



From the Desk of the President

Greetings, colleagues!

I hope the first few weeks of engaging students in and out of the classroom have been both energizing and satisfying. In addition, I hope you will kindly consider inviting me to any of your classes so I can celebrate you and the students, when appropriate. Please contact Kristin Graeser at kgraeser@hacc.edu with the class name, date and time of your request.

Since we have returned from the holiday break, I have been involved in numerous national, state and other discussions with many of our elected officials, their staff members and others. Most of these discussions – including those I have with local leaders – center around the changing demographics of our area, the traditional and non-traditional higher education competition encroaching in our service region, the greater use of technology in and out of the classroom and the increasing costs of doing business. Information about other actions and/or discussion topics I have engaged in follows.

National

At the national level, some legislative priorities I am discussing and working on include:

1. Extending Pell Grants eligibility to short-term training programs at higher education institutions like HACC. I am also supporting the extension of Pell support to incarcerated learners. Also, because our learners don't always complete college in a prescribed timeline, I would like to see lifetime Pell eligibility increase to 14 semesters
2. Adjusting to a possible 7-percent reduction in domestic discretionary spending for a variety of higher education initiatives, possibly reversing the gains we made during the last congressional session
3. Reauthorizing the Higher Education Act to increase student access and affordability and provide protections for students and institutions
4. Engaging in discussions that challenge some of the proposed changes to Title IX regulations. The letter I sent to U.S. Secretary of Education, Betsy DeVos, and our federal legislators can be accessed [here](#)

In two weeks, some members of the HACC Board of Trustees and I will be visiting our legislators in Washington, D.C. to represent HACC and follow up on the above initiatives and others.

State

At the state level, I have been meeting with legislators in our service region – especially our newly-elected legislators. In doing so, I have taken the opportunity to make them aware of the positive impact HACC has on our service region – thanks to our student-focused employees who choose to change lives and destinies TOGETHER.

As you may know, several of our state representatives (including Senator Ryan P. Aument and Representative Bryan Cutler) have been named chairs of legislative committees, and it will be good to engage them in conversation about HACC's contribution and opportunities during this legislative session. Even though it is rumored the Commonwealth's community colleges may see a slight increase in some parts of the governor's soon-to-be released budget, we are building our 2019-20 HACC budget expecting no increase in our operating budget.

I have met several times with the Pennsylvania secretary of education, Pedro Rivera, and other Cabinet secretaries and discussed dual enrollment versus advanced placement tests, apprenticeship, workforce development-related programs and enhanced educational partnerships with industry. In our meetings, I have been reminded that the governor is very interested in developing, revising and offering education or training that will be relevant to the next generation of Pennsylvania workers, especially those who are marginalized and come from underserved communities.

Other

I have met regularly with the chancellor of the Pennsylvania State System of Higher Education (PASSHE), Dan Greenstein. As the incoming chair of the Council of Presidents for the Commission for Pennsylvania Community Colleges, I am discussing common course numbering, a common application, and enhanced partnership agreements between the 14 community colleges and the 14 PASSHE institutions.

As a governor-appointed member of the Commonwealth's Workforce Investment Board, I have engaged in conversations during these meetings centered around apprenticeships and workforce training and education efforts. Namely, we have discussed how colleges and universities can be relevant; maintain quality in credit and noncredit instruction; and help learners complete a certificate, diploma or degree in a shorter period of time since the economic viability of our communities depends upon it. Know that HACC is at the center of these conversations.

Finally, as a fellow of the Woodrow Wilson Institute, I have been spending the last several weeks reading a variety of reports, documents and books preparing for our next meeting. As always, I will keep you apprised of our discussions and their application to our work.

As always, please contact me if you have questions or would like additional information about the above information and activities.

Thank you.

Next Generation Committee Update

The Next Generation Taskforce has been meeting frequently over the past month discussing ways the College moves towards becoming truly One College. Mathew Goodman, associate dean of Academic Affairs, Lancaster Campus, and Jason Beaudin, director, Academic Technologies and the Center for Design and Instruction, the current leaders of the two sub groups, have been facilitating the meetings to ensure that College-wide topics are being analyzed and discussed with the goal of presenting their recommendations to the President's Cabinet in March. It is expected that one to three of these goals will be presented to the Board of Trustees in April.

Outsourcing Update

Custodial – A request for proposal (RFP) for custodial services is being drafted based on initial information and feedback from the business directors, facility directors and custodial supervisors at each of the campuses. This also included consultation with some custodial staff members. The RFP draft will be delivered to our procurement director in the next week to ten days for a department review.

The next step in the process will be to post the RFP and make it available in a shared Google drive for five days for any additional comments from the facilities and custodial employees. Those comments will be reviewed and be considered when finalizing the RFP for public distribution.

Therefore, we hope to have the RFP finalized by sometime in February. The next phase will provide the potential vendors the time to complete their responses to the RFP and our review of those results. This will include our analysis of the results and our ability to conduct vendor due diligence, if necessary. We hope to make a final decision whether to outsource our custodial services the end of the Spring semester.

Payroll Services – Due to scheduling conflicts, holiday break and limited access to some participants, we won't be issuing an RFP for payroll services until late spring.

Adams County Students Benefit from New Fund for Excellence

Sadira Stallings, Emma Ham, Erin Heeschen and Alicia Hernandez earned either a two-year associate degree or a diploma – before receiving their high school diplomas – by taking advantage of the Dual Enrollment Program at HACC, Central Pennsylvania's Community College. They are among the more than 400 Adams County high school students who have dual enrolled in college-level classes at HACC's Gettysburg Campus.

Sadira Stallings, a 2017 South Western High School graduate, and 2018 Gettysburg High School graduates Emma Ham, Erin Heeschen and Alicia Hernandez took HACC classes online and at the Gettysburg Campus while attending their respective high schools.

The fund received \$7,500 from the Robert C. Hoffman Charitable Endowment Trust and will give 50 eligible low to moderate income high school students the opportunity to earn three credits per term at a reduced cost.

For more information, please contact a Gettysburg Campus admissions counselor at 717-337-3855 or gettyadmit@hacc.edu.

Call for Distinguished Alumni Nominations

Every two years, we proudly recognize exceptional alumni who inspire us. The [Distinguished Alumni Award](#) salutes the achievements of outstanding alumni who:

- Serve as an inspiration to other alumni and current students
- Distinguish themselves in their chosen field
- Exhibit a significant commitment to the College
- Provide inspirational leadership in which their actions and deeds reflect their educational experience at HACC
- Made significant contributions to society through public or community-related service

If you (or someone you know) exemplify the HACC "spirit" in their personal lives, professional achievements and community service, please complete a [nomination form](#).



Be in the Know When it Snows – Sign up for e2Campus

Wintry weather is here in Central Pennsylvania, and HACC wants you to be aware when there's a delay or closing due to inclement weather. There are several ways you can be informed of [delays and/or closings](#).

After reviewing the list of ways, please sign up for e2Campus, HACC's free emergency alert system, or click on "E2Campus" in the link at the bottom of hacc.edu.

It is easy to [sign up for e2Campus](#) to get a text message on your mobile device and/or an email. After you sign up, you'll receive an email requesting that you validate the number of your mobile device and/or email address after you have registered. You must take this step in order to receive alerts.

Note: If you have Walmart's Family Mobile or Straight Talk plan, Boost Mobile, Cricket or a prepaid phone, choose "other" when prompted to name a carrier.

Questions? Please email haccaction@hacc.edu.



Cherry Blossoms, Dining and Shopping – You're Invited!

You're invited to sample specially made dishes in Old Town Alexandria before taking in the famous Washington, D.C., cherry blossoms – all while your guide handles the details!



The HACC Alumni Association and AAA Travel have partnered to offer this one-day, unforgettable trip on April 6, 2019! Once you park at HACC's Harrisburg Campus or Lancaster Campus, you'll be swept away for an unforgettable experience. Best of all, this trip benefits HACC students!

For full details including how to register, please visit www.hacc.edu/cherry-blossom-cruise.

If you know someone who may be interested in this experience, please help us spread the word. We hope to see you there!

What's All the Buzz About?

HACC Give Back!

HACC's Day of Giving is a collegewide event to celebrate and demonstrate our pride as members of the HACC community. For thousands of [students](#), [alumni](#), faculty, staff, board members, donors, partners and friends, HACC is a source of pride.

We are planning fun activities at our five campuses and with Virtual Learning to celebrate what HACC has done for thousands of people in our community.

Come celebrate HACC's Day of Giving with us on April 11!

By giving on April 11, you will make it possible for many of our students and future leaders to learn using the latest technologies and overcome hurdles so they may succeed.



How can YOU make an impact?

1. **Give a gift:** On April 11, by giving a gift of any amount.
2. **Share with your friends on social media:** Spread the word by using [#HeartHACC](#) on your social media accounts, and encourage your friends and family to make a gift and share on their social media accounts too.
3. **Inspire others to make a gift:** Challenge your friends, family and co-workers to match your gift.
4. **Sponsor the event:** Become a sponsor for the event activities.

Please visit hacc.edu/heartHACC to learn more.

21st Century Classroom Upgrades Project

As you know, we have made classroom design and technology a top priority, with Cabinet and the Board of Trustees approving a proposal on Oct. 3, 2017 to renovate 206 traditional classrooms collegewide over a seven-year period. HACC has a total of 416 rooms in which teaching and learning is delivered and achieved. These rooms are further divided into traditional classrooms (225) and specialty learning labs (191). Cabinet requested that facilities upgrades to the classrooms be completed as part of the project. This project will repurpose many traditional classrooms for use as presentation and collaboration classrooms. Cost estimates and confirmation of whether the work will be completed internally or outsourced will be determined throughout the project. Cost projections place the funding required to complete the seven-year project at approximately \$6 million.

As of 12/31/2018 – Classrooms Upgraded:

	<u>Campus</u>	<u>Room Number</u>	<u>Room Type</u>
1	Harrisburg	Evans 107	Presentation
2	Harrisburg	Hall Tech 222	Presentation
3	Harrisburg	Whitaker 215	Presentation
4	Harrisburg	Arts 116	Presentation
5	Harrisburg	Arts 206	Presentation
6	Harrisburg	Arts 210	Presentation
7	Harrisburg	Blocker 136	Presentation
8	Harrisburg	Blocker 137	Presentation
9	Lancaster	East 330	Presentation

10	Lancaster	East 326	Presentation
11	Lancaster	Main 330	Presentation
12	Lancaster	East 347	Collaboration
13	Lancaster	East 213	Presentation
14	Lancaster	Main 329	Presentation
15	Gettysburg	G-146	Presentation
16	Gettysburg	G-139	Presentation
17	York	Leader 119	Presentation
18	York	Leader 139	Presentation
19	York	Goodling 105	Presentation
20	York	Cytec 107	Presentation
21	Lebanon	302	Presentation
22	Lebanon	212	Presentation
23	Lebanon	308	Collaboration

New Faces in the Office of Finance

Please join me in welcoming **Adrienne Jones** as the new fiscal analyst, special funds accounting (plant and agency) and **Mia Bostic** as the new fiscal analyst, budget and state funding.

Adrienne comes to us from Highmark where she held the position of financial analyst. She has worked in various accounting operations and financial manager positions throughout her career.

Mia brings over 20 years of experience in various finance and accounting positions, including Drexel University where she held the position of director of academic budgets. Most recently, she ran her own yoga business. Mia has a bachelor's degree in accounting and a minor in banking and finance.

Both Adrienne and Mia are located in the Ted Lick Administration Building, room 203.

Congratulations to **Matthew Nowik** for being offered and accepting the York textbook specialist position. Matthew has been working in this position as the interim since the end of November. Matthew previously held a part-time retail assistant position at the Gettysburg Campus.

FILLING JOBS FASTER!

For the past several years the Office of Human Resources' (OHR) recruitment team has been focusing on reducing time-to-fill for open positions across the College. How do we track time-to-fill? We measure how many days go by from the posting's close date until an offer has been accepted by a successful candidate.

While improvements have been achieved by streamlining our processes and providing training, each day a position goes unfilled continues to create a burden for the affected department and its employees. Additionally, a lengthy recruitment process causes the best candidates to move on before we can make an offer, or even invite for interview. Therefore, it makes sense to continue to reduce our time-to-fill.

Below are some steps you can take to improve the time it takes to fill your next vacancy:

Before you have a vacancy

1. Keep updated job descriptions for the positions under your purview. This will eliminate delays in getting approval to fill your position when a vacancy comes up.
2. Understand your role as hiring manager by reviewing the [Recruitment and Selection Policy and Handbook](#) ahead of time.

When you have submitted an RTF (Request-to-Fill) or know you have approval to fill a vacancy

1. Be prepared with some of the questions your OHR recruiter will need to include in your posting, such as:
 - a. Would I like to have this posting available for internal candidates only? Or would I like to have both internal and external candidates? (This may depend on the type of position you are hiring.)
 - b. What additional qualifications would I like listed as preferred?
 - c. How long do I want the position open for applicants?
 - d. Who will be serving as my search committee chair? (If applicable)

Once your position is posted

1. Meet with your search committee early (or hiring group) and set up dates for interviews.
2. Begin reviewing applicants as they submit their application.
3. Stay in touch with your HR recruiter regarding the status of your posting and the quality of your candidates, so decisions can be made regarding advertising, extending the posting, etc. before the posting's close date.

Taking these proactive steps will save time in the process and keep it running smoothly. For more suggestions and best practices in the review and selection of candidates, please email hr@hacc.edu. Please also sign up for the Search Committee Training soon to be available through the HACC/Cornerstone Learning Management System.

Employee Assistance Program (EAP)

The Office of Human Resources would like to remind you to take advantage of our employee assistance program (EAP), provided by Mazzitti & Sullivan! Our usage last year was 16.50 percent, which is nearly four times the national average. This is good news, because it means that our employees are taking advantage of the program!

The EAP offers so much more than counseling. Support is provided by telephone, in-person, and on their [website](#). Enter 'hacc' under "Access Code" to sign in and access the resources available to you:

- Training Center – Watch videos about communication, interpersonal skills, work/life balance, leadership.
- Relationships – College life, cultivating your family, disaster preparedness, parenting.
- Financial – Auto center, banking and credit, budgeting, debt, education, retirement and estate planning.
- Health – Children and adolescents, alternative medicine, eye care, fertility, smoking, stress, safety.
- Resilience – Assessments, articles, additional resources.
- Legal – Children, consumer law, contracts, criminal law, divorce, identity theft, landlords and tenants, wills and estates, taxes and audits, elder care, patents.
- Recipes – Diabetes, low fat, hearth healthy, low cholesterol, high fiber, low sodium.

Faculty Load and Compensation (FLAC)

In 2018, the Office of Human Resources implemented a NEW Banner process for adjunct faculty course assignment. Instead of receiving and acknowledging course assignments via email and paper, adjunct faculty now log into HACCWeb and acknowledge their courses online!

It also includes links to the adjunct faculty pay schedules and to the HACC Programs and Courses page for quick and easy review of pay dates and class locations, dates, times, and enrollments.

We have been receiving positive feedback about the process, and continue to explore options for using the process for overload and non-instructional assignments. If you have questions about FLAC, please contact Amy Berrier, director of total rewards, at arberrie@hacc.edu.



With help from students, staff, and faculty, 700 "Care Kits" were assembled for students at Butte College in Oroville, California who were impacted by the devastating camp fire this past November

Kudos

- ★ **Autumn Patti** for her work to support HACC's presence at the 2019 Pennsylvania Farm Show while also finalizing program accreditation documents
- ★ **Brian Miller**, supervisor, Facilities Management at the Gettysburg Campus, for stepping up and serving in the interim role of facilities director at both York and Gettysburg Campuses
- ★ **Kylynn Becker**, enrollment services specialist, completed her Bachelor of Science in Business Management at Western Governors University
- ★ **Holly Estrada, Lee Hayes, Lorie McKee, Jami Pannebaker** and **Constance Smith** for your hard work and dedication in creating the training modules for the College's new Procurement Card (P-Card) rollout
- ★ Congratulations to **Paul Maurer**, his wife Megan and their two daughters on the birth of their newest child
- ★ **Annamarie Malchenson** for her efforts during the fall semester to successfully offer our first Zoom-connected class so that three Education majors at the Gettysburg Campus could complete a course in the fall without having to travel to Harrisburg
- ★ **Cindy Gavazzi** for her leadership on the Banner 9, Cornerstone Learning Management System, and Runner, an address verification system
- ★ **Chris Fuller** for his leadership in leasing, buying, replacing and deploying over 2,000 computers collegewide
- ★ **Jason Beaudin** for his leadership and vision resulting in renovating 23 classrooms collegewide
- ★ **Aginah Chambers** for her project management and organization skills with the non-academic room scheduling and payment card interface (PCI) projects
- ★ **Dave Shaffer** for designing and implementing the 10-gigabit building connections at the Harrisburg, York, and Lancaster campus locations
- ★ **Amy Rogers** for her assistance with technology personnel planning and organization
- ★ **Matt Gordon** and **Seth Chevalier** for their advanced planning and leadership resulting in HACC's readiness for Oracle's Java licensing changes and Ellucian's new requirements

- ★ **Valerie Gray**, professor, English, Virtual Learning, attended an international conference on globalization of education in the South American country of Columbia and presented on “Learning Anytime, Anywhere, Achieving Internationalization through Mobile Learning”
- ★ Thank you to Gettysburg Campus faculty **Becky Abell, David Bailey, Dianne Brooks, Chris Esgar, Virgil Gibson, Bill Hartzell, Nancy Konopka, Chris Owens, Mike McCloskey, Ronda Morrison, Kathleen Pratt, Patricia Schindel, Carter Stephan, Stephanie Wells, and Gina Xenos** for participating in New Student Orientation activities
- ★ **Andrea Lazarus** for working with Gettysburg Campus students to launch the Student Alliance for Equality (S.A.F.E.). S.A.F.E. provides a safe space to meet and talk with people from all walks of life in a respectful environment, opportunities to be involved in the community and ways to better support an LGBTQ+ friend or family member. The club meets every other Thursday and all meetings are open to the public
- ★ **Gettysburg Campus Diversity Committee** for hosting a series of book discussions on “Evicted: Poverty and Profit in the American City” by Matthew Desmond
- ★ Gettysburg Campus director of student development and multicultural programming **Wendy Brubaker**, director of counseling, advising and career services **Howard Alexander**, KEYS facilitator **Sherry Moschella** and the **Gettysburg Campus newly formed Circle K Club** for organizing and participating in “Day On” activities in honor of Martin Luther King, Jr. on Monday, January 21. Howard, Sherry, Wendy and members of the Gettysburg Campus Circle K club prepared bagged meals for patrons of the Gettysburg Community Soup Kitchen, participated in the United Way Martin Luther King Service day activity and served as ushers for the 39th Annual Martin Luther King Jr. Celebration in answer to Dr. King’s question “What are you doing for others.”
- ★ **Maureen Gutzweiler, Patricia McCoy and Bob Ulmer**, adjunct faculty at the Lancaster Campus were awarded adjunct faculty excellence awards during the campus’ recent campus day
- ★ **Jennifer Britten** for presenting on Trauma Informed Care, **Cindy Muth** who provided an in-service titled *Everything You Wanted to Know about Math Placement, But Were too Confused to Ask*, **Dr. Dennis Shoemaker** for presenting on Self Care and **Vicki Van Hise**, who provided reminders about disability services during various campus day events at the Lancaster Campus



Quote

“Your culture of your organization will be defined by the worst behavior you are willing to tolerate.” – Todd Whitaker, Steve Gruenert, *School Culture Rewired*

Books That I Am Currently Reading or Have Read:

- ✓ The Greatest Empire: A Life of Seneca, Emily Wilson
- ✓ The Odyssey, Emily Wilson
- ✓ Clementine: The Life of Mrs. Winston Churchill, Sonia Purnell
- ✓ Montaigne, Stefan Zweig
- ✓ The Art of Gathering: How We Meet and Why It Matters, Priya Parker
- ✓ The Change Monster: The Human Forces That Fuel or Foil Corporate Transformation and Change, Jeanie Daniel Duck

How to Handle Freedom of Information Inquiries

When you receive telephone inquiries related to Right to Know or Freedom of Information Act requests, please do the following:

1. Direct the caller to our website: www.hacc.edu
2. Ask the caller to type in “Right to Know” in the search function to find the Web page about the Right to Know process (Note: This is the direct link to the Web page: <http://www.hacc.edu/AboutHACC/Administration/RighttoKnow/index.cfm>)
3. Ask the caller to follow the detailed instructions on the website
4. Tell the caller that his or her request will be handled when he or she follows the detailed instructions
5. Do not engage in any conversation beyond this, because it might be used against the College later – especially if you share erroneous information with the caller

When you receive email inquiries related to Right to Know or Freedom of Information Act requests, please do the following:

1. Forward the email to righttoknow@hacc.edu (this email address is also listed on <http://www.hacc.edu/AboutHACC/Administration/RighttoKnow/index.cfm>)
2. Do not respond to the writer

Upon receipt of these telephone and email inquiries, the Office of College Advancement team will handle them and confer with the necessary individuals.

Do You Have Questions About The Organizational Transformation?

I **welcome** feedback from the College community on ideas that would enhance our efficiency and effectiveness. If you have feedback, please submit it directly by clicking [here](#).

Do You Have News For The Next Ski Gram?

If you would like me to share your news in an upcoming issue of the Ski Gram, you may submit it anytime by clicking [here](#).

Publicize Your Events!

HACC students and employees are more than books and the classroom. When planning events, remember to submit a [HACC Communications Hub](#) request for coverage. The form can be found under the “Office of College Advancement & HACC Foundation” portal on the home page of myHACC or you can access it by clicking [here](#).

For More Information:

If you have any questions about any of the information contained within this Ski Gram please contact me at PresidentSki@hacc.edu. Thank you!