

Around the District

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New Hiring Committee Training

Written by Chancellor Ron Galatolo

The San Mateo County Community College District is committed to hiring a diverse workforce that reflects our student body and our community. The District-wide Equal Employment Opportunity Committee has recommended that the District provide increased training related to the benefits of diversity and the elimination of bias in the hiring process. This is consistent with recommendations from the State Chancellor's Office. This training is required by Title 5 of the California Code of Regulations and the District's Equal Employment Opportunity Plan. All new hires will receive this training as part of the new hire orientation.

Beginning in Fall 2017, completion of the new "Hiring Committee Training: The Benefits of Diversity and Understanding Unconscious Bias" will be required for you to serve in any capacity on a hiring committee and the training will be valid for 3 years from the date of your training. If you anticipate participating on a hiring committee in any capacity, you are encouraged to register for the training next semester. If you will be the chairperson of a screening committee in the near future, you will need to ensure that your committee members have received this training in advance of their service on your committee. Your efforts now will help avoid unnecessary delay to your committee since screening and interviewing cannot proceed until all committee members have completed this training.

For a list of all upcoming trainings, please check your Flex Day schedules and the HR web site. Several trainings have already been scheduled at each of the three campuses. If you would like to schedule a special training for your group, please contact Human Resources.

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The District has sent its 23rd Group to the Museum of Tolerance



Welcome back Museum of Tolerance (MOT) Group 23! This fall, we sent our twenty-third group to the MOT diversity training in Los Angeles, California. Each semester, we send 20 volunteer employees to the two-day experiential diversity training, with all expenses paid. Including Group 23, there have been a total of 460 employees who have participated in this very unique training. We hope that all employees will take the opportunity to participate in this incredible experience.

The Museum of Tolerance describes its program as “a human rights laboratory and educational center dedicated to challenging visitors to understand the Holocaust in both historic and contemporary contexts and confront all forms of prejudice and discrimination in our world today”. Employees who are able to participating the program return to the District filling energized and eager to continue the diversity and tolerance work they began while at the MOT. Many also find the MOT program to be an invaluable bonding experience as they get to know employees across the District who they normally would never meet. As one participant summarized her experience: “You bond like no other program with this lifetime changing experience!”

MOT Group 23 had a similar experience. One program participant described her experience as “The program takes you back to your heritage. Your life experience drives this program. Topics are intense and you are in an uncomfortable stage. You learn that your vulnerability allows you to grow.” Each group deals with circumstances and learns that the world is not so great, but good can overcome so much! Just a simple gesture can make a huge impact on others! We hope that all of our groups had such a successful encounter! *Krystal Martinez, Office Assistant II* from Cañada College states, “The tools and rise in level of awareness is empowering! Everyone should be able to attend this training.”

Upon returning from the MOT training each group has funds available to it to sponsor a diversity activity in the District that connects to the MOT experience. In the past year, MOT Groups have sponsored a Wheels Presentation at Cañada College and CSM hosted a short film movie featuring Matthew Boger as a part of their MOT experience, to give presentations in the District.

If you are interested in this program, contact your campus [MOT representative](#) or [Ingrid Melgoza in Human Resources](#). For information about the Museum of Tolerance, visit www.museumoftolerance.com.



The District Awarded the State Chancellor Office's IEPI Grant for Leadership

The District is pleased to announce that it has received a \$50,000 grant from the State Chancellor's Office from the Institutional Effectiveness Partnership Initiative (IEPI) to support the District's leadership development initiatives. The grant funds will be used to develop a Coordinated Leadership Development Program for college presidents, vice presidents, deans and other administrators, which launches with a District-wide Leadership Summit and transitions into to a series of trainings and retreats designed to create strong Campus Leadership Teams, foster team building through District-wide Peer Leadership Groups, and integrate essential core leadership competencies to enhance collaborative working and mentoring relationships addressing current and future challenges.

The Coordinated Leadership Development Program will consist of five major components focused on creating strong intra-campus (horizontal leadership) and inter-campus (vertical leadership) teams in the context of leadership development trainings and retreats designed to address specific needs of each college and provide specific trainings relevant to the needs of peer leaders across the district. Training topics will include Leadership Development, Participative Management, and Boundary Spanning Leadership. This grant will foster opportunities for campus and district leaders to broaden their knowledge of their leadership style and create an environment which promotes collaborative leadership fostering access and student success.

Tuition Reimbursement Pilot Program Update

In Spring 2016 the District launched a pilot program for tuition reimbursement to support staff members pursuing an associates, bachelor's or master's degree. Consistent with the District's mission and strategic goals, the program helps individuals to improve their job performance and opportunities for advancement through education. Please help us congratulate the eleven employees who are currently participating in the program:

EMPLOYEE NAME	DEGREE
JAMES BLANCHARD	Associate – BUSINESS
JESSICA BOYLE	Master's – COUNSELOR EDUCATION
MANUEL DELGADO	Master's – COLLEGE COUNSELING
JOE FULLERTON	Master's - SUSTAINABILITY
ADRIANA JOHNSTON	Master's - COUNSELING
ALLISON HUGHES	Master's - EDUCATION
DAVID MCLAIN	Master's - COMMUNICATION
JASMINE ROBINSON	Master's – COMPUTER INFORMATION SYSTEMS
BRIAN TUPPER	Master's - COUNSELING
ANDREA VIZENOR	Master's - EDUCATION
DANIELLE VLAHOS	Master's - HISTORY

Preparing to File 2016 IRS Taxes

In preparation of filing for 2016 taxes, employees are reminded that they can access their W-2 and 1095-C online via WebSmart. As we prepare to print W-2s and 1095-Cs for all our employees, we ask that employees verify their current mailing address in WebSmart. In WebSmart, employees may update their address, phone and W-4 withholding or their direct deposit allocation.



In addition, please follow the district footsteps for a Green Campus by providing us with your consent for electronic W2 and 1095-C as follow:

Log in on <http://www.smccd.edu/portal/>

- ✚ Chose **WebSmart** tab
- ✚ In Employee Services click on **Tax forms**
- ✚ Click on **Tax consent**
- ✚ You will see an Electronic Regulatory Consent Form. You can **check both boxes** to receive electronic version of W-2 and 1095-C.
- ✚ **Click Submit** and you are done!

Please note once consented, there is no need to complete this procedure again.

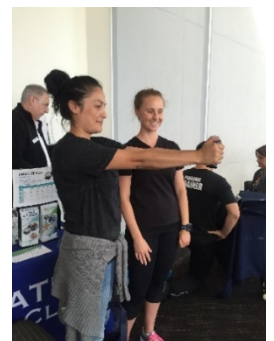
New Hire Orientation

At the beginning of 2016, the Office of Human Resources and the District Office started hosting a series of new hire orientations. On November 2, 2016, we concluded our fourth Human Resources Orientation Onboarding of the year. Approximately 100 new employees participated in our 2016 sessions. We look forward for another successful year in 2017. Dates of upcoming HR Orientation Onboarding to follow in the next HR newsletter.



Health Fair

On September 20, 2016 the Office of Human Resources hosted their annual Health Fair. We had a successful Health Fair full of information, prizes, massages, and screenings. Thank you to everyone for continuing to support these events! NOTE: If you made changes to your health plan, you will receive new medical cards by December of 2016. Please remember to assign your medical group and doctor once you receive your card. For any questions please contact Anahi Aguilar at aguilara@smccd.edu.



HR Updates

- California's minimum wage will increase to \$10.50 effective January 17, 2017. In January 2017, the Board will be asked to increase student assistant salaries by 50 cents per hour at each level.
- Effective June 9, 2016, all employers regardless of company size must have a smoking free workplace environment. This law also includes any tobacco product such as e-cigarettes and vaporizers.
- AB2377 mandates any employer of 25 or more employees to notify employees upon hire and continuing efforts of their rights to take protected time off for domestic violence, sexual assault or stalking that was signed by the governor September 14, 2016.
- AB1843 prohibits employers to ask applicants about juvenile convictions effective January 1, 2017.
- AB1063 Fair Pay Act expands to protect race and ethnicity for similar work effective January 1, 2017.
- AB1732 will require that all businesses effective March 1, 2017 have an all gender bathroom.
- The U.S. Citizenship and Immigration Services released the revised I-9; the old form can be used until January 21, 2017.

Welcome to New Employees

New Hires since August 14, 2016

Name	Start Date	Position	Location
Christine Langley	8/15/2016	Radiologic Technology Clinical Coordinator/Instructor	Cañada College
Kate Gibson	10/10/2016	Retention Specialist-A2B/Transfer Program	Cañada College
Alexander Kramer	10/31/2016	Director of Workforce Development	Cañada College
Mayra Rios	11/7/2016	Staff Assistant	Cañada College
Valencia Jackson	11/10/2016	Interim Director Post-Secondary Completion	Cañada College
Toni Coleman	8/15/2016	Associate Professor	College of San Mateo
Roxana Rugliancich	8/15/2016	Counselor	College of San Mateo
Michelle Tating	9/29/2016	Child Dev. Ctr. Aide II (Teacher)	College of San Mateo
Everett Chan	11/14/2016	Program Services Coordinator-Degree Audit	College of San Mateo
Margaret McGugan	11/28/2016	Instructional Aide II	College of San Mateo
Mynor Regalado	8/29/2016	Custodian	District Office

Gwendolyn Alldredge	9/1/2016	Project Coordinator I (Measure H)	District Office
Nelly Manuel	9/1/2016	Senior Accounting Technician	District Office
Tykia Warden	9/6/2016	Foundation Development Director	District Office
Kimberlee Messina	9/6/2016	Interim Vice Chancellor Education Services & Planning	District Office
Jessica Pulido	9/6/2016	Project Manager II	District Office
Niyazi Konya	9/19/2016	Senior Maintenance Engineer	District Office
Fernando Estrada	9/26/2016	Groundskeeper	District Office
Jesus Alcala	10/1/2016	Groundskeeper	District Office
Mitchell Bailey	10/1/2016	Chief of Staff	District Office
Ramon De Casas	10/11/2016	IT Support Tech III	District Office
Bernadetta Slater	10/24/2016	Chief Financial Officer	District Office
Ellen Lin Wu	11/1/2016	Intensive English Program Coordinator	District Office
Julnar Msalam	12/13/2016	Housing Program Services Coordinator	District Office
Nicholas Langhoff	8/15/2016	Engineering Instructor	Skyline
Soledad McCarthy	8/15/2016	Business Instructor	Skyline
Regina Mitchell	8/15/2016	Cosmetology Instructor	Skyline
James Houpis	8/31/2016	Dean of Academic Support and Learning Technologies	Skyline
Timurhan Vengco	9/8/2016	Program Services Coordinator-Supplemental Instruction	Skyline
Monique Hernandez	10/3/2016	Division Assistant	Skyline
Cassidy Ryan	10/3/2016	Cosmetology Instructor/Coordinator	Skyline
Raul Amaya	10/11/2016	Staff Assistant (SparkPoint)	Skyline
Claudia Rosales Araniva	10/17/2016	Bookstore Operations Assistant - Shipping & Receiving	Skyline
Marianne Beck	10/31/2016	Program Services Coordinator	Skyline
Troy Barros	11/1/2016	Storekeeper	Skyline
Calvin Nguyen	11/4/2016	Program Services Coordinator - Study Abroad	Skyline
Emma Briones	11/23/2016	Program Services Coordinator - Center for International Trade Development	Skyline
Yeni Galvez Hernandez	12/5/2016	Office Assistant II (Disability Resource Center)	Skyline

Changes/Promotions in the District

Changes since August 14, 2016

Name	Date	Title	Location
Maria Huning	9/6/2016	Project Director - TRIO	Cañada College
Margarita Baez	11/1/2016	Assistant Project Director-A2B	Cañada College
Mary Chries Concha Thia	11/14/2016	College Business Officer	Cañada College
Monica Reynoso	12/12/2016	Retention Specialist-Student Success/Support Program	Cañada College
Sarita Santos	1/2/2017	Associate Professor	Cañada College
Margarita Lozano	1/3/2017	Program Services Coordinator	Cañada College
Maggie Barrientos	8/10/2016	Child Dev.Cntr Aide III	College of San Mateo
David McLain	10/17/2016	Communications Manager	College of San Mateo
Silvana Grima	10/17/2016	Program Services Coordinator	College of San Mateo
Margaret McGugan	11/28/2016	Instructional Aide II	College of San Mateo
Ozem Jones	8/25/2016	Lead Custodian	District Office
Jonathan Bissell	11/1/2016	Executive Director-CCCE	District Office
Cristian Heredia	11/14/2016	Groundskeeper	District Office
Nettie Wong	1/1/2017	Payroll Manager	District Office
Martin Marquez	7/18/2016	Admissions & Records Assistant III	Skyline
Aaron McVean	8/1/2016	Interim Vice President of Instruction	Skyline
Denise Hum	8/15/2016	Faculty	Skyline
Allison Hughes	10/3/2016	Instructional Technologist	Skyline
Rossmia Coo	10/12/2016	Visual Communication Coordinator	Skyline
Ryan Samn	10/21/2016	Instructional Aide II	Skyline
Tia Holiday	11/21/2016	Program Services Coordinator-Guardian Scholars	Skyline
Sergio Ferreira	1/1/2017	Library Support Specialist	Skyline
Kristen Lee	1/1/2017	Library Support Specialist	Skyline

Farewell to Employees

Departures since August 14, 2016

Name	Last Day	Title	Location
Valerie Goines	8/14/2016	Associate Professor	Cañada College
Gregorio Lagang Jr.	9/15/2016	Instructional Aide II	College of San Mateo
Medelline Lowe	8/19/2016	Accounting Technician	College of San Mateo
Geoffrey Brown	10/6/2016	Associate Professor	College of San Mateo
Beverly Madden	12/30/2016	Director Business Development & Marketing	College of San Mateo
Herbert Mintz	12/30/2016	KCSM TV Broadcast Operations Engineer	College of San Mateo
William Pedrini	8/31/2016	Public Safety Officer	District Office
Bernard Calloway	8/31/2016	Public Safety Officer	District Office
Daniel Servatius	9/16/2016	Public Safety Officer	District Office
Qingtian Liu	11/17/2016	Custodian	District Office
Steven King	11/30/2016	Public Safety Officer	District Office
Munendra Sharma	11/30/2016	Bookstore Operations Assistant	District Office
Constancia Casido	12/30/2016	Payroll Manager	District Office
Karen Powell	12/31/2016	Executive Director Facilities Planning & Operations	District Office
Steven DeGracia,	12/31/2016	IT Support Technician II	District Office
Alina Din	8/16/2016	Program Services Coordinator	Skyline
Heather Smith	8/23/2016	Program Services Coordinator	Skyline
Liezl Madrona	9/26/2016	Instructional Aide II	Skyline
Eilene Williams	10/11/2016	Program Services Coordinator	Skyline
Sunny Diaz	10/12/2016	Instructional Aide	Skyline
Sarah Perkins	12/30/2016	Vice President, Instruction	Skyline
Liz Gaudet	1/2/2017	Web Programmer Analyst	Skyline

Free Ergonomic Evaluations

The Office of Human Resources is proud to provide ergonomic evaluations to all of our faculty and staff. Did you know that sitting up straight can increase your lumbar disc pressure? Or that it may be improper to use a wrist cushion or lumbar support in some scenarios?

It is the little things that can determine if you have chronic back, wrist or neck pain. For example, the standard desk height is approximately 29 to 30 inches. Ergonomically speaking, that is the correct height for someone who is around 6' 4". Since we're not all 6' 4", those desks need to be adjusted in order to bring keyboards and other work tools closer, and avoid painful injuries to your wrist, back, etc.

Factors such as work surfaces at the wrong height, improper chair adjustment, poor work habits and awkward hand equipment all contribute to increased risk of musculoskeletal injuries and negatively can impact your productivity and physical well-being.

There are a number of options available to adjust your workspace to meet ergonomic needs, and selecting the right options can help you reap significant rewards. By changing and adapting tasks, altering workstations, and making a conscious effort to break old work habits, ergonomics seeks to reduce physical stress on your body and eliminate work-related musculoskeletal ailments.

The Office of Human Resources has trained both Ingrid Melgoza and Jim Vlahos to be certified Office Ergonomics Evaluators. If you would like to have your work site evaluated, please contact them at melgozai@smccd.edu or vlahosjames@smccd.edu.



CalPERS Diabetes Prevention Program

Beginning January 1, 2017, all CalPERS health plans will offer a diabetes prevention program (DPP) at no cost to eligible members. The CalPERS Diabetes Prevention Program is designed to slow and prevent type 2 diabetes among CalPERS members who have prediabetes - a condition in which a person's blood sugar level is higher than normal, but not yet high enough for the individual to be considered diabetic.

The DPP curriculum promotes realistic lifestyle changes, emphasizing weight loss through exercise, healthy eating, and behavior modification. Sessions are led by trained lifestyle coaches who will empower you to take charge of your health and focus on lasting results.

The program lasts one year, and consists of 16 sessions over the first six months and at least one session a month for the next six months. You can choose in-person, online, or a combination of both types of sessions.

How to Participate

Step 1: Get tested.

Early diagnosis is important. Prediabetes can often be reversed through lifestyle and diet changes, but if left untreated it may develop into type 2 diabetes. To find out if you may be prediabetic, ask your primary care physician to order bloodwork for you.

Step 2: Confirm your eligibility.

To participate in the program, you must meet the following requirements:

- Be at least 18 years old
- Have a body mass index (BMI) of at least 24 (22 if Asian)
- Have no previous diagnosis of type 1 or type 2 diabetes
- Have received a blood test result in the prediabetes range in the past year, or have been previously diagnosed with gestational diabetes (diabetes or high blood sugar when pregnant)

You cannot participate in the program if you:

- Are pregnant
- Have already been diagnosed with either type 1 or type 2 diabetes

Step 3: Enroll in the program.

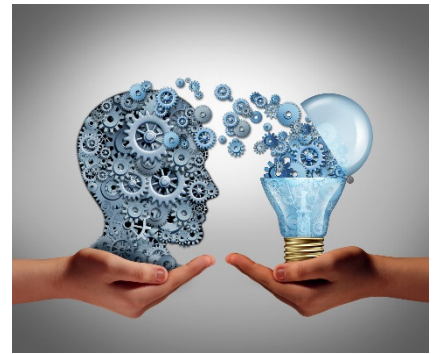
If you meet the eligibility criteria, contact your CalPERS health plan to participate in the diabetes prevention program.

For additional information on the CalPERS Diabetes Prevention Program, contact your health plan.

calpers.ca.gov/page/education-center/membereducation/diabetes-prevention

Professional Development

This Fall, The Office of Human Resources partnered with Community, Continuing, and Corporate Education to host the second Professional Development Academy (PDA). Over thirty workshops were conducted by leading trainers in the field. The Academy offered two training components; its first management series training and all staff development training. The Management series was designed specifically for managers with two or more years of supervisory experiences. Workshop courses included Emotional Intelligence for Managers, Communication and Conflict Resolution for Managers, Leadership Development and How to Coach Your Employees. Participants enjoyed the opportunity to engage in hands on training, interactive group activities, and professional dialogues with their peers across the District. One of the leading benefits of the PDA is the opportunity to collaborate with staff from other campuses and learn from each other’s shared experiences.



Spring 2017

Here is a list of the upcoming Spring workshops. Registration for the workshop courses will be available soon via Novi-Survey. For more information about the Professional Development Academy, contact Cassandra Jackson, HR Manager at jacksonc@smccd.edu.

Management Series

Day	Date	Class Time	Class
Wed.	Jan. 25	9:00 - 12:00	Leadership Development for Experienced Managers
Wed.	Jan. 25	1:00 - 4:00	Conflict Resolution for Managers
Tue.	Jan. 31	9:00 - 12:00	Emotional Intelligence for Managers

Tue.	Jan. 31	9:00 - 12:00	How to Write Effective Performance Evaluation Plans
Fri.	Feb. 3	9:00 - 12:00	Maximize Your Team's Potential (Identifying & Fostering High Potential Employees)
Fri.	Feb. 3	1:00 - 4:00	Maximize Your Team's Potential (Identifying & Fostering High Potential Employees)
Tue.	Feb. 7	9:00 - 12:00	Collaborative Management Leadership
Tue.	Feb. 7	1:00 - 4:00	Collaborative Management Leadership
	TBD	9:00 - 12:00	Project Management
Fri.	TBD	9:00 - 12:00	Grant Writing

Staff Development Series

Day	Date	Class Time	Class
Tue.	Feb. 14	9:00 - 12:00	Emotional Intelligence
Tue.	Feb. 14	1:00 - 4:00	Emotional Intelligence
Wed.	Feb. 15	9:00 - 12:00	Emotional Intelligence
Wed.	Feb. 15	1:00 - 4:00	Conflict Resolution and Communication
Fri.	Feb. 17	9:00 - 12:00	Time Management
Fri.	Feb. 17	1:00 - 4:00	Time Management
Tue.	Feb. 21	9:00 - 12:00	Conflict Resolution and Communication
Tue.	Feb. 21	1:00 - 4:00	Conflict Resolution and Communication
Fri.	Feb. 24	9:00 - 12:00	Understanding How to Use Your Performance Evaluation
Fri.	Feb. 24	1:00 - 4:00	Understanding How to Use Your Performance Evaluation
Tue.	Feb. 28	9:00 - 12:00	Understanding How to Use Your Performance Evaluation
Tue.	Feb. 28	1:00 - 4:00	Working Effectively with Your Boss
Thur.	Mar. 2	9:00 - 12:00	Working Effectively with Your Boss
Thur.	Mar. 2	1:00 - 4:00	Decision Making
Mon.	Mar. 6	1:00 - 4:00	Decision Making
Wed.	Mar. 8	1:00 - 4:00	Beginner's Excel
Fri.	Mar. 10	9:00 - 12:00	Intermediate Excel
Wed.	Mar. 15	9:00 - 12:00	Intermediate Excel
Mon.	Mar. 20	9:00 - 12:00	Advanced Excel
Fri.	Mar. 24	1:00 - 4:00	Advanced Excel
Wed.	Mar. 29	9:00 - 12:00	Advanced Word
Fri.	Mar. 31	9:00 - 12:00	Advanced Word
Mon.	Apr. 10	9:00 - 12:00	Office 365
Fri.	Apr. 14	1:00 - 4:00	Office 365
Wed.	Apr. 19	9:00 - 12:00	Intermediate/Advanced PowerPoint
Fri.	Apr. 21	1:00 - 4:00	Prezi



As you complete your holiday shopping, some important tips to keep in mind this holiday season.

1. Make a list of gifts and know your budget.

- Pull up and print sales from the stores you're visiting internet sites
- Get an accordion style folder and put together a pocket for each person you're buying for with the item(s) from the online ad and write down a budget for that person
- Have at least one or two back up items for everyone on your list in the event the item is sold out
- Have your total "all in" budget on a separate sheet that corresponds to the individual budget

2. Use one credit card for all the purchases

- Pick one that gives you cash back or your favorite airline miles, maybe it's the credit card you already own
- Call your credit card company and ask if they are running any extra promotions for holiday purchases
- Sometimes they have preferred stores that gets you extra points for shopping there
- Also sometimes they may have "price match" guarantees
- Finally, they may offer situations that if you shop online and go thru their site, there may be extra discounts
- Always remember too that when you use a credit card, you get additional consumer protections that aren't available by using cash or checks.

3. If you are shopping at a store, try to go on the store's website and download and print the store map so you know where the hot items will be placed in the store.

4. Enlist a shopping buddy. Create a plan and divide and conquer.

5. Establish a meeting time and place when you have completed your list.

6. Research products before you get to the store so you can make decisions quickly.

- This goes back to # 1.
- Print out product information about the preferred gift and the backup gifts so you'll have all the information about the item and possible substitutions

7. Receipt management. Having proofs of your purchase is critical:

- Keep all your paper receipts in your according folder
- Ask for gift receipts
- Ask if they can also email you an "e-receipt". This is a nice feature that many stores are now doing. It might help you if you lose any receipts

8. When you do shop, dress comfortably!

9. Delivery and Set-Up

- If you are buying gifts like furniture or electronics that need to be delivered and set up, a lot for this extra time in the holiday rush.
- Negotiate things like extended warranties and delivery together

10. Remember to be patient and have fun; these are the holidays after all!

- Treat staff at your favorite stores nicely, they are stressed too
- A nice store employee may be the difference in getting the items you want
- Happy Holidays!

The article taken from Walmart.com