

**Subject:** Update: HACC's Preparation for the Coronavirus – April 16, 2020  
**Date:** Thursday, April 16, 2020 5:07:20 PM

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Greetings, colleagues!

Our fourth full week of remote instruction is coming to a close. **Thank you** for continuing to create meaningful experiences for our students inside and outside their virtual classrooms. Your full support of our students is more important than ever.

Many of you have given kudos to our Office of Information Services and Technologies (OIST) for their efforts in helping many of us make the switch to remote instruction and work. The division is highlighted in a special [HACC Heroes feature](#) in our online newsroom. Thank you, OIST colleagues!

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

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**1. What is the actual date that campuses are expected to reopen?**

HACC campuses are tentatively scheduled to reopen on Aug. 17 if it is safe to do. Our priority is to keep our students, employees and visitors safe and follow orders from the state and federal governments.

**2. If the governor lifts the stay-at-home order, would students be able to return to campus to complete their hands-on classes from the spring semester?**

If the governor lifts the stay-at-home order, we will have more latitude in implementing a plan to complete spring courses that require hands-on activities in a way that includes physical distancing. Until then:

- We are monitoring the situation closely.
- We are concerned about our students' ability to finish their coursework and also

about their well-being.

- We must adhere to the governor's orders.

**3. Are summer classes canceled or will they be held remotely?**

Classes for the 2020 summer semester will be held remotely and online.

**4. Since we may not be back on campus until the fall semester, when can those who have either lost their job or are retiring at the end of June be able to gather their belongings on campus? Also, when should those retiring receive the form they need to sign?**

Employees separating from the College can collect their personal belongings from their campus work location by obtaining a signed [On Campus Authorization](#) from their supervisor. Arrangements for a campus visit can be made before or after the employee's date separation. Supervisors are permitted to oversee the collection of the employee's personal belongings, if necessary, with an approved on-campus authorization. All individuals on campus should follow the Pennsylvania Department of Health's [guidelines](#) on physical distancing and wearing a mask.

Employees who expressed an interest in retiring will receive a retirement agreement to review before the end of April.

**5. Now that HACC campuses are closed for the summer, will employees still be allowed to work the 36-hour work week?**

In accordance with the [2019-20 academic calendar](#), the four-day work week will begin May 18, 2020. As a reminder, employee work schedules do not change because we are working remotely. Any changes to your work schedule are made at the direction of your supervisor and out of operational necessity.

**6. Are there any HACC-themed images that can be used as backgrounds when we are meeting via Zoom?**

Yes. The College has developed background images for you to use in your HACC-related Zoom meetings. They can be found under the "Coronavirus Updates" section on [myHACC](#).

**7. Will the College institute a hiring freeze out of concern for the College's finances and as a result of the campus closures?**

At this time, the College will not institute a hiring freeze. Leaders are expected to assess their operational needs and determine if a vacancy needs to be filled immediately, when the campuses reopen or not at all. Additionally, the Request to Fill (RTF) Committee approves each request to fill a position and will scrutinize each request closely to ensure that the position is necessary to sustain operations and/or to fulfill a need from the One-College reorganization.

**8. Since those of us who are unable to work remotely during this time must use their leave time in the order of sick, vacation and then personal, some might be forced to**

**forfeit personal days or hours if the campuses do not open before the end of June. Would the administration make an exception in this case and be flexible in allowing the order of how these individuals can use their leave during this unprecedented time?**

Number #3 in [Dr. Ski's April 8 email](#) states that the College will follow the leave hierarchy described in [SGP 814 Attendance, Absences and Holidays](#), which is sick leave, then vacation leave and then personal leave. After further reflection and to be consistent with our liberal leave use policy, employees will have flexibility in determining which leave to use when on-campus or remote work is unavailable during the campus closures.

9. **Now that campuses will be closed for the summer, how can I retrieve books and other items that I will need to prepare for fall instruction?**

Please discuss your need to return to campus with your supervisor and ask them to complete an [On Campus Authorization](#). Once approved, please bring a hard copy or digital version of the form with you and check in with security when you arrive on campus.

10. **How long will the [Families First Coronavirus Response Act](#) option be available for HACC employees? If HACC reopens in May but our childcare center does not, would this opportunity be available? If a family member becomes COVID-19-positive six months from now, will the Families First Coronavirus Response Act still be available?**

The Families First Coronavirus Response Act (FFCRA) requires certain employers, including HACC, to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020, through Dec. 31, 2020. For additional information, please view this [flyer](#) or contact [FMLA@hacc.edu](mailto:FMLA@hacc.edu).

11. **What is the process for students to return hard copy textbooks for the spring 2020 semester?**

Students can sell unwanted textbooks online. This would be for print textbooks that were purchased – not rental textbooks. Please click this link and follow the guidelines: [https://bookstore.hacc.edu/harrisburg/sell\\_main.asp](https://bookstore.hacc.edu/harrisburg/sell_main.asp).

12. **If campuses are closed until fall semester, when are spring semester rented textbooks due back?**

The due date for returning spring textbook rentals has **been extended** to May 28, 2020. Instructions on how to return textbook rentals will be provided prior to finals week.

13. **With our new normal, our marketing to current and future students needs to change. Many of us also believe that this is a unique situation to market to local students who are now unsure about going off to college in the fall. What are we doing to update our marketing and reach out to these new audiences?**

The College is revamping our [current persona campaign](#) to reflect our new normal and adding activities to reach out to new audiences, including local students. The modified

campaign will launch soon.

14. **What is Student Affairs planning for bringing in new students for fall 2020 since the campuses will be closed as long as the stay-at-home order is in effect? In other words, how will new student orientations (advising and registration sessions) be conducted so students new to HACC can register for fall classes?**

There are comprehensive plans for how to attract and enroll new students. With the extension of the campus closures, there are many steps being taken to stabilize enrollments and capitalize on the opportunity available to us:

- The admissions team continues to plan virtual Open Houses for the summer and create exciting new outreach campaigns to different affinity groups of future students.
- The advising team has created advising and registration sessions to enroll new students. Additional advising outreach continues with Navigate messaging campaigns and phone calls.
- A committee of faculty and staff is examining alternative ways to place students, given our inability to use ACCUPLACER. It will be vital to have new and flexible measures to compete against other schools that have suspended their placement processes in the wake of COVID-19.

*Quote: Build someone up. Put their insecurities to sleep. Remind them they are worthy. Tell them they are magical. Be light in a too often dim world. ~Unknown*