

Subject: Update on HACC's Remote Planning – Jan. 27, 2021
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Good evening, colleagues!

The theme for Week Zero 2021 – our professional development week that happened prior to spring classes – was “Together We Are Stronger: Uniting for Success & Inclusion.” Many of you have shared positive feedback about the activities that were developed around this theme and about our first Diversity Scholar-in-Residence, Dr. Kevin Gannon. It will take time to incorporate all of the knowledge gained from Week Zero 2021 into our work, but I hope that some key takeaways are already being put into practice.

Please refer to this PDF to access recordings of Dr. Gannon’s presentations and other helpful resources: <https://drive.google.com/file/d/1q6OsVTQPv-UvU5vPzRiTGAmdNITnr1uV/view>. [Thank you to the many colleagues involved in coordinating and facilitating these sessions!](#)

Regardless of your position at HACC, please remember that we are all responsible for creating an environment of inclusion, diversity and belonging for each other and our students.

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!

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Pronouns: He, Him, His
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1. It is so difficult to get students’ or other stakeholders’ attention with emails. How do I craft an email subject line that people cannot resist opening?

The Office of College Advancement (OCA) is holding a series of Zoom sessions on a variety of topics that can set you up for success. **[Zoom information is redacted for security purposes.]**

On Jan. 28 at 10 a.m., the topic will be “Open Me! Write Email Blast Subject Lines that Boost Open Rates.”

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

2. **What technology resources are available for part-time employees?**

HACC allocated technology resources for part-time employees based on the responses received from the “Technology Needs Questionnaire” and developed this three-step process:

- To receive HACC-owned equipment, a part-time employee must have completed the questionnaire by November 2020 and have a [remote work agreement](#) form on file.
- The employee’s vice president is required to complete and approve the technology assignment request using the “Technology Exemption Form/ Part-time Employees.”
- A member of the IT Client Services team then reaches out to the part-time employee to confirm the technology being requested and make arrangements for deployment.

3. **We have received many Black Lives Matter (BLM) emails and responses to the coronavirus. I just wished to know what specific ways HACC is proving that they are devoted to every single female on campus. I feel we are not showing our feminism and equality for all.**

As one of our [core values](#), inclusivity is essential and operationalized in all that we do.

We:

- Continue to devote time and resources to create spaces, curriculum and messaging that includes not only our women community members, but our transgender, LGBTQIA+ members and all who have intersections of othered identities.
- Continue to develop programming that includes Brave spaces, Safe Zone, celebrations of Women's History Month and highlights of women of color during Black History Month.
- Launched a new student peer education group called [It's On Us](#) in fall 2020. This group is dedicated to creating a campus climate of inclusion and safety for women and students of all gender identities.

We embrace all of the tenants of feminism, womanism and equity for all.

Beyond programing, we are enhancing our Title IX policies and procedures that embrace and sustain an equitable and safe campus and learning environment.

4. **I heard that the Pennsylvania Department of Health (DOH) will be administering COVID-19 testing on the York Campus. Can you please tell me more about this?**

HACC’s [York Campus](#) will be included as a site for COVID-19 testing. DOH is managing the entire process in cooperation with [AMI Expeditionary Healthcare](#). This is not a HACC event.

The testing site will be located in the rear parking area of the Governor George M. Leader Building. Testing is open to the general public Feb. 5-9, 2021, from 9 a.m.-6 p.m.

To limit the possibility of COVID-19 exposure to our students and employees and out of respect for DOH, we will close access to the Leader Building parking area on the dates of the testing. If you are a student or essential worker approved to be on campus and your work or class schedules are affected by this event, you will be notified via email. All students and employees will be routed through the wellness screening process at the William F. Goodling Center.

5. Will HACC employees be in the “1B” group of Pennsylvania's COVID-19 Vaccine Distribution plan?

According to Pennsylvania’s “[Vaccine Rollout Plan](#),” educational workers fall under phase 1B.

6. I saw that education workers are included in phase 1B of the Pennsylvania coronavirus vaccination schedule. Does teaching and working at HACC qualify as eligible during this phase?

Yes. As outlined on the [Pennsylvania Government website](#), HACC employees fall under phase 1B as educational workers.

7. How will HACC address the racists that are hiding within our organization? It seems that not all of us are committed to equity, diversity and inclusion, which are all causes that HACC claims and promotes. It is unfair to those committed to the cause that these outliers remain among us and undermine HACC’s core values, which ultimately impacts students who are being taught by these individuals.

Thank you. I look forward to your response. Stay well.

HACC is working on implementing a new anti-discrimination policy, which will work alongside our existing [harassment](#) and Title IX policies. HACC’s leadership has made it clear that racism, intolerance and discrimination will not be tolerated.

We must be vigilant and protect our students. When harassment or discrimination is reported, appropriate actions are taken to mitigate harm to the employees or students who have been targeted.

If you see something, please say something. We all have the responsibility to report the alleged harassment to the Office of Human Resources, our immediate supervisors and/or our Cabinet-level supervisors. That applies to any form of racism, harassment and discrimination.

8. Please share the maintenance and custodial plan for HACC’s Lebanon Campus building that ensures the College’s classrooms, restrooms and public spaces are kept clean and sanitized frequently.

As noted, the elevator will not be HACC’s responsibility. Please share what entity is responsible for cleaning and sanitizing the elevator.

Also, please confirm whether the City of Lebanon will be responsible for cleaning and sanitizing the first and second floors.

HACC will maintain its high-quality standard services to keep the campus clean and sanitized each day on the third floor and in the second-floor lab.

The city is responsible for cleaning and sanitizing the elevator and the first and second floors of the building.

9. **Please share the emergency call plan for HACC's Lebanon Campus spaces. Who will respond to emergency calls?**

Will there be security cameras in/around the building and in HACC spaces? If so, who will monitor them?

Please share the plan to:

- a. **Continue to provide escorts to faculty and students to parking**
- b. **Enforce Protection from Abuse (PFA) (restraining orders/ no contact orders)**
- c. **Control public access to HACC property from malintents, such as stalkers**

The emergency plan is to dial 911. The City of Lebanon Police Department will respond to calls. The City of Lebanon will supply security services for the entire building including HACC areas.

Yes. There will be security cameras in the areas that HACC occupies, including the third floor, in the lab corridor on the second floor and in the common areas of the first and second floors. We continue to coordinate with the City of Lebanon on monitoring responsibilities.

- a. There will not be HACC security on campus to provide escort services. However, the [Hawk Response/NOWForce](#) app has an "Escort Me" feature. Please check [here](#).
- b. The emergency plan is to dial 911. The City of Lebanon Police Department will respond to calls.
- c. The City of Lebanon will maintain control. They are the building owners.

10. **Please confirm that employees at HACC's Lebanon Campus will continue to have access to the rear entrance of the building. Please address:**

- a. **Personal safety in public lots and en route to lots, particularly at night**
- b. **Property safety in public lots**

Employees will use the Atrium entrance at the Lebanon Campus building for access to the stairs and elevator.

- a. There will not be HACC security on campus to provide escort services. However, the HAWK Response/NOWForce App has an "Escort Me" feature. Please check [here](#).
- b. HACC is not responsible for personal property in public lots.

11. **Please confirm that employees and students will have access to HACC's Lebanon Campus building when the city offices are closed, such as for evening classes.**

Access to the building will be available when evening classes are in session.

Quote: "When you change the way you look at things, the things you look at change."
~Wayne Dyer