, you can schedule a consultation with Adalberto Padilla, ScholarShare 529 Savings Manager, at a time convenient to you by [clicking here](#). Please note you must attend the webinar or sign up for a consultation before you can enroll in the plan.

Questions? Please email benefits@cca.edu.

1095-C Forms Available in Workday on (February 28)

The 1095-C, Employer-Provided Health Insurance Offer and Coverage Insurance, provides you with information about the health coverage offered by your employer. This will be available in Workday as a tab under the Benefits Worklet -> My ACA 1095-C Form as of February 28. If applicable, you will also receive a copy in the mail shortly.

Questions? Please email benefits@cca.edu.

SPECIAL PROGRAMS UPDATE

CCA Summer Youth Programs

Did you know that CCA offers three wonderful summer programs for youth? Regular employees and certain faculty can take advantage of the following discounts for their child or children!

Young Artist Studio Program (YASP) discounts

Benefits-eligible staff/faculty may register their child for CCA's YASP (open to students who have **JUST** completed the 6th, 7th, or 8th grade.

- \$100 discount for one-week YASP
- \$125 discount for two-week YASP

[YASP program information](#)

Questions regarding program and specific class availability may be directed to Audrey Jones, audreyjones@cca.edu, 510-594-3680.

Summer Atelier discounts

Benefits-eligible staff/faculty may register their child for CCA's Summer Atelier program (open to high school students who have just completed the 9th or 10th grade by June 2020).

There are two registration options:

- 1) Register with a discount of \$125 for any Summer Atelier, regardless of program length.
- 2) Wait until one week before a particular Summer Atelier class begins, enroll if there is space available, pay \$300.

[Summer Atelier program information](#)

Questions regarding program and specific class availability may be directed to Audrey Jones, audreyjones@cca.edu, 510-594-3680.

Pre-College

Benefits-eligible staff/faculty may register their child for CCA's 4-week, 3-credit Pre-College program (open to high school students who have just completed the 10th, 11th, or 12th grade).

There are two registration options:

- 1) Register with a 30% discount (program fee) early in the registration process to be guaranteed that your student is in a specific studio.
- 2) Wait until one week before the Pre-College program begins, choose from the studios in which there is still space available, pay \$300. (Covers CCA for the cost of art supplies provided, etc.)

[Pre-College Program Information](#)

Questions regarding program and specific class availability may be directed to Rachel Gelenius, rgelenius@cca.edu, 510-594-3638.

[Please refer to the full tuition remission policy and how to apply.](#)

For questions about eligibility, please contact hr@cca.edu

CIT UPDATE

Suggestions for Online Learning Resources

We are looking for suggestions and partners to help identify alternative free or inexpensive resources to replace our previous learning tool, Lynda.com.

This is an opportunity for our community to articulate what we need and bring together alternative and vetted resources in one place. We want to know:

- What online learning resources do you need?
- What do you currently use to gain skills in your job?

Please complete the attached Google Form to let us know what online resources you need and include any suggestions or recommendations you already have. You can complete this form as many times as you like.

<https://forms.gle/ksi1YzPbwMUzBVNx5>

If you have any questions about this project, contact Bobby White, bobbywhite@cca.edu.

STAFF ADVISORY COMMITTEE UPDATE

Chair Messages

Faculty and Staff are invited to book 15 minute appointments on both the San Francisco & Oakland Campuses.

- Please leave space for others to take advantage of this opportunity by booking a maximum of one appointment per month (unless filling a last-minute cancellation).
- If no appointments are available on your preferred date, check back later for last-minute cancellations. Additional appointments are posted every couple of weeks.
- As a courtesy to others, please cancel appointments if your schedule changes and you cannot attend.

When: Tuesday March 3rd & March 10th | **SF:** 11:00 a.m. - 2:15 p.m and **OAK:** 11:00am-12:30pm

Where: Oakland: 4 Plex, Broadway Terrace. Entrance is next to HR, room is above HR Office (No elevator, fyi). Security Code: Press 2+4 together then 3

San Francisco: 80 Carolina, room 206

Please [sign](#) up here for appointments.

JOB OF THE WEEK

We are actively recruiting for a [Marketing Strategist](#) for the Marketing & Communications team. Employee referrals and reaching out to your networks is often the best way to find top talent. Please pass the opportunity along! Contact [Rebecca Reynolds](#), Interim Talent Manager, if you have any leads.

Visit the [CCA jobs page](#) for all of our current openings.

Reach out to your HR Team!

For general assistance, please email us at hr@cca.edu or call the HR hotline at 510.594.3700.

Claremont Employee Assistance Program (EAP)

CCA provides benefit eligible employees with support for a wide variety of challenges through the Claremont EAP. If you or a family member needs assistance with personal, family or work-life balance issues, you can contact the EAP for confidential assistance at **800.834.3773**. Benefits include up to five free counseling sessions per incident per household member and referrals to help you deal with a wide variety of life issues.

Anonymous Employee Comment Form

HR has designed a [new form](#) to provide an outlet for employees (faculty, staff and student workers) to share anonymous feedback, suggestions, comments, questions, or general concerns regarding CCA. Responses submitted via this form have no record of the sender and will be reviewed initially by Human Resources.

Submitting Content for the HR Newsletter

If you are looking to include content in the HR Newsletter, please submit your content to hr@cca.edu by EOD Wednesdays. Mary Aymor will be compiling the content on a weekly basis. The HR Newsletter is sent out generally weekly, on Fridays.

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HUMAN RESOURCES DEPARTMENT
hr@cca.edu | o 510.594.3700, option 3



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Staff-I mailing list

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<http://lists.cca.edu/mailman/listinfo/staff-I>