



Jennine Scarboro <jscarboro@cca.edu>

[All Staff] HR Newsletter: Emotional Support Groups, Mental Health Resources, Staff and Faculty Shout-Outs, Workday Search Filters, Campus Protocols, and Performance Evals!

1 message

Human Resources <hr@cca.edu>

Thu, Aug 6, 2020 at 3:54 PM

Reply-To: mary.aymor@cca.edu

Bcc: allstaff@cca.edu



Dear Awesome Colleagues,

As some of you are aware, managers have begun to return staff who were on temporary furlough. Of the 72 positions, 61% have been notified about their return, 8 positions were terminated, and 17 employees are still awaiting notice of a return date. A few departments are still working on their staffing plans for the fall in light of recent changes, finance is in the process of assessing the implications in order to determine what other measures might be needed, and the CCA and SEIU staff bargaining teams are meeting next week. We hope to be able to provide concrete information to the few employees who remain on furlough no later than next week.

We've received some concern about posting the names of employees on furlough or who are laid off out of respect for them, but we realize this also makes communication more difficult. As a result, HR has provided the list of names to VP's so that they can share the information in the most respectful way possible within each division.

The uncertainty of these times continue for the college, for education institutions at large, and also for organizations globally. I cannot say things will get easier soon, yet there is so much great work happening - including the items that were shared at

the All Staff meeting today by Erik Scollon on the First Year program, Janeece Hayes on online student orientation, Scott Cline on the enrollment front, Dustin Smith and Columbia Shafer with Staff Advisory Committee, and the work we've begun with Dr. Turner on compassionate witnessing. The collective efforts of our community certainly do not go unnoticed and progress is being made!

Staff Advisory Committee will begin hosting conversations on various topics that staff are interested in discussing. We've mapped out a schedule for the continued emotional support sessions found below. As always, if you have questions, please do not hesitate to reach out using the contact information below.

Questions?

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

cca.advisory.committee@cca.edu: to send suggestions to Staff Advisory Committee

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

Thanks for all you tirelessly do!

My best,
Leslie

RACIAL JUSTICE & EQUITY RESOURCES

Emotional Support Groups - Ongoing:

We are delighted to continue to offer a monthly emotional support group for BIPOC and Black colleagues, as well as the drop-in support group for All Persons.

[Dr. Jim Turner](#) will be the facilitator and he has led incredible emotional support groups at CCA. He brings extensive experience in trauma and multicultural competence.

These groups 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 one of the emotional support groups below, please click [this link](#) to RSVP. 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.

8/14/20 (Friday): 10:30am-11:45am BIPOC Colleagues group

8/20/20 (Thursday): 12-1 Black Colleagues group; 1-2pm for All Persons group

9/18/20 (Friday): 10:30am-11:45am BIPOC Colleagues group

9/24/20 (Thursday): 1-2pm for All Persons group

Questions? Please email hr@cca.edu.

MENTAL HEALTH RESOURCES

Both Kaiser and Blue Shield offer a number of mental health resources. Please see below for more information!

Kaiser Resources:

How to Access Mental Health Support

Click [here](#) for Kaiser's Understanding Mental Health Page, which includes the following information:

- Call us to get started
- What to expect
- Take the depression self-assessment
- Understand your health plan benefits
- Emotional wellness tools

Kaiser Sponsored Apps:

myStrength — an app to improve your awareness and adapt to life. myStrength is a personalized program that helps you improve your awareness and change behaviors. Kaiser Permanente members can explore interactive activities, in-the-moment coping tools, community support, and more at no cost.

- Mindfulness and meditation activities
- Tailored programs for managing depression, stress, anxiety, and more
- Tools for setting goals and preferences, tracking current emotional states and ongoing life events, and viewing your progress

Kaiser members can access myStrength [here](#).

Calm App:

Calm helps build resilience and mental fitness through better sleep, mindfulness, and meditations. Kaiser has used Calm in the clinical setting for more than two years.

To get no-cost access to Calm, members must begin registration at kp.org/selfcareapps through a web browser.

Blue Shield Resources:

Mental Health Services - To learn more about how to access your mental health benefits, [click here](#) for more information.

Telebehavioral Health:

Using emails and live video sessions, Blue Shield members can receive counseling services, psychotherapy and medication services at a convenient time without having to travel. Please [click here](#) for more information.

Questions? Please contact benefits@cca.edu.

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...

Gesita Tafesse! (Assistant Dean of Students, Student Affairs)

Gesita continues to shake the system and advocate for CCA students who have been marginalized by a system that does not work for them. She is a change agent, I am continually amazed by her passion, drive, and resiliency during these unprecedented times.

~ Joren Plunkett, Residential Life Coordinator for the Blattner Community, Student Affairs

Brian Woods! (Film Studio Manager, Educational Technology Services)

Brian is true blue, or should I say teal ;) He believes firmly that improving working conditions IS improving learning conditions, and that is why he is a part of the union effort and advocating for his coworkers at the table with CCA. On top of all that, Brian brings his skills as a film buff to bare everyday as the Film Studio Manager. Serving students AND serving his coworkers day in and day out--now that's something to shout out!

~ Piper Alldredge, Studio Manager, Model Shop/Fabrication

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

New Configurable Search Filters in Workday:

Workday has made some recent changes to how search results display. The

category filters on your search sidebar are now configurable. By default, People, Tasks and Reports, and Knowledge Base will display, and you can click More Categories to view additional filters. If you wish to change these filters, click the Configure button.

For detailed instructions, read the [knowledge base article linked here](#).

Questions? Please email helpdesk@cca.edu.

HR UPDATES

Update to On Campus Protocols for Employees:

Our essential, on campus employees have been following the daily safety requirements for some time, but we also recognize that some employees have an occasional need to be physically on campus as well. Below are key requirements that all employees must follow in order to ensure a safe CCA campus environment. More details can be found on the [HR Workplace Guidelines](#) Portal page.

- [Daily Health Assessment](#) must be completed prior to physically arriving on campus. Be sure to download the #CampusClear mobile app!
- Please continue to follow and comply with [these guidelines](#) when you are physically on campus.
- If you are experiencing symptoms of COVID-19, have been exposed to COVID-19 or tested positive for COVID-19, you must notify HR immediately.

Please reach out to hr@cca.edu with any questions!

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. All resources are found on the [Performance Management](#) section on the Portal. Below are some highlights! Please reach out to your HR Lead or hr@cca.edu with any questions.

- [Performance Evaluation Webinars](#)
 - [Performance Evaluations: Overview & What's New](#) (13 minutes)
 - [Performance Evaluations: Goal Setting](#) (13 minutes)
- [Cascading Goals](#)
- [Goal Setting Guide](#)

Questions? Please email hr@cca.edu.

Census Reminder

The Census Bureau is ending efforts to count the country's population on Sept. 30, a month sooner than planned, and about 40% of the country has not yet been counted. The 2020 Census is crucial for proper funding of communities and fair representation in Congress. Don't let your friends and family remain uncoun-
ted. Complete your Census online before the Sept. 30 cutoff date and share this link with everyone you know:

<https://my2020census.gov>

Wellness Tip of the Week

Mindfulness Meditation

One of the best ways to develop mindfulness is through meditation, particularly meditation focused on the breath. This is a very simple technique that has been used for thousands of years. To learn more about mindfulness meditation and the technique used check out the [Claremont EAP Positivity Center](#).

[Claremont EAP](#)

800.834.3773

Positivitycenter.org

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 or the following Monday.

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HUMAN RESOURCES DEPARTMENT

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



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