



Jennine Scarboro <jscarboro@cca.edu>

[All Staff] Subject: HR NEWS: Portal Updates, Financial Planning Consultations, Staff Performance Evaluations

1 message

Human Resources <hr@cca.edu>

Mon, Aug 31, 2020 at 9:07 AM

Reply-To: mary.aymor@cca.edu

Bcc: allstaff@cca.edu



Dear CCA Colleagues,

I hope you had a nice weekend and were able to navigate the unfortunate air quality. Last week, we finished our Student Supervisor trainings to prepare our staff for supporting our work-study students this Fall semester. If you missed the training, please follow up with HR.

We also received an update from President Beal and Provost Carland on the college's progress toward several commitments to advance anti-racism and address structural inequities. A new webpage: [Action + Accountability: CCA's commitment to anti-racism, equity, and social justice](#) was launched to provide ongoing, public updates.

We have continued to return a number of furloughed staff to work to support Fall semester needs, and HR has provided an update to those employees who remain on furlough. Unfortunately, the financial implications of the the online Fall semester and adjustments to programming continue to be considerable, and this has resulted in another small round of layoffs. All of these individuals are currently on furlough and were notified last week. We recognize the challenges and hardship that come with these decisions and HR will continue support as much as we can.

Thank you for your ongoing work and commitment to CCA.

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

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

Best,
Maira

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.

FINANCIAL HEALTH RESOURCES

No Cost Retirement & Financial Planning Online Consultations:

Providing retirement benefits is one important way we care for CCA employees and their families. SageView Advisory Group, CCA's retirement advisor, offers individual financial consulting with a licensed financial advisor to discuss retirement plans or other financial matters.

In order to help employees meet their financial goals, HR has arranged for personalized assistance at no additional cost. This includes connecting you with [Eric Weissman](#), a Retirement Plan Consultant with SageView who provides service to

the college.

If you would like to have an online consultation to learn more about the performance of your retirement account or to discuss financial goals and planning, please use the link below to schedule an online appointment.

- [Click Here](#) to Schedule An Online Consultation (appointments are available from 9/7-9/18)

For additional information, you may also contact Eric directly at eweissman@sageviewadvisory.com with questions.

If you have questions for your HR Department, please email benefits@cca.edu.

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.

STAFF ADVISORY COMMITTEE (SAC) UPDATES

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...

Drew Carmichael! (Academic Advisor, Academic Advising, Division of Student Affairs)

Drew has been on the ground, helping answer frantic student's questions, and analytically thinking about the safety and support of his colleagues during these very busy changing times in the world. He constantly advocates for answers to hard and important questions, all while remaining professional and patient. His listening ear welcomes thoughtful discussion and compassionate understanding and we are so glad to have him at CCA.

~ Anonymous

Anna Trinh! (Coordinator, Academic Records, Student Records)

Anna is an integral part of the student registration machine, and programs would cease to function without her hard work. Program Managers send her so many schedule adjustments, sometimes daily, and she is always so on point. We appreciate her so much!!

~ Christine Lasher, Senior Manager of Academic Programs, Design Division

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 UPDATE

Portal has a Fresh New Look!

The Portal Team has made some exciting updates in the past few weeks! In addition to changes aimed at helping people find the content they need on the Portal, such as our new navigation bar, we've also rolled out a new design to the Portal Homepage. This homepage features a section for highlighting important content, as well as a new section: The Gallery Spotlight!

Every day, Gallery work uploaded by CCA staff, faculty, and students will be featured in a daily "spotlight" on the Portal home page. The first twelve "spotlight" images display by default, but you can click Load More to view additional images.

Share your work with the CCA community and [update your gallery](#). Read more about using it [here](#).

HR UPDATES

Your Staff Performance Evaluation should be Underway!

By now, you should have started to work on your self-evaluation and likely your manager is working on your evaluation as well. Although we are offering a little more

flexibility with evaluation deadlines this year, most evaluations should be completed by September 30. Please reach out to your HR Lead or hr@cca.edu with any questions.

- [Self-Evaluation Guide](#)
- [Manager Evaluation Guide](#)
- [Performance Evaluation Webinars](#)

Need to be on Campus?

If you need to physically be on campus, please be sure to follow the below key requirements 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.

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.

[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 Monday mornings.

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HUMAN RESOURCES DEPARTMENT

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



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