



Jennine Scarboro <jscarboro@cca.edu>

[All Staff] HR NEWS: Emotional Support Groups, Shout-Outs, ETS Update

1 message

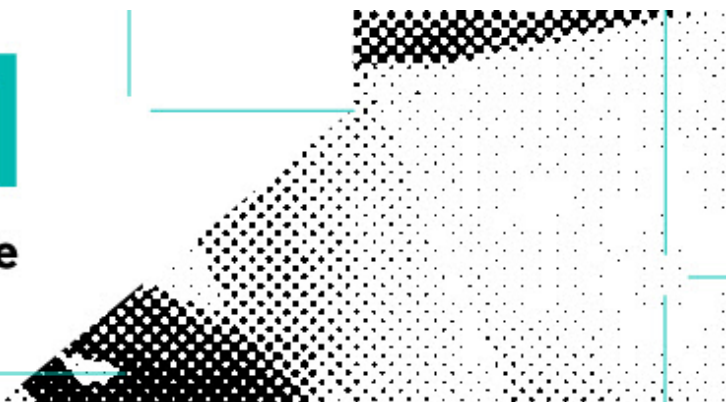
Human Resources <hr@cca.edu>

Mon, Jul 20, 2020 at 5:54 PM

Reply-To: mlazdins@cca.edu

To: Human Resources <hr@cca.edu>

Cc: All Staff <allstaff@cca.edu>, All Faculty <allfaculty@cca.edu>

**California College
of the Arts**

Dear Colleagues,

As we head into this week, we all received the news that CCA Leadership have made the decision to shift to online learning for the fall semester. The administration is currently reexamining every aspect of our operations with the goal of maintaining as many positions as possible, providing the best educational experience for our students, and ensuring the health and safety of our community. A number of furloughed staff have returned to work, and Human Resources will keep those who remain on furlough abreast of return dates as this information becomes available.

The financial implications of the cancelation of in-person instruction for the fall semester are considerable, and will have a substantial impact on our workforce. The move to online-only instruction will likely result in reduced work tied to a smaller number of courses than anticipated. The last round of personnel measures resulted in a small number of layoffs, and we have finished notifying those individuals today. As the administration assesses the situation, staff members who would like to request a temporary, voluntary furlough may email hr@cca.edu, and these requests will be taken into consideration as HR reviews staffing plans with each department's leadership.

All staff who are able to work remotely will continue to do so. Essential workers will

be called to work on campus as required, with all appropriate safety measures in place. Staff members who have questions should contact their managers or Human Resources. Academic Affairs staff will be working with Deans and Program Chairs this week to finalize a revised schedule and faculty can expect to hear from their Program Chairs or Deans as soon as more details are determined. Operations teams have started working with Academic Affairs on plans to allow faculty access for fall preparation in accordance with health and safety guidelines, and will also follow up with more information soon.

Things continue to move and change due to the pandemic, and it's really challenging for the administration and employees. HR will do our best to support you throughout. Please find additional key updates below, including information on the emotional support sessions, technology updates, shout-outs and more.

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

My best,
Leslie

Emotional Support Groups - Ongoing:

Dr. Turner led an incredible emotional support group for BIPOC colleagues last week. He will also be leading a session for All Persons this coming Friday for anyone who needs support, and to provide the opportunity to come together as a community and experience compassionate witnessing - where we share and honor our different experiences. Both the emotional support group for targeted audiences, as well as the drop-in support group for All Persons will be offered monthly.

Dr. Turner brings extensive experience in trauma and multicultural competence. His sessions 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.

To save your spot for the All Persons Emotional Support group this Friday, please click the link below to RSVP. This session is limited to 25 participants. If you RSVP yes, we will add you to the invitation so that you have the zoom link.

- **RSVP [here](#) for the All Persons Session, Friday, July 24th, 1pm - 3pm with [Jim Turner, PhD](#)**

Questions? Please email 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.
- **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](#).

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 with [CCA Staff & Faculty Shout-Outs!](#)

This week's Shout-Outs...**Bobby White!** (Instructional Designer, Libraries)

Bobby has been at the helm of transitioning students and faculty to an online environment. They have been bombarded with endless meetings, frantic emails, desperate phone calls and a deluge of helpdesk tickets morning through night, 7 days a week. They have fielded all of these with thoughtfulness, compassion, patience and understanding.

~ Anonymous

Analisa Woo! (Associate Director, Web and Mobile Services, Educational Technology Services)

On behalf of SAC and the Community Engagement Committee, we'd like to give a very special shout out and fond farewell to our dear colleague Analisa Woo! As the Associate Director of Web and Mobile Services she has provided leadership for CCA's Portal team, developing and implementing several important initiatives for

students, faculty, and staff. Most notably she co-led the development and launch of our virtual [CCA Class of 2020 Showcase](#) in partnership with colleagues across Exhibitions, Marketing & Communications, and Academic Affairs. Thank you for being a great colleague, mentor, design thinker, and cultural ambassador for CCA! We will miss your shining, sparkling, dazzling presence and wish you the very best, always.

~ Connie Jeung-Mills, Project Manager, Marketing & Communications, & Dustin Smith, Director of Academic Administration, Architecture Division

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 News -- the Staff Advisory Committee (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!

EDUCATIONAL TECHNOLOGY SERVICES (ETS) UPDATE

Use of Dropbox and Other Unsanctioned Cloud Services Not Allowed:

As we continue to work remotely, we want to remind the community of allowed use of third party file management and sharing services. CCA staff have unlimited storage using Google Drive, and this is [the recommended method](#) for storing and sharing files and documents (second only to leaving the data within the system of record). Use of Dropbox or any other file storage and sharing tool for CCA-managed data or files is NOT ALLOWED per the [Acceptable Use Policy](#) and [Data Security and Confidentiality Agreement](#). If you think this is happening in your team, contact Help Desk (helpdesk@cca.edu) so we can help you find a solution that better meets your teams' needs.

HR UPDATE

2019-2020 Staff Performance Evaluations Have Started!

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.

We launched all annual performance evaluations in Workday last week.

Managers: Please note that if you have delegated your inbox, the delegate will receive the evaluation tasks. When submitting delegation requests, please check the box that states "retain access to inbox". After the delegation is turned off, we can reassign the evaluation tasks back to the original intended recipient.

Below are some training guides and resources to help support the process. Also, take a look at the Workday Journey found on your Workday homepage for key items to keep in mind.

- [Performance Evaluation Webinars](#)
 - [Performance Evaluations: Overview & What's New](#) (13 minutes)
 - [Performance Evaluations: Goal Setting](#) (13 minutes)
- [Performance Management](#) section on the Portal
 - [Self Evaluation Guide for Performance Evaluations](#)
 - [Manager Guide for Performance Evaluations](#)

Questions? Please email hr@cca.edu.

Wellness Tip of the Week

Boost Your Mental Well-being During These Uncertain Times

The coronavirus (COVID-19) pandemic has caused uncertainty, stress and worry for many for the past few weeks. Even as businesses reopen and restrictions are lifted, many Americans are experiencing considerable anxiety.

Try these tips to keep your coronavirus-related stress and anxiety under control:

- Stay informed, but don't obsess.
- Focus on what you can control.
- Connect with friends and family.
- Use healthy coping mechanisms.
- Talk to a professional!

The COVID-19 pandemic has disrupted daily life and caused stress and anxiety for many, as we enter our new normal. If left unchecked, these feelings can have negative effects on your mental well-being. Take steps today to keep your stress and anxiety under control.

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.

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HUMAN RESOURCES DEPARTMENT

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



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5223 Broadway Terrace | Oakland, CA | 94618