

Subject: Update: HACC's Preparation for the Coronavirus – May 5, 2020
Date: Tuesday, May 5, 2020 3:27:28 PM

Good afternoon, colleagues!

We have made it to the last week of classes for the spring 2020 semester! You should feel proud of what you have accomplished despite extraordinary circumstances. I certainly am #HACCproud of each of you. Let's help our students finish the semester with confidence.

Remember that the deadline for our [HACCtogether campaign](#) is **today, May 5**. Data suggest that video content is more typically more effective than images. Video submissions from faculty members would be especially appreciated. Please take just a few minutes to record a video and upload it using the [online form](#). Thank you to all who have participated!

As you have come to expect, following are the commonly asked questions and our responses to them. Please note that some of these responses are tentative and subject to change.

If you have additional questions and you do not see the answers on the website, please submit the online form located on the website. Please see the webpage section called "[Information for Employees](#)." If you would like to see the information being communicated to students, please see the webpage called "[Information for Students](#)."

We will continue to update you regularly via email, the aforementioned website and Zoom sessions.

Thank you!

John J. "Ski" Sygielski, MBA, Ed.D.
Pronouns: He, Him, His
President & CEO
HACC, Central Pennsylvania's Community College

- 1. If the state reopens, should we expect to switch from Zoom to having in-person lectures?**

No. If a course is announced as remote, it will stay remote for the summer.

- 2. Due to COVID-19 restrictions, a private graveside service was held for the death of an immediate family member. We plan to hold a memorial service in the future for all family and friends. If restrictions are still in place, would there be a consideration to use bereavement leave in the event the circumstances are extended beyond the six-month time frame?**

[SGP 814 Attendance, Absences and Holidays](#) states that "bereavement leave to which an employee is entitled must be taken within six months of the death of the immediate family member, near relative, or other individual..."

HACC recognizes that the traditional forms of grieving have changed dramatically as a result of the pandemic. We understand that small private funerals may take place immediately with a memorial service planned for later when measures to control the spread of coronavirus have been eased. Consequently, the six-month time frame to use bereavement leave has been temporarily lifted until further notice.

Employees using bereavement leave should provide a brief explanation of the timing, along with the nature of the relationship, on their timesheet.

3. I am retiring this spring and would like to get on campus to collect my personal belongings from my office. How can I do this?

While Governor Wolf's stay-at-home order is in place, employees should only be on campus for work that is essential.

Once the order is lifted, please work with your supervisor to schedule a time that minimizes your time on campus and complete the [On Campus Authorization](#). Please notify security when you arrive on campus. While on campus, please wear a mask and gloves and practice physical distancing.

4. Will there be pass/fail grades for summer classes?

No. Students will receive letter grades for classes this summer.

5. Virtual Learning faculty came together to provide the needed training for this emergency situation; yet, the unit is being dismantled. Might you reconsider this decision and instead recognize the value of this group that lives and breathes distance education every day – particularly now in this COVID-19 world? The school model will lessen the impact of virtual learning, which will be a shame for HACC. The advocacy of virtual learning – for instance for virtual Open Houses, Jump Starts and their push to put processes online – are instrumental for HACC's future. Please recognize that and keep this unit intact.

The global pandemic has proven that “virtual” employees are not the only colleagues able to deliver teaching and remote services effectively. Instead, the pandemic has broadened the appreciation and capability of ALL of our teams and positioned the College to be more student-focused in ways that many of our bricks-and-mortar colleagues would not have considered even two months ago. For example, we have held successful virtual Open Houses for students in a variety of programs – not just strictly online programs. We have had more participation in those events and better yield rates so far. To that end, we are now better positioned to deliver our One-College approach to all students, thus mitigating the need for a separate virtual unit.

6. Can you provide student tips for remote learning?

Please refer to this document:

<https://docs.google.com/document/d/1A3rLIVpwIAGbrkoTajbttQq47iVAogbsCw-Lo-pgyY8/edit>

- 7. Students are concerned about graduation. I understand, due to the current COVID-19 situation, there can't be a spring Commencement ceremony, but will students receive diplomas?**

HACC understands the feelings of disappointment associated with canceling our [Commencement](#) this May. We value that ceremony as a celebration of our students' many accomplishments. Thus, we are hopeful that our May graduates will join us in December so we can properly celebrate their success. In addition, May 2020 graduates will receive their diplomas via mail. This mailing process is typically completed in June.

Quote: Life is short, forgive quickly, love truly, laugh uncontrollably, and never regret anything that made you smile. -Unknown