The EEO/Diversity & Professional Development Office continued offering numerous workshops, trainings, and orientations on-line this year due to the COVID-19 pandemic. This included the return of the annual Mega Conference, which was canceled last year. Below is an outline of the professional development opportunities that were offered, the number and type of participants, and summaries of participant feedback.

Compliance & Safety Training

The EEO/Diversity & Professional Development Office continued the assignment, recording, and tracking of new hire and compliance training in 2020/21. The Environmental Health and Safety Office continues to provide specialized training as needed. The following online training modules were assigned as required or requested to District employees, including all new hires. Approximately 6,000 employees were assigned some or all of these modules this year:

- Injury and Illness Prevention Plans
- GHS Hazard Communication
- Office Ergonomics
- FERPA – Higher Ed
- Mandated Reporter Training (CA AB 1432)
- Heat Illness Prevention Training
- Portable Fire Extinguishers
- Bloodborne Pathogens
- Cart Operator Safety Training
- Sexual Harassment Prevention for Supervisors (CA AB 1825/1661)
- Sexual Harassment and Discrimination- California Employees (SB1343)
- Cal/OSHA COVID-19 Employee Training
- SCCCD COVID-19 Information and Prevention Guidelines

Cal/OSHA created the Cal/OSHA COVID-19 Training due to the ongoing COVID-19 pandemic. This training discussed how to identify symptoms, ways to prevent the spread of COVID-19, and what to do if you get sick.

The District also created the SCCCD COVID-19 Information and Prevention Guidelines in response to the COVID-19 pandemic. This training discussed facts about COVID-19, prevention strategies, employer and employee responsibilities, and available benefit or leave options.

Human Resources Workshops

Human Resources presented multiple workshops throughout the year that were open to all employees. A total of 630 employees, consisting of classified staff, classified management, academic management, and full-time and part-time faculty, participated in these workshops. This is a 163.6% increase over the prior year.

Topics included:

- Accommodations
Based on feedback from the prior year, the Retirement workshops were divided into two sessions; one for CalPERS and one for CalSTRS. Feedback from the prior year led to the development of the Supervisor 101 workshop, which gave some tips and recommendations for new supervisors.

Feedback from the HR workshops was positive, with participants either agreeing or strongly agreeing that the information was useful. Some of the recommendations included:

- Provide specific examples during the customer service portion of the presentation (Strategic Tips & Tricks)
- Would like the training materials ahead of time (Title IX)

In addition to the EEO Training for Selection Committees session offered as an HR Workshop, the EEO/Diversity & Professional Development Office also conducted “on-demand” EEO sessions for hiring committees as well as online EEO training. Throughout the year, 328 committee members were trained in EEO and Implicit Bias virtually.

**Personnel Commission Workshops**

The EEO/Diversity & Professional Development Office partnered with the Personnel Commission to present multiple workshops open to employees and the general public with the exception of the course for hiring managers. The Hiring Manager’s Guide to Selecting the Right Person was offered to district hiring managers only. A total of approximately 46 individuals, consisting of classified staff and management, student aides, faculty, and the general public attended the workshops. Topics included:

- Assessment Strategies for Classified Jobs
- Hiring Manager’s Guide to Selecting the Right Person
- Interviewing – How to Appear Gifted Despite Being Nervous
- Resume & Application Preparation
- Understanding the Personnel Commission and its function

Feedback from these sessions was positive with participants either agreeing or strongly agreeing that the information was useful. Some of the feedback included:

- I would not recommend any changes. Presentation was great and informational. I will share resources with those interested (Interviewing – How to Appear Gifted Despite Being Nervous).
- Everything that should be covered, appeared to be covered in the presentation (Assessment Strategies for Classified Jobs)
Based on feedback received during the 2018/19 sessions, the Personnel Commission created a new course, “Understanding the Personnel Commission and its Function”. This course was offered for the first time, after not being available last year due to COVID-19.

Management Development Academy

The Management Development Academy provided 6 training sessions open to all supervisory and management employees in the following topics:

- Budget Development and Management
- Managing Remote Workers
- Contracts & Project Management
- Title IX Essentials
- Management Essentials
- Communication and Conflict Management

The sessions were voluntary and participation averaged 25 district managers in each workshop. Evaluations from the Academy reflected that attendees agreed or strongly agreed that the sessions were beneficial to their professional development as managers. The sessions continued to provide networking opportunities for district managers to discuss relevant issues, meet with other leaders informally, and provide support to each other.

Feedback from the sessions identified the following opportunities for improvement:

- This session needs a little more interaction. It was a bit dry on the presentation (Managing Remote Workers).
- Find ways to bring the existing issues SCCCD is experiencing and discuss (Management Essentials).

District-wide Managers’ Meeting/Training

District-wide Managers’ Meetings are mandatory and provided by the Chancellor’s Office. Each meeting averaged 80 employees and included a message from the Chancellor, student speakers, a District update (budget, bond, and IS projects) and a training session coordinated by the Professional Development Office.

The training topics for 2020/21 were:

- CalPERS Working Out of Classification Limitations
- Accreditation
- Deaf Culture Awareness and Working with Interpreting Services
- Purchasing
- Leading and Fostering Racial Equity
- Evaluations
- Equity Data

The EEO/Diversity & Professional Development Office remains committed to providing exceptional learning opportunities as needs are recognized throughout the District.

The Professional Development Office received feedback suggesting the following topics be included in future District-wide Manager’s Meetings:
• Continued discussion on equity and budget support to promote equity within programs.
• Greater focus on leadership.
• Role playing with difficult employees who do not respond to emails or phone calls.

Feedback from the District-wide management meetings indicated that most participants either agreed or strongly agreed that the information presented was useful. Participants requested more time for questions and answers.

Classified Professionals

State Center Leadership

The State Center Leadership Academy was postponed in 2020-21 due to the COVID-19 pandemic. The academy will resume in 2021-22.

Mega Conference

After postponing last year’s event due to the COVID-19 pandemic, the 20th Annual Mega Conference returned and was held completely online via Zoom for the first time. 195 employees attended this year’s conference. The keynote speaker was Channelle Charest, Chief Operating Officer at Bitwise Industries.

Workshop topics included:

• Ensuring Equitable Services within our Departments and Roles
• Halcyon EAP Mental Health Resources
• Employee Benefits
• Are You a Trans Ally?
• Introduction to Guided Pathways
• Microsoft Teams: Collaboration Tools to Help You Thrive
• Anti-Racism Seminar – Getting Comfortable with Uncomfortable Conversations: Context and Strategies for Talking about Race

The Classified Professionals Steering Committee honored 4 District employees for achievement recognition, welcomed 67 new employees, and recognized 20 employees that received job promotions. 23 employees were nominated for Classified Professional of the Year, with Melissa Flores from FCC winning the award.

Survey responses from participants indicated that employees were “very satisfied”, or “extremely satisfied” with the event.

Information Systems

Each year, the District IS Department offers several professional development opportunities. Topics in 2020/21 included:

• SQL Training – Beginners
• SQL Training – Intermediate
• SQL Training - Advanced
• Report Manager Training
• Introduction to Using Colleague (2)
• Colleague – Intermediate/Advanced (2)
• Getting Started: The Basics of ConferZoom (2)
• Beyond Basics: Maximizing the ConferZoom Experience (2)

490 district employees participated in these sessions. Overall feedback was positive.

Human Resources presented 4 NeoED (formally NeoGov) workshops which included training on the Online Hiring Center (OHC) as well as the Perform system for completing employee evaluations. A total of 44 employees participated in these workshops. Human resources will continue to partner with the technology departments to get support to continue these trainings in the upcoming year.

District Operations and Public Safety

Environmental Health & Safety

The Environmental Health & Safety Office provided specialized trainings to 124 participants throughout the year on the topics listed below:

• Fire Extinguisher
• Power Industrial Trucks (Forklifts)
• Incident Command System
• General Building Safety
• Emergency Response and Contingency Planning
• Facilities Inspection
• Heat Illness Prevention Program
• Emergency Procedures

Liebert, Cassidy, Whitmore (LCW) Trainings

The EEO/Diversity & Professional Development Office partnered with Liebert, Cassidy, Whitmore (LCW) as part of our participation in the consortium to provide ten training sessions via video-conference, in-person instructor, and webinar to a total of 196 registered participants. More employees may have actually attended since staff was able to access webinars from their telecommuting location without registering or signing in. The topics were:

• Managing COVID-19 at Work and School
• Re-Reemployment of Contract Faculty
• Leaves, Leaves, and More Leaves
• Preventing Harassment, Discrimination and Retaliation in the Academic Setting/Environment
• Managing Performance Through Evaluation
• Hirinng the Best While Developing Diversity in the Workforce: Legal Requirements and Best Practices for Screening Committees
• Exercising Your Management Rights
• Technology and Employee Privacy
• An Employment Relations Primer for Community College District Administrators & Supervisors
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• Going Outside the Classified Service: Short-Term Employees, Substitutes, and Professional Experts

New Employee Orientation

The Professional Development Office coordinated and conducted two New Employee Orientation (NEO) sessions on September 17, 2020, and March 11, 2021. There was a total of 107 new faculty and classified employees in attendance.

COVID-19 Pandemic

The COVID-19 pandemic caught the entire world by surprise. When the Governor issued a State-wide emergency requiring a shelter-in-place order, SCCCD continued working from home and telecommuting. This required changes to everyday “normal” life and challenged the mental health of many. To help assist our employees, the Human Resources Department partnered with the Employee Assistance Program (EAP) to host interactive webinars focusing on related mental health topics. There was also one webinar partnered with ASCIP. Below is a listing of the webinars that were conducted:

• Employee Assistance Program (EAP) – Balance Life and Home During COVID-19
• Employee Assistance Program (EAP) – Resilience, Finding Your Life Balance
• Employee Assistance Program (EAP) – Mental and Emotional Health During COVID-19
• ASCIP – Employee Wellbeing While Working from Home

In additional, Kaiser Permanente hosted webinars for members and those were sent out to all District employees. The webinars included the following topics:

• Coping with COVID-19 – this webinar was offered twice a week for the month of May 2020.
• Coping with COVID-19 and Beyond – this webinar was offered several times from June 2020 through July 2020.
• Navigating the Next Normal – Shifting our Perspective – this webinar is being offered several times from August 31, 2021-October 7, 2021.

The Human Resources Department partnered with our health insurance broker, the Employee Assistance Program and Kaiser Permanente to send 17 informational notices to all employees on mental health and available resources. The informational notices included links to resources employees could use as part of the EAP program or their medical plan benefits.