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**[All Staff] HR NEWS: Financial & Mental Health Resources; SAC Community Talks; Student Supervisor Training**

1 message

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

Mon, Aug 24, 2020 at 8:33 AM



Dear CCA Colleagues,

I hope you were able to take sometime this past weekend to relax and unwind (we all know we need it!). Last week, we said goodbye to Leslie Gray, who has been our tireless HR leader for the last five years. In her time at CCA, Leslie professionalized HR services, conducted the College's first compensation study, identified new professional development opportunities for staff, was a leader on the DEI Task Force, and focused on many more initiatives to help support and engage our community. I, personally, could not be more grateful for Leslie's leadership and mentorship. As I step into this new role as Interim Associate Vice President, I am excited to continue to leverage our HR team to do all that we can to support the CCA community in what continues to be a very tumultuous time.

We have exciting weeks ahead with welcoming new first year students to CCA (some introductions already happening last week), faculty professional development week and kicking off our online Fall semester. I continue to be impressed and grateful for all the work that our faculty and staff have put towards making this happen.

As always, please reach out to us for any support you may need.

**Questions?**

[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

I hope you have a great week!

Best,

Maira Lazdins

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## **RACIAL JUSTICE & EQUITY RESOURCES**

**Emotional Support Groups - Ongoing:**

We are delighted to continue to offer a monthly emotional support group for BIPOC 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.

**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](mailto:hr@cca.edu).

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## **FINANCIAL HEALTH RESOURCES**

Join a **free** hour-long webinar called Weathering Financial Storms, which is sponsored by Burnham Benefits. You will learn what's going on in our economy and how to put together a practical plan to make necessary changes which will have you ready to go when the economy gets back on its feet.

The discussion will include topics such as:

- Cost of necessities
- Debt
- Spending habits
- Economic environment
- Emergency funds
- Investing pitfalls
- Emergency funds

**WHEN:** Tuesday, September 15, 9:00 AM - 10:00 AM PST

**HOW TO JOIN:** Click [here](#) to register

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

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## **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](http://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](mailto:benefits@cca.edu).

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

**SAC Community Talks: Thursday, August 27, 3 p.m. - 4 p.m.**

Please join colleagues from the Staff Advisory Committee at our open meeting on Thursday, August 27 at 3 p.m. to discuss format and brainstorm topic ideas for our Community Talks initiative that was introduced at our last All Staff Meeting. The Community Talks are another opportunity for staff engagement where we will come together to discuss important topics, creating dialogue with each other as colleagues and college leaders in an open forum.

RSVP to [cca.advisory.committee@cca.edu](mailto:cca.advisory.committee@cca.edu), and we'll send you the Zoom link. We hope to see you there!

**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...**

**Shiraz Chavan!** (Director of Undergraduate Admissions, Enrollment Services)

Shiraz has worked tirelessly and enthusiastically to land our first year class in the midst of a global pandemic. She personally contacted every. Single. Incoming. Student to answer their questions and engage them in what CCA has to offer. In addition, she has cheerfully shared her process and enthusiasm with everyone on the joint staff committees she participates on to help our continuing students (who are not her domain) feel safe and eager about returning to CCA this fall.

~ Anonymous

**Warren Hurts and Richard Gourdine!** (Public Safety Officers)

Richard and Warren prevented an attempted burglary at CCA Oakland had it not been for their initiative and proactive efforts. In addition, both PSOs acted in concert and as a team to safely approach the suspects and persuade them to leave while coordinating law enforcement response. It is this team work and dedication to the safety of our CCA Community, above their own safety, that is consistent with CCA's core value of "Service Focus, Communication & Teamwork." Thank you, Warren and Richard, I truly appreciate your commitment plus your positive initiative, calm demeanor and rational thinking under this stressful situation.

~ Abe Leal, Director of Public Safety

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

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## **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.

### **Required Student Supervisor Training:**

With the Fall semester being online, there are some new considerations for hiring student workers. If you plan to supervise students, please be sure to sign up for a student supervisor training [here](#). You will not be permitted to hire students without attending training. Additionally, keep an eye out for more communication this week regarding this process, and also a Workday Journey with helpful resources.

### **Make Time to Complete Your Staff Performance Evaluation!**

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](mailto: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](#)

## 2020 US Census Reminder

As a general reminder, the Census Bureau is ending efforts to count the country's population on September 30, 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. Please complete your census online before September 30, and encourage your friends and family to do the same! Click [here](#) for more information.

## Wellness Tip of the Week

### Caregiver Resources: When Kids Return to School

As a result of the pandemic, millions of students are going back to school virtually this fall. Those of us who are fortunate to work remotely will play a much larger role in our kids' distance learning while navigating remote work, home life and the pandemic.

Luckily, education leaders and organizations are offering free resources for caregivers during this challenging time. In addition, it's important to learn about the resources made available by your school, district or homeschooling group.

Claremont has compiled a list of helpful articles, videos, and webinars to support you as you juggle the demands of work while helping your children's distance learning in this age of uncertainty.

### Webinars/Videos

Working Parent – How to Juggle your Changing Demands and Home School Your Child - [Click to view](#)

3 Keys to Help Your Child Cope, So They Can Stay Calm, Focused, and Even Happy During the Pandemic- [Click to view](#)

The Three E's of Learning: Emotional Regulation, Practical Strategies for Children, Tips and for Adults - [Click to view](#)

The Need for Daily Check-Ins - [Click to view](#)

### Articles

Transitioning During Uncertain Times - [Click to read article](#)

How to Reduce the Stress of Homeschooling on Everyone by

GGSC Greater Good Magazine - [Click to read article](#)

Keep Calm and Structure On - [Click to read article](#)

### **Additional Resources**

California Department of Education offers a list of free educational resources for distance learning from a number of publishers. - [Click for resources](#)

[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.

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 or the following Monday.

## **HUMAN RESOURCES DEPARTMENT**

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



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