



From the Desk of the President

Since the last Ski Gram, I have been involved in a variety of meetings advancing HACC's interests among a variety of stakeholders.

Most recently, I was nominated by Governor Wolf and accepted as a fellow of Princeton University's Woodrow Wilson Institute looking at the future of higher education. Of the two dozen legislative and higher education leaders selected, I am one of three community college presidents participating in this year long, grant-funded activity. Even though we just had our first meeting two weeks ago, researchers from Georgetown University and other four-year institutions provided us with research to better understand the current and changing landscape of students, emerging trends, federal and state legislative initiatives and the role technology will play in future teaching and learning activities. Rest assured, I will share information from my engagements with Institute members with our Next Generation Taskforce and you as it becomes available.

In other conversations and meetings with regional higher education leaders and our elected officials since the last Ski Gram, discussions centered around the following:

1. The impact the political divisiveness at the federal and state levels may have on the 2019-20 community college agendas
2. The need for HACC to remain current in program offerings (with current equipment) by working closely with our external partners to better understand the ever-changing workforce needs of our business community. Congratulations to Vic Rodgers, associate provost of workforce development, and his team for being mentioned several times for the quality and timeliness of our short- and long-term program offerings.
3. The need for HACC to work closely with our secondary schools ensuring students are college ready
4. The need for HACC to meet students where they are and provide the wrap-around services necessary to help them succeed. In fact, there serious discussion around the need for HACC to address equity and performance gaps of our current students ensuring everything we do helps them gain the 'certification' they need to attain a family-sustaining wage. Many noted hearing that our math program was being revised.
5. The need to facilitate and promote courageous conversations about critically analyzing our current policies, procedures and structures to ensure HACC not only prepares students for 21st century jobs but to ensure they are able to speak, write and think critically
6. The need for us to develop cyber security plans that protect our information
7. The need to continue promoting our brand. Many told me how they have seen more about the College in recent years than they ever did before. Congratulations to Linnie Carter, vice president of college advancement, and her team for all they are doing to enhance our profile and celebrate our successes

Finally, with all of the elected officials I've met with, I remind them that the presidents from the 14 Pennsylvania community colleges have agreed to work together to request the governor and legislative bodies support consider including us in the 2019-20 budget in the following three ways:

1. To increase the Community College Operating Appropriation to \$257 million to provide for increased costs and to offer additional dual enrollment opportunities for Pennsylvania's secondary school students
2. To transfer \$60.169 million to the Community College Capital Fund Appropriation to fund one priority project at each community college and for safety and security improvements at the colleges
3. To establish a \$15-million grant program for community colleges to provide funds for the colleges to expand existing and develop new career pathways for students

Next Generation Committee Update

I am eager to report the Next Generation Committee has been very busy working over the past month, Mathew Goodman, associate dean of Academic Affairs, Lancaster Campus and Jason Beaudin, director, Academic Technologies and the Center for Design and Instruction, serve as the current facilitators of the two sub groups of the Taskforce. The Taskforce members have been meeting frequently to put substance to thoughts and ideas that surface during the discussions. The committee will continue their progress through January and into February developing their recommendations before making a presentation to Cabinet before they present the College's budget to the Board of Trustees.

Outsourcing Update

The Office of Finance is continuing to gather information for the payroll and custodial departments in order to complete the request for proposal (RFP) documents in January or February. The Office of Finance will review the RFP responses through March with a final decision being made in April. If it is determined we will outsource the services of either of these two departments, the transition to new partners could take three to six months. Tim Sandoe, chief financial officer, Aimee Brough, chief human resources officer, and I were grateful to have had the opportunity to meet with the classified employee organization last week to [answer additional questions](#) about this exercise. Rest assured, I will provide updates throughout the process.



Speed painter (left) Cody Sabol painted three portraits during his performance in the Cooper Student Center on HACC's Harrisburg Campus. One of his portraits was gifted to the Military and Veterans Affairs office.

HACC Auctioneering Program

HACC is one of three schools in Pennsylvania to offer an Auctioneering Program which provides the training and skills necessary to be successful in the auction industry. The 20-credit accelerated program classes include audience communications, learning the auction chant, auction laws and contracts, procurement of business and products, appraisal skills and marketing of those skills and specific products, the many different types of auctions, and how to prepare for and conduct them. The program has been operating since the early 1980's.

The fall 2018 class consisted of 10 students ranging in age from 18 to 59 coming from all over the state. Some traveled from the Pittsburgh area. A father/son team and a mother/daughter team were among the students. These students will earn the credits needed to qualify to sit for the state board exam for licensure.

The students, under the direction of Charlene Caple Auctioneer/Instructor also raised \$900 by selling Teddy Bears for the York Polar Bears Special Needs Ice Hockey Team. The auction was hosted by Cordier Auctions and Appraisers. Mr. Cordier and his daughter, Erika, are alumni of HACC's auctioneering program.



The fall 2018 Auctioneering Program students

Try HACC's Story Referral Program

Just listen... Life-changing stories are all around you, begging to be shared! Please help the Office of College Advancement (OCA) become better storytellers for the College by letting us know about students and alumni who inspire you.

If you know someone with a great HACC story, please send an email to releaseform@hacc.edu and provide their basic information, including their name, email address and a little bit about them. We will be happy to reach out to the individual and request their full story.

You may also share a link to HACC's online Story Bank: hacc.edu/Stories

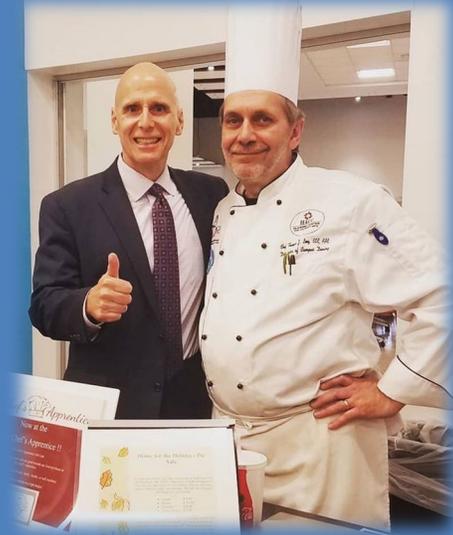
The Story Bank questionnaire takes less than 10 minutes to complete, but the end results can inspire someone in the community to choose HACC and change their life. Most people are honored to be asked to share their story.

TE Connectivity Fund for Excellence

The College has a longstanding community partnership with TE Connectivity. Over the years, through collaboration and involvement from the company, the College has been able to serve students in new and dynamic ways. The College has welcomed TE professionals as advisory board members and adjunct instructors. Students have been presented with the opportunity to work on special TE projects, in order to prepare them for successful careers with TE!

Recently TE Connectivity established the TE Connectivity Fund for Excellence in Tool and Die with a charitable investment of \$132,000 over the next four years. This most recent partnership will support the creation of a new apprenticeship in tool and die within HACC's Workforce Development and Continuing Education Division, creating new opportunities for students, business and industry.

The new program represents an opportunity to build knowledge together, and address workforce skills that will benefit TE's operations and the prosperity of industry throughout Central Pennsylvania!



Thanks to my new boss, Chef Tom Long, I started learning to be a cashier in HACC's Chef's Apprentice. It's a great way to connect with students and colleagues

Communications-related Reminders

- HACC colleagues are expected to respond to work-related voice mail messages within 24 business hours of receiving them.
- HACC colleagues are expected to respond to work-related email messages within 48 business hours of receiving them. In cases where deadlines are included in the emails, every attempt should be made to meet the deadlines – assuming they are reasonable. When the deadlines are not reasonable, colleagues are expected to request deadline extensions.



*Proud of our HACC men & women student athletes who represent us so well on and off the court. These scholars have demonstrated great character & integrity in the first half of the season under capable & dedicated coaches.
For all of them, "It's all about the journey, not the outcome." – Carl Lewis.*

Employee Excellence Awards for the 2018-2019 Academic Year

We are pleased to announce the recipients of the Employee Excellence Awards for the 2018-19 academic year. Starting this year, we have three different awards available to faculty and staff.

1. Dale P. Parnell Distinguished Faculty Award

Nominations for the Dale P. Parnell Faculty Distinguished Award is evaluated using the following criteria:

- a. Demonstrate passion for the students and the classroom
- b. Show willingness to support students, inside and outside of the classroom
- c. Be inclined to participate in college committees
- d. Go above and beyond what is required to ensure that students are successful in their academic endeavors

Parnell Distinguished Faculty Award 2019 Recipient

Margaret Boman, professor, Mathematics, Lebanon Campus

2. John & Suanne Roueche Excellence Award

Nominations for the John & Suanne Roueche Excellence Award is evaluated using the following criteria:

- a. Demonstrates excellence in teaching, counseling, information science, or excellence in job function or capacity
- b. Demonstrates commitment to students
- c. Demonstrates continued professional growth
- d. Demonstrates active college service

John & Suanne Roueche Excellence Award 2019 Recipients

Timothy Smith, assistant director, Tutoring & Testing, Lancaster Campus

Allyson Valentine, assistant professor, Information Science, York Campus

3. National Institute and Organizational Development (NISOD) Excellence Award

Nominations for the National Institute for Staff and Organizational Development (NISOD) Excellence Award is evaluated using the following criteria:

- a. Exhibits integrity, collegiality, excellence, and trust
- b. Motivates/inspires others or transforms the workplace

National Institute and Organizational Development (NISOD) 2019 Recipients

Angie Bentz, administrative office specialist, Lebanon Campus

Justin Bichler, associate professor, Biology, Harrisburg Campus

JuliaGrace Jester, associate professor, Psychology, Virtual Learning

Joseph Miller, instructor, Mathematics, York Campus



Cindy Doherty, myself and Rick Albright recently celebrated reading professor, Geri Gutwein, who received the Bruce E. Cooper Leadership Award

Join Us for HACC's Fourth Day of Giving – April 11!

We are bringing the entire HACC community together on **April 11, 2019**, for our annual Day of Giving, a collegewide effort to change lives and build a better and more affordable HACC.

We need your support to continue creating opportunities and transforming lives to shape the future –TOGETHER.

What can you do now?

1. **Save the Date:** April 11
2. **Sponsor the event:** Become a sponsor for the event activities and encourage your employer to sponsor the event. To learn more, please visit <http://www.hacc.edu/sponsorships>



We are planning fun activities at our five campuses and with Virtual Learning!

Please stay tuned and check hacc.edu/heartHACC for updates.

Top 15 Accomplishments of 2018 from The Office of Information Services and Technologies (OIST)

15. Established the technology investment committee
14. Cyber security awareness campaign
13. Folder redirection
12. Expand all campus connectivity to at least 1 gigabit between sites
11. Wireless network improvements
10. OIST business continuity plan
9. Electronic forms
8. Over 2,000 computers deployed
7. Outlook room scheduling
6. Password reset tool
5. Classroom technology upgrades
4. Desktop virtualization for student labs
3. Network storage upgrades
2. Office 365 migration
1. Banner 9

Thank you to the OIST team for all of their efforts with these accomplishments and the many more that are not listed. I invite you to celebrate your IT team when you see them on campus.

The Office of Human Resources' Year-end Report for FY 2017-18

Did you know that the Office of Human Resources (OHR) has supported the College's Journey to Excellence strategic goals in the following ways?

- A **qualitative assessment of employee engagement** commissioned by the Employee Engagement Team (EET) was completed by a doctoral student.
- **Search committee training with an emphasis on unconscious bias** was piloted in spring 2018 with 26 participants.
- A **diversity question was added to the employment application**, allowing applicants to articulate their approaches to diversity.
- **Excellence in Management**, HACC's soft skills course for supervisors, was conducted with two cohorts of 28 employees.
- Through process improvement, **time to fill vacant positions has decreased** over the last three years.

The Office of Human Resources' Year-end Report for FY 2017-18 (continued)

Did you also know that OHR...

- Conducted and debriefed **216 DiSC® Profile Assessments**, a tool that assesses dominance, influence, steadiness, and conscientiousness to promote self-awareness, teambuilding and professional development.
- With the Collegewide Wellness Committee, held the College's first **"Taking Steps for a Healthier HACC" FitBit Challenge**. Four hundred eighty employees formed 51 groups and walked 221,011,357 steps or 110,506 miles.
- With the Employee Recognitions Committee, coordinated the annual **Employee Recognition Reception**, honoring **295 employees** for years of service and teaching excellence. Held at the Cooper Student Center, this was the highest attended recognition event since we have been holding the event.
- Launched the **Faculty Load and Compensation (FLAC)** project, which will automate the semester pay process and provide online acknowledgments of adjunct faculty course assignments.

If you were not aware of the accomplishments of YOUR OHR, please check out OHR's [year-end report!](#)

Administrative Professionals Organization/Classified Employees Organization Annual Evaluation Process Commences

Every year, our administrative, professional, and classified staff participate in an annual performance review process. The performance evaluation is an effective tool that can be utilized to promote employee growth and success, formally address performance concerns, identify training opportunities, and recognize contributions employees have made to the College.

The performance review process follows a 360-degree model that utilizes feedback from the employee's self-assessment, the direct supervisor, colleagues, direct reports, and members of the College community that can provide valuable insight about an employee's performance. The 360-degree model helps to minimize biases, identifies top performers, and creates an awareness around the employee's strengths and areas of opportunity for growth.

The 2019 performance review process includes modifications to the evaluation competencies, which were implemented through the shared governance process. The updates to the competencies are as follows:

- Inclusivity and Collegiality (new competency)
- Dependability and Accountability (updated definition)
- Communication (updated definition)
- Knowledge (updated definition, aligned with Professional Development shared governance and handbook approved by the president's Cabinet on June 5, 2018)
- Problem Solving and Initiative (updated definition)
- College Service (new competency)
- Standards of Student Service (only pertains to those employees within Student Affairs)

If you have any questions or concerns regarding the evaluation process, please contact Della Archer, director, employee relations at 717-736-4133 or daarche2@hacc.edu.

Annual Evaluation Process Deadlines

Process Steps	Due Dates
Supervisor launches multirater requests (if applicable)	Jan. 31, 2019
Employee completes self-assessment	Feb. 1, 2019
Multirater assessments completed	Feb. 22, 2019
Supervisor writes evaluations	March 22, 2019
Senior Administrator approves evaluations	April 15, 2019
Supervisor meets with employee to review evaluation	May 31, 2019
Employee/Supervisor signs-off on evaluation and provides final comments	May 31, 2019
Evaluation process is complete	May 31, 2019

The Process of Assigning Adjunct Faculty to Classes

While the process of assigning adjunct faculty to classes may vary slightly by department or campus, most class assignments are made by academic deans according to the following process:

1. Deans begin with a schedule rolled from the prior year for that semester and make adjustments based on enrollment trends, curriculum changes, and new or revised courses or programs
2. Full-time (tenured, tenure-track, temporary) faculty select classes, with the process varying from department to department and campus to campus
3. Deans then solicit adjunct staffing “wish lists,” contacting adjunct faculty to determine their course preferences and availability. Some deans do this via email; others use some form of survey, such as a Google form. In most cases, adjunct faculty can indicate any particular scheduling requirements or limitations (for example, child care)
4. Deans evaluate adjunct faculty preferences and try to match them to the courses that are available. Factors that must be considered include:
 - a. The courses that are available
 - b. The number of faculty interested in teaching the available courses
 - c. Faculty members’ course-qualifications
 - d. The faculty member’s requested workload. Note that faculty members on Academic Year Assignment (AYA), need to have between a 24 and 29 course workload for the academic year (fall plus spring), which may give them priority in assigning courses, to ensure that their required workloads are met
 - e. The faculty member’s day and time preferences
 - f. The number of course preps, including the number of new preps
 - g. Previous experience with particular courses, including student evaluation results, peer observation results, student complaints, and a faculty member’s adherence to college policies and practices
 - h. Whether the faculty member is teaching at other campuses or Virtual Learning
5. Once a tentative schedule is determined, the dean reaches out to the faculty member, usually via email, and offers the classes
6. In some disciplines, if not all courses have been staffed through this process, deans may circulate lists of available classes to faculty, giving them the opportunity to pick up additional assignments
7. Faculty are contacted about textbook orders and are asked to confirm their class assignments in Faculty Load and Compensation (FLAC)
8. As the registration cycle proceeds, deans begin monitoring enrollments. Additional course sections are added, as necessary and faculty who have lost a class due to low enrollment cancellation are given consideration
9. Beginning several weeks before the start of classes, deans identify low-enrolled classes and contact both full-time and part-time faculty to warn them that their classes may be subject to cancellation if enrollments do not improve
10. Cancellation decisions are typically made beginning about two weeks before the start of classes (about one week before, for Virtual classes). If cancellations result in a faculty member’s credit load falling below the required minimum, adjunct course assignments may be adjusted for those faculty to make load

Your campus dean of academic affairs can explain his or her process for assigning classes for anyone who wants to discuss this process at greater length.

Kudos

- ★ **Stephen Ampersand, Radecka Appiah-Padi, Carrie Heiks, Sharon Hymon, Ricole Jayman** and members of the Office of College Advancement team for planning and executing a smooth and successful fall commencement
- ★ **Stephen Ampersand** for engaging the Ruffalo Noel Levitz group to help us review our enrollment management strategies and enhance them, if applicable
- ★ **Harrisburg-campus facilities team** for helping to ensure the fall commencement exercises were well orchestrated behind the scenes
- ★ **Noah Rufus-Abbey**, vice president of the Harrisburg campus, for securing a \$50,000 gift for the Harrisburg Campus
- ★ **Laurie Bowersox**, executive director of the Lebanon Campus, **Darryl Jones**, vice president of the York Campus, **Victor Ramos**, vice president of the Lancaster campus, for securing several donations and sponsorships for their respective campuses
- ★ **Shannon Harvey**, vice president of the Gettysburg Campus, for securing a \$100,000 gift for the Gettysburg campus
- ★ **Tim Sandoe** for engaging all constituency groups in discussions about Enterprise Risk Management
- ★ **Aimee Brough**, for passing the national Human Resources certification exams to maintain her designations as a senior certified professional in human resources
- ★ **Kim Aldinger, David Bailey and Dory Uhlman**, for their leadership of the College's three constituency groups. I, personally, have enjoyed working with them in a collaborative manner to find ways to ensure HACC remains the finest community college in the Commonwealth and beyond
- ★ **Lisa Cleveland**, athletic director, for the leadership she provides to all of our athletic programs and student athletes
- ★ **Tom Frye**, supervisor, Facilities Management at the York Campus, for being named NJCAA Region 19 Volleyball Coach of the Year
- ★ **Annamarie Fazzolari**, instructor, Gerontology, **JulieGrace Jester**, associate professor, Psychology, **Rob Schanke**, , assistant professor, Computer Information Systems and **Kathy Sicher**, instructor, Gerontology, for their informative and enthusiastic presentations to the Board of Trustees at the Dec. 4 meeting
- ★ Congratulations **Asha Sahu** for successfully completing all five levels of Phi Theta Kappa's Five Star Advisor Plan. You will also receive a certificate and be recognized at PTK's annual convention in Orlando, FL in the spring
- ★ **Amber Duh**, interim director, Enrollment Services, for her push and drive to move the waitlist time for classes from two-weeks down to two-days
- ★ **Stephanie Woodruff**, facilitator, KEYS Program at the York Campus, on another highly successful KEYS semester
- ★ **Richard Hebel**, full-time temporary instructor, Mechatronics, for showcasing the Mechatronics program while two editors from the American Association of Community Colleges were on the Gettysburg Campus
- ★ **Rick Albright, Monica Filburn, Bernadette Foreman, Sharon Fronko, Aziza Kasmi and Mark Lieb**, for your collaboration and teamwork in the fall 2018 Harrisburg Campus RN Nursing Pinning Ceremony
- ★ **Julia Imboden** and the students of the Diagnostic Medical Sonographer course for passing the American Registry in Diagnostic Sonography-Sonographic Principles and Instrumentation examination
- ★ **Larissa Bower and Diane Klescewski**, for being an inspiration to our nursing students
- ★ **Jill Lott, Trudy Bauer and Cindy Mostoller** for your hard work and dedication to our Nursing programs
- ★ Thank you to the **entire Office of Information Systems and Technologies team** for all of their efforts with the 2018 accomplishments. I invite you to celebrate your IT team when you see them on campus



HACC's Harrisburg Campus pinned 52 phenomenal nursing students. It was a joy to have Ron Rebeck 'in the house' as this was the 52nd class he 'pinned' during his tenure as the director of our Harrisburg Campus nursing program. The Nursing Faculty Award for Exemplary Nursing Practice was renamed the Ron Rebeck Award in honor of his years of selfless dedication to the program and, especially, our students.

Quote

You cannot get through a single day without having an impact on the world around you. What you do makes a difference and you have to decide what kind of difference you want to make. – Jane Goodall

Books That I Am Currently Reading or Have Read:

- ✓ 1984, George Orwell (again)
- ✓ Army of None, Paul Scharre
- ✓ Bad Blood, John Carreyrou
- ✓ Headspace Guide to Meditation and Mindfulness, Andy Puddicombe
- ✓ Montgomery Bus Boycott and the Women Who Started It, Jo Ann Robinson

How to Handle Freedom of Information Inquiries

When you receive telephone inquiries related to Right to Know or Freedom of Information Act requests, please do the following:

1. Direct the caller to our website: www.hacc.edu
2. Ask the caller to type in “Right to Know” in the search function to find the Web page about the Right to Know process (Note: This is the direct link to the Web page: <http://www.hacc.edu/AboutHACC/Administration/RighttoKnow/index.cfm>)
3. Ask the caller to follow the detailed instructions on the website
4. Tell the caller that his or her request will be handled when he or she follows the detailed instructions
5. Do not engage in any conversation beyond this, because it might be used against the College later – especially if you share erroneous information with the caller

When you receive email inquiries related to Right to Know or Freedom of Information Act requests, please do the following:

1. Forward the email to righttoknow@hacc.edu (this email address is also listed on <http://www.hacc.edu/AboutHACC/Administration/RighttoKnow/index.cfm>)
2. Do not respond to the writer

Upon receipt of these telephone and email inquiries, the Office of College Advancement team will handle them and confer with the necessary individuals.

Do You Have Questions About The Organizational Transformation?

I **welcome** feedback from the College community on ideas that would enhance our efficiency and effectiveness. If you have feedback, please submit it directly by clicking [here](#).

Do You Have News For The Next Ski Gram?

If you would like me to share your news in an upcoming issue of the Ski Gram, you may submit it anytime by clicking [here](#).

Publicize Your Events!

HACC students and employees are more than books and the classroom. When planning events, remember to submit a [HACC Communications Hub](#) request for coverage. The form can be found under the “Office of College Advancement & HACC Foundation” portal on the home page of myHACC or you can access it by clicking [here](#).

For More Information:

If you have any questions about any of the information contained within this Ski Gram please contact me at PresidentSki@hacc.edu. Thank you!