



Lindsay Wright &lt;lindsaywright@cca.edu&gt;

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**[All Staff] CORRECTION Re: August 17 All Staff Meeting Summary**

1 message

**CCA Communications Office** <communications@cca.edu>

Tue, Aug 22, 2023 at 2:11 PM

Reply-To: lindsaywright@cca.edu

To: All Staff &lt;allstaff@cca.edu&gt;

Dear Staff,

Please note, the Staff Appreciation Lunch on **Thursday, August 31 is from 11:30 am – 1 pm**. Please [RSVP](#) if you can stop by!

Thank you,  
Lindsay

On Tue, Aug 22, 2023 at 2:00 PM CCA Communications Office <communications@cca.edu> wrote:

Dear CCA Staff,

Thank you for joining us for the All Staff meeting on August 17, and thanks to this month's presenters for sharing such important updates. Please find the notes summarizing the meeting below, including links to presentations. We will also update the new [Community Communications Portal page](#) with links and notes by the end of this week.

We hope to see you at the Staff Appreciation Lunch on August 31 from 11 am to 12 pm. Please RSVP [via this Google form](#).

If you have any questions or comments, feel free to direct them to [communications@cca.edu](mailto:communications@cca.edu).

All the best,  
Lindsay

**AUGUST 17 AGENDA**

Lindsay Wright, Director of Integrated Communications

**Welcome, Land Acknowledgement, Introduce Agenda, Logistics**[WORK ANNIVERSARIES SLIDES](#)**Steve Beal, President & Tammy Rae Carland, Provost****Welcome and general CCA update**

- We're very excited about this upcoming academic year
- It feels different and exciting, being fully united and out of the pandemic
- We hope you all had moments of restoration in your summer
- We are right around the corner of anticipating the re-emergence of the energy on our campus as the students and faculty return

- We have Chimera Welcome Week coming up and a lot of engagement with students and faculty over the next week or so, which we'll hear more about from Janeece today
- We have a busy agenda, but I'd like to take a minute to mention that this is my last fall at CCA, and the re-emergence of the energy on campus is special for me
- Working with this incredible faculty and staff at CCA has really been a joy for me, and I appreciate all of the great work that you do
- I will still be a part of this community even when there's a new person in this office, and I can't wait to see the kind of progress that continues here
- A great city deserves a great art school, and CCA is a great art school. It's a pleasure to have been a part of it
- We will have more opportunities to meet going forward, and I look forward to the exciting work that our students will be doing as they come back to campus.
- We have a lot of exciting updates to share today, and I'm going to turn it over to Maira Lazdins, VP of HR, to share information about the Equitable & Inclusive Practices Competency

### **Maira Lazdins, VP of HR**

#### **HR updates + events**

##### ***Union Negotiations***

Staff Union webpage: <https://portal.cca.edu/working/office-human-resources/staff-union/>

- I want to start by sharing an update on the effects bargaining process that the college and the union have been engaging in over the last couple of months as a result of the staff reductions that took place in the spring of 2023
- We've had 8 meetings between the college and the union to engage in the process, focusing on two articles in the CBA – one article focused on effects bargaining and a second focused on layoff and severance rights
- We have reached an agreement on a number of terms, including identifying a process for reemployment and job notification opportunities for laid off staff, as well as a temporary candidate pool available to our laid off staff members
- We've also identified some additional resources for laid off staff as well as a voluntary layoff program that was in effect during the layoff period
- We are still working through a proposal related to the potential of increased workloads as a result of the staff reductions; we'll keep you posted on any additional updates
- Updates have also been added to the Staff Union Portal page

##### ***Work-Study***

- It's important to ensure that all job postings that are listed for students are accurate – please close out any jobs that you are no longer using or are no longer available
- A reminder – if you have not completed the annual Student Supervisor training please do so in Workday
- All new student workers will need to complete the I-9 employment verification process before they start working; they can do so at the front desk on the second floor in 80 Carolina on Mondays and

Wednesdays

### **Performance Evaluations**

<https://portal.cca.edu/working/office-human-resources/performance-management/>

- We are in the middle of our performance review process – hopefully, you’ve been able to work on your own self-evaluation, and managers have hopefully started to work on team member evaluations
- We’ll continue to share tips and reminders in the HR newsletter over the coming weeks. Resources are available to you on the Portal

### **Community Communications Portal page**

<https://portal.cca.edu/working/community-communications/>

- I wanted to introduce a new Portal page that will be found under the Working section on the Portal, called All Staff and All Faculty Community Communications
- This is a central location where our community members can review past emails, slides and recaps of our all staff meetings and soon, all faculty meetings
- We’ll also include information on college-wide initiatives like TTT and information about our budget.
- We wanted you to know that this resource is available and we will continue to inform you of important updates made to the site

### **Staff appreciation lunch**

- We hope you’ll join us for our staff appreciation lunch on August 31 from 11:30 am to 1 pm in the Nave presentation space
- We wanted to have an opportunity to get together and say thank you to our staff and community; stop by for a slice of pizza and other treats!
- The lunch will also be an opportunity to show gratitude for each other and our staff, students, and faculty. We’ll have activities available to create affirmation notes, which our Staff Advisory Committee will help post as we start the fall.
- Please RSVP to the calendar invite if you’re able to join us.

### **Maira Lazdins, VP of HR & Tricia Brand, VP of DEIB**

#### **Equitable & Inclusive Practices Update**

#### **SLIDES**

**Core Competencies on Portal:** <https://portal.cca.edu/working/office-human-resources/performance-management/cca-work-behaviors-core-competencies/>

- Today we are introducing a new core competency. We have 6 core competencies and will add one focused on Equitable and Inclusive practices
- For the last few years, staff have been asked to create a DEIB-related goal; creating a competency to add to our core competency list is a critical way for us to demonstrate how we are striving to ramp up DEIB as a part of our culture and community, and how we are operationalizing this work.
- We are introducing this competency now but it is effective for the next performance cycle

- We've also included a point that specifically focuses on the manager's role in supporting this new equitable and inclusive practices competency and their role to work with their teams to initiate change and support these efforts

### **Tricia Brand**

- Thank you to Maira and the HR team, as well as Senior Cabinet, for demonstrating a clear commitment to equity and inclusion by launching this competency
- It's also important to acknowledge the work of the DEIB task force who began a lot of this work to establish cultural competency goals
- I want to speak specifically to the manager's role and the ways in which they support their teams. It's one thing to have language to articulate skills and abilities, and it's another to build capacity for shared knowledge and create a psychologically safe environment to engage around equitable and inclusive practices in strategic thinking and daily decision-making
- It's important for managers to demonstrate a commitment to your own goal setting and to your team's journey on a continuum of awareness to activeness and then advocacy
- We'll be looking for ways to develop opportunities to bring managers together and engage in more inclusive leadership practices

### **Maira Lazdins**

- A final slide to remind you of all of the core competencies, including:
  - Achieving results
  - Equitable and inclusive practices (new)
  - Service focus
  - Innovation and driving change
  - Communication and teamwork
  - Job knowledge and expertise
  - People management (manager use only)
- All full description can be found on the Performance Management section of the Portal

### **Mara Hancock, Acting COO**

#### **TTT Update**

#### **SLIDES**

- I'm providing an update on the TTT initiative, emerging out of the Senior Cabinet retreat over the summer
- Primary goals for the initiative are to identify and explore CCA's most immediate challenges and opportunities; to broaden input and cultivate shared knowledge and inclusive practices so that we can build and sustain our community; and to ensure that our college thrives into the future as we support the transition to new leadership
- We've divided these three goals into three areas of focus:
  - Governance and Transparency

- Community and Culture
- Revenue and Business

### **Adriana Lopez Lobovits, Director of the President's Office**

#### **Governance and Transparency**

- Co-led by Adriana and Tammy Rae Carland, project manager is Mara Hancock
- Met as a full group last week, strengthening trust and community among the group
- Building a library of resources and will host “Porch” or “Library” talks about findings in research
- Working on coming to a shared understanding of the terms “governance” and “transparency;” considering whose voices are missing to maintain an equity lens
- Developing community agreements and a stakeholder analysis to identify key members of the community. A plan for stakeholder engagement is coming soon

### **Susan Avila, Senior Vice President of Advancement**

#### **Community and Culture**

- Co-led by Susan and Stephanie Smith, project manager is Tricia Brand
- Our main activity right now is to expand the core group, because community and culture is central to everything at CCA, and we want to have robust representation
- Initial deep dive discussions have included fostering a welcoming environment, exploring opportunities for a hybrid workforce, considerations around what may need caretaking around the physical separation from the Oakland campus, future connections to the external community in the city and beyond, and identifying recent examples of programs, events, etc. that connected the community
- Looking to establish goals/desired outcomes and implement this plan through the end of the academic year (June)

### **Ayanna Richardson, VP of Academic Operations and Academic Affairs**

#### **Revenue & Business Models**

- Co-led by Ayana and Leigh Sata, project manager is Maira Lazdins
- Conversations centered around current revenue and business models, discussing ability to identify, support and resource alternative revenue streams. How can we leverage programs, facilities, and reputation?
- Need infrastructure to invest in opportunities and provide support
- Tuition revenue continues to be the majority for CCA
- Looking to expand with key contributors and interested participants
- Examining data and programs, developing goals and criteria to help inform the next phase of the work

### **Tricia Brand, VP of DEIB, and Susan Avila, Senior VP of Advancement**

#### **Presidential Search Committee Update**

Presidential Search webpage: <https://www.cca.edu/presidential-search/>

- We are currently in the July through September phase
- In July, the search committee had a vigorous review of prospects; recommended 4 incredible finalists for the executive committee to evaluate throughout the month of September
- Isaacson, Miller is coordinating confidential yet engaging visits for candidates
- Hope to announce CCA's next leader sometime in the fall
- Encourage you to visit the search website regularly and reach out to the committee staff and faculty representatives at any time – Tricia Brand, Susan Avila, TT Takemoto, and Rachel Berger

### **Leigh Sata, VP of Operations and Capital Projects**

#### **Capital Projects + Double Ground Update**

##### **SLIDES**

- Busy summer with several projects in progress
- Work done to 80 Carolina, Hubble, Hooper, Blattner Hall, Main Campus
- Added raised walls and safety alarms to 161 Hubble to help with sound bleed
- 184 Hooper Street sawdust collector is custom-made, working with a manufacturing plant, hope to have completed this fall
- Hooper Street corridor safety windows added. You can now look into woodshops and see out across the corridor into adjoining rooms
- 75 Arkansas - real estate office converted into counseling center on the ground floor of Blattner Hall
- Alpha Building S Studios - Replacing glass windows to allow for much-improved safety and ventilation
- Alpha Building Lab ABC refresh including new furniture and computers
- Double Ground – walls raised, can see concrete walls up. Getting ready to pour concrete on the 2nd floor, have poured 25% of it so far
- Working with wood fabricators on quality control check to make sure they are up to specification
- Encourage everyone to stop by and visit the site

### **Janeece Hayes, Director for the Office of Student Belonging and Inclusion**

#### **Chimera Welcome Week + Convocation**

Link to Welcome Week schedule: <https://portal.cca.edu/thriving/new-student-orientation/chimera-welcome-days/>

- Thank you to the village that it takes to make this possible for new student orientation and welcome week – the orientation planning committee, admissions, facilities, etc.
- New student orientation continues to remain online, opening at noon on August 7
- About 220 students have access to the Moodle, if not completed it
- Students have until August 31 to complete orientation
- If you know of anyone who works in residential education or campus life, give them kudos – students are here!
- Chimera Week starts August 21 – the Spirit of Chimera is the theme

- If you have a work study position that you want to promote to students, the campus job and resource fair is a great opportunity to promote it
- Students will be working on a collaborative art piece this week that will be titled “The Spirit of Chimera” hanging in the Convocation on Friday as a centerpiece of the new student gallery opening the following week
- We hope you’ll join us to welcome students as they process into the room to give them a warm welcome during Chimera Palooza!

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**OFFICE OF COMMUNICATIONS**



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