

Subject: Update on HACC's Remote Planning – Oct. 21, 2020
Date: Wednesday, October 21, 2020 4:55:43 PM

Good afternoon, colleagues!

It is already time for students to start making their plans for winter and spring 2021 classes! Please note the important dates below:

- Winter and spring registration for military and veteran students begins Oct. 26. To learn more, military and veteran students should visit hacc.edu/SupportMilitary.
- Winter and spring registration for continuing HACC students begins Oct. 28. Continuing students should visit hacc.edu/RegisterOnline for more information.

Continuing HACC students can register before new HACC students. Please encourage students to meet with their advisor to ensure they are prepared when registration begins.

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. **Students have said that teachers are not showing up for classes when they are scheduled. They feel they are paying the same cost for classes with staff who are not supportive.**

If a student has a concern about an instructor, please prompt them to contact one of the school deans:

- Jennifer Baar, School of Business, Technology and Industry, jnbaar@hacc.edu
- Leslie Boon, School of Liberal Arts, lmboon@hacc.edu
- Mike Corradino, School of Science and Math, mccorrad@hacc.edu
- Dory Uhlman, School of Health Science, dsuhlman@hacc.edu

2. **I'm currently in quarantine for about 12 days due to my wife getting a positive COVID-19 test result. Is there any information that I need to provide, since specific documentation of my wife's status would be a violation of HIPAA rules?**

Students and employees who are exposed to COVID-19 will need to quarantine for 14 days and will be permitted back to campus if they are symptom-free.

Additionally, if you develop any of the symptoms associated with COVID-19, please:

- Refrain from coming to campus or return home if already on campus
- Contact your instructor to make alternate arrangements
- Check with your primary healthcare provider
- Notify the College by emailing corona@hacc.edu
- Self-isolate to meet [PA Department of Health and CDC Requirements](#)

3. Why can't CARES Act funding be used to provide computers for adjunct faculty?

Our CARES Act funding was split between direct aid to students and reimbursement for expenses due to the sudden shift to remote learning.

Half of the money went directly to students to assist them in dealing with dramatic changes to their financial situations in order to help them stay in school.

An additional amount is reserved to help us pay for the added expenses of hands-on classes. These expenses include extra equipment, protection for students and employees, facilities costs that are above and beyond our typical operation and supplies to assist faculty in moving what had been hands-on skills training in some areas to remote teaching.

CARES Act funding is a one-time reimbursement, but computer purchases for adjunct faculty would be an ongoing expense, as we continue to hire new adjunct faculty.

4. How will the College handle weather announcements during the COVID-19 pandemic? If there are delays or closures for HACC campuses, will that affect remote working, remote instruction and virtual learning courses?

If there is a weather announcement regarding campus closures, it will **only** affect employees and students approved to be on campus. All other remote work, remote instruction and virtual learning courses will continue as scheduled.

We will communicate directly to the students and employees who are approved to be on a HACC campus. Therefore, we will not be distributing a collegewide e2Campus message. In addition, we will not notify the local media.

Instead, we will:

- Update the [HACC](#) website
- Send an email to employees who are approved to be on campus
- Send an email to students who are approved to be on campus
- Post an announcement to the collegewide [Facebook](#) and [Twitter](#) accounts

Please see the “Weather Announcement Process During COVID-19” tab on hacc.edu/Weather for more information.

5. If I am scheduled to work on campus and the campus is closed due to weather, how do I report my time on my timesheet?

Since the majority of HACC employees and students are working and learning remotely, days when we receive inclement weather in Central Pennsylvania will be “business as usual.” Weather announcements for campus closings will not affect those working and learning from home.

However, if an employee is scheduled to work on campus but the campus is closed due to inclement weather and the employee and their supervisor determine they are unable to complete their job(s) from home, the employee should record the working hours missed as “emergency closing” on their timesheet consistent with [SGP 102](#).
Developing the Academic Calendar and Procedures for College-Initiated Alterations to the Normal Instructional Schedule.

6. On days when we have inclement weather and faculty members are unable to travel to campus, what types of job duties will they perform from home?

On days when inclement weather occurs and faculty are unable to come to campus, faculty will be expected to contact their students.

Faculty may hold class via Zoom or provide students with an at-home lab experience. Faculty who need to arrange a make-up date for on-campus lab activities will work with their dean to revise the on-campus schedule for impacted courses. Full-time faculty may continue to do other work from home such as student advising, grading, curriculum work or participation in college service.

7. When will the list of spring 2021 approved hands-on courses be added to hacc.edu/Coronavirus?

The list of approved hands-on courses is available on hacc.edu/Coronavirus.

8. What is the status of the [PSECU ATMs](#) on HACC’s Harrisburg, Lancaster and York campuses?

Within the next two weeks, the three ATMs will be closed and will remain closed until the campuses reopen in May 2021. This timeline is tentative and subject to change.

Signage reflecting this will be placed on the ATMs, and customers will be directed to the nearest usable ATMs located off campus. Customers may also visit psecu.com and use the Find an ATM locator or use the PSECU mobile app.

Please contact Jennifer Nicrone, PSECU community manager, with any questions at jnicrone@psecu.com or 717-461-6750.

Quote: My friends, love is better than anger. Hope is better than fear. Optimism is better than despair. So let us be loving, hopeful and optimistic. And we’ll change the world. ~Jack Layton