

Subject: Update on HACC's Remote Planning – Dec. 2, 2020
Date: Wednesday, December 2, 2020 3:17:27 PM

Good afternoon, colleagues!

I hope that you had a restful and safe Thanksgiving break. The end of the fall 2020 semester and the end of this calendar year are in our sights. Let's do our best to finish strong!

One thing we can all look forward to is our [virtual Commencement ceremony](#) on Dec. 15, 2020, which will begin at 6 p.m. During this celebratory event, we will recognize our spring and summer 2020 graduates, as well as those who are eligible to graduate in fall 2020. This is sure to be an exciting and uplifting occasion. I hope you can attend it!

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. I've heard D2L is removing its grader app. Is this true, and if so, is there a replacement in the works?

According to D2L, the Brightspace Assignment Grader App was pulled from the app store in August 2020. D2L states that it will remain available "indefinitely" for users who already have it. This decision was made by D2L because of the low number of users. [This page](#) offers more information.

2. Could you please share more information about the virtual Commencement ceremony in December?

HACC's first-ever [virtual Commencement ceremony](#) will be held on Dec. 15.

To virtually celebrate, please:

1. Tune in to the virtual ceremony at 6 p.m.
2. Share YOUR excitement on social media and tag [HACC](#) in your post
3. Use #HACCproud and #HACCgraduate in your post

Please continue to check our Commencement [website](#) for updated information.

3. **Is all instruction for the spring 2021 semester guaranteed to stay online the entire semester? Will this change at all during the spring semester, and will students have a choice whether they want to go back to campus?**

Instruction will remain remote for the entire spring 2021 semester, with the exception of required hands-on labs. Please read more about the details on our website: www.hacc.edu/Resources/fall-2020-announcement.cfm

4. **Can students play esports at HACC?**

New HACC Esports gaming teams are gearing up for the spring 2021 semester. HACC will participate in the [National Junior College Athletic Association Esports \(NJCAA\)](#) on an intercollegiate level in three games during spring 2021. Top games currently are Rocket League, Super Smash Brothers, League of Legends, Overwatch and CS: GO. Additional esports tournaments will be offered for students who are not interested in participating in the intercollegiate level. For more information, please contact Lisa Cleveland at lacleve@hacc.edu.

5. **I read something online that looked like the City of Lebanon received approval to buy HACC's Lebanon Campus. Does this mean that the campus is sold?**

On Nov. 23, 2020, the Lebanon City Council approved the sale of the city's portion of the Lebanon County Municipal Building to the county. In turn, the Council authorized the mayor to proceed with the purchase of HACC's Lebanon Campus. Based on an article that appeared in the [Lebanon Daily News](#), the sale will take place by June 30, 2021.

HACC continues to work with the City of Lebanon to execute an agreement of sale and other documents associated with the transaction. This important step is slated to be completed by Dec. 15, 2020. Once all parties associated with the transaction have executed the necessary agreements, we will update the College community.

6. **All of my tutors are either casual employees or student workers, many of whom are not necessarily HACC students anymore. Also, many of the casuals have asked me and my staff why the 3% raise does not apply to them, and I'm not sure what to tell them.**

According to [SPG 402 Pay Practices](#), all regular full-time and part-time employees, including credit-teaching adjunct faculty, are eligible to receive annual salary increases. Casual employees are not eligible for the 3% increase.

Casual employees are paid the minimum hourly rate based on where their position falls within the [Salary Schedule](#). When salary range minimums increase, the casual hourly rate increases as well. Salary ranges are adjusted when a market analysis is conducted and approved by the HACC Board of Trustees. A market analysis was last conducted for fiscal year 2018-19. Most, if not all, positions were reviewed during the One-College reorganization. The Office of Human Resources plans to conduct a market analysis in 2021.

7. **As I sit and reflect on the events of the last eight months, I am thankful for my**

growth and development, both personally and professionally, but fearful for what 2021 will entail. Working for HACC through this pandemic has been stressful, yet rewarding, as I've adapted my teaching modalities to ensure student success.

I recently reviewed an email from the Office of Human Resources discussing options for vacation balances remaining at the end of 2020 calendar year. To summarize, hours that exceed a total of 450 will be discarded, if not used by the end of the 2020 calendar year. The option does exist to donate excess hours to assist other employees in need through the Employee Assistance Program. Additionally, hours will continue to accumulate during the 2021 calendar year, with the assumption that a similar process will occur at the end of 2021.

Throughout 2020, Pennsylvania Secretary of Health Rachel Levine has placed numerous restrictions and recommendations on international and local travel in an attempt to flatten the curve, thus, halting vacation plans. With the most recent requirements of quarantining for two weeks upon returning to Pennsylvania, several colleagues and myself have canceled holiday travel plans in an attempt to decrease exposure. Additionally, as the number of COVID-19 cases continues to increase daily in Central Pennsylvania, I find myself working the front line in a hospital emergency department to care for patients who have, unfortunately, been struck by this virus.

We, as a College, responded and prepared for the unknowns of 2020, and I anticipate the same level of preparation for 2021. However, there are some unknowns that are more difficult to prepare for, for example, the loss of child care, a significant other losing a job, having to care for a loved one who becomes ill or being exposed on the front line and becoming ill myself.

With the above information, I am asking the College to evaluate the current policy regarding the maximum number of vacation hours permitted in an employee's vacation bank. Below are two suggested possibilities:

- Remove the maximum hold on vacation hours that carry over to the 2021 calendar year.**
- Allow employees to cash out hours that have accumulated over the 450-hour maximum.**

Both of these options have the potential to provide employees with financial security if an unforeseen event arises. Additionally, when travel restrictions subside, vacationing for self-care is imperative.

Thank you for reevaluating our current practices to improve the safety and well-being of HACC employees.

On Nov. 25, 2020, President Ski sent a [Thanksgiving Expression of Gratitude](#) message to all HACC employees. Please read the detailed information.

8. Where can I find the new job position titles with detailed responsibilities and expectations that coincide with them?

The Office of Human Resources is currently working on moving all job descriptions to our new applicant tracking system, PageUp. This will allow employees and their

supervisors to view their job descriptions at any time. Until this project is completed, employees are welcome to contact askhr@hacc.edu to request current job descriptions.

9. I know that the HACC Foundation offers many unique scholarships. How can I help students access these scholarships?

The Office of College Advancement (OCA) is holding a series of Zoom sessions on a variety of topics that can help set you up for success.

On Dec. 8 at 10 a.m., the topic will be “Answering Common HACC Foundation Scholarship Questions.”

Please review the list of sessions for Zoom login information. All HACC employees are welcome.

QUOTE: “Don’t let yesterday use up too much of today,” *Will Rodgers*