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**[All Staff] HR NEWS: Emotional Support Groups, Performance Evaluations, & Return to Campus Survey!**

1 message

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**Human Resources** <hr@cca.edu>  
Reply-To: mlazdins@cca.edu  
To: Human Resources <hr@cca.edu>  
Bcc: allstaff@cca.edu

Mon, Jul 13, 2020 at 8:03 PM



Dear Colleagues,

I just wanted take a moment to share a couple of key updates. Per employee request, we'll be picking-up the emotional support groups this week and continuing them on a monthly basis! We're excited about collaborating with Dr. Jim Turner, who brings extensive experience in trauma and multicultural competence. Dr. Turner's sessions will focus on the concept of compassionate witnessing, which he defines as someone who is present with others especially in times of pain and uncertainty, by allowing everyone their experience without judgement. Additionally, the three dimensions of change will be reviewed.

Andrea Jones is a solutions-focused therapist, who will also be hosting an emotional support group on Friday. She notes that while we can't change difficult situations of the past, we can work together to better understand and resolve challenges in your life. Please block your calendars for this Friday, and check out more information below to reserve your spot!

Also this week we sent a survey to collect your thoughts about return-to-campus

planning efforts, and we'll be kicking off a more simplified process for staff evaluations. In addition, the CCA and SEIU staff bargaining teams will be meeting this week to discuss updates on personnel measures. There's a lot going on - as always, we are around to support you.

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

[diversity@cca.edu](mailto:diversity@cca.edu): for questions about diversity, equity, and inclusion

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

[questions@cca.edu](mailto:questions@cca.edu): for questions related to COVID-19 or other general questions

My best,  
Leslie

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## **RACIAL JUSTICE & EQUITY RESOURCES**

### **Emotional Support Group Meetings: THIS FRIDAY - SAVE THE DATE**

HR, in collaboration with Staff Advisory Committee (SAC) and Staff of Color Alliance (SoCA), is continuing to offer emotional support groups for targeted audiences on a monthly basis. These sessions will be guided by external coaches/counselors to help participants address the trauma of racial tension and violence.

Please RSVP below for the zoom session that more closely meets your needs. Each session is limited to 25 participants. If you RSVP yes, we will add you to the invitation so that you have the zoom link.

**Please note:** We are in the process of confirming details for our all employees group. Details coming soon!

**Friday, July 17th** with [Andrea W. Jones, MFT](#)

- White Colleagues
  - 1pm - 2pm: RSVP [here](#) for the above session

**Friday, July 17th** with [Jim Turner, PhD](#)

- BIPOC (Black, Indigenous or People of Color) Colleagues
  - 1pm - 2pm: RSVP [here](#) for the above session
- Black Colleagues
  - 2:30pm - 3:30pm: RSVP [here](#) for the above session

Questions? Please email [hr@cca.edu](mailto:hr@cca.edu).

### **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](mailto: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](#).

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## **STAFF ADVISORY COMMITTEE (SAC) UPDATE**

### **CCA Staff & Faculty Shout-Outs**

Thank you to everyone who has submitted words of appreciation and encouragement to help us celebrate CCA staff and faculty! 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](#).

### **This week's Shout-Outs...**

#### **Residential Life Coordinators! (Student Affairs)**

A HUGE shout-out to our Residential Life Coordinators for holding down the fort in our residence halls over the last few months, and continuing to provide a comfortable, safe and welcome home for our students who remained on campus. Our RLCs wear multiple hats as they reassure students of their safety, act as a sounding board, and use their creativity to still provide an excellent student experience, despite current circumstances. Your tireless commitment and dedication is recognized and appreciated!

~ Anonymous

#### **Matt Kennedy! (2D Output Technical Lead, ETS)**

Matt is the ultimate professional. He comes to work everyday dedicated to make sure that CCA students can present their work, AND to make sure that his coworkers needs and concerns are heard and addressed. Matt has been a part of

the Union effort since day 1 precisely because he believes deeply that improving staff working conditions necessarily improves learning conditions. And, I also want to give a big heartfelt congrats to Matt and his wife as they prepare to welcome a new member!

~ Piper Alldredge, Studio Manager, Model Shop/Fabrication

Questions, suggestions, or feedback? Please contact us at [cca.advisory.committee@cca.edu](mailto:cca.advisory.committee@cca.edu).

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

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## **HR UPDATES**

### **2019-2020 Staff Performance Evaluations Will Launch This Week!**

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. HR has scheduled manager training for July, and there will be a number of training guides and resources available to all staff - keep an eye out for more! We look forward to supporting managers and staff in having productive conversations again this year.

### **Return to Campus Survey**

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 have sent out a survey to collect your thoughts and considerations - please take a few minutes to share your feedback. You can also access the survey [here](#). Thank you!

Questions about the above updates? Please reach out to [hr@cca.edu](mailto:hr@cca.edu).

## **Wellness Tips of the Week**

### **When We Honor Someone Else's Dignity, We Strengthen Our Own**

Claremont believes in the work of Donna Hicks, PhD. Here's how to honor the dignity of every man, woman, and child:

- Acceptance of Identity- interact with others without prejudice or bias
- Recognition - validate others, be generous with praise
- Acknowledgement - give people your full attention
- **Inclusion** - make others feel that they belong

- Safety - put people at ease physically and emotionally
- Fairness- treat people justly, with equality
- Independence - employ people to act on their own behalf with a sense of control, hope, and possibility
- Understanding - prioritize active listening
- Benefit of the Doubt - treat people as trustworthy
- Accountability - take responsibility for your actions

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**July Webinar is now available. The topic is The Sandwich Generation: Multi-Generational Caregiving.**

**About the Webinar:**

Are you taking care of your children and your parents? Many middle-aged people find themselves caring for both ends of the age spectrum - helping both their children and their parents navigate finances, social lives and changes in capacity for independence. This kind of care-taking can cause burnout and exhaustion. This webinar (recorded pre-COVID) will review the phenomenon of the sandwich generation and how we can better manage the needs of our changing families. We'll discuss ways to have productive conversations with aging parents about their needs, ways to troubleshoot burn out as a caregiver and how to keep your own family running smoothly.

**How To Access the Webinar:**

Webinars are pre-recorded. You can access the webinar at any time after the 1st of the month in which it's featured. At the end of the month, that webinar will move to the archives, and will be available to watch on-demand at any time (click [the link](#) for this month's webinar). *You will need to sign in to Claremont Personal Advantage by creating your own username and password. Then go to the Webinar tab to view the session.*

During the featured month, you can submit questions to the presenter. Access the form on the webinar page to anonymously submit a question. You can also check out the other asked and answered questions. Question submission is only open for the month in which the webinar is featured. Please note, questions will be vetted and possibly edited by Life Advantages staff; we do not guarantee all questions will be answered.

Please call 800-834-3773 or visit [www.claremontEAP.com](http://www.claremontEAP.com).

**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.

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](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.

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#### HUMAN RESOURCES DEPARTMENT

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



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