



Jennine Scarboro &lt;jscarboro@cca.edu&gt;

---

**[Staff-I] HR NEWS: Google Chat & DUO Mobile Apps, Portal Profile Gallery, CCA Sick Bank, Student Emergency Fund**

1 message

---

**Human Resources** <hr@cca.edu>  
To: Human Resources <hr@cca.edu>

Fri, Apr 17, 2020 at 6:58 PM



Dear Fellow Colleagues,

It can be hard to find the right words during difficult times. This week, in staff and faculty meetings and also from President Beal's communications today, we received the difficult and important news about summer, the projected financial shortfall tied to COVID-19, as well as the potential for additional measures -- this was really hard. At the same time, we were inspired by the resiliency of our community across the globe who are using their craft to support those on the frontlines of the pandemic.

I am incredibly grateful for this community and all that you do daily, and also for our President, Provost and other leadership during these difficult times. While I cannot take away the discomfort of these uncertain times, me and my team are here to support you, however we can. Please continue to send questions related to the impact of COVID-19 on our college to [questions@cca.edu](mailto:questions@cca.edu), and any HR-related questions or needs to [hr@cca.edu](mailto:hr@cca.edu).

Humility and gratitude,  
Leslie Gray, Vice President, Human Resources

---

**[ETS UPDATES](#)****Transition to Google's updated Chat App:**

**On Friday, April 24th**, ETS will disable classic Hangouts. Hopefully you have already started using Google Chat and are enjoying its updated features. In Chat, you can create a Room and invite people to collaborate. In your Room, you can have multiple threads, share files, launch a video meeting in Meet, and search and browse your chat history.

When we shut down Hangouts, you may lose access to your old chat history. For now, you may find your old chat history in your email under the Chat label, unless you already deleted it.

Note that to use Chat with external people they must have Chat enabled at their organization.

Start or join a conversation in Chat from your web browser at <https://chat.google.com/>.

Desktop and mobile Chat apps are available at <https://chat.google.com/download/>. Learn more about Google Chat with this [guide](#).

#### **Reminder-DUO Mobile App:**

ETS encourages staff to use the Duo mobile app instead of text or a phone call when signing into CCA's systems. Using text or a call is fine but the mobile app is easier and more secure. And CCA saves a little bit of money when you use the mobile app as we get charged a few pennies for each text or phone call.

#### **Showcase Artwork Right from Your Portal Profile!**

You can upload images and videos to your gallery and provide additional information like collaborators and a description of the work. If the gallery isn't able to host a particular piece in full, you can even add a custom link to another site!

The Profile gallery features two display formats:

- A tiled thumbnail view of all uploaded gallery works
- A detailed view with which you can view individual works at full size, watch video clips, and view additional information

From your gallery editor, you can determine the order in which images display, edit information for any upload, and add new images. There is no limit to the number of images/videos you can upload to your profile gallery.

So, [give it a whirl](#) and read more about using it [here](#).

---

## **WORKDAY UPDATE**

#### **New Knowledge Base Articles Available!**

A few weeks ago, we rolled out an upgraded Workday experience. The **Workday Knowledge Base** is a collection of user guides, concept articles and helpful resources to help you learn and navigate Workday. This tool is search-driven,

meaning that relevant articles appear in Workday search results when you enter a keyword or phrase, like "time off" or "requisition" in the Workday search bar.

We are continuously adding new "articles" to expand this resource. Here are some new articles to check out - especially if you are a cost center manager.

- [Worksheets Tutorials](#)
- [Worksheets for Ad Hoc Reporting](#)

---

## [HR UPDATES](#)

We recognize that new information related to COVID-19 is being shared almost daily. To keep track of updated policies and procedures, be sure to regularly visit the [Workplace Guidelines](#) portal page. Some recent updates include:

- Interim Reimbursement Policy
- Campus Access
- Health & Safety Guidelines for Essential Workers
- Remote work best practices and ergonomic tips
- [Benefit Information](#) including tele-health, retirement, COVID-19 screening/testing, etc.

### **CCA Sick Bank Donation Request:**

As you know, CCA has a sick leave donation program that allows employees to voluntarily donate sick time to a bank, to provide assistance to eligible employees who are out for health-related reasons. This policy is strictly voluntary.

During this unique time, we have experienced an influx of requests to use the sick bank and we want to do our best to ensure that we can continue to approve eligible requests. In order for you to donate sick time to another employee, you must:

- Be employed by CCA for one year
- Maintain a minimum of 20 hours in your current leave balance after donation
- Not be currently on an approved leave of absence

An employee can donate accumulated sick leave hours up to a maximum of 5 days (37.5 hours) to the bank a semester. If you are interested in making a donation, please follow these simple steps in Workday!

- In the search bar in Workday, type in Create Request
- In Request Type, select the request that you need to make
- Review the request policy and complete the fields
- Click Submit

For questions regarding the sick bank, please reach out to [hr@cca.edu](mailto:hr@cca.edu).

---

## [BENEFIT UPDATES](#)

**Retirement- Free TIAA Webinars:**

- [Click here](#) to register for TIAA's "Guiding You Through Turbulent Times: Quarterly Economic and Market Update with TIAA's Chief Investment Strategists" webinar.
- Available slots for this live webinar are on April 17 and April 20. The live webinar will also be recorded for subsequent on-demand viewing as well.
- You can register for a host of other upcoming TIAA live webinars (covering various financial topics) by logging into [this link](#).

**CARES Act provisions affecting retirement plans:**

We know that keeping you and your family healthy and safe amid the challenges surrounding COVID-19 needs to be your first priority. That's why we're working with our retirement plan partners at TIAA to break down the provisions in the act to make them easier to understand so you can determine if they may be right for you. Participants in the CCA retirement plan through TIAA now have the following options available to you as a result of the Coronavirus Aid, Relief and Economic Security (CARES) Act.

- Penalties and withholding are waived for qualified distributions from retirement plan accounts
- Retirement plan loan limits have been increased
- Optional suspension of required minimum distributions (RMDs) for 2020

For more information, please [click here](#) for frequently asked questions (FAQs) or call [TIAA](#) at 855-400-4294.

**Free Retirement Consultations and Support:**

You can schedule an individual appointment with the following resources at your convenience, with no cost to you:

SageView Retirement Consultants (Investment Information, Asset Allocation, Financial Planning, Rollover Options)

- David Shnapek - [dshnapek@sageviewadvisory.com](mailto:dshnapek@sageviewadvisory.com) or 1-650-446-9024
- Ann Cheu - [anncheu@sageviewadvisory.com](mailto:anncheu@sageviewadvisory.com) or 1-650-446-9024

TIAA Retirement Resources

- General Retirement Planning Questions or Advice - 1-800-842-2252

---

**[STAFF ADVISORY COMMITTEE \(SAC\) UPDATE](#)****CCA Community Response to COVID-19: Call to Action!**

We've heard about many faculty and staff initiated projects already - [Please fill out this short form here to let us know more!](#) We are here to **connect, support, and amplify** our amazing community of makers who are responding to COVID19

through creative projects of all types.

---

## **STUDENT AFFAIRS UPDATE**

### **Financial resources & Student Support:**

We recognize that some students and their families are experiencing unexpected financial hardship due to the disruptions caused by COVID-19. Following are several policy changes and resources we've put in place to support our students during this difficult time:

- Generous donors have contributed to establish a **student emergency fund** to assist with basic immediate needs (food, household items, lower cost supplies, etc.). To request assistance, please submit a [CCA Care Form](#).
- Additional aid may be available due to the extraordinary circumstances of the COVID-19 pandemic. Students experiencing **unanticipated financial need** should contact the **Financial Aid Office** by email at [finaid@cca.edu](mailto:finaid@cca.edu) or [book a phone appointment](#) to learn more about submitting an appeal for additional aid.
- Students and families who are experiencing financial difficulties due to the pandemic are encouraged to contact the **Financial Aid Office** ([finaid@cca.edu](mailto:finaid@cca.edu)) for a **review of their financial aid** and **Student Accounts** ([studentaccounts@cca.edu](mailto:studentaccounts@cca.edu)) for **tuition payment plans and billing**. Both of these offices are here to help.
- Students will not have **registration holds** places on their accounts due to late payments for spring 2020. Any student who is unable to register for fall classes due to a hold should contact **Student Accounts** ([studentaccounts@cca.edu](mailto:studentaccounts@cca.edu)) for assistance.
- Students who are encountering additional challenges to completing their semester should submit a [CCA Care Form](#) to be connected with the appropriate resources.

Questions? Please contact [vp-studentaffairs@cca.edu](mailto:vp-studentaffairs@cca.edu).

## **WELLNESS TIP OF THE WEEK**

**COVID-19 Support Resources provided by Work/Life Partner, WPO. Flyer - Aware recorded Live Mindfulness Sessions for the week of April 14-17 (in [PDF](#) and [Word](#) formats)**

- These 15-20 minute [Mindfulness-Based Stress Reduction](#) sessions are limited to 3,000 participants each, and teach breathing and meditation exercises.
- Please see the attached flyer with the schedule and links to register. Sign up now. Times listed are Eastern Daylight Times – so please convert if you are in a different time zone. (These experiential sessions will not be recorded.)

Flyer- Recorded Virtual Forum Session: Transforming a Virtual Team Overnight:  
How to Adjust to Remote Management

- NOTE: This [Virtual Roundtable](#) session is intended for managers and supervisors only.

#### [Claremont EAP](#)

800.834.3773

[Positivitycenter.org](http://Positivitycenter.org)

---

### Reach out to your HR Team!

For general assistance, please email us at [hr@cca.edu](mailto: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](mailto:hr@cca.edu) by EOD Wednesdays. Mary Aymor- Thuku will be compiling the content on a weekly basis. The HR Newsletter is sent out generally weekly, on Fridays.

## HUMAN RESOURCES DEPARTMENT

[hr@cca.edu](mailto:hr@cca.edu) | [o 510.594.3700, option 3](tel:510.594.3700)



5223 Broadway Terrace | Oakland, CA | 94618

---

Staff-I mailing list

[Staff-I@lists.cca.edu](mailto:Staff-I@lists.cca.edu)

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