

Subject: Update: HACC's Preparation for the Coronavirus – May 7, 2020
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Greetings, colleagues!

Our HACC Heroes series – which recognizes employees, students and others who are making a difference in the midst of the coronavirus pandemic – continues to grow. If you have not visited our [online newsroom](#) recently or you just need some positive stories to help get you through the day, I encourage you to take a look. If you wish to recognize any HACC Heroes, please send a message to newsroom@hacc.edu. So many of you are going above and beyond to assist our students and one another. Thank you!

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. How will students take placement tests if campuses are closed?

Students in the following categories do not need to take a [placement test](#). They will be eligible for enrolling in college-level math and English classes.

Math Exemption Criteria*

- High School Algebra II grade of B or better
- High School GPA of 3.0 or greater
- SAT \geq 530
- ACT \geq 21
- GED \geq 175

*Scores active for five years; eligible for MATH 100, 103, 104, 111, 113, 114 and 202

English Exemption Criteria*

- High School GPA of 3.0 or greater
- SAT Evidence-Based Reading & Writing (ERW) or Critical Reading \geq 480

PSAT \geq 450

- ACT Reading \geq 18 and ACT English \geq 21
- Transfer in at least 12 credits of college coursework

*Scores active for 10 years; eligible for ENGL 101

Students who do not meet the exemption criteria in math will take the placement test using a link sent to their HAWKmail account for the ALEKS placement test.

Students who do not meet the exemption criteria in English are eligible automatically to enroll in English 003 (reading) AND English 051 (writing), OR English 057 (integrated reading and writing). Students may also schedule a Zoom-proctored placement test with the Test Center to test out of developmental English.

2. How does HACC determine which employees receive unemployment compensation (UC) benefits?

HACC does not determine employee eligibility for UC benefits. The determination for UC benefit eligibility is made by the Pennsylvania Department of Labor and Industry. Representatives from HACC's Office of Human Resources provide factual information related to the employment status of the claimant to aid in the determination. Please visit [Eligibility FAQs](#) for information related to unemployment compensation. For additional information, please visit the Pennsylvania Department of Labor and Industry's [website](#).

3. I do not wish to use my accrued leave to supplement my income. Instead, I intend to take unpaid leave and apply for unemployment compensation benefits. Am I required to use my paid leave first?

The College does not require employees to use their paid leave before applying for UC. Employees have the option of supplementing their income with use of their leave or entering into an unpaid leave status. The College's suggestion to use paid leave prior to applying for and collecting UC is directly related to the Pennsylvania Department of Labor and Industry's recommendation that employees exhaust their paid leave prior to filing for UC to ensure they receive compensation in a timely fashion. For additional clarification on the unemployment compensation process, please visit the [Department of Labor and Industry's UC website](#) and [FAQ page](#).

4. What are the official College's operating hours for summer this year? Are all departments adhering to these hours, or is each department setting its own operating hours and, if so, how does this fit into the One-College model in terms of consistency across the College?

Because HACC has 24-hour operations, the College does not maintain official operating hours. Functional areas establish schedules that meet their units' operational needs.

HACC policy [008 One-College Philosophy](#) states, "One of the basic philosophies of the college is that every individual receiving college services should enjoy equality of opportunity...Each operating unit shall conduct its affairs and make decisions within

this unified framework.” While schedules may vary across units, the services delivered should be standardized.

5. Many other organizations are announcing layoffs and furloughs. Does HACC have any such plans to announce furloughs?

The College is evaluating the possibility of greater declines in enrollment, a reduction in state funding and the curtailment of some programs as a result of the COVID-19 pandemic. Furloughs and position eliminations may be required to keep the College financially sustainable.

6. Why should I upgrade to the new Zoom version 5.0 client? What happens if I do not upgrade?

Over the past few weeks, Zoom has been aggressively updating its application and security settings to provide users with the necessary tools to secure meetings and prevent Zoombombing. As such, Zoom has released a new update, version 5.0. This new client update will bolster encryption and also provide greater security features.

Here is how this Zoom update will affect HACC and how we plan to prepare:

1. **Zoom 5.0 must be installed by May 30, 2020, to connect to any Zoom meetings.**
2. If you have a HACC-issued laptop and are connecting via Always On VPN, the Zoom 5.0 update will be automatically installed.
3. If you have a HACC-issued laptop and are **not** connecting via Always On VPN, please contact the HACC’s Support Center to schedule a time for a technician to remotely install the Zoom 5.0 update on your system.
4. If you are using Zoom on your personally-owned laptop or desktop, please visit <https://zoom.us/download> to download the Zoom 5.0 update for your device.

Over the next several weeks, OIST will send out Zoom 5.0 update reminders for those HACC employees who do not have Always ON VPN. To complete this effort in a very smooth and timely fashion, we will need everyone’s full cooperation and support. Our goal is to have every HACC-owned system updated and ready to use Zoom 5.0 by May 29.

7. I have been reading about the CARES Act from the government and the soon-to-be implemented HACC CARE Centers. What is the difference?

In March 2020, the U.S. government passed the Coronavirus Aid, Relief and Economic Security (CARES) Act to provide assistance to citizens and organizations in nearly every industry. As part of that legislation, there was money specifically allocated to institutions of higher education to address the disruption caused by the pandemic. The allocation was based on a formula using the number of Pell Grant students at the institution. This allocation was divided into two categories consisting of emergency financial aid to students and emergency financial assistance for the institution. Of the allocation, HACC is required to distribute at least half of the monies to eligible students as emergency financial aid grants to address challenges, such as food and housing insecurities, health care and child care needs. The other half of the allocation

is dedicated to assisting HACC with the transition to fully remote classes as a result of the pandemic. HACC is currently developing the processes necessary to distribute the emergency financial aid to our students. More information about this will be provided as the plan is finalized.

By contrast, HACC is creating CARE (Consultation, Advocacy, Referrals and Empowerment) Centers at its campuses to support students. These centers are part of the Office of Student Affairs and Enrollment Management and will provide students with an array of resources to support their basic needs, enabling them to stay better focused on their education. The College is currently hiring a director and will hire additional staff, if necessary, for the centers. We anticipate the centers will open in the fall semester.

For those of you who have expressed interest in contributing to the HACC Foundation in support of the CARE Centers, detailed information is [online](#). Thank you in advance!

Quote: We will not go back to normal. Normal never was. Our pre-corona existence was not normal other than we normalized greed, inequity, exhaustion, depletion, extraction... We should not long to return, my friends. We are being given the opportunity to stitch a new garment. One that fills ALL of humanity and nature. ~Sonya Renee Taylor