



West Valley - Mission
Community College District

THE HUMAN FACTOR

VOLUME 1, ISSUE 2

SPRING 2021

SPECIAL POINTS OF INTEREST:

- Register for next Talk about Racism series
- Learn how you may make changes to your FSA
- Take advantage of your CalPERS
- Recertify your search committee EEO training

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Real Talk About Racism Workshop Series

The West Valley-Mission EEO/Diversity Advisory Council is proud to announce our Spring workshop series: *Real Talk About Racism*. The EEO/Diversity Advisory Council aids in promoting an understanding of and support for equal opportunity and strong nondiscrimination policies and procedures. Also, the EEO/Diversity Advisory Council sponsors events, training, or other activities that promote equal opportunity, nondiscrimination, retention, and diversity.

The Real Talk about Racism is a series of three workshops, being facilitated by CircleUp Education. Learn more about our learning partner, CircleUp Education.

Workshop 1: Racism Uncovered
Held on February 26, partici-

pants learned how implicit biases about race leads to unintentional racism (microaggressions) and how it impacts hiring, employment, and other work areas. Check out the workshop handouts: [Click here](#)

Learn more about the WVMCCD EEO/Diversity Advisory Council



Workshop 2: Facilitating a DEI Staff Discussion

Held on March 12, participants experienced a structured conversation designed to create a safer and courageous space for

staff to discuss racism, oppression, implicit bias, discrimination, and inequities. Check out the workshop handouts: [Click here](#)

And coming up...

Workshop 3: Structural Racism in the Workplace

Monday, April 26, 2021
9:00 AM-12:00 PM

Zoom

Learn how implicit and explicit structural racism operates in the workplace and develop strategies to identify, assess, and interrupt it.

Spots are still available:

[Register here](#)

COVID-19 Information & Reminders

The District is committed to providing the safest possible environment in which to learn and work. We are working tirelessly to ensure that our operations are being conducted in accordance with all State and County Health Department requirements, that our facilities are cleaned frequently and upgraded with hand sanitation stations, barriers, and improved air filtration and circulation wherever possible, and that all social distancing best practices are followed.

UTILIZE OUR DAILY HEALTH ASSESSMENT TOOL

Before entering a campus, click on the link below to access the tool for the campus you will be visiting and screen for COVID-19 symptoms.

[Mission College Health Assessment Tool](#)
[West Valley College Health Assessment Tool](#)

And remember, whenever you are on campus:

- Wear face coverings at all times
- Maintain 6 feet of distance from others
- Regularly wash or disinfect your hands
- Eat food outside of buildings and away from others

Visit the District Covid-19 Information website

Learn About Your CalPERS Resources



Do you want to know more about your CalPERS retirement?

The CalPERS website has a broad spectrum of information available to its members. One offering you may find beneficial is the instructor-led or online classes or presentations that they provide. These may include:

CalPERS Offered Classes:

- Your CalPERS and You** – For members who are new or midway through their career
- Planning Your Retirement** – For members within 10 years of retirement
- Your Retirement Application and Beyond** – For members ready to apply for retirement

You can also view a calendar of upcoming CalPERS Webinars in a variety of topics and register to attend.

Members also have the ability to create a my|CalPERS account for yourself. This will give you access to your personal CalPERS retirement information. You can view your account summary (i.e., contributions you made) or years of service. You can also access your annual CalPERS statements, enroll in classes, schedule an appointment with a CalPERS representative, etc.

CalPERS:
www.calpers.ca.gov
1-888-225-7377

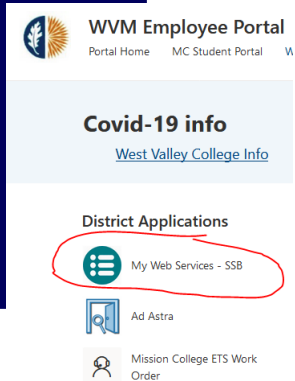
CalPERS Meetings, Outreach, & Presentations:

- Planning Your Financial Future** – Enhance your financial security by viewing our short video series
- Social Security & Your CalPERS Pension** – Learn how the two retirement benefits relate and affect one another

If you do not yet have a my|CalPERS account, you can create one now! A PDF step-by-step guide on how to register is available [here](#).

Update your address on Banner SSB

Click image for step-by-step instructions!



Employees can use Banner Self-Service (SSB) to update their mailing address with Human Resources.



Click [here](#) for a quick “how-to” guide that will help walk you through the steps.

You may have seen an email from Human Resources in January regarding this as well.

Easy & quick!

The information you submit is also used to update your address in the CalPERS and SmartBen systems. Unfortunately, HR cannot update your address with CalSTRS, but you can do that directly with them at [calstrs.com](#).

Changes to Flexible Spending Accounts for Current Participants



West Valley-Mission CCD has adopted some Flexible Spending Accounts (FSA) provisions allowed this year as part of the COVID relief passed by the legislature. We are pleased to be able to offer some additional flexibility in these unpredictable times.

Here are the changes we're making:

2020 FSA Participants

Extended Grace Period to December 31, 2021

The grace period for 2020 elections will be extended to December 31, 2021. This means that you have until December 31, 2021 to use any remaining balance left in your 2020 FSA. The claim runout deadline is also December 31, 2021 so make sure to submit any claims by this date.

Dependent Care FSA Age Limit

If your child turned 13 during the 2020 plan year, you can continue to use your Dependent Care FSA to pay for care through the end of the plan year, including the grace period. This means that with the extension of the grace period, you can use your 2020 dependent

care FSA on appropriate expenses for a child up to age 14 (if they turned 13 in 2020 and 14 in 2021).

How is this different?

Our FSA grace period typically only extends until March 15 of the following year. Instead of needing to incur claims by March 15, 2021 (and submit by March 31, 2021) you can incur & submit claims all the way through to December 31, 2021.

You can make a mid-year change to your 2021 FSA election up until May 31, 2021.

2021 FSA Participants

Mid-Year Plan Changes

2021 FSA participants will be allowed to make up to 2 election amount changes, without experiencing a permitted election change event. These changes must be submitted by May 31, 2021.

How is this different?

FSA plans only allow participants to make mid-year changes if they experience a permitted election change event such as getting married, having a child, starting child-

care (in the case of dependent care FSA), etc. This year's provision allows participants to make up to 2 changes through May 31, 2021 without having experienced a permitted election change event. Participants who experience permitted election change events will continue to have up to 30 days to make a commensurate change to their FSA.



Find a summary of benefits here!

Resources for Employees



COUNTY FEDERAL
SANTA CLARA COUNTY FEDERAL CREDIT UNION

As an employee of the West Valley-Mission Community College District, you are eligible to join the Santa Clara County Federal Credit Union.

County Federal can help with various financial services including:

Competitive loan and credit card rates

Online and Mobile banking available 24 hours

Multiple branch and ATM locations
FREE financial education and counseling

Lower rates on consumer, credit card and mortgage loans. Second mortgage programs are also available

FREE access to car buying services for you to find your dream car

Youth Programs available to help your kids save and learn
Scholarship opportunities available
Access to discounted sporting events, concerts, and more!

Available exclusively in Online Banking

Membership for life! You'll always be a member regardless of where you work or live in the future.

If interested, you may open an account online at www.sccfcu.org and click on [Become a Member](#).

Find other resources for employees on the HR website here:
Other Benefits

Welcome Marie Keith!



Marie Keith
408.741.2415
marie.keith@wvm.edu

Marie Keith is our new temporary Human Resource Generalist for District Human Resources Department. She works with Recruitments, Training Compliance, Leave Management and other projects in supporting HR services to both Colleges

and District employees. Marie previously worked at Mission College as the Hospitality Management Catering Supervisor for the Culinary Arts Program, since 2015. She attended San Francisco State University, and earned a BS in Hospitality Management, and a minor in Business Administration. Marie has worked various supervisory

and management roles in hospitality, technology, education, and business sectors. In her spare time, Marie enjoys spending time with her family, travel, marathons, SF Giants and all things Disney. She is also a Girl Scout leader, donates platelets monthly to the local blood bank and volunteers for her kids swim team.

EEO Monitors Assisting Search Committees



RECRUITING

If you have been serving on a search committee recently, you may have noticed a new member of the committee—an EEO monitor. Human Resources has assigned EEO monitors to every faculty and administrator recruitment this spring, continuing to further our EEO goals of implementing hiring best practices and minimizing implicit bias in hiring decisions.

An EEO monitor serves as a subject matter expert and resource related to the hiring process and assists with any procedural or process related matters. EEO monitors participate in all search committee meetings, interviews, and delibera-

Criteria to serve as an EEO monitor:

- **completed EEO training;**
- **worked for the District for at least one year; &**
- **served as a search committee chair at least once.**

tions for an assigned recruitment. They also serve as liaisons to the District Recruiter who manages the process from job announcement to job offer.

A group of 17 employees attended training in March to become EEO monitors. They received specialized training on numerous topics including:

- recognizing and addressing bias and procedural violations
- facilitating open-mindedness and curiosity
- assisting in crafting interview questions and criteria, and
- assisting in implementing best practices and procedures

The objective of the District is to deploy trained EEO monitors to observe, advise and support all search committees in executing fair and equitable recruitment processes.



How Do I Complete Search Committee EEO Training?

We now offer the Search Committee EEO Training as an online module that can be completed at any time. This online option is a series of short video webinars, that total approximately 53 minutes, and can be completed individually or all at one time. The online training module is offered through the District's Keenan SafeColleges learning platform, and HR can make the training module available to you upon request.

Remember—Any District employee, including faculty, staff and administrators, must complete Search Committee EEO training in order to serve on a search (hiring) committee. This training is required by the District's EEO Plan and the law (California Code of Regulations, Title 5) before one may serve on a District search committee. Successful completion of this training will qualify employees to serve, where applicable, on a search committee for the next (2) years from the date of completion.

District Search Committee EEO Training Online Module - [**Request online training here**](#)

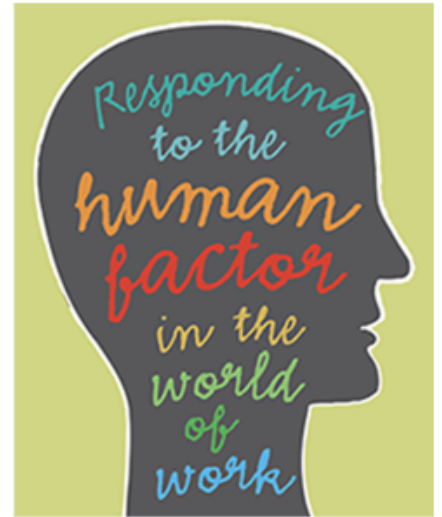
Employee Assistance Program—Free Resource

CLAREMONT EAP IS HERE TO HELP

West Valley-Mission Community College District provides you and your family with an Employee Assistance Program (EAP) at no cost to you. Call the EAP at (800) 834-3773 for confidential assistance with nearly any personal matter you may be experiencing. Licensed counselors are available 24 hours a day, 7 days a week, and can provide you with access to face-to-face counseling (up to three sessions per person per event), legal advice, financial consultation, medical advice, dependent care referrals, and other community referrals.

www.claremonteap.com

Claremont Personal Advantage is available to employees and family members of WVMCCD. Claremont Personal Advantage has over 20,000 online resources at your fingertips, 24/7. Resource and tools include: information on health, finance, legal issues, personal growth, stress, emotional wellbeing, family life, and more.



Upcoming Faculty Deadlines & Reminders



Summer/Fall 2021 Faculty Acknowledge Assignments	April 26-30, 2021
PG&D Deadline	April 2, 2021 @ 5 PM.
Column Advancement All degrees or earned course work submitted must have been concluded on or before Submission of Transcripts deadline	August 30, 2021 October 8, 2021
Deferred Pay Election	May 28, 2021
Spring 2022 Early Retirement Applications Deadline	October 1, 2021