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[All Staff] HR NEWS: Staff and Faculty Shout-Outs, Staff Performance Evaluations, Return to Campus Survey, Interim Reimbursement Policy

1 message

Human Resources <hr@cca.edu>
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To: Human Resources <hr@cca.edu>
Bcc: allstaff@cca.edu

Thu, Jul 2, 2020 at 3:12 PM



Dear Colleagues,

We are here to thrive and not just survive! This beautiful message was impressed upon me during one of the emotional support groups that I participated in the other week. These sessions are intended to provide participants with a safe space to share experiences and challenges, to give and receive support and encouragement, and to learn techniques to address stress and trauma. The overall feedback we've received has been positive, so we will continue the pilot of emotional support groups on an ongoing basis. Look for more dates when we return next week!

I applaud those having uncomfortable conversations about racism in the spirit of increased awareness, improving our interactions, and promoting change. These conversations may be difficult; so as we engage in this work together, please remember to take care of yourself and extend grace to those around you. Creating safe spaces that foster respectful dialogue is essential as we work together towards dismantling antiracism in our community and institution. Please consider the tips below.

Tips for Creating Safe Spaces

- Self-exploration. Prior to engaging in conversations, educate yourself and take stock of your own implicit bias, and how it might affect your work and interactions.
- Setting the stage. Agree upon the meeting purpose, ground rules, how disagreements will be noted and offenses reconciled, give others permission to excuse themselves if they are not ready to speak.
- Owning your words. Please use "I" statements recognizing that speaking from a shared experience is different from speaking for everyone.
- Care for yourself. Acknowledge the things that might trigger you; excuse yourself if you need space.
- Maintain professionalism. Respect the process, yourself, and others.

Institutionally, there is movement! President Beal's email referenced a number of immediate commitments, many of which were among the recommendations made to the President's Diversity Steering Group found [here](#). A comprehensive diversity, equity, and inclusion strategic plan for the college will be established. I am currently working with Provost Carland and George Sedano, VP of Student Affairs to vet consultants to partner in this important work.

It's not going to be easy, but I'm excited about this work as it's been a long time coming. If anyone needs support for themselves or their teams, please do not hesitate to reach out to my office at hr@cca.edu.

Questions? Please do not hesitate to reach out...

diversity@cca.edu: for questions about diversity, equity, and inclusion

hr@cca.edu: for HR questions or to file a report that does not involve a current student

questions@cca.edu: for questions related to COVID-19 or other general questions

Enjoy the long weekend!

Onward!

Leslie

RACIAL JUSTICE & EQUITY RESOURCES

HR Social Justice & Diversity Resources:

CCA is committed to providing resources and outlets for CCA's community to connect and support. Below are some key upcoming initiatives and sessions.

- **Required Online Resource on Unconscious Bias** - We will continue to require all new employees to take the Diversity.Edu online training sponsored by the Diversity & Inclusion Task Force, as one tool in promoting awareness

about unconscious bias and its effects on our community and institution at large. If you would like access to this training or if you are interested in facilitating a conversation on this topic, please email hr@cca.edu.

- **Performance Evaluations** - All employees will be asked to develop a professional and individual goal to promote accountability in our efforts to foster cultural competence within our community. These goals will be linked to the College's [statement](#) on diversity, equity and inclusion.
- **Legal Briefing on Civil Disobedience** - [This link](#) includes a legal briefing for those considering non-violent, civil disobedience.
- **Racial justice and equity resource list** - Community suggestions are being gathered on a [Community-Sourced Racial Justice + Equity Resources](#) page on Portal, a collection of peer-to-peer recommendations that will grow over time. If you'd like to offer an additional resource, please do so [here](#).

EDUCATIONAL TECHNOLOGY SERVICES UPDATE

WiFi Access When Returning to Campus:

Quick reminder, when you're away from campus for more than 21 days, you need to re-register your device(s) on the campus WiFi network when you return.

To re-register a device:

- Connect your device to the CCA WiFi network
- Open a browser window and go to wireless.cca.edu
- Sign in with your CCA credentials

If you have trouble connecting to WiFi or have problems with any other campus technology, please open a [Help Desk ticket](#) or reach out via phone or email: 510.594.5010 or helpdesk@cca.edu.

STAFF ADVISORY COMMITTEE (SAC) UPDATE

CCA Staff & Faculty Shout-Outs:

Staff Advisory Committee (SAC) has a new staff and faculty appreciation initiative. Thank you to everyone who has submitted words of appreciation and encouragement to help us celebrate CCA staff and faculty!

This week's Shout-Outs...

Public Safety Department!

Thank you to our committed Public Safety Officers and Field Supervisors for continuing to come to campus during the pandemic to ensure that our campus remains safe and secure. As some of the few essential workers on campus right now, PSOs have supported the community by patrolling, assisting staff with access to their offices as needed, and collaborating with Facilities to support some office moves as well! PSOs continue to offer a friendly and familiar face on campus, which

we all appreciate now more than ever! Thank you again for your hard work and dedication to CCA!

~ Anonymous

Cynthia Santos! (User Support Specialist II, ETS)

I'd like to shoutout Cynthia for her tireless advocacy for the students she supports as a part of her day to day responsibilities, AND for all of the hours she is putting in to advocate for her coworkers as a part of the Union effort. Cynthia shows up at every meeting with CCA prepared to give voice to the concerns of her colleagues. Her empathy and power are hugely valued, and are indispensable assets to the CCA community.

~ Piper Alldredge, Studio Manager, Model Shop/Fabrication

Let the Shout-Outs Continue...

Did you submit a Shout-Out that you don't see here? Please look for it in an upcoming HR Newsletter -- SAC hopes to spread the joy on an ongoing basis.

If you need a little gratitude exercise in your day, please consider submitting [CCA Staff & Faculty Shout-Outs](#) to celebrate an individual or group (i.e., department, committee, etc.) that you want to highlight for how they keep our community moving forward collaboratively and compassionately -- [learn more](#).

Questions, suggestions, or feedback? Please contact us at cca.advisory.committee@cca.edu.

Thank you for collaborating with SAC to support our culture of gratitude!

PROVOST OFFICE UPDATE

Plans for Fall Return to Campus for Students

Last week, our leadership shared an update on the plans for this fall semester.

Below are a few highlights:

- Our fall 2020 semester will begin on schedule Wednesday, September 2, and end on Tuesday, December 15.
- Our fall semester will involve a mix of online and hybrid (part in-person, part online) instruction. Information regarding the format of specific courses will be available by July 15. Any curriculum that can be successfully delivered online/remotely will be. No course will be offered 100% in person or 100% on campus.
- Students will be able to live in CCA housing this fall and our new student residence, [Founders Hall](#), and on-site dining facility, [Makers Cafe](#), will open on schedule for the start of fall classes (move-in begins August 22!).
- A detailed plan for enhancing physical health and safety on our campus has been developed by our Safety and Space Solutions Task Force in partnership

with public health officials and other experts.

- Tuition will remain the same for remote and in-person classes. The majority of CCA's budget goes toward student scholarships and faculty and staff salaries, costs that are not reduced when classes go online, and many expenses have increased due to additional technology needs and safety considerations.

For full details, please view the email sent to all students, faculty and staff by the Provost Office on June 25, 2020 or found [here](#).

[HR UPDATES](#)

2019-2020 Staff Performance Evaluations Begin in July!

The annual review is a time when you and your manager come together to discuss your performance over the past year, as well as align on goals and expectations for the upcoming year. Ultimately, the intent is to ensure employees have the feedback and information required to help maximize their performance.

Considering we are in the midst of a health crisis, we have streamlined the annual performance review process this year. All evaluations will launch mid-July. Similar to last year, there will be a number of training guides and resources. We look forward to supporting managers and staff in having productive conversations again this year.

Return to Campus Survey

As noted in the email shared by the Provost's Office last week, we are looking forward to returning to campus in the fall. Although many employees will continue to work remotely for a period of time, we are working diligently to finalize the return to campus plans that will assure a safe and well-prepared campus for those who will need to be on campus. As we prepare our policies for return, we would like our input as well. We will be sending out a survey next week for your thoughts and considerations - please keep an eye out!

Interim Reimbursement Policy for Remote Worker Expenses Update

In April, CCA announced a reimbursement policy which notified faculty and staff that the College would provide reasonable expense reimbursement for incremental (or additional) costs by use of personally-owned equipment for remotely performing assigned College work duties. The policy can be viewed [here](#).

At that time, the College believed that the pandemic and the effect of the future working environment of the College would soon stabilize and thus a final policy on expenses could be issued by June 1, 2020. June 1 has come and it is clear that the effect of the future working environment of the College has not yet stabilized.

Thus, the interim expense policy will be extended, subject to revision when the effects on the pandemic are more clear. HR kindly reminds again that faculty and

staff who believe that they have incremental work at home expenses must email the [Provost's office](#) (faculty) or your department head (staff) as soon as the need arises, and identify the equipment and resources that you think is adding incremental costs to you, and ask if this work use is approved. HR will be checking in with CCA leadership on these requests weekly.

July 3rd and July 6th Holiday Closure

This is a reminder about working during a scheduled CCA holiday closure. Although many of you will not be working, if there are any staff in your area required to work during a closure period, advance approval must be obtained from HR and the corresponding VP. If you need campus access, please reach out to Public Safety at [415-703-9510](tel:415-703-9510). Regular hourly staff who work during the holiday closure are required to record their time and will be paid a **premium** for the time that they work, in addition to **receiving the paid holiday**.

Questions about the above updates? Please reach out to hr@cca.edu.

Wellness Tip of the Week

Summer Child Care Resources:

Claremont EAP has compiled a list of summer childcare resources, which can be found [here](#). If you need resources researched specifically for your family, please know that Claremont can help.

Please call 800-834-3773 or visit www.claremontEAP.com.

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.

To learn more about the COVID-19 resources available, please visit the [Claremont EAP COVID-19 Resource Center](#).

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- 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 | [510.594.3700](tel:510.594.3700), option 3



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