

**Coronavirus Preparedness Employee Questions and Answers**  
**Updated April 26, 2023**

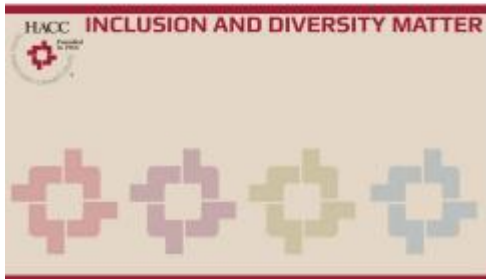
#	Question	Response	Date distributed via email
1.	When is National Library Week?	<p>All members of the College community are encouraged to explore everything the library has to offer April 23-29 during National Library Week: <a href="http://www.ala.org/conferencesevents/celebrationweeks/natlibraryweek">www.ala.org/conferencesevents/celebrationweeks/natlibraryweek</a></p> <p>HACC libraries provide welcoming spaces for independent and group study, classroom instruction and employees who are always ready to help. Research resources and services, technology, support services housed within the Learning Commons and an expansive archive are just a few of the ways the HACC Learning Commons can help students succeed in their educational endeavors.</p> <p>If you haven't checked out the Learning Commons at YOUR campus lately, you're missing the full story. Stop by for a visit to celebrate during National Library Week. If you can't be there in person, please connect with the library through the many available online resources. You can also use #NationalLibraryWeek to join the celebration on social media.</p> <p>For more information, please visit our <a href="#">website</a>.</p>	April 26,2023
2.	How will a car show that is being held on May 5 and May 6 affect my parking options on the Harrisburg Campus?	<p>Beginning on May 4, the West parking lots on the Harrisburg Campus will be used to host The Fox Restoration Car Show. Please note the following during these days:</p> <ol style="list-style-type: none"> <li>a. It is recommended, if possible, to park in the East Lot or the Staff Lot on these days.</li> <li>b. Beginning at 8 a.m. on May 4, Lots W-3, W-5, W-7 and W-9 will be roped off for event set up. All additional lots in the West Lot will be open and available for parking.</li> <li>c. On May 5 from 9 a.m.-3 p.m., lots W-3 through W-12 will be roped off for the car show. The staff lot will be open, and students will have reserved parking in lots W-1 and W-2 next to the Facility Building.</li> </ol>	April 26,2023

		<p>d. On May 6 from 9 a.m.-5 p.m., lots W-3 through W-12 will be roped off for the car show. The staff lot will be open, and students will have reserved parking in lots W-1 and W-2 next to the Facility Building. Car show activity will not impact the Piccola Law Enforcement Center parking lots.</p>	
3.	I heard that the Centers for Disease Control and Prevention (CDC) updated quarantine guidelines. How will this affect HACC students and employees?	<p>Please:</p> <ol style="list-style-type: none"> <li>1. See the CDC update on quarantine guidelines <a href="#">here</a></li> <li>2. Note that HACC’s “Quarantine Requirements” information has been updated and can be found <a href="#">here</a></li> <li>3. Continue to stay safe and informed, and self-screen before coming to campus each day</li> </ol>	April 20,2023
4.	I want to share a point of pride about my student resource. How do I do this?	<p>The Office of College Advancement (OCA) is always ready to help you shout to the world all of the great things HACC has to offer!</p> <p>If you have a point of pride that demonstrates our excellence and reinforces why people should attend HACC, participate in an initiative or support the College, please share. By sharing this information, OCA can communicate the information to many stakeholders, such as alumni, board members, continuing students, donors, future employees and future students.</p> <p>HACC uses points of pride in many ways, including but not limited to, employee recruitment, fundraising, marketing, student recruitment and student retention. You may see this information in many different places, including on a billboard, brochure, postcard, social media post and/or TV ad.</p> <p>These <a href="#">guidelines for providing points of pride</a> will help you determine if your information is a point of pride. If it is, please complete our <a href="#">online form</a>, which is available under the “Online Forms” section of the OCA channel on myHACC.</p>	April 20,2023
5.	What is the current step for the annual employee performance process?	<p>The Next-Level Supervisor Review Step ended on April 14. The current step, Employee Review Meeting/Supervisor Sign Off, is due on May 10. If you have any questions, please review <a href="#">resources and tools online</a> or email <a href="mailto:EmployeeRelations@hacc.edu">EmployeeRelations@hacc.edu</a>.</p>	April 20,2023
6.	Who do I contact to be included in the Years of Service Celebration?	<p>If you are reaching a HACC anniversary of five, 10, 15 or more (up to 40) years of service this year and have not received an email notification from the</p>	April 20,2023

		Employee Recognition Committee, please contact <a href="mailto:EmployeeRelations@hacc.edu">EmployeeRelations@hacc.edu</a> .	
7.	Will HACC be involved in the Spanish American Civic Association's 50th anniversary event?	<a href="#">SACA</a> 's 50th Anniversary Fiesta will be held on May 4 from 5-8 p.m. in Lancaster. HACC is sponsoring the event and has five tickets. If you are interested in attending the event (at NO cost to you), <b>by April 24</b> , please email <a href="mailto:communityengagement@hacc.edu">communityengagement@hacc.edu</a> and let us know how many tickets you would like. If you receive tickets, please actually attend the event and have fun!	April 20,2023
8.	When is HACC's next Commencement ceremony?	<a href="#">HACC's spring 2023 Commencement Ceremony</a> will be on May 9 at 6 p.m. at the Giant Center in Hershey, Pa. We are #HACCproud of our spring and summer 2023 graduating students.  <b>By May 1</b> , please <a href="#">complete the form</a> to share a congratulatory message and best wishes for a graduating student. Your message may be shared during the ceremony and/or on HACC's social media sites.	April 12,2023
9.	How can I celebrate the graduation of an immediate family member at HACC's Commencement ceremony on May 9?	HACC employees may accompany an immediate family member on stage as they receive their diploma during the Commencement ceremony. <b>By May 1</b> , please complete this <a href="#">form</a> if you are interested. Please email <a href="mailto:commencement@hacc.edu">commencement@hacc.edu</a> with any questions.	April 12,2023
10.	Can you please provide details on the upcoming HACC auction?	The next online HACC auction will be live April 17-May 9. The last day for HACC employees to remove auction items is April 28.  To remove items, please contact Randall Campbell at <a href="mailto:rlcampbe@hacc.edu">rlcampbe@hacc.edu</a>  Please note the auction link will be provided in a collegewide email on April 20.	April 12,2023
11.	I heard that there will be construction work going on at the Maurice C. Overholt Bookstore at the Harrisburg Campus. Can you please share the details?	On April 17, a rooftop heating ventilation and air conditioning (HVAC) unit will be replaced at the rear of the building.  Please note: a. The crane lift will take place from 8 a.m.-1 p.m. b. All areas, inside the building and outdoors, will be blocked off. c. Bookstore employees have been notified. <b>d. The bookstore will remain open during this time.</b>	April 12,2023

		e. e. All employees and students can enter the building from the Quad.	
12.	I know that a portion of the Guaranteed Energy Savings (GESA) program will start at the Gettysburg Campus. Can you please share the details?	<p>The first phase of the installation of a building management system will start on April 17 at the Gettysburg Campus.</p> <p>Contractors will be on campus working above the ceilings to pull wires for the system. The work will be completed around class schedules and employee work needs.</p> <p>Thank you in advance for any potential inconvenience that may occur.</p>	April 12,2023
13.	It is my understanding that the third installment of the merit pay is scheduled for release in April 2023. Can you tell me when eligible employees can expect to receive the final merit payment?	<p>The third of three installments will be <b>released for deposit to bank accounts on April 14.</b></p> <p>For additional information, please see <a href="#">Dr. Ski's email from Sept. 21, 2022</a>. If you have questions not answered in that email, please submit your merit payment questions using this <a href="#">form</a>.</p>	April 5,2023
14.	I heard that HACC is engaging in an energy savings program. Can you please share the details?	<p>HACC is embarking on a Guaranteed Energy Savings Agreement (GESA) with Schneider Electric.</p> <p>For details related to the project, please visit our <a href="#">online newsroom</a>.</p> <p>More information will be shared as the project progresses.</p>	April 5,2023
15.	How can I celebrate the graduation of an immediate family member at HACC's Commencement ceremony on May 9?	<p>HACC employees are welcome to accompany their graduating student on stage to receive their diploma during the Commencement ceremony.</p> <p><b>By May 1</b>, please complete this <a href="#">form</a> if you are interested.</p> <p>Please email <a href="mailto:commencement@hacc.edu">commencement@hacc.edu</a> with any questions.</p>	April 5,2023
16.	How can I send a congratulatory message to a graduating student?	To celebrate the remarkable achievements of our spring and summer 2023 graduates, we need YOUR help!	April 5,2023

		By May 1, please <a href="#">complete the form</a> to share your congratulatory message and best wishes for a graduating student. Your submission may be shared during the ceremony and/or on HACC's social media sites.	
17.	I heard that there will be work completed on the SwitchGear Building on the Harrisburg Campus. Can you please share the details?	<p>The SwitchGear Building is located beside the U-GRO Learning Center on the Harrisburg Campus.</p> <p>Beginning April 13, a roofing vendor will be prepping and cleaning the roof for a roof recoating project that will take place April 17-21.</p> <p>Employees impacted by this project have been notified.</p>	April 5,2023
18.	Has HACC added any new Zoom background images recently?	<p>Yes. A few existing Zoom backgrounds were updated to reflect different colors and variations.</p> <p>Please note:</p> <ol style="list-style-type: none"> <li>1. The original Zoom backgrounds are still available. None were removed.</li> <li>2. The new backgrounds are located in the College's <a href="#">Zoom Backgrounds Google Drive</a>. You are empowered to use them during HACC-related meetings.</li> </ol> <p>Examples:</p>	April 5,2023



The link to the Zoom Backgrounds Google Drive can also be accessed via [myHACC](#) under:

- Quick Links
- Zoom video conferencing

		<ul style="list-style-type: none"> <li>• <a href="#">Zoom backgrounds</a></li> </ul> <p>Please ensure you are accessing the backgrounds using your hacc.edu email address.</p>							
19.	Is it true that HACC won't offer the Gerontology Program anymore?	<p>After much consideration, the Gerontology <a href="#">Diploma</a>, Gerontology <a href="#">Certificate</a> and Gerontology <a href="#">Associate in Applied Science (AAS)</a> programs at HACC will be closed in summer 2023.</p> <p>Please:</p> <ol style="list-style-type: none"> <li>Visit <a href="http://hacc.edu/ProgramClosure">hacc.edu/ProgramClosure</a> for more information.</li> <li>Note that the College remains committed to elder care through the <a href="#">Human Services</a> and <a href="#">Healthcare Management</a> programs.</li> </ol>	March 29, 2023						
20.	A student recently asked about a full-ride scholarship opportunity. Can you please reshare the details so that I can pass this information along to the student?	<p>The College is offering full-ride scholarships to current and future HACC students, so they can focus on their education instead of worrying about how they will pay for school. <i>At HACC, a full-ride scholarship means that all HACC-related expenses - including tuition, books and fees - are covered.</i></p> <p><b>Applications are due April 2.</b></p> <p>You can help spread the word by:</p> <ol style="list-style-type: none"> <li>Sharing this <a href="#">promotional flyer</a></li> <li>Pointing interested students to <a href="http://hacc.edu/AWD">hacc.edu/AWD</a> to learn about the full-ride scholarship and apply</li> <li>Reminding students to apply by the <b>April 2</b> deadline</li> </ol>	March 29, 2023						
21.	When is HACC's Registration Rally?	<p><a href="#">HACC's Registration Rally</a> will be held on all HACC campuses and virtually on April 5. There will be free food, resources, prizes and tuition giveaways. HACC employees will provide help with course registration for the summer and fall semesters. Please plan to stop by your closest HACC campus or log in to the virtual event!</p> <p>Details are below:</p> <table border="1" data-bbox="682 1380 1711 1421"> <thead> <tr> <th>Location</th> <th>Time</th> <th>Room or URL</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Location	Time	Room or URL				March 29, 2023
Location	Time	Room or URL							

		Gettysburg Campus	11 a.m.-1 p.m.	Learning Commons Computer Lab	
		Harrisburg Campus	10 a.m.-3 p.m.	Bruce E. Cooper Student Center and quad	
		Lancaster Campus	11 a.m.-1 p.m.	Main Building Library	
		Lebanon Campus	11 a.m.-1 p.m.	Welcome Center/Learning Commons	
		York Campus	11 a.m.-1 p.m.	Governor George M. Leader Building Library	
		Virtual	4-6:30 p.m.	<a href="https://tinyurl.com/HACCRally">tinyurl.com/HACCRally</a>	
22.	How can I celebrate the graduation of an immediate family member at HACC’s Commencement ceremony on May 9?	<p>HACC employees are welcome to accompany their graduating student on stage to receive their diploma during the ceremony. Please complete this <a href="#">form</a> by <b>May 1</b> if you are interested.</p> <p>Please email <a href="mailto:commencement@hacc.edu">commencement@hacc.edu</a> with any questions.</p>			March 29, 2023
23.	Has the Financial Aid Department resumed customer service operations?	<p>Yes. On March 20, HACC’s Financial Aid Department resumed services to students Monday through Friday from 10 a.m.-2 p.m.</p> <p>Please note:</p> <ol style="list-style-type: none"> <li>Students can reach financial aid by calling 800-ABC-HACC or emailing <a href="mailto:financialaid@hacc.edu">financialaid@hacc.edu</a>.</li> <li>Students may schedule appointments via a Zoom meeting. Please: i. Have your HACC ID number ready ii. Note appointments are set in 15-minute increments</li> <li>This link should be used to sign up for an appointment through Navigate: <a href="https://hacc.campus.eab.com/pal/RI6ap2CbAA">https://hacc.campus.eab.com/pal/RI6ap2CbAA</a>.</li> </ol> <p>Also, please note that due to the volume of calls and requests, students may experience some delays.</p>			March 22, 2023
24.	When will students with financial aid have the ability to make changes to their schedule online themselves as in previous years? Please explain the process.	<p>The use of the <a href="#">Drop Add Withdraw (DAW) form</a> and registration holds (Approved Class Schedule Holds) are vital steps to ensuring Title IV compliance. Students who use Title IV financial aid are limited to using those funds for programs on the institution’s Eligibility and Certification Approval Report (ECAR) – and are likewise limited to classes that meet requirements for</p>			March 22, 2023



		<p>their official program of study at HACC. This requirement is often called the Course Program of Study requirement.</p> <p><u>Please review the following process:</u></p> <ol style="list-style-type: none"> <li>a. After students initially register for classes, their educational plans and registration are checked to ensure that all classes they will be taking qualify for financial aid.</li> <li>b. If the student’s registration is aid-eligible (all classes meet program requirements), the student’s course schedule is locked with an Approved Class Schedule (EA) hold.</li> <li>c. Once a registration hold is in place, a student can only update or change their registration through the use of the DAW form. i. NOTE: This DAW form is necessary to help us manage students’ registration changes and ensure that any changes students want to make are still aid-eligible (i.e. required for their official program of study).</li> <li>d. For the summer and fall 2023 registration cycle, we will begin checking students’ registration and applying Approved Class Schedule Holds after May 10.</li> </ol> <p>For more information about the educational plan process, please see <a href="#">this graphic</a>. While the approved registration hold and DAW form process is not ideal, they are essential steps to ensure that we only allow students to register for aid-eligible classes and ensure compliance with Title IV regulations.</p> <p>We are engaged in efforts with a contractor to institute Course Program of Study technology that should eliminate the need for approved course schedule holds and broad use of DAW forms. However, it will take several semesters to implement and validate that technology. While the educational plan process outlined above will continue to be refined, it will be in place for the foreseeable future.</p>	
25.	I heard the College is having a Registration Rally. What is this, and can I get involved?	<p>The College’s <a href="#">Registration Rally</a> will be held on all HACC campuses and virtually on <b>April 5</b>.</p> <p>Students will be supported to finish the spring semester STRONG and start the fall semester STRONG.</p>	March 22, 2023

		<p>There will be free food, resources, prizes and tuition giveaways. We are seeking YOUR help to support the event and guide students to register.</p> <p>Please use this link [<b>Link was redacted for security purposes.</b>] to sign up to support the Registration Rally.</p>	
26.	<p>I work on the Harrisburg Campus and noticed new information being displayed on the digital front entrance sign. Are HACC employees able to request information be added to this sign?</p>	<p>The digital entrance sign at the College’s Harrisburg Campus is managed through a joint partnership between the Office of College Advancement, which handles student recruitment efforts, and the Office of Finance, which manages the operations of the digital sign. The entrance sign, similar to highway billboard messaging managed by the OCA team, is used as a recruitment and retention tool to provide future and current HACC students with brief snippets of information.</p> <p>The digital sign would not be effective if many slides were displayed as it would be information overload. Additionally, those who are traveling along Wildwood Park Drive would not view all slides due to the length of time that each slide is displayed. The College wants to ensure that our target audiences are receiving the information they need to be successful. Therefore, HACC employees are not able to request information be added to the digital entrance sign at the Harrisburg Campus.</p> <p>However, HACC employees are encouraged to promote their initiatives and programs using:</p> <ol style="list-style-type: none"> <li>a. On-campus signage, including <a href="#">campus video screens</a></li> <li>b. <a href="#">Social media</a></li> </ol> <p>We appreciate your support of these efforts.</p>	March 22, 2023
27.	<p>What are the steps of the probationary process?</p>	<p>Every employee enrolled in a six-month probationary period and their corresponding supervisor will receive the <a href="#">probation performance checklist</a> from <a href="mailto:employeerelations@hacc.edu">employeerelations@hacc.edu</a>. Please follow the guidelines outlined in the checklist.</p> <p>Once complete, the supervisor will:</p> <ol style="list-style-type: none"> <li>a. Meet with the employee to close out the cycle and sign off within Page-Up</li> </ol>	March 22, 2023

		b. Initial on the checklist that the probation is complete and return the signed checklist to <a href="mailto:employeerelations@hacc.edu">employeerelations@hacc.edu</a>	
28.	What is the current step for the employee annual performance evaluation?	The current step is the next level supervisor review, which is due on April 14.  If there are any outstanding supervisor evaluations remaining, please email <a href="mailto:EmployeeRelations@hacc.edu">EmployeeRelations@hacc.edu</a> immediately.	March 22, 2023
29.	I want to help spread the word about HACC scholarships. What can I do?	The HACC Foundation would love your help with spreading the word to our students! Students can receive FREE money by <a href="#">applying</a> for <a href="#">HACC Foundation</a> scholarships!  Please: a. Encourage students to apply by downloading and sharing the <a href="#">HACC Foundation Scholarship Flyer</a> b. Remind students there are a <a href="#">variety of scholarships available</a> , including full-ride scholarships c. Direct students to <a href="http://hacc.edu/Scholarships">hacc.edu/Scholarships</a> for more information and resources to assist them  We appreciate your help! If you have any questions or need additional information, please email <a href="mailto:HACCscholarships@hacc.edu">HACCscholarships@hacc.edu</a> . Thank you!	March 15, 2023
30.	When will students who receive financial aid have the ability to make changes to their schedules online as in previous years?	Use of the <a href="#">Drop Add Withdraw (DAW) form</a> and registration holds are vital to ensuring Title IV compliance. Students who use Title IV financial aid are limited to using those funds for programs on the institution's Eligibility and Certification Approval Report (ECAR) and are also limited to classes that meet requirements for their program of study.  Please note the process below: a. After students register for classes, their educational plans and registration are checked to ensure that all classes they are taking qualify for financial aid. b. If the student's registration is aid-eligible (all classes meet program requirements), then the student's course schedule is locked with an Approved Class Schedule hold.	March 15, 2023

		<p>c. Once the student has an Approved Class Schedule hold, they can only update or change their registration through the use of the DAW form. This DAW form is necessary to help us manage students' registration changes and ensure that any changes students want to make are still aid-eligible.</p> <p>d. For the summer and fall 2023 registration cycle, we will begin checking students' registration and applying Approved Class Schedule holds on May 10.</p> <p>For more information about the educational plan process, please review <a href="#">this graphic</a>.</p> <p>We are engaged in efforts to institute technology called Course Program of Study (CPOS), which should eliminate the need for the Approved Class Schedule hold and broad use of DAW forms. It will take several semesters to implement and validate that technology. Therefore, the process outlined above will be in place for the foreseeable future.</p>	
31.	I heard the College is having a Registration Rally. What is this, and can I get involved?	<p>The College's <a href="#">Registration Rally</a> will be held on all HACC campuses and virtually on <b>April 5</b>. Students will be supported to finish the spring semester STRONG and start the fall semester STRONG. There will be free food, resources, prizes and tuition giveaways. We are seeking YOUR help to support the event and guide students to register. Please use this <a href="#">link</a> [<b>Link was redacted for security purposes.</b>] to sign up to support the Registration Rally.</p>	March 15, 2023
32.	What are the HACC bookstore hours for the rest of the spring semester?	<p>Please note:</p> <ol style="list-style-type: none"> <li>All HACC bookstores will be closed on March 17.</li> <li>All bookstores are open 8 a.m.-5 p.m. Monday through Thursday.</li> <li>On Fridays through the end of April, only the Harrisburg Campus bookstore will be open from 8 a.m.-1 p.m. Bookstores on the Gettysburg, Lancaster and York campuses will be closed on Fridays.</li> <li>d. All bookstores will be open on May 5 and May 12 from 8 a.m.-1 p.m.</li> </ol>	March 15, 2023
33.	I heard that there will be a stream bank restoration project at the Lancaster Campus. Can you please share the details?	The stream bank restoration project at the Lancaster Campus is a partnership with East Lampeter Township. The purpose is to enhance sustainability of campus land by lowering erosion, flooding and sediment loading to the stream and eventually to the Conestoga River.	March 15, 2023

		The first-year construction and maintenance is fully funded by the township. Moving forward, HACC will engage in landscaping and maintenance in the project areas. The project includes bulk grading for channel realignment, fine grading, seeding, planting and other related items along the stream for 2,163 feet from the eastern property line to the western end of the campus. The project will be advertised for bids by East Lampeter Township on PennBid and close March 31. Construction is scheduled to start between May and July.	
34.	If a student needs to send a high school transcript to HACC, which email address should they use?	Please send all high school transcripts to <a href="mailto:admissionsrecords@hacc.edu">admissionsrecords@hacc.edu</a> .	March 8, 2023
35.	How do I order HACC business cards?	<p>If you are a new HACC employee or your job title recently changed, you can easily place an order for HACC business cards.</p> <p>To access the online ordering site, please:</p> <ol style="list-style-type: none"> <li>Log in to <a href="#">myHACC</a></li> <li>Locate the Office of College Advancement channel</li> <li>Select “HACC Business Cards Online Ordering Form” under Online Forms</li> <li>Enter your HACC email address and your unique password for the site, or click “Need help logging on?” if you need to create or reset your password (Please note: The password can be different from the password you use for other HACC applications.)</li> <li>Note that you can also access the online ordering site through <a href="#">this document</a> in myHACC or HACC’s <a href="#">communications hub</a></li> </ol> <p>Please note that business cards are delivered to HACC’s Mail Center within 15 business days after your order is approved. If you have any questions, please email <a href="mailto:IMCprojects@hacc.edu">IMCprojects@hacc.edu</a>.</p>	March 8, 2023
36.	How can I volunteer to review HACC Foundation scholarship applications?	<p>The <a href="#">HACC Foundation</a> needs volunteers to serve on our scholarship reviewer committees. Your help will ensure we select the best candidates for our scholarship awards. The reviewer process is easy, so please help us recognize our exceptional students who deserve a quality, affordable education.</p> <p>As a volunteer, you will be asked to log on to our online scholarship management system, AcademicWorks, to review scholarship applications any time between April 1 and April 17.</p>	March 8, 2023

		<p>Volunteers should note:</p> <ol style="list-style-type: none"> <li>We estimate the total time commitment to complete the review process to be no more than three hours.</li> <li>Reviews can be done from any computer at any time.</li> <li>Specific instructions will be provided by <a href="mailto:HACCscholarships@hacc.edu">HACCscholarships@hacc.edu</a>.</li> <li>You must sign up to be a reviewer every scholarship cycle. Even if you reviewed in the past, you will only be able to review if you sign up again.</li> <li>We welcome all HACC employees, alumni and community members.</li> <li>Current HACC students are not eligible to serve as reviewers.</li> </ol> <p><b>If you would like to volunteer to review scholarship applications, please complete <a href="#">this online form</a> by March 20.</b></p> <p>If you have any questions or need additional information, please email <a href="mailto:HACCscholarships@hacc.edu">HACCscholarships@hacc.edu</a>. Thank you!</p>	
37.	When will the College begin to review and lock students' registration for the fall semester?	<p>Starting March 27, students can review and update their course registration for the fall semester registration cycle. They have until <b>May 10 by 11:59 p.m.</b> to do so.</p> <p>Effective May 11, students whose course registrations have been reviewed and approved will need to fill out and submit a drop, add and withdrawal (DAW) form to make changes to their registration.</p> <p>We will review and approve student registration twice a week for students who register after May 10.</p>	March 8, 2023
38.	I heard we are having a registration rally. What is this, and can I be involved?	<p>A <a href="#">registration rally</a> will be held on all HACC campuses and virtually on April 5 to support students to finish the spring 2023 semester and start the fall 2023 semester strong. There will be free food, resources, prizes and tuition giveaways.</p> <p>We are looking for YOUR help to support the event and guide students to register. Please <a href="#">sign up</a> to support this event.</p>	March 8, 2023

39.	If we are past being contagious and simply have a cough or a runny nose left over from an illness, why do we have to stay home?	If you have been sick, please follow the <a href="#">self-screening</a> and <a href="#">quarantine guidance</a> .. Once that quarantine guidance has been met, along with the COVID-19 testing requirement, you are cleared to be on campus. Also, please be mindful of others around you. While face coverings are not required on campus, they are encouraged.	March 8, 2023
40.	Is it still important to self-screen daily?	<p>Yes. Please continue to self-screen and assess how you feel each day.</p> <p>If you feel sick or have <b>one or more</b> <a href="#">cold</a>, <a href="#">flu</a>, <a href="#">mpox</a> or <a href="#">COVID-19</a> symptoms, please do the following <b>regardless of your vaccination status</b>:</p> <ul style="list-style-type: none"> <li>a. Stay home</li> <li>b. Notify your instructor or supervisor</li> <li>c. Monitor yourself for the next 48 hours</li> <li>d. Contact your healthcare provider and follow their guidance</li> </ul> <p>For more information on how to self-screen for COVID-19, please visit <a href="http://hacc.edu/COVIDannouncements">hacc.edu/COVIDannouncements</a>.</p>	March 8, 2023
41.	I heard that there will be electrical work completed at the Harrisburg Campus. Can you share more?	<p>HACC’s electrical vendor will be conducting an arc flash assessment from 4:30-6:30 a.m. March 13-17.</p> <p>These planned power outages will occur at all of the Harrisburg Campus buildings and should not affect employees’ schedules.</p>	March 8, 2023
42.	I heard that HACC is going to be engaging in an energy sustainability project. Can you please provide the details?	<p>HACC is embarking on a Guaranteed Energy Savings Agreement (GESA) project. Over the next several years, the College will implement major facility improvements at all campus locations.</p> <p>The HACC guaranteed energy savings projects will modernize HACC’s critical infrastructure with energy efficient, sustainable technologies and optimize learning environments for employees and students.</p> <p>The first project will begin during spring break week and include a water efficiency installation in the restrooms in buildings on HACC’s Harrisburg Campus and Midtown 1.</p> <p>Beginning March 13, restroom facilities will be shut down in:</p> <ul style="list-style-type: none"> <li>a. Bruce E. Cooper Student Center</li> </ul>	March 8, 2023

		<p>b. Clyde E. Blocker Hall  c. Select Medical Health Education Pavilion  d. Senator Jeffrey E. Piccola Law Enforcement Complex</p> <p>The contractor will post signage in the buildings and provide information for the closest open restroom. The project will continue at other buildings in subsequent weeks.</p> <p>We will provide updated information each week as this project progresses. More information on the entire GESA project will be provided in the upcoming weeks.</p>	
43.	When is the current step due for the employee annual performance process?	The current step of supervisor evaluation is due on March 17. If there are any outstanding self-evaluations remaining, please email <a href="mailto:EmployeeRelations@hacc.edu">EmployeeRelations@hacc.edu</a> immediately.	March 8, 2023
44.	How can future students schedule campus tours?	Future students who would like to tour a campus must <a href="#">schedule an on-campus appointment</a> .	March 1, 2023
45.	Can future students walk in, meet with an admissions professional and receive a campus tour?	<p>There are several ways a future student can meet with an admissions professional, including:</p> <p>Virtually</p> <ul style="list-style-type: none"> <li>• At our five campuses</li> <li>• During events</li> </ul> <p>If a future student walks in and visits one of our campuses, please ask them to check-in at the <a href="#">Welcome Center</a>. If an admissions professional is available, they will meet with the future student. If an admissions professional is not available, our Welcome Center colleagues have a process in place to help the future student schedule an admissions appointment.</p>	March 1, 2023
46.	What is the deadline for President's Award nominations?	The award portal will be open March 1-31. Nominations must be submitted <a href="#">electronically</a> . Please email <a href="mailto:employeerelations@hacc.edu">employeerelations@hacc.edu</a> for more details.	March 1, 2023
47.	Who should a HACC employee contact if they have a work-related injury?	<p>If an employee has a work-related injury, please do the following:</p> <ol style="list-style-type: none"> <li>a. Contact your supervisor immediately</li> <li>b. Follow up immediately with an email to Terry Sholansky, director of health and safety, at <a href="mailto:tsholans@hacc.edu">tsholans@hacc.edu</a></li> </ol>	March 1, 2023



48.	What HACC Foundation scholarships can students apply for right now?	<p>Good question! Thanks to the <a href="#">HACC Foundation</a>, you have many unique scholarship opportunities (<b>FREE money that you do not have to repay</b>) to help ease some of your financial stressors and help you stay on track.</p> <p>The chart below highlights the opportunities currently available.</p>	March 1, 2023															
		<table border="1"> <thead> <tr> <th data-bbox="682 284 1031 321">Scholarship Type</th> <th data-bbox="1031 284 1379 321">Application Deadline</th> <th data-bbox="1379 284 1709 321">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="682 321 1031 540"><a href="#">Credit Scholarships</a></td> <td data-bbox="1031 321 1379 540">March 27, 2023</td> <td data-bbox="1379 321 1709 540">Current HACC students in a credit program may apply for many unique scholarships to help pay for books, tuition and fees.</td> </tr> <tr> <td data-bbox="682 540 1031 906"><a href="#">Academic and Workforce Development Full-ride Scholarships</a></td> <td data-bbox="1031 540 1379 906">April 2, 2023</td> <td data-bbox="1379 540 1709 906">Current and future HACC students enrolled in specific credit or workforce development (noncredit) programs can apply to have all their HACC-related expenses – including tuition, books and fees – covered.</td> </tr> <tr> <td data-bbox="682 906 1031 1312"><a href="#">PNC Full-ride Scholarships for Black Students</a></td> <td data-bbox="1031 906 1379 1312">Students may apply any time.</td> <td data-bbox="1379 906 1709 1312">In fall 2021, the PNC Foundation awarded a \$112,500 grant to the HACC Foundation that will provide full-ride scholarships for Black students enrolled in HACC's <a href="#">Police Academy</a> or <a href="#">Emergency Medical Technician (EMT) Program</a>.</td> </tr> <tr> <td data-bbox="682 1312 1031 1414"><a href="#">Noncredit Workforce Development Scholarships</a></td> <td data-bbox="1031 1312 1379 1414">Students may apply any time.</td> <td data-bbox="1379 1312 1709 1414">Many scholarships are offered to students enrolled in workforce</td> </tr> </tbody> </table>	Scholarship Type	Application Deadline	Description	<a href="#">Credit Scholarships</a>	March 27, 2023	Current HACC students in a credit program may apply for many unique scholarships to help pay for books, tuition and fees.	<a href="#">Academic and Workforce Development Full-ride Scholarships</a>	April 2, 2023	Current and future HACC students enrolled in specific credit or workforce development (noncredit) programs can apply to have all their HACC-related expenses – including tuition, books and fees – covered.	<a href="#">PNC Full-ride Scholarships for Black Students</a>	Students may apply any time.	In fall 2021, the PNC Foundation awarded a \$112,500 grant to the HACC Foundation that will provide full-ride scholarships for Black students enrolled in HACC's <a href="#">Police Academy</a> or <a href="#">Emergency Medical Technician (EMT) Program</a> .	<a href="#">Noncredit Workforce Development Scholarships</a>	Students may apply any time.	Many scholarships are offered to students enrolled in workforce	
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				development (noncredit) courses.	
		<p>If you are awarded a scholarship, please complete your follow-up tasks. You will not be awarded the scholarship if your follow-up tasks are not completed.</p> <p>Please visit <a href="http://hacc.edu/Scholarships">hacc.edu/Scholarships</a> for more information.</p>			
49.	How can I learn more about promoting a greater sense of belonging at HACC?	<p>The Office of Inclusion, Diversity and Belonging is proud to work with Dr. Terrell Strayhorn, HACC’s 2022-23 Diversity Scholar-in-Residence, to offer a professional development session on research and practices supporting the cultivation of a sense of belonging. This session is open to all HACC employees. Please join Dr. Strayhorn and HACC colleagues <b>today at 1 p.m.</b></p> <p>Zoom information for the session is below:  <b>[Zoom information is redacted for security purposes.]</b></p> <p>In this session, Dr. Strayhorn will advance the conversation with new insights about human-centered design, new majority students and institutionalizing belonging. This session is a follow up to his previous belonging-focused <a href="#">keynote</a> and other targeted group presentations in the 2022 spring semester.</p> <p>Please note that attending or watching previous sessions are not prerequisites to understanding and benefiting from this presentation.</p>			Feb.22, 2023
50.	How can I volunteer to review HACC Foundation scholarship applications?	<p>The <a href="#">HACC Foundation</a> needs volunteers to serve on our scholarship reviewer committees. Your help will ensure we select the best candidates for our scholarship awards. The reviewer process is easy, so please help us recognize our exceptional students who deserve a quality, affordable education.</p> <p>As a volunteer, you will be asked to log on to our online scholarship management system, AcademicWorks, to review scholarship applications any time between April 1 and April 17.</p> <p>Volunteers should note:</p>			Feb.22, 2023

		<p>a. We estimate the total time commitment to complete the review process to be no more than three hours.</p> <p>b. Reviews can be done from any computer at any time.</p> <p>c. Specific instructions will be provided by <a href="mailto:HACCscholarships@hacc.edu">HACCscholarships@hacc.edu</a>.</p> <p>d. You must sign up to be a reviewer every scholarship cycle. Even if you reviewed in the past, you will only be able to review if you sign up again.</p> <p>e. We welcome all HACC employees, alumni and community members.</p> <p>f. Current HACC students are not eligible to serve as reviewers.</p> <p><b>If you would like to volunteer to review scholarship applications, please complete <a href="#">this online form</a> by March 20.</b></p> <p>If you have any questions or need additional information, please email <a href="mailto:HACCscholarships@hacc.edu">HACCscholarships@hacc.edu</a>. Thank you!</p>	
51.	A media representative asked for my comment on a new partnership between HACC and another organization. How should I respond?	When approached by a member of the media, please refer them to <a href="mailto:newsroom@hacc.edu">newsroom@hacc.edu</a> in the Office of College Advancement (OCA), which handles inquiries from media representatives about HACC and the HACC Foundation. For details, please review SGP 131 News Releases, Media Advisory and Media Contacts <a href="#">Handbook</a> and SGP 131 News Releases, Media Advisory and Media Contacts <a href="#">Policy</a> in the Shared Governance portal under the Organizations tab on <a href="#">myHACC</a> .	Feb.22, 2023
52.	When is HACC's next Commencement ceremony?	<p>The <a href="#">spring 2023 Commencement ceremony</a> will be held on May 9 at 6 p.m. at the Giant Center in Hershey. Students who meet graduation requirements in the spring or summer 2023 semesters are eligible to participate.</p> <p>Students who are eligible to graduate should submit their application to graduate <b>by March 1</b> to (a) receive a Commencement ceremony participation invitation and (b) have their names printed in the program. Please review the complete details on our <a href="#">website</a>.</p> <p>If you have any questions or need additional information, please email <a href="mailto:commencement@hacc.edu">commencement@hacc.edu</a>.</p>	Feb.22, 2023
53.	How can I volunteer at the spring 2023 Commencement ceremony?	The Commencement Committee has several volunteer assignments to fill for the <a href="#">spring 2023 Commencement ceremony</a> and needs YOUR help to ensure a safe and smooth event for students and their guests.	Feb.22, 2023

		<p>If you are interested, please review the <a href="#">volunteer assignments</a> and submit a volunteer <a href="#">sign-up form</a> by <b>April 6</b>. Those who sign up will receive more information about their volunteer role in mid-April.</p> <p>If you have questions, please email <a href="mailto:commencement@hacc.edu">commencement@hacc.edu</a>.</p>	
54.	What is the process for displaying a slide on campus video screens?	<p>To display a slide on the College’s campus video screens, please:</p> <ol style="list-style-type: none"> <li>a. Review the <a href="#">campus video screens guidelines</a></li> <li>b. Use the appropriate <a href="#">PowerPoint template</a> for campus video screens to develop your slide</li> <li>a. c. Submit the completed PowerPoint files (.pptx) to <a href="mailto:askstudentaffairs@hacc.edu">askstudentaffairs@hacc.edu</a> with an expiration date for when the slide should be removed</li> </ol>	Feb.22, 2023
55.	How is the CARE Center fighting food insecurity on campuses?	<p><a href="#">HACC’s Consultation, Advocacy, Referrals and Empowerment (CARE) Center</a> hosts Free Meal Thursdays from noon to 2 p.m. at the Harrisburg, Lancaster and York campuses. Students may stop in for a free nutritious meal weekly, including grab-and-go drinks and snacks.</p> <p>The CARE Center locations are:</p> <ol style="list-style-type: none"> <li>a. Harrisburg Campus: Whitaker Hall 123H</li> <li>b. Lancaster Campus: Main Building 327</li> <li>c. York Campus: Governor George M. Leader Building 136G</li> </ol> <p>In addition, students can receive one free meal per week with a value of up to \$10 at the Chef’s Apprentice on the Harrisburg Campus or at the bookstores on the Gettysburg, Lancaster and York campuses. Students at the Lebanon Campus can pick up to one free meal per week of up to \$10 at Gus Deraco’s Italian Sandwiches at 714 Cumberland St. across from the campus. Students should ask the cost to be charged to the CARE Center.</p> <p><b>Please share this information privately with any student who could benefit from a meal while on a HACC campus.</b></p>	Feb.22, 2023
56.	Is it still important to self-screen daily?	<p>Yes. Please continue to self-screen and assess how you feel each day.</p> <p>If you feel sick or have <b>one or more</b> <a href="#">cold</a>, <a href="#">flu</a>, <a href="#">mpox</a> or <a href="#">COVID-19</a> symptoms, please do the following <b>regardless of your vaccination status:</b></p>	Feb.15, 2023

		<p>a. Stay home  b. Notify your instructor or supervisor  c. Monitor yourself for the next 48 hours  d. Contact your healthcare provider and follow their guidance</p> <p>For more information on how to self-screen for COVID-19, please visit <a href="http://hacc.edu/COVIDannouncements">hacc.edu/COVIDannouncements</a>.</p>	
57.	If we are past being contagious and simply have a cough or a runny nose left over from an illness, why do we have to stay home?	<p>If you have been sick, please follow the <a href="#">self-screening</a> and <a href="#">quarantine guidance</a>. Once that quarantine guidance has been met, along with the COVID-19 testing requirement, you are cleared to be on campus.</p> <p>Also, please be mindful of others around you. While face coverings are not required on campus, they are encouraged.</p>	Feb.15, 2023
58.	How will the College address financial aid vacancies and students' needs? How can I help students during this time?	<p>HACC's financial aid team is focusing on production and processing of students' aid in the next few weeks.</p> <p>Addressing production will eliminate many student questions and concerns. Please advise students to monitor their account for updates.</p> <p>The College, like so many other post-secondary institutions, are actively seeking to fill vacant financial aid positions. We are also exploring the option of a third-party contractor to provide additional staff support for students.</p>	Feb.15, 2023
59.	A student asked me about a full-ride scholarship opportunity. Could you please provide the details so that I can inform my students?	<p>Thanks to the <a href="#">HACC Foundation</a>, the College is providing 10 full-ride scholarships to future and continuing HACC students.</p> <p><b>The deadline to apply is April 2.</b> To learn more, please visit <a href="http://hacc.edu/AWD">hacc.edu/AWD</a>.</p> <p>Please encourage your students to apply for the opportunity for <b>FREE money</b>. Thank you!</p>	Feb.15, 2023
60.	Is there still time to nominate a graduating student to be a Commencement student speaker?	<p>Yes. There is still time to nominate a graduating student to be the spring 2023 Commencement student speaker!</p> <p>The <a href="#">Nomination Form</a> needs to be submitted <b>no later than Feb. 24</b>.</p> <p>In order to qualify for consideration, the nominated student must:</p>	Feb.15, 2023

		<ul style="list-style-type: none"> <li>a. Be in good academic standing (i.e., 2.0 GPA or higher)</li> <li>b. Meet graduation requirements for their program of study</li> <li>c. Communicate to the graduating class about the positive experiences they have had at HACC and their hopes for what the future holds for them and their peers</li> </ul> <p>Please contact <a href="mailto:commencement@hacc.edu">commencement@hacc.edu</a> with any questions.</p>	
61.	<p>In the <a href="#">May 18, 2022, email from Dr. Ski</a>, there was a prompt to include the following in our email signatures:  “Effective May 23, 2022, HACC’s campuses AND buildings will be open to all students, employees and the general public. This information is tentative and subject to change. Please visit <a href="http://hacc.edu/Coronavirus">hacc.edu/Coronavirus</a> for more information.”</p> <p>Is this still accurate? Should we keep this in our email signature or remove it?</p>	<p>Please remove the verbiage from your email signatures. HACC’s campuses have been fully open for more than eight months. Information is always tentative and subject to change. If something changes, we will issue an announcement. Thank you!</p>	Feb.15, 2023
62.	<p>I heard there will be work on the Rose Lehrman Arts Center’s roof. Can you share the details?</p>	<p>From Feb. 18-27, QualTek Wireless will be working on the roof of the Rose Lehrman Arts Center to make updates to the T-Mobile equipment. The contractors will block off sections of the building during the crane work on Feb. 18. There will be no admittance to the coned off areas during the project.</p> <p>No classes will be affected.</p>	Feb.15, 2023
63.	<p>How will Farm Show events affect my travel plans to the Harrisburg Campus for the next two weekends?</p>	<p>HACC has a contract with the Pennsylvania Farm Show for overflow parking for several events.</p> <p>Minimal impact for HACC students and employees on the Harrisburg Campus is to be expected for upcoming Farm Show events.</p> <ul style="list-style-type: none"> <li>a. Overflow parking for Motorama on Feb. 18 and Feb. 19 will be in the East parking lots on the Harrisburg Campus.</li> </ul>	Feb.15, 2023

		<p>b. West lots seven, nine and 11 will be coned off for RV parking from Feb. 17-26.</p> <p>c. The employee lot will be available during these times.</p> <p>64. d. Farm Show events will have no impact at the parking lots at HACC's Senator John J. Shumaker Public Safety Center.</p>	
65.	Can you please update me about the financial aid announcement?	<p>Due to increased production needs in support of students and employee shortages in the Financial Aid Department, the financial aid team will focus on processing students' aid, addressing current issues, cross-training and preparing for the packaging of aid for 2023-24.</p> <p>In support of the financial aid team and our students' immediate needs, <b>we have temporarily halted customer service via the HawkStop, phones and on-campus walk-ins through March 17.</b> This modification will allow the financial aid team to focus on production and awarding aid to our students.</p> <p>During this time, please send financial aid-related questions to <a href="#">Tim Barshinger</a>, assistant vice president of student enrollment services, and Chrissy Davis Jones, Ed.D., the vice president of student affairs and enrollment management.</p> <p>Please do <b>not</b> send questions to financial aid colleagues or to the department's generic email, <a href="mailto:financialaid@hacc.edu">financialaid@hacc.edu</a>.</p>	Feb.8, 2023
66.	How will the College address financial aid vacancies and students' needs? How can I help students during this time?	<p>HACC's financial aid team is focusing on production and processing students' aid in the next few weeks.</p> <p>Addressing production will eliminate many student questions and concerns. Please advise students to monitor their account for updates.</p> <p>The College is actively seeking to fill vacant financial aid positions. We are also exploring the option of a third-party contractor to provide additional support for students</p>	Feb.8, 2023
67.	I heard the swimming pool has been permanently closed at the J.W. Evans Physical Building on the Harrisburg Campus. How will the space be repurposed?	<p>The Board of Trustees recently approved the permanent closure of the swimming pool at the J. W. Evans Physical Education Building on the Harrisburg Campus. The decision was made after careful consideration, an extensive feasibility study and consultation. The pool has been closed since December 2020 due to system failures and the need for multiple repairs and upgrades.</p>	Feb.8, 2023

		The plan is to repurpose the space for wider student and community use. Work is to begin this year. Additional information will be provided as it becomes available.	
68.	I heard that the bookstore is going to be closed to make upgrades to software. Can you provide the details?	All HACC bookstores will be closing Feb. 9 at 1 p.m. for upgrades to a new credit card processing system. The bookstores will reopen on Feb. 13 at 8 a.m.	Feb.8, 2023
69.	I want to help spread the word about HACC scholarships. What can I do?	<p>The HACC Foundation would love your help with spreading the word to our students!</p> <p>Students can receive FREE money by <a href="#">applying</a> for <a href="#">HACC Foundation</a> scholarships through March 27.</p> <p>Please:</p> <ol style="list-style-type: none"> <li>a. Encourage students to apply by downloading and sharing this <a href="#">HACC Foundation scholarship flyer</a></li> <li>b. Remind students there are resources to assist with the application process. <ol style="list-style-type: none"> <li>i. <a href="#">Video tutorial</a> about the application process</li> <li>ii. <a href="#">FAQ</a> about scholarships</li> <li>iii. <a href="#">Scholarship timeline</a></li> </ol> </li> <li>c. Remind students of the <a href="#">keyword search</a> to find additional scholarships for which they may qualify. For example, if they are in the Nursing Program, please type “nursing” in the keyword search.</li> <li>d. Direct them to <a href="#">hacc.edu/Scholarships</a> for more information.</li> </ol> <p>We appreciate your help! If you have any questions or need additional information, please email <a href="mailto:HACCscholarships@hacc.edu">HACCscholarships@hacc.edu</a>. Thank you!</p>	Feb.8, 2023
70.	Was the system access request process updated? If so, what changed?	<p>On Feb. 7, the College launched our new system access request (SAR) ticketing process within the TeamDynamix Services Portal (TDX).</p> <p>Please note:</p> <ol style="list-style-type: none"> <li>a. You can now request access to all IT-supported systems within TDX.</li> <li>b. All SARs will be entered via TDX.</li> </ol>	Feb.8, 2023



		<ul style="list-style-type: none"> <li>c. The TDX SAR will have two different forms, one for requesting access for new users, and one for requesting changes to access for existing system users.</li> <li>d. Any SARs already entered in the old system will be completed in that system.</li> <li>e. The TDX system uses the same single sign-on (SSO) credentials that most systems at HACC use. If you are already logged into myHACC, you will be able to proceed with submitting the request. However, if you have not logged into <a href="#">myHACC</a> and attempt to submit the SAR request, you will be prompted to log in via the familiar <a href="#">auth.hacc.edu</a> login page.</li> </ul> <p>To get started, please:</p> <ul style="list-style-type: none"> <li>a. Log into the TDX Service Portal at <a href="#">help.hacc.edu</a> to access the new SAR</li> <li>b. View the TDX SAR <a href="#">Quick Start Guide</a></li> <li>c. Watch videos on <a href="#">how to submit a SAR for existing and new users</a></li> </ul>	
71.	I heard that the College is updating the Office365 system. When will it occur and what is changing?	<p>The Office of Information Technology and Learning Experience is migrating the Office 365 environment to the College's single sign-on (SSO) provider. The update will take place on Feb. 11 at 8 p.m. and is expected to last several minutes. Please note:</p> <ul style="list-style-type: none"> <li>a. There may be a brief interruption to logins to <a href="#">Office.com</a> and the Outlook web client during this time.</li> <li>b. If you are already logged in to the Outlook Web Client or Office 365, you should not see any change.</li> <li>c. If you receive an error in your authentication during this time, please wait a few minutes and try again.</li> <li>d. If your login issues persist, please contact the IT Support Center at 717-780-2570 or email <a href="mailto:support@hacc.edu">support@hacc.edu</a>.</li> </ul>	Feb.8, 2023
72.	What is the current step in the employee annual performance process?	<p>The current step of supervisor evaluation is due on March 17. All self-assessments should be completed at this time.</p> <p>If you have any questions, please review resources and tools at <a href="#">PAGEUP Resources   myhaccext.hacc.edu</a> or email <a href="mailto:EmployeeRelations@hacc.edu">EmployeeRelations@hacc.edu</a>.</p>	Feb.8, 2023

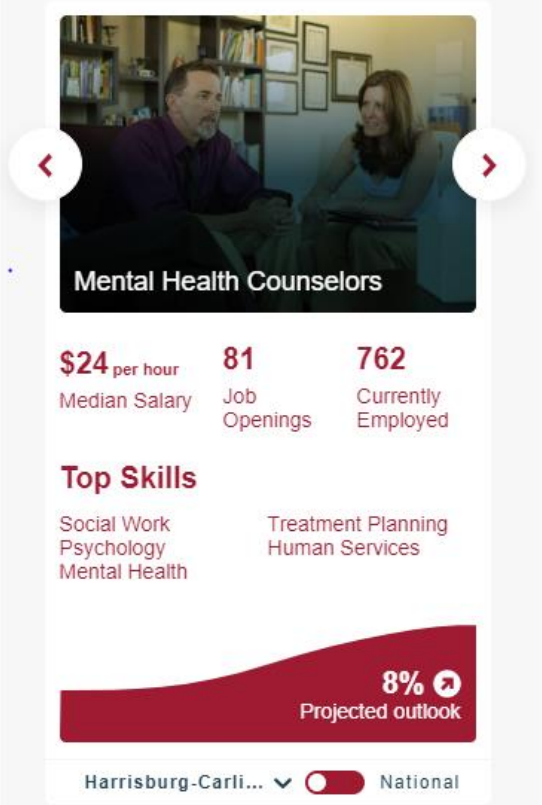
73.	I have a meeting coming up with a student who is a non-native English speaker, and having someone to translate for them would be really useful. What resources are available to me?	HACC has contracted the services of TransPerfect Business Solutions to provide over-the-phone language interpretation services. For more information, including how to use the service and tips for interactions with interpreters, please visit <b>[Information is redacted for security purposes.]</b> .	Feb. 1, 2023						
74.	What are the bookstore hours for the rest of the spring semester?	Effective Feb. 6, the bookstore hours will be: <table border="1" data-bbox="684 464 1707 581"> <thead> <tr> <th data-bbox="684 464 1203 505">Days of the Week</th> <th data-bbox="1203 464 1707 505">Times</th> </tr> </thead> <tbody> <tr> <td data-bbox="684 505 1203 545">Monday through Thursday</td> <td data-bbox="1203 505 1707 545">8 a.m.-5 p.m.</td> </tr> <tr> <td data-bbox="684 545 1203 581">Friday</td> <td data-bbox="1203 545 1707 581">8 a.m.-1 p.m.</td> </tr> </tbody> </table>	Days of the Week	Times	Monday through Thursday	8 a.m.-5 p.m.	Friday	8 a.m.-1 p.m.	Feb. 1, 2023
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75.	If we are past being contagious and simply have a cough or a runny nose left over from an illness, why do we have to stay home?	If you have been sick, please follow the <a href="#">self-screening</a> and <a href="#">quarantine guidance</a> . Once that quarantine guidance and the COVID-19 testing requirement are met, you are cleared to be on campus.  Also, please be mindful of others around you. While face coverings are not required on campus, they are encouraged.	Jan. 25, 2023						
76.	Is it still important to self-screen daily?	Yes. Please continue to self-screen and assess how you feel each day. If you feel sick or have <b>one or more</b> <a href="#">cold</a> , <a href="#">flu</a> , <a href="#">mpox</a> or <a href="#">COVID-19</a> symptoms, please do the following <b>regardless of your vaccination status:</b>  a. Stay home b. Notify your instructor or supervisor c. Monitor yourself for the next 48 hours d. Contact your healthcare provider and follow their guidance  For more information on how to self-screen for COVID-19, please visit <a href="http://hacc.edu/COVIDannouncements">hacc.edu/COVIDannouncements</a> .	Jan. 25, 2023						
77.	How can I nominate a graduating student to be the spring 2023 Commencement student speaker?	To nominate a graduating student to be the spring 2023 Commencement student speaker, please submit the nomination form [Link is redacted for security purposes.] <b>by March 1.</b> <b>The nominated student must:</b> a. Be in good academic standing (i.e., 2.0 GPA or higher) b. Meet graduation requirements for their program of study	Jan. 25, 2023						

		<p>c. Communicate to the graduating class about the positive experiences they have had at HACC and their hopes for what the future holds for them and their peers</p> <p>Please email <a href="mailto:commencement@hacc.edu">commencement@hacc.edu</a> with any questions.</p>	
78.	Who should I contact with questions related to financial aid?	<p>Please direct general questions, including those related to the status of a student's aid and financial aid issues a student may be experiencing, to <a href="mailto:financialaid@hacc.edu">financialaid@hacc.edu</a>.</p> <p>Please direct higher-level questions about financial aid - including those related to Title IV rules and regulations; program eligibility; educational plans and their impact on financial aid; and previous questions that remain unresolved - to <a href="#">Tim Barshinger</a> and <a href="#">Dr. Chrissy Davis Jones</a>.</p>	Jan. 25, 2023
79.	What will faculty have to do to complete the roster check for early disbursement?	<p>As noted in <a href="#">Dr. Ski's Dec. 7, 2022, weekly email</a>, faculty are required to complete a roster check the first week of class in each part of a term. This includes:</p> <ol style="list-style-type: none"> <li>a. Full-semester and first seven-week classes</li> <li>b. Late-start classes</li> <li>c. Second seven-week classes</li> </ol> <p>This roster check ensures that students are attending class and are therefore aid eligible.</p> <p>This roster check will only be for classes in the current parts of a term. This means the first set of emails will be sent to faculty teaching classes for the full-semester and first seven-week classes.</p> <p>The roster check for these classes for the spring 2023 semester began Jan. 17 and should have been completed by Jan. 20 by noon.</p> <p>We will track completion of the roster check by CRN and communicate with any faculty who miss the deadline.</p> <p><b>The roster check requires faculty to:</b></p> <ol style="list-style-type: none"> <li>a. Check attendance in their classes using their Summary Class List rosters in HACC Web.</li> </ol>	Jan. 25, 2023

		<p>b. Use this form [Link is redacted for security purposes.] to either confirm all students on the roster are attending or to enter any students who are NOT attending.</p> <p><b>Students who are ATTENDING are defined as:</b></p> <p>a. Students in on-campus or remote classes who are physically/remotely in attendance during the scheduled class time</p> <p>b. Students in virtual classes who have completed some educational activity (completion of a discussion post, completion of a quiz, completion of a short assignment, etc.). Please note students log in, set up an online profile or doing something similar does not meet the definition of an educational activity per Title IV regulations.</p> <p>Please remember that ensuring students are in attendance and thus eligible for financial aid is a <b>vital</b> part of our work as a Title IV financial aid-granting institution. Disbursing aid to ineligible students, such as those not attending classes, carries significant risk for HACC and threatens our ability to continue as a Title IV institution. Therefore, it is imperative that we work together to ensure aid is disbursed correctly.</p> <p>More information about how to complete the roster check is available via <a href="#">this video</a>, <a href="#">PDF</a> and <a href="#">FAQ document</a>.</p> <p>Please email <a href="mailto:eso@hacc.edu">eso@hacc.edu</a> with any additional questions.</p>	
80.	When will the new systems access request form be transitioned into TeamDynamix?	<p>As part of our promised commitment to expand TeamDynamix (TDX) offerings, the Office of Information Technology and Learning Experience (OITLE) is happy to announce that on Feb. 7, we will offer systems access requests (SAR) through TDX. The SAR process allows HACC employees to request access to the various IT-managed systems used for daily work at the College. The switchover will be a straightforward transition with no new Web addresses or credentials required. OITLE will provide information to access the new process before the launch date.</p> <p>In the meantime, please note:</p> <p>a. SARs entered in the current system will be completed in that system.</p> <p>b. The new SAR will have two different forms; one for new employees and one for changes to existing user access.</p>	Jan. 25, 2023

81.	With the College transitioning to Banner Self-Service 9, has Ellucian announced the “end of life” for Banner Self-Service 8?	<p>While the official “end of life” announcement for Banner Self-Service 8 has not yet occurred, we anticipate Ellucian will announce the requirement to transition to Banner Self-Service 9 in 2023.</p> <p>The College plans to release many of Banner Self-Service 9 components on the evening of Feb. 12.</p>	Jan. 25, 2023
82.	I heard a new vice president of human resources and organizational development was hired. Can you provide more information?	<p>We are pleased to announce that Jennifer T. Padlan, MBA, MHRM, was hired as HACC’s vice president of human resources and organizational development. Her first day will be Jan. 30.</p> <p>Ellen Horsch, interim vice president of human resources and organizational development, will remain on the HACC team to work on special projects.</p>	Jan. 25, 2023
83.	Have additional annual training evaluation sessions for PageUp been scheduled?	<p>Yes. Two additional training sessions for the annual performance evaluation in PageUp are scheduled for Jan. 30.</p> <p>To register and log in for the training, please:</p> <ol style="list-style-type: none"> <li>a. Go to <a href="http://myhacc.edu">myhacc.edu</a> &gt; Office of Human Resources &gt; Organization Development &gt; HACC/Cornerstone Learning Management System (LMS).</li> <li>b. Access the LMS homepage and click on Instructor-Led Training.</li> </ol>	Jan. 25, 2023
84.	What is the schedule for student affairs offices on campus the rest of the semester?	<p>HACC’s Office of Student Affairs and Enrollment Management includes academic <a href="#">advising</a>, <a href="#">career</a> and <a href="#">transfer</a> services, <a href="#">student success coaching</a>, enrollment services, <a href="#">financial aid</a>, <a href="#">New Student Orientation</a>, <a href="#">Welcome Centers</a>, the <a href="#">Registrar</a> and high school partnerships, including <a href="#">dual enrollment</a>.</p> <p>Employees will be on campus through Jan. 26 from 8 a.m. to 4:30 p.m. and Jan. 27 from 9 a.m. to 4:30 p.m.</p> <p>Beginning the week of Jan. 30 and through the end of the spring 2023 semester, employees will be on campus Monday-Thursday from 8 a.m. to 4:30 p.m. In addition, remote services are offered:</p> <ol style="list-style-type: none"> <li>a. Monday through Thursday (8 a.m.-4:30 p.m.)</li> <li>b. Wednesday (4:30-6:30 p.m.)</li> <li>c. Friday (9 a.m.-4:30 p.m.)</li> </ol>	Jan. 25, 2023

85.	I have a new employee in my department who needs a nameplate for the door and directory in their office. Who do I contact to get this completed?	<p>Please send nameplate requests to Nicia Hollman at <a href="mailto:nmhollma@hacc.edu">nmhollma@hacc.edu</a>.</p> <p>Please include:</p> <ol style="list-style-type: none"> <li>Proper spelling of employee name</li> <li>Campus</li> <li>Building</li> <li>Room</li> </ol> <p>The Collegewide signage committee has purchased machines to print the names for directory signage at the campuses with several volunteers able to operate them.</p>	Jan. 25, 2023
86.	I heard there is new career information on hacc.edu. Where is it located? What can I use it for?	<p>Up-to-date career information is now listed on HACC's <a href="#">academic program webpages</a>.</p> <p>As outlined in the screenshot below, students can find:</p> <ol style="list-style-type: none"> <li>A list of careers they can pursue</li> <li>Top skills for those careers</li> <li>Median salaries</li> <li>Current number of job openings in the region</li> <li>Projected outlook for those careers</li> </ol> <p>Career information is automatically updated on the College's website quarterly by Lightcast Data.</p>	Jan. 18, 2023

		<p>HACC students who study <b>Addiction &amp; Recovery Services</b> can go into these careers:</p> <ul style="list-style-type: none"> <li><a href="#">Mental Health Counselors</a></li> <li><a href="#">Substance Abuse and Behavioral ...</a></li> <li><a href="#">Social and Human Service Assista...</a></li> <li><a href="#">Mental Health and Substance Abu...</a></li> </ul> <p><a href="#">Visit Career Coach</a></p> <p>POWERED BY  Lightcast DATA</p> 	
87.	I am planning something fun and interactive with our students. How do I inquire about the College's photographer attending my event?	Please complete a <a href="#">communications hub request form</a> for photography at least 20 business days before your event.	Jan. 18, 2023
88.	Are there any discounts offered to HACC employees?	Yes! If you visit <a href="https://www.youdecide.com/HACC">https://www.youdecide.com/HACC</a> and create an account, you can access various discounts available to HACC employees.	Jan. 18, 2023
89.	I heard that Vic Rodgers is retiring. What is the plan to find the College's next vice president	On Jan. 12, Vic Rodgers, HACC's vice president of workforce development and continuing education, announced that he will retire from the	Jan. 18, 2023

	of workforce development and continuing education?	<p>College on June 1. The College will conduct a national search for a new vice president of workforce development and continuing education. The job will be posted soon.</p> <p>Bob Stakem, HACC’s executive director of public safety training, will serve as the interim vice president of workforce development and continuing education beginning June 2 if a new vice president is not hired before June 1.</p> <p>We will continue to keep the College community informed throughout this process.</p>	
90.	What is the College's free speech policy? I searched HACC’s website and discovered that there are no articles, webpages, etc. that outline this policy. This information is also not outlined in the student handbook. Thank you!	<p>The Free Speech and Public Assembly Policy can be found under College Policy 891.</p> <p>In addition, there is information about free speech for students in the Student Media Policy SGP 903.</p> <p>College Policy 071, Statement of Individual Rights for all Members of the College Community, Visitors, and Guests, also covers free speech.</p>	Jan. 18, 2023
91.	If we are past being contagious and simply have a cough or a runny nose left over from an illness, why do we have to stay home?	<p>If you have been sick, please follow <a href="#">self-screening</a> and <a href="#">quarantine guidance</a>. Once that quarantine guidance has been met, along with the COVID-19 testing requirement, you are cleared to be on campus.</p> <p>Also, please be mindful of others around you. While face coverings are not required on campus, they are encouraged.</p>	Jan. 11, 2023
92.	Is it still important to self-screen daily?	<p>Yes. Please continue to self-screen and assess how you feel each day. If you feel sick or have one or more <a href="#">cold</a>, <a href="#">flu</a>, <a href="#">mpox</a> or <a href="#">COVID-19</a> symptoms, please do the following regardless of your vaccination status:</p> <ol style="list-style-type: none"> <li>a. Stay home</li> <li>b. Notify your instructor or supervisor</li> <li>c. Monitor yourself for the next 48 hours</li> <li>d. Contact your healthcare provider and follow their guidance</li> </ol> <p>For more information on how to self-screen for COVID-19, please visit <a href="http://hacc.edu/COVIDannouncements">hacc.edu/COVIDannouncements</a>.</p>	Jan. 11, 2023



93.	Can you provide an update on COVID-19 testing sites?	<p>AMI Expeditionary Healthcare (AMI) is offering free COVID-19 testing at 320 Chestnut St., Harrisburg, until Jan. 13.</p> <p>The FREE services include:</p> <ul style="list-style-type: none"> <li>a. Polymerase chain reaction (PCR) testing - results available within 72 hours</li> <li>b. Rapid tests - results available in 15 minutes</li> <li>c. Take-home test kits ID is preferred, but not required.</li> </ul> <p>Please refer to Pennsylvania's <a href="#">COVID-19 testing site</a> to find a testing site closest to you.</p> <p>You can also order four individual rapid antigen <a href="#">free at-home COVID-19 tests</a></p>	Jan. 11, 2023
94.	I have heard that COVID-19 cases are on the rise. Will HACC make changes to its guidance and expectations for students and employees?	<p>HACC is aware that COVID-19 cases are rising in various parts of our service region, and we will continue to monitor those changes.</p> <p>To protect yourself and others, students and employees are highly encouraged to wear face coverings and social distance when possible.</p> <p>If conditions worsen and the situation warrants additional changes to protect our students and employees, the College could return to an earlier phase of our <a href="#">seven-phase plan</a>. Therefore, it is imperative to continue our <a href="#">self-screening efforts</a>.</p>	Jan. 11, 2023
95.	I saw in your Dec. 14, 2022, email that the disbursing of financial aid is changing. Will this affect how students use financial aid at the bookstore?	<p>Students will be able to use their financial aid at the bookstore through Jan. 20. On Jan. 23, students will not be able to use their aid in the bookstore.</p> <p>If students still have aid available for late-start courses or the second part of the semester, financial aid will resume at the bookstore on Jan. 24.</p>	Jan. 11, 2023
96.	What will faculty have to do to complete the roster check for early disbursement?	<p>As noted in <a href="#">Dr. Ski's Dec. 7, 2022, weekly email</a>, faculty are required to complete a roster check the first week of class in each part of term (full-semester and first seven-week classes; late-start classes; second seven-week classes). This roster check ensures that students are attending class and are therefore aid-eligible.</p> <p>This roster check will only be for classes in the current parts of term. This means the first set of emails will be sent to faculty teaching classes for the full-</p>	Jan. 11, 2023

semester and first seven-week classes. The roster check for these classes will begin on Jan. 17 and must be completed by noon on Jan. 20.

Faculty will also be notified by email with the deadline to submit their roster check.

The roster check will require faculty to:

- a. Check attendance in their classes using their Summary Class List rosters in HACC Web
- b. Use [this form](#) to either confirm all students on the roster are attending or enter any students who are not attending

Students who are attending are defined as:

- a. Students in on-campus or remote classes who are physically or remotely in attendance during the scheduled class time
- b. Students in virtual classes who have completed some educational activity (completion of a discussion post, completion of a quiz, completion of a short assignment, etc.)

Please note that having students log in, set up an online profile or do something similar does not meet the definition of an educational activity per Title IV regulations.

We will track completion of the roster check by course number (CRN) and communicate with any faculty who miss the deadline.

Please remember that ensuring students are in attendance and thus eligible for financial aid is a vital part of our work as a Title IV financial aid-granting institution. **Disbursing aid to ineligible students, including those not attending classes, carries significant risk for HACC and threatens our ability to continue as a Title IV institution.** Therefore, it is imperative that we work together to ensure aid is disbursed correctly.

More information about how to complete the roster check is available via [this video](#), [PowerPoint presentation](#) and [FAQ document](#).

Please send questions about the roster check to [eso@hacc.edu](mailto:eso@hacc.edu).

<p><b>97.</b></p>	<p>How will the PA Farm Show affect my travel plans to the Harrisburg Campus through Jan. 14?</p>	<p>The parking lots on the Harrisburg Campus will be used through Jan. 14 for the PA Farm Show’s overflow parking.</p> <p>Things to keep in mind:</p> <ul style="list-style-type: none"> <li>a. Ticket takers will be stationed at HACC Gates 1 and 2. Please allow extra time to enter the campus. Upon entering the gates, show your HACC ID badge to help expedite the entry process.</li> <li>b. Gates 1 and 2 can be used as both an entrance and an exit. Gate 3 will become an exit only, as it will also be the only allowable bus entrance.</li> <li>c. The employee lot across from the Whitaker Hall Building is available for employee parking.</li> <li>d. Lot E3, near the Select Medical Health Education Pavilion, and lots W10 and W12, closest to the Ted Lick Building, will be coned off exclusively for HACC students and employee parking only. However you are also welcome to park in any open parking space available.</li> <li>e. Farm Show activity will have no impact at the Senator Jeffrey E Piccola Law Enforcement Complex (PLEC) parking lots.</li> </ul> <p>The Harrisburg Campus map can be accessed <a href="#">here</a>.</p>	<p>Jan. 11, 2023</p>
<p><b>98.</b></p>	<p>How will the College handle weather announcements during winter months?</p>	<p>Please note that:</p> <ul style="list-style-type: none"> <li>a. If there is a weather announcement regarding campus closures, it will only affect employees and students involved in on-campus classes and services. All other remote work, remote instruction and virtual learning courses will continue as scheduled. We understand this can cause unanticipated child care, work or other personal challenges. HACC asks professors to use their discretion in enforcing assignment deadlines.</li> <li>b. The College will not use a delayed-opening schedule. Depending on the amount of inclement weather, on-campus courses will either be held or canceled for the day or evening.</li> <li>c. Students and employees will receive notifications via the following communication methods: <ul style="list-style-type: none"> <li>i. <a href="#">e2Campus</a> - This may come via text and/or email as an abbreviated message that will lead you to your email or <a href="#">hacc.edu</a> for more information. Please note: You must <a href="#">sign up</a> for this service to receive an e2Campus alert.</li> </ul> </li> </ul>	<p>Jan. 11, 2023</p>

		<ul style="list-style-type: none"> <li>ii. <a href="#">HACC website</a> - If no message appears, please try clearing the cache on your browser to ensure alerts appear.</li> <li>iii. Email to employees - This detailed message will be in addition to the abbreviated e2Campus message.</li> <li>iv. Email to students - This detailed message will be in addition to the abbreviated e2Campus message.</li> <li>v. <a href="#">Collegewide Facebook Page</a> - This abbreviated announcement will lead you to your email or <a href="#">hacc.edu</a> for more information.</li> <li>vi. <a href="#">Collegewide Twitter Account</a> - This abbreviated announcement will lead you to your email or <a href="#">hacc.edu</a> for more information.</li> </ul> <p>d. <a href="#">hacc.edu/Weather</a> includes more information.</p>													
<p><b>99.</b></p>	<p>What are the hours for the Office of Student Affairs and Enrollment Management in the spring 2023 semester?</p>	<p>HACC’s Office of Student Affairs and Enrollment Management includes academic <a href="#">advising</a>, <a href="#">career</a> and <a href="#">transfer</a> services, <a href="#">student success coaching</a>, enrollment services, <a href="#">financial aid</a>, <a href="#">New Student Orientation</a>, <a href="#">Welcome Centers</a>, the <a href="#">Registrar</a> and high school partnerships, including <a href="#">dual enrollment</a>.</p> <p>Please see the schedule below:</p> <table border="1" data-bbox="688 721 1717 1349"> <thead> <tr> <th data-bbox="688 721 1205 834"><b>Date(s)</b></th> <th data-bbox="1205 721 1717 834"><b>Services and Hours for the Office of Student Affairs and Enrollment Management</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="688 834 1205 907">Jan. 3-6</td> <td data-bbox="1205 834 1717 907">Employees will be on campus from 8 a.m. to 4:30 p.m.</td> </tr> <tr> <td data-bbox="688 907 1205 1057">Jan. 9-13</td> <td data-bbox="1205 907 1717 1057">Employees will be on campus Monday-Thursday from 8 a.m. to 4:30 p.m. and Friday from 9 a.m. to 4:30 p.m.</td> </tr> <tr> <td data-bbox="688 1057 1205 1206">Jan. 14</td> <td data-bbox="1205 1057 1717 1206">Employees in advising, financial aid and the Welcome Centers will provide services remotely from 9 a.m. to 1 p.m.</td> </tr> <tr> <td data-bbox="688 1206 1205 1243">Jan. 16</td> <td data-bbox="1205 1206 1717 1243">HACC will be closed.</td> </tr> <tr> <td data-bbox="688 1243 1205 1349">Jan. 17-20</td> <td data-bbox="1205 1243 1717 1349">Employees will be on campus Jan. 17-19 from 8 a.m. to 4:30 p.m. and Jan. 20 from 9 a.m. to 4:30 p.m.</td> </tr> </tbody> </table>	<b>Date(s)</b>	<b>Services and Hours for the Office of Student Affairs and Enrollment Management</b>	Jan. 3-6	Employees will be on campus from 8 a.m. to 4:30 p.m.	Jan. 9-13	Employees will be on campus Monday-Thursday from 8 a.m. to 4:30 p.m. and Friday from 9 a.m. to 4:30 p.m.	Jan. 14	Employees in advising, financial aid and the Welcome Centers will provide services remotely from 9 a.m. to 1 p.m.	Jan. 16	HACC will be closed.	Jan. 17-20	Employees will be on campus Jan. 17-19 from 8 a.m. to 4:30 p.m. and Jan. 20 from 9 a.m. to 4:30 p.m.	<p>Jan. 4, 2023</p>
<b>Date(s)</b>	<b>Services and Hours for the Office of Student Affairs and Enrollment Management</b>														
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		Jan. 23-27	Employees will be on campus Jan. 23-26 from 8 a.m. to 4:30 p.m. and Jan. 27 from 9 a.m. to 4:30 p.m.		
		Jan. 30 through the end of the spring semester	Employees will be on campus Monday-Thursday from 8 a.m. to 4:30 p.m. and provide remote services on Fridays from 9 a.m. to 4:30 p.m.		
		<p><b>Please note:</b></p> <ul style="list-style-type: none"> <li>Remote services will continue to be offered every day, Monday through Thursday from 8 a.m. to 4:30 p.m. and Friday from 9 a.m. to 4:30 p.m. Remote services will also be available Wednesdays from 4:30-6:30 p.m.</li> </ul>			
100.	Why do students have to provide proof of their high school graduation to be eligible for financial aid?	<p>Effective for the spring 2023 semester and beyond, any student who intends to use federal financial aid must provide proof of their high school completion.</p> <p><b>Students must provide HACC with documentation of high school completion, or they will be ineligible for financial aid for the spring 2023 semester and beyond.</b> This change reflects federal requirements for financial aid eligibility.</p> <p>Students may submit any of the following documentation to meet this requirement:</p> <ol style="list-style-type: none"> <li>A copy of their high school diploma</li> <li>A copy of their high school transcript (must include a graduation date)</li> <li>A copy of their General Educational Development (GED) diploma</li> <li>A copy of another high school equivalency diploma</li> </ol> <p>Please note that foreign transcripts or high school equivalencies must be translated through a <a href="#">certified evaluation service</a>.</p> <p>Please:</p> <ol style="list-style-type: none"> <li>Send documentation of your high school completion to <a href="mailto:admission@hacc.edu">admission@hacc.edu</a>.</li> <li>Direct any questions about this requirement to HACC's <a href="#">Financial Aid Department</a>.</li> </ol>			Jan. 4, 2023

		Please note that more information about obtaining a high school diploma can also be found on the <a href="#">Pennsylvania Department of Education website</a> .	
<b>101.</b>	When will students be dropped for nonpayment?	<p>Students who have an outstanding balance will be dropped for spring 2023 classes on Jan. 11.</p> <p>To avoid getting dropped, students with an outstanding balance should make payment, enroll in the HACC payment plan or ensure they have financial aid in place <b>prior to 4:30 p.m. on Jan. 10.</b></p> <p>To learn more about the HACC Payment Plan and enroll, please visit <a href="#">this link</a>.</p> <p>To inquire about paying your balance, please contact cashiering at <b>800-222-4222</b> or email <a href="mailto:cashiering@hacc.edu">cashiering@hacc.edu</a>.</p> <p>For information about financial aid, please contact HACC's <a href="#">Financial Aid Department</a>.</p>	Jan. 4, 2023
<b>102.</b>	How will the PA Farm Show impact my travel plans to HACC's Harrisburg Campus from Jan. 7-14?	<p>From Jan. 7-14, the parking lots on HACC's Harrisburg Campus will be used for overflow parking for the PA Farm Show.</p> <p>Please note the following during PA Farm Show week:</p> <ol style="list-style-type: none"> <li>a. Ticket takers will be stationed at <a href="#">gates 1 and 2</a>. Please allow extra time to enter campus. Upon entering the gates, please show your HACC ID badge, as it will help expedite the entry process.</li> <li>b. Gates 1 and 2 can be used as an entrance and exit. Gate 3 will become an exit only, as it will also be the only allowable bus entrance.</li> <li>c. Lot E-3, near the Select Medical Health Education Pavilion, and lots W-10 and W-12, closest to the Ted Lick Administration Building, will be coned off exclusively for HACC students and staff parking only; however, you are welcome to park in any open parking space that is available.</li> <li>d. Farm Show activity will have no impact at the Senator Jeffrey E. Piccola Law Enforcement Complex (PLEC) parking lots.</li> </ol> <p>The Harrisburg Campus map can be accessed <a href="#">here</a>.</p>	Jan. 4, 2023

103.	Why is the elevator in the Rose Lehrman Arts Center unavailable for use?	The elevator in the Rose Lehrman Arts Center will be shut down through Jan. 17 to complete repairs and modernization to the unit.	Jan. 4, 2023
104.	As an employee, where do I forward my doctor's note to when I am sick?	Employees who are absent for three or more days due to illness should forward medical documentation to <a href="mailto:mbenefits@hacc.edu">mbenefits@hacc.edu</a>	Dec. 21, 2022
105.	How will the College handle weather announcements during the 2022-23 winter months?	<p>Please note:</p> <ul style="list-style-type: none"> <li>a. If there is a weather announcement regarding campus closures, it will only affect employees and students involved in on-campus classes and services. All other remote work, remote instruction and virtual learning courses will continue as scheduled. We understand this can cause unanticipated child care, work or other personal challenges. HACC asks professors to please use their discretion in enforcing assignment deadlines.</li> <li>b. The College will not use a delayed-opening schedule. Depending on the amount of inclement weather, on-campus courses will either be held or canceled for the day or evening.</li> <li>c. Students and employees will receive notifications via the following communication methods: <ul style="list-style-type: none"> <li>i. <a href="#">e2Campus</a></li> <li>ii. <a href="#">HACC website</a> (Note: If no message appears, please try clearing the cache on your browser to ensure alerts appear.)</li> <li>iii. Email to employees</li> <li>iv. Email to students</li> <li>v. <a href="#">Collegewide Facebook Page</a></li> <li>vi. <a href="#">Twitter</a></li> </ul> </li> <li>d. <a href="http://hacc.edu/Weather">hacc.edu/Weather</a> includes more information. Thank you.</li> </ul>	Dec. 21, 2022
106.	I heard that the power will be shut down at the Lancaster Campus. Please share the details.	On Jan. 7, 2023, the power will be turned off to the Lancaster Campus Main and East buildings to clean the switchgear. The power should be returned to normal at the end of the day. We also will ensure that the heating, ventilation and air conditioning (HVAC) systems are back online. This preventive maintenance is to ensure we do not have a power failure as a result of equipment issues	Dec. 21, 2022

107.	I heard that the elevator in the Rose Lehrman Arts Center is going to be shut down for repairs. Please share the details.	The elevator in the Rose Lehrman Arts Center was shut down Dec. 19, 2022, and will remain unavailable for use through Jan. 17, 2023, for repairs and modernization.	Dec. 21, 2022																		
108.	What are the hours for the Office of Student Affairs and Enrollment Management in the spring 2023 semester?	<p>HACC’s Office of Student Affairs and Enrollment Management includes academic <a href="#">advising</a>, <a href="#">career</a> and <a href="#">transfer</a> services, <a href="#">student success coaching</a>, enrollment services, <a href="#">financial aid</a>, <a href="#">New Student Orientation</a>, <a href="#">Welcome Centers</a>, the <a href="#">Registrar</a> and high school partnerships, including <a href="#">dual enrollment</a>.</p> <p>Please see the schedule below:</p> <table border="1" data-bbox="688 464 1717 1390"> <thead> <tr> <th data-bbox="688 464 1203 574"><b>Date(s)</b></th> <th data-bbox="1203 464 1717 574"><b>Services and Hours for the Office of Student Affairs and Enrollment Management</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="688 574 1203 613">Jan. 2</td> <td data-bbox="1203 574 1717 613">HACC will be closed.</td> </tr> <tr> <td data-bbox="688 613 1203 685">Jan. 3-6</td> <td data-bbox="1203 613 1717 685">Employees will be on campus from 8 a.m. to 4:30 p.m.</td> </tr> <tr> <td data-bbox="688 685 1203 834">Jan. 9-13</td> <td data-bbox="1203 685 1717 834">Employees will be on campus Monday-Thursday from 8 a.m. to 4:30 p.m. and Friday from 9 a.m. to 4:30 p.m.</td> </tr> <tr> <td data-bbox="688 834 1203 984">Jan. 14</td> <td data-bbox="1203 834 1717 984">Employees in advising, financial aid and the Welcome Centers will provide services remotely from 9 a.m. to 1 p.m.</td> </tr> <tr> <td data-bbox="688 984 1203 1023">Jan. 16</td> <td data-bbox="1203 984 1717 1023">HACC will be closed.</td> </tr> <tr> <td data-bbox="688 1023 1203 1172">Jan. 17-20</td> <td data-bbox="1203 1023 1717 1172">Employees will be on campus Tuesday-Thursday from 8 a.m. to 4:30 p.m. and Friday from 9 a.m. to 4:30 p.m.</td> </tr> <tr> <td data-bbox="688 1172 1203 1321">Jan. 23-27</td> <td data-bbox="1203 1172 1717 1321">Employees will be on campus Monday-Thursday from 8 a.m. to 4:30 p.m. and Friday from 9 a.m. to 4:30 p.m.</td> </tr> <tr> <td data-bbox="688 1321 1203 1390">Jan. 30 through the end of the spring semester</td> <td data-bbox="1203 1321 1717 1390">Employees will be on campus Monday-Thursday from 8 a.m. to</td> </tr> </tbody> </table>	<b>Date(s)</b>	<b>Services and Hours for the Office of Student Affairs and Enrollment Management</b>	Jan. 2	HACC will be closed.	Jan. 3-6	Employees will be on campus from 8 a.m. to 4:30 p.m.	Jan. 9-13	Employees will be on campus Monday-Thursday from 8 a.m. to 4:30 p.m. and Friday from 9 a.m. to 4:30 p.m.	Jan. 14	Employees in advising, financial aid and the Welcome Centers will provide services remotely from 9 a.m. to 1 p.m.	Jan. 16	HACC will be closed.	Jan. 17-20	Employees will be on campus Tuesday-Thursday from 8 a.m. to 4:30 p.m. and Friday from 9 a.m. to 4:30 p.m.	Jan. 23-27	Employees will be on campus Monday-Thursday from 8 a.m. to 4:30 p.m. and Friday from 9 a.m. to 4:30 p.m.	Jan. 30 through the end of the spring semester	Employees will be on campus Monday-Thursday from 8 a.m. to	Dec. 21, 2022
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		4:30 p.m. and provide remote services on Fridays from 9 a.m. to 4:30 p.m.	
		Please note that remote services will continue to be offered every day, Monday through Thursday from 8 a.m. to 4:30 p.m. and Friday from 9 a.m. to 4:30 p.m. Remote services will also be available Wednesdays from 4:30-6:30 p.m.	
<b>109.</b>	Why are we disbursing financial aid to students earlier in spring 2023? Why do faculty have to do a roster check during the first week of class now?	<p>To comply with Title IV regulations, ensure our students have access to their financial aid to purchase books and supplies and to support our students' day-to-day living expenses, the College is shifting its timeline for financial aid disbursement. For the spring 2023 semester, financial aid will be disbursed on Jan. 20, 2023, and funds will be distributed to eligible students within 10 business days from that date.</p> <p>The past practice of disbursing 30 days after the semester began created hardships that sometimes led students to drop out of classes.</p> <p>Faculty will be required to complete a roster check the first week of class. This roster check ensures that students are attending class and are therefore aid eligible. More details about this roster check will be shared in January when faculty return for the spring semester. However, we want faculty to be aware of this change and to be thinking ahead for what it means for their classes. In particular, faculty who are teaching asynchronous online classes must include a way for students to demonstrate they are completing an educational activity within the first two to three days of the semester. Examples include having a syllabus quiz or an introductory discussion post due in the first two or three days of the semester. Students setting up an online profile or something similar does not meet the definition of an educational activity.</p>	Dec. 14, 2022
<b>110.</b>	When can students sell their textbooks back to the bookstore?	<p>Students can sell their textbooks back to the bookstore now.</p> <p>Faculty, please remind your students to return their textbook rentals to the bookstore on or before Dec. 20.</p>	Dec. 14, 2022
<b>111.</b>	I heard some HACC phone numbers are changing. What does this mean?	HACC is changing its telephone service provider at the Harrisburg and Lebanon campuses due to changes made by the Federal Communications Commission. Telephone service at these campuses will be discontinued if updates are not made.	Dec. 14, 2022

		<p>There are 95 phone or fax numbers that begin with “717-736” that must be changed to connect with HACC’s new telephone service provider.</p> <p>The Office of Information Technology and Learning Experience (OITLE) will contact impacted employees by email and phone with additional details. OITLE’s goal is to complete the changes by Dec. 23.</p> <p>Colleagues who receive a new phone number are responsible for updating their contact information in locations where it may be listed, including but not limited to hacc.edu, your email signature, the course catalog and your business card. Thank you!</p>	
112.	Will Dr. Ski give us Dec. 23 as a holiday?	<p>No. Dec. 23 will not be given as a holiday.</p> <p>The College is closed Dec. 24, 2022, through Jan. 2, 2023, for the winter holiday.</p>	Dec. 14, 2022
113.	I heard the Midtown 1 Building will be closed on Dec. 20. Please share the details.	<p>The Midtown 1 Building will be closed Dec. 20, from 6 a.m. to 1 p.m., to allow the facilities team to change out the backflow preventer. Water service will be turned off during the repair.</p> <p>We will alert the College community when the work has been completed and water service is restored.</p>	Dec. 14, 2022
114.	I heard there will be a new tenant in the Lancaster Campus East Building. What are the details?	<p>Goodwill Keystone Area is moving its administration offices into suite 204 in the Lancaster Campus East Building. They are also leasing Room 208 and six parking spaces behind the building. The move started this week.</p>	Dec. 14, 2022
115.	What professional development is available to me?	<p>As part of the College’s continued efforts to support professional development needs, eligible employees can apply for:</p> <ol style="list-style-type: none"> <li>a. <b>Educational Assistance:</b> Provides tuition waivers for HACC courses taken for credit, noncredit or audit, as well as tuition assistance for non-HACC credit coursework taken at other institutions.</li> <li>b. <b>External Training and Travel Request:</b> Funds training and conferences provided by an entity other than HACC. Employees are permitted to use funding from other sources to cover external training and travel costs, including but not limited to: personal funds, grants from the HACC Foundation, Perkins grant money and funding from external organizations, such as Apple. Employees are not authorized to use divisional- or office-based funds for external training and travel.</li> </ol>	Dec. 14, 2022

		<p>Exceptions to the maximum amount authorized will be considered on a case-by-case basis if the training is necessary and will benefit the College.</p> <p>c. <b>HACC/Cornerstone Learning Management System (LMS):</b> Provides instructor-led training and self-guided modules for additional professional development needs.</p> <p>For more information, please contact the Organization Development Department at <a href="mailto:dod@hacc.edu">dod@hacc.edu</a>.</p>	
116.	I'd like to donate to help students. Are donations to the HACC Foundation taxdeductible?	<p>HACC yeah! Charitable donations to the <a href="#">HACC Foundation</a> are tax-deductible. Donations to the HACC Foundation solely benefit HACC students, and 100% of donations go to the HACC Foundation. Please consider making a donation to help a HACC student and our community. Thank you!</p>	Dec. 14, 2022
117.	I have a slight cough. Should I stay home?	<p>Yes. Please stay home if you have one or more symptoms.</p> <p>Coming to campus when you are sick puts your health in jeopardy and other employees and students at risk. We are not serving our students well if an entire department is out sick or if we make them sick.</p> <p>Please note that the College is asking that you <a href="#">self-screen</a> each day, not self-diagnose. Self-screening is a way for you to inventory how you feel and ensure you have no symptoms. However, only a medical professional can diagnose your symptoms and medical condition. Therefore, please do not assume that you only have allergies and come to campus.</p> <p>Please note:</p> <ol style="list-style-type: none"> <li>If you have an absence that is related to a serious health condition and results in an absence of three or more work days, please review the <a href="#">Family and Medical Leave Act (FMLA) information page</a> for eligibility criteria and to submit an FMLA request. You can find additional information in <a href="#">SGP 822 Family and Medical Leave Act (FMLA) Policy</a>.</li> <li>The College's liberal leave policy is in effect through Dec. 31, 2022, and allows eligible employees to use personal, sick or vacation time for any reason. If you are eligible, please request time off and receive approval from your supervisor and code your timesheet accordingly. If you have questions about eligibility, please contact your supervisor.</li> </ol>	Dec. 7, 2022

		<p>c. If an illness causes a student to be absent for an extended amount of time, <a href="#">Student Access Services (SAS)</a> can help them.</p> <p>d. We must continue to provide ourselves, each other and our students with grace regarding deadlines, attendance and assignments (when possible).</p> <p>For information on how to self-screen, please visit <a href="http://hacc.edu/COVIDannouncements">hacc.edu/COVIDannouncements</a>.</p>	
<b>118.</b>	.Is it still important to self-screen daily?	<p>Yes. Please continue to self-screen and assess how you feel each day.</p> <p>If you feel sick or have any <a href="#">cold</a>, <a href="#">flu</a>, <a href="#">mpox</a> or <a href="#">COVID-19</a> symptoms (regardless of your vaccination status), please:</p> <ul style="list-style-type: none"> <li>a. Stay home</li> <li>b. Notify your supervisor</li> <li>c. Monitor yourself for the next 48 hours</li> <li>d. Contact your physician and follow their guidance</li> </ul> <p>For more information on how to self-screen for COVID-19, please visit <a href="http://hacc.edu/COVIDannouncements">hacc.edu/COVIDannouncements</a>.</p>	Dec. 7, 2022
<b>119.</b>	It is my understanding that the second installment of the merit pay is scheduled for release by the end of 2022. Can you tell me when eligible employees can expect to receive the next merit payment?	<p>The second of three installments will be released for deposit to bank accounts on Dec. 9. For additional information, please see <a href="#">this email</a> sent on Sept. 21. If you have additional questions regarding the merit payments, please submit them using this <a href="#">form</a>.</p>	Dec. 7, 2022
<b>120.</b>	What are the greatest need projects to support students that I've been hearing about?	<p><a href="#">The HACC Foundation</a> is a 501(c)(3) nonprofit organization established in 1985 to raise funds for the College. HACC colleagues can donate to greatest needs projects that will help students, save lives and strengthen our communities. Please visit <a href="http://hacc.edu/GreatestNeed">hacc.edu/GreatestNeed</a> to learn about these mission-critical projects. Thank you!</p>	Dec. 7, 2022
<b>121.</b>	What is TeamDynamix, and how will it benefit the College?	<p>The Office of Information Technology and Learning Experience (OITLE) went live with our new TeamDynamix (TDX) technology services portal on Dec. 6. This portal provides a new, more efficient way for employees to engage both departments within OITLE.</p>	Dec. 7, 2022

		<p>From our new TDX portal, you can browse the various services we provide, review helpful articles, submit service tickets and view the status of your submitted tickets.</p> <p>As of Dec. 6, all new tickets will be entered into the TDX portal. Employees were emailed a “TDX Quick Start Guide” that provides the information to get started.</p> <p>Please note:</p> <ol style="list-style-type: none"> <li>a. The TDX portal leverages a single sign-on (SSO), so if you are already logged into myHACC, you will be seamlessly authenticated to TDX. If not, you will be prompted to log in via the familiar <a href="http://auth.hacc.edu">auth.hacc.edu</a> login page.</li> <li>b. Any unresolved tickets submitted in our old system will continue to be managed until those tickets are resolved. Communication from those tickets will continue to come from the older system.</li> <li>1. c. System access requests will remain in the existing Footprints system until further notice.</li> </ol>	
122.	<p>Why are we disbursing financial aid to students earlier in spring 2023? Why do faculty have to do a roster check during the first week of class now?</p>	<p>To comply with Title IV regulations, ensure our students have access to their financial aid to purchase books and supplies and to support our students’ day-to-day living expenses, the College is shifting its timeline for financial aid disbursement.</p> <p>For the spring 2023 semester, financial aid will be disbursed on Jan. 20, 2023, and funds will be distributed to eligible students within 10 business days from that date.</p> <p>The past practice of disbursing financial aid 30 days after the semester began created hardships that sometimes led students to drop out of classes.</p> <p>Faculty will be required to complete a roster check the first week of class. This roster check ensures students are attending class and therefore aid-eligible.</p> <p>More details about this roster check will be shared in January when faculty return for the spring semester. However, we want faculty to be aware of this change and to be thinking ahead for what it means for their classes. In</p>	Dec. 7, 2022

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123.	Why do students have to provide proof of their high school graduation to be eligible for financial aid?	<p>Effective for the spring 2023 semester and beyond, any student who intends to use federal financial aid must provide proof of their high school completion.</p> <p><b>Students must provide HACC with documentation of high school completion, or they will be ineligible for financial aid for the spring 2023 semester and beyond.</b></p> <p>This change reflects federal requirements for financial aid eligibility.</p> <p>Students may submit any of the following documentation to meet this requirement:</p> <ol style="list-style-type: none"> <li>a. A copy of their high school diploma</li> <li>b. A copy of their high school transcript (must include a graduation date)</li> <li>c. A copy of their General Educational Development (GED) diploma</li> <li>d. A copy of another high school equivalency diploma</li> </ol> <p>Please note that foreign transcripts or high school equivalencies must be translated through a <a href="#">certified evaluation service</a>.</p> <p><b>Students should respond and send documentation of their high school completion to <a href="mailto:admission@hacc.edu">admission@hacc.edu</a> by Dec. 9.</b></p>	Dec. 7, 2022
124.	I missed donating to the HACC Foundation on Giving Tuesday. Can I still make a donation to help students?	Yes! It's not too late to help our students! To make a gift to change a life today, please visit <a href="http://hacc.edu/GreatestNeed">hacc.edu/GreatestNeed</a> . Thank you!	Nov. 30, 2022
125.	Why do students have to provide proof of their high school graduation to be eligible for financial aid?	<p>Effective for the spring 2023 semester and forward, any student who intends to use federal financial aid must provide proof of their high school completion.</p> <p><b>Students must provide HACC with documentation of high school completion, or they will be ineligible for financial aid for the spring 2023 semester and beyond.</b></p>	Nov. 30, 2022

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126.	I heard that some previous information we received about unemployment compensation was not true. Can you please explain?	<p>When the COVID-19 pandemic broke out in spring 2020 and the College pivoted to remote operations, a number of HACC employees who were unable to work remotely used their paid time off (PTO) to continue to be paid.</p> <p>During this time, employees were told by the former vice president of human resources that they should use their paid time off (personal, sick or vacation days) before applying for unemployment compensation. This information was inaccurate. Accurate information about unemployment compensation was shared in an <a href="#">email</a> sent to all employees on May 7, 2020.</p> <p>Employees who used PTO from April 6-May 9, 2020, to continue to be paid will be receiving those days back from the College. Additionally, to supplement the loss of unemployment compensation extra funds, each affected employee will be given two additional PTO days.</p> <p>Please note that impacted employees will be contacted after Jan. 31, 2023.</p>	Nov. 30, 2022
127.	Regarding the winter holiday schedule, the online College calendar indicates that the 2022 winter holiday is from Dec. 24, 2022-Jan. 2, 2023. However, the 2023	<p>Thank you. The 2023 Holiday Schedule has been updated.</p> <p>The 2022 winter holiday is Dec. 24, 2022-Jan. 2, 2023, and coincides with the College calendar.</p>	Nov. 30, 2022

	holiday schedule posted on the Human Resources page of myHACC indicates that the 2022 winter holiday is Dec. 23, 2022-Jan. 3, 2023. Which is correct?		
128.	If we are past being contagious and simply have a cough or a runny nose left over from an illness, why do we have to stay home?	<p>If you have been sick, please follow the <a href="#">self-screening</a> and <a href="#">quarantine guidance</a>. Once that quarantine guidance has been met, along with the COVID-19 testing requirement, you are cleared to be on campus.</p> <p>Also, please be mindful of others around you. While face coverings are not required on campus, they are encouraged.</p>	Nov. 16, 2022
129.	Is it still important to self-screen daily?	<p>Yes. Please continue to self-screen and assess how you feel each day.</p> <p>If you feel sick or have one or more <a href="#">cold</a>, <a href="#">flu</a>, <a href="#">monkeypox</a> or <a href="#">COVID-19</a> symptoms, please do the following regardless of your vaccination status:</p> <ul style="list-style-type: none"> <li>● Stay home</li> <li>● Notify your instructor or supervisor</li> <li>● Monitor yourself for the next 48 hours</li> <li>● Contact your healthcare provider and follow their guidance</li> </ul> <p>For more information on how to self-screen for COVID-19, please visit <a href="http://hacc.edu/COVIDannouncements">hacc.edu/COVIDannouncements</a>.</p>	Nov. 16, 2022
130.	When will Avenue C reopen in the Governor George M. Leader Building on the York Campus?	<p>Avenue C in the Governor George M. Leader Building will reopen during the week of Jan. 9, 2023.</p> <p>Avenue C in the William F. Goodling Center will remain open for the remainder of the fall 2022 semester.</p> <p>Additionally, the York Bookstore will continue to sell food items prepared by the Chef's Apprentice.</p>	Nov. 16, 2022
131.	I recently learned about Giving Tuesday. Will the College	#GivingTuesday is a global day of giving on the Tuesday following Thanksgiving to kick off the giving season.	Nov. 16, 2022



	participate in 2022? If so, how can I donate?	<p>Please consider helping HACC students by making a charitable donation of any size – big or small – <a href="#">to these important projects</a> to support causes like supporting first- generation college students and expanding HACC’s dental programs and services.</p> <p>For additional ways that you can support HACC students, please contact <a href="mailto:Foundation@hacc.edu">Foundation@hacc.edu</a>.</p>	
132.	Can you please share where I can find information about Title IX? I am a faculty member and I want to make sure I know how to appropriately respond to a student who is seeking accommodations for pregnancy. Thank you.	<p>Thank you for your question.</p> <p>You can find information about Title IX <a href="#">here</a>.</p> <p>For specific information related to pregnancy, please see “<a href="#">Faculty Guidance for Title IX Compliance Pregnant and Parenting Students</a>.”</p>	Nov. 16, 2022
133.	I want to make a donation to the HACC Foundation to help our students. What are some ways I can support them?	<p>The College’s open enrollment period is Oct. 28-Nov. 14, 2022. Benefit selections that you make during this period will go into effect on Jan. 1, 2023.</p> <p>It is important that all benefits-eligible employees complete the open enrollment process to ensure their information and benefit selections are correct.</p> <p>This is the only time of year that you are eligible to change your medical, dental and/or vision plans; however, exceptions can be made per IRS rules as outlined on page one of the <a href="#">Benefits Guidebook</a>.</p> <p>Please be aware of these key items:</p> <ul style="list-style-type: none"> <li>• Changes to benefits plans for <b>2023</b> cannot be made after <b>Nov. 14, 2022</b>, except under certain circumstances as stated above.</li> <li>• There is <b>no change to employee cost shares</b> unless you have moved into a new tier rate due to a salary increase.</li> <li>• You can purchase additional voluntary life insurance for you, your spouse/ domestic partner and/or children for additional costs.</li> <li>• Please log into <a href="#">BSwift Benefits Portal</a> (using a single sign-on) to select your benefits for 2023.</li> <li>• The <a href="#">Benefits Guidebook</a> has a wealth of information about the benefits and costs of the different plan options.</li> </ul>	Nov. 9, 2022

		<ul style="list-style-type: none"> <li>The benefit support team is here to help! You can reach the team via email at <a href="mailto:HACCBenefits@nfp.com">HACCBenefits@nfp.com</a> or by calling 1-877-607-2372. Hours are Monday-Friday from 8 a.m.-5 p.m. EST.</li> </ul> <p>If you have any questions about open enrollment, please email <a href="mailto:benefits@hacc.edu">benefits@hacc.edu</a></p>	
134.	I want to make a donation to the HACC Foundation to help our students. What are some ways I can support them?	<p>Donations to the <a href="#">HACC Foundation</a> help our students, their families and our community. You can support HACC students by giving a gift to support <a href="#">these greatest areas of need</a>, including supporting first-generation college students, promoting health equity across all HACC's campuses and expanding HACC's dental programs and services.</p> <p>HACC employees may also be interested in <a href="#">payroll deduction options</a> and <a href="#">opportunities to name bricks, benches and more</a>. For additional ways that you can support HACC students, please email <a href="mailto:Foundation@hacc.edu">Foundation@hacc.edu</a></p> <p>In addition, remote services continue to be offered Monday through Friday from 8 a.m.-4:30 p.m. with extended remote evening hours from 4:30-6:30 p.m. on Wednesdays.</p>	Nov. 9, 2022
135.	Can you please help me understand the educational plan process and how it ties to a student's registration and financial aid eligibility?	<p>To view an outline of the educational plan process from beginning to end, please view <a href="#">this graphic</a>.</p> <p>The graphic:</p> <ul style="list-style-type: none"> <li>Demonstrates that educational plans and eligible courses are required for a student to access their financial aid</li> <li>Underscores the role of the drop-add-withdraw form that is required for students to change their registration once they are in an approved course schedule Students benefit from their educational plan as it helps guide registration because it ensures they do not take unnecessary classes, ultimately saving them time and money.</li> </ul> <p>The educational plan also ensures students have a clear and streamlined path to completing their credential.</p> <p>To view a step-by-step video about the educational plan process at HACC, please <a href="#">click here</a>.</p>	Nov. 9, 2022

136.	What are we doing to market to future students who identify as male?	<p>Since 2019, the workforce future student persona campaign has targeted males, ages 18-34 with a hands-on career focus. While women may receive the ads, the overall goal of the advertising is to reach the male population.</p> <p>As we launch our new personas in 2023, hands-on training will continue to be a focus; therefore, the male population will still be a priority. Additionally, our research will continue to help us identify where there are more male students within the 11 counties that we serve. For example, if we learn that Dauphin County has a higher male <a href="#">BIPOC</a> population, we will shift our advertising accordingly based on that data.</p>	Nov. 9, 2022
137.	What are the current service hours for the Office of Student Affairs and Enrollment Management?	<p>For the fall 2022 semester, student affairs employees are on every campus on Mondays, Tuesdays and Thursdays from 8 a.m.-4:30 p.m. On Wednesdays and Fridays, student affairs employees will not have an on-campus presence; however, they will serve students remotely by phone and email.</p> <p>In addition, remote services continue to be offered Monday through Friday from 8 a.m.-4:30 p.m. with extended remote evening hours from 4:30-6:30 p.m. on Wednesdays.</p>	Nov. 9, 2022
138.	I heard there will be some construction work on the Lancaster Campus. Please share the details.	<p>Work will begin Nov. 14 to repair issues caused by a roof and gutter system leak in Room 325 of the East Building. A vendor will repair and clean the room. The area will be coned off.</p> <p>At the same time, the rooftop heating ventilation and air conditioning (HVAC) unit and associated duct work will be cleaned and sanitized as a continuation of an ongoing practice by facilities employees.</p>	Nov. 9, 2022
139.	How will the College handle weather announcements during the 2022-23 winter months?	<p>Please note the following:</p> <ul style="list-style-type: none"> <li>• If there is a weather announcement regarding campus closures, it will only affect employees and students involved in on-campus classes and services. All other remote work, remote instruction and virtual learning courses will continue as scheduled. We understand this can cause unanticipated child care, work or other personal challenges. HACC asks professors to use their discretion in enforcing assignment deadlines.</li> <li>• The College will not use a delayed-opening schedule. Depending on the amount of inclement weather, on-campus courses will either be held or canceled for the day or evening.</li> </ul>	Nov. 9, 2022

		<ul style="list-style-type: none"> <li>The webpage, <a href="http://hacc.edu/Weather">hacc.edu/Weather</a>, includes more information and our communication methods for notifications.</li> </ul>	
140.	Is it still important to self-screen daily?	<p>Yes. Please continue to self-screen and assess how you feel each day.</p> <p>If you feel sick or have any (<i>one or more</i>) <a href="#">cold</a>, <a href="#">flu</a>, <a href="#">Monkeypox</a> or <a href="#">COVID-19</a> symptoms (<i>regardless of your vaccination status</i>), please:</p> <ul style="list-style-type: none"> <li><b>Stay home</b></li> <li>Notify your supervisor</li> <li>Monitor yourself for the next 48 hours</li> <li>Contact your physician and follow their guidance</li> </ul> <p>For more information on how to self-screen for COVID-19, please visit <a href="http://hacc.edu/COVIDannouncements">hacc.edu/COVIDannouncements</a>.</p>	Nov. 2, 2022
141.	I have a slight cough. Should I stay home?	<p>Yes. Please stay home if you have one or more symptoms.</p> <p>Coming to campus when you are sick puts your health in jeopardy and other employees and students at risk. We are not serving our students well if an entire department is out sick or if we make them sick.</p> <p>Please note that the College is asking that you <a href="#">self-screen</a> each day, not self-diagnose. Self-screening is a way for you to inventory how you feel and ensure you have no symptoms. However, <b>only a medical professional</b> can diagnose your symptoms and medical condition. Therefore, please do not assume that you only have allergies and come to campus.</p> <p>Please note:</p> <ol style="list-style-type: none"> <li>If you have an absence that is related to a serious health condition and results in an absence of three or more work days, please review the <a href="#">Family and Medical Leave Act (FMLA) information page</a> for eligibility criteria and to submit an FMLA request. You can find additional information in <a href="#">SGP 822 Family and Medical Leave Act (FMLA) Policy</a>.</li> <li>The College's liberal leave policy is in effect through Dec. 31, 2022, and allows eligible employees to use personal, sick or vacation time for any reason. If you are eligible, please request time off and receive approval from your supervisor and code your timesheet accordingly. If you have questions about eligibility, please contact your supervisor.</li> </ol>	Nov. 2, 2022

		<p>3.If an illness causes a student to be absent for an extended amount of time, <a href="#">Student Access Services (SAS)</a> can help them.</p> <p>4.We must continue to provide ourselves, each other and our students with grace regarding deadlines, attendance and assignments (when possible).</p> <p>For information on how to self-screen, please visit <a href="http://hacc.edu/COVIDannouncements">hacc.edu/COVIDannouncements</a>.</p>	
142.	I understand the liberal leave policy is ending on Dec. 31, 2022. I am new at HACC and not sure what it is. Can you explain the liberal leave policy and how it can be used?	The College’s liberal leave policy allows eligible employees to use personal, sick or vacation time for any reason. Employees must request time off and receive approval from their supervisor. Employees should code their timesheets accordingly.	Nov. 2, 2022
143.	What is the KEYS Program?	<p>The <a href="#">Keystone Education Yields Success (KEYS) Program</a> assists students who receive Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP) benefits. Students access a range of services through the KEYS Program. The program is based on human-centered design and includes a combination of case management, coaching and peer-to-peer experiences to develop a career pathway through upskilling, certificate and/or associate degree completion.</p> <p>Students who are interested in participating in the program can complete the <a href="#">KEYS Referral Form</a>.</p> <p>To learn more about the KEYS Program and access various resources, please:</p> <ul style="list-style-type: none"> <li>•See <a href="#">this document</a> with scannable QR codes</li> <li>•<a href="#">Attend a virtual KEYS Info Session</a>. Sessions are held the first Thursday of each month at 10 a.m. and are also open to students.</li> </ul>	Nov. 2, 2022
144.	How can I send a congratulatory message to a graduating student?	<p>To celebrate the remarkable achievements of our fall graduates, we need YOUR help!</p> <p><b>By Dec. 1</b>, please <a href="#">complete this form</a> to share your congratulatory message and best wishes with a graduating student. Your submission may be shared during the ceremony and/or on HACC’s social media sites and webpage.</p>	Nov. 2, 2022

145.	When does registration open? What should students do to register?	<p>Winter 2022 and spring 2023 priority registration is now open for all continuing students.</p> <p>Students should use their Degree Works educational plan to ensure they are registering for classes that are required for their program of study. If students don't yet have an educational plan, they should speak to their assigned advisor to create one together.</p> <p>For more information about Degree Works, please check out <a href="#">this video</a>.</p>	Nov. 2, 2022
146.	How will the College handle weather announcements during the 2022-23 winter months?	<p>Please note:</p> <ol style="list-style-type: none"> <li>1. If there is a weather announcement regarding campus closures, it will only affect employees and students involved in on-campus classes and services. All other remote work, remote instruction and virtual learning courses will continue as scheduled. We understand this can cause unanticipated child care, work or other personal challenges. HACC asks professors to use their discretion in enforcing assignment deadlines.</li> <li>2. The College will <b>not</b> use a delayed-opening schedule. Depending on the amount of inclement weather, on-campus courses will either be held or canceled for the day or evening.</li> <li>3. The webpage, <a href="http://hacc.edu/Weather">hacc.edu/Weather</a>, includes more information and our communication methods for notifications.</li> </ol>	Oct. 26, 2022
147.	When does registration begin for winter and spring classes?	<p>Winter 2022-23 and spring 2023 registration begins on <b>Oct. 31 for military/veteran students and Nov. 2 for continuing students.</b></p> <p>To prepare for registration, students should connect with their assigned advisor to discuss their <a href="#">educational plan</a> and to determine which winter and/or spring classes are required for their program of study.</p> <p>Students can review educational plans and see what classes are still required to complete their program of study in <a href="#">Degree Works</a>.</p>	Oct. 26, 2022
148.	How can I sign up to volunteer at the fall 2022 Commencement ceremony?	<p>The Commencement Committee has several volunteer assignments to fill and can use your help to ensure a safe and smooth event for our students and their guests.</p> <p>If you are interested, please:</p> <ul style="list-style-type: none"> <li>•Review the <a href="#">volunteer assignments</a></li> </ul>	Oct. 26, 2022

		<ul style="list-style-type: none"> <li>•Submit the volunteer <a href="#">sign-up form</a> by <b>Nov. 4</b></li> <li>•Email <a href="mailto:commencement@hacc.edu">commencement@hacc.edu</a> if you have questions</li> </ul> <p>Volunteers will receive more information in mid-November.</p>	
149.	How can I send a congratulatory message to a graduating student?	<p>We need YOUR help to celebrate the remarkable achievements of our fall graduates!</p> <p><b>By Dec. 1</b>, please <a href="#">complete the form</a> to share your congratulatory message and best wishes to your graduating student.</p> <p>Please note that your submission may be shared during the ceremony and/or on HACC’s social media sites and webpage.</p>	Oct. 26, 2022
150.	Will the College participate in a holiday parade this year?	<p>HACC is participating in the <a href="#">Harrisburg Holiday Parade</a> hosted by the City of Harrisburg on Nov. 19.</p> <p>Students and employees are invited to join us in celebrating “A Very Vibrant Holiday.” We will have HACC gear and giveaways. Please show up for your favorite community college!</p> <p>To volunteer, please email <a href="mailto:communityengagement@hacc.edu">communityengagement@hacc.edu</a> by <b>Oct. 31</b>. Thank you!</p>	Oct. 26, 2022
151.	What happens if I self-screen and determine that I have one of the COVID-19 symptoms listed?	<p>Please:</p> <ol style="list-style-type: none"> <li>1. Stay home</li> <li>2. Follow the self-screening guidance</li> <li>3. Visit <a href="http://hacc.edu/COVIDannouncements">hacc.edu/COVIDannouncements</a> for information on how to self-screen for COVID-19</li> </ol>	Oct. 19, 2022
152.	I heard that there is construction in the Bruce E. Cooper Student Center at the Harrisburg Campus. What is this all about?	<p>A culinary instructional demonstration classroom is being constructed in the Bruce E. Cooper Student Center. The classroom will be located in the space that was previously occupied by Subway.</p> <p>Construction began on Oct. 17 and will continue through mid-January 2023. During construction, the north entry and exit doors adjacent to the space will be closed to HACC foot traffic and limited to construction usage. A temporary wall and signage will be displayed.</p>	Oct. 19, 2022

153.	I am a HACC employee and want to hold an internal event. What is the process that I should follow?	<p><b>All employees</b> who are interested in holding an internal event at any HACC campus, including meetings within a division or department, or a student event, please follow these steps:</p> <ol style="list-style-type: none"> <li>1. Check Outlook for the nonacademic room calendar or BANNER for the academic room calendar to ensure the space is available.</li> <li>2. Reserve your space in the <a href="#">Outlook calendar</a> or BANNER. To reserve a space in BANNER, please use <b>SLAEVNT</b>. If you do not have access, please email Melissa Flood, HACC events coordinator, at <a href="mailto:msflood@hacc.edu">msflood@hacc.edu</a> for assistance.</li> <li>3. Fill out the <a href="#">Internal Event Request Form</a> once approved in Outlook or confirmed in BANNER. This form <b>MUST</b> be used for all internal events.</li> <li>4. Note that a confirmation from the facilities team or the events coordinator will be provided within 48 hours of submission.</li> <li>5. Plan your event!</li> </ol> <p>Please contact <a href="mailto:msflood@hacc.edu">msflood@hacc.edu</a> with any additional questions.</p> <p>Thank you!</p>	Oct. 19, 2022
154.	I am an employee and have been contacted by an external group that would like to hold an event on a HACC campus. What is the process?	<p>If an outside group wants to hold an event on any HACC campus and you are the contact, please follow these steps:</p> <ol style="list-style-type: none"> <li>1. Contact Melissa Flood, HACC’s events coordinator, at <a href="mailto:msflood@hacc.edu">msflood@hacc.edu</a> with the group name, contact information and any event details.</li> <li>2. Receive an email confirmation within 48 hours.</li> <li>3. Note HACC’s events coordinator will follow up with the external contact within 48 hours.</li> <li>4. Note that the event will be coordinated through HACC’s events coordinator.</li> </ol>	Oct. 19, 2022
155.	I heard that there is another HACC surplus auction in progress. What are the details?	<p>The surplus auction went live on Oct. 13. Items will be available for pick up <b>Oct. 27 from 9 a.m.-3 p.m.</b> at HACC’s <a href="#">Harrisburg Campus in the Facilities Management Building parking lot</a>.</p> <p>To ensure that we are not selling equipment that could be used by HACC colleagues, individuals can review the auction and request items be pulled if there is an educational need for the item <b>through Oct. 20 at 5 p.m.</b></p>	Oct. 19, 2022



		<p>As a reminder, the auction items are “as is, where is,” and in many instances, the College is selling items because they are not in the best condition. <b>Please note that no refunds are available.</b></p> <p>If you determine that you would like to request a piece of equipment be removed from the auction, please email <a href="#">Randall Campbell</a> with the lot number and reason for pulling the item.</p> <p>Please access the auction using this <a href="#">link</a>.</p>	
156.	Why am I receiving a survey to provide feedback about Mazzitti & Sullivan?	<p>HACC is conducting a survey of employees and students who have used Mazzitti &amp; Sullivan for counseling and other Employee Assistance Program (EAP) services. This survey is intended to gather feedback about the services provided by Mazzitti &amp; Sullivan so we can continue to improve the support options we provide.</p> <p>The survey was sent to employees’ work email and should be completed <b>by Oct. 21.</b></p> <p>To access the survey, please follow this <a href="#">link</a>.</p>	Oct. 19, 2022
157.	When is HACC’s next Commencement ceremony?	<p>The College will host HACC’s <a href="#">fall 2022 Commencement ceremony</a> on Dec. 13 at 6 p.m. at the Giant Center in Hershey.</p> <p>Only students who meet graduation requirements in fall 2022 are eligible to participate. Eligible students received an invitation on Oct. 11 and should submit the participation form <b>by Nov. 17 at 11:59 p.m.</b> Thank you!</p>	Oct. 19, 2022
158.	I heard the water will be shut off at the Gettysburg Campus. Is this true?	<p>On Oct. 21, the domestic water will be shut down to repair a valve leak. The Gettysburg Campus will be closed from 6-8:45 a.m. We apologize for the inconvenience.</p>	Oct. 19, 2022
159.	Who determines work schedules by divisions at HACC?	<p>The vice presidents of each division are responsible for the assurance of college services for their division. All work schedule formats should be authorized and approved by the vice presidents to ensure the continuity of services to students and the general public.</p>	Oct. 19, 2022
160.	What should employees do if an illness causes us to be out of	<p>Please report unexpected absences before the start of your workday as specified by your supervisor(s). If your absence is related to a serious health condition and results in an absence of three or more workdays, please review the <a href="#">Family</a></p>	Oct. 12, 2022

	work for an extended amount of time?	<a href="#">and Medical Leave Act (FMLA) information page</a> for eligibility criteria and to submit an FMLA request. You can find additional information in the <a href="#">SGP 822 Family and Medical Leave Act (FMLA) Policy</a> and <a href="#">Handbook</a> to determine eligibility. The SGP and handbook can be found on myHACC under the “Organizations” and “Shared Governance” tabs.	
161.	When is HACC’s next Commencement ceremony?	HACC’s <a href="#">fall 2022 Commencement ceremony</a> will be <b>Dec. 13 at 6 p.m.</b> at the <b>Giant Center in Hershey</b> . Please note that only students who meet graduation requirements in fall 2022 are eligible to participate. Eligible students received an invitation on Oct. 11. The deadline to submit the participation form is <b>11:59 p.m. on Nov. 17</b> .	Oct. 12, 2022
162.	How can I sign up to volunteer at the fall 2022 Commencement ceremony?	The Commencement Committee has several volunteer assignments to fill and needs your help to ensure a safe and smooth event for our graduating students and their guests.  If you are interested in volunteering, please: <ol style="list-style-type: none"> <li>1. Review the <a href="#">volunteer assignments</a></li> <li>2. Submit the volunteer <a href="#">sign-up form</a> by <b>5 p.m. on Nov 4</b></li> <li>3. Note that those signed up to volunteer will receive more information in mid-November</li> </ol> If you have any questions, please contact <a href="mailto:Commencement@hacc.edu">Commencement@hacc.edu</a> .	Oct. 12, 2022
163.	I heard that coaches from Achieving the Dream (ATD) will be visiting the HACC Harrisburg Campus. What is this about?	HACC has joined the <a href="#">Achieving the Dream (ATD) Network</a> to holistically advance equity, access and student success. We welcome an upcoming visit by ATD coaches <a href="#">Dr. Lenore Rodicio</a> and <a href="#">Leon Hill</a> .  You are invited to an <b>open session</b> on Oct. 14 from 1-1:30 p.m. via Zoom or in person in the Ted Lick Administration Building, Room 114, on the Harrisburg Campus. To join by Zoom, please use this <a href="#">link</a> .  For more information about HACC’s participation in the ATD Network, please visit our <a href="#">online newsroom</a> .	Oct. 12, 2022
164.	I am a new HACC employee and would like to know more about the communications hub and how to submit requests. Where can I get more information?	HACC employees are invited to attend a training on the <a href="#">communications hub</a> on Oct. 13 from 1-1:30 p.m. The training will be conducted via Zoom.	Oct. 12, 2022

		<p>The session will include a demonstration of how to submit a communications hub request, expectations for working with the Integrated Marketing Communications Department and time for questions.</p> <p>Please <a href="#">use this link</a> to access the training on Oct. 13.</p> <p>Additionally, you may watch our short <a href="#">how-to videos</a> with tips for preparing and submitting communications hub requests.</p> <p>If you have any questions, please email <a href="mailto:IMCprojects@hacc.edu">IMCprojects@hacc.edu</a>.</p>	
165.	Will the fountain on the Harrisburg Campus ever be turned back on?	<p>Unfortunately, the fountain on the Harrisburg Campus needs major repairs. The facilities team is researching vendors and obtaining quotes for the repairs.</p> <p>Due to the nature of the repairs, this will be a future capital expense. The facilities team will keep the College community posted on the progress and timeline.</p>	Oct. 12, 2022
166.	Will the Chef's Apprentice be open during fall break?	<p>The Chef's Apprentice will be closed for fall break, Oct. 17 and Oct. 18, and reopen Oct. 19.</p> <p>Please note starting Oct. 19, the Barista Station at the Chef's Apprentice will close at 4:30 p.m. Monday-Thursday.</p>	Oct. 12, 2022
167.	Why am I receiving a survey to provide feedback about Mazzitti & Sullivan?	<p>HACC is conducting a survey of employees and students who have used Mazzitti &amp; Sullivan for counseling and other EAP services. This survey is intended to gather feedback about the services provided by Mazzitti &amp; Sullivan so we can continue to improve the support options we provide for employees and students.</p> <p>The survey was sent to employees' work email and should be completed <b>by Oct. 21.</b></p> <p>Please visit <a href="http://hacc.edu/MentalHealth">hacc.edu/MentalHealth</a> for mental health resources and for more information about Mazzitti &amp; Sullivan's services.</p>	Oct. 12, 2022
168.	I do not have COVID-19, but I was exposed to it. Is there a policy that I have to follow if I	<p>Please:</p> <ol style="list-style-type: none"> <li>1. See this <a href="#">chart for important quarantine guidance</a></li> <li>2. Note item #1 "Close Contact"</li> </ol>	Oct. 5, 2022

	have to stay home or can I come right into the building?	3. Click on the link for CDC guidelines	
169.	Why were casual employees, adjunct faculty, direct instructional support adjuncts, temporary employees, student workers and workforce development instructors excluded from being eligible for the merit pay?	HACC used limited funds from the federal stimulus grants issued as a result of the pandemic to distribute merit pay to regular full- and part-time employees. The financial resources were not available to distribute the funds to all HACC employees.	Oct. 5, 2022
170.	What are the bookstore hours for the fall 2022 semester?	<p>HACC's bookstores are open:</p> <ul style="list-style-type: none"> <li>● Mondays and Tuesdays: 8 a.m.-6 p.m.</li> <li>● Wednesdays and Thursdays: 8 a.m.-4:30 p.m.</li> <li>● Fridays: The bookstores at the Harrisburg and Lancaster campuses are open 8 a.m.-1 p.m. The bookstores at the Gettysburg and York campuses are closed.</li> </ul> <p>Individuals can visit the bookstore <a href="#">website</a> 24/7.</p> <p><i>Please note that the bookstores will be closing Oct. 17 and Oct. 18 at 4:30 p.m. for fall break.</i></p>	Oct. 5, 2022
171.	What are the changes to compensation and benefits for employees this year?	<p>Changes to compensation and benefits for employees for 2022-23 include:</p> <ul style="list-style-type: none"> <li>● Eligible employees received 4% across-the-board raises and 2.5% merit payments to be paid in three installments during the 2022-23 fiscal year.</li> <li>● Dr. Ski approved Nov. 23, the day before Thanksgiving, as an additional holiday.</li> <li>● For the fourth calendar year, there will be no increase in employee health insurance costs for 2023, while retaining the same plan designs and coverages.</li> <li>● The liberal leave policy and the capping of sick leave accrual will end on Dec. 31, 2022.</li> <li>● There will be no vacation buyout in 2022.</li> <li>● The modifications to the SGP 814 <a href="#">policy</a> and <a href="#">handbook</a> were to accommodate situations related to the COVID-19 pandemic. Since the</li> </ul>	Oct. 5, 2022

		College and employees are not facing the same challenges as in the last two years, these exceptions to policies are no longer necessary.	
172.	I am a new HACC employee and would like to know more about the communications hub and how to submit requests. Where can I get more information?	<p>HACC colleagues are invited to attend a training on the <a href="#">communications hub</a> on Oct. 13 from 1-1:30 p.m. The training will be conducted via Zoom.</p> <p>The session will include a demonstration of how to submit a communications hub request, expectations for working with the Integrated Marketing Communications Department and time for questions.</p> <p>Please <a href="#">use this link</a> to access the training on Oct. 13.</p> <p>Additionally, you may watch our short <a href="#">how-to videos</a> with tips for preparing and submitting communications hub requests.</p> <p>If you have any questions, please email <a href="mailto:IMCprojects@hacc.edu">IMCprojects@hacc.edu</a>.</p>	Oct. 5, 2022
173.	Why is it so hard to hire student workers these days?	<p>The student employment process at HACC has been realigned to ensure we comply with the U.S. Department of Education’s Federal Work-Study (FWS) and Student Employment Program (SEP) regulations. The realigned process seems longer because of the time it is taking supervisors to become familiar with it.</p> <p>Federal regulations require the following before students participate in FWS or SEP:</p> <ul style="list-style-type: none"> <li>● Student worker jobs must have job descriptions that <b><u>do not resemble</u></b> the job descriptions of College employees.</li> <li>● Supervisors must post student worker opportunities on the College job board to ensure all students can compete equitably for the opportunities.</li> <li>● Supervisors must confirm with the HACC Financial Aid Department that a student is eligible for FWS or SEP.</li> <li>● Supervisors must confirm with the HACC Office of Human Resources that all required paperwork is complete. This includes, but is not limited to, all Federal Bureau of Investigation (FBI) and ACT 15 clearances, where applicable.</li> </ul>	Oct. 5, 2022

		<p>To facilitate a speedy hiring process, the HACC Transfer and Career Development Services Department has developed tools to help supervisors know the new process. Please see the links below:</p> <ul style="list-style-type: none"> <li>• <a href="#">Student Employment: Hiring, Onboarding and Supervision Workflow</a></li> <li>• <a href="#">Student Employment Supervisor Guidebook</a></li> </ul>	
174.	How will the College handle weather announcements during the 2022-23 winter months?	<p>Please note:</p> <ol style="list-style-type: none"> <li>1. If there is a weather announcement regarding campus closures, it will only affect employees and students involved in on-campus classes and services. All other remote work, remote instruction and virtual learning courses will continue as scheduled.</li> <li>2. The College will not use a delayed-opening schedule. Depending on the amount of inclement weather, on-campus courses will either be held or canceled for the day or evening.</li> <li>3. More information and our communication methods for notifications are available at <a href="http://hacc.edu/Weather">hacc.edu/Weather</a>.</li> </ol> <p>In addition, please remember to show students grace, when appropriate, for class assignments, attendance and deadlines.</p> <p>Thank you!</p>	Sept. 28, 2022
175.	Why do there seem to be even fewer face-to-face classes? Why are we the only community college in the state not coming back in total?	<p>We are offering more face-to-face courses this semester than we did during the spring 2022 semester. The schedule is designed to address the needs of students by offering a variety of instructional modalities. Many of the community colleges in Pennsylvania are offering a variety of instructional modalities to address the service needs of their region. We are operating according to the needs of our students, of which 74% are enrolled part time, and 47% work almost full time.</p>	Sept. 28, 2022
176.	When is the deadline for students to apply to graduate?	<p>Students who will complete their degree, certificate or diploma in December 2022 should submit their application to graduate by <b>Oct. 1</b>.</p> <p>To apply to graduate, students should log in to their <a href="#">myHACC</a> account and follow the arrows:</p> <p><i>Student Tab → Registration/Records → Student Records → Commencement</i></p> <p><i>Graduation → Apply to Graduate.</i></p>	Sept. 28, 2022

		<p>All eligible fall graduating students will receive a HAWKMail in mid-October on how to participate in the fall 2022 Commencement ceremony at the Giant Center on Dec. 13.</p> <p>Please share this information with your students.</p>	
177.	Why is it so hard to hire student workers these days?	<p>The student employment process at HACC has been realigned to ensure that HACC complies with the Department of Education’s Federal Work-Study (FWS) and Student Employment Program (SEP) regulations. It is important that supervisors know the new business process.</p> <p>Federal regulations require the following before students participate in FWS or SEP:</p> <ul style="list-style-type: none"> <li>• Student worker jobs must have job descriptions that <b><u>do not resemble</u></b> the job descriptions of College employees.</li> <li>• Supervisors must post student worker opportunities on the college job board to ensure all students can compete equitably for the opportunities.</li> <li>• Supervisors must confirm with the Financial Aid Department that a student is eligible for FWS or SEP.</li> <li>• Supervisors must confirm with the Office of Human Resources that all required paperwork is complete. This includes, but is not limited to, all Federal Bureau of Investigation (FBI) and Act 15 clearances, where applicable.</li> </ul> <p>To facilitate a speedy hiring process, the Transfer and Career Development Services Department has developed tools to help supervisors understand the new process. Please see the links below:</p> <ul style="list-style-type: none"> <li>• <a href="#">Student Employment: Hiring, Onboarding and Supervision Workflow</a></li> <li>• <a href="#">Student Employment Supervisor Guidebook</a></li> </ul>	Sept. 28, 2022
178.	What should I do if I was less than 6 feet from someone (for more than 15 minutes in a 24-hour period) who tested positive for COVID-19?	<p>If you’ve had close contact with someone who tested positive for COVID-19, please:</p> <ul style="list-style-type: none"> <li>• Follow <a href="#">CDC guidelines</a></li> <li>• Note there is no quarantine necessary</li> <li>• Continue <a href="#">self-screening</a></li> </ul>	Sept. 21, 2022

179.	When will we be opening up all testing centers and requiring students to take tests on campus?	<p>Please note that the testing centers are open on campuses now. Students who register for <a href="#">online or remote courses</a> should not be required to take examinations on campus.</p> <p>Assessment of student learning should be given in the modality in which the course is offered. If a student enrolls for a hybrid course, it is understandable for an assessment to be done in the testing center.</p> <p>Proctoring exams is part of maintaining accurate scholastic records of students enrolled in classes and providing timely feedback to students regarding their performance.</p>	Sept. 21, 2022
180.	Can you give me information regarding sabbatical leave? Who is eligible? What are the deadlines to apply?	<p>Sabbatical leave is designated for full-time employees who have completed five or more years of service at the time of application and tenured faculty members who hold a minimum rank of assistant professor. Guidelines for faculty can be found <a href="#">here</a>. Guidelines for APO and CEO employees can be found <a href="#">here</a>.</p> <p>Key deadlines are below:</p> <ul style="list-style-type: none"> <li>• <b>Sept. 28 by 4 p.m.:</b> Applicant completes and submits the online <a href="#">application</a> package. The application goes to the department chair or direct supervisor for review and approval.</li> <li>• <b>Oct. 4 by 4 p.m.:</b> The department chair or supervisor reviews and completes the Cognito application package with their evaluation and ranking, if appropriate, and forwards it to the Office of Academic Affairs.</li> <li>• <b>Oct. 12:</b> The Office of Academic Affairs will present the proposals to the Sabbatical Committee.</li> <li>• <b>Oct. 19:</b> The Sabbatical Committee will meet to review and discuss proposals.</li> <li>• <b>Oct. 26:</b> The Educational Planning Committee will review proposals and provide recommendations to the President.</li> <li>• <b>Nov. 1:</b> The President will recommend proposals to the Board of Trustees for final approval.</li> <li>• <b>Nov. 11:</b> Applicants will be notified by the vice president of academic affairs.</li> </ul> <p>Please find the sabbatical leave application package form <a href="#">here</a>.</p>	Sept. 21, 2022



		If you have any questions about the process, please contact Jennifer Lynch at 717-736-4278 or <a href="mailto:jlynch@hacc.edu">jlynch@hacc.edu</a>	
181.	I heard that benefit-eligible employees will not see an increase in medical payroll deductions for 2023. Is that true?	<p>Yes. The College Compensation Advisory Committee (CCAC) made recommendations on benefits according to <a href="#">SGP 101C</a>. The purpose of the CCAC is to make informed recommendations to the Cabinet regarding benefits and compensation issues impacting the College budget. The committee works extremely hard to balance the needs of the employees and College.</p> <p>After much deliberation of the CCAC's recommendations, the Cabinet would like to recognize the efforts of employees by retaining the 2022 medical payroll deductions for calendar year 2023. This represents four years in a row that no employee will see a health insurance premium increase.</p>	Sept. 21, 2022
182.	<p>The York Campus presence in the surrounding area is a great community resource. My suggestion for improvement is to make the campus less a collection of four random buildings in an industrial park and more an identifiable college campus. I think more strategically placed signage would help. I have in the past assisted confused students and visitors with directions to campus buildings and the departments and locations in each building. We do a good job labeling buildings, offices and classrooms, but the signage is usually visible as one passes by areas and not at a distance.</p> <p>The kind of signs I suggest as examples are at grocery store aisles and airport roads and terminals. Both places use</p>	<p>The College established a collegewide signage committee in April 2022 to develop and implement a One-College signage plan to update and provide interior and exterior campus signage.</p> <p>The committee is working on an interim plan to update conventional campus and wayfinding signage that is clear and consistent, and embraces inclusivity and belonging for students and employees.</p> <p>For more information, please contact Kathy Brickner at <a href="mailto:kbrickn@hacc.edu">kbrickn@hacc.edu</a>.</p>	Sept. 21, 2022

	<p>overhead signage and direct users to a destination with symbols like arrows and icons; color codes; and area and flight numbers.</p> <p>I'm sure evaluating other educational institutions' solutions would also be useful. I'm not an expert, merely an observant layperson. I'm sure other HACC campuses could be evaluated similarly for possible signage improvements.</p>		
183.	<p>I heard that HACC's Commercial Driver's License (CDL) Training Program is expanding the testing area at the Harrisburg Campus due to the increase in requests for CDL exams. What are the details?</p>	<p>The north corner of the West Parking Lot at the Harrisburg Campus will be used for CDL testing Monday-Friday from 7 a.m.-5 p.m. and at other times when the driving pad at North Hall is not available.</p> <p>Employee and student parking just inside Gate 3 (closest to Industrial Road) will be sectioned off for scheduled CDL exams. Parking spaces closer to campus buildings will not be affected.</p> <p>For safety purposes, unauthorized vehicles will not be allowed to transit between or park in those spaces while the course is set up. Please use caution when entering and exiting Gate 3 while testing is in progress.</p>	Sept. 21, 2022
184.	<p>Why are the College's <a href="#">Welcome Centers</a> not open every day? Throughout the past two weeks, there has been a constant stream of students; however, many of the students are finding others in the College to serve them. Why can't the Welcome Centers stay open for two or three weeks around the busiest time of the academic year?</p>	<p>In the lead up to the fall 2022 semester, the College's Welcome Centers were open and serving students <i>every day</i>.</p> <p>On the Wednesdays and Fridays during the week before classes and the first week of classes, most Welcome Center employees were working remotely; however, at least one student affairs employee was available to serve students on campus.</p> <p>Now that the semester is underway, all student affairs employees will be working on campus on Mondays, Tuesdays and Thursdays. On Wednesdays and Fridays, student affairs employees, including Welcome Center staff, will</p>	Sept. 21, 2022

		not have an on-campus presence; however, they will serve students remotely by phone and email.	
185.	Are there any resources on Degree Works and Navigate? Additionally, is there a way that I can request access and training for Navigate and Degree Works for my team?	<p>To access more information and to prepare for extra training about Degree Works and Navigate, please complete the following steps:</p> <ul style="list-style-type: none"> <li>• Log in to your <a href="#">myHACC</a> account</li> <li>• Select the faculty tab</li> <li>• Scroll down to “Other Resources”</li> <li>• Select “Degree Works &amp; Navigate home base – Training and Resources”</li> </ul> <p>To request access and extra training, please use this <a href="#">link</a>.</p>	Sept. 21, 2022
186.	Is there still time to nominate a graduating student to be a Commencement ceremony student speaker?	<p>Yes, there is still time to nominate a graduating student to be a December 2022 Commencement ceremony student speaker!</p> <p>The deadline to complete the <a href="#">nomination form</a> has been extended to <b>Sept. 27</b>.</p> <p><b>The nominated student must:</b></p> <ul style="list-style-type: none"> <li>• Be in good academic standing (i.e., 2.0 GPA or higher).</li> <li>• Meet graduation requirements for their program of study.</li> <li>• Communicate to the graduating class and ceremony attendees about the positive experiences that they have had at HACC, as well as their hopes for what the future holds for them and their peers.</li> </ul> <p>Please contact <a href="mailto:Commencement@hacc.edu">Commencement@hacc.edu</a> with any questions.</p>	Sept. 21, 2022
187.	How do I get permission from attendees to take photos or videos at a large event?	<p>Please post the <a href="#">photo and video notice sign</a> at all entrances to your event. Please note that it should be displayed in a clean and neat manner. For example, if it needs to be posted on an exterior door, please tape it to the interior of the glass, facing the outside, so wind and/or precipitation does not damage the sign. In addition, please note that the sign is designed to be printed on legal-sized paper, but may also be printed on letter-sized paper. Thank you!</p>	Sept. 21, 2022
188.	Why is it so hard to hire student workers these days?	<p>The student employment process at HACC has been realigned to ensure that HACC complies with the Department of Education’s Federal Work-Study (FWS) and Student Employment Program (SEP) regulations. It is important that supervisors know the new business process.</p> <p>Federal regulations require the following before students participate in FWS or SEP:</p>	Sept. 21, 2022

		<ul style="list-style-type: none"> <li>• Student worker jobs must have job descriptions that <b><u>do not resemble</u></b> the job descriptions of College employees.</li> <li>• Supervisors must post student worker opportunities on the college job board to ensure all students can compete equitably for the opportunities.</li> <li>• Supervisors must confirm with the Financial Aid Department that a student is eligible for FWS or SEP.</li> <li>• Supervisors must confirm with the Office of Human Resources that all required paperwork is complete. This includes, but is not limited to, all Federal Bureau of Investigation (FBI) and Act 15 clearances, where applicable.</li> </ul> <p>To facilitate a speedy hiring process, the Transfer and Career Development Services Department has developed tools to help supervisors understand the new process. Please see the links below:</p> <ul style="list-style-type: none"> <li>• <a href="#">Student Employment: Hiring, Onboarding and Supervision Workflow</a></li> <li>• <a href="#">Student Employment Supervisor Guidebook</a></li> </ul>	
189.	Following HACC’s Board of Trustees approval of the 2022-23 budget, there was an announcement that the College will provide a 2.5% merit payment that will be distributed and paid in three installments throughout the fiscal year. Who is eligible for the merit payment?	<p>All full- and part-time regular employees who were employed on or before June 30, 2022, and are actively employed at the time of installment are eligible for the merit payment.</p> <p>Please submit your merit payment questions using this <a href="#">form</a>.</p>	Sept. 21, 2022
190.	Are casual employees, adjunct faculty, direct instructional support adjuncts, temporary employees, student workers and workforce development instructors eligible for the merit pay?	No. Only full-time and part-time regular employees are eligible for the merit payment.	Sept. 21, 2022
191.	How is the merit payment calculated?	<p>The merit payment is based on your June 30, 2022, salary.</p> <p>Please note that this is prior to any July 1, 2022, salary or other adjustments.</p>	Sept. 21, 2022

		Each payment will be approximately one-third of the total; however, please note that rounding may be necessary.	
192.	When will eligible employees receive the merit payments?	The plan is to process the merit payments independent of regularly scheduled pays. The first of three installments will be <b>released for deposit to bank accounts on Sept. 26.</b>  <b>Although tentative,</b> we anticipate the second installment by the end of the 2022 calendar year and the third payment by the end of April 2023. However, these tentative installment dates are subject to change.	Sept. 21, 2022
193.	How will the supplemental merit payment be taxed?	Based on IRS guidelines for taxing supplemental income, such as merit pay, the earnings will be taxed differently from regular income and levied at a flat 22% federal withholding rate.  The merit pay will also be taxed on all other <b>mandatory</b> taxes, including FICA (social security/Medicare), state, local and unemployment taxes.	Sept. 21, 2022
194.	Will my usual retirement and benefit deductions be withheld from the merit payments?	No. Merit pay will only include withholdings for the mandatory taxes, required by law, based on your personal tax situation. They will <b>not</b> be subject to benefit deductions such as regular or supplemental retirement plan contributions and healthcare deductions.	Sept. 21, 2022
195.	What do I do if I test positive for COVID-19 and have been on a HACC campus within the past 48 hours?	Please notify the College immediately (regardless of your vaccination status) by completing <a href="#">this online form</a> if you have tested positive for COVID-19 and have been on a HACC campus within the past 48 hours.  In addition, please notify your supervisor to make alternate arrangements.  For more information, please visit <a href="http://hacc.edu/COVIDannouncements">hacc.edu/COVIDannouncements</a> .	Sept. 14, 2022
196.	What do I do if I test positive for COVID-19 and have <i>not</i> been on a HACC campus within the past 48 hours?	Please note that you are no longer required to submit an online COVID-19 Contact Form if <i>you have not been</i> on a HACC campus within the past 48 hours.  However, please: <ul style="list-style-type: none"> <li>● Quarantine for <i>five days</i> beginning the day after your positive test</li> <li>● Note that if you are symptomatic, your quarantine time will begin the day after the start of your symptoms</li> <li>● Test on the fifth day to ensure you are negative</li> </ul>	Sept. 14, 2022

		<ul style="list-style-type: none"> <li>Note if you choose not to test on the fifth day, you must quarantine for the full 10 days. Please see <a href="#">this chart</a> for quarantine guidance.</li> </ul> <p>If you need to come to campus, you may do so after your 10-day quarantine OR if your COVID test comes back negative on day five.</p>	
197.	I am working on the Lancaster Campus. I noticed that the Subway is no longer open. When did it close?	<p>The Subway at the Lancaster Campus closed in March 2020. In May 2022, the College announced that the establishment would not reopen.</p> <p>The College will continue to offer food options at all five campuses. To find out more, please visit <a href="http://hacc.edu/Dining">hacc.edu/Dining</a>.</p>	Sept. 14, 2022
198.	Last week, why did I have to share information about attendance for some, but not all, of my students? Don't we have confirmation of attendance for that?	<p>Typically, HACC disburses financial aid to all eligible students approximately 30 days into the semester. That practice not only poses some potential compliance issues with Title IV funds, but it also does not acknowledge students' need for financial aid to purchase educational supplies and cover living expenses.</p> <p>As a result, during the fall 2022 semester, HACC is disbursing funds for a subset of about 65 students who opted out of the financial aid authorization form. This subset of students is a pilot for a broader early disbursement that will occur during the first week of classes for the spring 2023 semester.</p> <p>Only faculty who had the subset of 65 students in their classes were prompted to check those students' attendance.</p> <p>This pilot process will <b>not</b> impact or change the normal confirmation of attendance for all students that will take place in the coming weeks.</p>	Sept. 14, 2022
199.	How do I request access and training for Navigate and Degree Works for my team?	Please request access and extra training through this <a href="#">link</a> .	Sept. 14, 2022
200.	Are there any resources on Degree Works and Navigate?	On the home dashboard and faculty tab in <a href="#">myHACC</a> , please see <a href="#">Degree Works &amp; Navigate Home Base - Training and Resources</a> .	Sept. 14, 2022
201.	How can I nominate a graduating student to be the Commencement student speaker?	<p>Please <a href="#">submit this form</a> by <b>Sept. 15</b> to nominate a graduating student for the December 2022 Commencement student speaker.</p> <p><b>The nominated student must:</b></p>	Sept. 14, 2022

		<ul style="list-style-type: none"> <li>• Be in good academic standing (i.e., 2.0 GPA or higher)</li> <li>• Meet graduation requirements for their program of study</li> <li>• Communicate to the graduating class about the positive experiences they have had at HACC and their hopes for what the future holds for them and their peers</li> </ul> <p>Please contact <a href="mailto:commencement@hacc.edu">commencement@hacc.edu</a> with any questions.</p>	
202.	Can students be mandated to turn on their cameras during a Zoom session?	Students cannot be mandated to put their cameras on. Faculty might discuss the benefits of having one's camera on, but in the end, students have the choice. Remote learning exposes all involved to one another's personal space, which can be a safety issue as well as an invasion of privacy.	Sept. 14, 2022
203.	Can you give me information regarding sabbatical leave? Who is eligible? What are the deadlines to apply?	<p>Sabbatical leave is designated for full-time employees who have completed five or more years of service at the time of application and tenured faculty members who hold a minimum rank of assistant professor. Guidelines for faculty can be found <a href="#">here</a>. Guidelines for APO and CEO employees can be found <a href="#">here</a>.</p> <p>Key deadlines are below:</p> <ul style="list-style-type: none"> <li>• <b>Sept. 28 by 4 p.m.:</b> Applicant completes and submits the <a href="#">Cognito application package online</a>. The application goes to the department chair or direct supervisor for review and approval.</li> <li>• <b>Oct. 4 by 4 p.m.:</b> The department chair or supervisor reviews and completes the Cognito application package with their evaluation and ranking, if appropriate, and forwards it to the Office of Academic Affairs.</li> <li>• <b>Oct. 12:</b> The Office of Academic Affairs will present the proposals to the Sabbatical Committee.</li> <li>• <b>Oct. 19:</b> The Sabbatical Committee will meet to review and discuss proposals.</li> <li>• <b>Oct. 26:</b> The Educational Planning Committee will review proposals and provide recommendations to the President.</li> <li>• <b>Nov. 1:</b> The President will recommend proposals to the Board of Trustees for final approval.</li> <li>• <b>Nov. 11:</b> Applicants will be notified by the Vice President of Academic Affairs.</li> </ul>	Sept. 14, 2022

204.	How is HACC handling the hatred that is occurring at the campuses?	<p>At HACC, we value inclusion, diversity and belonging. We are starting to see messages of hate, hate speech and iconography on our campuses. We typically do not amplify these messages; however, we need to stress that we do not support hate speech or any actions that are meant to diminish the identities of HACC community members.</p> <p>Please be aware that overt and intimidating rhetoric and images can negatively impact equal and equitable access to the full benefits of a college education. This inappropriate behavior compromises the sense of belonging of all HACC community members.</p> <p>Essentially, we want our students and employees to feel safe. If sharing messages of hate is why you are here, you should seek admission to and employment with another institution that shares your values.</p> <p>Acts, behaviors and language that are in misalignment of our core value of caring will be addressed swiftly.</p> <p>If you notice anyone defacing our property by conveying messages of hate, please report it to the <a href="#">HACC Public Safety and Security Department</a>. You can do this in person, by phone or by callbox. In addition, you can contact the HACC Office of Inclusion, Diversity and Belonging at <a href="mailto:CIDO@hacc.edu">CIDO@hacc.edu</a>.</p>	Sept. 7, 2022
205.	Drivers on the Harrisburg Campus are speeding. A group of us were walking in a crosswalk, and a driver did not slow down. This is a regular occurrence. I see very few “yield to pedestrian” signs on the roads. Could more signs be added? How about more speed bumps? Could security show more visibility at busy intersections?	<p>The security and facilities teams will work together on improvements for the Harrisburg Campus crosswalk areas to ensure safety for the College community.</p> <p>Security officers will be posted in high-traffic areas based on availability to help pedestrians and drivers get acclimated to campus entry and exit areas.</p>	Sept. 7, 2022
206.	Is the chip shortage affecting the supply of computers and iPads that students can purchase from the bookstore?	<p>Currently, the bookstore has the following supply in stock:</p> <ul style="list-style-type: none"> <li>• iPad®</li> <li>• iPad mini®</li> <li>• iPad Air®</li> </ul>	Aug. 31, 2022



		<ul style="list-style-type: none"> <li>• iPad Pro®</li> <li>• Dell computer</li> <li>• MacBook Air®</li> <li>• MacBook Pro®</li> </ul> <p>Some color choices or memory sizes may be out of stock. We encourage individuals to order <a href="#">on the bookstore website</a> soon to have your device ready for the fall semester.</p> <p>Also, please note Apple is offering an <a href="#">AirPods Back to School Promotion</a>. If you have any further questions, please email HawkTech at <a href="mailto:hawktechstore@hacc.edu">hawktechstore@hacc.edu</a>.</p>	
207.	Why has getting financial aid approved for fall been such a hassle for some students?	<p>Many students experienced delays with getting their financial aid approved ahead of the fall semester. HACC is using a new process to ensure compliance with Title IV federal financial aid regulations, which resulted in delays.</p> <p>Per Title IV guidelines, the College cannot disburse financial aid to students for courses that are not required for their program of study. This means that students are not permitted to register for six credits just to reach loan eligibility. It also means that students cannot take courses solely for transfer purposes. All courses for which a student is using financial aid at HACC <b><i>must satisfy a course requirement for the student's current HACC program of study.</i></b></p>	Aug. 31, 2022
208.	When will Degree Works be available for students and employees?	<p>Recently, the College has been sharing that Degree Works will be available for students during the fall semester.</p> <p>We are pleased to announce that Degree Works will be released for students and all employees on Sept. 6.</p> <p>More details, including videos about the tool and instructional materials, will be available in the Sept. 7 email to students and employees.</p>	Aug. 31, 2022
209.	How do I report a repair or problem to the facilities team at my campus?	<p>To report a repair or problem to the campus facilities team, please:</p> <ul style="list-style-type: none"> <li>• Log in to <a href="#">myHACC</a></li> <li>• Select “<a href="#">Facilities Work Order</a>” under “Quick Links”</li> </ul>	Aug. 31, 2022
210.	Dr. Ski mentioned a lot of supplies are available to us from Midtown 2. Who do we contact	<p>Over the past two years, the Midtown 2 consolidation effort resulted in many recovered office supply items. The items are in a central location at the Harrisburg Campus.</p>	Aug. 31, 2022

	to find out what is available for us before we order new supplies?	<p>The items recovered include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Acrylic literature displays</li> <li>• Binders</li> <li>• Clips</li> <li>• Clocks</li> <li>• Drafting items</li> <li>• Easels</li> <li>• Fasteners</li> <li>• Folders</li> <li>• Indexes</li> <li>• Inkjet cartridges</li> <li>• Labels</li> <li>• Organizers</li> <li>• Paper products</li> <li>• Tacks</li> <li>• Writing utensils</li> </ul> <p>Before you buy new, please check with Jay Lohman (<a href="mailto:jdlohman@hacc.edu">jdlohman@hacc.edu</a>) to determine availability. Items will be sent through interoffice courier.</p>	
211.	I heard that the Centers for Disease Control and Prevention (CDC) has called Monkeypox a public health emergency as of Aug. 4, 2022. What should HACC students, employees and community members know about the Monkeypox virus?	<p>HACC is following the guidance of the Centers for Disease Control and Prevention (CDC) and the Pennsylvania Department of Health (DOH). You can find more information about Monkeypox, the symptoms and how it spreads on the <a href="#">CDC</a> and <a href="#">DOH</a> websites.</p>	Aug. 24, 2022
212.	Is self-screening still necessary and important?	<p>Yes. Daily self-screening is necessary and important.</p> <p>As we head into the fall and winter seasons, let's do our part and keep each other safe.</p> <p>Please continue assessing how you feel each day. If you are feeling sick in general or have any <a href="#">cold</a>, <a href="#">flu</a>, <a href="#">Monkeypox</a> or <a href="#">COVID-19</a> symptoms (regardless</p>	Aug. 24, 2022

		<p>of your vaccination status), please stay home, contact your physician and follow their guidance.</p> <p>Remember, if an illness causes <i>a student</i> to be absent for an extended amount of time, Student Access Services (SAS) can help them. For more information, please <a href="#">contact SAS</a>.</p> <p>For information on how to self-screen for COVID-19, please visit <a href="http://hacc.edu/COVIDannouncements">hacc.edu/COVIDannouncements</a>.</p>	
213.	How can I request masks or other personal protective equipment (PPE) supplies?	<p>Please submit the <a href="#">Facilities PPE Supply Request Form</a>.</p> <p>At this time, please allow a three-day turnaround time.</p> <p>PPE is also available at campus bookstores, security offices and faculty bays.</p>	Aug. 24, 2022
214.	Will the College be open on Aug. 27 to help students with last-minute preparations for fall classes?	<p>Several HACC offices will be available to help students <b>remotely</b> Aug 27 from 9 a.m.-1 p.m., including the following student affairs offices:</p> <ul style="list-style-type: none"> <li>● <a href="#">Welcome Center</a></li> <li>● <a href="#">Financial Aid</a></li> <li>● <a href="#">Advising</a></li> </ul> <p>By clicking on the links above, you will access the Zoom link for each remote service.</p>	Aug. 24, 2022
215.	Why are students required to have an educational plan?	<p>Educational plans are necessary to ensure the College is in compliance with Title IV regulations, which state that institutions can only award federal aid for eligible courses. An educational plan serves as documentation that the College is compliant with Title IV regulations by assessing the plans prior to financial aid disbursement.</p>	Aug. 24, 2022
216.	When is the next class drop for non-payment?	<p>The next scheduled no-pay drop is Sept. 2.</p> <p>Students <b>with an outstanding balance</b> should work with the cashiering office and the Welcome Center to make payment arrangements by 4:30 p.m. on Sept. 1 to avoid having their classes dropped.</p>	Aug. 24, 2022
217.	Will there be No Meeting Days this academic year?	<p>Yes. Please see this <a href="#">webpage</a> for information about No Meeting Days.</p>	Aug. 24, 2022

218.	<p>Is HACC still looking for students for the <a href="#">#HACCFamous Casting Call</a>?</p>	<p>Yes! To allow more students to participate, we are scheduling additional interviews.</p> <p>Our first persona (marketing) campaign was so successful that we are doing it all over again – but with a new focus and eight new faces! We want to help future and continuing students connect with each other and HACC through our marketing. We will choose current HACC students to be THE faces of the campaign and represent a first-generation student, a BIPOC student, an adult student and a hands-on training student.</p> <p>The goals of the campaign are:</p> <ul style="list-style-type: none"> <li>• Use the individuals in our advertising materials (e.g. billboard, transit ads, digital ads, postcards, TV commercials, YouTube ads, etc.)</li> <li>• Highlight each student’s journey through videos, photos, social media, presentations and written material</li> <li>• Communicate in such a way that future and continuing students see themselves or similarities when reading, listening or seeing the students</li> <li>• Build human connections with the people with whom we are trying to reach</li> </ul> <p>We are holding another #HACCFamous casting call at the Gettysburg and Lancaster campuses and via Zoom to help find the students who will represent HACC. The casting call is open to all HACC students who meet the rules and requirements.</p> <p>Please:</p> <ol style="list-style-type: none"> <li>1. Visit <a href="http://hacc.edu/Famous">hacc.edu/Famous</a> for the details, including rules and requirements</li> <li>2. Encourage students who you think would be a great fit to sign up for the casting call</li> <li>3. Download this <a href="#">flyer</a> (as a PDF) and share it on social media and with students</li> <li>4. Print and post this <a href="#">flyer</a> around campus</li> <li>5. Note the deadline for students to complete an online form is <b>Aug. 31</b></li> </ol>	Aug. 24, 2022
219.	<p>I am planning something fun and interactive with our students. How do I inquire about the</p>	<p>To request that the College photographer attend your event, please submit a <a href="#">communications hub request</a> for photography at least 20 business days before the event.</p>	Aug. 24, 2022

	College's photographer attending my event?	Please note that you are also encouraged to take photos on your own and submit them to <a href="#">HACC's Flickr page</a> using <a href="#">this form</a> . Please ensure everyone in the photo(s) has completed the online <a href="#">photography release form</a> . If that is not possible due to the size of the event, please post the <a href="#">photography notice sign</a> at <b>all</b> entrances prior to the start of the event. It is also recommended that you take photos of the photography notice signs when you post them to provide evidence that they were posted before the event.	
220.	We received an email on Aug. 18, 2022, regarding an agreement between HACC and HACCEA. We noticed that the unsigned MOU was posted. Now the signed MOU is posted. Why did the document change?	When the memorandum of understanding (MOU) was initially uploaded for <a href="#">the announcement</a> , we did not have the signed document. We now have the signed document and thus posted it.	Aug. 24, 2022
221.	What is happening with Degree Works?	<p>Degree Works will be used for all students, to some extent, beginning in fall 2022. Links will be made available to students beginning Sept. 6.</p> <p>All students will work with their advisors to build educational plans in Degree Works beginning in fall 2022. Some students and their advisors began developing educational plans in Degree Works this summer.</p> <p>Students with a catalog term from fall 2018 to the present will also be able to use the Degree Works degree auditing tool to gauge their progress toward completion. A catalog term is generally determined by when a student enrolled in a program of study.</p> <p>Students who began at HACC prior to fall 2018 will likely need to continue using the degree evaluation tool through Banner Curriculum, Advising and Program Planning (CAPP) unless students changed their major after fall 2018. Banner CAPP is the current tool in use by the College.</p> <p>More information about Degree Works will be shared before Sept. 6.</p>	Aug. 24, 2022
222.	What student services are available this semester?	<p>We have various hours and availability for our student services.</p> <p>Please note:</p> <ul style="list-style-type: none"> <li>We are still offering student services remotely.</li> </ul>	Aug. 24, 2022

		<ul style="list-style-type: none"> <li>• Most services have a presence on campus.</li> <li>• Each webpage has the hours and availability for that select student service.</li> <li>• HACC’s student services include, but are not limited to: <ul style="list-style-type: none"> <li>• <a href="#">Advising</a></li> <li>• <a href="#">Bookstore</a></li> <li>• <a href="#">Campus Fitness Center – Harrisburg</a></li> <li>• Campus Fitness Center – Lancaster</li> <li>• <a href="#">Career Development</a></li> <li>• <a href="#">CARE Center</a></li> <li>• <a href="#">Computer Help Desk</a></li> <li>• <a href="#">Dining Services</a></li> <li>• <a href="#">Financial Aid</a></li> <li>• Global Education</li> <li>• <a href="#">KEYS</a></li> <li>• <a href="#">Learning Commons (Computer Labs/Library/Testing/Tutoring/User Support)</a></li> <li>• <a href="#">Library Chat (24/7 Chat Coverage)</a></li> <li>• <a href="#">Men of Color Initiative</a></li> <li>• <a href="#">Military and Veteran Affairs</a></li> <li>• <a href="#">New Student Orientation</a></li> <li>• <a href="#">Online SmartThinking Tutoring</a></li> <li>• <a href="#">Public Safety and Security</a></li> <li>• <a href="#">Registrar</a></li> <li>• <a href="#">Remote Proctoring</a></li> <li>• <a href="#">Student Access Services</a></li> <li>• <a href="#">Student ID and Parking Passes</a></li> <li>• <a href="#">Title IX</a></li> <li>• <a href="#">Transfer Services</a></li> <li>• <a href="#">Welcome Center</a></li> </ul> </li> </ul> <p><i>This information is tentative and subject to change.</i></p>	
223.	What services will be available for students at the Lebanon Campus on Fridays?	<p><b>HACC remains committed to the Lebanon community.</b></p> <p>During the fall semester, the Office of Student Affairs and Enrollment Management will offer student services Monday through Friday.</p> <p>Throughout the fall, student affairs employees will:</p>	Aug. 24, 2022

		<ul style="list-style-type: none"> <li>• Be <b>on every campus</b> on Monday, Tuesday and Thursday from 8 a.m.-4:30 p.m.</li> <li>• Assist students remotely Monday through Friday</li> <li>• Hold extended remote hours from 4:30-6:30 p.m. on Wednesday</li> </ul> <p>Additionally, during the weeks of Aug. 22 and Aug. 29, the Office of Student Affairs and Enrollment Management will offer an on-campus presence in the Welcome Center Monday through Friday to assist students.</p>	
224.	How do I reserve a space to have an event on one of the HACC campuses?	<p>If you are interested in setting up an internal event and need to reserve a space at any campus, please follow these steps:</p> <ol style="list-style-type: none"> <li>1. Check the Outlook or BANNER (Academic) room calendar(s) to ensure the space is available.</li> <li>2. Reserve your space in Outlook or BANNER. <ol style="list-style-type: none"> <li>a. <a href="#">How to book a space in Outlook</a></li> <li>b. To reserve a space in BANNER use SLAEVNT. If you do not have this access, please email Shawne Hargis at <a href="mailto:schargis@hacc.edu">schargis@hacc.edu</a> for assistance.</li> </ol> </li> <li>3. Fill out the <a href="#">Internal Event Request Form</a> once approved in Outlook or confirmed in BANNER.</li> <li>4. Receive a confirmation from the facilities team in 48 hours.</li> <li>5. Plan your event.</li> </ol> <p>Please contact <a href="mailto:events@hacc.edu">events@hacc.edu</a> for further assistance.</p>	Aug. 24, 2022
225.	What do I do if an external group contacts me to hold an event on a HACC campus?	<p>If an outside group wants to hold an event on campus and you are the contact, please email <a href="mailto:events@hacc.edu">events@hacc.edu</a> with any known event details and the external contact information. Thank you!</p>	Aug. 24, 2022
226.	How do I report a repair or problem to the facilities team at my campus?	<p>To report a repair or problem to the campus facilities teams, please:</p> <ul style="list-style-type: none"> <li>• Log in to my HACC</li> <li>• Select “<a href="#">Facilities Work Order</a>” under “Quick Links”</li> </ul>	Aug. 24, 2022
227.	I will be working on campus a few days a week this fall. Will dining options be available? Or, are these locations still closed due to COVID-19 restrictions?	<p>We look forward to seeing you on campus this fall.</p> <p>The College offers food options at each of its five campuses. To learn more about the dining options available to you, please visit <a href="http://hacc.edu/Dining">hacc.edu/Dining</a>.</p>	Aug. 17, 2022

228.	<p>Is HACC still looking for students for the <a href="#">#HACCFamous Casting Call</a>?</p>	<p>Yes! To allow more students to participate, we are scheduling additional interviews.</p> <p>Our first persona (marketing) campaign was so successful that we are doing it all over again – but with a new focus and eight new faces! We want to help future and continuing students connect with each other and HACC through our marketing. We will choose current HACC students to be THE faces of the campaign and represent a first-generation student, a BIPOC student, an adult student and a hands-on training student.</p> <p>The goals of the campaign are:</p> <ul style="list-style-type: none"> <li>· Use the individuals in our advertising materials (e.g. billboard, transit ads, digital ads, postcards, TV commercials, YouTube ads, etc.)</li> <li>· Highlight each student’s journey through videos, photos, social media, presentations and written material</li> <li>· Communicate in such a way that future and continuing students see themselves or similarities when reading, listening or seeing the students</li> <li>· Build human connections with the people with whom we are trying to reach</li> </ul> <p>We are holding another #HACCFamous casting call at the Gettysburg and Lancaster campuses and via Zoom to help find the students who will represent HACC. The casting call is open to all HACC students who meet the rules and requirements.</p> <p>Please:</p> <ol style="list-style-type: none"> <li>1. Visit <a href="http://hacc.edu/Famous">hacc.edu/Famous</a> for the details, including rules and requirements</li> <li>2. Encourage students who you think would be a great fit to sign up for the casting call</li> </ol>	Aug. 17, 2022
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		<p>3. Download this <a href="#">flyer</a> (as a PDF) and share it on social media and with students</p> <p>4. Print and post this <a href="#">flyer</a> around campus</p> <p>5. Note the deadline for students to complete an online form is <b>Aug. 31</b></p>	
229.	Is there a “no pay” drop this week?	<p>There is a scheduled “no pay” drop on Aug. 19.</p> <p>Students with an outstanding balance on their accounts should work with HACC <a href="#">cashiers</a>, the <a href="#">Welcome Center</a> and/or the <a href="#">financial aid</a> team to make sure their accounts are in order by Aug. 18 to ensure they are not dropped from classes.</p> <p><b>Please note:</b> Students receiving financial aid who have outstanding educational plan requirements will be given a courtesy hold and will <b>not</b> be dropped from classes for “no pay” on Aug. 19. These students should make arrangements for payment prior to Sept. 2 if they have an additional balance after financial aid has been applied to their account.</p>	Aug. 17, 2022
230.	Why is the College requiring educational plans for students?	<p>To be compliant with Title IV regulations for federal financial aid, HACC needs to ensure that students have an educational plan and take only courses required for their program of study. <b>The College would be out of compliance if we disburse financial aid funds for classes not required in a student’s program of study.</b></p> <p>Additionally, requiring an educational plan also aligns with HACC’s use of the guided pathways framework for student success.</p> <p>Educational plans provide students with individualized guides to their programs of study and serve as a roadmap for their college journey, thus helping to ensure progression and success.</p> <p>For more information about ineligible coursework and Title IV regulations, please visit this <a href="#">financial aid page</a>.</p>	Aug. 17, 2022
231.	Recently, these emails have included information about	Degree Works will be used for all students, to some extent, beginning in fall 2022.	Aug. 17, 2022

	<p>Degree Works and how that tool may not be used for all students. Can you explain what that means?</p>	<p>All students will work with their advisor to build educational plans in Degree Works beginning in fall 2022. However, some students and their advisors have already begun this process of developing educational plans in Degree Works this summer.</p> <p>Students with a catalog term from fall 2018 to the present will also be able to use the Degree Works degree auditing tool to gauge their progress toward completion. A catalog term is generally determined by when a student enrolled in a program of study.</p> <p>Additionally, these students will also see their program percentage completion in Degree Works on the homepage of the responsive dashboard.</p> <p>Students who began at HACC prior to fall 2018, unless they changed their major for fall 2018 or after, will have an older catalog term and will likely need to continue using the older degree evaluation tool through Banner CAPP, which is the current tool used by the College.</p>	
232.	<p>What are options for students who need to meet with an academic advisor?</p>	<p>Students can meet with an advisor by Zoom or in person at a HACC campus.</p> <p><u>Now through Sept. 13</u>, no appointment is needed. Advisors will meet with students in Zoom or by in-person drop ins.</p> <p><u>After Sept. 13</u>, advisors will meet with students by Zoom appointment, face-to-face appointment, as well as by Zoom or in-person drop ins.</p> <p>To learn more, please visit <a href="http://hacc.edu/Advising">hacc.edu/Advising</a>.</p>	<p>Aug. 17, 2022</p>
233.	<p>Will disabled students who need double-time accommodations be required to come to campus to avoid the cheating we are hearing is happening to help them get high marks?</p>	<p>In alignment and accordance with the Americans with Disabilities Act (ADA) of 1990 and 2008; Sections 504 and 508 of the Rehabilitation Act of 1973; and Title IX of the Education Amendment of 1972, students with accommodations will have the same assessment and proctoring parameters as other students in the course. These laws exist to protect students from harmful discrimination such as requiring students to participate or engage differently on the basis of disability or accommodation status.</p>	<p>Aug. 17, 2022</p>

		<p>Students have and continue to be proctored by live proctors when taking exams that require proctoring of all students.</p> <p>To suggest only students with accommodations are academically dishonest is categorically false and biased. We encourage employees to refresh their understanding of how to request live HACC proctoring by reviewing the process <a href="#">on the Learning Commons Testing page</a>. To learn more about testing accommodations under ADA, please see this helpful <a href="#">bulletin</a>.</p>									
234.	Will students with financial aid and an outstanding educational plan requirement be dropped from classes for “No Pay” on Aug. 19?	<p>Students receiving financial aid who have outstanding educational plan requirements will be given a courtesy hold and will <b>not</b> be dropped from classes for “No Pay” on Aug. 19.</p> <p>However, these students should make arrangements for payment prior to the Sept. 2 “No Pay” drop if they have an additional balance after their financial aid has been applied to their account.</p>	Aug. 10, 2022								
235.	If students need to meet with an academic advisor, what are their options for scheduling a meeting?	<p>Through Sept. 13, students can meet with an advisor via Zoom or in-person during first-come, first-served drop-in sessions at one of HACC’s five campuses. <b>No appointment is needed.</b></p> <p>After Sept. 13, students can schedule individual appointments with an advisor via Zoom or in-person or meet through general drop-in times via Zoom or in person.</p> <p>For more information, please visit <a href="#">HACC’s Advising Department webpage</a>.</p>	Aug. 10, 2022								
236.	I heard that the College will host a “Pop-up Career Closet” for students in need of interview clothing to wear during the Career Fair in September. How and when can I donate?	<p>HACC’s <a href="#">Career Services</a> Department is hosting a “Pop-up Career Closet” to provide students with career wear. Employees can donate recently cleaned, gently used or new career wear and accessories at each of the campuses until Aug. 31. We will accept business attire in all sizes, including two-piece suits; blazers; jackets; blouses; shirts; slacks; skirts; ties; and accessories (no earrings).</p> <p>The drop-off points and HACC contacts at each campus are below:</p> <table border="1" data-bbox="688 1349 1677 1414"> <thead> <tr> <th>Location</th> <th>Room</th> <th>Point of Contact</th> <th>Drop-off Day(s)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Location	Room	Point of Contact	Drop-off Day(s)					Aug. 10, 2022
Location	Room	Point of Contact	Drop-off Day(s)								

		Gettysburg Campus	Suite 127	Nicole Roberts	Mondays: 11 a.m.-noon Thursdays: 3-4 p.m.	
		Harrisburg Campus	Cooper 218	Monica Gillis	Mondays: 11 a.m.-noon Thursdays: 3-4 p.m.	
		Lancaster Campus	Main 221B	Annmarie Driscoll	Mondays: 11 a.m.-noon Thursdays: 3-4 p.m.	
		Lebanon Campus	N/A	Ashley Hardy	Mondays: 11 a.m.-noon	
		York Campus	Cytec 130	Teresa Graham	Mondays: 11 a.m.-noon Thursdays: 3-4 p.m.	
		<p>To arrange another time to drop off donations, please email <a href="mailto:careerservices@hacc.edu">careerservices@hacc.edu</a>. Thank you!</p>				
237.	I heard that the College is launching a new tool called Degree Works. How will that be used?	<p>The College is launching the Degree Works tool for students and employees in fall 2022.</p> <p>Degree Works will help students streamline their progress toward a degree, eliminate unnecessary courses and ensure students stay on track.</p> <p>At any given time, Degree Works will show students a visual representation of their progress toward a degree, the requirements that have been met for that credential and any outstanding requirements yet to be completed.</p> <p>For a sneak peak of the Degree Works tool, check out this <a href="#">video</a>.</p> <p><b>It is important to note that not all HACC students will be able to use every feature of Degree Works.</b></p> <p>Degree Works is built off what are called “catalog terms.” The College has set up Degree Works to work with catalog terms from fall 2018 forward. Therefore, students who began at HACC prior to the fall 2018 semester will have an earlier catalog term and will not be able to use the degree auditing</p>				Aug. 10, 2022

		feature of Degree Works. These students will still use Degree Works to develop their educational plans with their advisor. Students with a catalog term prior to fall 2018 will continue to use the CAPP Degree Evaluation tool. Students with questions about their catalog term should contact <a href="#">HACC's Advising Department</a> .	
238.	How can I volunteer to review HACC Foundation scholarship applications?	<p>The HACC Foundation needs volunteers to serve on our scholarship reviewer committees.</p> <p>As a volunteer, you will be asked to log on to our online scholarship management system, AcademicWorks, to review scholarship applications any time between Oct. 1-11.</p> <p>Please note:</p> <ul style="list-style-type: none"> <li>• We estimate the total time commitment to complete the review process to be no more than three hours.</li> <li>• Reviews can be done from any computer at any time.</li> <li>• If you volunteer, you will receive specific instructions by Oct. 1.</li> <li>• You must sign up to be a reviewer every scholarship cycle. Even if you reviewed in the past, you will only be able to review if you sign up again.</li> <li>• We welcome all HACC employees, alumni and community members.</li> <li>• Current HACC students are not eligible to serve as reviewers.</li> </ul> <p><b>If you would like to volunteer to review scholarship applications, please complete <a href="#">this online form</a> by Aug. 30.</b></p> <p>Your help with this project will ensure we select the best candidates for our scholarship awards. The reviewer process is easy, so please help us recognize our exceptional students who deserve a quality, affordable education.</p> <p>If you have any questions or need additional information, please email <a href="mailto:HACCscholarships@hacc.edu">HACCscholarships@hacc.edu</a>.</p>	Aug. 10, 2022
239.	What do I do if I test positive for COVID-19 and have been on a campus within the past 48 hours?	<p>Please notify the College <i>immediately</i> (regardless of your vaccination status) by completing <a href="#">this online form</a> if you have tested positive for COVID-19 and have been on a HACC campus within the past 48 hours.</p> <p>In addition, please notify your instructor or supervisor to make alternate</p>	Aug. 3, 2022

		arrangements.  For more information, please visit <a href="http://hacc.edu/COVIDannouncements">hacc.edu/COVIDannouncements</a> .	
240.	What do I do if I test positive for COVID-19 and have not been on a HACC campus within the past 48 hours?	<p><b>Employees and students:</b></p> <p>Please note that you are no longer required to submit an online COVID-19 Contact Form if <b>you've not been</b> on a HACC campus within the past 48 hours.</p> <p>However, please:</p> <ul style="list-style-type: none"> <li>• Quarantine for <b>five days</b> beginning the day after your positive test</li> <li>• Note that if you are symptomatic, your quarantine time will begin the day after the start of your symptoms</li> <li>• Test on the fifth day to ensure you're negative</li> <li>• Note if you choose not to test on the fifth day, you must quarantine for the full 10 days. Please see <a href="#">this chart for quarantine guidance</a>.</li> </ul> <p>If you need to come to campus, you may do so after your 10-day quarantine OR if your COVID test comes back negative on day five.</p> <p><b>Nursing and health career students in clinical programs:</b></p> <ul style="list-style-type: none"> <li>• If you have not been on a HACC campus, but are in the clinical program, tested positive for COVID-19 and have been at clinicals within the past 48 hours, please immediately contact your program director.</li> <li>• If you are in the clinical program, have tested positive for COVID-19 and are scheduled to come to a HACC campus or go to clinicals within the next 10 days, please contact your instructor and program director.</li> </ul> <p>For more information, please visit <a href="http://hacc.edu/COVIDannouncements">hacc.edu/COVIDannouncements</a>.</p>	Aug. 3, 2022
241.	When is tuition due and can you tell me more about the no-pay drop process?	<p><b>Tuition for the fall semester is due today, Aug. 3, 2022.</b></p> <p>Students without financial aid and an outstanding tuition balance on their account should work with the <a href="#">Welcome Center</a> to make payment arrangements prior to Aug. 19, 2022, to prevent being dropped from classes.</p>	Aug. 3, 2022

		Students with pending financial aid will be held through the Aug. 19 no-pay drop while their aid is being processed.	
242.	What is Degree Works and when will it be available for students and employees?	<p>Degree Works is a tool for students and employees that HACC plans to launch at the start of the fall 2022 semester.</p> <p>Degree Works will be used as an advising and academic planning tool. It will also help students monitor their progress toward completion of degree requirements. Initially, HACC will use Degree Works for degree audits and to create educational plans for students.</p> <p>Stay tuned for more information about this exciting new tool!</p>	Aug. 3, 2022
243.	I have heard that HR is no longer going to be scheduling interviews for applicants. Who will schedule applicant interviews moving forward? Will guidelines be provided?	To improve the response time to applicants, interview scheduling may be handled by the respective department through the hiring manager, chair or selected designee. The interview scheduling and confirmation template is available on myHACC > HR > Talent Acquisition > <a href="#">Talent Acquisition Resources and References.</a>	Aug. 3, 2022
244.	How has HACC recognized employees for their years of service as well as those who recently retired?	<p>On behalf of the Employee Recognition Committee, Dr. Ski presented an employee recognition video on June 9, 2022, during a <a href="#">collegewide Zoom session.</a></p> <p>Corresponding certificates and gifts will be mailed.</p>	Aug. 3, 2022
245.	Why is the College requiring educational plans for students?	<p>To be compliant with Title IV regulations for federal financial aid, HACC needs to ensure that students have an educational plan and only take courses required for their program of study. The College would be out of compliance if we disbursed financial aid funds for classes not required in a student's program of study.</p> <p>Educational plans provide students with individualized guides to their programs of study and serve as roadmaps for the student's college journey, helping to ensure progression and success.</p> <p>Additionally, requiring an educational plan aligns with HACC's use of the guided pathways framework for student success.</p>	July 27, 2022

		More information about ineligible coursework and financial aid is available <a href="#">on our website</a> .	
246.	I learned that the Mecum auction is being held at the Pennsylvania Farm Show Complex July 27-30. Will they be using HACC parking lots? How will it affect parking for HACC students and employees?	The Mecum Auto Auction is being held at the Pennsylvania Farm Show Complex July 27-30. The Auction contracted to use parking lots at HACC's Harrisburg Campus for overflow parking.  HACC students and employees will still have full access to all parking lots. Students and employees should have their HACC ID with them to avoid confusion or paying parking fees.	July 27, 2022
247.	I understand there will be an India Day celebration at the Harrisburg Campus in August. Can you please share the details?	India Day, Central PA's Community Fair 2022, will be held at the Harrisburg Campus Aug. 6 from 10 a.m. to 7 p.m. All are welcome. Admission and parking are free to the public.  For more information, please visit the <a href="#">India Day celebration webpage</a> .  Please be aware that during the week of Aug. 1, there will be several deliveries made to the campus to prepare for the event.	July 27, 2022
248.	I heard that there are issues with the HVAC system in the Lebanon Campus building.	The City of Lebanon is completing upgrade work on the building's HVAC systems. The work includes changing the thermostats to connect to the Johnson Control Metasys controls and changing the variable air volume boxes.  The city also is repairing the boiler and completing air balancing on the third floor that houses the Lebanon Campus. The city plans to provide fans and will look into renting portable air conditioning units until the work can be completed over the next several weeks. More information will be shared as the city provides updates.	July 27, 2022
249.	I recently read about a new suicide hotline to make it easier for those in need to contact someone for help. Please provide additional information.	The new suicide hotline can be reached by dialing 9-8-8. More information can be found <a href="#">here</a> .	July 20, 2022
250.	I recently read that the Subway at HACC's Lancaster Campus closed. Does the College plan to fill this space with an additional food option?	At this time, the College does not plan to fill this space with an alternate food option. This will be reassessed at a later date.  As a reminder, the College offers food options at each of its five campuses. To learn more, please visit <a href="http://hacc.edu/Dining">hacc.edu/Dining</a> .	July 20, 2022



251.	I have been reading about HACC Foundation crowdfunding campaigns and would like to learn about how I can get involved with them.	<p>Excellent!</p> <p>There are two ways you can get involved with crowdfunding campaigns:</p> <ul style="list-style-type: none"> <li>You can raise funds for an existing HACC Foundation crowdfunding campaign. Please visit <a href="http://hacc.edu/greatestneed">hacc.edu/greatestneed</a> for examples.</li> <li>You can create a personal crowdfunding campaign and raise funds for HACC students in celebration of a special occasion (such as a milestone birthday or wedding anniversary). Please visit <a href="http://hacc.edu/crowdfunding">hacc.edu/crowdfunding</a> for examples.</li> </ul> <p>If you are interested in one or both of these approaches, please email the HACC Foundation at <a href="mailto:foundation@hacc.edu">foundation@hacc.edu</a>.</p> <p>Thank you!</p>	July 20, 2022
252.	I understand work will be done at the southeast corner of the soccer field on the Harrisburg Campus. What are the details?	Excavation work is scheduled at the southeast corner of the soccer field to allow access to the vault that houses the baffles for the geothermal field. A 4-by-4 excavation about 12 inches deep will be dug. The site will be open from Aug. 1-12. Proper safety practices will be observed.	July 20, 2022
253.	I heard the Mecum auction is being held at the Pennsylvania Farm Show Complex July 27-30. Will they be using HACC parking lots? If so, how will this impact parking for HACC students and employees?	<p>The Mecum Auto Auction is being held at the Pennsylvania Farm Show Complex July 27-30. The auction has contracted to use HACC parking lots for overflow parking of the event.</p> <p>HACC students and employees will still have full access to all parking lots. However, students and employees should have their HACC ID with them to avoid confusion or being asked to pay the parking fees.</p>	July 20, 2022
254.	I heard that there will be construction in Clyde E. Blocker Hall. What are the details?	<p>During the week of July 25, Lock Haven University will work with Parvin, Inc. Paving &amp; Sealing and HACC facilities to complete construction of an asphalt access ramp at the northeast entrance to Blocker Hall.</p> <p>Access to the building will be available through the main building entrance.</p>	July 20, 2022
255.	How are technology projects prioritized?	<p>The Office of Information Technology and Learning Experience (OITLE) maintains a list of technology initiatives and collaborates with Cabinet members to ensure resources are aligned to priorities.</p> <p>Cabinet members evaluate new requests and current and future projects to</p>	July 20, 2022

		<p>prioritize projects that align to the College’s strategic goals. Many of these projects are cross-functional with impacts to multiple divisions and constituencies and require collaboration and project management.</p> <p>As new project requests are received, they will be placed on hold until such time as they are prioritized to begin work.</p> <p>The prioritized projects for the remainder of 2022 include:</p> <ol style="list-style-type: none"> <li>1. Maintain Banner operations <ol style="list-style-type: none"> <li>a. Make Banner quarterly upgrades</li> <li>b. Implement Intelligent Learning Platform (ILP) for integration with D2L</li> <li>c. Upgrade Self Service Banner 8 to Self Service Banner 9</li> <li>d. Implement preferred name, preferred gender and pronouns in Banner Self Service</li> <li>e. Upgrade Ellucian CRM Recruit</li> <li>f. Initiate supplemental merit pay increases</li> </ol> </li> <li>2. Degree Works Phase II <ol style="list-style-type: none"> <li>a. Student rollout</li> <li>b. Student educational plans</li> <li>c. Degree audit</li> <li>d. Graduation certification</li> </ol> </li> <li>3. Achieving the Dream</li> <li>4. Banner schedule view for remote classes</li> <li>5. Data governance</li> </ol>	
256.	<p>Following HACC’s Board of Trustees approval of the 2022-23 budget, there was an announcement that the College will provide a 4% salary increase, as well as a 2.5% merit payment that will be distributed and paid in three installments throughout the fiscal year.</p>	<p>The Office of Finance, Office of Human Resources and Office of Information Technology and Learning Experience are working hard on the mechanics and testing of the technical processes necessary to complete a supplemental pay within the human resources information system (HRIS)/payroll system, since we plan to process these payments independent of the regularly scheduled pay. <b>Although tentative</b>, our goal is to have the first of the three payments released no later than the end of September. We anticipate the second installment by the end of the 2022 calendar year and the third payment by the end of April 2023.</p>	July 13, 2022

	When will the eligible 41-week and 12-month full- and part-time employees, not represented by the union, receive the merit payments?		
257.	In the <a href="#">June 29 email</a> , we were directed to find salary information under the employee profile. When will this information be updated for the July annual raise? And, is there more information about the quarterly bonus payments?	<p>The salary information has been updated for 12-month employees to the employee profile. The salary information will be available for 41-week employees by Aug. 15.</p> <p>Please note there will be three installments of the merit pay. As outlined in the previous question and response, the plan is to process the merit pay independent of the regularly scheduled pay.</p> <p><b>Although tentative</b>, the goal is to have the first of the three payments released no later than the end of September. We anticipate the second installment by the end of the 2022 calendar year and the third payment by the end of April 2023.</p>	July 13, 2022
258.	When will the three installments of the 2.5% bonuses be paid for the 2022-23 fiscal year? The College says it will use COVID-19 federal relief funds to pay the 2.5% bonuses to employees. Is this a permitted use of these funds?	<p>Please see above for information regarding the distribution of these payments.</p> <p>The College is permitted to use these funds. The funds received for the institutional portion allow the College to use lost revenue calculations for this purpose.</p>	July 13, 2022
259.	I do not understand why employees “reply all” to collegewide communications. Does the College have guidelines that should be followed to ensure this doesn’t continue to occur?	<p>Thank you for your feedback. We understand that HACC employees receive many emails throughout the day; therefore, we understand your frustration with getting unnecessary responses.</p> <p>When sending an “Everybody” email or mass email to the College community, please:</p> <ul style="list-style-type: none"> <li>● <b>Use the blind carbon copy (BCC) line</b> when distributing the email.</li> </ul>	July 13, 2022

		<div data-bbox="732 95 1188 423" style="border: 1px solid black; height: 200px; width: 217px; margin-bottom: 10px;"></div> <ul style="list-style-type: none"> <li>● <b>Do not</b> use the carbon copy (CC) or the “To” line when distributing the email.</li> </ul> <p>This approach will ensure that any replies, if applicable, are received by the individual who sends the email only and not all HACC employees.</p> <p>If you receive an email that does not use BCC and you need to reply, please reply to the email sender only. Please remove other colleagues prior to distribution.</p> <p>For additional tips, please view this <a href="#">article</a> and/or contact your supervisor.</p>	
260.	What is the #HACCfamous Casting Call	<p>The Office of College Advancement is at it again! Our first persona (marketing) campaign was so successful that we are doing it all over again – but with a new focus and eight new faces!</p> <p>We want to help future and continuing students connect with each other and HACC through our marketing. We will choose continuing HACC students to be THE faces of the campaign and represent a first-generation student, BIPOC student, adult student and hands-on training student.</p> <p>The goals of the campaign are:</p> <ul style="list-style-type: none"> <li>● Use the individuals in our advertising materials (e.g. billboard, transit ads, digital ads, postcards, TV commercials, YouTube ads, etc.)</li> <li>● Highlight each student’s journey through videos, photos, social media, presentations and written material</li> <li>● Communicate in such a way that future and continuing students see themselves or similarities when reading, listening or seeing the students</li> </ul>	July 6, 2022

		<ul style="list-style-type: none"> <li>• Build human connections with the people with whom we are trying to reach</li> </ul> <p>We are holding a #HACCFamous casting call at the Harrisburg and York campuses to help find the students who will represent HACC. <i>The casting call is open to all continuing HACC students who meet the rules and requirements.</i></p> <p><b>By July 10,</b> please:</p> <ol style="list-style-type: none"> <li>1. Visit <a href="http://hacc.edu/Famous">hacc.edu/Famous</a> for the details, including rules and requirements</li> <li>2. Encourage students who you think would be a great fit to sign up for the casting call</li> <li>3. Download this <a href="#">flyer</a> (as a PDF) and share it on social media and with students</li> <li>4. Print and post this <a href="#">flyer</a> around campus</li> </ol> <p>Thank you!</p>	
261.	Everyone loves having Fridays off during the summer. What if an option was offered the remaining months for half-day Fridays? The College would remain open and offices would remain staffed, but folks could choose to work an extra amount Monday through Thursday and then work a half-day on Friday (either mornings or afternoons).	<p>Thank you for your suggestion. The Cabinet will review your recommendation.</p> <p>Please note that according to <a href="#">SGP 841</a> Alternate Work Schedules (AWS) Policy and Handbook, employees have the opportunity to work schedules that may be different from the “standard” work schedule.</p> <p>Supervisors are empowered to and responsible for developing schedules for their respective area of responsibility that maintain appropriate levels of student/client services while maintaining operational efficiency and effectiveness. Vice presidents must approve alternate work schedules for departments in their division.</p>	July 6, 2022
262.	I heard that there is roof work at the York Campus Leader Building. What are the details?	Over the next several weeks, Houck, Inc. will be replacing a large portion of the roof on the Governor George M. Leader Building at the York Campus. At this time, there are no parking restrictions, but there may be some noise as the work progresses. Thank you for your patience and support.	July 6, 2022
263.	I tested positive for COVID-19, and I was on a HACC campus. What should I do?	If you test positive <i>within 48 hours</i> of being on campus, please <i>immediately</i> fill out the online <a href="#">COVID-19 contact form</a> (regardless of your vaccination status). This form can also be found on <a href="#">myHACC</a> or <a href="http://hacc.edu/COVIDannouncements">hacc.edu/COVIDannouncements</a> .	June 29, 2022

264.	I know that we were required to report to the College if we had close or indirect contact with someone who tested positive for COVID-19 or we had symptoms ourselves. Are we still required to report that information?	<b>Effective June 30, 2022</b> , if you have had close or indirect contact or experienced COVID-19 symptoms, you will no longer be required to fill out an online <a href="#">COVID-19 contact form</a> . The form is <b>only necessary</b> if you have tested positive for COVID-19 and have been on a HACC campus within 48 hours. For more information, please review the “What is the process to report a positive COVID-19 test result?” drop-down section of <a href="http://hacc.edu/COVIDannouncements">hacc.edu/COVIDannouncements</a> .	June 29, 2022
265.	If I am working remotely, do I still need to fill out the online form if I test positive for COVID-19?	No. You are no longer required to fill out the online form. The form is <b>only necessary</b> if you’ve tested positive for COVID-19 and have been on a HACC campus within 48 hours. For more information, please review the “What is the process to report a positive COVID-19 test result?” drop-down section of <a href="http://hacc.edu/COVIDannouncements">hacc.edu/COVIDannouncements</a> .	June 29, 2022
266.	When will HACC quarantine an entire classroom because of COVID-19? How will we know?	If a positive COVID-19 case was reported and you had close contact with that individual while on campus, you will receive an email from <a href="mailto:corona@hacc.edu">corona@hacc.edu</a> that will direct you to quarantine. For more information, please review the “What is the process to report a positive COVID-19 test result?” drop-down section of <a href="http://hacc.edu/COVIDannouncements">hacc.edu/COVIDannouncements</a> .	June 29, 2022
267.	When will the pool be open for community classes?	The pool in the Evans Physical Education Center remains closed until further notice while we gather information about repairs and updates to the facility.	June 29, 2022
268.	Is the bookstore closing this week for end-of-fiscal-year inventory?	All of HACC’s bookstores will be closed on June 30 for our annual inventory. The bookstores will reopen July 5 at 8 a.m.	June 29, 2022
269.	What is the #HACCfamous Casting Call?	<p>The Office of College Advancement is at it again! Our first persona (marketing) campaign was so successful that we are doing it all over again – but with a new focus and eight new faces!</p> <p>We want to help future and continuing students connect with each other and HACC through our marketing. We will choose current HACC students to be THE faces of the campaign and represent a first-generation student, a BIPOC student, an adult student and a hands-on training student.</p> <p>The goals of the campaign are:</p> <ul style="list-style-type: none"> <li>• Use the individuals in our advertising materials (e.g. billboard, transit ads, digital ads, postcards, TV commercials, YouTube ads, etc.)</li> <li>• Highlight each student’s journey through videos, photos, social media, presentations and written material</li> </ul>	June 29, 2022

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270.	I heard that the College will host Pop-up Clothing Closets for students in need of interview clothing to wear during the Career Fair in September. How and when can I donate?	<p>HACC’s <a href="#">Career Development Services</a> unit is hosting a Pop-up Clothing Closet to provide students with career wear for the September Career Fairs. Employees can donate recently cleaned, gently used or new career wear and accessories at each of the campuses.</p> <p>The drop-off points and HACC contacts at each campus are:</p> <ul style="list-style-type: none"> <li>• Gettysburg: Suite 127 - Nicole Roberts</li> <li>• Harrisburg: Cooper 218 - Monica Gillis</li> <li>• Lancaster: Main 221 - Michelle Talbert-Horsey</li> <li>• Lebanon: D316H - Ashley Hardy</li> <li>• York: Cytex 130 - Teresa Graham</li> </ul> <p>Donations can be made at the above locations beginning <b>July 5</b>. Thank you.</p>	June 29, 2022
271.	Where can I find my salary information? Does the annual salary letter get updated to provide my current salary?	In an effort to reduce redundancy and provide real-time salary information, the annual salary letter will no longer be updated. All employees can see their current salary in “Your Employee Profile.” Please see instructions <a href="#">here</a> .	June 29, 2022

272.	Will the Office of Human Resources reimburse employees for external training and travel expenses after July 1?	<p>In-person professional development travel requests for events after July 1 will be assessed on a case-by-case basis and only considered and approved within the College budget parameters. Please note this is subject to change. In addition, the divisional vice president will make the final decision whether to approve the external training and travel request before it is processed by the Office of Human Resources.</p> <p>Please note the maximum amounts for HACC employees below:</p> <table border="1" data-bbox="684 427 1640 1138"> <thead> <tr> <th data-bbox="684 427 1163 565">Constituency</th> <th data-bbox="1163 427 1640 565">Maximum Amount per Employee for FY 2022-23</th> </tr> </thead> <tbody> <tr> <td data-bbox="684 565 1163 665">Administrative and Professional (Full time)</td> <td data-bbox="1163 565 1640 665">\$1,500</td> </tr> <tr> <td data-bbox="684 665 1163 766">Administrative and Professional (Part time)</td> <td data-bbox="1163 665 1640 766">\$300</td> </tr> <tr> <td data-bbox="684 766 1163 867">Classified (Full time)</td> <td data-bbox="1163 766 1640 867">\$1,500</td> </tr> <tr> <td data-bbox="684 867 1163 967">Classified (Part time)</td> <td data-bbox="1163 867 1640 967">\$300</td> </tr> <tr> <td data-bbox="684 967 1163 1068">Faculty (Full time)</td> <td data-bbox="1163 967 1640 1068">\$1,500</td> </tr> <tr> <td data-bbox="684 1068 1163 1138">Faculty (Part time)</td> <td data-bbox="1163 1068 1640 1138">\$300</td> </tr> </tbody> </table> <p>For further questions, please email <a href="mailto:dod@hacc.edu">dod@hacc.edu</a>.</p>	Constituency	Maximum Amount per Employee for FY 2022-23	Administrative and Professional (Full time)	\$1,500	Administrative and Professional (Part time)	\$300	Classified (Full time)	\$1,500	Classified (Part time)	\$300	Faculty (Full time)	\$1,500	Faculty (Part time)	\$300	June 22, 2022
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274.	In a recent email, you noted that the Subway at the Lancaster Campus will not reopen. As students take classes on multiple campuses, will there be food options at each campus? I want to provide my students with accurate information.	In Dr. Ski's <a href="#">May 18, 2022</a> , weekly email, it was announced that the Subway at the Lancaster Campus will not reopen. However, food options are available at all five campuses. To learn your options, please visit <a href="http://hacc.edu/Dining">hacc.edu/Dining</a> .	June 15, 2022
275.	What is the HACC process for hosting internal HACC events?	<p>Please follow the following procedure to reserve a space at any campus to host or set up an internal event:</p> <ul style="list-style-type: none"> <li>• Check the Outlook or Banner (academic) room calendar(s) to ensure the space is available.</li> <li>• Reserve your space in <a href="#">Outlook</a> or Banner by using SLAEVNT. If you do not have access to Banner, please email Shawne Hargis, <a href="mailto:schargis@hacc.edu">schargis@hacc.edu</a> for assistance.</li> <li>• Upon approval or confirmation, fill out the <a href="#">Internal Event Request Form</a>.</li> <li>• Note that the facilities team will respond within 48 hours.</li> <li>• Plan your event.</li> <li>• Contact <a href="mailto:events@hacc.edu">events@hacc.edu</a> for further assistance.</li> </ul> <p>Thank you!</p>	June 2, 2022
276.	What is the process for external events?	<p>If an outside group wants to hold an event on campus and you are the contact, please contact <a href="mailto:events@hacc.edu">events@hacc.edu</a> with any known event details and the information of the external contact. An email confirmation will be sent within 48 hours.</p> <p>The facilities events coordinator will follow up with the external contact within 48 hours. If approved, the event will be planned through the facilities events coordinator.</p>	June 2, 2022

		Thank you!	
277.	I heard that there is fire alarm work at the Harrisburg Campus. What are the details?	<p>The College has embarked on a collegewide phased-in fire alarm upgrade that has begun at the Harrisburg Campus in the John Hall Technology Building.</p> <p>The project will encompass the other campuses as the priority list of buildings is completed over the next year.</p> <p>Note that some buildings may experience trouble with alarms during the upgrade. In that event, please evacuate if necessary. The public safety and security team will assist.</p> <p>More information will be provided as it is available.</p>	June 2, 2022
278.	I heard that the Lebanon City Building is having HVAC issues.	<p>The City of Lebanon is completing upgrades to the building's HVAC systems that includes changing out thermostats to connect to Johnson Control Metasys controls and changing the variable air volume (VAV) boxes.</p> <p>The city is planning on providing fans and renting portable air conditioning units until this work can be completed over the next several weeks. More information will be provided as it is available.</p>	June 2, 2022
279.	I heard that HACC is part of Achieving the Dream. Is this true? What is it?	Yes! HACC is one of seven colleges chosen to join the 2022 cohort of <a href="#">Achieving the Dream (ATD) Network</a> to holistically advance equity, access and student success. Please visit our <a href="#">online newsroom</a> for more information.	June 2, 2022
280.	Can you explain the liberal leave policy and how it can be used?	The College's liberal leave policy allows eligible employees to use personal, sick or vacation time for any reason. Employees must request time off and receive approval from their supervisor. Employees should code their timesheets accordingly	June 2, 2022
281.	Is there a plan for faculty to return to campuses this fall?	<p>Yes. The College is offering more on-campus courses while continuing to monitor safety concerns and the region's COVID-19 cases.</p> <p>Each semester, students complete a survey to determine interest in modes of delivery.</p>	May 25, 2022
282.	Rumor has it that employees are supposed to schedule remote classes because students don't want to come back to campuses in the fall. Is that true?	The College will offer classes in a <a href="#">variety of options</a> – including on campus, remote and virtual – to serve the needs of students.	May 25, 2022

283.	Please explain the process for students in the various class options to take their exams this semester.	<p>Students who are taking on-campus classes will take their exams on campus.</p> <p>Students who are taking remote classes will take their exams remotely, unless their professor makes arrangements to take an exam on campus.</p> <p>Students in virtual classes will take their exams online, unless their professor makes arrangements to take an exam on campus.</p>	May 25, 2022
284.	Will more business classes be offered in person in fall 2022 or spring 2023?	All academic schools are expected to offer a <a href="#">variety of class options</a> , including on campus, remote and virtual.	May 25, 2022
285.	Will we be implementing Quality Matters for ur virtual classes?	<a href="#">Quality Matters</a> , among other approaches, has been discussed but nothing has been finalized.	May 25, 2022
286.	Nationally, Juneteenth is observed on June 19. Why is HACC observing it on June 16, 2022? Will the holiday be observed on different days each year or will it always be on June 16 or 19? Furthermore, if we follow the same logic that we do with the Fourth of July holiday, since June 19 is a Sunday, shouldn't we be observing Juneteenth on June 20 this year?	To minimize the impact on instruction days due to holidays occurring on Mondays, the College selected a Thursday to celebrate Juneteenth, especially since the College is closed on Fridays during the summer. In addition, the College is closed on May 30 for Memorial Day and on July 4, both Mondays.	May 25, 2022
287.	I heard there is going to be construction behind the U-GRO at the Lancaster Campus. What is going on?	<p>The U-GRO Learning Centres® at the Lancaster Campus will begin a playground renovation project on May 27.</p> <p>The contracting company, Playground Medic, will need approximately two weeks to replace the turf and the playground equipment. The project length is weather-dependent.</p>	May 25, 2022
288.	Should we update our email signatures, since the last guidance was in March 2020?	<p>Yes. Please see the below template for general use. Please check with your supervisor and adjust as necessary for specific circumstances.</p> <p><i>Effective May 23, 2022, HACC's campuses AND buildings will be open to all students, employees and the general public. This information is tentative and subject to change. Please visit <a href="http://hacc.edu/Coronavirus">hacc.edu/Coronavirus</a> for more information.</i></p>	May 18, 2022

289.	Should we update our standard voicemail greeting, since the last guidance was in March 2020?	<p>Yes. Please see the below template for general use. Please check with your supervisor and adjust as necessary for specific circumstances.</p> <p><i>Greetings! This is _____ (your name). While HACC has resumed on-campus instruction and student services, many services continue to remain hybrid, remote and virtual. Reflecting this dynamic approach, we will communicate primarily using technology. Therefore, please email me at _____@hacc.edu (your email address). For more information, please visit <a href="http://hacc.edu">hacc.edu</a>. Thank you!</i></p>	May 18, 2022
290.	I submitted a question on the HACC coronavirus response form regarding the recent faculty unionization. Why have I not seen a response in Dr. Ski's weekly emails to employees?	<p>Questions regarding matters relating to the union will not generally receive a response from the College. As Dr. Ski previously communicated to employees at the April 21 <a href="#">collegewide Zoom session</a>, it is the view of the College that we are now in a period called "status quo." This means that, in general, changes to the current working environment cannot be made.</p> <p>As a reminder, the College believes that we cannot respond to individual questions concerning topics that will be part of a bargaining process.</p> <p>The College requested that the Pennsylvania State Education Association (PSEA) communicate with the bargaining unit members and that they should not be asking these types of questions directly to the College. The College will work with PSEA as the faculty representative to reach a fair and equitable contract.</p>	May 18, 2022
291.	I was unable to attend or tune in to the spring 2022 Commencement ceremony. Is there a way I can still view the celebratory event?	<p>We were #HACCproud to celebrate our spring and summer 2022 graduating students on May 10 at the Giant Center. To continue celebrating our graduates, you can:</p> <ul style="list-style-type: none"> <li>• View the ceremony livestream on <a href="#">YouTube</a></li> <li>• View HACC's spring 2022 Commencement <a href="#">Flickr</a> album</li> <li>• Check out our Commencement ceremony <a href="#">webpage</a> that includes information about the event speakers, the program book and Dr. Ski's congratulatory video</li> </ul>	May 18, 2022
292.	I heard that the Harrisburg Grounds Department is going to host the annual May flower sale. Please provide the details.	<p>The flower sale will be held at the Harrisburg Campus, Facilities Building parking lot on May 25.</p> <p>Please note the following:</p> <ul style="list-style-type: none"> <li>• The sale will start at 10 a.m.</li> </ul>	May 18, 2022

		<ul style="list-style-type: none"> <li>• There will be no pre-orders this year.</li> <li>• Employees may pay for plants with a check or cash. Flowers will be \$4 each.</li> <li>• Please bring your own boxes or bags.</li> </ul>	
293.	I work at the Lancaster Campus and noticed that the Subway is closed. Are there plans for the Subway to reopen now that more students and employees are returning to campus?	<p>The Subway at the Lancaster Campus has been closed since March 2020. Unfortunately, the Subway will not reopen, and the organization will vacate the space.</p> <p>The College will continue to offer a variety of food options at each campus. To learn more, please visit <a href="http://hacc.edu/Dining">hacc.edu/Dining</a>.</p>	May 18, 2022
294.	Will the free online printing service be available after the campuses open up completely on May 23?	<p>No. This service was provided during the pandemic when the campuses were closed or only limited access was available.</p> <p>If students need on-campus printing service after the campuses fully reopen on May 23, the Learning Commons and Library spaces will have printing available. For more information on hours and locations, please visit <a href="https://libguides.hacc.edu/learningcommons/updates">https://libguides.hacc.edu/learningcommons/updates</a>.</p>	May 11, 2022
295.	I heard that there are changes to the HACC payment plan (HPP). What are they?	<p>The <a href="#">HACC payment plan (HPP)</a> allows students to pay their bill in scheduled installments.</p> <p>A change to the HPP includes the number of payments due. Please note the following:</p> <ul style="list-style-type: none"> <li>• The final installment is due by the end of the semester.</li> <li>• Fall and spring payment plans have four installments.</li> <li>• Summer payment plans have three installments.</li> <li>• Summer 2022 will remain at two installments.</li> <li>• <b>Payment due dates for the HPP can be found <a href="#">here</a>.</b></li> </ul> <p>An enrollment fee of \$30/per payment plan is due at the time of enrollment. A late fee of \$15 may be applied for each late payment.</p> <p>Students can learn how and when they can enroll in the HPP, if their payments can increase/decrease or how to enroll in auto payments by visiting this <a href="#">webpage</a>.</p>	May 11, 2022

		If you have any questions, please contact the <a href="#">Welcome Center</a> at 800-422-4222 or email <a href="mailto:cashiering@hacc.edu">cashiering@hacc.edu</a> .	
296.	I heard that the Governor George M. Leader Building at the York Campus will be closed for a day and a half during the week of May 16. Is this true?	<p>Yes. The Leader Building will be closed all day on May 17 and until noon on May 18 for a roofing project.</p> <p>During this time, the roofing contractor will remove and scrap three large, old HVAC units via crane. This is the first phase of the Leader Building roofing project, which will continue through the summer.</p> <p>On May 16, the crane will be delivered in sections and assembled in the Campus Services Building (Facilities) parking lot.</p> <p>The work is weather-dependent. More information will be communicated as the project progresses.</p> <p>Thank you for your cooperation and patience.</p>	May 11, 2022
297.	I heard that Midtown 1 will be closed on May 12. Is this true?	Yes. The building will be closed May 12 from 7-9 a.m. while Capital Region Water turns off water service for repairs.	May 11, 2022
298.	I heard that Girls on the Run will hold a 5K race at the Harrisburg Campus on May 14. Is this true?	<p>Yes. The Girls on the Run (GOTR) 5K race will be held on May 14 with registration at 8 a.m. and finishing around 11 a.m.</p> <p>The race route encompasses the entire Harrisburg Campus.</p> <p>Please note the following:</p> <ul style="list-style-type: none"> <li>• May 12: The East Lot will close at the end of the day.</li> <li>• May 13: The West Lot will close at the end of the day.</li> <li>• May 14: The Harrisburg Campus will be closed for the duration of the event. North Hall and the Senator Jeffrey E. Piccola Law Enforcement Complex classes will enter and exit at Gate Five.</li> </ul> <p>For more information, please visit the GOTR Capital Area <a href="#">website</a>.</p>	May 11, 2022
299.	How do I report a repair or a problem area to the facilities team?	Please submit a <a href="#">Facilities Work Order</a> . This form is available in myHACC, under Quick Links, HACC Applications.	May 11, 2022

300.	I heard there is a new shipping cost for orders placed on the bookstore <a href="#">website</a> . Could you please provide more information?	<p>Effective July 1, the bookstore will charge \$9.95 for orders under \$250. Shipping will be free for orders \$250 and above.</p> <p>There will be a \$10 surcharge for heavy items, including printers or high-end value items like MacBooks, to cover insurance.</p>	May 11, 2022
301.	Is the Harrisburg Campus Grounds Department going to host the annual flower sale?	<p>Yes. The flower sale will be held at the Harrisburg Campus, Facilities Building parking lot on May 25.</p> <p>Please note the following:</p> <ul style="list-style-type: none"> <li>• The sale will start at 10 a.m.</li> <li>• There will be no pre-orders this year.</li> <li>• Employees may pay for plants with a check or cash. Flowers will be \$4 each.</li> <li>• Individuals should bring their own boxes or bags.</li> <li>• More information will be provided as we get closer to the date</li> </ul>	May 11, 2022
302.	How will the 2.5% merit pay be distributed? Who is eligible?	<p>In HACC’s initial 2022-23 budget announcement, the College announced a 2.5% merit pay will be distributed and paid in four installments throughout the fiscal year. After closer review, the College has decided to pay in three installments to provide the benefit sooner to 41-week and 12-month full- and part-time staff not represented by a collective bargaining association. Additionally, it will save valuable time for the employees who will be processing the installments. The dates have yet to be determined.</p>	May 4, 2022
303.	Will the Lancaster Campus Learning Commons and Library be closed on May 19?	<p>Yes, the Lancaster Campus Learning Commons and Library, including the external computer lab, will be closed May 19 for duct cleaning. We will reopen May 23.</p>	May 4, 2022
304.	Are there going to be watch parties again for HACC’s spring 2022 Commencement ceremony?	<p>HACC Yeah!</p> <p>Watch parties for HACC’s spring 2022 Commencement ceremony are being held at the following locations on May 10:</p> <ul style="list-style-type: none"> <li>• Gettysburg Campus: Hoffman 130</li> <li>• Harrisburg Campus: Bruce E. Cooper Student Center Cafeteria</li> <li>• Lancaster Campus: Main Building 222</li> <li>• York Campus: Cytex Glatfelter Community Room (YC101)</li> </ul>	May 4, 2022

		<p>The Commencement ceremony will be live streamed at the locations above. Students and employees are welcome to join in celebrating the 2022 graduating students!</p> <p>Please bring your HACC ID.</p> <p>To learn more about HACC’s Commencement ceremony and to access the livestream on May 10 at 6 p.m., please visit <a href="https://bit.ly/HACCspring22">bit.ly/HACCspring22</a>.</p>	
305.	Are there any new organizational enhancements?	Yes. Please see this new <a href="#">information</a> about the Office of Inclusion, Diversity and Belonging.	May 4, 2022
306.	I heard that the Governor George M. Leader Building at the York Campus will be closed for a day and a half during the week of May 16. Is this true?	<p>Yes, the Leader Building will be closed all day on May 17 and until noon on May 18 for a roofing project.</p> <p>During this time, the roofing contractor will remove and scrap three large, old HVAC units via crane. This is the first phase of the Leader Building roofing project, which will continue through the summer.</p> <p>On May 16, the crane will be delivered in sections and assembled in the Campus Services Building (Facilities) parking lot.</p> <p>The work is weather-dependent. More information will be communicated as the project progresses.</p> <p>Thank you for your cooperation and patience.</p>	May 4, 2022
307.	I know the College is currently transitioning to Banner self-service 9. Has Ellucian announced the “end of life” for Banner self-service 8?	While the official “end of life” announcement for Banner self-service 8 has not yet occurred, we anticipate Ellucian will announce the requirement to transition to Banner self-service 9 in 2023.	May 4, 2022
308.	How will <a href="#">classes be offered</a> in the summer and fall 2022 semesters? How was the amount of remote versus on-campus classes determined?	<p>HACC will continue to offer a variety of class options, including on-campus, virtual, remote or a combination of online and on-campus.</p> <p>The schedule was built using data from student surveys and historical projections.</p>	April 27, 2022



		<p>Please visit <a href="http://hacc.edu/ClassOptions">hacc.edu/ClassOptions</a> for more information regarding class offerings.</p> <p>Please visit <a href="http://hacc.edu/COVIDannouncements">hacc.edu/COVIDannouncements</a> regarding semester updates as they are announced.</p>	
309.	What should students do if they are having trouble scheduling classes because they need a remote option, but the class is on campus (or vice versa)?	We recommend that students work with an advisor to review and plan their schedule. The advisor may provide a variety of course options that fit the student's required timeframe.	April 27, 2022
310.	Did the vice presidents present their unit plans for the summer?	Yes. On April 21, each vice president or their designee provided an overview of their <a href="#">unit's plans</a> for the summer.	April 27, 2022
311.	I heard that the bookstores won't be open on April 29. Is this true?	<p>All HACC bookstores will close at noon on April 28 and will be closed all day on April 29 for a system update.</p> <p>The bookstores will reopen at 8 a.m. on May 2.</p> <p>We apologize for any inconvenience.</p>	April 27, 2022
312.	I heard that the parking lot on the east end of the Lancaster Campus Main Building will be closed April 29. What is going on?	The roofing contractor will be bringing in a large crane to erect in that area and lift roofing material onto the Main Building roof. As a matter of safety, please do not park in this parking lot. This is for your safety and to prevent potential damage to any vehicles parked in that area.	April 27, 2022
313.	Will there be a pay raise for student workers?	<p>Student workers will get a pay raise effective July 1. Their pay rate will increase from \$9.50 per hour to \$11 per hour, which is a 16% raise.</p> <p>HACC incorporated this into the <a href="#">recently adopted budget</a>.</p> <p>We are excited for this opportunity to support student employees and their contributions to the College.</p>	April 20, 2022
314.	I heard that the College is no longer using BenefitWallet® to administer health savings accounts (HSAs). Is this true?	<p>Yes. As of Oct. 1, 2021, Capital Blue Cross no longer supports HSAs administered through BenefitWallet®.</p> <p>All employees enrolled in the high deductible health plan now have an HSA through Capital Blue Cross, administered by <a href="#">Further</a>. Currently, all employee and employer contributions to the HSA are being deposited in the Capital Blue</p>	April 20, 2022

Cross HSA. HACC no longer has access to BenefitWallet® HSAs and cannot process contributions into those accounts.

**For individuals who did not elect to transfer their BenefitWallet® HSA balance to the Capital Blue Cross HSA, please note the following:**

- Your HSAs were transitioned to individual accounts. Any previously established payroll contributions are being sent to the new HSA with Capital Blue Cross.
- Employees who chose to remain with BenefitWallet® and have active payroll contributions will still have access to these funds through their Capital Blue Cross HSA.
- Any funds remaining in the BenefitWallet® account can still be used for qualified expenses. If the account balance falls below \$1,000, the employee will be charged a monthly admin fee of \$3.50 by BenefitWallet®.
- You can choose to transfer your account balance to the Capital Blue Cross HSA. However, you will be assessed a \$25 fee by Benefit Wallet®.

**How can I access my HSA with Capital Blue Cross?**

- You are able to see your balance, make changes, initiate payments to providers and reimburse yourself from your [secure account](#) with Capital Blue Cross. If you have not yet created an account, you can easily register using the information on your Capital Blue Cross identification card.
- Capital Blue Cross also offers the Capital Blue Cross mobile app for Apple and android devices. This provides members an avenue to manage their benefit plan on the go via smartphone or tablet, as well as access HSA information.
- If you need assistance with a lost or stolen debit card or have issues accessing your account, please contact health spending services at **1-877-293-7041**.

For additional general information regarding Health Savings Accounts and how to utilize them, please visit the Capital Blue Cross [Health Spending Learning Center](#). Additionally, there are a wide variety of discounts and services

		available to all Capital Blue Cross members. You can learn more about the offers <a href="#">here</a> .	
315.	What is the current step of the annual performance evaluation process for employees?	The current step is the employee meeting/supervisor sign-off evaluation, which is due May 10. All employee, supervisor and next-level supervisor assessments should be completed by that date.	April 20, 2022
316.	How will HACC celebrate Earth Day 2022?	<p>Earth Day cleanup events will be hosted by Student Involvement on April 22 from 9:30 a.m.-noon. Refreshments will be provided.</p> <p>Please take time out of your schedule to join in activities at the campus of your choice:</p> <ul style="list-style-type: none"> <li>• <b>Gettysburg Campus</b> - Meet in the Hub</li> <li>• <b>Harrisburg Campus</b> - Meet at the fountain gardens and the Bruce E. Cooper Student Center</li> <li>• <b>Lancaster and Lebanon campuses</b> - Meet at the Main Building</li> <li>• <b>York Campus</b> - Meet at the Governor George M. Leader Building in front of the Welcome Center</li> </ul> <p>Please sign up <a href="#">here</a> to help. Thank you for your participation!</p> <p><i>“Live in each season as it passes; breathe the air, drink the drink, taste the fruit, and resign yourself to the influence of the Earth.” – Henry David Thoreau</i></p>	April 20, 2022
317.	I heard that the parking area immediately behind the Lebanon Campus (the old Lebanon staff parking lot) will be closed to foot traffic beginning on April 21. What is going on?	Depending on the weather, a contractor will seal coat the pavement on April 21. To allow the coating to be set up and dry, there will be no traffic of any kind on the lot for 48 hours after application.	
318.	I heard that a sign will be installed in the vestibule of the front entrance of Lebanon City Hall in the Lebanon Campus building. When is that taking place?	A contractor will install a backlit sign in the main entry vestibule on April 22 starting around 8 a.m. The installation will take about 30 minutes. Please use caution when entering the building.	April 20, 2022

319.	<p>Why are students who want to enter a selective-admission clinical health career program being redirected to another major?</p>	<p>The College has created new pathways for students who want to enter a selective-admission clinical health career program. These programs include:</p> <ul style="list-style-type: none"> <li>• <a href="#">CVT – Cardiac Sonography</a></li> <li>• <a href="#">CVT – Invasive Cardiovascular Technology</a></li> <li>• <a href="#">Dental Assisting</a></li> <li>• <a href="#">Dental Hygiene</a></li> <li>• <a href="#">Diagnostic Medical Sonography</a></li> <li>• <a href="#">Medical Laboratory Technician</a></li> <li>• <a href="#">Nursing</a></li> <li>• <a href="#">Practical Nursing</a></li> <li>• <a href="#">Radiologic Technology</a></li> <li>• <a href="#">Respiratory Therapist</a></li> <li>• <a href="#">Surgical Technology</a></li> </ul> <p>These students will now be directed to begin their educational journey at HACC in the <a href="#">Pre-Health Professions Program</a> and to select the concentration (listed above) that corresponds to their academic and professional goals.</p> <p>Current students who are not yet in the clinical portion of their selected program have been contacted and guided through the process to change their major over the last six months. Future students who enter the College will select pre-health professions and the corresponding concentration when completing their new student application.</p> <p>This change has several benefits for students, including greater flexibility in choosing their ultimate program of study and the ability to earn a pre-health professions degree if they aren't accepted into their clinical program or decide not to apply for admission into that program.</p> <p>Please direct current students to <a href="mailto:advising@hacc.edu">advising@hacc.edu</a> and direct future students to <a href="mailto:start@hacc.edu">start@hacc.edu</a> if they have any questions.</p>	April 13, 2022
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320.	I heard that the roof on the Main Building of the Lancaster Campus is going to be replaced. Didn't this project happen last fall?	<p>The start date on replacing the Main Building roof was delayed in the fall 2021 semester due to a combination of transportation delays of the roofing materials and temperature conditions.</p> <p>Contingent upon weather, the project will start in the next couple of weeks and be completed in 45 to 60 days.</p> <p>Parking restrictions will include the row of parking spaces on the east end of the Main Building, outside of the Tutoring and Testing area. These spaces will be blocked off to allow contractor roof access.</p> <p>The contractor will clean the existing roof prior to starting. The noise is described as the sound of pressure washing or a very hard rain on the roof.</p> <p>Please note that as the contractor begins, there may be nontoxic odors from the application of materials, all of which meet government requirements for low volatile organic compounds and environmental impact. This will be mitigated by closing the exterior air intakes. However, some odors may initially still be present.</p>	April 13, 2022
321.	With seeing the accommodations that are given to pregnant and parenting students, what Title IX accommodations are in place for employees who are pregnant and/or parenting?	<p>The Office of Inclusion, Diversity and Belonging, in conjunction with the Office of Human Resources, will work to provide federally mandated accommodations through Title IX and Title VII provisions. Per <a href="#">this website</a>, "Employees of an institution of higher education have rights under Title IX and various employment laws that protect both health and income during pregnancy and parenthood." Please contact either <a href="mailto:askhr@hacc.edu">askhr@hacc.edu</a> or <a href="mailto:CIDO@hacc.edu">CIDO@hacc.edu</a> for more information regarding your question.</p>	April 6, 2022
322.	I saw that Ijeoma Oluo is coming to HACC next week. Where can I find more information?	<p>HACC is excited to welcome author and speaker Ijeoma Oluo to a virtual event, "So You Want to Talk About Race," on April 11 at 1 p.m. The event is intended to address the fact that having conversations about race can be hard, so how can we approach these types of conversations and why is it important? The talk will be based on Oluo's New York Times best-selling book "So You Want to Talk About Race." We invite HACC students and employees and members of the public to attend this frank and inspiring event.</p> <p>A limited number of free copies of "So You Want to Talk About Race" are available on a first-come, first-served basis. Registration information and</p>	April 6, 2022

		<p>details can be found at <a href="https://bit.ly/36nEgKo">https://bit.ly/36nEgKo</a>.</p> <p>Many thanks to the <a href="#">HACC Foundation</a> and the GIANT Company for sponsoring this event.</p>	
323.	Is the College changing the COVID-19 quarantine time requirements?	<p>Yes. The quarantine time has changed from 10 days to <b>five days</b>. If you’ve had close contact with someone who tested positive, tested positive for COVID-19 yourself or have had COVID-19 symptoms, you may return to classes or work after day five (with a negative COVID test or the resolution of symptoms).</p> <p>Day one is considered:</p> <ul style="list-style-type: none"> <li>• The first full day after your last contact with a person who tested positive for COVID-19.</li> <li>• The first full day after your symptoms developed.</li> <li>• The first full day after your positive COVID-19 test was collected.</li> </ul> <p>Negative results <b>must</b> be emailed to <a href="mailto:corona@hacc.edu">corona@hacc.edu</a> for review and clearance before returning to campus. Please send a photo of your negative COVID-19 test.</p> <p>More details about how to proceed are included on <a href="#">this infographic</a>.</p> <p>Regardless of your vaccination status, please continue to:</p> <ul style="list-style-type: none"> <li>• <a href="#">Self-screen (pdf)</a> each day before returning to campus.</li> <li>• Maintain social distancing while on campus.</li> <li>• Refer to HACC’s COVID-19 information at <a href="http://hacc.edu/Coronavirus">hacc.edu/Coronavirus</a>.</li> </ul> <p><b><i>This information is tentative and subject to change.</i></b></p>	March 30, 2022
324.	Where can I get free at-home COVID-19 tests?	Residential households in the United States are eligible for two orders of four free at-home tests on <a href="https://www.usps.com">USPS.com</a> .	March 30, 2022
325.	Has HACC updated its face-covering requirements?	<p>Yes. Effective today, March 30, face coverings are <b>encouraged but not required</b> on all HACC campuses. <b>Some off-campus clinical sites</b> may require face coverings.</p> <p>The College has been monitoring the <a href="#">11-county region</a> and all are in the Centers for Disease Control and Prevention (CDC) “low” community level</p>	March 30, 2022

		<p>category.</p> <p>Please note that:</p> <ol style="list-style-type: none"> <li>1. The College will revert to an earlier phase in our <a href="#">seven-phased plan (pdf)</a> if conditions worsen. Therefore, <i>it is imperative</i> - regardless of vaccination status - to continue our <a href="#">self-screening(pdf)</a> efforts.</li> <li>2. <b><i>No one has the authority to require another person to wear a face covering.</i></b> Each person will make the decision regarding face coverings that is best for them. The College will refer to the student handbook and our SGPs on harassment, bullying and student disciplinary action to uphold this expectation.</li> <li>3. If you are sick, you should remain home. Please see the “What is the process to report sickness or COVID-19 exposure?” section of <a href="#">hacc.edu/COVIDannouncements</a> for more information.</li> <li>4. Masks will continue to be available at building entrances, bookstores and security offices.</li> <li>5. Social distancing should continue throughout the spring 2022 semester.</li> </ol> <p><b><i>This information is tentative and subject to change.</i></b></p> <p>In addition, please ensure that you engage in a <b><i>respectful and civil manner</i></b> with each other, as each person will have a different comfort level with face coverings.</p> <p>For more information, please visit <a href="#">hacc.edu/COVIDannouncements</a>.</p>	
326.	Is HACC celebrating National Custodial Week, March 27-April 2?	<p>HACC is proud to honor our custodial employees during National Custodial Week, March 27-April 2.</p> <p>The College is proud of our custodial team members every day, not only during National Custodial Week.</p> <p>Throughout the coronavirus pandemic, HACC custodial team members have been working hard to sanitize, and clean and disinfect all areas of our campus buildings. This cleaning work ethic has not let up, as they are currently following the same protocols as they were during the height of the pandemic by dedicating hard work and knowledge to help keep our campuses safe.</p>	March 30, 2022

		<p>Each custodian and floor technician has completed additional training on disinfection techniques, and they continue to practice these measures using the electrostatic sprayers and Moonbeam3 UVC devices. Their training has provided them with the expertise to know when to use preventive deep cleaning or when to use the additive disinfecting measures with a positive coronavirus case.</p> <p>The custodial teams have disinfected exposed coronavirus areas, while keeping a positive attitude and willingness to perform the tasks associated to ensure a safe environment for HACC students and employees.</p> <p>The custodial team members staged plexiglass in numerous areas throughout the College. They continue to work hard to keep all required PPE supply tables fully stocked at all times and have proven to work effectively and efficiently to keep up with the disinfection of rooms without disrupting in-person classes.</p> <p>They also have facilitated cleaning and prepping offices for new employees, as well as helped maintenance with employee moves and worked to social distance classrooms and common areas.</p> <p>Each custodial team member has done an exceptional job and continues to be readily available to go the extra mile to help keep the HACC campuses a safe place to work and learn.</p> <p>Please thank a custodian today!</p>	
327.	<p>There have been many news stories about the backlogs in obtaining mental health counseling services, especially since the pandemic began. What is the current wait time in obtaining counseling appointments for employees who need to utilize the services of Mazzitti &amp; Sullivan under the Employee Assistance Program (EAP)?</p>	<p><a href="#">Mazzitti &amp; Sullivan</a> EAP Services, Inc. provides counseling services for HACC employees and students. They have access to thousands of providers across South Central Pennsylvania and the nation. Thus, employees and students have many options to get counseling support in a timely manner.</p> <p>Employees and students can get immediate support by calling Mazzitti &amp; Sullivan 24/7 at 800-543-5080. Individuals seeking an emergency counseling appointment will be triaged by a masters-level employee and connected to the appropriate resources. Individuals seeking a non-emergency counseling appointment will be scheduled at the time of the call.</p> <p>Given Mazzitti &amp; Sullivan’s expansive network, we recently learned that</p>	March 30, 2022



		<p>individuals are able to schedule an appointment within a day or two. However, if the caller is seeking an appointment with a specific provider or in a specific location, the availability for an appointment may take a bit longer to schedule.</p> <p>Employees and students can also request appointments by completing the appropriate online form:</p> <ul style="list-style-type: none"> <li>• <a href="#">Employee form</a></li> <li>• <a href="#">Student form</a></li> </ul>	
328.	How does the short summer schedule and holidays impact class scheduling for the Nursing Program?	<p>With the summer 2022 semester reduced to 12 weeks, the Nursing Program mini-mesters are reduced to five weeks with a week for finals. In addition, the summer semester has three holidays – Memorial Day, Juneteenth on June 16 and July Fourth – and HACC is closed on Fridays.</p> <p>To provide students with the best schedule possible during the summer 2022 semester, we must use the Juneteenth holiday for class, clinical or testing, depending on the course of study. The following programs will be adjusted accordingly:</p> <ul style="list-style-type: none"> <li>• <b>Practical Nursing Students</b> (all campuses): June 16 will be used for testing. Students will have a final exam scheduled that day. This may be followed by the ATI proctored exam, depending on the class in which the student is enrolled at that time. Additionally, if the student requires a clinical make-up day, they may need to go to clinical that evening. There is no additional time in the summer for make-up based on the hours required.</li> <li>• <b>Associate Degree STACK Program Students</b> (Harrisburg Campus): Class in the summer semester moves from Friday to Thursday, including June 16.</li> <li>• <b>Associate Degree Weekend Program Students</b> (Harrisburg Campus): Class in the summer semester moves from Friday to Thursday, including June 16.</li> <li>• <b>Associate Degree 8-semester Program Students</b> (All campuses): Students assigned to a Thursday class or clinical rotation may be scheduled on June 16.</li> </ul>	March 30, 2022
329.	When is the President's Award nomination deadline?	The deadline for nominations is March 31. Nominations must be submitted <a href="#">electronically</a> via myHACC. To locate the form in myHACC, please	March 30, 2022

		follow this path: Human Resources>Employee Relations>President’s Award Nomination Form	
330.	I am currently in an active probationary period. Do I complete the Probationary Period section in the PageUp system?	All employees currently in a six-month probationary period will be notified next week to start their probationary evaluation in the PageUp system.	March 30, 2022
331.	Where should faculty evaluations and observations be sent?	Please send faculty evaluations and observations to <a href="mailto:employeerelations@hacc.edu">employeerelations@hacc.edu</a> .	March 30, 2022
332.	I heard that there will be a large personnel lift in the lobby of the Lebanon City Hall/Lebanon Campus building. What is going on?	As part of the City of Lebanon building renovations, a 40-foot lift is required to reach the lobby ceiling to complete ceiling and sprinkler work. The work will be done between 6-8 a.m. and after 4:30 p.m. Protection barriers will be established. However, please be careful while walking in the lobby area.	March 30, 2022
333.	Has HACC updated its face-covering requirements?	<p>Yes. Effective March 30, face coverings are <b><i>encouraged but not required</i></b> on all HACC campuses. Some off-campus clinical sites may require face coverings.</p> <p>The College has been <a href="#">monitoring the 11-county region</a> and all are in the Centers for Disease Control and Prevention (CDC) “low” community level category.</p> <p>Please note that:</p> <ol style="list-style-type: none"> <li>1. Face coverings <b><i>are still required on campus until March 30</i></b> per the <a href="#">face-covering guidelines</a> (pdf).</li> <li>2. The College will revert to an earlier phase in our <a href="#">seven-phased plan</a> (pdf) if conditions worsen. Therefore, <b><i>it is imperative</i></b> to continue our <a href="#">self-screening</a> (pdf) efforts.</li> <li>3. If you are sick, you should remain home. Please see the “What is the process to report sickness or COVID-19 exposure?” section of <a href="http://hacc.edu/COVIDannouncements">hacc.edu/COVIDannouncements</a> for more information.</li> <li>4. Masks will continue to be available at building entrances, bookstores and security offices.</li> <li>5. Social distancing should continue throughout the spring 2022 semester.</li> <li>6. This information is tentative and subject to change.</li> </ol>	March 23, 2022

		<p>In addition, please ensure that you engage in <i>a respectful and civil manner with each other</i>, as each person will have a different comfort level with face coverings.</p> <p>For more information, please visit <a href="http://hacc.edu/COVIDannouncements">hacc.edu/COVIDannouncements</a>.</p>	
334.	<p>Has the <a href="#">six-phased plan</a> to reopen our campuses been updated? What phase are we in now?</p>	<p>Yes, to accommodate the updates to the College’s face-covering requirements, the phased plan was revised to include a <a href="#">seventh phase</a> (pdf).</p> <p>The College is currently in phase five of the new plan, but we will move to phase six on March 30.</p> <p>In the summer 2022 semester, the College will move to phase seven.</p> <p>Please note that this information is tentative and subject to change. The College will revert to an earlier phase in our <a href="#">seven-phased plan</a> (pdf) if conditions worsen. Therefore, <i>it is imperative</i> to continue our <a href="#">self-screening</a> (pdf) efforts.</p>	March 23, 2022
335.	<p>Do HACC employees need to complete the on-campus authorization form to come to campus?</p>	<p>Per the <a href="#">Jan. 12, 2022, email from Dr. Ski</a>, HACC employees no longer need to complete the on-campus authorization form. All working arrangements must be authorized by your supervisor and division vice president.</p> <p>Please:</p> <ul style="list-style-type: none"> <li>• Remember to <a href="#">self-screen</a> (pdf) each day</li> <li>• Continue following the process listed under the “What should I do before going to a HACC campus each day?” drop-down section of <a href="http://hacc.edu/COVIDannouncements">hacc.edu/COVIDannouncements</a></li> </ul> <p>Note that while on campus (until March 30), all students, employees and visitors – even if they are fully vaccinated – will be required to wear face coverings. The College’s <a href="#">official guidance on face-covering expectations can be found here</a>.</p>	March 23, 2022
336.	<p>I have heard that there will be construction on the grounds of the Lancaster Campus. What is going on? And why is this happening?</p>	<p>Weather permitting, Sky Way Excavators will be on the Lancaster Campus for up to 45 days to complete repairs and maintenance on the stormwater management basins. The work should not interfere with pedestrian or vehicle traffic.</p>	March 23, 2022

		<p>There will be heavy equipment and prefabricated concrete structures on the grounds. The contractor may use a small portion of the North parking lot near the bridge for staging equipment and material. There will be proper signage and barriers as needed.</p> <p>Damage to the stormwater basins over the past five years by animals, erosion and the weather needs to be repaired to maintain compliance with Chesapeake Bay regulations. The stormwater management basins prevent flooding and help keep the bay from being polluted.</p>	
337.	Has the College changed the entry criteria for its various selective admissions clinical healthcare programs?	<p>A recent review by HACC has led to changes for entry into clinical health career programs. All current and future students hoping to apply to a selective admissions health career program will begin in the <a href="#">Pre-Health Professions Program</a>.</p> <p>The College has informed continuing students of the changes and is working on making necessary enhancements to our application.</p> <p>Please <a href="#">visit HACC's Health Careers Pathways</a> website for more information.</p>	March 23, 2022
338.	What are the Office of Student Affairs and Enrollment Management student service hours?	<p>The College will continue to offer most services to students:</p> <ul style="list-style-type: none"> <li>• Monday through Thursday; 8- a.m.-6:30 p.m.</li> <li>• Friday; 9 a.m.-4:30 p.m.</li> </ul> <p>Student services will be offered remotely on Wednesdays and Fridays through May 13. For specific details about the various service areas and their hours of operation, please visit these webpages:</p> <ul style="list-style-type: none"> <li>• <a href="#">Academic Advising</a></li> <li>• <a href="#">Career Services</a></li> <li>• <a href="#">Financial Aid</a></li> <li>• <a href="#">New Student Orientation</a> (NSO)</li> <li>• <a href="#">Welcome Center</a></li> </ul>	March 23, 2022
339.	I heard there is a new process for reserving a space for internal events and meetings.	Yes! Please follow the steps below for reserving a space:	March 23, 2022

		<p><b><u>Non-academic room reservations:</u></b></p> <ol style="list-style-type: none"> <li>1. Please review the <a href="#">process</a> for booking an event in Outlook. This document is located in myHACC under the Office of Information Technology and Learning Experience, Room Calendars.</li> <li>2. Once your space is reserved, you will receive an email indicating that your request is being reviewed.</li> <li>3. A designee for the space will either approve or decline the event, and you will get an email letting you know. If the event is declined, you should receive an explanation within the body of the email.</li> <li>4. If your event is approved, please complete the new <a href="#">Event Request form</a>. Within this form, you can include details about space, technology and catering needs. This will replace a work order, unless otherwise noted.</li> </ol> <p><b><u>Classroom or academic space reservations:</u></b></p> <ol style="list-style-type: none"> <li>1. Please review the <a href="#">process</a> for booking an event in Banner. This document is located in myHACC under the Office of Information Technology and Learning Experience, Room Calendars.</li> <li>2. Classrooms and academic space will be reserved in Banner. If you do not have access to book a room in Banner, please contact Gretchen McDonel at <a href="mailto:glmcdone@hacc.edu">glmcdone@hacc.edu</a> or your department's support team.</li> <li>3. If you have specific set-up needs, please complete a <a href="#">facilities workorder</a>. If you have specific technology needs, please complete an <a href="#">Audio Visual Events Request Form</a>.</li> </ol> <p>If you have questions regarding a specific space on campus, please contact Gretchen McDonel at <a href="mailto:glmcdone@hacc.edu">glmcdone@hacc.edu</a> or 717-221-1773.</p>	
340.	What are the latest updates related to the COVID-19	Please visit <a href="http://hacc.edu/HealthCareersUpdate">hacc.edu/HealthCareersUpdate</a> for the most up-to-date information. This information is tentative and thus subject to change. Therefore, please bookmark this webpage and continue to check it for updates.	March 16, 2022

	immunization requirements of clinical facilities?		
341.	Can you explain the liberal leave policy and how it can be used?	The liberal leave policy allows eligible employees to use personal, sick or vacation time for any reason. Employees must request time off and receive approval from their supervisor. Employees should code their timesheets accordingly.	March 16, 2022
342.	What are the Office of Student Affairs and Enrollment Management student service hours?	<p>The Office of Student Affairs and Enrollment Management will return to regular business hours the week of March 21.</p> <p>The College will continue to offer most services to students:</p> <ul style="list-style-type: none"> <li>• Monday through Thursday; 8 a.m.-6:30 p.m.</li> <li>• Friday; 9 a.m.-4:30 p.m.</li> </ul> <p>Student services will be offered remotely on Wednesdays and Fridays through May 13, 2022.</p> <p>For more specific details about the various service areas and their hours of operation, please visit these webpages:</p> <ul style="list-style-type: none"> <li>• <a href="#">Academic Advising</a></li> <li>• <a href="#">Career Services</a></li> <li>• <a href="#">Financial Aid</a></li> <li>• <a href="#">New Student Orientation</a> (NSO)</li> <li>• <a href="#">Welcome Center</a></li> </ul>	March 16, 2022
343.	Now that the CDC has recommended that masks need not be worn in public places in counties that have low risk for COVID, when is HACC going to lift its mask mandate for on-campus employees and students at each of its campuses?	<p>At this point, we will continue with our <a href="#">face covering guidance</a>. This is tentative and subject to change.</p> <p>We are watching the numbers in our area and will make any necessary announcements if/when a change in guidance occurs.</p>	March 9, 2022

344.	Is there a new blurb to add to our email signatures to reflect the current plans for the spring and summer 2022 return to campus?	<p>Yes. Please add the following to your email signatures and out-of-office messages:</p> <p>“During the spring 2022 semester, we continue to offer remote instruction and virtual learning options as well as remote and select on-campus student services. Please note that HACC campus grounds are open to the public. However, HACC’s buildings are open only to authorized employees and all students who are (a) taking on-campus classes, (b) attending appointments on campus or (c) seeking on-campus services during scheduled on-campus office hours.</p> <p>Effective May 23, 2022, HACC’s campuses AND buildings will be open to all students, employees and the general public. This information is tentative and subject to change. Please visit <a href="http://hacc.edu/Coronavirus">hacc.edu/Coronavirus</a> for more information.”</p>	March 9, 2022
345.	How do I report a repair or a problem to the facilities team?	<p>To report a repair or problem area to the facilities team, please:</p> <ul style="list-style-type: none"> <li>• Log in to myHACC</li> <li>• Select “Facilities WorkOrder” under “Quick Links”</li> </ul>	March 9, 2022
346.	What student services will be available to students during spring break week?	<p>The Office of Student Affairs and Enrollment Management will offer services to students during spring break week; however, these services will be operating on an adjusted schedule.</p> <p><a href="#">Advising</a>, <a href="#">career services</a>, <a href="#">financial aid</a>, <a href="#">registrar</a> and the <a href="#">Welcome Center</a> will be available:</p> <ul style="list-style-type: none"> <li>• March 14; 8 a.m.-5 p.m. (remote and on campus)</li> <li>• March 15; All offices will be closed for training.</li> <li>• March 16; 8 a.m.-5 p.m. (remote only)</li> <li>• March 17; 8 a.m. -5 p.m. (remote and on campus)</li> <li>• March 18; All offices will be closed for spring break.</li> </ul>	March 9, 2022

347.	Can HACC Foundation funds be used for salaries of employees?	<p>The HACC Foundation was founded in 1985. It is a nonprofit organization. Its sole purpose is to raise money for HACC in support of our students. These funds are managed by the HACC Foundation Board, a volunteer board comprised of business and community leaders.</p> <p>Using HACC Foundation funds in unauthorized ways is unethical and illegal. HACC Foundation funds are not authorized to fund salary or benefits for HACC employees and cannot be used for those purposes.</p>	March 9, 2022
348.	When is HACC's next Commencement ceremony?	<p>The College will host HACC's spring 2022 Commencement ceremony on <b>May 10 at 6 p.m.</b> at the <b>Giant Center in Hershey, Pa.</b></p> <p>Only students who meet graduation requirements in spring or summer 2022 are eligible to participate. Eligible students will receive an invitation on March 14.</p> <p>To ensure the safety of graduating students and employees, the following COVID-19 precautions will be taken:</p> <ul style="list-style-type: none"> <li>• All HACC students and employees will be required to wear a mask/facial covering at all times.</li> <li>• Seating for graduates and ceremony participants will be three feet socially distanced.</li> <li>• The event will be live streamed for those who wish to celebrate virtually.</li> </ul> <p><i>Please note: This information is tentative and subject to change.</i></p>	March 9, 2022
349.	Does the College anticipate an increased number of cyber threats due to increased sanctions in Russia?	<p>Yes. As the United States imposes sanctions on Russia, security experts recommend that United States companies prepare for possible cyber retaliation.</p> <p>The Office of Information Technology and Learning Experience encourages employees to report any email that appears to require immediate action or request sensitive information, such as a user's password or account number, to <a href="mailto:suspicious@hacc.edu">suspicious@hacc.edu</a>.</p>	March 9, 2022
350.	What should I do if I have COVID symptoms?	<p>Please follow these steps:</p> <ul style="list-style-type: none"> <li>• <b>Stay home</b> and monitor yourself for 48 hours</li> <li>• Notify your instructor or supervisor to make alternate arrangements</li> </ul>	March 2, 2022



		<ul style="list-style-type: none"> <li>• Fill out <a href="#">our online COVID-19 form</a> (regardless of your vaccination status) if you continue to have symptoms after 48 hours</li> <li>• <b>Do not</b> come to campus until symptoms are resolved for at least 48 hours</li> </ul> <p>Please remember that some symptoms are similar to cold symptoms. Therefore, if you are experiencing any <a href="#">cold/flu/COVID symptoms</a>, it is very important to NOT come to campus.</p> <p>Please see the “What is the process to report sickness or COVID-19 exposure?” drop-down section of <a href="#">hacc.edu/COVIDannouncements</a> for more information.</p>	
351.	<p>This past week, the news and social media have been inundated with news regarding HACC faculty unionization efforts, citing lack of communication/transparency from administration, limited College engagement with decisions, poor leadership, etc. All of this negatively impacts our enrollments and our public image.</p> <p>I’d like to know what the rest of us – those who support administration, appreciate the engagement that is afforded to us and who actually enjoy our jobs and our mission to serve students rather than selfish goals – can do to be heard. The rest of the College community who desire One College focused on the student and working collaboratively have been</p>	<p>Thank you for the question. The College disagrees with the Pennsylvania State Education Association’s (PSEA) characterization of a lack of communication/transparency from the administration, limited college engagement with decisions and poor leadership. In addition, we agree these comments do negatively impact enrollment and public image.</p> <p>The College fosters an open environment including shared governance, College Compensation Advisory Committee, Retirement Investment Committee and monthly meetings with constituency leaders, to name just a few examples.</p> <p>The College agrees that your voice should be heard. We encourage you to share your thoughts with colleagues. If you are a faculty member eligible to vote, please vote.</p>	March 2, 2022

	relegated to appear as being the minority.  Thank you.		
352.	How can students apply for HACC Foundation scholarships?	HACC makes it easy for students to receive <b>FREE money</b> toward their education! Please encourage students currently enrolled in credit courses to <a href="#">apply for scholarships</a> <b>no later than April 4</b> . Communications regarding <a href="#">HACC Foundation scholarships</a> are sent to students' HAWKMail addresses – please remind students to check their email regularly for important information.	March 2, 2022
353.	How can I volunteer to review HACC Foundation scholarship applications?	<p>The HACC Foundation needs volunteers to serve on our scholarship reviewer committees.</p> <p>As a volunteer, you will be asked to log on to our online scholarship management system, AcademicWorks, to review scholarship applications any time between April 12-25.</p> <p>Please note:</p> <ul style="list-style-type: none"> <li>• We estimate the total time commitment to complete the review process to be no more than three hours.</li> <li>• Reviews can be done from any computer at any time.</li> <li>• If you volunteer, you will receive specific instructions by April 12.</li> <li>• You must sign up to be a reviewer every scholarship cycle. Even if you reviewed in the past, you will only be able to review if you sign up again.</li> <li>• We welcome all HACC employees, alumni and community members.</li> <li>• Current HACC students are not eligible to serve as reviewers.</li> </ul> <p><b>If you would like to volunteer to review scholarship applications, please complete <a href="#">this online form</a> by March 21.</b></p> <p>If you have any questions or need additional information, please email <a href="mailto:HACCscholarships@hacc.edu">HACCscholarships@hacc.edu</a>.</p>	March 2, 2022
354.	What are the latest updates related to the COVID-19	Please visit <a href="http://hacc.edu/HealthCareersUpdate">hacc.edu/HealthCareersUpdate</a> for the most up-to-date information. This information is tentative and thus subject to change. Therefore, please bookmark this webpage and continue to check it for updates.	Feb. 23, 2022

	immunization requirements of clinical facilities?		
355.	With expectations for HACC's campuses and buildings to open May 23, what impact does this have on the in-person travel and conferences hold? Will the travel hold be lifted in phase five or phase six?	In-person professional development travel requests for events after June 30, 2022, will be assessed on a case-by-case basis and only considered and approved within the College budget parameters. Please note this is subject to change.	Feb. 23, 2022
356.	I heard that the walking access route from the Lebanon Campus staff parking lot to the building's main entrance is temporarily changing. Why is that? What is the new route?	<p>The contractor is scheduling exterior work in the Lebanon City building parking lot, formerly known as the HACC staff parking lot. This phase of construction will include new dumpster pads and parking space line painting.</p> <p>The construction contractor for the City of Lebanon will <i>temporarily</i> change the access route from the parking lots to the main entrance for HACC students and employees. The current, temporary construction fence on the eastern end of the property will be moved to the other side of the transformers and will block the current walkway. To access the front doors of the building, the travel route will <i>temporarily</i> be through the parking lot of Majik Rent-To-Own, a neighboring business.</p>	Feb. 23, 2022
357.	What is the due date for my self-assessment and external feedback?	<p>All employees should have completed their self-assessment by Feb. 1, 2022. Every supervisor should ensure that their direct reports have completed this step.</p> <p>The current step, the supervisor evaluation step, is due March 17, 2022.</p> <p>Please visit myHACC and view the <a href="#">PageUp Resources</a> for more information on the process steps and due dates.</p>	Feb. 23, 2022
358.	I still have questions and concerns regarding the performance evaluation process.	<p>Please join the Employee Relations Department on March 2 for a performance evaluation Q&amp;A and feedback discussion.</p> <p>To register, please go to my.hacc.edu &gt; Office of Human Resources &gt; Organization Development &gt; HACC/Cornerstone Learning Management System (LMS). On the LMS homepage, click on "Instructor-Led Training" to register for one of the following:</p>	Feb. 23, 2022

		<ul style="list-style-type: none"> <li>• Page-Up Questions and Feedback for Annual Performance Evaluation Employees</li> <li>• Page-Up Questions and Feedback for Annual Performance Evaluation Supervisors</li> </ul> <p>Please visit myHACC for additional <a href="#">PageUp Resources</a>.</p>	
359.	<p>According to the coronavirus information on <a href="http://hacc.edu">hacc.edu</a>, HACC is committed to following recommendations and guidelines from the Centers for Disease Control and Prevention (CDC) and the Pennsylvania Department of Health (DOH). However, both of these organizations recommend physical distancing, even when wearing masks. This is in direct contrast with HACC's announcement for summer 2022 which states: "All classrooms and training areas will return to normal capacity without social distancing." Why has HACC decided not to follow DOH and CDC guidelines?</p>	<p>From the onset of the pandemic, the College's top priority has been the safety of our students and employees, and it will remain our top priority.</p> <p>We rely on guidance from the <a href="#">Centers for Disease Control and Prevention (CDC)</a> and the <a href="#">Pennsylvania Department of Health (DOH)</a> to help inform our decision making.</p> <p>We also:</p> <ul style="list-style-type: none"> <li>• Monitor what other institutions in our region and around the state are doing in regards to class offerings and mitigation efforts. Many of our fellow Pennsylvania community colleges – as well as our local four-year competitors and high school partners – have returned to their campuses and their classrooms in far greater numbers without significant negative impacts to students and employees.</li> <li>• Evaluate the case numbers in our region. Currently, those numbers are declining.</li> </ul> <p>Those factors have paved the way for a broader return to campus in summer 2022. We will begin the summer in Phase 5 of the updated <a href="#">six-phase plan</a>.</p> <p>At this time, the College will still require students, employees and visitors – even if they are fully vaccinated – to <a href="#">wear face coverings</a> while on campus and practice other mitigation efforts such as <a href="#">self-screening</a> and regular hand washing. We will continue to clean and sanitize our spaces, and we will encourage social distancing when possible. To learn more and keep up to date on the College's safety precautions and protocol, please visit <a href="http://hacc.edu/COVIDannouncements">hacc.edu/COVIDannouncements</a>.</p>	Feb. 16, 2022

		<p>We will continue to monitor the situation and are prepared to move to an earlier phase in our six-phased plan if necessary.</p> <p><i>As always, all plans are tentative and subject to change.</i></p>	
360.	Will COVID-19 testing be administered on HACC's York Campus in February?	<p>Yes. HACC's York Campus will be included as a site for COVID-19 testing. The Pennsylvania Department of Health (DOH) is managing the entire process in cooperation with <a href="#">AMI Testing</a>. This is not a HACC event.</p> <p>The drive-through testing site will be located in the rear parking area of the Governor George M. Leader Building. Testing is open to the general public:</p> <ul style="list-style-type: none"> <li>• Feb. 22-25; 9 a.m.-6 p.m.</li> <li>• Feb. 26; 8 a.m.-2 p.m.</li> </ul> <p>HACC student and employee parking will be limited to the coned area closest to the rear Leader Building entrance. The area will be marked with traffic cones.</p>	Feb. 16, 2022
361.	I heard that HACC has a new interfaith prayer room. Can you please tell me more?	<p>HACC has dedicated Room 130 of the Bruce E. Cooper Student Center on the Harrisburg Campus as an interfaith prayer room to support the diverse religious needs of our College.</p> <p>All students and employees are welcome to utilize the space for prayer and meditation Monday through Friday from 7:30 a.m. to 9 p.m.</p> <p>The room contains several basic supplies that individuals may need, including mats, a room divider, head coverings and cleaning supplies. Contact information for questions and suggestions is also available in the room.</p> <p>If you are interested in learning more on this topic, please view the related resources below:</p> <ul style="list-style-type: none"> <li>• <a href="#">Learn about how spirituality can help students navigate college</a></li> <li>• <a href="#">Learn about the religious practices of Muslim students</a></li> <li>• <a href="#">Learn about Muslim students' unique needs in higher education</a></li> </ul> <p>For additional information, please contact <a href="mailto:InternationalStudent@hacc.edu">InternationalStudent@hacc.edu</a>.</p>	Feb. 16, 2022

362.	<p>Will there be an opportunity for employees to work four nine-hour days, similar to the summer schedule, during spring mid-term break?</p>	<p>Yes. Classified and professional nonexempt employees not participating in an alternative work schedule (AWS) will have the opportunity to work four nine-hour days (similar to our summer schedule) or any other combination of 36 hours during that week. Employees should report actual hours worked each day based on 36 hours and will be paid based on 37.5 hours.</p> <p>Classified and professional nonexempt employees participating in an AWS will have the option to work their regular AWS schedule, less 1.5 hours. Employees should report actual hours worked and will be paid 1.5 hours in addition to actual hours worked. Employees on an AWS are not eligible to change their work schedule to a four-day work week unless that is their current AWS.</p> <p>Please check with your supervisor to establish your work schedule for the week. All work schedules must be approved in advance. Please contact the Payroll Department at <a href="mailto:payroll@hacc.edu">payroll@hacc.edu</a> if you have questions about reporting your time.</p>	Feb. 16, 2022
363.	<p>A student asked me about tuition giveaways and Community College Month.</p> <p>Could you provide more information so I am prepared when the next student asks for additional information?</p>	<p>The College is awarding <b>one \$1,000 tuition giveaway to a <i>continuing</i> HACC student EVERY weekday in April.</b></p> <p>Please encourage all continuing HACC students to read and complete this <a href="#">form</a> in its entirety to be entered for a chance to win free money. The form closes on March 15.</p>	Feb. 16, 2022
364.	<p>Please provide more information about the social justice scholarships for future Black students to enroll in HACC's Municipal Police Academy or Emergency Medical Technician (EMT) Program.</p>	<p>HACC is providing <a href="#">full-ride scholarships</a> for future Black students who enroll in our Municipal Police Academy or EMT Program. We encourage you to share this opportunity with future students by sharing this <a href="#">social media image</a> on your personal social media sites.</p>	Feb. 16, 2022

365.	A student contacted me and said I am their assigned advisor. I don't see them on my advising list. How do I find them?	This happens if a student is not currently registered in the current term but has been a student in the last five years. Only students who are currently registered will be displayed on your Navigate home tab. To find students who are not currently registered, please go to your Navigate home tab and choose "All Terms" where you see the term identified. Students who were assigned to you in previous terms will show up.	Feb. 16, 2022
366.	How can I help advise a student?	Please send your questions to <a href="mailto:facultyadvising@hacc.edu">facultyadvising@hacc.edu</a> . When appropriate, please include the student's HACC ID number.  Multiple people will be looking at this email account to provide timely responses to your questions.	Feb. 16, 2022
367.	I heard that the Pennsylvania Department of Health (DOH) will be administering COVID-19 testing at HACC's York Campus. Can you please tell me more about this?	HACC's York Campus will be included as a site for COVID-19 testing; however, this is not a HACC event. The DOH is managing the entire process in cooperation with <a href="#">AMI testing</a> .  The drive-through testing site will be located in the rear parking area of the Governor George M. Leader Building. Testing is open to the general public:  <ul style="list-style-type: none"> <li>• Feb. 15-18; 9 a.m.-6 p.m.</li> <li>• Feb. 19; 8 a.m.-2 p.m.</li> <li>• Feb. 22-25; 9 a.m.-6 p.m.</li> <li>• Feb. 26; 8 a.m.-2 p.m.</li> </ul> Parking for HACC students and employees will be limited to the area closest to the rear entrance of the Governor George M. Leader Building. The area will be marked with traffic cones.	Feb. 9, 2022
368.	Did HACC update the five-phase plan for reopening the campuses due to the coronavirus?	Yes. The plan now has six phases. You can find the <a href="#">new six-phased plan</a> on <a href="http://hacc.edu/COVIDannouncements">hacc.edu/COVIDannouncements</a> under the "What is HACC's six-phased approach to reopening?" drop-down section or on myHACC under "Coronavirus Updates."	Feb. 9, 2022
369.	In which phase of the six-phased plan will we be in for the summer 2022 semester?	The College will be operating in phase five of the <a href="#">six-phased plan</a> effective May 23, 2022.	Feb. 9, 2022
370.	How can I request masks or other personal protective equipment (PPE) and supplies?	Please use the <a href="#">Facilities PPE Supply Request Form</a> . You can find the link for this form on:	Feb. 9, 2022

		<ul style="list-style-type: none"> <li>• <a href="#">myHACC</a> (under “Coronavirus Updates” and “Forms and Signage”)</li> <li>• <a href="#">The Google Site for Employees</a> (under “Additional Mitigation Measures”)</li> </ul> <p>Please allow a three-day turnaround time for each request.</p> <p>PPE is also available at the campus bookstores, security offices and faculty bays.</p>	
371.	I didn't receive an e2Campus alert on Feb. 4. Can you please remind me how the College handles weather announcements during the winter months?	<p>Please accept our apologies. An e2Campus was not distributed on Feb. 4. The information was shared on social media and HACC's website. Processes will be updated to ensure this does not happen moving forward.</p> <p><i>Please note:</i></p> <ol style="list-style-type: none"> <li>1. If there is a weather announcement regarding campus closures, it will only affect employees and students involved in on-campus classes and services. All other remote work, remote instruction and virtual learning courses will continue as scheduled.</li> <li>2. The College will not use a delayed-opening schedule. Depending on the amount of inclement weather, on-campus courses will either be held or canceled for the day or evening.</li> <li>3. The “Weather Announcement Process During COVID-19” menu on <a href="http://hacc.edu/Weather">hacc.edu/Weather</a> includes more information and our communication methods for notifications.</li> </ol>	Feb. 9, 2022
372.	How can I nominate a graduating student to be the Commencement student speaker?	<p>To nominate a graduating student to be the May 2022 Commencement student speaker, please submit the <a href="#">Nomination Form</a> by <b>Feb. 14</b>.</p> <p><b>A nominated student must:</b></p> <ul style="list-style-type: none"> <li>• Be in good academic standing with a 2.0 GPA or higher</li> <li>• Meet graduation requirements for their program of study</li> </ul>	Feb. 9, 2022



		<ul style="list-style-type: none"> <li>Communicate to the graduating class about the positive experiences they have had at HACC and their hopes for what the future holds for them and their peers</li> </ul> <p>For more information, please contact <a href="mailto:commencement@hacc.edu">commencement@hacc.edu</a>.</p>	
373.	When does the spring 2022 HACC Foundation scholarship cycle open?	HACC is currently working on opening the scholarship application portal for the spring 2022 cycle. Students will be notified via HAWKMail when the scholarship application portal becomes active.	Feb. 9, 2022
374.	How do I know if I need to fill out the COVID-19 reporting form?	<p>You <b>must</b> fill out the Reporting Sickness or COVID-19 Exposure Online <a href="#">Form</a> if you:</p> <ul style="list-style-type: none"> <li>Test positive for COVID-19</li> <li>Have had <i>close</i> or <i>indirect</i> contact with an individual who tested positive for COVID-19</li> <li>Have had symptoms for at least 48 hours</li> </ul> <p>Please note:</p> <ul style="list-style-type: none"> <li>It is important to report regardless of how you are working (on campus, fully remote or a combination of both) or taking classes (on campus, fully remote, virtual learning or a combination).</li> <li>If you have symptoms, you must stay home and contact your supervisor or instructor to make alternate arrangements.</li> <li>It is important to <a href="#">self-screen</a> each day.</li> </ul>	Feb. 2, 2022
375.	Where is the COVID-19 reporting form located?	<p>The COVID-19 reporting form can be found in the following places:</p> <ul style="list-style-type: none"> <li><a href="#">Direct link</a></li> <li><a href="#">myHACC</a></li> <li><a href="http://hacc.edu/Coronavirus">hacc.edu/Coronavirus</a></li> </ul>	Feb. 2, 2022
376.	What is the COVID-19 quarantine time?	Please review the quarantine times for the following scenarios:	Feb. 2, 2022

		<ul style="list-style-type: none"> <li>• <b>Close Contact</b> - If you've had close contact with someone who tested positive for COVID-19, please quarantine for 10 days, with the option to test on day five or after. If the result is negative after testing on the fifth day, the quarantine time will reduce to seven days.</li> <li>• <b>Indirect Contact</b> - If you've had indirect contact with someone who tested positive for COVID-19, there is no quarantine necessary. Please monitor yourself by self-screening daily.</li> <li>• <b>Positive COVID-19 Test</b> - If you've received a positive COVID-19 test, please quarantine for 10 days from the date of the positive test. If symptomatic a few days before testing positive, please quarantine 10 days from the first day of your symptoms.</li> <li>• <b>Experiencing symptoms</b> - If you are experiencing any of the symptoms on the <a href="#">self-screening list</a>, please stay home for 48 hours and monitor. If experiencing symptoms after 48 hours, please fill out <a href="#">the online form</a> and quarantine for 10 days. Your quarantine time will begin at the start of your symptoms.</li> </ul> <p><b>Please note:</b> The definitions of each scenario are listed at <a href="http://hacc.edu/COVIDannouncements">hacc.edu/COVIDannouncements</a> under the “What is the process to report sickness or COVID-19 exposure?” drop-down section.</p>	
377.	What do I do if I receive a positive COVID test?	Please complete the Reporting Sickness or COVID-19 Exposure Online <a href="#">Form</a> and indicate that you tested positive. You will be provided additional guidance after submitting the form.	Feb. 2, 2022
378.	What if I had close contact with someone who tested positive for COVID-19, but I tested negative five days later. Can I email you the negative test to allow me to come back on campus after I quarantine for seven days?	If you were tested for COVID-19 and the result was negative, please email your negative results to <a href="mailto:corona@hacc.edu">corona@hacc.edu</a> . This is important for those who have had close contact with someone who tested positive for COVID-19.	Feb. 2, 2022
379.	What do I do if my spouse had contact with someone who tested positive for COVID-19 at their work?	This is an example of indirect contact. Therefore, please complete the Reporting Sickness or COVID-19 Exposure Online <a href="#">Form</a> and indicate that you had “indirect” contact with someone who tested positive for COVID-19.	Feb. 2, 2022

380.	What do I do if any member of my household tests positive for COVID-19?	This is an example of close contact. Therefore, please complete the <a href="#">Reporting Sickness or COVID-19 Exposure Online Form</a> and indicate that you had “close” contact with someone who tested positive for COVID-19.	Feb. 2, 2022
381.	I work in a hospital/clinical setting. What if I have close contact with someone who tested positive for COVID-19, but we were both wearing full personal protective equipment (PPE)?	If you were wearing full PPE upon close contact, there is no quarantine necessary. Please monitor yourself by <a href="#">self-screening daily</a> .  Please note: Full PPE is defined as protective clothing, gloves, face shields, goggles, facemasks and/or respirators or other equipment designed to protect the wearer from injury or the spread of infection or illness.	Feb. 2, 2022
382.	Why doesn't HACC require all students and employees who are on campus to be fully vaccinated?	The health and safety of HACC students and employees is one of HACC’s top priorities. At this time, HACC does not require students and employees to receive the COVID-19 vaccine. As the pandemic response evolves, decisions will be made based on state and federal legislation. HACC is currently requiring social distancing and mask wearing both indoors and outdoors in an effort to ensure the safety of our students and employees.  While on campus, all students, employees and visitors – even if they are fully vaccinated – will be expected to wear face coverings. The College’s <a href="#">official guidance on face covering expectations</a> can be found here.	Feb. 2, 2022
383.	What are the latest updates related to the COVID-19 immunization requirements of clinical facilities?	Please visit <a href="http://hacc.edu/HealthCareersUpdate">hacc.edu/HealthCareersUpdate</a> for the most up-to-date information. This information is tentative and thus subject to change. Therefore, please bookmark this webpage and continue to check it for updates.	Feb. 2, 2022
384.	Does HACC accept the at-home COVID-19 tests?	Yes, the College accepts at-home tests. Please follow the instructions on each test kit, as the directions for the home test kits vary.	Feb. 2, 2022
385.	Please provide more information about the social justice scholarships for future Black students to enroll in HACC’s Municipal Police Academy or Emergency Medical Technician (EMT) Program.	HACC is providing <a href="#">full-ride scholarships</a> for future Black students who enroll in our Municipal Police Academy or EMT Program. We encourage you to share this opportunity with future students by sharing this <a href="#">social media image</a> on your personal social media sites.	Feb. 2, 2022
386.	Per Dr. Ski's email on Jan. 26, Lock Haven University will occupy a wing of Blocker Hall on the Harrisburg Campus. I am	Lock Haven University is offering one program at the Harrisburg Campus for the spring 2022 semester - the Physician Assistant Program. We will share additional updates about future semester programming.	Feb. 2, 2022

	wondering what programs/degrees they are offering. Do we have a list that can be viewed? Thank you.	As we continue to develop the partnership, we anticipate exciting educational opportunities will be available to HACC students.	
387.	I heard that the <a href="#">Great American Outdoors Show</a> will be held in person at the Pennsylvania Farm Show Complex and Expo Center from Feb. 3-13. How will this impact parking if I must come to the Harrisburg Campus?	Attendees to the Great American Outdoor Show will be able to park in HACC's Harrisburg Campus lots on Feb. 5 and Feb. 6, and Feb. 12 and Feb. 13 for \$10 per car. HACC employees and students coming to the Harrisburg Campus on those days should show their HACC parking hang tag or ID badge to avoid the parking fee.	Feb. 2, 2022
388.	I heard that community members can park in the Midtown 1 lot located on Harris Street. Is this true?	Yes. HACC has been contacted by community members living adjacent to the Harris Street parking lot (HACC lot #3).  Beginning Feb. 2, HACC will work with these community members to provide non-student/staff hang tags for a fee to accommodate parking.	Feb. 2, 2022
389.	I heard that Midtown 1 will be closed for two hours on Feb. 4? Is this true?	Yes. Midtown 1 will be shut down to repair a water leak on Feb. 4 from 6-8 a.m.	Feb. 2, 2022
390.	How can I nominate a graduating student to be the Commencement student speaker?	To nominate a graduating student to be the student speaker for the May 2022 Commencement, please submit a <a href="#">Nomination Form</a> by Feb. 14.  <b>A nominated student must:</b> <ul style="list-style-type: none"> <li>• Be in good academic standing with a 2.0 GPA or higher</li> <li>• Meet graduation requirements for their program of study</li> <li>• Communicate to the graduating class about the positive experiences they have had at HACC and their hopes for what the future holds for them and their peers</li> </ul> For more information, please contact <a href="mailto:commencement@hacc.edu">commencement@hacc.edu</a> .	Feb. 2, 2022
391.	Will students be dropped from classes for nonpayment this semester?	The final scheduled drop for nonpayment is 6 a.m. on Feb. 4. Please note that College in the High School students have a different deadline.	Feb. 2, 2022

		<p>Students should check their myHACC account under the “Registration and Records” link on the left navigation bar. Those who have a balance due should make payment arrangements with student accounts or work with financial aid to ensure their aid is on track. Students should resolve all balance issues by Feb. 3 to avoid the Feb. 4 drop process.</p> <p>Students enrolled in a HACC Payment Plan and who are in good standing will not be dropped.</p> <p>Students should use these contacts to address questions about their account and any balance due:</p> <ul style="list-style-type: none"> <li>• Financial Aid questions: <a href="mailto:financialaid@hacc.edu">financialaid@hacc.edu</a></li> <li>• Payment questions: <a href="mailto:staccts@hacc.edu">staccts@hacc.edu</a></li> <li>• Other questions: <a href="mailto:onestopwc@hacc.edu">onestopwc@hacc.edu</a></li> <li>• Phone contact: 800-222-4222 or 800-ABC-HACC</li> </ul>	
392.	Where can I get in-home COVID-19 tests?	<p>Every home in the United States is eligible to order four at-home COVID-19 tests. The tests are <b><i>completely free</i></b> and orders will usually ship within seven to 12 days.</p> <p>Please use one of the following methods to order:</p> <ul style="list-style-type: none"> <li>• Website: <a href="https://covidtests.gov/">covidtests.gov/</a></li> <li>• Phone: 1-800-232-0233</li> <li>• Text Telephone (TTY) device: 1-888-720-7489</li> </ul>	Jan. 26, 2022
393.	Will the classes that were originally scheduled as on-campus classes for the spring 2022 semester resume to on-campus status as of Feb. 5?	<p>Yes. The College will resume its original plan for the spring 2022 semester on Feb. 5. As always, this information is tentative and subject to change.</p> <p>For details, please refer to the spring 2022 announcement on <a href="https://hacc.edu/COVIDannouncements">hacc.edu/COVIDannouncements</a>.</p> <p>To receive free alerts regarding possible closings or delays, please <a href="#">sign up for e2Campus</a>, HACC’s collegewide alert system.</p>	Jan. 26, 2022

394.	What is HACC’s travel guidance during the COVID-19 pandemic?	<p>We continue to closely monitor the news about increasing COVID-19 cases in our service region and beyond. As numbers have increased, we are taking precautions for the health and well-being of our employees and students.</p> <p>Therefore, effective immediately, the College will not support the following:</p> <ul style="list-style-type: none"> <li>• Off-campus social gatherings or field trips</li> <li>• In-person field trips</li> <li>• Student club activities, conferences and service activities that require travel</li> <li>• Conferences and professional development activities that require travel</li> </ul> <p>Since reservations and travel arrangements will not be approved throughout the spring semester, virtual opportunities for enrichment, professional development and student engagement are strongly supported and encouraged. For employees who have already been approved for travel, please contact the Accounts Payable Department at <a href="mailto:acctspayable@hacc.edu">acctspayable@hacc.edu</a> with any questions about reimbursement.</p>	Jan. 26, 2022
395.	How will the College handle weather announcements during the winter months?	<p>The College will not use a delayed-opening schedule. Depending on the amount of inclement weather, on-campus courses will either be held or canceled for the day or evening.</p> <p><b>Please note:</b> If there is a weather announcement regarding campus closures, it will <i>only affect</i> employees and students involved in on-campus classes and services. All other remote work, remote instruction and virtual learning courses will continue as scheduled.</p> <p>Please see the “Weather Announcement Process During COVID-19” drop-down section of <a href="http://hacc.edu/Weather">hacc.edu/Weather</a> for more information.</p>	Jan. 26, 2022
396.	If I need to cancel an on-campus class or it is canceled due to inclement weather, can I hold it remotely via Zoom?	<p>We cannot assume students who registered for face-to-face instruction have the technology to attend classes remotely. Faculty may offer a Zoom class, but they cannot expect student attendance at Zoom sessions that were not part of the original course structure students registered to take.</p>	Jan. 26, 2022

		<p>Please ensure all students have access to the learning experience. We recommend that faculty members who choose to provide a Zoom class record the class and post the recording in D2L.</p> <p>The <a href="#">Center for Design and Instruction (CDI)</a> is an excellent resource for ensuring accessibility.</p> <p>Please consult <a href="#">Student Access Services</a> with additional concerns.</p>	
397.	Will students still be dropped from classes for nonpayment this semester?	<p>As a practice, students are dropped from classes for nonpayment several times a semester. Some students were dropped for nonpayment on Jan. 21.</p> <p>The final scheduled drop for nonpayment is Feb. 4 at 6 a.m. All balance issues should be resolved by the close of business on Feb. 3 to avoid the Feb. 4 drop process.</p> <p>Students should check their myHACC account under the “Registration and Records” link on the left navigation bar to confirm their status. Students who have a balance due should make payment arrangements with student accounts in the Welcome Center or work with financial aid to ensure their aid is on track.</p> <p>Students who have enrolled in the HACC Payment Plan and who are in good standing will not be dropped.</p> <p>Please note that College in the High School students have a separate deadline for paying for classes.</p> <p>Please use these contacts to address questions about your account and any balance due:</p> <ul style="list-style-type: none"> <li>• Financial aid questions: <a href="mailto:financialaid@hacc.edu">financialaid@hacc.edu</a></li> <li>• Payment questions: <a href="mailto:staccts@hacc.edu">staccts@hacc.edu</a></li> <li>• Other questions: <a href="mailto:onestopwc@hacc.edu">onestopwc@hacc.edu</a></li> <li>• Phone contact: 800-ABC-HACC (800-222-4222)</li> </ul>	Jan. 26, 2022

398.	Can you please provide more details about the agreement between HACC and Lock Haven University?	<p>As noted in a Jan. 12 email to employees, HACC and Lock Haven University finalized a three-year lease agreement that allows Lock Haven University to occupy a wing of Clyde E. Blocker Hall on the Harrisburg Campus.</p> <p>Lock Haven University’s spring 2022 semester began on Jan. 24, and their first week of classes is being delivered online. In-person classes for Lock Haven students – including those being offered at HACC – will start Jan. 31.</p> <p>As we continue to develop the partnership, we anticipate exciting educational opportunities will be available to HACC students.</p>	Jan. 26, 2022
399.	Will there be another Coronavirus Aid, Relief, and Economic Security (CARES) Act disbursement for students?	<p>To date, the College has distributed all Coronavirus Aid, Relief, and Economic Security Act (CARES); Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA); and American Rescue Plan (ARP) funds to students. Details regarding those disbursements are available at <a href="http://hacc.edu/CARESact">hacc.edu/CARESact</a>.</p>	Jan. 19, 2022
400.	What is e2Campus and what is it used for?	<p>e2Campus is HACC’s free alert system that allows you to stay informed quickly when the College has immediate announcements or emergencies. You can sign up to receive a text message on your mobile device and/or an email. For more information and to sign up, please visit <a href="http://hacc.edu/e2Campus">hacc.edu/e2Campus</a>.</p> <p>For more information about HACC’s weather announcement process, please visit <a href="http://hacc.edu/Weather">hacc.edu/Weather</a>.</p>	Jan. 19, 2022
401.	I am working on campus in January. What food options are available on the campuses?	<p>The Chef’s Apprentice reopened on Jan. 18. There are many food options available on each campus. For more information, please visit <a href="http://hacc.edu/Dining">hacc.edu/Dining</a>.</p>	Jan. 19, 2022
402.	Will Free College Day be held again in 2022? If so, how can I get involved?	<p>The College’s next <a href="#">Free College Day</a> will be March 30 from 9 a.m.-8 p.m. <b><i>We need your help to ensure this event is memorable.</i></b> The primary purpose of the event is to recruit new students.</p> <p><b>By Jan. 20</b>, please:</p> <ul style="list-style-type: none"> <li>• Review this <a href="#">online form</a></li> <li>• Complete and submit the form if you would like to participate</li> </ul>	Jan. 19, 2022



		Everyone who submits the online form will be invited to a planning meeting to discuss the event and have their questions answered. We will record the planning meeting so that those who cannot attend the “live” meeting can watch the recording. Thank you!	
403	<p>My supervisor said in a staff meeting that Ellen Horsch will leave in February. I wonder if others in the Office of Human Resources (HR) are going to go with her.</p> <p>What's being done to make sure HR is stable?</p>	Unfortunately, your supervisor was misinformed and communicated erroneous information. Ellen Horsch, interim vice president of human resources, is not planning on leaving in February. If an individual or individuals in the Office of Human Resources leave, which is a natural occurrence in organizations our size, she will work closely with Dr. Ski to maintain continuity of operations.	Jan. 19, 2022
404	How do I request <a href="http://hacc.edu">hacc.edu</a> website updates?	Please use this <a href="#">new online form</a> to request website updates. This form contains fields for the information that the HACC Web team needs to update your webpages. Please complete and submit the form and wait for the email that your request has been completed. Thank you!	Jan. 19, 2022
405	I noticed that we have new Zoom backgrounds with the phrases “Students First” and “HACC United.” What do these phrases mean?	<p>The phrase “Students First” means that our students are our top priority. No group is more important than our students. Students are at the center of our mission. The decisions we make – no matter how difficult – should always be in their best interest.</p> <p>The phrase “HACC United” means that while the HACC culture is mostly positive, we will continue to ensure that any negative aspect of our culture does not overpower the positive aspects. HACC will remain united in our commitment to our students – always.</p>	Jan. 19, 2022

406.	What is the current step in the 2021 annual performance evaluation?	<p><b>By Feb. 1</b>, employees should complete the external feedback and self-assessment steps in the PageUp system.</p> <p>As a reminder, external feedback is not <b>confidential</b>. All external feedback will be public to the employee and supervisor.</p> <p>The self-assessment allows the employee to rate themselves against each competency.</p> <p>Please log into your myHACC account to access the PageUp resources for more information.</p>	Jan. 19, 2022
407.	Please provide more information about the social justice scholarships for future Black students to enroll in HACC’s Municipal Police Academy or Emergency Medical Technician (EMT) Program.	HACC is providing <a href="#">full-ride scholarships</a> for future Black students who enroll in our Municipal Police Academy or EMT Program. We encourage you to share this opportunity with future students by sharing this <a href="#">social media image</a> on your personal social media sites. Additionally, future students can learn more about this opportunity during an <a href="#">upcoming virtual information session</a> .	Jan. 19, 2022
408.	Has the College changed its quarantine protocol in light of the Centers for Disease Control and Prevention’s recently updated guidance?	At this time, the College has made no changes to its COVID-19 quarantine protocols. We will continue to monitor the evolving guidance.	Jan. 12, 2022
409.	Do I need to complete the on-campus authorization form to come to campus?	<p>HACC employees no longer need to complete the on-campus authorization form. All working arrangements must be authorized by your supervisor and vice president.</p> <p>Please:</p> <ul style="list-style-type: none"> <li>• Remember to <a href="#">self screen</a> each day</li> <li>• Continue following the process listed under the “What should I do before going to a HACC campus each day?” drop-down section of <a href="http://hacc.edu/COVIDannouncements">hacc.edu/COVIDannouncements</a></li> </ul>	Jan. 12, 2022

		<ul style="list-style-type: none"> <li>Note that while on campus, all students, employees and visitors – even if they are fully vaccinated – will be required to wear face coverings. The College’s <a href="#">official guidance on face-covering expectations can be found here.</a></li> </ul>	
410.	How long can I wear my mask before it needs to be disposed of or washed?	<p>According to the <a href="#">Centers for Disease Control and Prevention (CDC) website</a>:</p> <ul style="list-style-type: none"> <li>Cloth/reusable masks should be washed as soon as they become dirty, or at least once a day.</li> <li>Disposable face masks are to be thrown away after wearing it once.</li> </ul> <p>Please remember to wash your hands after handling or touching a used mask.</p>	Jan. 12, 2022
411.	How should my face mask be worn?	<p>According to the <a href="#">Centers for Disease Control and Prevention (CDC) website</a>, face masks should fit snugly against the sides of your face and not have gaps. They should completely cover your nose and mouth.</p>	Jan. 12, 2022
412.	I heard that there were changes to the self-screening process. Is that true, and where can I find those changes?	<p>Yes, there have been recent changes. Please:</p> <ul style="list-style-type: none"> <li>See the <a href="#">self-screening</a> pdf (updated Dec. 20, 2021)</li> <li>Refresh your browser or clear your cache if you are seeing an outdated version</li> <li>View the information under the “What is the process to report sickness or COVID-19 exposure?” drop-down section of <a href="#">hacc.edu/COVIDannouncements</a> for more information</li> </ul>	Jan. 12, 2022
413.	Where can I get a COVID-19 test?	<p>Please submit your ZIP code in the “FIND NEAR ME” box on <a href="#">this webpage</a>, and a list will auto-populate with locations for you.</p>	Jan. 12, 2022
414.	With the campuses closed through Jan. 28, how will students get books, a parking pass and/or HACC ID?	<p><a href="#">The bookstores</a> remain open Monday through Friday from 8 a.m. to 4:30 p.m., and students can still pick up books on a HACC campus.</p> <p>Please remember that all students, employees and visitors – even if they are fully vaccinated – will be required to wear face coverings. The College’s <a href="#">official guidance on face-covering expectations can be found here.</a></p> <p>Upon the reopening of the Welcome Centers on Jan. 31, students will be able to obtain <a href="#">parking passes and their HACC IDs.</a></p>	Jan. 12, 2022

415.	Will Free College Day be held again in 2022? If so, how can I get involved?	<p>The College’s next <a href="#">Free College Day</a> will be March 30, 2022, from 9 a.m.-8 p.m. <b>We need your help to ensure this event is memorable.</b> The primary purpose of the event is to recruit new students.</p> <p>Please:</p> <ul style="list-style-type: none"> <li>• Review this <a href="#">online form</a></li> <li>• Complete and submit the form if you would like to participate</li> <li>• Do so by <b>Jan. 20</b></li> </ul> <p>Everyone who submits the online form will be invited to a planning meeting to discuss the event and have their questions answered. We will also record the planning meeting so that those who cannot attend the “live” meeting can watch the recording. Thank you!</p>	Jan. 12, 2022
416.	Please let us know how we can contribute to the HACC Foundation in memory of Doreen Fisher-Bammer.	Losing Doreen was devastating and heartbreaking. Please visit <a href="#">this webpage</a> to donate in memory of Doreen. The goal is to establish a scholarship fund in her memory. Thank you.	Jan. 12, 2022
417.	Will the College replace Doreen Fisher-Bammer as co-chair of the Strategic Planning Committee (SPC)?	Yes. We are excited to welcome Margie Mattis as a co-chair of the SPC. She brings a wealth of knowledge to the committee and will play an important role in guiding the development of the new plan. She will join the committee this week.	Jan. 12, 2022
418.	Does the College have any Saturday hours to support students’ registration?	<p>Some departments will have remote services to support students’ registration needs on Jan. 15 from 9 a.m.-1 p.m. Please use the following links to connect with the department.</p> <ul style="list-style-type: none"> <li>• <a href="#">Advising</a></li> <li>• Financial Aid [<b>Zoom information is redacted for security purposes.</b>]</li> <li>• Welcome Center [<b>Zoom information is redacted for security purposes.</b>]</li> </ul> <p>Students also may call 800-ABC-HACC to be directed to the appropriate office.</p>	Jan. 12, 2022


419.	I heard that HACC is offering space at the Harrisburg Campus to a four-year school. Is this true?	<p>On Dec. 16, 2021, HACC and Lock Haven University finalized a three-year lease agreement that allows Lock Haven University to occupy a wing of Clyde E. Blocker Hall on the Harrisburg Campus. HACC employees who previously worked in this area of Blocker Hall have been informed and relocated.</p> <p>Please note the additional details below:</p> <ul style="list-style-type: none"> <li>• Lock Haven University employees will start coming to HACC’s Harrisburg Campus on Jan. 17.</li> <li>• Lock Haven University classes will be offered in the designated wing of Blocker Hall beginning Jan. 24.</li> <li>• HACC students will continue to have access to the facilities, classrooms and equipment needed to complete their education.</li> <li>• HACC employees will continue to have ample space to effectively teach and work.</li> <li>• Lock Haven University students and employees will not have access to other HACC buildings on campus after normal operating hours.</li> <li>• There will be no layoffs as a result of this partnership.</li> </ul> <p>Partnerships like this between HACC and four-year colleges and universities are mutually beneficial and essential for our long-term success and viability. HACC students will be able to enroll easily in some bachelor’s-level courses as a result of this partnership. This will also make the process easier for HACC students who are interested in transferring to a four-year school.</p>	Jan. 12, 2022
420.	Is there a collegewide Zoom session on Jan. 6?	There will be no collegewide Zoom session on Jan. 6.	Jan. 5, 2022
421.	I have to work on campus, and I heard that we can get masks at the campus bookstores and security offices. Is this true?	<p>Yes. KN95 masks; plastic face shields; and clear, lip-reading masks are available at all of the campus bookstores and security offices. Also, there are personal protective equipment (PPE) stations located at all building entrances that are supplied with surgical masks and hand sanitizer.</p> <p>While on campus, all students, employees and visitors – even if they are fully vaccinated – will be expected to wear face coverings. The College’s <a href="#">official guidance on face covering expectations can be found here.</a></p>	Jan. 5, 2022

422.	<p>I heard that the <a href="#">Pennsylvania Farm Show</a> is back in person Jan. 8-15, 2022.</p> <p>How will this impact parking if I must come to the Harrisburg Campus?</p>	<p>Parking in HACC’s Harrisburg Campus lots is available to Pennsylvania Farm Show attendees for \$15 per car.</p> <p>HACC employees and students should show their College parking hang tag or ID badge to avoid the parking fee.</p> <p><a href="#">East lots</a> 2 and 3 and the upper <a href="#">west lots</a> 9-12 are reserved for employees and students; however, employees and students can park anywhere on campus.</p>	Jan. 5, 2022
423.	<p>Will Free College Day be held again in 2022? If so, how can I get involved?</p>	<p>The College’s next <a href="#">Free College Day</a> will be March 30, 2022, from 9 a.m.-8 p.m. <b>We need your help to ensure this event is memorable.</b> The primary purpose of the event is to recruit new students.</p> <p>Please:</p> <ul style="list-style-type: none"> <li>• Review this <a href="#">online form</a></li> <li>• Complete and submit the form if you would like to participate</li> <li>• Do so by <b>Jan. 20, 2022</b></li> </ul> <p>Everyone who submits the online form will be invited to a planning meeting to discuss the event and have their questions answered. We will also record the planning meeting so that those who cannot attend the “live” meeting can watch the recording. Thank you!</p>	Jan. 5, 2022
424.	<p>When does the new performance evaluation cycle begin for employees?</p>	<p>The 2021-22 performance evaluation cycle has been launched in the PageUp system. The Employee Relations Department of the Office of Human Resources will provide training this month for employees and supervisors. To register for training, please go to <a href="http://my.hacc.edu">my.hacc.edu</a> &gt; Office of Human Resources &gt; Organization Development &gt; HACC/Cornerstone Learning Management System (LMS).</p> <p>On the LMS homepage, please click on Instructor-Led Training to register for <b>Annual Performance Evaluation PageUp Employee (or Supervisor) Training.</b></p> <p>If you have questions, please email <a href="mailto:employeerelations@hacc.edu">employeerelations@hacc.edu</a>.</p>	Jan. 5, 2022

425.	How will the College handle weather announcements during the winter months?	<p>If there is a weather announcement regarding campus closures, it will only affect employees and students involved in on-campus classes and services. All other remote work, remote instruction and virtual learning courses will continue as scheduled.</p> <p>Please see the “Weather Announcement Process During COVID-19” menu on <a href="http://hacc.edu/Weather">hacc.edu/Weather</a> for more information and our communication methods for notifications.</p>	Dec. 15, 2021
426.	Since the College will be closed from Dec. 23 to Jan. 3, 2022, what are the tasks for employees working on campus to prepare their offices and work spaces and department for the break?	<p>Before leaving on winter break, all on-campus employees will need to:</p> <ul style="list-style-type: none"> <li>• Remove any food items, including perishable items</li> <li>• Remove plants</li> <li>• Clean out refrigerators located in office and faculty bay areas</li> </ul> <p>Unplug any nonessential items such as heaters and personal coffee pots.</p>	Dec. 15, 2021
427.	Dr. Ski mentioned in the <a href="#">Dec. 8 email</a> that the budget would be impacted if we continued to experience enrollment declines. How could the budget be impacted?	Tuition collection is how the budget is impacted, as the College generates revenue from student enrollments. If enrollment continues to decline, the College will have to identify actions to help manage overall expenses relative to revenue, such as running fewer classes or freezing positions. Therefore, now is the time for everyone to help minimize the declines or grow enrollments by participating in the phone-a-thons and/or reminding students to register for courses and one additional course, if possible.	Dec. 15, 2021
428.	I’d like to give a year-end gift to help students. Are donations to the HACC Foundation tax-deductible?	Yes, charitable donations to the HACC Foundation are tax-deductible. Please consider <a href="#">making a donation</a> to help a HACC student and our community. Thank you!	Dec. 15, 2021
429.	I live in Lebanon and noticed the billboard that reminds community members that HACC is still in Lebanon. But, I keep hearing that HACC is leaving Lebanon.  Could you please provide the facts?	<p>In June, the College <a href="#">sold its Lebanon Campus building</a>; however, HACC is not leaving Lebanon. We continue to offer our students a range of on-campus and remote services to ensure they reach their dreams in Lebanon.</p> <p>For additional information, please visit <a href="http://hacc.edu/YOURLebanon">hacc.edu/YOURLebanon</a>.</p>	Dec. 15, 2021
430.	How do I handle a request from a business or community	Please refer the representative to <a href="#">this form</a> .	Dec. 15, 2021

	organization requesting a partnership with the College?		
431.	Will Free College Day be held again in 2022? If so, how can I get involved?	<p>Our next <a href="#">Free College Day</a> will be March 30, 2022, from 9 a.m.-8 p.m. We need your help to ensure this event is memorable. Its primary purpose is to recruit new students.</p> <p>Please:</p> <ul style="list-style-type: none"> <li>• Review this <a href="#">online form</a></li> <li>• Complete and submit the form if you would like to participate</li> <li>• Do so by Jan. 20, 2022</li> </ul> <p>Everyone who submits the online form will be invited to a planning meeting to discuss the event and get their questions answered. We will record the meeting so that those who cannot attend the “live” meeting can watch the recording. Thank you!</p>	Dec. 15, 2021
432.	Has the College changed its admissions criteria for the <a href="#">Nursing Program</a> (RN) or the <a href="#">Practical Nursing Program</a> (LPN)?	<p>A recent review by HACC has led to changes for entry into HACC’s <a href="#">Nursing Program</a> (RN) or the <a href="#">Practical Nursing Program</a> (LPN).</p> <p>All future nursing students will begin in the <a href="#">Pre-Health Professions Program</a>. Students may apply for admission into the <a href="#">Registered Nursing Program</a> or <a href="#">Practical Nursing Program</a> once they meet the requirements to apply. Students will discuss these admission requirements as part of their advising process.</p> <p>The College has informed continuing students of the change and their next steps.</p>	Dec. 8, 2021
433.	Has the College created additional video backgrounds that we can use for our HACC-related Zoom meetings?	<p>Yes. Additional video Zoom backgrounds have been created and are located in the College’s Zoom Backgrounds Google Drive.</p> <p>The link to the Zoom Backgrounds Google Drive can also be accessed via myHACC.</p> <p>Please:</p> <ol style="list-style-type: none"> <li>1. See the screenshot from myHACC below.</li> </ol>	Dec. 8, 2021



		<p>2. Note that you must be logged into Google using your email address to access the Zoom backgrounds.</p>  <p>3.</p>	
434.	I would like to make a tax-deductible charitable contribution to the HACC Foundation. What are the new projects to support students?	Please see <a href="#">these new, critical projects</a> that will help HACC students and our community.	Dec. 8, 2021
435.	Where can I find the recording of Dr. Harrel’s talk on fostering student belonging that he presented at the Dec. 2 collegewide Zoom session?	<p>All <a href="#">Future Visioning Speaker Series recordings</a> are available on myHACC under the <a href="#">Strategic Planning Process for 2022-25</a> section of the Greetings from the President channel. After viewing each session, please submit your feedback through the <a href="#">HACC Impact Statement Survey</a>.</p> <p>During the collegewide Zoom session on Dec. 9 at 3:30 p.m., Dr. Ski will host Eunice Tarver, vice president of student success and equity at Tulsa Community College. They will speak on “Clearing the Path to Completion by Reducing Non-Academic Barriers to Student Success.”</p> <p>Also, please save the date for the HACC Strategic Plan Values Workshop on Jan. 12, 2022, from 1-3 p.m. More details will be coming soon!</p>	Dec. 8, 2021
436.	I know enrollment is still down. How will that impact the budget?	<p>The College’s income is directly tied to our credit and noncredit enrollment. Because of this, we monitor enrollment activity daily.</p> <p>While it is too early to determine the outcome of spring 2022 enrollment, it is currently running behind what was forecasted for spring 2022. If enrollment continues to decline, the 2022-23 budget development will be negatively impacted by the results.</p> <p><b>Enrollment is everyone’s job.</b> Therefore, please volunteer to be part of our ongoing call-a-thon by contacting Mandy Six, director of One-Stop Welcome Center. Please also remind continuing and future students to register for classes and one additional class, if possible.</p>	Dec. 8, 2021

437.	What is HACC’s masking guidance?	While on campus, all students, employees and visitors – even if they are fully vaccinated – will be expected to wear masks. The College’s official guidance on mask expectations <a href="#">can be found here</a> .	Dec. 1, 2021
438.	Does HACC have a standard, approved message that we should include in our emails regarding spring plans?	Yes. Please add the following to your email signature:  Please note: HACC’s goal is to offer more on-campus classes in spring 2022. We will continue offering remote instruction and virtual learning options as well as remote and select on-campus student services. Students enrolled in on-campus classes will receive detailed information one week before classes begin. Please note that HACC campus grounds are open to the public. However, HACC’s buildings are open only to authorized employees and all students who are (a) taking on-campus classes, (b) attending appointments on campus or (c) seeking on-campus services during scheduled on-campus office hours. Please visit <a href="http://hacc.edu/Coronavirus">hacc.edu/Coronavirus</a> for more information.	Dec. 1, 2021
439.	I work at the York Campus. All of the water from the faucets in the Leader Building is cold. The Centers for Disease Control and Prevention (CDC) recommends washing hands with soap and warm water to prevent the spread of germs. Is this an issue only at the York Campus or collegewide? Has the warm water been turned off as a way to cut expenses?	No, the College is not cutting expenses by turning off hot water at the York Campus or any other campus, unless temporarily required for repairs.  The York Campus does have hot water in the Governor George M. Leader Building, and it is working. The hot water heater is located at the other end of the building and takes a while to travel to the bathrooms. Use of the motion sensor to keep the water flowing also contributes to the water temperature.  The facilities team is working with a plumbing vendor to adjust the water circulation pumps and any other repairs that may be needed.	Dec. 1, 2021
440.	Recently, students have been asking if HACC is closing our Lebanon Campus. I know leadership has expressed that the College is not leaving Lebanon; however, what can I do to ensure students and the Lebanon community are aware?	Thank you for doing your part in working to eliminate these rumors. It is unfortunate that these rumors may impact our continuing and future students and their dreams of obtaining an education at HACC.  As leadership has reiterated for many months in many different ways, the College is not leaving Lebanon. We will continue to offer student services and classes in Lebanon.	Dec. 1, 2021


		When a student, employee or community member approaches you with inaccurate information, please provide them with the facts found on <a href="http://hacc.edu/YOURLebanon">hacc.edu/YOURLebanon</a> .	
441.	I missed making a donation to the HACC Foundation on Giving Tuesday. Can I still make a donation to help students?	Yes! It's not too late to help a HACC student and our community! Please <a href="#">make a gift to change a life</a> today.	Dec. 1, 2021
442.	I understand that there will be a Red Cross emergency vehicle training taking place at HACC's Harrisburg Campus. What is this?	The Red Cross will be holding emergency vehicle driver training in the west lot of HACC's Harrisburg Campus on Dec. 10 and Dec. 11 from 8 a.m.–4 p.m.	Dec. 1, 2021
443.	What is the status of our HACC strategic planning efforts for 2022-25?	<p>The HACC Strategic Planning Committee has hosted several milestones for collegewide participation, including employee <a href="#">SWOT</a> surveys, the student experience workshop, discussions on higher education trends and future visioning sessions.</p> <p>Additionally, our Strategic Planning Committee will be compiling feedback from employees based on future visioning sessions to begin developing key strategies.</p> <p>Tomorrow, Dec. 2, Dr. Ski will be hosting Dr. Ivan Harrell, Tacoma Community College president, to present on “Fostering students’ sense of belonging through inclusion and equity-mindedness” at the 3:30 p.m. collegewide Zoom [<b>Zoom information is redacted for security purposes.</b>] session.</p> <p>The HACC Strategic Planning Committee invites collegewide participation at a “HACC Strategic Plan Values Workshop.” During the workshop, employees will support the drafting of the College’s values as part of the next strategic plan. The workshop will be held via Zoom. Please save the date:</p> <ul style="list-style-type: none"> <li>• Date: Jan. 12, 2022</li> <li>• Time: 1-3 p.m.</li> </ul>	Dec. 1, 2021

444.	How much annual sick and vacation accrual can employees carry over into 2022?	<p>The College will make special adjustments again this year to the process of handling sick and vacation leave accruals that exceed maximum allowable balances as of Dec. 31, 2021:</p> <p><b>Sick Leave</b></p> <ul style="list-style-type: none"> <li>• As a special exception, benefit-eligible employees will be allowed to carry over any accrued sick leave that exceeds the maximum allowable balance of 90 working days through the end of the calendar year 2021.</li> <li>• Standard accruals will continue through the calendar year 2022.</li> <li>• Please note that no action is necessary by benefit-eligible employees regarding sick leave carryover.</li> <li>• The maximum limit will be suspended until the end of the calendar year 2022.</li> </ul> <p><b>Vacation Leave:</b></p> <ul style="list-style-type: none"> <li>• Benefit-eligible employees will be allowed to request a special buyout of up to 10 days of earned vacation leave that exceeds their maximum allowable balance as outlined in the <a href="#">SGP 814 Handbook, Section C</a>.</li> <li>• Any remaining vacation leave after the buyout and exceeding the maximum allowable balance will be lost.</li> <li>• Standard accruals will continue through 2022.</li> </ul>	Dec. 1, 2021
445.	Can you share more detail about the Emergency Sick Leave Bank? How do I donate?	<p>The Emergency Leave Sick Bank is available to help fellow colleagues in their time of need. You can donate your personal, sick or vacation leave to the Emergency Sick Leave Bank any time of the year.</p> <p>Any accumulated days in the Emergency Sick Leave Bank are available to be applied to the leave of any employee eligible for sick, personal and vacation leave accrual who has no remaining leave balances and who suffers an illness or injury that will cause an absence from work that exceeds 10 business days. This excludes employees paid by external grant funding or those in a temporary position.,</p>	Dec. 1, 2021

		<p>Such an employee may apply for use of leave from the Emergency Sick Leave Bank to avoid loss of income. Each day (7.5 hours or 9 hours) drawn from the bank entitles the employee to their normal income for a day.</p> <p>Each employee may draw up to 15 days or 112.5 hours (120 hours for employees working a 40-hour workweek) from the bank per illness or injury (45 days lifetime benefit) providing that the leave to be covered by donated time does not extend the first three months of the employee's absence.</p> <p>For more information, please contact <a href="mailto:Benefits@hacc.edu">Benefits@hacc.edu</a>.</p>	
446.	Will there be food and snacks sold at the concession stands during the fall 2021 Commencement ceremonies?	No. There will be <i>no</i> food or snacks sold. However, there <i>will</i> be bottles of water available for sale.	Dec. 1, 2021
447.	I heard that since the College is planning on increasing on-campus classes for the spring 2022 semester, there may not be enough time to clean the classrooms between each class. Is this true?	<p>HACC's goal is to offer more on-campus classes for the spring 2022 semester. Please view the <a href="#">spring 2022 schedule</a>.</p> <p>Following <a href="#">CDC guidelines</a>, HACC will continue the layered cleaning procedures once a day.</p> <p>To get more information on HACC cleaning practices, please visit <a href="http://hacc.edu/COVIDannouncements">hacc.edu/COVIDannouncements</a>.</p>	Nov. 17, 2021
448.	How will the College handle weather announcements for the 2021-22 fall and winter seasons?	<p>If there is a weather announcement regarding campus closures, it will only affect employees and students involved in on-campus classes and services. All other remote work, remote instruction and virtual learning courses will continue as scheduled.</p> <p>Please see the "Weather Announcement Process During COVID-19" tab on <a href="http://hacc.edu/Weather">hacc.edu/Weather</a> for more information and our communication methods for notifications.</p>	Nov. 17, 2021
449.	In Dr. Ski's weekly Zoom session on Oct. 21 and in his weekly email on Nov. 3, he announced that eligible employees will be provided additional paid time off on Nov. 24 and Dec. 23. Does	Not all employees will be off on Nov. 24 and Dec. 23. Essential employees, such as public safety and security staff, will continue to work. Faculty assigned to teach on those days will continue as originally scheduled in the <a href="#">2021-22 academic calendar</a> .	Nov. 17, 2021

	this mean that everyone working at the College will be off these additional days?		
450.	Are classes canceled on Nov. 24 and Dec. 23?	<p>No. Classes are not canceled on Nov. 24 and Dec. 23. Academic commitments to our students must continue as originally scheduled in the <a href="#">2021-22 academic calendar</a>. This ensures that we meet our accreditation requirements and that our students remain on track to meet their academic obligations by the end of the semester.</p> <p>Similar to “Thanksgiving Eves” of the past, when the College closed at noon or 4:30 p.m., all on-campus, virtual and clinical classes continued as scheduled.</p> <p>Please note that faculty positions are different from classified, administrative and professional positions. Faculty employment obligations are based on course load or the required minimum contractual workload credits assigned within an academic year.</p>	Nov. 17, 2021
451.	Does the additional paid time off on Nov. 24 affect academic classes? Specifically, will on-campus classes be canceled on Nov. 24? If so, students will be losing valuable instructional time. If not, then the College is not really closed, and the paid holiday does not apply to faculty, librarians, security or other support staff. Please clarify.	<p>Classes are not canceled on Nov. 24.</p> <p>Similar to previous “Thanksgiving Eves” when the College closed at noon or 4:30 p.m., all on-campus, virtual and clinical classes continued as scheduled.</p> <p>Essential employees, such as public safety and security staff, will continue to work. Faculty assigned to teach on those days will continue as originally scheduled in the <a href="#">2021-22 academic calendar</a>.</p>	Nov. 17, 2021
452.	Will there be information technology (IT) support for faculty who may have technical issues on Nov. 24?	<p>IT support is available 24/7 by contacting the IT Support Center as follows:</p> <ul style="list-style-type: none"> <li>• On campus phone: Ext. 214357</li> <li>• Off campus phone: 717-780-2570</li> <li>• Email: <a href="mailto:supportcenter@hacc.edu">supportcenter@hacc.edu</a></li> </ul> <p>Additionally, BrightSpace by D2L has a 24/7 Help Desk that may be reached as follows:</p>	Nov. 17, 2021

		<ul style="list-style-type: none"> <li>• Phone: 877-325-7778</li> <li>• Email: <a href="mailto:helpdesk@desire2learn.com">helpdesk@desire2learn.com</a></li> </ul> <p>Access to the learning labs will be made available by contacting the Public Safety and Security Department at your campus.</p>	
453.	What other support services will be available for faculty and students on Nov. 24?	<p>Custodians will be available at all campuses, and maintenance staff will be on call if there are any issues. Please contact the following individuals if there is an urgent need:</p> <ul style="list-style-type: none"> <li>• Randall Campbell, facilities operations director, Harrisburg Campus: <a href="mailto:rlcampbe@hacc.edu">rlcampbe@hacc.edu</a> or 570-394-7678</li> <li>• Tom Frye, facilities operations director, Gettysburg and York campuses: <a href="mailto:tafrye@hacc.edu">tafrye@hacc.edu</a> or 717-571-3348</li> <li>• Dave Edwards, facilities operations director, Lancaster and Lebanon campuses: 717-279-1159</li> </ul> <p>Dr. Al Griswold, the vice president of academic affairs, will be available for emergency-related instructional issues. If urgent assistance with instructional issues is needed, please call 253-376-6221.</p>	Nov. 17, 2021
454.	I work on campus. What food options are available to me?	<p>The Chef's Apprentice is now open inside the Bruce E. Cooper Student Center on the Harrisburg Campus. A variety of food options are available at all campuses. To learn more, please visit <a href="http://hacc.edu/Dining">hacc.edu/Dining</a>.</p>	Nov. 17, 2021
455.	Can you please provide more information about the fall 2021 Commencement ceremonies?	<p>HACC's <a href="#">fall 2021 Commencement ceremonies</a> will be held on Dec. 14, 2021, at the Giant Center in Hershey, Pa.</p> <p>The College will hold two different ceremonies. The first ceremony will begin at 2 p.m., and the second ceremony will begin at 6 p.m.</p> <p>Graduating students must adhere to COVID-19 protocols, including:</p> <ul style="list-style-type: none"> <li>• ALL graduating students <b>MUST</b> wear a <b>mask/facial covering</b> indoors at ALL times.</li> <li>• Graduating students will be seated six feet apart.</li> </ul>	Nov. 17, 2021

		Please continue to check our <a href="#">Commencement webpage</a> for additional information. If you have additional questions, please contact <a href="mailto:Commencement@hacc.edu">Commencement@hacc.edu</a> .	
456.	Can graduating students still register to participate in HACC’s fall 2021 Commencement ceremony?	No. Eligible students were invited via HAWKMail to complete a participation form by Nov. 15. The participation form is now <u>closed</u> .  <i>Please note: To ensure the safety of all graduating students and comply with safety protocols, we will not be able to accommodate walk-ins due to maximum capacity for social distancing.</i>	Nov. 17, 2021
457.	Does the College have video backgrounds that we can use for our HACC-related Zoom meetings?	Yes. Video Zoom backgrounds have been created and are located in the <a href="#">College’s Zoom backgrounds Google Drive</a> .  The link to the Zoom backgrounds Google Drive can also be accessed via myHACC.  Please:  1. See the screenshot from myHACC below. 2. Note that you must be logged into Google using your hacc.edu email address to access the Zoom backgrounds.  	Nov. 17, 2021
458.	Where can I find more information about the “Expression of Thanks and Gratitude” that Dr. Ski recently announced?	You can find more information on this <a href="#">site</a> . Please note that the <a href="#">site</a> includes information for 2021 and 2020. Please refer to the 2021 information and disregard the 2020 information.	Nov. 17, 2021
459.	What is Giving Tuesday?	#GivingTuesday is a global day of giving held on the Tuesday following Thanksgiving to kick off the giving season. Please help HACC students benefit from this movement by making a charitable donation of any size – big or small – to <a href="#">these new projects</a> .	Nov. 17, 2021
460.	Where can I access the Nov. 11, 2021, collegewide Zoom guest speaker recording and HACC	Dr. Sanborne’s talk from Nov. 11 is saved <a href="#">here</a> .	Nov. 17, 2021



	<p>strategic planning impact statement survey to submit my feedback?</p>	<p>After viewing each Future Visioning Series presentation, please complete the <a href="#">HACC Impact Statement Survey</a>.</p> <p>Please join Dr. Ski’s collegewide Zoom session on Nov. 18 via this link: <a href="https://hacc.zoom.us/j/680573100">https://hacc.zoom.us/j/680573100</a>. Edward DesPlas, executive vice president at San Juan College, will present on “Creating an Agile, Innovative and Collaborative Culture.”</p> <p>The following nationally recognized higher education experts will share their expertise to inform the development of our 2022-25 strategic plan:</p> <ul style="list-style-type: none"> <li>• Dec. 2: Dr. Ivan Harrell, president of Tacoma Community College in Washington, will present on “Fostering Students’ Sense of Belonging through Inclusion and Equity-Mindedness.”</li> <li>• Dec. 9: Dr. Russell Lowery-Hart, president of Amarillo College in Texas, will present on “Clearing the Path to Completion by Reducing Non-Academic Barriers to Student Success.”</li> </ul> <p>Each of these interactive sessions will provide you an opportunity to respond to questions and polls, which will influence the continued development of the strategic plan.</p> <p>#YourVoiceMatters</p>	
461.	<p>What should I do before coming to campus each day? Is there a new online form to report sickness or exposure?</p>	<p>All individuals regardless of vaccination status must <a href="#">self-screen</a> prior to coming to campus.</p> <p>Additionally, please complete this new <a href="#">online COVID-19 form</a> if you have:</p> <ul style="list-style-type: none"> <li>• Had <b>close contact</b> with someone who tested positive for COVID-19</li> <li>• Had <b>indirect contact</b> with someone who tested positive for COVID-19</li> <li>• <b>Tested positive</b> for COVID-19 yourself</li> <li>• Have COVID-19 <b>symptoms</b>: <ul style="list-style-type: none"> <li>○ Congestion or runny nose</li> </ul> </li> </ul>	Nov. 10, 2021

		<ul style="list-style-type: none"> <li>○ Cough</li> <li>○ Diarrhea</li> <li>○ Fatigue</li> <li>○ Fever or chills</li> <li>○ Headache</li> <li>○ Muscle or body aches</li> <li>○ Nausea or vomiting</li> <li>○ New loss of taste or smell</li> <li>○ Shortness of breath or difficulty breathing</li> <li>○ Sore throat</li> </ul> <p>Please remember that some symptoms are similar to cold symptoms. Therefore, if you are experiencing any of the above symptoms, it's very important to NOT come to campus AND to complete the <a href="#">online COVID-19 form</a>. If you have any COVID-related questions, please email <a href="mailto:corona@hacc.edu">corona@hacc.edu</a>. For more information, please visit <a href="http://hacc.edu/COVIDannouncements">hacc.edu/COVIDannouncements</a>.</p> <p><b><u>Definitions:</u></b></p> <ul style="list-style-type: none"> <li>● <b>Close Contact:</b> You have been less than 6 feet from someone (more than 15 minutes in a 24-hour period) who has tested positive for COVID-19.</li> <li>● <b>Indirect Contact:</b> You have been in close contact with an individual who is not ill but was exposed to an individual who tested positive for COVID-19.</li> <li>● <b>Positive Test:</b> You personally received a positive COVID-19 test result.</li> </ul> <p><b>Symptoms:</b> Please see the <a href="#">self-screening process</a>.</p>	
462.	Are there any metrics you are considering that if met, could lift the mask mandate on campuses? For example, would the mandate be removed if a certain	We do not use metrics to make those decisions.  While on campus, all students, employees and visitors – even if they are fully vaccinated – will be expected to wear masks. The College's <a href="#">official guidance on mask expectations can be found here</a> . We will continue to follow these guidelines.	Nov. 10, 2021

	percentage of Pennsylvanians are fully vaccinated?		
463.	Where do I find the coronavirus response form? Dr Ski's Nov. 3 email directs readers to "submit the online form located on the website." While links to the information pages are included, a link to the website is not.	The coronavirus response form is on the coronavirus website, <a href="http://hacc.edu/Coronavirus">hacc.edu/Coronavirus</a> . The link to the online form will be added to Dr. Ski's weekly emails.	Nov. 10, 2021
464.	Since it is getting colder outside, will Chef's Apprentice move inside?	The Chef's Apprentice will be open in the Bruce E. Cooper Student Center effective Nov. 15. The last day for the outdoor grill is Nov. 11.  To view your dining options for all HACC campuses, please visit <a href="http://hacc.edu/Dining">hacc.edu/Dining</a> .	Nov. 10, 2021
465.	In Dr. Ski's weekly Zoom session on Oct. 21 and in his weekly email on Nov. 3, he announced that eligible employees will be provided additional paid time off on Nov. 24 and Dec. 23. Does this mean that everyone working at the College will be off these additional days?	Not all employees will be off on Nov. 24 and Dec. 23. Essential employees, such as public safety and security staff, will continue to work. Faculty assigned to teach on those days will continue as originally scheduled in the 2021-22 academic calendar.	Nov. 10, 2021
466.	Are classes canceled on Nov. 24 and Dec. 23?	No. Academic commitments to our students must continue as originally scheduled in the 2021-22 academic calendar. This ensures that we meet our accreditation requirements and that our students remain on track to meet their academic obligations by the end of the semester.  Similar to "Thanksgiving Eves" of the past, when the College closed at noon or 4:30 p.m., all on-campus, virtual and clinical classes continued as scheduled.  Please note that faculty positions are different from classified, administrative and professional positions. Faculty employment obligations are based on course load or the required minimum contractual workload credits assigned within an academic year.	Nov. 10, 2021

467.	<p>Does the College closing on Nov. 24 affect academic classes? Specifically, will on-campus classes be canceled on Nov. 24? If so, students will be losing valuable instructional time. If not, then the College is not really closed, and the paid holiday does not apply to faculty, librarians, security or other support staff. Please clarify.</p>	<p>Classes are not canceled on Nov. 24. Similar to “Thanksgiving Eves” of the past, when the College historically closed at noon or 4:30 p.m., all on-campus, virtual and clinical classes continued as scheduled.</p> <p>Essential employees, such as public safety and security staff, will continue to work. Faculty assigned to teach on those days will continue as originally scheduled in the 2021-22 academic calendar.</p>	Nov. 10, 2021
468.	<p>I heard that Spring Street, behind HACC’s Lebanon Campus, may be closed on Nov. 11. Will HACC parking be impacted?</p>	<p>Due to ongoing construction by the City of Lebanon, Spring Street will be closed on Nov. 11 from 5 a.m.-3 p.m. The closure is to allow the City of Lebanon’s contractor to pour the concrete for the floor in the police garage addition.</p> <p>Entry into the HACC employee parking lot will be via Willow St. Please note that the only parking that will be impacted is the five parking spaces along the concrete building wall. The construction trucks will remain there waiting to be unloaded.</p> <p>No student parking will be impacted.</p>	Nov. 10, 2021
469.	<p>I heard that HACC is holding another auction at Midtown 2.</p>	<p>As we continue the consolidation of items from the Midtown 2 relocation, HACC has accumulated excess items that will be offered during a virtual auction on Nov. 29. Items will be available for pick up on Dec. 1 and 2 at Midtown 2, 1500 N. Riley St., Harrisburg.</p> <p>To ensure we are not selling equipment that could be used elsewhere in the College, colleagues have until Nov. 18 to review the auction and request items to be removed if there is an educational or operational need for the item(s).</p> <p>Please keep in mind that many of the items are being sold because they are not in the best condition. Once you have reviewed the items and would like to request a piece of equipment be removed from the auction, please email</p>	Nov. 10, 2021

		<p>Randall Campbell at <a href="mailto:rlcampbe@hacc.edu">rlcampbe@hacc.edu</a> with the respective lot number and a reason for pulling the item.</p> <p>Please view the <a href="#">list of auction items</a> available.</p>	
470.	I heard that there will be a 5K run on Nov. 21 hosted by Capital Area Girls on the Run on the Harrisburg Campus. What impact will this have on the campus, employees and students?	<p>Please note this is not a HACC event. Capital Area Girls on the Run is the event organizer. They will begin setting up on Nov. 19 in East Lots 4-6. Tents will be set up and porta-potties will be delivered.</p> <p>On Nov. 21, participants will begin arriving around 7:30 a.m. for pre-run activities. HACC’s Public Safety and Security Department and the Harrisburg Bureau of Police will shut down all entrance points in the East and West parking lots from 9:30 a.m. until the last runner crosses the finish line. The entrances should only be impacted for approximately 45 minutes.</p>	Nov. 10, 2021
471.	I want to make a donation to the HACC Foundation to help our students. Are there specific projects that I can support to help students?	<p>Donations help our students make a better life for themselves and their families. You can support HACC students by giving a gift to support <a href="#">new, life-changing projects for our students and community</a>.</p>	Nov. 10, 2021
472.	In an email from Dr. Ski on Nov. 6, 2021, he mentioned helping to envision HACC’s future. How can I participate?	<p>Please join Dr. Ski’s collegewide Zoom on Nov. 11 to hear <a href="#">Dr. Lewis Sanborne</a>, Ruffalo Noel Levitz vice president of enrollment and student success, present “Innovative Enrollment Strategies to Meet the Evolving Demographics of the 21<sup>st</sup> Century Community College.”</p> <p>Please use this link to join the session: <b>[Zoom information is redacted for security purposes.]</b></p> <p>During the next three collegewide Zoom sessions, additional nationally-recognized higher-education experts will share perspectives and insights on the following topics as we - <b>together</b> - envision HACC’s future and develop our 2022-25 strategic plan:</p> <ul style="list-style-type: none"> <li>• Clearing the Path to Completion by Reducing Non-Academic Barriers to Student</li> <li>• Success</li> <li>• Creating an agile, innovative, and collaborate culture</li> </ul>	Nov. 10, 2021

		<ul style="list-style-type: none"> <li>Fostering students' sense of belonging through inclusion and equity-mindedness</li> </ul> <p>Each of these interactive sessions will provide you with an opportunity to respond to questions and polls which will influence the continued development of the plan. #YourVoiceMatters</p>	
473.	What is HACC's response to the recent media story about the unionization efforts?	Please see HACC's <a href="#">statement</a> in the College's online newsroom. For additional information about the unionization efforts, please click on this <a href="#">link</a> .	Nov. 3, 2021
474.	How do I inform facilities that my area needs personal protective equipment (PPE) supplies?	The <a href="#">Facilities PPE Supplies Request form</a> is on myHACC under Quick Links/HACC Applications.  Please note this form is for disinfecting supplies, gloves and masks.	Nov. 3, 2021
475.	I'm required to work on campus and don't have an office. Now that it's getting colder, where can I eat indoors?	Each campus has space for employees that is set for social distancing. Please see the details for each campus below: <ul style="list-style-type: none"> <li>Gettysburg Campus: Hub area</li> <li>Harrisburg Campus: Bruce E. Cooper Student Center café</li> <li>Lancaster Campus: Main Building café</li> <li>Lebanon Campus: Third-floor kitchenette area</li> <li>York Campus: Governor George M. Leader Building café</li> </ul>	Nov. 3, 2021
476.	Did the Office of Student Affairs and Enrollment Management change its hours of operation?	The Office of Student Affairs and Enrollment Management did not change its hours of operation. However, as shown by student service data, work locations have changed to meet students' needs. The College continues to offer its student services on campus, remotely or both. For specific details about the various service areas and their hours of operation, please see the links below: <ul style="list-style-type: none"> <li><a href="#">Academic advising</a></li> <li><a href="#">Career services</a></li> <li><a href="#">Financial aid</a></li> <li><a href="#">New student orientation (NSO)</a></li> <li><a href="#">Welcome Center</a></li> </ul>	Nov. 3, 2021

477.	In a previous email, I read that PSECU is hosting a sweepstakes. Did this start yet?	<p>PSECU’s Financial Fitness Sweepstakes began on Oct. 25. However, it’s not too late for you to boost YOUR financial knowledge. For every video you watch, you’ll be entered for a chance to win. To learn more, please visit <a href="http://go.psecu.com/fitness">go.psecu.com/fitness</a>.</p> <p>PSECU’s Financial Education Center at HACC is available for virtual office hours by phone or Zoom. Please contact Jennifer Nicrone, PSECU community manager, at <a href="mailto:jnicrone@psecu.com">jnicrone@psecu.com</a> to schedule an appointment.</p> <p>Please do not include personal information (such as your bank account number and social security number) in your email.</p>	Nov. 3, 2021
478.	Who do I contact when I am confused about or have a concern about a policy or procedure?	Employees may raise questions or concerns about a HACC policy or procedure by contacting their supervisor, Cabinet-level supervisor or their constituency leadership. If it is determined that a policy change is needed, the constituency leader or Cabinet-level supervisor can add the concern to the agenda of an upcoming bi-weekly Shared Governance Committee (SGC) meeting.	Nov. 3, 2021
479.	What is the process to initiate a change in policy at HACC?	To learn what occurs when a policy change request is brought to the Shared Governance Committee (SGC), please review <a href="#">SGP 115</a> .	Nov. 3, 2021
480.	I heard there may be another “Expression of Thanks and Gratitude” similar to last year. Is that true?	Yes. Dr. Ski and the Cabinet are #HACCproud to provide these expressions of thanks and gratitude for HACC colleagues. HACC’s leadership appreciates you and your continued service to the College. Please visit <a href="#">this website</a> to learn more. Thank you and happy holidays!	Nov. 3, 2021
481.	What actions has the College taken since the federal government announced that COVID vaccines will be mandated for all companies employing more than 100 people?	The College does not fall under the executive order signed by U.S. President Joe Biden on Sept. 9, 2021.	Oct. 27, 2021
482.	Who is allowed to come to campus this fall?	<p>HACC <b>campus grounds</b> are open to the public.</p> <p>HACC’s <b>buildings</b> are open only to authorized employees and all students who are:</p> <ul style="list-style-type: none"> <li>• Taking on-campus classes</li> <li>• Attending appointments on campus</li> </ul>	Oct. 27, 2021

		<ul style="list-style-type: none"> <li>Seeking on-campus services during <a href="#">scheduled on-campus hours for those offices</a></li> </ul>	
483.	Can you please give me more information about the fall 2021 Commencement ceremony?	<p>HACC’s fall 2021 Commencement ceremony will be held at the Giant Center in Hershey, Pennsylvania on Dec. 14. We will hold two ceremonies. The first ceremony will begin at 2 p.m., and the second ceremony will begin at 6 p.m. Students who are eligible to graduate will receive a Commencement participation form in the next week. Students should continue to check their HAWKMail for the form. The deadline to complete the form is <b>Nov. 15 at 11:59 p.m.</b> Selection of a ceremony time will be determined on a first-come, first-served basis.</p> <p>Graduating students must adhere to the following safety protocols:</p> <ul style="list-style-type: none"> <li>All graduating students must wear a mask/facial covering indoors at all times.</li> <li>Graduating students will be seated 6 feet apart.</li> </ul> <p>This information is tentative and subject to change.</p> <p>If you have any other questions, please email <a href="mailto:Commencement@hacc.edu">Commencement@hacc.edu</a>.</p>	Oct. 27, 2021
484.	What resources can I offer to students who are struggling with their mental health?	<p>HACC provides all currently enrolled students three free counseling sessions per semester through our partnership with Mazzitti &amp; Sullivan.</p> <p>Students can:</p> <ul style="list-style-type: none"> <li>Call the toll-free number at 800-543-5080</li> <li>Complete an appointment request form at <a href="http://mseap.com/hacc-students/">mseap.com/hacc-students/</a></li> <li>Access Mazzitti &amp; Sullivan’s online repository of self-help resources that includes information on relationships, finances, emotional well-being, nutrition and more</li> </ul> <p>For a full description of all the resources available to our students, please visit <a href="http://hacc.edu/MentalHealth">hacc.edu/MentalHealth</a>.</p>	Oct. 27, 2021



485.	How can students get help completing the FAFSA?	<p>HACC’s <a href="#">Financial Aid Department</a> is offering a Spooktacular FAFSA (Free Application for Federal Student Aid) Workshop to guide students through the application process or to answer any questions they may have.</p> <p><b>Event:</b> Spooktacular FAFSA Workshop via Zoom  <b>Date:</b> Oct. 29, 2021, between 10 a.m. and 4 p.m.  <b>Register:</b> Please click <a href="#">here</a> to register and choose the one-hour time period to attend.  <b>Join:</b> [Zoom information is redacted for security purposes.]</p> <p>If students are unable to attend, they can schedule a <a href="#">Zoom appointment</a> with a HACC financial aid professional to get help completing the <a href="#">FAFSA</a>.</p>	Oct. 27, 2021
486.	What was the change in our holidays under SGP 814 that Dr. Ski mentioned in his Zoom session last week?	<p>Under “V. Holidays” in <a href="#">SGP 814</a>, paragraph “b” will be removed and the following sentence will be added:</p> <p>“The Office of Human Resources updates annually the official online listing of College holidays for the ensuing academic year.”</p> <p>These changes were made to support the new federal Juneteenth holiday and includes the July Fourth holiday. These changes address how the College will observe these two holidays with minimal disruption to summer semester courses. There will be no more floating holidays.</p>	Oct. 27, 2021
487.	Are part-time employees eligible for paid days off on Nov. 24 and Dec. 23?	<p>No. This paid leave is only for full-time, benefit-eligible employees. However, as in the past, part-time employees may work with their supervisors to coordinate a schedule for the week that ensures necessary work is completed and allows the employee the opportunity to work as many hours in the week as they do normally.</p>	Oct. 27, 2021
488.	For employees who are eligible for additional days off, how should we report this on our web timesheet?	<p>Timesheet reporting for additional days off for full-time, benefit-eligible employees is as follows:</p> <ul style="list-style-type: none"> <li>· <b>Full-time, exempt employees:</b> The additional days off are being treated as a “holiday.” In this case, salaried/exempt employees are not required to enter holidays on their timesheet.</li> </ul>	Oct. 27, 2021

		<ul style="list-style-type: none"> <li>· <b>Full -time, classified hourly employees:</b> The additional days off are being treated as a “holiday.” All full-time, non-exempt, hourly employees should report 7.5 hours as <b>holiday</b> leave on their web timesheet for each day.</li> <li>· <b>Essential employees who are required to work during the days off:</b> The additional days off are being treated as a “holiday.” All full-time, hourly, essential staff, who are required to work during the additional days off, should report their actual time worked and holiday leave, as they normally do when working during a College holiday closure.</li> </ul>	
489.	<p>Is HACC in favor of pursuing Pennsylvania legislation similar to the California legislation below?</p> <p>“Assembly Bill 927, signed into law by Governor Gavin Newsom on Oct. 6, makes baccalaureate programs being piloted at 15 community colleges permanent and allows other community colleges across the state to also create the programs. The law allows the California Community Colleges system to offer up to 30 new bachelor’s degree programs per year, provided the programs fill different workforce needs than programs already available within the state’s university systems.”</p>	<p>We are not familiar with California legislation and cannot answer whether or not we support it as a model for Pennsylvania.</p> <p>However, per the <a href="#">Pennsylvania Commission for Community College’s</a> 2022-23 fiscal year budget request to Governor Wolf, the Community College Modernization and Mandate Waiver Initiative incorporates four components, including a request to amend the Public School Code to provide for community colleges to award baccalaureate degrees, particularly in applied areas such as health care and technology.</p> <p>The Commission believes that such action is necessary to help Pennsylvania meet the needs of employers and provide an affordable pathway to a baccalaureate degree for students who do not have the resources or ability to attend a traditional four-year university.</p> <p>Research also shows that a community college baccalaureate degree is a demonstrated strategy to address racial inequalities in higher education and can increase access, particularly for students of color. Of the 23 states that have given community colleges bachelor-degree granting authority, it has proven to be an effective education attainment and workforce development strategy.</p>	Oct. 27, 2021
490.	<p>I heard that the Leader Building at the York Campus needs a new water meter. When will this occur and how long will the water be turned off?</p>	<p>The York Water Company needs to replace a faulty water meter at the Governor George M. Leader Building at the York Campus. The meter will be replaced on Oct. 29 from 8-11 a.m. and the water in the building will be turned off.</p>	Oct. 27, 2021

		If you need a temporary location during this time, please contact Tom Frye, director of facilities operations, at <a href="mailto:tafrye@hacc.edu">tafrye@hacc.edu</a> .	
491.	I have heard that the Main Building roof project at the Lancaster Campus has been delayed. Why is that?	The project start date has been pushed back to spring 2022. The delay is due to a combination of transportation delays of the roofing materials and temperatures dipping below 50 degrees, which is the minimum acceptable temperature for the product to properly adhere.	Oct. 27, 2021
492.	A HACC vending machine recently ate my dollar. How do I get a refund?	<p>HACC bookstores are handling vending refunds.</p> <p>During <a href="#">regular operating hours</a>, individuals who need a refund can visit the bookstore and inform the cashier.</p> <p>For Pepsi refunds, please write down the machine asset number located on the machine to make the claim.</p> <p>Since there is no bookstore at HACC's Lebanon Campus, please use the reporting number on the Pepsi machine to call for a refund.</p> <p>For food vending machines, please see the directions written on the side of the machine to learn how to request your refund.</p>	Oct. 27, 2021
493.	I heard that our tenants, Learning Care Centers (U-GRO) at the Harrisburg and Lancaster campuses are having outdoor Trunk & Treat events for their students.	The Learning Care Centers will hold outdoor Trunk & Treat events for their students only in the adjacent parking lots on Oct. 29 at 3 p.m. at the Harrisburg Campus and 4 p.m. at the Lancaster Campus.	Oct. 27, 2021
494.	Are we still required to fill out the online COVID-19 form if we are participating in an on-campus class? If so, where is the link to fill out the form? If not, what are the requirements or procedures for attending a class on campus?	<p>Employees are not required to complete an online wellness-screening form to go on campus. However, employees should continue to <a href="#">self-screen</a> and follow the <a href="#">employee guidelines</a> on the website.</p> <p>Additionally, if you have experienced any of the <a href="#">following symptoms</a> within the past 48 hours, please DO NOT visit the campus until symptoms have subsided for more than 48 hours.</p> <ul style="list-style-type: none"> <li>• Congestion or runny nose</li> <li>• Cough</li> <li>• Diarrhea</li> </ul>	Oct. 20, 2021

		<ul style="list-style-type: none"> <li>• Fatigue</li> <li>• Fever or chills</li> <li>• Headache</li> <li>• Muscle or body aches</li> <li>• Nausea or vomiting</li> <li>• New loss of taste or smell</li> <li>• Shortness of breath or difficulty breathing</li> <li>• Sore throat</li> </ul> <p>If you have experienced the above symptoms, had contact with someone who tested positive for COVID-19 or tested positive for COVID-19 yourself, please email <a href="mailto:corona@hacc.edu">corona@hacc.edu</a> for guidance.</p> <p>Please visit <a href="http://hacc.edu/COVIDannouncements">hacc.edu/COVIDannouncements</a> for more information.</p>	
495.	Is there an update on the health savings account (HSA) transition for employees on the high deductible health plan?	<p>Pre-established payroll contributions by employees on the high deductible health plan are being deposited into the new HSA with Capital Blue Cross beginning with the <b>Oct. 8</b> pay date and are now available for use.</p> <p>For employees who elected to transfer their BenefitWallet® HSA balances to Capital Blue Cross, the BenefitWallet® accounts <b>were closed on Oct. 15</b> and the transfer process is underway. <b>Please note: During the transfer process, you will not have access to these funds from Oct. 15 through approximately Oct. 29.</b></p> <p>Additional debit cards can be requested at no additional charge online or by contacting Health Spending Services at 1-877-293-7041.</p> <p>To request a debit card from Capital Blue Cross, please:</p> <ul style="list-style-type: none"> <li>• Sign in at <a href="http://capbluecross.com">capbluecross.com</a> and click Login in the top right corner</li> <li>• Enter your username and password and click Sign In</li> <li>• Click the My Profile menu</li> <li>• Choose Payment &amp; Banking from the menu</li> <li>• Click Add Card</li> <li>• Fill out the form to start the debit card request process</li> </ul>	Oct. 20, 2021

		For additional information regarding investments, account access and use of your debit card, please visit the Capital Blue Cross Health Spending Learning Center.	
496.	I heard that the Governor George M. Leader Building at HACC's York Campus needs a new water meter. When will this occur? How long will the water be turned off?	<p>Yes. The York Water Company needs to replace a faulty water meter at the Governor George M. Leader Building at the York Campus.</p> <p>The meter will be replaced on Oct. 29 from 8-11 a.m. The water in the building will be turned off during this time.</p> <p>If you need a temporary location during this time, please contact <a href="#">Tom Frye</a>, director of facilities operations.</p>	Oct. 20, 2021
497.	I continue to hear rumors that HACC is leaving Lebanon. I know the building was sold this past summer. What are the facts surrounding HACC's Lebanon Campus?	<p>As the Cabinet and I have continued to reiterate, HACC is not leaving Lebanon.</p> <p>The sale of HACC's Lebanon Campus building was finalized in June. Please see the <a href="#">news release</a> for additional information.</p> <p>However, HACC remains committed to our students, employees and the Lebanon community. Ensuring the community knows that HACC is committed to Lebanon is everyone's job.</p> <p>If you hear a rumor, please provide the individual with the correct information:</p> <ul style="list-style-type: none"> <li>• HACC is not leaving Lebanon.</li> <li>• HACC will continue to offer classes and services in Lebanon.</li> <li>• HACC remains committed to the Lebanon community.</li> </ul> <p>Please demonstrate to our stakeholders that HACC is still in Lebanon by using this <a href="#">Zoom background</a>.</p> <p>More information is available at <a href="http://hacc.edu/YOURLebanon">hacc.edu/YOURLebanon</a>.</p>	Oct. 20, 2021
498.	Will Career Services offer an event to help students prepare for internship and job interviews?	<p>In November, <a href="#">Career Services</a> is hosting two SWITCH-A-ROO Interview Events: Who Would You Hire?</p> <p>In preparation for big games, coaches and athletes often "scout" their opponents by watching videos of them in game situations so that they can</p>	Oct. 20, 2021

		<p>prepare plays and strategies to win. Role-playing is a great way to expand one's learning and gain deeper insight. In turn, this can make us "more prepared" to handle situations because we have a broader perspective and get the bigger picture.</p> <p>Have you ever wondered during an interview, "Is this a trick question?" This activity will help you better gauge what information employers are really trying to gather in helping decide if you are a good fit for their team. The purpose of this event is for you to gain greater insight into what employers are looking for during the interview process, so you are better equipped to "play the interview game."</p> <p>Dates:</p> <ul style="list-style-type: none"> <li>• Nov. 16; noon-1 p.m.</li> <li>• Nov. 17; 5-6 p.m.</li> <li>• Zoom link: [<b>Zoom information is redacted for security purposes.</b>]</li> </ul> <p>Please contact Career Services at <a href="mailto:careerservices@hacc.edu">careerservices@hacc.edu</a> with any questions or if you are unable to attend and need to schedule a one-on-one appointment.</p>	
499.	I saw on HACC's social media sites that PSECU is hosting a Financial Fitness Sweepstakes. What does this mean?	<p>This fall, PSECU is awarding \$500 to five winners during its Financial Fitness Sweepstakes that begins on Oct. 25.</p> <p>Participants will learn important money tips by viewing financial wellness videos. For each video watched, the participant will be entered for a chance to earn some cash. For complete rules and details, please visit <a href="http://go.psecu.com/fitness">go.psecu.com/fitness</a>.</p> <p>PSECU's Financial Education Center at HACC is available for virtual office hours by phone or Zoom. Please contact Jennifer Nicrone, PSECU community manager, at <a href="mailto:jnicrone@psecu.com">jnicrone@psecu.com</a> to schedule an appointment.</p> <p>Please do not include personal information (such as your bank account number and social security number) in your email.</p>	Oct. 20, 2021

500.	I heard that HACC’s Massage Therapy Student Studio will soon be open to the public. Is this true?	<p>Yes. On Nov. 1, the Massage Therapy Student Studio, located at HACC’s Harrisburg Campus in room 203 of the John Hall Technology Center, will be open to the public. The one-hour massage sessions are \$40.</p> <p>Please:</p> <ul style="list-style-type: none"> <li>• Use this <a href="#">link</a> to book an appointment online.</li> <li>• Note that while on campus, all students, employees and visitors – even if they are fully vaccinated – will be expected to wear masks. The College’s <a href="#">official guidance on mask expectations can be found here</a>.</li> </ul> <p>If you have any questions, please contact Nina Kottcamp, program director, at <a href="mailto:nmkottca@hacc.edu">nmkottca@hacc.edu</a>.</p>	Oct. 13, 2021															
501.	I heard that the roof on the Main Building of the Lancaster Campus is going to be replaced. I have the following questions:	<table border="1"> <thead> <tr> <th data-bbox="682 584 743 618">#</th> <th data-bbox="743 584 1079 618">Question</th> <th data-bbox="1079 584 1709 618">Response</th> </tr> </thead> <tbody> <tr> <td data-bbox="682 618 743 805">1.</td> <td data-bbox="743 618 1079 805"><i>When will that happen?</i></td> <td data-bbox="1079 618 1709 805">Contingent on weather, the roofing project at the Main Building of the Lancaster Campus will start Oct. 14. The project is scheduled to be completed in late November. The project includes the entire lower and upper roof areas.</td> </tr> <tr> <td data-bbox="682 805 743 987">2.</td> <td data-bbox="743 805 1079 987"><i>Will there be any parking restrictions during the project?</i></td> <td data-bbox="1079 805 1709 987">Parking restrictions will include the row of parking spaces on the east end of the Main Building, outside of the tutoring and testing area. These spaces will be blocked off to allow contractor roof access.</td> </tr> <tr> <td data-bbox="682 987 743 1133">3.</td> <td data-bbox="743 987 1079 1133"><i>Will there be any noise associated with the project?</i></td> <td data-bbox="1079 987 1709 1133">The contractor will clean the existing roof prior to starting the new roof work. The noise is described as the sound of pressure washing or a very hard rain on the roof.</td> </tr> <tr> <td data-bbox="682 1133 743 1416">4.</td> <td data-bbox="743 1133 1079 1416"><i>Will there be any odors associated with the project?</i></td> <td data-bbox="1079 1133 1709 1416">As the contractor begins the roofing work, there may be some non-toxic odors from the application of the materials. All of the coating materials meet government requirements for low volatile organic compounds and environmental impact. This will be mitigated by closing the exterior air intakes; however, some odors may initially still be present.</td> </tr> </tbody> </table>	#	Question	Response	1.	<i>When will that happen?</i>	Contingent on weather, the roofing project at the Main Building of the Lancaster Campus will start Oct. 14. The project is scheduled to be completed in late November. The project includes the entire lower and upper roof areas.	2.	<i>Will there be any parking restrictions during the project?</i>	Parking restrictions will include the row of parking spaces on the east end of the Main Building, outside of the tutoring and testing area. These spaces will be blocked off to allow contractor roof access.	3.	<i>Will there be any noise associated with the project?</i>	The contractor will clean the existing roof prior to starting the new roof work. The noise is described as the sound of pressure washing or a very hard rain on the roof.	4.	<i>Will there be any odors associated with the project?</i>	As the contractor begins the roofing work, there may be some non-toxic odors from the application of the materials. All of the coating materials meet government requirements for low volatile organic compounds and environmental impact. This will be mitigated by closing the exterior air intakes; however, some odors may initially still be present.	Oct. 13, 2021
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3.	<i>Will there be any noise associated with the project?</i>	The contractor will clean the existing roof prior to starting the new roof work. The noise is described as the sound of pressure washing or a very hard rain on the roof.																
4.	<i>Will there be any odors associated with the project?</i>	As the contractor begins the roofing work, there may be some non-toxic odors from the application of the materials. All of the coating materials meet government requirements for low volatile organic compounds and environmental impact. This will be mitigated by closing the exterior air intakes; however, some odors may initially still be present.																

502.	Where can students park at HACC's Lebanon Campus?	<p>Student parking will be in the Fulton Bank parking lot, located at 555 Willow St. This lot is 1.5 blocks from the Lebanon Campus.</p> <p>Parking spaces are designated as reserved with a HACC parking sign and outlined in white.</p> <p>Parking is free with a HACC parking pass. Parking passes can be obtained from HACC's <a href="#">Public Safety and Security Department</a>. Students will need their vehicle registration and driver's license.</p>	Oct. 13, 2021
503.	<p>HACC received a total of \$36,343,264 from the American Rescue Plan (ARP). Of this amount, at least \$18,791,914 will be disbursed directly to students who were enrolled at HACC. What decision-making process and plan occurred prior to disbursement of this money, and what parties were part of those discussions?</p>	<p>The <a href="#">Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA)</a> and the American Rescue Plan (ARP) <a href="#">HEERF II</a> &amp; <a href="#">HEERF III</a> grants had language that required the College to prioritize students with the greatest need. However, the grants did not provide details on student eligibility at the time they were awarded.</p> <p>In May 2021, the U.S. Department of Education released guidance on how to determine the eligibility of students. Upon receiving that guidance, the College convened a sub-committee of the larger CRRSAA task force, with representation from five different divisions, to study the guidance and make recommendations on how to award CRRSAA and ARP funds to our students.</p> <p>A key component of the task force's charge was determining the most equitable manner by which to distribute over \$23 million in CRRSAA and ARP funds. The task force explored a range of options to identify both eligible students and those with the greatest need. Emphasis was placed on identifying students with the greatest need.</p> <p>Additional focus was applied to the inclusion of cohorts of students who were not previously eligible for HEERF monies during the HEERF I distribution, including those who are dual enrolled; in workforce development programs; and international students. The eligibility standards that are represented on <a href="#">HACC's CARES Act webpage</a> were determined to be the most equitable by the sub-committee, and they were ultimately approved by the Cabinet.</p>	Oct. 6, 2021
504.	Are members of the public allowed on a HACC campus if they have an appointment to	Yes. These individuals are allowed on campus as long as they fully comply with the masking and social distancing policies. While on campus, all students, employees and visitors – even if they are fully vaccinated – will be expected to	Oct. 6, 2021



	support the Massage Therapy Program?	wear masks. The <a href="#">College's official guidance on mask expectations can be found here.</a>	
505.	What is e2Campus, and what is it used for?	e2Campus is HACC's free alert system that allows you to stay informed quickly when the College has immediate announcements or emergencies. You can sign up to receive a text message on your mobile device and/or an email. For more information and to sign up, please visit <a href="http://hacc.edu/e2Campus">hacc.edu/e2Campus</a> .  For more information about HACC's weather announcement process, please visit <a href="http://hacc.edu/Weather">hacc.edu/Weather</a> .	Oct. 6, 2021
506.	I am required to work on campus this fall. I recently visited the Bruce E. Cooper Student Center and noticed Subway is no longer an option. What dining options are available to HACC students and employees who are on campus this fall?	As stated in our <a href="#">Aug. 18 email</a> , the Subway on HACC's Harrisburg Campus is closed as of June 30.  However, food options are available to HACC students and employees at all five campuses.  To learn more, please visit <a href="http://hacc.edu/Dining">hacc.edu/Dining</a> .	Oct. 6, 2021
507.	What are the next steps for students who applied for HACC Foundation scholarships?	Students should please: <ul style="list-style-type: none"> <li>• Remember to check their HAWKMail (including spam) for scholarship communications.</li> <li>• Log into <a href="#">AcademicWorks</a> to check the status of their application.</li> <li>• Enroll into courses for the spring 2022 semester by the <a href="#">deadline</a>.</li> <li>• Complete the process by the <a href="#">deadline</a> if they receive a scholarship offer via HAWKMail.</li> </ul> <p>If students have additional questions, please ask them to visit our <a href="#">Frequently Asked Questions</a> (FAQs).</p>	Oct. 6, 2021
508.	I heard there are changes to the FAFSA application. What changed? Which FAFSA do students need to complete for spring 2022 classes?	As part of the FAFSA Simplification Act, changes to the FAFSA (Free Application for Federal Student Aid) are being phased in over several academic years. Visual changes have been made to streamline the <a href="http://studentAid.gov">studentAid.gov website</a> . However, the questions are similar to the previous year.  The removal of selective service and drug conviction requirements for Title IV eligibility took effect for the current 2021-22 FAFSA. These questions will	Oct. 6, 2021

		<p>remain on the FAFSA through the 2022-23 award year, but will no longer impact a student's Title IV aid eligibility.</p> <p>Students need to complete the <a href="#">2021-22 FAFSA application</a> for the fall 2021, spring 2022 and summer 2022 semesters.</p> <p>The <b>2022-23</b> FAFSA application is available for the fall 2022, spring 2023 and summer 2023 semesters. Some grants are awarded on a first-come, first-served basis, so please encourage students to file early and get ahead!</p> <p>For more information on the priority deadline and HACC's school code, please visit HACC's <a href="#">financial aid webpage</a>.</p> <p>If students have any questions or need assistance completing their FAFSA, please ask them to <a href="#">contact financial aid</a>.</p>	
509.	How can students get their student ID?	<p>Students can get their HACC ID at any campus Welcome Center on Monday, Tuesday or Thursday from 8 a.m. to 4:30 p.m. Contact information and the Welcome Center hours are available on our <a href="#">website</a>.</p>	Oct. 6, 2021
510.	How can students get help with financial aid questions?	<p>Financial aid services will be offered remotely until Nov. 1. After Nov. 1, financial aid support will be offered on campus on Mondays and Thursdays from 8 a.m. to 4:30 p.m. Services will also continue to be offered remotely Monday through Thursday from 8 a.m. to 6:30 p.m. and Fridays from 9 a.m. to 4:30 p.m.</p> <p>For more details, please visit <a href="http://hacc.edu/Paying/ContactFinancialAid/index.cfm">hacc.edu/Paying/ContactFinancialAid/index.cfm</a>.</p>	Oct. 6, 2021
511.	When is World Mental Health Day?	<p>World Mental Health Day is Oct. 10. We want to remind and encourage you to take care of your mental health. We recognize that life is happening and busy, and finding time to dedicate to caring for yourself can be difficult. Please see the resources below that could help you with your mental well-being:</p> <ul style="list-style-type: none"> <li>• <a href="http://who.int/campaigns/world-mental-health-day/2021">who.int/campaigns/world-mental-health-day/2021</a></li> <li>• <a href="http://nami.org/Blogs/NAMI-Blog?categoryname=MentalIllness">nami.org/Blogs/NAMI-Blog?categoryname=MentalIllness</a></li> <li>• <a href="http://youtube.com/watch?v=x6bz_ekkrYA">youtube.com/watch?v=x6bz_ekkrYA</a></li> </ul> <p>For other mental health resources and information, please visit <a href="http://hacc.edu/mentalhealth">hacc.edu/mentalhealth</a>.</p>	Oct. 6, 2021

512.	<p>I am a new HACC employee and would like to know more about the communications hub and how to submit requests. Where can I get more information?</p>	<p>HACC employees are invited to attend a training on the communications hub on Oct. 14 from 11-11:30 a.m. The training will be conducted via Zoom.</p> <p>The session will include a demonstration of how to submit a communications hub request, expectations for working with the Integrated Marketing Communications Department and time for Q&amp;A.</p> <p>Please [Zoom information is redacted for security purposes] to access the training on Oct. 14.</p> <p>Additionally, you may watch our short <a href="#">how-to videos</a> with tips for preparing and submitting communications hub requests.</p> <p>If you have any questions, please email <a href="mailto:IMCprojects@hacc.edu">IMCprojects@hacc.edu</a>.</p>	Oct. 6, 2021
513.	<p>What is the deadline for completing the strengths, weaknesses, opportunities and threats (SWOT) survey? I don't want to miss the opportunity to participate in HACC's strategic planning efforts. Also, Dr. Ski mentioned an Oct. 11 workshop in one of his weekly Zoom sessions. Can you please provide me with the details for that?</p>	<p>By Oct. 8, please take five minutes to complete <a href="#">this survey</a>. This is one of the many, and most important, ways for your voice to be heard during this process.</p> <p>Your feedback is anonymous and compiled by CampusWorks, the consulting firm helping with our planning process.</p> <p>On Oct. 11, 2021, from 8:15 a.m.-noon, there will be a collegewide <a href="#">Strategic Planning Kickoff event</a> via Zoom to focus on future trends and the HACC student experience.</p> <p>Please note that employees may join the workshop at any point to participate in the discussion.</p> <p>The College is also offering an abbreviated student experience event on Oct. 13 from 5-6 p.m. via Zoom.</p> <p>Please see the login details for the events on Oct. 11 and Oct. 13 below:</p> <p><b>Registration link:</b> <a href="https://surveymonkey.com/r/HACC_Student_Experience">surveymonkey.com/r/HACC_Student_Experience</a></p> <p>[Zoom information is redacted for security purposes]</p>	Oct. 6, 2021

514.	I heard that COVID-19 testing at the Harrisburg Campus is extended for another week. What are the details?	<p>HACC’s Harrisburg Campus will be included as a COVID-19 testing site Sept. 28-Oct. 2, from 9 a.m.-6 p.m. in the West Lot.</p> <p>The Pennsylvania Department of Health (DOH) is managing the entire process with AMI Testing. This is not a HACC event. Testing is open to the general public.</p>	Sept. 29, 2021
515.	What do I do if a student is not wearing a face covering/mask and/or one that is not covering the nose or mouth?	<p>While on campus, all students, employees and visitors – even if they are fully vaccinated – will be expected to wear a face covering. The College’s official guidance on face-covering expectations can be found <a href="#">here</a>.</p> <p>Please see these “<a href="#">Tips and Resources for Teaching on Campus</a>” to review what steps to take if a student is not wearing a face covering while on campus.</p>	Sept. 29, 2021
516.	Does the Cabinet have a plan if the College needs to close due to the pandemic?	<p>The president’s Cabinet monitors the various campus environments and will determine if the College or a campus needs to close due to the pandemic.</p> <p>Please note that the College:</p> <ul style="list-style-type: none"> <li>• Is in phase four of the College’s <a href="#">five-phased plan</a> (pdf) for reopening</li> <li>• Has processes in place to announce and sanitize spaces if a closure is necessary</li> <li>• May revert to an earlier phase at the direction of Cabinet or by state or federal mandate</li> </ul> <p>For up-to-date information, please visit <a href="http://hacc.edu/COVIDannouncements">hacc.edu/COVIDannouncements</a>.</p>	Sept. 29, 2021
517.	We received an email regarding the 2022-25 strategic planning strengths, weaknesses, opportunities and threats (SWOT) survey. Can you please provide the survey link again? Also, the <a href="#">Sept. 22 email from Dr. Ski</a> mentioned a workshop on Oct. 11. How can I get involved with that?	<p>As part of HACC’s strategic planning process, the College’s Strategic Planning Committee is seeking YOUR input through an online strengths, weaknesses, opportunities and threats (SWOT) survey. This engagement will help the College create goals and strategies to ensure we continue to meet the ever-changing education and training needs of our communities.</p> <p>Please take five minutes to complete this survey [<b>Survey link is redacted to ensure data accuracy.</b>] by Oct. 8. This is one of the many -and most important - ways for your voice to be heard during this process.</p>	Sept. 29, 2021

		<p>CampusWorks - the consulting firm helping with our strategic planning process – is administering the survey, and the results will be anonymous.</p> <p>On Oct. 11, 2021, there will be a collegewide Strategic Planning Kickoff Event via Zoom to focus on future trends and the HACC student experience. More details will be distributed soon. For now, please save the date for 8:15 a.m.-noon on Oct. 11 for your involvement in this collegewide strategic planning session! Please note that employees may join the workshop at any point to participate in the discussion.</p> <p>In order to make sure that all employees can participate, we are also offering an abbreviated student experience event on Oct. 13 from 5-6 p.m. via Zoom.</p> <p>Log-in details for the Oct. 11 and Oct. 13 events are below:</p> <p><b>Zoom link: [Zoom information is redacted for security purposes.]</b></p>	
518.	<p>I heard that the roof on the Main building of the Lancaster Campus is going to be replaced. I have the following questions:</p> <ol style="list-style-type: none"> <li>1. When will that happen?</li> <li>2. Will there be any parking restrictions during the project?</li> <li>3. Will there be any noise associated with the project?</li> <li>4. Will there be any odors associated with the project?</li> </ol>	<p>Thank you for your questions. Please see the responses below:</p> <ol style="list-style-type: none"> <li>1. Contingent on material availability and weather, the roofing project at the Main building of the Lancaster Campus will start in early October. The project is scheduled to be complete in late November. The project includes the entire lower and upper roof areas.</li> <li>2. Parking restrictions will include the row of parking spaces on the east end, outside of tutoring and testing, of the Main building. These spaces will be blocked off to allow contractor roof access.</li> <li>3. Yes. The contractor will clean the existing roof prior to starting the new roof work. The noise is described as the sound of pressure washing or a very hard rain on the roof.</li> <li>4. As the contractor begins the roofing work, there may be some non-toxic odors from the application of the materials. All of the coating materials meet government requirements for low Volatile Organic Compounds (VOC) and environmental impact. This will be mitigated by closing the exterior air intakes; however, some odors may initially still be present.</li> </ol>	Sept. 29, 2021

519.	I heard that construction materials are being delivered at the Lebanon Campus and that some employee parking and street closures will take place. Can you provide details?	<p>Structural steel will be delivered and set into place on the newly constructed walls of the Lebanon City Hall police garage addition during the first and second weeks of October.</p> <p>In order to deliver, offload and set the steel, closing Spring Street (the alley behind the Lebanon Campus building) is necessary.</p> <p>Employee parking in the yellow reserved spaces as well as access to the front of the building should not be affected. Only those parking spots along the concrete wall will be unavailable.</p> <p>Please use caution while walking behind the building with the increased number of construction vehicles in the area.</p>	Sept. 29, 2021
520.	I am a new HACC employee and would like to know more about the <a href="#">communications hub</a> and how I can submit requests. Where can I get more information?	<p>HACC employees are invited to attend a training on the communications hub on Oct. 14 from 11-11:30 a.m. The training will be conducted via Zoom.</p> <p>The session will include a demonstration of how to submit a communications hub request, expectations for working with the Integrated Marketing Communications Department and time for Q&amp;A.</p> <p>Please click here [<b>Zoom information is redacted for security purposes.</b>] to attend the training on Oct. 14.</p> <p>Additionally, you may watch our short <a href="#">how-to videos</a> with tips for preparing and submitting communications hub requests.</p> <p>If you have any questions, please email <a href="mailto:IMCprojects@hacc.edu">IMCprojects@hacc.edu</a>.</p>	Sept. 29, 2021
521.	Is HACC requiring face masks and/or the COVID-19 vaccine to attend in-person classes?	<p>While on campus, all students, employees and visitors – even if they are fully vaccinated – will be expected to wear masks. The College’s official guidance on mask expectations can be <a href="#">found here</a>.</p> <p>For more information, please visit <a href="http://hacc.edu/COVIDannouncements">hacc.edu/COVIDannouncements</a>.</p>	Sept. 22, 2021
522.	I am a faculty member who teaches two on-campus courses. I had a student contact me to let me know that she was in contact with	<p>Anyone who has been in contact with an individual who tests positive for COVID-19 should not come to campus. Please email <a href="mailto:corona@hacc.edu">corona@hacc.edu</a> for guidance. Please email <a href="mailto:corona@hacc.edu">corona@hacc.edu</a> even if you have not been on campus.</p>	Sept. 22, 2021

	a person who tested positive for COVID-19. She attended class via Zoom. If she hasn't been in contact with anyone on campus, should she still report it or can she simply maintain quarantine?		
523.	During the <a href="#">Sept. 16, 2021, collegewide Zoom session</a> , the CampusWorks strategic planning consultant mentioned seeking input from everyone at HACC and external constituents. When will this occur?	<p>As part of HACC's strategic planning process, an online strengths, weaknesses, opportunities and threats (SWOT) survey will be conducted to collect input from HACC employees, students and key external stakeholders (including alumni, board members, donors and business partners).</p> <p>This month, you will receive an email from me to complete this brief survey by Oct. 8.</p> <p>YOUR input is essential to the development of key topics for further exploration during the planning process! Therefore, please consider completing the survey when you receive the email from me.</p> <p>In addition, please mark your calendar for Oct. 11 from 8:15 a.m.-noon for the collegewide Strategic Planning Kick-off Event via Zoom. This event will focus on</p> <p>future trends and the HACC student experience.</p> <p>More information will be provided in the upcoming weeks.</p>	Sept. 22, 2021
524.	How do I inform facilities that my area needs personal protective equipment (PPE) supplies?	<p>A new PPE order form for disinfecting supplies, gloves and masks is on myHACC. You can find this information under:</p> <ul style="list-style-type: none"> <li>• Quick Links</li> <li>• <a href="#">Facilities PPE Supplies Request</a></li> </ul>	Sept. 15, 2021
525.	What should I do if I show COVID-19 symptoms, tested positive or had contact with an individual who tested positive?	Please <b>do not</b> come to campus. Also, please send an email to <a href="mailto:corona@hacc.edu">corona@hacc.edu</a> .	Sept. 15, 2021

		For additional information on what to do, please see <a href="http://hacc.edu/COVIDannouncements">hacc.edu/COVIDannouncements</a> and click on “How to Report Sickness or COVID-19 Exposure.”	
526.	What COVID-19 screening should I do before coming to campus?	Self-screening is required before coming to a HACC campus, whether you are vaccinated or unvaccinated. Please refer to these <a href="#">self-screening reminders</a> .	Sept. 15, 2021
527.	I received both doses of the coronavirus vaccine. However, I misplaced my vaccination card. How can I get a new card?	To obtain a new card, please contact your vaccination provider.	Sept. 15, 2021
528.	Were dual enrollment and College in the High School students eligible for CRRSAA and ARP funds?	<p>As part of the Higher Education Emergency Relief Fund III and the American Rescue Plan of 2021, dual enrollment and College in the High School (CHS) students were considered eligible recipients of emergency grant relief funds. In this process, HACC disbursed over \$23 million dollars to over 22,000 students, including dual enrollment and CHS students enrolled at HACC during the fall 2020, spring 2021 or summer 2021 semesters. Students received checks for \$625.89.</p> <p>According to official grant guidance, “the funds may be used by the student for any component of the student’s cost of attendance or for emergency costs that arise due to</p> <p>coronavirus, such as tuition, food, housing, health care (including mental health care), or child care.”</p> <p>Additional details regarding the distribution of federal stimulus funds are available at <a href="http://hacc.edu/CARESact">hacc.edu/CARESact</a>.</p>	Sept. 15, 2021
529.	Are student affairs offices open on Fridays?	<p>Beginning Sept. 17, departments within the Office of Student Affairs and Enrollment Management will operate remotely on Fridays.</p> <p>For a more complete listing of both on-campus and remote office hours, please consult these webpages:</p> <ul style="list-style-type: none"> <li>• <a href="#">Advising</a></li> <li>• <a href="#">Career Services</a></li> <li>• <a href="#">Financial Aid</a></li> </ul>	Sept. 15, 2021



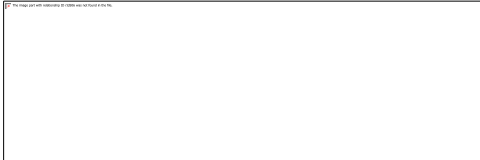
		<ul style="list-style-type: none"> <li>• <a href="#">High School Students</a></li> <li>• <a href="#">New Student Orientation</a></li> <li>• <a href="#">Registrar's Office</a></li> <li>• <a href="#">Transfer Services</a></li> <li>• <a href="#">Welcome Center</a></li> </ul>	
530.	As more students and employees continue to return to campus, are food options available at each HACC campus, including Lebanon?	<p>Food options are available at all of HACC's campuses, including Lebanon.</p> <p>To view the dining options for the fall semester, please visit <a href="http://hacc.edu/Dining">hacc.edu/Dining</a>.</p>	Sept. 15, 2021
531.	Are HACC students able to schedule an appointment for mental health services using an online form?	<p>We recently worked with Mazzitti &amp; Sullivan EAP Services to make the online appointment form for students more user-friendly. Students can use the form to schedule virtual, telephonic or face-to-face services.</p> <p>The updated appointment form link can be found at <a href="http://hacc.edu/MentalHealth">hacc.edu/MentalHealth</a>.</p> <p>Please update any links you have posted to ensure students are accessing the most up-to-date information.</p>	Sept. 15, 2021
532.	I heard the application for admission will be unavailable briefly in September. Can you please provide more information?	<p>Please note that the Recruit system is scheduled to be upgraded beginning Sept. 20. Recruit is the system used to receive and process applications for admission.</p> <p>During the upgrade, the system will be unavailable. This means future students will not be able to complete an application for admission. In place of the application, future students will be directed to a Cognito form to provide their contact information. Once the upgrade is complete, anticipated on Sept. 28, the future student information gathered via the Cognito form will be imported into Recruit. These prospects will then be entered into a specialized communication plan.</p>	Sept. 15, 2021
533.	I heard that HACC is enhancing its holiday schedule. What does that mean?	<p>Among our many benefits, HACC has a very generous <a href="#">holiday schedule</a>.</p> <p>We are pleased that U.S. President Joe Biden recently announced that <a href="#">Juneteenth</a> is now a national holiday. Therefore, beginning in 2022, HACC will recognize the holiday and be officially closed on the holiday.</p>	Sept. 15, 2021

		<p>Also, beginning in 2022, when holidays fall on a day the College is closed, HACC will be closed the following Monday.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>• When New Year’s Day falls on a Saturday or Sunday, HACC will be closed the following Monday.</li> <li>• When Juneteenth falls on a Friday, Saturday or Sunday, HACC will be closed the following Monday. Friday is included, because the College is closed on Fridays in the summer.</li> <li>• When the Fourth of July falls on a Friday, Saturday or Sunday, HACC will be closed the following Monday. Friday is included, because the College is closed on Fridays in the summer. We will no longer do a <a href="#">“floating holiday.”</a></li> </ul> <p>We are making these enhancements for several reasons:</p> <ul style="list-style-type: none"> <li>• We need to recognize significant holidays so that we can continue to celebrate and honor those who built this country and have made significant contributions to our country.</li> <li>• Holidays allow us to celebrate, spend time with families and friends, relax and recharge.</li> <li>• Holidays reinforce our commitment to mental health and professional-personal life balance.</li> </ul>	
534.	Are there any upcoming events to help students prepare for job interviews?	<p>HACC, the HACC Foundation and the HACC Alumni Association are partnering to present a virtual event for HACC students:</p> <p style="text-align: center;"><b>HACC Presents: How to Rock the Interview and Land the Job!</b></p> <p>This free event will be held Oct. 14 from 6-7:15 p.m. All currently enrolled HACC students are welcome.</p> <p>If you are interested in volunteering for this event, please complete and submit this <a href="#">online form</a> by Oct. 4. A training session will be held for volunteers. Thank you!</p>	Sept. 15, 2021

535.	Dr. Ski mentioned at the Sept. 9 collegewide Zoom session that a strategic consultant was hired to support our 2022-25 planning process. Could you provide more information on the consultant and the planning process?	<p>HACC is partnering with <a href="#">CampusWorks</a>, a national consulting firm that leads strategic planning for colleges (including community colleges), to ensure broad engagement and support for a new plan that meets the needs of our future HACC students and the community. The strategic planning process will occur over the next several months and will feature focus groups; surveys; and workshops with community members, employees and students. The strategic planning process will be led with the assistance of our HACC Strategic Planning Committee, which includes students and employees from each constituency group, plus a member from each division to help guide the College through the process.</p> <p>Additional information can be found in the “Greetings from the President” myHACC channel.</p>	Sept. 15, 2021
536.	When is HACC’s fall 2021 Commencement ceremony?	<p>As of Sept. 15, the College intends to hold an in-person Commencement ceremony at the Giant Center on Dec. 14, 2021. This is tentative and subject to change.</p> <p>To learn more, please visit <a href="#">the Commencement webpage</a>. Please note that the deadline for students to apply for fall 2021 graduation is Oct. 1.</p>	Sept. 15, 2021
537.	Will there be COVID vaccinations available at the Lebanon and Gettysburg campuses?	<p>Yes. Vaccinations will be available through the Family First Health Mobile Unit at the following dates and times:</p> <ul style="list-style-type: none"> <li>• HACC’s Lebanon Campus (Seventh &amp; Willow Street parking lot) Sept. 9; 10 a.m.-2 p.m.</li> <li>• HACC’s Gettysburg Campus parking lot Sept. 13; 10 a.m.-2 p.m.</li> </ul> <p>Please note: These are not HACC events. They are being run through the Family First Health Mobile Unit. Thank you!</p>	Sept. 8, 2021
538.	I heard that the Pennsylvania Department of Health (DOH) will be administering COVID-19 testing on the Harrisburg Campus. Can you please tell me more about this?	<p>HACC’s Harrisburg Campus will be a site for COVID-19 testing. DOH is managing the entire process in cooperation with <a href="#">AMI Testing</a>. This is not a HACC event.</p> <p>The testing site will be located in the <a href="#">West lot (Gate 3)</a>. Testing is open to the general public Sept. 14-18 and Sept 21-25, from 9 a.m.-6 p.m.</p>	Sept. 8, 2021

		To limit the possibility of any COVID-19 exposure to our students and employees and out of respect for DOH, we will close access to the West lot area where testing will be administered on the dates of the testing.	
539.	<p>I have a concern that was brought to my attention by a fellow Classified Employee Organization (CEO) colleague. They had the questions below. Please note that we are aware of the delay in receiving plexiglass and that the College has no control over the delivery date.</p> <ul style="list-style-type: none"> <li>• What areas of the College are still waiting on plexiglass to be installed?</li> </ul> <p>The colleague is working on campus. Currently, there is no plexiglass at their work area and they have concerns when students begin arriving.</p> <ul style="list-style-type: none"> <li>• If it is not planned for an area to have plexiglass installed, is there a way it can be requested for the workspace?</li> <li>• If there is no way to request this safety measure, is the next step a discussion between the employee and their supervisor?</li> </ul>	<p>The facilities team received a partial plexiglass order late on Sept. 3. The plexiglass is being deployed.</p> <p>The new personal protective equipment (PPE) order form is located on myHACC. You can find this information under:</p> <ul style="list-style-type: none"> <li>• Quick Links</li> <li>• <a href="#">Facilities PPE supply order form</a></li> </ul> <p>Please note that this form is for disinfecting supplies, gloves and masks.</p> <p>Please work with your supervisor to complete <a href="#">a facilities work order</a>. This information is also on myHACC under “Quick Links.” As the facilities team receives the plexiglass orders, they will be deployed in areas of need.</p> <p>The facilities team at each campus is working to mitigate areas with distancing solutions. Local vendors, like Lowes, have been contacted, and we have been able to make our own plexiglass dividers.</p>	Sept. 8, 2021

540.	heard that HACC purchased IsoClean™ units. Can you give me more details?	<p>HACC has purchased 41 <a href="#">Envirco IsoClean™ CM</a> units. These units are portable, in-room air cleaning systems. They are engineered to provide the optimum combination of high efficiency particulate air (HEPA) cleaning with multiple air changes per hour. All units meet <a href="#">Occupational Safety and Health Administration (OSHA)</a>, <a href="#">Centers for Disease Control and Prevention (CDC)</a> and <a href="#">American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)</a> guidelines.</p> <p>As described in the unit spec sheet, “the Envirco IsoClean™ CM is equipped with two air filters, a <a href="#">Minimum Efficiency Reporting Value (MERV-8)</a> anti-microbial pre filter to capture large pollutants, a high capacity HEPA filter that has the efficiency to capture 99.97% of air contaminants @ .3 microns and UV lights. Effective mitigation for airborne pathogens.”</p> <p>The units will be deployed this week across all campuses in large areas for additional air quality filtration. Some units will be fitted with hoods for sound reduction.</p> <p>Distribution of the units include:</p> <ul style="list-style-type: none"> <li>• Gettysburg – 4 units</li> <li>• Harrisburg – 25 units</li> <li>• Lancaster – 5 units</li> <li>• Lebanon – 2 units</li> <li>• York – 5 units</li> </ul>	Sept. 8, 2021
541.	Can students and employees gather together for indoor or outdoor dining while on campus?	<p>While dining on campus (indoors or outdoors), all students and employees regardless of vaccination status should:</p> <ul style="list-style-type: none"> <li>• Ensure you observe distancing guidelines (at least 6 feet)</li> <li>• Replace your face covering immediately after eating</li> </ul> <p>We realize that you cannot eat with a face covering. For that reason, it is important that you distance yourself while you are eating.</p>	Sept. 8, 2021

		<p>While on campus, all students, employees and visitors – even if they are fully vaccinated – will be expected to wear masks. The College’s <a href="#">official guidance on mask expectations can be found here</a>.</p> <p>Thank you! #MaskUpHawks</p>	
542.	Have any new Zoom background images been designed?	<p>Yes. New <a href="#">Zoom background images</a> have been designed to celebrate September and October holidays.</p> <p><a href="#">New Zoom backgrounds</a> have also been designed to support a stand against bigotry, hatred, misogyny, racism and white supremacy.</p> <p>Please remember to access the Zoom backgrounds using your HACC email address. A link can also be found on myHACC under the “Quick Links” portal:</p> 	Sept. 8, 2021
543.	Will there be any COVID-19 vaccination clinics located at HACC’s campuses?	<p>HACC is honored to be included as a site for COVID-19 vaccination <a href="#">clinics</a>. UPMC is managing the entire process. UPMC has hosted COVID-19 vaccination clinics at the Harrisburg and Lancaster campuses. Students and employees may find more information on clinics in their regions hosted by UPMC at <a href="#">Vaccine.UPMC.com</a>.</p> <p>The upcoming clinic is available at this location: UPMC Memorial (approximately 1.6 miles from HACC’s York Campus)</p> <ul style="list-style-type: none"> <li>• Sept. 8; 4-6 p.m.</li> <li>• Outpatient Services, Entrance B, 1701 Innovation Drive, York</li> </ul> <p>The clinics are open to the public.</p> <p>For more information and to pre-register, please visit <a href="#">Vaccine.UPMC.com</a>.</p>	Sept. 1, 2021

544.	What cleaning/mitigation efforts have been completed in HACC buildings for the return of some employees and students this fall semester?	<p>While many HACC employees and students were away from our campuses, facilities employees were busy preparing for their return. Please note the following measures:</p> <ul style="list-style-type: none"> <li>• All spaces in the buildings have been cleaned and disinfected. A multilayered cleaning approach was used to sanitize spaces: <ul style="list-style-type: none"> <li>○ Remove dirt</li> <li>○ Sanitize with disinfecting spray</li> <li>○ Use electrostatic disinfecting spray guns and disinfecting units as needed</li> </ul> </li> <li>• Plexiglass has been installed in student-facing areas.</li> <li>• Classrooms are set up for six-foot distancing.</li> <li>• All students and employees wear masks in all HACC buildings.</li> <li>• Hand sanitizing and surgical mask distribution stations are conveniently placed throughout the buildings.</li> <li>• HVAC units have been assessed and modified for airflow and filtration.</li> <li>• Portable units that recirculate and purify air will be located in common areas. Delivery of these units is expected by the end of September.</li> </ul>	Sept. 1, 2021
545.	If a student comes to class wearing a face covering other than a mask, what should I do?	<p>HACC’s <a href="#">face covering guidelines</a> continue to require face coverings for <b>all</b> individuals unless they are medically contra-indicated from wearing a face covering. While on campus, all students, employees and visitors – even if they are fully vaccinated – will be expected to wear masks.</p> <p>During the <a href="#">Aug. 19, 2021, collegewide Zoom session</a>, Ellen Horsch and Armenta Hinton emphasized that we wear our masks for those who cannot.</p> <p>Please contact <a href="mailto:CIDO@hacc.edu">CIDO@hacc.edu</a> with questions or concerns related to supporting students with the face covering guidance.</p>	Sept. 1, 2021
546.	Can I come on campus if I had indirect contact with someone who tested positive for COVID-19?	<p>If you have had <b>indirect contact</b> with someone who tested positive for COVID-19 (even if you are fully vaccinated), please email <a href="mailto:corona@hacc.edu">corona@hacc.edu</a> to notify us, and we will work with you to determine if it is safe for you to come on campus.</p> <p>However, if you are experiencing COVID-19 symptoms, tested positive or had <b>direct contact</b> with someone who tested positive for COVID-19 (even if you</p>	Sept. 1, 2021

		are fully vaccinated), please email <a href="mailto:corona@hacc.edu">corona@hacc.edu</a> and do NOT come to campus.  If there are any questions/concerns, please feel free to contact us at <a href="mailto:corona@hacc.edu">corona@hacc.edu</a> . HACC’s safety office can help direct each individual circumstance to the corresponding action plan.	
547.	I am working on campus this fall. Could you please remind me what food options are available at our five campuses?	To learn what dining options are available at all five campuses, please visit <a href="http://hacc.edu/Dining">hacc.edu/Dining</a> .	Sept. 1, 2021
548.	How will the College handle weather announcements during the fall 2021 semester?	If there is a weather announcement regarding campus closures, it will only affect employees and students involved in on-campus classes and services. All other remote work, remote instruction and virtual learning courses will continue as scheduled.  Please see the “Weather Announcement Process During COVID-19” tab on <a href="http://hacc.edu/Weather">hacc.edu/Weather</a> for more information and our communication methods for notifications.	Sept. 1, 2021
549.	Are there any upcoming events to help students prepare for job interviews?	HACC, the HACC Foundation and the HACC Alumni Association are partnering to present a virtual event for HACC students:  <b>HACC Presents: How to Rock the Interview and Land the Job!</b>  This free event will be held Oct. 14, 2021, from 6-7:15 p.m. All currently enrolled HACC students are welcome.  Please share this information with students and invite them to register using this link:  <b>[Zoom information is redacted for security purposes.]</b>  If you are interested in volunteering for this event, please complete and submit this <a href="#">online form</a> by Sept. 10. A training session will be held for volunteers. Thank you!	Sept. 1, 2021



550.	How do I find the hours and availability of our student services?	<p>As the fall semester begins, we'd like to remind you of the hours and availability of our student services. Please note that we are still offering student services remotely. In addition, some services will have a presence on campus for students who are on campus or have scheduled appointments.</p> <p>HACC's student services include (but are not limited to):</p> <ul style="list-style-type: none"> <li>• <a href="#">Advising</a></li> <li>• <a href="#">Bookstore</a></li> <li>• <a href="#">Campus Fitness Center – Lancaster</a></li> <li>• <a href="#">Campus Fitness Center – Harrisburg</a></li> <li>• <a href="#">Career Development</a></li> <li>• <a href="#">CARE Center</a></li> <li>• <a href="#">Computer Help Desk</a></li> <li>• <a href="#">Dining Services</a></li> <li>• <a href="#">Financial Aid</a></li> <li>• <a href="#">Global Education</a></li> <li>• <a href="#">KEYS</a></li> <li>• <a href="#">Learning Commons (Computer Labs/Library/Tutoring/Testing/User Support)</a></li> <li>• <a href="#">Library Chat (24/7 Chat Coverage)</a></li> <li>• <a href="#">Military and Veteran Affairs</a></li> <li>• <a href="#">New Student Orientation</a></li> <li>• <a href="#">Online SmartThinking Tutoring</a></li> <li>• <a href="#">Public Safety Center</a></li> <li>• <a href="#">Registrar</a></li> <li>• <a href="#">Remote Proctoring</a></li> <li>• <a href="#">Student Access Services</a></li> <li>• <a href="#">Student ID and Parking Passes</a></li> <li>• <a href="#">Title IX</a></li> <li>• <a href="#">Transfer Services</a></li> <li>• <a href="#">Welcome Center</a></li> </ul>	Sept. 1, 2021
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551.	Will there be any COVID-19 vaccination clinics located at HACC's campuses?	<p>HACC is honored to be included as a site for COVID-19 vaccination clinics. UPMC is managing the entire process.</p> <p>UPMC is hosting COVID-19 vaccination <a href="#">clinics</a> at the Harrisburg, Lancaster and York campuses. Students and employees at the HACC Gettysburg and Lebanon campuses may find more information on clinics in their regions hosted by UPMC at <a href="http://Vaccine.UPMC.com">Vaccine.UPMC.com</a>.</p> <p>Clinics are available at the following dates, times and locations:</p> <ul style="list-style-type: none"> <li>• HACC's Harrisburg Campus Aug. 31; 11 a.m.-1 p.m. <ul style="list-style-type: none"> <li>○ Bruce E. Cooper Student Center HACC</li> </ul> </li> <li>• Lancaster Campus <ul style="list-style-type: none"> <li>○ Aug. 31; 11 a.m.-1 p.m.</li> <li>○ East Building Multipurpose Room</li> </ul> </li> <li>• UPMC Memorial (approximately 1.6 miles from HACC's York Campus) <ul style="list-style-type: none"> <li>○ Sept. 8; 4-6 p.m.</li> <li>○ Outpatient Services, Entrance B, 1701 Innovation Drive, York</li> </ul> </li> </ul> <p>The clinics are open to the public. While on campus, all students, employees and visitors – even if they are fully vaccinated – will be required to wear masks. The College's official guidance on mask expectations can be found at <a href="#">this link</a>.</p> <p>For more information and to pre-register, please visit <a href="http://Vaccine.UPMC.com">Vaccine.UPMC.com</a>.</p>	Aug. 25, 2021
552.	Can you please remind us about HACC's mask guidance	While on any HACC campus, all students, employees and visitors – even if they are fully vaccinated – will be required to wear masks. The College's official guidance on mask expectations can be found at <a href="#">this link</a> .	Aug. 25, 2021
553.	I heard that there is a form to order personal protective equipment (PPE). Can you please provide more information?	<p>Yes, the <a href="#">Facilities PPE Supply Request Form</a> is located on <a href="#">myHACC</a>.</p> <p>At this time, please allow a three-day turnaround time. Thank you!</p>	Aug. 25, 2021
554.	Is the College still distributing CRRSAA and ARP funds to students?	Since the <a href="#">CRRSAA and ARP allocations</a> began on Aug. 9, the College has disbursed funds to 19,005 students. Funds will continue to be distributed to additional students over the next few weeks.	Aug. 25, 2021

555.	I heard that there is a new process for logging in to some HACC computers this fall. What is the new login process, and what computers will be impacted?	<p>Beginning fall 2021, students will need to log in to campus computers with their HACC credentials. This new process will help ensure a secure technology environment for all students. This change impacts Learning Commons spaces, including the libraries, tutoring centers and some testing centers. This change may also impact some classroom labs.</p> <p>It's important to know your HACC username (the prefix for your HAWKMail email address) and password.</p> <p>If you're having trouble remembering your password, please follow these steps:</p> <ol style="list-style-type: none"> <li>1. Go to <a href="http://my.hacc.edu/">my.hacc.edu/</a></li> <li>2. Click the "Click Here to LOGIN!" button</li> <li>3. Click "Forgotten Password?"</li> <li>4. Follow the prompts on the next page</li> </ol> <p>For any technology assistance, please contact the User Support team 24/7 at <a href="mailto:supportcenter@hacc.edu">supportcenter@hacc.edu</a> or 717-780-2570.</p>	Aug. 25, 2021
556.	I heard that there will be tours of the Lebanon Campus. Can you please provide more details?	<p>You are welcome to join Dr. Ski, HACC's president and CEO, for a tour of HACC's newly renovated Lebanon Campus on Sept. 1 from 11 a.m. - 1 p.m.</p> <p>Please note:</p> <ul style="list-style-type: none"> <li>• There will be several tours throughout this timeframe.</li> <li>• While on campus, all students, employees and visitors – even if they are fully vaccinated – will be required to wear masks. The College's official guidance on mask expectations can be found at <a href="#">this link</a>.</li> </ul> <p>We hope to see you there!</p>	Aug. 25, 2021
557.	Where will employees park at the Lebanon Campus?	Employee parking at the Lebanon Campus is in the lot at the rear of the building on Willow Street. The city has reserved 35 spaces designated by yellow lines.	Aug. 25, 2021

		Parking is free with a HACC hang tag. Tags can be obtained via HACC's <a href="#">Public Safety and Security Department</a> with your vehicle registration and driver's license.	
558.	I heard that there are changes to the parking lots at the Midtown Trade and Technology Center. Can you provide more details?	<p>In addition to lots 1 and 2, those that are adjacent to Midtown 1, overflow parking is available in a new location (lot 3) at 316 Harris Street.</p> <p>All parking is free with a HACC parking pass. Parking passes can be obtained from HACC's Public Safety and Security Department with your vehicle registration and driver's license.</p> <p>HACC no longer owns the lots across the street from Midtown 1. These are private lots with no access for parking.</p> <p>There will be <i>no</i> classes offered at Midtown 2 this fall.</p> <p>To view the new map, please click <a href="#">here</a>.</p>	Aug. 25, 2021
559.	I understand that we should be using generic email addresses to ensure we are communicating effectively and efficiently as part of our One-College model. Where can I find a list of these generic email addresses?	<p>Generic email addresses ensure that our important work continues even when HACC employees are out of the office. These email addresses are effective and efficient and allow us to meet our students' needs and your needs without delay.</p> <p>The list is available in the Human Resources tab of <a href="#">myHACC</a>. It is called "Who at the College Do I Contact?"</p>	Aug. 25, 2021
560.	When will students be able to view the spring 2022 schedule online?	The spring 2022 schedule will go live on Oct. 4.	Aug. 25, 2021
561.	Will there be any COVID-19 vaccination clinics located at HACC's campuses?	<p>HACC is honored to be included as a site for COVID-19 vaccination clinics. UPMC is managing the entire process.</p> <p>UPMC is hosting COVID-19 vaccination <a href="#">clinics</a> at the Harrisburg, Lancaster and York campuses. Students and employees at the HACC Gettysburg and Lebanon campuses may find more information on clinics in their regions hosted by UPMC at <a href="#">Vaccine.UPMC.com</a>.</p> <p>Clinics are available at the following dates, times and locations:</p>	Aug. 18, 2021

		<ul style="list-style-type: none"> <li>• HACC’s Harrisburg Campus Aug. 31; 11 a.m.-1 p.m. <ul style="list-style-type: none"> <li>○ Bruce E. Cooper Student Center HACC</li> </ul> </li> <li>• Lancaster Campus <ul style="list-style-type: none"> <li>○ Aug. 31; 11 a.m.-1 p.m.</li> <li>○ East Building Multipurpose Room</li> </ul> </li> <li>• UPMC Memorial (approximately 1.6 miles from HACC’s York Campus) <ul style="list-style-type: none"> <li>○ Sept. 8; 4-6 p.m.</li> <li>○ Outpatient Services, Entrance B, 1701 Innovation Drive, York</li> </ul> </li> </ul> <p>The clinics are open to the public. While on campus, all students, employees and visitors – even if they are fully vaccinated – will be required to wear masks. The College’s official guidance on mask expectations can be found at <a href="https://bit.ly/3m6QyN7">https://bit.ly/3m6QyN7</a>.</p> <p>For more information and to pre-register, please visit <a href="https://Vaccine.UPMC.com">Vaccine.UPMC.com</a>.</p>	
562.	Some students who received an email saying that they were eligible for the student disbursement from the CRRSAA and ARP funds haven’t received anything yet. When will they receive those funds?	Disbursements of funds to students began the week of Aug. 9 and will continue for the next several weeks. As of Aug. 11, the College has processed 3,471 of the CRRSAA/ARP student allocations. Disbursements will continue over the course of the next several weeks as more than 22,700 students are receiving funds. For more information, please visit <a href="https://hacc.edu/CARESact">hacc.edu/CARESact</a> .	Aug. 18, 2021
563.	Someone said that HACC intentionally delayed the distribution of CRRSAA/ARP funds to students so that the College could gain interest on those monies. Is this true?	<p>There is absolutely no truth to this rumor.</p> <p>The terms of the federal grant specifically state that the College must distribute emergency financial aid grants to students within 15 calendar days of drawing federal funds. As a normal business practice, the College uses its own money to disburse funds to students. The College is then reimbursed by the federal government. <b>The delay in disbursements to students was caused by the lack of clear guidance from the federal government on student eligibility.</b> The U.S. Department of Education issued clarifying guidance in May 2021, and the College immediately began developing a distribution plan based on that guidance.</p>	Aug. 18, 2021

		If you continue to hear this rumor, please provide the individual with this correct information.	
564.	Will the Financial Aid Department be open on the campuses to start the fall semester?	<p>Effective immediately and continuing until at least Oct. 1, financial aid services will be delivered in a remote-only format. If you are seeking financial aid support, please use one or more of the following options:</p> <ul style="list-style-type: none"> <li>• Email: <a href="mailto:financialaid@hacc.edu">financialaid@hacc.edu</a></li> <li>• Phone: 800-422-2222</li> <li>• Hawkstop Zoom session: <a href="https://hacc.zoom.us/j/4531370780#success">https://hacc.zoom.us/j/4531370780#success</a> (Available Monday-Thursday, 8 a.m.-6:30 p.m.. and Fridays, 9 a.m.-4:30 p.m.)</li> <li>• Remote appointment request: Please use this link to schedule an individual financial aid Zoom appointment and get help with FAFSA completion.</li> </ul> <p>This change is temporary. We hope to return to on-campus service in early October.</p>	Aug. 18, 2021
565.	I read that the Subway at the Harrisburg Campus is now closed. What food options will be available this fall?	<p>The Subway on HACC's Harrisburg Campus is closed as of June 30.</p> <p>However, HACC will continue offering a variety of food options across our five campuses. To learn more, please visit <a href="http://hacc.edu/Dining">hacc.edu/Dining</a>.</p>	Aug. 18, 2021
566.	When is HACC's fall 2021 graduation?	As of Aug. 18, the College intends to have an in-person Commencement ceremony at the Giant Center on Dec. 14. This information is tentative and subject to change.	Aug. 18, 2021
567.	When is the deadline for my performance appraisal?	<p>Remaining performance evaluations and feedback should be completed by Aug. 31. For assistance, please go to <a href="#">PageUp</a> or contact the Office of Human Resources at <a href="mailto:employeerelations@hacc.edu">employeerelations@hacc.edu</a>.</p> <p>Annual performance reviews are a key component to employee development at HACC. These reviews are a tool to understand how well employees are performing in their role, determine if there are opportunities for training throughout the College, formally acknowledge contributions that employees have made to the College, and promote professional growth.</p>	Aug. 18, 2021
568.	What cleaning/mitigation efforts have been completed in the campus buildings for the return of	While many HACC employees and students were away from our campuses, facilities employees were busy preparing for their return.	Aug. 11, 2021

	some HACC employees and students this fall semester?	<ul style="list-style-type: none"> <li>• All spaces in the buildings have been cleaned and disinfected. A multilayered cleaning approach was used to sanitize spaces: <ul style="list-style-type: none"> <li>○ Remove dirt</li> <li>○ Sanitize with disinfecting spray</li> <li>○ Use electrostatic disinfecting spray guns and MoonBeam 3TM UV- C disinfecting units as needed</li> </ul> </li> <li>• Plexiglass has been installed in student-facing areas.</li> <li>• Classrooms are set up for six-foot distancing.</li> <li>• All students and employees wear masks in all HACC buildings.</li> <li>• Hand sanitizing and surgical mask distribution stations are conveniently placed throughout the buildings.</li> <li>• HVAC units have been assessed and modified for airflow and filtration.</li> <li>• Portable units that recirculate and purify air are located in common areas.</li> </ul>	
569.	In last week's email, it was stated that additional guidance related to wearing masks on campus was forthcoming. Can you share that information?	<p>While on campus, all students, employees and visitors will be expected to wear masks.</p> <p>The College's official guidance on mask expectations can be found <a href="#">at this link</a>.</p>	Aug. 11, 2021
570.	Does HACC have a standard, approved message that we should include in our emails regarding fall plans?	<p>Yes. Please add the following to your email signature:</p> <p>Please note: Fall 2021 classes will be taught through in-person instruction, remote instruction and virtual learning. Also, select student services will be available on campus in the fall. HACC campus grounds are now open to the public. However, HACC buildings are only open to students and employees in on-campus classes and those approved for select student services. Please visit <a href="http://hacc.edu/Coronavirus">hacc.edu/Coronavirus</a> for more information.</p>	Aug. 11, 2021
571.	I heard that the Office of Student Affairs and Enrollment Management is going through a reorganization. Where can I find more details?	<p>We are excited to continue to grow with our One-College philosophy and create the best environment for our students to thrive. For more information, please visit the organizational enhancements Google <a href="#">site</a>.</p>	Aug. 11, 2021

572.	Is there a program that could possibly help students get reduced-cost internet service?	<p>In an <a href="#">email</a> sent earlier this summer, we informed students about a federal program that could help them save money on the cost of monthly internet service.</p> <p>The Emergency Broadband Benefit Program provides a temporary discount on monthly broadband bills for qualifying low-income households.</p> <p>To apply online, please visit <a href="https://www.getemergencybroadband.org">GetEmergencyBroadband.org</a>.</p>	Aug. 11, 2021
573.	Does the HACC Bookstore still sell Apple® iPad and Mac at an educational discount?	The HACC Bookstore is an Apple® Authorized Campus Store and is able to sell Apple® products at an educational price. Please visit the bookstore <a href="#">website</a> for current pricing. Apple® and HawkTech are currently offering an AirPods promotion when purchasing a Mac or the latest version of the iPad Pro or iPad Air.	Aug. 11, 2021
574.	Will HawkTech be doing Apple® repairs?	HawkTech will be doing Apple® repairs by appointment only. Please email <a href="mailto:hawktechstore@hacc.edu">hawktechstore@hacc.edu</a> to schedule an appointment.	Aug. 11, 2021
575.	I heard the College has a new work order system. Can you provide more information?	<p>Yes. The College is now using the School Dude software. To access the software, please:</p> <ul style="list-style-type: none"> <li>• Log in to <a href="#">myHACC</a></li> <li>• Find “Quick Links” and “HACC Applications” under the “Employee” tab</li> <li>• Find “<a href="#">Facilities Work Order</a>”</li> </ul> <p>This link will redirect you to <a href="#">School Dude Asset</a> Essentials where you can submit your work request.</p>	Aug. 11, 2021
576.	In light of the Delta variant and low vaccination rates, many companies are pushing back their "return to office" dates. However, many HACC employees are expected back in the office on Aug. 16. Will vaccinated employees be encouraged to wear masks? Will the College institute some type of contact tracing? If a colleague contracts COVID-19	<p>As of Aug. 4, 2021, the College has not changed its fall return-to-campus plans. Details of those plans are available on <a href="#">this webpage</a>.</p> <p>At this time, masks are still to be worn by all employees and students while on campus. Additional guidance about the fall semester and mask wearing will be forthcoming in the near future.</p> <p>The success of any contact tracing efforts depends on individual reporting. Any student or employee who has tested positive for COVID-19, has symptoms or has been in contact with someone who has tested positive should notify the College by emailing <a href="mailto:corona@hacc.edu">corona@hacc.edu</a>. Please note that contact is defined as</p>	Aug. 4, 2021



	and calls off sick to quarantine, they will likely notify the Office of Human Resources. If we work closely with that individual, we could potentially expose at-risk family members. More research shows that breakthrough cases are occurring even if you're vaccinated. HACC can keep the person's identity confidential, but it seems ethical that we would at least alert that unit or office space of potential exposure so we can get tested.	<p>being within 6 feet of the individual who has tested positive for 15 minutes or more.</p> <p>When HACC receives reports of an exposure or a positive coronavirus infection, we handle each report with the utmost confidentiality. The following actions will be taken:</p> <ul style="list-style-type: none"> <li>• If the person has been on campus, the area will be immediately closed and disinfected.</li> <li>• The appropriate colleague will send a link to fill out a form.</li> <li>• Once the form is submitted, guidelines for that individual will be given immediately.</li> <li>• All other individuals who may be affected will be emailed separately with the guidelines they are to follow.</li> <li>• Individuals' names will be kept confidential.</li> </ul> <p>The College will continue to monitor the evolving situation. Employees and students are reminded that all plans are subject to change.</p>	
577.	What is the status of student disbursements from the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) and American Rescue Plan (ARP) funds?	Disbursements of funds to students will begin the week of Aug. 9 and continue for the next several weeks. Eligible students were notified via email on Aug. 3. For more information, please visit <a href="http://hacc.edu/CARESact">hacc.edu/CARESact</a> .	Aug. 4, 2021
578.	I will be required to work on campus this fall. What food options will be available to me?	<p>We're excited to welcome our students and employees back to our five campuses this fall.</p> <p>There will be a variety of food options available. To learn more, please visit <a href="http://hacc.edu/Dining">hacc.edu/Dining</a>.</p>	Aug. 4, 2021
579.	Do I need to self-screen before coming to a HACC campus?	Yes. Please continue <a href="#">self-screening</a> (pdf) each day. Although HACC is no longer providing wellness screening for you, it is important to evaluate how you feel.	Aug. 4, 2021
580.	What do I do if I have been in contact with someone who tested positive for COVID-19 or if I	Note that if you are feeling any symptoms of COVID-19 or have had a fever over 100.4 degrees within 48 hours prior to coming to campus, <b>please do NOT come to campus</b> . Please notify the College by emailing <a href="mailto:corona@hacc.edu">corona@hacc.edu</a> . Please describe whether you tested positive, have symptoms or have been in	Aug. 4, 2021

	have symptoms or test positive for COVID-19	contact with someone who has tested positive. Contact is defined as within 6 feet for 15 minutes or more. This process is required for vaccinated and unvaccinated individuals.	
581.	I am concerned about the rise in unemployment fraud claims. Where can I find more information and resources?	Please visit this <a href="#">website</a> with information and resources for HACC employees.  For additional clarification on the unemployment compensation process and reporting fraud, please visit the Pennsylvania Department of Labor and Industry's <a href="#">website</a> .	July 28, 2021
582.	Will there be no-meeting days for 2021-22?	Yes. The no-meeting days for 2021-22 are: <ul style="list-style-type: none"> <li>• Sept. 8, 2021</li> <li>• Oct. 8, 2021</li> <li>• Nov. 3, 2021</li> <li>• Dec. 10, 2021</li> <li>• Jan. 26, 2022</li> <li>• Feb. 18, 2022</li> <li>• March 16, 2022</li> <li>• April 22, 2022</li> </ul> <p>More information can be found on <a href="#">myHACC</a>.</p>	July 28, 2021
583.	I heard PSECU is offering a few promotions. Could you please provide more information?	Through HACC's partnership with PSECU, HACC employees could receive a \$250 bonus for joining and meeting a few requirements. Please visit <a href="http://bit.ly/2OnWtyc">bit.ly/2OnWtyc</a> to learn more and use promo code FS250 when joining.  Parents of HACC students are also eligible to become PSECU members if their student is a member. Eligible individuals could receive a \$250 bonus for joining and meeting a few requirements. Parents may visit <a href="http://bit.ly/3s2YKxw">bit.ly/3s2YKxw</a> and use promo code 250OFFER when joining.	July 28, 2021
584.	How do students order course materials, and will the bookstores be open this fall?	The list of required and optional course materials for fall 2021 is available on the bookstore website: <a href="http://bookstore.hacc.edu">bookstore.hacc.edu</a>  If materials are not yet listed for a specific course, please check back frequently, as materials are being added daily. Financial aid will be available to use for the fall 2021 semester on Aug. 9, 2021.	July 21, 2021

		<p>Please note the following:</p> <ul style="list-style-type: none"> <li>• Starting Aug. 1, 2021, there will be a \$4.95 shipping fee for each order shipped via UPS.</li> <li>• Customers placing a web order will have the option to pick up their order at any campus bookstore during open store hours, which start Aug. 16, 2021.</li> <li>• There is no longer a bookstore located on the Lebanon Campus. However, customers can pick up their orders at the Learning Commons Desk located on the third floor of the Lebanon Campus.</li> <li>• All orders for textbooks and other course materials should be placed online through the fall 2021 semester. Not all textbooks and other course materials will be available to purchase at all campus bookstore locations.</li> <li>• School and office supplies and HACC-imprinted merchandise (such as clothing and gift items) will be available to purchase at all campus bookstore locations.</li> <li>• Apple® products will be available to purchase in the Harrisburg Campus bookstore or online.</li> <li>• Textbooks and other required course materials need to be pre-ordered even if you choose in-store pickup.</li> </ul>	
585.	<p>I recently went into my myHACC account to view my job summary. It looks like there is a new position number, and I seem to be reclassified. However, the salary letter is dated Jan. 1, 2021. When will the new letters be available?</p>	<p>As part of the One-College reorganization and BANNER changes, all employees will show a new position number. This change is effective as of July 4, 2021. The revised letters will be updated by the Office of Human Resources after the salary increases are uploaded.</p>	July 21, 2021
586.	<p>Employees received an annual raise in January. The frequently asked questions (FAQ) <a href="#">sheet</a> for the fiscal 2021-22 budget shows that employees will receive a 2% raise this year. When is that raise scheduled, and who is eligible?</p>	<p>Regular full-time and part-time employees are eligible to receive the salary increase, unless their current salary is greater than or equal to the maximum of the salary range.</p> <p>Employees who are new to a regular full-time or regular part-time role must serve in that position for at least six months and successfully pass the</p>	July 21, 2021

		<p>introductory period to be eligible to receive an annual salary increase. The exceptions are detailed further in the <a href="#">SGP 402 Pay Practices Handbook</a>.</p> <p>Information for adjunct faculty can be found in <a href="#">myHACC</a> under Compensation and Benefits in the HR portal. Most reclassified employees in the CEO review will receive the 2% increase after the reclassification has been applied. Please see the exceptions outlined in “Applying Board-approved Salary Increases” in SGP 402. For further information or to ask questions, please email Brianna Bolin at <a href="mailto:bnbolin@hacc.edu">bnbolin@hacc.edu</a>.</p>	
587.	<p>I heard that HACC is enhancing its holiday schedule. What does that mean?</p>	<p>Among our many benefits, HACC has a very generous <a href="#">holiday schedule</a>.</p> <p>We are pleased that U.S. President Joe Biden recently announced that <a href="#">Juneteenth</a> is now a national holiday. Therefore, beginning in 2022, HACC will recognize the holiday and be officially closed on the holiday.</p> <p>Also, beginning in 2022, when holidays fall on a day the College is closed, HACC will be closed the following Monday. For example:</p> <ul style="list-style-type: none"> <li>• When New Year’s Day falls on a Saturday or Sunday, HACC will be closed the following Monday.</li> <li>• When Juneteenth falls on a Friday, Saturday or Sunday, HACC will be closed the following Monday. Friday is included, because the College is closed on Fridays in the summer.</li> <li>• When the Fourth of July falls on a Friday, Saturday or Sunday, HACC will be closed the following Monday. Friday is included, because the College is closed on Fridays in the summer. We will no longer do a <a href="#">“floating holiday.”</a></li> </ul> <p>We are making these enhancements for several reasons:</p> <ul style="list-style-type: none"> <li>• We need to recognize significant holidays so that we can continue to celebrate and honor those who built this country and have made significant contributions to our country.</li> <li>• Holidays allow us to celebrate, spend time with families and friends, relax and recharge.</li> </ul>	July 14, 2021

		<ul style="list-style-type: none"> <li>Holidays reinforce our commitment to mental health and professional-personal life balance.</li> </ul>	
588.	Do I still need to fill out a Wellness Screening form prior to coming to a HACC campus?	<p>No. You no longer need to complete the online Wellness Screening form.</p> <p>However, as recommended by the CDC, you will need to perform your own <a href="#">self-screening</a>.</p> <p>If you have any symptoms, please do not come to campus.</p>	July 14, 2021
589.	I am confused as to how I am expected to work in the fall - remotely or on campus. Where can I get clarification?	<p>Each vice president provided an overview of their unit's plans for the fall 2021 semester. Please view the following Zoom <a href="#">session</a> recordings:</p> <p>April 8, 2021:</p> <ul style="list-style-type: none"> <li>Office of College Advancement</li> <li>Office of Human Resources</li> <li>Office of Inclusion, Diversity and Belonging</li> <li>Office of Workforce Development and Continuing Education</li> </ul> <p>April 15, 2021:</p> <ul style="list-style-type: none"> <li>Office of Academic Affairs</li> <li>Office of Finance</li> <li>Office of Information Technologies and Learning Experience</li> <li>Office of Student Affairs and Enrollment Management</li> </ul> <p>Please contact your vice president if you have additional questions.</p>	July 14, 2021
590.	How is HACC responding to the recent increase in fraudulent unemployment claims?	<p>According to the U.S. Department of Labor, the federal government's recent expansion of unemployment insurance benefits during the coronavirus crisis led to an uptick in fraudulent claims. This is an issue nationwide.</p> <p>HACC's Office of Human Resources (OHR) is available as a liaison to help direct employee questions and concerns to the subject matter experts.</p> <ul style="list-style-type: none"> <li>For additional clarification on the unemployment compensation process and reporting fraud, please visit the Pennsylvania Department of Labor</li> </ul>	July 14, 2021

and Industry Unemployment Compensation website:

<https://www.dli.pa.gov/Pages/default.aspx>

- For IT-related and cybersecurity-related concerns, please contact [cybersecurity@hacc.edu](mailto:cybersecurity@hacc.edu)
- For direct deposit and payroll concerns, please email [payroll@hacc.edu](mailto:payroll@hacc.edu)
- If you have questions regarding our process or believe you are a victim of unemployment fraud, please email [employeerelations@hacc.edu](mailto:employeerelations@hacc.edu)

OHR continues to report potential unemployment fraud so state agencies can act promptly.

The following questions and answers provide more information on protecting yourself and reporting fraud:

**Q: What is HACC doing to protect employee data?**

A: OHR has enhanced its processes through the following actions:

- Following the Pennsylvania Department of Labor and Industry’s processes
- Taking additional steps when receiving unemployment claims
- Assisting colleagues who have been victims of unemployment fraud

**Q: What is the Pennsylvania Department of Labor and Industry doing to prevent unemployment compensation fraud?**

A: For details on how the Pennsylvania Department of Labor and Industry is preventing unemployment compensation fraud, please visit

<https://www.uc.pa.gov/Fraud/Pages/Fraud-FAQs.aspx>

**Q: How do I report someone filing for benefits using my identity?**

A: To report someone filing for benefits using your identity, you can:

- Visit <https://www.uc.pa.gov/Pages/Report-Fraud-Here.aspx> and click “Report Fraud” at the bottom of the page to complete and submit the identity theft form.
- Call the Pennsylvania Fraud Hotline at 1-800-692-7469.

		<ul style="list-style-type: none"> <li>File a police report with the municipality in which you reside.</li> </ul> <p><b>Q: What steps should I take to protect my identity?</b>  <b>A:</b> Tips on protecting your identity can be found at <a href="https://www.uc.pa.gov/Fraud/Pages/default.aspx">https://www.uc.pa.gov/Fraud/Pages/default.aspx</a></p> <p><b>Q: What additional steps should be taken to report fraud and identity theft?</b>  <b>A:</b> Additional steps include:</p> <ul style="list-style-type: none"> <li>Report your information to the National Center for Disaster Fraud by visiting <a href="https://www.justice.gov/disaster-fraud/ncdf-disaster-complaint-form">https://www.justice.gov/disaster-fraud/ncdf-disaster-complaint-form</a></li> <li>Start a recovery plan with the Federal Trade Commission by visiting <a href="https://www.identitytheft.gov/">https://www.identitytheft.gov/</a></li> <li>Follow the Pennsylvania Attorney General’s Office tips and instructions to check your credit more often by visiting <a href="https://www.attorneygeneral.gov/taking-action/consumer-alerts/shapiro-issues-consumer-alert-check-your-credit-more-often-through-covid-19-emergency/">https://www.attorneygeneral.gov/taking-action/consumer-alerts/shapiro-issues-consumer-alert-check-your-credit-more-often-through-covid-19-emergency/</a></li> </ul>	
591.	What are some tips on how to effectively search the HACC website?	<p>HACC implemented a Google search on our <a href="#">website</a>! Adding this search means we are using Google’s search capability and functionality. The results of the search are formatted similarly to what you would see on Google.</p> <p>Please try the new Google search and let us know what you think!</p> <p>To test the search feature, please:</p> <ul style="list-style-type: none"> <li>Visit <a href="http://hacc.edu">hacc.edu</a></li> <li>Type a word or phrase in the search bar and click the search icon</li> <li>Review the search results listing</li> <li>Email <a href="mailto:webmaster@hacc.edu">webmaster@hacc.edu</a> with your feedback</li> </ul>	July 14, 2021
592.	Can you please provide an update on the classified employee job review?	<p>HACC’s Office of Human Resources recently completed a review of all classified employee positions as a result of feedback received from classified employees and their supervisors. For more information, please review the new information under “Review of Job Titles” on <a href="#">this website</a>.</p>	June 30, 2021

593.	I know that Banner is being updated to better serve our students. How does this impact me?	<p>In the <a href="#">June 9 weekly email</a>, we informed HACC students and colleagues that we are updating our systems.</p> <p>From 12:01 a.m. on June 30 through 11:59 p.m. on July 1, 2021, HACC students will not be able to:</p> <ul style="list-style-type: none"> <li>• Access HACCWeb</li> <li>• Register for credit and noncredit summer or fall 2021 classes</li> <li>• Drop classes (<i>please note that the <a href="#">drop period</a> for the first eight-week summer semester is extended to July 5, 2021.</i>)</li> <li>• View and browse classes</li> <li>• View their student account in Banner</li> <li>• Request academic transcripts and certificates of residency</li> <li>• Access financial aid</li> <li>• View “pay my account” and “enroll in HACC payment plan”</li> <li>• Access course merchant to register for noncredit classes</li> </ul> <p>HACC employees will be unable to:</p> <ul style="list-style-type: none"> <li>• Access HACCWeb</li> <li>• Submit confirmation of attendance after 11:59 p.m. on June 29, 2021</li> <li>• Submit grades for the summer first six-week semester until 8 a.m. on July 2, 2021</li> <li>• Access SciQuest</li> <li>• Access Banner, including for any processing or viewing</li> </ul> <p>If students have any questions, they can contact the <a href="#">Welcome Center</a> at <a href="mailto:OneStopWC@hacc.edu">OneStopWC@hacc.edu</a> and 717-780-2378, or complete the <a href="#">online feedback form</a>.</p>	June 30, 2021
594.	I heard that the employee parking lot in Lebanon has been shut down due to the city’s Phase II construction. Where do I park at the Lebanon Campus, and how do I get into the building?	The Lebanon Campus employee parking lot has been fenced off as a construction hard-hat area. This action was taken to accommodate materials needed for Phase II construction of the first and second floors of the Lebanon City building. In addition, ground has been broken to begin the construction of the city police garage.	June 30, 2021



		<p>HACC employee parking has been relocated to the “two-hour” city parking lot adjacent to the previous employee lot in the rear of campus. The city has designated as “reserved” the 35 spaces for HACC employees. A HACC vehicle hang tag will be required to park in these spaces. HACC employees <i>are not</i> limited to the two-hour maximum.</p> <p>There are directional signs on the fence indicating the path to the front doors of the campus along the left side of the fence. Entrance to the building will be through the front doors along Cumberland Street. During the summer months, please call the security number posted on the front door for entrance. HACC swipe card access has been disabled.</p>	
595	Are there any new organizational enhancements we should be aware of?	Effective July 4, the Office of College Advancement will be adding a new department, the Administrative Services Department. Please visit our organizational enhancements <a href="#">site</a> for more information.	June 23, 2021
596	I am confused as to how I am expected to work in the fall - remotely or on campus. Where can I get clarification?	<p>Each vice president provided an overview of their unit’s plans for the fall 2021 semester. Please view the following Zoom <a href="#">session</a> recordings:</p> <p>April 8, 2021:</p> <ul style="list-style-type: none"> <li>• Office of College Advancement</li> <li>• Office of Human Resources</li> <li>• Office of Inclusion, Diversity and Belonging</li> <li>• Office of Workforce Development and Continuing Education</li> </ul> <p>April 15, 2021:</p> <ul style="list-style-type: none"> <li>• Office of Academic Affairs</li> <li>• Office of Finance</li> <li>• Office of Information Technologies and Learning Experience Office of Student Affairs and Enrollment Management</li> </ul> <p>Please contact your vice president if you have additional questions.</p>	June 23, 2021
597	Independence Day falls on Sunday this year. What is HACC's policy on holidays that occur during the weekend?	<p>Since Independence Day falls on a day when the College is closed, employees will be granted a floating holiday in accordance with <a href="#">SGP 814</a>.</p> <p>The floating holiday may be used any time between July 1 and July 31, 2021, with your supervisor’s approval, and must be documented on your timesheet.</p>	June 23, 2021

598.	<p>I've been directed to resume working on campus in August and am uncomfortable doing so due to COVID-19 concerns. Would I qualify for an ADA accommodation?</p>	<p>The <a href="#">Americans with Disability Act (ADA)</a> prohibits employers from discrimination against qualified individuals with a disability. These protections include job applications, hiring, advancement, compensation, training, firing and other terms, conditions and privileges of employment.</p> <p>An individual with a disability is a person who:</p> <ul style="list-style-type: none"> <li>• Has a physical or mental impairment that substantially limits one or more major life activities;</li> <li>• Has a record of such an impairment; or</li> <li>• Is regarded as having such an impairment</li> </ul> <p>A qualified employee or applicant with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question. Reasonable accommodation may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Making existing facilities used by employees readily accessible to and usable by persons with disabilities</li> <li>• Restructuring jobs, modifying work schedules, reassignment to a vacant position</li> <li>• Acquiring or modifying equipment or devices; adjusting or modifying examinations, training materials, or policies; and providing qualified readers or interpreters</li> </ul> <p>An employer is required to make a reasonable accommodation to the known disability of a qualified applicant or employee if it would not impose an "undue hardship" on the operation of the employer's business. Reasonable accommodations are adjustments or modifications provided by an employer to enable people with disabilities to enjoy equal employment opportunities.</p> <p>Because accommodations vary depending upon the needs of the individual applicant or employee, every request for reasonable accommodation is evaluated on an individual basis.</p>	June 23, 2021
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599.	I hear from students that they receive too many emails from HACC. How can we help make sure the College is communicating effectively with students?	We want to make sure that we are effectively communicating with our students in ways that work for them. An above-average number of students are opening this weekly email to them, but we want to hear more directly from our students. Please encourage students to complete this short survey [Link is redacted for security purposes and survey accuracy.] <b>by June 27</b> . Our collegewide task force will review students' responses to develop recommendations for a streamlined approach to continuing student communications.	June 16, 2021
600.	I heard that Banner will be unavailable at the end of this month. How does this impact HACC employees?	<p>Given the system changes caused by the One-College reorganization conversion, HACC will experience a Banner blackout period on June 30 and July 1, 2021.</p> <p>From 12:01 a.m. on June 30 through 11:59 p.m. on July 1, 2021, HACC students will not be able to:</p> <ul style="list-style-type: none"> <li>• Access HACCWeb</li> <li>• Register for credit and noncredit summer or fall 2021 classes</li> <li>• Drop classes (<i>please note that the <a href="#">drop period</a> for the first six-week summer semester will be extended to July 5, 2021.</i>)</li> <li>• View and browse classes</li> <li>• View their student account in Banner</li> <li>• Request academic transcripts and certificates of residency</li> <li>• Access financial aid</li> <li>• View “pay my account” and “enroll in HACC payment plan”</li> <li>• Access course merchant to register for noncredit classes</li> </ul> <p>HACC employees will be unable to:</p> <ul style="list-style-type: none"> <li>• Access HACCWeb</li> <li>• Submit confirmation of attendance after 11:59 p.m. on June 29, 2021</li> <li>• Submit grades for the summer first six-week semester until 8 a.m. on July 2, 2021</li> <li>• Access SciQuest</li> <li>• Access Banner, including for any processing or viewing</li> </ul>	June 9, 2021

		If you need additional information, please contact the <a href="#">Welcome Center</a> at <a href="mailto:OneStopWC@hacc.edu">OneStopWC@hacc.edu</a> and 717-780-2378, or complete the <a href="#">online feedback form</a> .	
601.	I saw the email about the CARES Act, and I am wondering who is eligible to receive funds?	<p>Please note that the College distributed all CARES Act funds to students.</p> <p>The U.S. Department of Education released guidance for the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) on May 14, 2021. CRRSAA includes a portion of funding dedicated to students for emergency financial aid grants (similar to the 2020 CARES Act). HACC is committed to following the terms of the grant and the guidance for its use. At this time, we are still determining the methodology that will be used to allocate the funds, which includes eligibility of students. Additional updates will be communicated via email and posted here: <a href="http://hacc.edu/CARESact">hacc.edu/CARESact</a>.</p>	June 9, 2021
602.	Where can I find the graduate celebration image that Dr. Ski used for his background during a recent weekly collegewide Zoom meeting?	<p>The image can be found here:  <a href="https://drive.google.com/drive/folders/1Ayvt7XNBV5yF9JWf2i9Xo25WAdFAUQWW?usp=sharing">https://drive.google.com/drive/folders/1Ayvt7XNBV5yF9JWf2i9Xo25WAdFAUQWW?usp=sharing</a></p>	June 9, 2021
603.	I heard that the positions of director and coordinator of high school partnerships are moving to the Office of Student Affairs and Enrollment Management. Could you please provide more information?	<p>Effective June 1, 2021, the positions of director and coordinator of high school partnerships transitioned from the Office of Academic Affairs to the Office of Student Affairs and Enrollment Management.</p> <p>In support of the College's strategic plan and core values, the Office of Student Affairs and Enrollment Management continues to foster relationships with its current high school partners, while actively pursuing new partnerships. The director and coordinator of high school partnerships will address the needs of high school partners to enhance the student experience within the Office of Student Affairs and Enrollment Management. Thus, both positions are instrumental to the advancement of the College's Dual Enrollment and College in the High School programs in general and the Office of Student Affairs and Enrollment Management specifically. Please visit our organizational enhancements <a href="#">Google site</a> for more information.</p>	June 2, 2021
604.	When will information be shared about the One-College updates in Banner and other systems?	Information for HACC employees pertaining to updates to Banner and other systems to reflect changes related to the One-College reorganization is	June 2, 2021

		<p>available on a new project site: <a href="https://sites.google.com/hacc.edu/banner-one-college-reorg/home">https://sites.google.com/hacc.edu/banner-one-college-reorg/home</a>.</p> <p>The site includes information about the project as a whole, how to access support and commonly asked questions.</p> <p>These changes will go into effect with fiscal year 2021-22 as of July 1, 2021. Because of the updates, our current fiscal year-end activities are more complex. As a result, Banner will be unavailable to students and employees on June 30 and July 1. Details about this interruption of service and other aspects of the project will be communicated later this month and will include training targeted to specific audiences. The training sessions will be recorded and available on the project site</p>	
605.	<p>Our campus grounds are now open to the public. What does that mean?</p>	<p>The general public may:</p> <ul style="list-style-type: none"> <li>• Park on campus</li> <li>• Walk the campus grounds</li> </ul> <p>We will also allow outside events (but not inside events) to be held on our campuses. An example of this is the Dauphin County and UPMC COVID-19 vaccination clinic on HACC’s Harrisburg Campus.</p> <p>Additionally, tenants are authorized to come back on campus.</p> <ul style="list-style-type: none"> <li>• Please note that: Our <b><i>buildings</i></b> will <b><i>not</i></b> be accessible to the public.</li> <li>• Employees who have been working remotely <b><i>must continue to do so</i></b> and may not come back onto campus this summer unless authorized by filling out the <a href="#">Employee On-Campus Authorization form</a>.</li> <li>• This information is <b><i>tentative and subject to change</i></b>.</li> </ul> <p>Although HACC is no longer providing wellness screening for you, it is important to continue self-screening each day and evaluate how you feel. If you are feeling any symptoms of COVID-19 or have had a fever over 100.4 degrees within 48 hours prior to coming to campus, please DO NOT come to campus. Please notify the College by emailing <a href="mailto:corona@hacc.edu">corona@hacc.edu</a>. Describe whether you</p>	June 2, 2021

		<p>tested positive, have symptoms or have been in contact with someone who has tested positive. Contact is defined as within 6 feet for 15 minutes or more.</p> <p>Your safety will continue to be our top priority! Although we cannot control COVID- 19 and how it spreads, we will continue to do our part to help maintain student, employee and building safety by following protocols, as per governor’s orders and Centers for Disease Control and Prevention (CDC) recommendations.</p>	
606.	Are there any current HACC Foundation fundraisers to which I can contribute?	<p>Hagir Elsheikh, a HACC alumna and member of the HACC Board of Trustees, has written “Through Tragedy and Triumph: A Life Well Traveled,” a powerful account of how she overcame tremendous odds as a Sudanese refugee to become a voice and advocate for women everywhere.</p> <p>Now through June 10, 2021, all proceeds from sales of her book will be donated to the <a href="#">HACC Foundation</a>. You are invited to please purchase the book in support of HACC students by accessing this link: <a href="https://amzn.to/3uiryTA">https://amzn.to/3uiryTA</a>.</p>	June 2, 2021
607.	I heard that PSECU is hosting a free webinar on shopping for a credit card. Could you please provide more information so that I can tune in?	<p>With a variety of credit cards available, it is important to choose the right one. On June 8 at noon, PSECU is hosting, “Wallet Works – How to Shop for a Credit Card Webinar” to provide tips for choosing a credit card and more!</p> <p>By June 7, please use <a href="#">this link</a> to register for the webinar.</p> <p>Please note that attendance is open to all – even those who are not PSECU members</p>	June 2, 2021
608.	Will HACC be open on Fridays during the summer?	<p>HACC is closed on Fridays during the summer. However, select enrollment-related and student services will have a presence available various Fridays throughout the summer.</p> <p>These services include (but are not limited to):</p> <ul style="list-style-type: none"> <li>• <a href="#">Admissions</a></li> <li>• <a href="#">Advising</a></li> <li>• <a href="#">Career Development</a></li> <li>• <a href="#">CARE Center</a></li> <li>• <a href="#">Computer Help Desk</a></li> <li>• <a href="#">Financial Aid</a></li> </ul>	May 26, 2021

		<ul style="list-style-type: none"> <li>• <a href="#">Global Education</a></li> <li>• <a href="#">KEYS</a></li> <li>• <a href="#">Library Chat</a></li> <li>• <a href="#">Military and Veteran Affairs</a></li> <li>• <a href="#">New Student Orientation</a></li> <li>• <a href="#">Public Safety Center</a></li> <li>• <a href="#">Registrar</a></li> <li>• <a href="#">Remote Proctoring</a></li> <li>• <a href="#">Online SmartThinking Tutoring</a></li> <li>• <a href="#">Student Access Services</a></li> <li>• <a href="#">Title IX</a></li> <li>• <a href="#">Welcome Center</a></li> </ul> <p>This work arrangement began May 17 and will end Aug. 15, 2021.</p>	
609.	When you say that “our campuses are open to the public June 1, 2021,” what does that mean?	<p>This means that:</p> <ul style="list-style-type: none"> <li>• The public <i>can park on campus</i>.</li> <li>• The public <i>can walk the campus grounds</i>.</li> <li>• We will <i>allow outside events</i> (but not inside events) to be held on our campuses. An example of this is the Dauphin County and UPMC COVID-19 vaccination clinic on HACC’s Harrisburg Campus.</li> <li>• We will <i>allow tenants</i> to come back on campus.</li> </ul> <p>Please note that:</p> <ul style="list-style-type: none"> <li>• Our <i>buildings</i> will <b><i>not</i></b> be accessible to the public.</li> <li>• Employees who have been working remotely <i>must continue to do so</i> and may not come back onto campus this summer unless authorized by filling out the <a href="#">Employee On-Campus Authorization form</a>.</li> <li>• Anyone who needs to <i>access a campus building</i> must complete <a href="#">HACC’s online Wellness Screening form</a> prior to each campus visit through May 29.</li> <li>• This information is <i>tentative and subject to change</i>.</li> </ul>	May 26, 2021

		Please know that your safety will continue to be our top priority! Although we cannot control COVID-19 and how it spreads, we will continue to do our part to help maintain student, employee and building safety by following protocols, as per governor's orders and Centers for Disease Control and Prevention (CDC) recommendations.	
610.	What benefits are included in my Employee Assistance Program (EAP) benefits? Where can I find more information?	<p>HACC's Employee Assistance Program (EAP) is a benefit to assist employees and their family members and connect them to the resources they need. The services are provided by Mazzitti &amp; Sullivan and cover all employees, as well as all residents of the employee's home and dependents up to age 26. These services are accessible 24 hours a day, seven days a week, 365 days a year.</p> <p>Please know that these benefits include much more than counseling and mental health supports.</p> <ul style="list-style-type: none"> <li>• The work/life services include more than 20,000 resources related to relationships, health and wellness, family, managing stress, budgeting, finances, identity theft and professional and personal growth.</li> <li>• Mazzitti &amp; Sullivan EAP Services offers financial literacy tools, elder care services, financial counseling and community resource referrals.</li> <li>• Mazzitti &amp; Sullivan EAP can also connect employees and their families to housing resources, including anything from transitional housing programs to emergency shelters, support groups, veteran's services, education resources, food banks and discounted services.</li> </ul> <p>More information about these benefits can be found on HACC's <a href="#">benefits</a> webpage or at mseap.com. Please use this access code: HACC.</p>	May 26, 2021
611.	What is going to happen to employees in the Public Safety and Security and Custodial Maintenance departments at the Lebanon Campus after July 1, 2021?	<p>None of these employees will lose their jobs.</p> <p>Employees in the Public Safety and Security Department will remain at the Lebanon Campus to support and serve students and employees in HACC's leased areas on the third floor, in the second-floor lab and HACC parking areas.</p> <p>The custodial and maintenance teams will also continue to support and serve students and employees in all of HACC's leased areas at the Lebanon Campus as well as on the Lancaster Campus.</p>	May 26, 2021



612.	Do we have a standard, approved message for emails regarding the four-day work week beginning the week of May 17?	<p>Yes. Please use the following out-of-office message during the summer beginning May 17 and ending Aug. 15, 2021.</p> <p>*****</p> <p>HACC is closed on Fridays during the summer. However, select enrollment-related and student services will have a presence available on various Fridays throughout the summer. These services include (but are not limited to) Admissions, Advising, Career Development, CARE Center, Computer Help Desk, Financial Aid, International Student Services, KEYS, Library Chat, Military and Veteran Affairs, New Student Orientation, Public Safety Center, Registrar, Remote Proctoring, SmartThinking Tutoring, Student Access Services, Title IX and the Welcome Center.</p> <p>This work arrangement began the week of May 17 and will end Aug. 15, 2021.</p> <p>Please note: Fall 2021 classes will be taught through in-person instruction, remote instruction and virtual learning. Please note that HACC campuses will remain closed to the public and open only to students and employees approved to be on campus for classes until June 1, 2021, and select student services will be available on campus in the fall. Visit <a href="http://hacc.edu/Coronavirus">hacc.edu/Coronavirus</a> for more information.</p>	May 26, 2021
613.	When should employees complete the General Title IX training located in the Cornerstone Learning Management System (LMS)?	<p>For those employees who are able to access the Cornerstone Learning Management System, the deadline to complete the General Title IX training is May 31.</p> <p>To find the Title IX training, please go to <a href="http://my.hacc.edu">my.hacc.edu</a> &gt; Office of Human Resources &gt; Organization Development &gt; HACC/Cornerstone Learning Management System (LMS) &gt; click on Compliance Training on the homepage of the LMS &gt; scroll down and click on the module Title IX where you will find the video and quiz. You must score 80% or better to pass the quiz and have unlimited attempts. For more information and LMS support, please contact Elizabeth Stahl, coordinator of organization development, at <a href="mailto:estahl@hacc.edu">estahl@hacc.edu</a>.</p>	May 19, 2021
614.	Since HACC campuses are opening to the public in June, will students who must be on campus	Yes. Students will be allowed to eat lunch outside as long as social distancing is maintained.	May 19, 2021

	during the summer be allowed to eat lunch outside as long as they maintain social distancing?		
615.	When you say that “our campuses are open to the public June 1, 2021,” what does that mean?	<p>This means that:</p> <ul style="list-style-type: none"> <li>• The public <i>can park on campus</i>.</li> <li>• The public <i>can walk the campus grounds</i>.</li> <li>• We will <i>allow outside events</i> (but not inside events) to be held on our campuses. An example of this is the Dauphin County and UPMC COVID-19 vaccination clinic on HACC’s Harrisburg Campus.</li> <li>• We will <i>allow tenants</i> to come back on campus.</li> </ul> <p>Please note that:</p> <ul style="list-style-type: none"> <li>• Our <i>buildings</i> will <u>not</u> be accessible to the public.</li> <li>• Employees who have been working remotely <i>must continue to do so</i> and may not come back onto campus this summer unless authorized by filling out the <a href="#">Employee On-Campus Authorization form</a>.</li> <li>• Anyone who needs to <i>access a campus building</i> must complete HACC’s <a href="#">online Wellness Screening form</a> prior to each campus visit through May 29.</li> <li>• This information is <i>tentative and subject to change</i>.</li> </ul> <p>Please know that your safety will continue to be our top priority! Although we cannot control COVID-19 and how it spreads, we will continue to do our part to help maintain student, employee and building safety by following protocols, as per governor’s orders and Centers for Disease Control and Prevention (CDC) recommendations.</p>	May 19, 2021
616.	What are the summer hours for the Library Chat?	<p>HACC Library faculty will be available (via <a href="#">Library Chat</a>) during the following days and times over the summer:</p> <ul style="list-style-type: none"> <li>• Monday-Thursday: 8 a.m.-10 p.m.</li> <li>• Friday: 9 a.m.-4 p.m.</li> <li>• Saturday: 9 a.m.-2 p.m.</li> <li>• Sunday: 5-10 p.m.</li> </ul>	May 19, 2021

		<p>Please note that the <a href="#">Library Chat</a> is available 24 hours a day, 7 days a week, even when HACC Library faculty are not available.</p> <p>This information is <i>tentative and subject to change</i>.</p>	
617	What are the summer and fall hours for the Bookstore?	<p>HACC's Bookstore <i>campus locations</i> will remain closed until Aug. 16. We will continue communicating and serving you using technology. Therefore, please email the Bookstore at <a href="mailto:bookstore@hacc.edu">bookstore@hacc.edu</a> with any questions or concerns involving textbooks or visit <a href="http://bookstore.hacc.edu">bookstore.hacc.edu</a>.</p> <p>Please note that:</p> <ul style="list-style-type: none"> <li>• Bookstore services will be closed on Fridays through Aug. 13.</li> <li>• All textbooks for any HACC class on any HACC campus can be ordered from <a href="#">this website</a>.</li> <li>• If you have purchased from the HACC Harrisburg Campus Bookstore website previously, please use that same account when you place your order. If you have not purchased from the HACC Harrisburg Campus Bookstore website previously, even if you have purchased from another HACC campus bookstore website, please create a new account when you place your initial order.</li> <li>• Until further notice, all <a href="http://bookstore.hacc.edu">bookstore.hacc.edu</a> orders will be shipped for free.</li> </ul> <p><b>Summer 2021 Students:</b> Summer course materials are now available for online purchase. Financial Aid is now available to use for the summer 2021 semester.</p> <p><b>Fall 2021 Students:</b> Fall course materials are now available for online purchase. Financial Aid will be available to use for the fall 2021 semester on Aug. 9.</p> <p>For information on selling your purchased textbooks online or buyback on campus, please visit <a href="http://bookstore.hacc.edu">bookstore.hacc.edu</a>.</p>	May 19, 2021

618.	I was unable to tune in to the spring 2021 virtual Commencement ceremony. Is there a way I can still view the big event?	<p>We were proud to virtually celebrate our spring and summer 2021 graduating students on May 13. You can view the ceremony at any time on <a href="#">HACC's YouTube channel</a>.</p> <p>To learn about the event speakers, please visit our Commencement <a href="#">webpage</a>. If you have additional questions, please contact <a href="mailto:Commencement@hacc.edu">Commencement@hacc.edu</a>.</p>	May 19, 2021
619.	Is HACC planning to continue the wellness-screening process?	<p>The wellness-screening process will end May 29. You will not be required to fill out the Wellness Screening Form after that time.</p> <p><b><u>Please note:</u></b></p> <ol style="list-style-type: none"> <li>1) It is important to continue <i>self-screening</i> each day. Although HACC is not screening you, please evaluate how you feel each day. If you are feeling any symptoms of COVID-19, please <b>DO NOT</b> come to campus. Notify the College by emailing <a href="mailto:corona@hacc.edu">corona@hacc.edu</a>. Please describe whether you've tested positive, have symptoms or have been in contact with someone who has tested positive. Contact is defined as within 6 feet for 15 minutes or more.</li> <li>2) The wellness screeners will be at the wellness-screening stations through June 4 to answer questions.</li> <li>3) The buildings are still <b>only available</b> to students and employees involved in on-campus classes.</li> </ol> <p>This information is <i>tentative and subject to change</i>.</p>	May 19, 2021
620.	I would like to recommend emeritus rank for a former employee, who is now retired. What is the process?	There is a <a href="#">Cognito form</a> that outlines the process. It also can be found under "Document Search" on myHACC.	May 19, 2021
621.	Can you provide additional details on the virtual Commencement ceremony? Where can I view the ceremony? Will supporters be able to use the same link?	<p>HACC's <a href="#">virtual Commencement ceremony</a> will be held on May 13 at 6 p.m. To view the ceremony, please visit HACC's <a href="#">YouTube channel</a>.</p> <p>All attendees will use the same link to tune in to the ceremony.</p> <p>We look forward to seeing you online on May 13!</p>	May 12, 2021

622.	What are the summer hours for the Library chat?	<p>The <a href="#">Library Chat</a> will be available during the following days and times over the summer:</p> <ul style="list-style-type: none"> <li>• Monday-Thursday: 8 a.m.-10 p.m.</li> <li>• Friday: 9 a.m.-4 p.m.</li> <li>• Saturday: 9 a.m.-2 p.m.</li> <li>• Sunday: 5-10 p.m.</li> </ul> <p>This information is <i>tentative and subject to change</i>.</p>	May 12, 2021
623.	If a graduating student did not complete the online form by the deadline, can they still tune in to the virtual Commencement ceremony?	<p>Yes! Graduating students and their supporters are encouraged to tune in to the <a href="#">virtual celebration</a> - whether or not they completed the online participation form.</p> <p>If you have any additional questions regarding our spring 2021 virtual Commencement ceremony, please contact <a href="mailto:Commencement@hacc.edu">Commencement@hacc.edu</a>.</p>	May 12, 2021
624.	With the opening of the campuses to the general public at the beginning of June, will students who must be on campus during the summer be allowed to eat lunch outside as long as they maintain social distancing? Many of the health careers students are on campus all day for labs and need to have a space for lunch.	<p>Yes. Students can enjoy lunch outside while remaining socially distanced during the summer semester at all campuses.</p>	May 12, 2021
625.	I heard there is a new temporary service that can provide me with assistance in paying for my Internet bills. Can you provide more information?	<p>As of May 12, 2021, eligible individuals can begin applying and enrolling in the Emergency Broadband Benefit (EBB) Program. This temporary program provides the following benefits to eligible households:</p> <ul style="list-style-type: none"> <li>• Up to \$50 per month discount for broadband service</li> <li>• Up to \$75 per month discount for households on qualifying Tribal lands</li> <li>• A one-time discount of up to \$100 for a laptop, desktop computer or tablet purchased through a participating provider</li> </ul> <p>Only one monthly service discount and one device discount are allowed per household. To learn more, please visit <a href="https://getemergencybroadband.org/">https://getemergencybroadband.org/</a></p>	May 12, 2021

626.	Since we are opening the campuses earlier than expected, why can't we have an in- person Commencement ceremony?	<p>First, congratulations to all students who will be graduating. Earning a HACC degree, certificate or diploma is something to be extremely proud of.</p> <p>We wish that we could celebrate graduating students in person. However, the safety of our HACC community remains our top priority. Please tune in to our <a href="#">virtual celebration</a> on May 13 so that we can recognize our students' remarkable achievements.</p>	May 5, 2021
627.	I heard that faculty are now required to be in compliance with PA Act 15 in order to teach at HACC. Is that true?	<p>Yes. Since 2017, HACC has required all teaching faculty to obtain the clearances and mandated reporter training certificate as stipulated by <a href="#">PA Act 15</a> (also known as Child Protective Services Law).</p> <p>The law no longer allows for provisional hiring. All who are required to comply with PA Act 15 must have current clearances in place by their assigned start date. Please note that some staff positions are also required to obtain the clearances.</p> <p>Please click <a href="#">here</a> for information on obtaining the clearances and email <a href="mailto:hr@hacc.edu">hr@hacc.edu</a> if you have questions.</p>	May 5, 2021
628.	I read the FAQs in the April Ski Gram about the annual performance appraisal process for employees. There was a section on the external feedback process. Is the external feedback still part of the evaluation process?	The external review capability was disabled on April 14, 2021, due to technological challenges with PageUp. The vendor was asked to resolve the problem but was unable to do so. Therefore, this year, external reviews will NOT be part of the performance appraisal process.	May 5, 2021
629.	I heard the Employee Recognition Committee is recognizing full- and part-time employees with a discount at the bookstore. Is there more information available?	<p>To celebrate our employees, the HACC Employee Recognition Committee, in partnership with HACC's bookstore, will be providing each employee an additional \$5 off one online order for HACC-imprinted clothing or gifts May 7-14, 2021. Please use the code HACCEMP at <a href="http://bookstore.hacc.edu">bookstore.hacc.edu</a> to receive 15% off your order. You will also receive an additional \$5 off and free shipping!</p> <p>No additional discounts apply. Some exclusions apply, including Student Nursing Organization merchandise and regalia.</p>	May 5, 2021

630.	Do health careers students have to be vaccinated for COVID-19 in order to participate in clinicals?	HACC does not require students or employees to be vaccinated at this time. Some clinical sites are requiring vaccinations. Please visit <a href="http://hacc.edu/HealthCareersUpdate">hacc.edu/HealthCareersUpdate</a>	May 5, 2021
631.	How can we celebrate the accomplishments of individuals who are graduating this semester if the ceremony is virtual?	<p>Even though the ceremony is virtual, we still can't wait to celebrate our graduating students' accomplishments.</p> <p>No matter where you're celebrating on May 13, you can:</p> <ol style="list-style-type: none"> <li>1) Share YOUR Commencement celebration images on social media</li> <li>2) Tell us how you're celebrating this remarkable achievement</li> <li>3) Give shout outs to your favorite HACC graduates</li> <li>4) <a href="#">Tag HACC</a> in your posts</li> </ol> <p>Please contact <a href="mailto:Commencement@hacc.edu">Commencement@hacc.edu</a> for additional Commencement-related questions.</p>	April 28, 2021
632.	I heard that the Public School Employees' Retirement System (PSERS) is increasing the contribution rate for members due to an error. What information do you know about the impact on HACC employees?	<p>HACC offers three different retirement plans depending on employee eligibility. PSERS is one of those offerings.</p> <p>In December 2020, the PSERS Board certified the member contribution rates for Class T-E, Class T-F, Class T-G and Class T-H members effective July 1, 2021, to June 30, 2024. The PSERS Board was subsequently advised of errors in the data used for the calculation, which caused it to recertify the member contribution rates.</p> <p>It has been determined that the PSERS investment performance did not meet the shared risk target range for the nine-year evaluation period ending June 30, 2020. This means the Defined Benefit (DB) member contribution rates will increase by 0.50% or 0.75%, depending on membership class within PSERS (see chart below) until the next evaluation period in three years.</p> <p>With a "shared risk/shared gain" provision, Class T-E, Class T-F, Class T-G and Class T-H members can benefit when PSERS investments are doing well and share some of the risk when PSERS investments underperform.</p>	April 28, 2021

		<p>Act 120 of 2010 and Act 5 of 2017 created a risk-sharing program for all members who first enrolled in PSERS after June 30, 2011 (Class T-E, Class T-F, Class T-G, and Class T-H members).</p> <table border="1" data-bbox="684 243 1717 545"> <thead> <tr> <th>Class</th> <th>Base DB Contribution Rate</th> <th>Shared Risk Increase</th> <th>Total DB Contribution Rate Starting 7/1/2021</th> </tr> </thead> <tbody> <tr> <td>Class T-E</td> <td>7.50%</td> <td>+0.50%</td> <td>8.00%</td> </tr> <tr> <td>Class T-F</td> <td>10.30%</td> <td>+0.50%</td> <td>10.80%</td> </tr> <tr> <td>Class T-G*</td> <td>5.50%</td> <td>+0.75%</td> <td>6.25%</td> </tr> <tr> <td>Class T-H**</td> <td>4.50%</td> <td>+0.75%</td> <td>5.25%</td> </tr> </tbody> </table> <p>*+2.75% DC Contribution Rate  **+3.00% DC Contribution Rate  PSERS will be sending correspondence to all impacted members informing them of their upcoming contribution rate change.  <b>Please note that there is no change for Class T-C, Class T-D and Class DC members, so they will not receive communication from PSERS.</b>  PSERS will also be providing information to HACC so that we can assist in communicating this change.</p>	Class	Base DB Contribution Rate	Shared Risk Increase	Total DB Contribution Rate Starting 7/1/2021	Class T-E	7.50%	+0.50%	8.00%	Class T-F	10.30%	+0.50%	10.80%	Class T-G*	5.50%	+0.75%	6.25%	Class T-H**	4.50%	+0.75%	5.25%	
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Class T-H**	4.50%	+0.75%	5.25%																				
633.	How were students notified that they must submit an online form to be featured in the spring 2021 virtual Commencement ceremony?	<p>Students eligible to graduate in the spring and summer 2021 semesters were notified in various ways, including:</p> <ul style="list-style-type: none"> <li>• Email blasts</li> <li>• myHACC alert</li> <li>• Navigate</li> <li>• Social media posts</li> <li>• Weekly emails from Dr. Ski</li> </ul> <p>If you have additional questions, please contact <a href="mailto:Commencement@hacc.edu">Commencement@hacc.edu</a>.</p>	April 21, 2021																				
634.	Does the College receive updates from Mazzitti & Sullivan?	<p>Yes. We receive quarterly updates from Mazzitti &amp; Sullivan that include:</p> <ul style="list-style-type: none"> <li>• The number of students who have used services</li> <li>• The number of sessions</li> </ul>	April 21, 2021																				



		<ul style="list-style-type: none"> <li>• Students' level of satisfaction</li> </ul> <p>From Nov. 12, 2020, to Feb. 11, 2021:</p> <ul style="list-style-type: none"> <li>• Of the 34 students who reached out to Mazzitti &amp; Sullivan EAP Services, 46 mental health counseling appointments took place.</li> <li>• This is comparable to the student participation for counseling services before the College began using Mazzitti &amp; Sullivan EAP Services.</li> <li>• Students report a high satisfaction level with Mazzitti &amp; Sullivan EAP Services. Forty-three percent reported being very satisfied, and 43% reported being satisfied.</li> </ul>	
635.	Will employees need to fill out the On-Campus Authorization Form in the fall 2021 semester?	No. The employee authorizations will end as of Aug. 20, 2021.	April 21, 2021
636.	Where do I report my exposure to COVID-19?	If you have been exposed to COVID-19, please send an email to <a href="mailto:corona@hacc.edu">corona@hacc.edu</a> .	April 21, 2021
637.	I heard HACC is hosting an event called Free College Day. What is it?	<p>We are excited to host our first-ever <a href="#">Free College Day</a> on April 21, 2021. During the online event, future HACC students will be provided with the opportunity to:</p> <ul style="list-style-type: none"> <li>• Win \$500 for their fall 2021 tuition</li> <li>• Get to know HACC's services, including financial aid and career services</li> <li>• Visit classes, attend presentations and watch demonstrations</li> </ul> <p>To help make the event a success, please:</p> <ul style="list-style-type: none"> <li>• Visit <a href="http://hacc.edu/FreeCollegeDay">hacc.edu/FreeCollegeDay</a> to see all of the details</li> <li>• Share this <a href="#">flyer</a> with future students</li> <li>• Share the event on your social media channels using #FreeCollegeDayHACC</li> </ul> <p>Encourage future students to complete the <a href="#">online registration</a> by April 21</p> <p>If you have any questions, please contact <a href="mailto:start@hacc.edu">start@hacc.edu</a>. Thank you!</p>	April 14, 2021

638.	Could you please provide an update on the external review process in PageUp?	The external review capability was disabled due to technological challenges with PageUp. The vendor was asked to resolve the problem but was unable to do so. Therefore, this year, external reviews will NOT be part of the performance appraisal process. We are sorry for the inconvenience and have shared our displeasure and expectations with the vendor.	April 14, 2021
639.	Is there a new Cognito form for “Notice of Intent to Engage in Outside Employment”?	Yes. The Cognito form can be found <a href="#">here</a> or on <a href="#">myHACC</a> using the documents search. Please do not use the old PDF form. If you have any questions regarding the new Cognito form, please contact Ruijiao Jackson at <a href="mailto:rgjackso@hacc.edu">rgjackso@hacc.edu</a> .	April 14, 2021
640.	Why are we not opening the College campuses more for summer 2021 classes? If we take care of ourselves and those coming on campus, it doesn't make sense to stay totally closed.	<p>HACC will have select credit and workforce development programs permitted to hold on-campus classes during the summer 2021 semester as the College prepares for an expanded number of on-campus classes in the fall 2021 semester.</p> <p>The reason we are not opening the College campuses more this summer is multifaceted. The three primary reasons are:</p> <ul style="list-style-type: none"> <li>• Vaccination eligibility and availability and the inoculation rate</li> <li>• The unknown impact of coronavirus variants that have emerged</li> <li>• Recent surges in positive cases</li> </ul> <p>Responses to recent surges will inform the community about protocols that could be used in the fall 2021 semester if new variants emerge and corresponding surges occur. Keeping the campuses closed to the public allows the College the maximum time to prepare the spaces for the return of students and employees this fall.</p> <p>A few of the projects that will take place over the summer in preparation for the return of larger numbers of students and employees this fall include:</p> <ul style="list-style-type: none"> <li>• Installing clear plastic shields</li> <li>• Rearranging furniture and designating appropriate spacing in common areas</li> <li>• Identifying locations where services are provided and creating appropriate signage</li> </ul>	April 14, 2021

		<ul style="list-style-type: none"> <li>• Updating heating, ventilation and air conditioning systems to further mitigate air borne risk</li> <li>• Assessing class locations for safety reviews</li> </ul> <p>Many factors are considered when making decisions for our students and employees to come on campus, including:</p> <ul style="list-style-type: none"> <li>• Wellness screening</li> <li>• Social distancing and cleaning protocols per the Pennsylvania Department of Health and Centers for Disease Control and Prevention (CDC) guidelines</li> <li>• Vaccination availability</li> </ul> <p>Please know that your safety is our top priority.</p>	
641.	Will the HACC Foundation change the scholarship timeline due to the registration date changes?	<p>Yes. In response to the fall 2021 semester registration date changes, the HACC Foundation scholarship <a href="#">timeline</a> has also changed. Please visit the timeline for more information.</p> <p>For information on scholarship deadlines, please visit <a href="http://hacc.edu/scholarshiptimeline">hacc.edu/scholarshiptimeline</a>. Additional information on the scholarship process can be found at <a href="http://hacc.edu/scholarships">hacc.edu/scholarships</a> and our <a href="#">Frequently Asked Questions</a> (FAQs).</p>	April 14, 2021
642.	Does the Office of College Advancement have any additional efficiency tips presentations for HACC employees scheduled?	<p>The Office of College Advancement is offering a Zoom series to all HACC colleagues. The primary goal is to set them up for success at the College.</p> <p>On April 21 at 10 a.m., there will be a session on developing, managing and updating checklists. Whether you are planning a relaxing beach vacation, managing day-to-day projects or overseeing a large campaign, checklists are critical tools that will help you stay organized.</p> <p>Please click this link on April 21 at 10 a.m. to join the session:</p> <p><b>[Zoom information is redacted for security purposes.]</b></p>	April 14, 2021
643.	Is HACC participating in fall sports?	HACC is moving forward with planning and scheduling several fall sports after careful consideration of the current situation. Volleyball and cross country have	April 14, 2021

		been selected for fall 2021 competition because there is less close contact to other participants and competitors than sports that involve playing defense.	
644.	When will other HACC sports return to play?	HACC will continue to monitor the changing climate and evaluate the risks associated with allowing other sports to return to play. As the potential risks posed by COVID-19 go down, other HACC sports will return to play.	April 14, 2021
645.	Will spectators be permitted to watch games?	No. Spectators will not be permitted to watch games played on any HACC campus. Volleyball matches will be streamed for fans to view.	April 14, 2021
646.	Looking beyond the 2021-22 school year of masks and limited on-campus classes, what CDC-recommended procedures does HACC plan to continue after the lockdown is lifted?	HACC will continue to follow the <a href="#">COVID-19 Guidance for Businesses</a> provided by Governor Tom Wolf and all COVID-19 related information found at <a href="http://hacc.edu/Coronavirus">hacc.edu/Coronavirus</a> .  The College is also working with a consultant to assess and enhance the collegewide heating ventilation and air conditioning (HVAC) systems for increased air flow, upgraded filters and additional equipment to scrub the air to ensure a safe learning environment.	April 7, 2021
647.	I heard the Office of Human Resources will be holding open sessions with the benefits consultants, NFP, on how to reduce our healthcare costs. When will the sessions be held and how can I participate?	HACC has invited our benefits partner, NFP, to conduct two education sessions to provide employees with insights on why the cost of healthcare continues to increase and how employees can better manage their healthcare expenses. The sessions will be held on <b>April 29</b> and <b>May 4</b> from 10 a.m. to noon.  For more information, including links to the Zoom sessions, please view the flyer at [ <b>Zoom information is redacted for security purposes.</b> ]	April 7, 2021
648.	How do I report a positive COVID-19 test result to HACC?	Please email <a href="mailto:corona@hacc.edu">corona@hacc.edu</a> .	April 7, 2021
649.	What is the minimum class size for the fall 2021 semester?	Our minimum class size before COVID-19 was nine. We reduced the minimum class size to six as a result of the pandemic. We are extending the minimum class size of six through the fall 2021 semester.	March 31, 2021
650.	Will the libraries be open in fall 2021?	Services offered by the libraries will be determined after the fall schedule is finalized.	March 31, 2021
651.	Will administrators be required to be on campus for the fall 2021 semester?	Each division leader is responsible for determining who will be required to be on campus.	March 31, 2021
652.	Will HACC nursing faculty and students be participating in the vaccination clinics on the	Yes. HACC nursing faculty and HACC nursing students are participating in the vaccination clinics on the Harrisburg Campus. This is a learning experience for the students and part of their clinical experience.	March 31, 2021

	Harrisburg Campus as part of the students' clinical requirements?		
653.	I previously read that we can share congratulatory messages with our graduates. Can you please remind me how I can do this?	To share congratulatory messages for HACC's spring 2021 virtual Commencement ceremony, please complete this online <a href="#">form</a> by April 4.	March 31, 2021
654.	Where can CEOs and APOs find information on the 2021 annual appraisal process?	<a href="#">FAQs</a> and other current information can be found on myHACC under <a href="#">PageUp Resources</a> .	March 31, 2021
655.	Does the delay in registration push back the due date for tuition?	The tuition due date will remain May 5, 2021. Students will receive more detailed information via HAWKmail regarding payment options and how to get help paying their bill.	March 31, 2021
656.	Will there be space for students to wait between classes in fall 2021?	Yes. For students in on-campus classes, there will be designated common areas in all classroom buildings to wait between classes during the fall 2021 semester.	March 31, 2021
657.	Will faculty be able to use their offices in between classes in fall 2021?	Yes. Faculty with on-campus classes will be able to utilize their offices during the fall 2021 semester following appropriate protocol.	March 31, 2021
658.	I heard there is a collegewide task force that will reorganize office and department spaces on the campuses.	The President's Cabinet has appointed Kathy Brickner to lead a collegewide task force with representation from all constituency groups and divisions that will use data to analyze and potentially reorganize office space needs. The task force will hold its first meeting in mid-April. Timeline and updates will be communicated as they become available.	March 31, 2021
659.	How are we keeping on-campus classes safe for students?	Faculty should remind students to wear a mask that covers their nose and mouth and to remain socially distanced at all times. We must take into consideration those who have medical conditions.  At all times, we will ensure that we take into consideration ADA guidance.	March 31, 2021
660.	Did I hear that HACC's Massage Therapy Student Studio will be available for HACC employees to schedule appointments?	That is correct. Please see the response to <a href="#">question #9</a> in Dr. Ski's March 17, 2021, email to employees for all of the details.	March 31, 2021

661.	Are there any upcoming opportunities to meet with a TIAA representative to discuss my retirement investment options?	<p>Yes, your local TIAA financial consultant is hosting virtual one-on-one sessions in April and May where you can get answers to a wide range of questions, including:</p> <ul style="list-style-type: none"> <li>• Am I invested in the right mix of investments to help meet my goals?</li> <li>• Am I saving enough to create the retirement income I need?</li> <li>• How do I take income from my retirement account once I stop working?</li> </ul> <p>For more information on specific dates and times, as well as how to register, please visit the <a href="#">TIAA Virtual Sessions page</a> on myHACC.</p>	March 24, 2021
662.	Is there a new link to the COVID-19 Wellness Screening form?	Yes. <a href="#">The new link</a> is under the “Coronavirus Updates” section of myHACC. Please use this new form moving forward. If you bookmarked the previous hyperlink in your website browser, please update your bookmark.	March 24, 2021
663.	Who do I send workers’ compensation forms to?	Please send forms to Terry Sholansky, coordinator of health and safety, at <a href="mailto:tsholans@hacc.edu">tsholans@hacc.edu</a> .	March 24, 2021
664.	I heard that HACC’s Diagnostic Medical Sonography (DMS) lab is open this semester and will be open for the summer 2021 semester. Why will it be open if the campuses are closed through summer? What safety measures will be taken?	<p>The DMS lab will be open for ultrasound scanning on a limited basis by invitation and appointment only. There will be no walk-in appointments.</p> <p>Students enrolled in the <a href="#">Diagnostic Medical Sonography Program</a> must scan patient volunteers to gain competency and be able to perform imaging at healthcare systems. Practice is required to develop the optimization skills needed to provide imaging services to the community. Accreditation requires that the DMS student be competent in abdomen-extended and OB/GYN imaging. Lab practice fosters positive improvement in scanning technique.</p> <p>Students and employees in the program have gone through extensive infection control training endorsed by the Occupational Safety and Hazard Administration.</p> <p>Additional safety measures include:</p>	March 24, 2021

		<ul style="list-style-type: none"> <li>• Anyone coming to campus (students, employees and scheduled patients) must complete the <a href="#">online Wellness Screening form</a> within 24 hours of <b>every</b> arrival to campus.</li> <li>• Patient volunteers are required to remain in their cars until they are ready to be scanned in the lab and will be required to wear face masks (covering the mouth and nose) during their time on campus.</li> <li>• Temperatures will be taken upon arrival, and hands will be sanitized. Walk-through traffic will be limited to one way to maintain social distancing.</li> <li>• Personal protective equipment must be worn by all students, employees and volunteer patients.</li> <li>• Faculty will remain with students throughout their appointments to ensure safety measures are maintained.</li> <li>• All appointment times will be pre-scheduled and staggered to prevent multiple people in the reception area.</li> <li>• The DMS lab will have a reduced capacity of students, employees and patients to maintain social distancing.</li> </ul> <p>Each scanning room will be disinfected between patients, and the DMS Lab will be deep cleaned each evening.</p>	
665.	When does registration begin for summer and fall 2021 classes?	<p>Registration for summer and fall 2021 classes begins on the following dates:</p> <ul style="list-style-type: none"> <li>• March 29: Registration begins for military and veteran students</li> <li>• March 31: Registration begins for continuing HACC students</li> <li>• April 12: Registration begins for future students</li> </ul> <p>If students need assistance registering for summer and fall 2021 classes, please encourage them to attend a remote <a href="#">drop-in advising</a> session. These sessions offer opportunities for students to get quick advising questions answered if they cannot meet with their assigned advisor. Students can also attend a <a href="#">registration lab</a> to obtain help registering for classes after they have met with their advisor and determined the courses they need.</p> <p>Continuing students are encouraged to meet with their advisor and register early to get the best availability of classes. <a href="#">More options for meeting with an advisor</a> are available on our <a href="#">website</a>.</p>	March 17, 2021

666.	The second CARES act was passed in December. Should we expect another payment to students like we did with the first CARES act? If the next stimulus package is passed, would students receive double stimulus payments?	The Consolidated Appropriations Act was signed into law on Dec. 27, 2020, and includes pandemic-related relief similar to the Coronavirus Aid, Relief and Economic Security (CARES) Act grants that were previously distributed. HACC is still waiting to receive (a) the details being finalized by the U.S. Congress and (b) the funds. We will update students on any new information via their HawkMail accounts.	March 17, 2021
667.	How will spring 2021 graduates be celebrated since we can't celebrate in person?	<p>HACC's spring 2021 Commencement ceremony will be held virtually on May 13, 2021.</p> <p>We encourage you to tune in to the event and help us celebrate their achievements. Please encourage graduating students to complete this Commencement ceremony online <a href="#">form</a> by 11:59 p.m. on April 1, 2021.</p> <p>Like ceremonies that occur at the Giant Center, students will be recognized only if they indicate that they plan to attend the virtual event.</p>	March 17, 2021
668.	Will Mazzitti & Sullivan EAP Services be holding any informational sessions this semester on the services they offer our students?	On April 7, 2021, at noon, Terri Kestner, a representative from Mazzitti & Sullivan, will speak on the counseling and support services that they offer to our students. She will discuss the process of referring a student and how Mazzitti & Sullivan responds to these referrals. She will also hold a Q&A segment to answer questions. We encourage all employees to attend to learn more about this important resource. Here is the Zoom link for the session: <b>[Zoom information is redacted for security purposes.]</b>	March 17, 2021
669.	Will HACC have a registration website to get a COVID-19 vaccine? It is reported that your campus will soon open as a vaccine distribution site. I'm an at risk 77-year-old and can't find an appointment anywhere in this area. Thanks.	<p>No, HACC will not have a COVID-19 registration website as this is not a HACC event. The Pennsylvania Department of Health (DOH) is managing the entire process.</p> <p>HACC is honored to have our Harrisburg Campus included as a site for COVID-19 vaccination distribution. We will be given limited notice of when these events will occur.</p> <p>To limit the possibility of any COVID-19 exposure for our students and employees and out of respect for DOH, on the dates of distribution, we will close the portion of the Harrisburg Campus where the vaccines will be distributed. Students and essential workers approved to be on the campus</p>	March 17, 2021



		<p>whose work or class schedules are affected by this event will be notified via email.</p> <p>Please visit the Pennsylvania Department of Health <a href="#">website</a> for more information.</p>	
670.	Will HACC offer a COVID-19 vaccine?	No. HACC will not be offering the COVID-19 vaccine.	March 17, 2021
671.	Is there a way I can share my excitement for our spring 2021 graduates?	<p>HACC Yeah! By April 4, please share your congratulatory messages using this online <a href="#">form</a>.</p> <p>Submissions may be shared during the ceremony and/or on HACC's social media sites.</p>	March 17, 2021
672.	I understand there have been some changes to the 2021 annual appraisal process. Where can CEOs and APOs find current information?	You can find the latest updates on myHACC under PageUp Resources at <a href="#">FAQ for Performance Management</a> .	March 17, 2021
673.	I heard that the HACC Massage Therapy Student Studio will be available for HACC employees to schedule appointments starting March 22. Can you please share the details?	<p>Starting March 22, 2021, appointments will be available for HACC employees <b>only</b>.</p> <p>To make an appointment and for authorization to come on campus, the following forms must be completed:</p> <ol style="list-style-type: none"> <li>1. <a href="#">Appointment scheduling form</a></li> <li>2. <a href="#">Employee On-Campus Authorization form</a> - Please fill out this form immediately after you schedule your massage appointment.</li> <li>3. <a href="#">HACC's Massage Therapy Intake form</a> - Because the studio has been closed for the past 12 months, we also need you to complete this form for your first appointment only.</li> <li>4. <a href="#">HACC Wellness Screening form</a> - This form must be completed no more than 24 hours prior to your appointment.</li> </ol> <p>If you do not receive authorization to be on campus for the appointment, your appointment will need to be rescheduled. No walk-in appointments will be accepted.</p>	March 17, 2021

		<p>Scheduled appointments will be available each week during the following times:</p> <ol style="list-style-type: none"> <li>1. Mondays - 3:15 p.m. and 5 p.m.</li> <li>2. Wednesdays - 12:15 p.m. and 2 p.m.</li> <li>3. Thursdays - 12:15 p.m. and 2 p.m.</li> </ol> <p>The 60-minute massages will be available at a special price of \$20 per massage through June 30, 2021. After that time, the cost will return to the normal \$35 for HACC employees. You may pay using VISA, MasterCard or Discover.</p> <p>Please note that our students and instructors will take all precautionary measures pertaining to COVID-19, including sanitization protocols and the wearing of face masks and shields.</p> <p>Anyone approved to be on a HACC campus - even if they are fully vaccinated - is required to wear a mask that completely covers their nose and mouth at all times while on campus, including while at the wellness screening station.</p>	
674.	When will we find out which fall classes will be in-person, remote or virtual?	Details about which classes will be scheduled on campus and which ones will be remote or virtual will be available on the <a href="#">schedule search page</a> beginning March 26, 2021.	March 10, 2021
675.	Will there be an employee Zoom session on March 11?	No. The employee Zoom session on March 11 is canceled. Thank you!	March 10, 2021
676.	I heard that HACC is involved in real estate transactions around the Midtown I Building. Is this true?	<p>HACC continues to evaluate our real estate footprint collegewide. Currently, the College is working with several developers in the Midtown area to exchange parking lots and parcels of undeveloped land owned by HACC based on our future needs, economic opportunities and lot valuations.</p> <p>These land exchanges will also support the Midtown II lease termination scheduled for summer 2022 and support our Midtown I building, which is owned by HACC.</p> <p>We will release information as these plans become more concrete.</p>	March 10, 2021
677.	I saw that education workers are included in Phase 1B of the Pennsylvania coronavirus	Yes. As outlined on the Pennsylvania Department of Health website, HACC employees fall under Phase 1B.	March 10, 2021

	vaccination schedule. Does teaching and working at HACC qualify us to be eligible during this phase?																		
678.	Are there any updates on the second stimulus package that the school received? When are students expected to have these funds distributed to them?	The Consolidated Appropriations Act was signed into law on Dec. 27, 2020, and includes pandemic-related relief similar to the Coronavirus Aid, Relief and Economic Security (CARES) Act grants that were previously distributed. HACC is still waiting to receive (a) the details being finalized by the U.S. Congress and (b) the funds. We will update students on any new information via their HawkMail accounts.	March 3, 2021																
679.	What are my restrictions if I travel outside of Pennsylvania?	As of March 1, 2021, the Pennsylvania Department of Health lifted <a href="#">travel restrictions</a> .	March 3, 2021																
680.	In a previous Dr. Ski weekly email, there was reference to the new 2021 annual appraisal process for CEO and APO members. What are the due dates for each step in the process?	<p>Since our performance evaluation process for APO and CEO members using PageUp launched later than expected, we are extending the date to complete tasks until June 30, 2021.</p> <p><b>Please note that the system will continue to calculate the due dates for each task based on the day you initiate your appraisal.</b> For those who have already started the process, this means that the due dates and notices generated by the system will be different than those listed below. Please adhere to the timelines established below.</p> <table border="1"> <thead> <tr> <th>Task</th> <th>Number of days to complete</th> <th>Target start date</th> <th>Target end date</th> </tr> </thead> <tbody> <tr> <td>Employee self - assessment, including entering goals and external feedback</td> <td>31</td> <td>No later than March 5</td> <td>No later than April 1</td> </tr> <tr> <td>Supervisor review/evaluate employee self-assessment</td> <td>30</td> <td>No later than April 6</td> <td>No later than May 6</td> </tr> <tr> <td>One-up manager review</td> <td>14</td> <td>No later than May 7</td> <td>No later than May 2</td> </tr> </tbody> </table>	Task	Number of days to complete	Target start date	Target end date	Employee self - assessment, including entering goals and external feedback	31	No later than March 5	No later than April 1	Supervisor review/evaluate employee self-assessment	30	No later than April 6	No later than May 6	One-up manager review	14	No later than May 7	No later than May 2	March 3, 2021
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		Review meeting/manager sign off	30	No later than May 22	No later than June 21		
		Employee review/sign off	7	No later than June 22	No later than June 29		
		Review complete	1	No later than June 29	No later than June 30		
		For technical questions regarding the system, please contact Berlesha Palmer, employee relations coordinator, at <a href="mailto:bnpalmer@hacc.edu">bnpalmer@hacc.edu</a> , or 717-221-1769 or internal extension 211769. Please review the training material found here to gain a basic understanding of the new system.					
681.	If a HACC employee has received a complete COVID-19 vaccine series and has documented proof, can the 14-day quarantine after return from out-of-state travel be waived?	As of March 1, 2021, the Order of the Secretary of the Pennsylvania Department of Health for Mitigation Relating to Travel is no longer in effect. Please see <a href="#">this webpage</a> for more information.				March 3, 2021	
682.	I am hearing rumors from some faculty that the Gettysburg Campus will be sold. Is that true?	This rumor is false. There have been no discussions about selling the Gettysburg Campus or the Gettysburg Campus building.				March 3, 2021	
683.	Is the CARES Act still going on, and how can I apply for funds?	<p>The College received grants through the <a href="#">CARES Act</a> for multiple purposes. The College has one year from the date of award to expend the grant funds. All activities related to the CARES Act will be completed and paid by June 30, 2021.</p> <p>The student portion of the CARES Act grant was fully distributed to students in June 2020. There is no ability for students to apply for additional funds.</p> <p>The institutional and strengthening institutions portions of the grant are ongoing as the College continues to allocate funds to activities and initiatives that are necessary and allowable under the terms of the grant.</p> <p>If your unit has a need or initiative that might be eligible for CARES Act funding, please work with your vice president to apply for funding.</p>				Feb. 24, 2021	
684.	Are there any COVID-related restrictions if I travel outside the	Please refer to the <a href="#">guidelines</a> provided by the Centers for Disease Control and Prevention (CDC).				Feb. 24, 2021	

	state of Pennsylvania for more than 24 hours?		
685.	I am interested in attending the HACC Board of Trustees meetings. How can I find that information?	Board of Trustees meeting dates and Zoom information are on the <a href="#">Shared Governance Center</a> and in the Dec. 20, 2020, <a href="#">SKI Gram</a> .	Feb. 24, 2021
686.	In the <a href="#">email from Dr. Ski on Jan. 27, 2021</a> , the following statement was made: “There will not be HACC security on campus to provide escort services.” Does this mean there will be no security at HACC’s Lebanon Campus?	There <b>will be a security presence</b> on the Lebanon Campus. We are in discussions with the City of Lebanon about the options available to keep the campus secure for our students and employees. We will keep the College community informed as those discussions develop. It remains the College’s highest priority to provide our students and employees with a safe and secure environment.	Feb. 24, 2021
687.	What is HACC's policy on allowing students to record a phone call between a student and an employee? Can employees politely say they do not consent?	Under the <a href="#">federal Wiretap Act</a> , it is illegal for any person to record an oral, telephonic or electronic communication without the other parties’ consent, as these communications methods establish a reasonable expectation of privacy.	Feb. 24, 2021
688.	Where can I find more information about the 2021 annual appraisal process?	For information on the 2021 annual appraisal process, including training, please visit the <a href="#">PAGEUP Resource</a> site.	Feb. 24, 2021
689.	Will HACC partner with state and local governments or health officials to offer vaccination sites for its employees and/or surrounding school districts when vaccines are available for educators?	The College will provide more information in April or May 2021.	Feb. 17, 2021
690.	Since educators are approved for the COVID-19 vaccine in Pennsylvania, what is HACC's plan to vaccinate its employees?	The College will provide more information in April or May 2021.	Feb. 17, 2021
691.	Your email to the College on Feb 4, 2021, tells us, “As a full-time faculty member, she [Dr. Cindy	A decision has not been made about fall classes.  Even beyond the pandemic, we are planning to continue with online and	Feb. 17, 2021

	<p>Doherty] will take the summer off but participate in online and blended instruction training so that she will thrive with remote and virtual instruction beginning in the fall.”</p> <p>Does this mean that we will be continuing our current remote and hands-on teaching and learning through December?</p>	<p>remote offerings. An SGP workgroup is currently working on a revision of <a href="#">SGP 701</a> to expand our educational offerings to include remote teaching.</p>	
692.	<p>At the end of 2020, we participated in a survey about HACC’s ongoing response to COVID-19. When will these results be shared with the College community?</p>	<p>Results of the survey will be available next week. It took time to analyze and summarize the qualitative feedback for the 171-page final report.</p>	Feb. 17, 2021
693.	<p>I recently heard that our director of public safety is not supportive of the ESCORT app? Is that true? If so, why are we using it?</p>	<p>Our executive director of public safety promotes and supports our Hawk Response/NowForce app at every opportunity, including at new employee orientation.</p> <p>A feature of the <a href="#">Hawk Response/NowForce</a> app is the escort tab. The user can set a time and duration for how long they desire the escort and hit the “start escort” button. When they arrive at their destination, they hit the “arrived” button to signal that all is fine. If they don’t hit the “arrived/cancel escort” button, it triggers an emergency response that notifies central dispatch. If they are off campus, 911 is also notified.</p>	Feb. 17, 2021
694.	<p>What is the HACC Dental Hygiene Sealant Night? If our campuses are closed to the public, why are we having this event?</p>	<p>The HACC Dental Hygiene Sealant Night will be on Feb. 23, 2021. The event is reserved for dental hygiene students to provide free sealants for current patients only. This opportunity was not promoted publicly.</p> <p>Sealants are a protective coating applied to the biting surfaces of the teeth to prevent cavities.</p>	Feb. 17, 2021

		<p>The evening is designed to help the underserved and uninsured populations within the community who are mainly under the age of 18.</p> <p>Students enrolled in the Dental Hygiene Program must see patients to complete the curriculum and be in compliance with the Commission on Dental Accreditation. Students cannot meet accreditation standards by working on other students or even family members, as their patients must have specific dental health requirements.</p> <p>Students and employees in the program have gone through extensive infection control training endorsed by the Occupational Safety and Hazard Administration (OSHA).</p> <p>Anyone coming to campus (students, employees and scheduled patients) must complete the <a href="#">online Wellness Screening form</a> within 24 hours of <b>every</b> arrival to campus. Temperatures will be taken upon arrival, and hands will be sanitized. Walk- through traffic will be limited to one way to maintain social distancing.</p> <p>Personal protective equipment (PPE) must be worn by all students and employees, and faculty will remain with students throughout their appointments to ensure safety measures are maintained.</p> <p>Patients are required to remain in their cars until they are ready to be seated in the clinic and will be required to wear face masks (covering the mouth and nose) until they are seated for their appointment. All appointment times are pre-scheduled and staggered to prevent multiple people in the reception area.</p> <p>The dental clinic will have a reduced capacity of students, employees and patients to maintain social distancing. Each station will be disinfected between patients, and the offices and reception area will be deep cleaned each evening.</p>	
695.	I've seen or read stories about HACC in the media, but will I ever have to talk to a reporter myself?	You may possibly be asked to speak to the media about a HACC-related project. However, the Office of College Advancement (OCA) will assist you every step of the way.	Feb. 10, 2021

		<p>OCA is holding a series of Zoom sessions on a variety of topics that can set you up for success. On Feb. 11 at 1:30 p.m., the topic will be “Media Relations: HACC or Wack?” [Zoom information is redacted for security purposes.]</p> <p>Please review our list of sessions for Zoom login information. All HACC employees are welcome.</p>	
696.	<p>Can you please clarify the College’s policy on rehiring former employees?</p>	<p>All employees are expected to adhere to the College’s <a href="#">core values</a> of excellence, inclusivity, integrity and innovation. Given this expectation, it is critical for all hiring managers to ensure we only hire employees who demonstrate these core values.</p> <p>The following clarifies the process for rehiring former full-time employees:</p> <ul style="list-style-type: none"> <li>• To ensure adherence to the College’s core values, former employees considered for rehire will be reviewed and approved before an offer can be extended.</li> <li>• The provost and vice president of academic affairs will review written requests to rehire former employees as adjunct faculty members.</li> <li>• Employees who have separated from the College will not be rehired as an adjunct faculty member without formal approval from the provost and president.</li> <li>• The president has final approval for all rehires.</li> </ul>	Feb. 10, 2021
697.	<p>I am a faculty member and an ally of my Black, Indigenous and people of color colleagues and fully support HACC's core value of inclusivity. As an ally, what are the steps that I should take when I either a) directly witness a harmful act in a public setting/meeting or 2) hear from a colleague that a harmful act has been perpetrated against them? Who do I share this information with (e.g. department chair/dean)</p>	<p>We all have our part to play in creating an environment of inclusion and belonging.</p> <p>Please refer to this resource and use it when necessary:</p> <p><a href="#">How to Respond to Racial Discrimination or Harassment – Guidance for HACC Employees</a></p> <p>We must consistently condemn racist behaviors when they occur. This guide is intended to help individuals who may be unsure about what to say when dealing with racists and bigots.</p>	Feb. 3, 2021



	so that those acting out against others are held accountable beyond my direct response? Thank you!	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.	
698	I've seen or read stories about HACC in the media, but will I ever have to talk to a reporter myself?	You may possibly be asked to speak to the media about a HACC-related project. However, the Office of College Advancement (OCA) will assist you every step of the way.  OCA is holding a series of Zoom sessions on a variety of topics that can set you up for success. On Feb. 11 at 1:30 p.m., the topic will be "Media Relations: HACC or Wack?" [Zoom information is redacted for security purposes.]  Please review our list of sessions for Zoom login information. All HACC employees are welcome.	Feb. 3, 2021
699	If I'm not able to attend a Zoom session from the Office of College Advancement, will a recording be available after the session? [Zoom information is redacted for security purposes.]	Yes. For most sessions, recordings will be available.  Please find the following recordings (to date):  <ul style="list-style-type: none"> <li>• <a href="#">OCA Overview</a></li> <li>• <a href="#">One-College Social Media</a></li> <li>• <a href="#">Open Me! Write Email Blast Subject Lines that Boost Open Rates</a></li> </ul>	Feb. 3, 2021
700	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. [ <b>Zoom information is redacted for security purposes.</b> ]  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.	Jan. 27, 2021
701	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:	Jan. 27, 2021

		<ul style="list-style-type: none"> <li>• 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.</li> <li>• The employee’s vice president is required to complete and approve the technology assignment request using the “Technology Exemption Form/ Part- time Employees.”</li> <li>• 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.</li> </ul>	
702.	<p>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.</p>	<p>As one of our <a href="#">core values</a>, inclusivity is essential and operationalized in all that we do.</p> <p>We:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Launched a new student peer education group called <a href="#">It’s On Us</a> in fall 2020. This group is dedicated to creating a campus climate of inclusion and safety for women and students of all gender identities.</li> </ul> <p>We embrace all of the tenants of feminism, womanism and equity for all.</p> <p>Beyond programing, we are enhancing our Title IX policies and procedures that embrace and sustain an equitable and safe campus and learning environment.</p>	Jan. 27, 2021
703.	<p>I heard that the Pennsylvania Department of Health (DOH) will be administering COVID-19 testing on the York Campus. Can</p>	<p>HACC’s <a href="#">York Campus</a> will be included as a site for COVID-19 testing. DOH is managing the entire process in cooperation with <a href="#">AMI Expeditionary Healthcare</a>. This is not a HACC event.</p>	Jan. 27, 2021

	you please tell me more about this?	<p>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.</p> <p>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.</p>	
704.	Will HACC employees be in the “1B” group of Pennsylvania’s COVID-19 Vaccine Distribution plan?	According to Pennsylvania’s <a href="#">“Vaccine Rollout Plan,”</a> educational workers fall under phase 1B.	Jan. 27, 2021
705.	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 <a href="#">Pennsylvania Government website</a> , HACC employees fall under phase 1B as educational workers.	Jan. 27, 2021
706.	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.	<p>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.</p> <p>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.</p> <p>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.</p>	Jan. 27, 2021

707.	<p>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.</p> <p>As noted, the elevator will not be HACC’s responsibility. Please share what entity is responsible for cleaning and sanitizing the elevator.</p> <p>Also, please confirm whether the City of Lebanon will be responsible for cleaning and sanitizing the first and second floors.</p>	<p>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.</p> <p>The city is responsible for cleaning and sanitizing the elevator and the first and second floors of the building.</p>	Jan. 27, 2021
708.	<p>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:</p> <ul style="list-style-type: none"> <li>a. Continue to provide escorts to faculty and students to parking</li> <li>b. Enforce Protection from Abuse (PFA) (restraining orders/ no contact orders)</li> </ul>	<p>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.</p> <p>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.</p> <ul style="list-style-type: none"> <li>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.</li> <li>b. The emergency plan is to dial 911. The City of Lebanon Police Department will respond to calls.</li> </ul>	Jan. 27, 2021

	c. Control public access to HACC property from malintents, such as stalkers	c. The City of Lebanon will maintain control. They are the building owners.	
709	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.	Jan. 27, 2021
710	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.	Jan. 27, 2021
711	What is e2Campus and what is it used for?	E2Campus is HACC's free alert system that allows you to stay informed quickly when the College has immediate announcements or emergencies. You can sign up to receive a text message on your mobile device and/or an email. For more information and to sign up, please visit <a href="http://hacc.edu/e2Campus">hacc.edu/e2Campus</a> .  While campuses are closed due to the coronavirus pandemic, the College will not use e2Campus for weather-related announcements. Instead, the College will follow the guidelines outlined on this webpage: <a href="https://hacc.edu/Students/CollegeCalendars/Weather/">https://hacc.edu/Students/CollegeCalendars/Weather/</a>	Jan. 20, 2021
712	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 to open?	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. [ <b>Zoom information is redacted for security purposes.</b> ]  On Jan. 28 at 10 a.m., the topic will be "Open Me! Write Email Blast Subject Lines that Boost Open Rates."	Jan. 20, 2021

		Please review our list of sessions for Zoom login information. All HACC employees are welcome.	
713.	Please provide an update on the new ultraviolet-C (UVC) disinfection equipment that we now have at all of the HACC campuses.	<p>The MoonBeam3 UV-C disinfection equipment uses technology to eliminate pathogens from intricate, hard-to-clean surfaces in high-touch areas, including classrooms, offices, trade, nursing and dental hygiene laboratories and bathrooms.</p> <p>The manufacturer completed extensive testing on the efficacy of the device on key viruses, bacteria and bacterial spores. The MoonBeam3 was proven effective against COVID-19 under a range of conditions with contact time as low as four seconds. The equipment has a three-minute cycle within roughly 6 feet of primary targets. The area can be immediately occupied after usage. The MoonBeam3 is safely outfitted with sensors that stop the device cycle if entry is attempted from outside the room.</p> <p>HACC custodial teams are receiving training and will be using MoonBeam3 equipment at all campuses over the next several weeks. The teams continue to use electrostatic disinfection guns and overall high-touch point deep cleaning procedures and processes to maintain high quality cleaning of HACC campuses.</p>	Jan. 20, 2021
714.	Can you please provide more detail about how to use the employee assistance program (EAP) through Mazzitti & Sullivan?	<p>HACC employees have access to the following services through <a href="#">Mazzitti &amp; Sullivan</a>:</p> <ul style="list-style-type: none"> <li>• Five free confidential telephonic, video or face-to-face counseling sessions per person for the employee and each family member in the household. Sessions are renewable (up to 15 free sessions per person, per year for the same issue) following a two-month break after the initial five sessions.</li> <li>• 24/7 confidential support at Mazzitti &amp; Sullivan’s direct call line at 800-543- 5080.</li> <li>• Access to additional resources such as legal, financial, support groups and housing via the employee portal at <a href="#">mseap.com</a> using this access code: HACC.</li> <li>• Critical incident stress management response and debriefing.</li> </ul>	Jan. 13, 2021

715.	Is there a procedure I should follow if I have COVID-19 symptoms, am in contact with someone who tested positive or have tested positive myself?	Please send an email to <a href="mailto:corona@hacc.edu">corona@hacc.edu</a> describing whether you have tested positive, have symptoms or have been in contact with someone who has tested positive. Contact is defined as within 6 feet for 15 minutes or more.	Jan. 13, 2021
716.	Can you please remind me of how the College will handle weather announcements during the COVID-19 pandemic?	<p>If there is a weather announcement regarding campus closures, it will only impact employees and students who are approved to be on campus. All other remote work, remote instruction and virtual learning courses will continue as scheduled.</p> <p>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 or notifying the local media.</p> <p>Instead, we will:</p> <ul style="list-style-type: none"> <li>• Update the <a href="#">HACC website</a></li> <li>• Send an email to employees who are approved to be on campus</li> <li>• Send an email to students who are approved to be on campus</li> <li>• Post an announcement to the collegewide <a href="#">Facebook</a> and <a href="#">Twitter</a> accounts</li> </ul> <p>Please see the “Weather Announcement Process During COVID-19” tab on <a href="http://hacc.edu/Weather">hacc.edu/Weather</a> for more information.</p>	Jan. 13, 2021
717.	How can my team effectively respond to email requests from students and employees and still take time off without dropping any balls?	<p>The Office of College Advancement is holding a series of Zoom sessions on a variety of topics that can set you up for success. <b>[Zoom information is redacted for security purposes.]</b></p> <p>On Jan. 20 at 1 p.m., the topic will be “Get in The Know About Generic Email Accounts.”</p> <p>Please review our list of sessions for Zoom login information. All HACC employees are welcome.</p>	Jan. 13, 2021
718.	I heard the College has a new work order system. Can you tell me a little bit about it?	The Facilities Department is implementing a new work order system, Asset Essentials by SchoolDude. The system is user-friendly and allows the requestor	Jan. 13, 2021

		<p>to get status updates when a work order has been received, is in progress and has been completed.</p> <p>To access the system, please click the <a href="#">Facilities WorkOrder</a> link under the HACC Applications tab on <a href="#">myHACC</a>. It is a single sign-on service. Once you are logged onto myHACC, you are able to submit a work order without having to log onto a different site.</p> <p>Training documents will be provided.</p>	
719.	Please provide an update on the outsourcing of the bookstore.	<p>We completed our review of potentially outsourcing our bookstores and concluded that we will NOT be outsourcing.</p> <p>Based on our analysis, we determined that a third-party vendor would not provide material savings or offer better service.</p> <p>Many thanks to the bookstore team for their patience and understanding throughout this process.</p>	Jan. 13, 2021
720.	What are the on-campus masking requirements for HACC students and employees?	<p>Anyone approved to be on a HACC campus is required to wear a mask that completely covers their nose and mouth at all times while on campus. This includes driving up to the wellness screening stations, being in classrooms and being in all indoor and outdoor common areas.</p> <p>HACC supports the Centers for Disease Control and Prevention’s (CDC) updated mask recommendations.</p> <p>Wearing a mask, social distancing, sanitizing and hand washing will help to keep our HACC community as safe as possible. Although we can never assure safety from this virus, we must be vigilant and do our part.</p>	Jan. 6, 2021
721.	I heard that the U-GRO Child Care Centres were sold. How does this affect the Harrisburg and Lancaster campuses’ U-GRO locations?	<p>On Jan. 1, 2021, the U-GRO Learning Centres joined the Learning Care Group family of brands.</p> <p>The HACC leasing relationships at the Harrisburg and Lancaster campuses remain intact, and the centres will continue to operate under the U-GRO brand to serve the child care mission in our communities.</p>	Jan. 6, 2021
722.	Will the COVID-19 vaccine be required for employees?	<p>Currently, HACC is not requiring the COVID-19 vaccine for employees. We will continue to monitor the situation and re-evaluate this summer.</p>	Jan. 6, 2021



723.	Has the Families First Coronavirus Response Act (FFCRA) been extended into 2021?	No. The <a href="#">FFCRA</a> expired on Dec. 31, 2020. Employees who were qualified by Dec. 31, 2020, will be able to use the remainder of their approved FFCRA benefit by March 31, 2021. If you have questions, please contact <a href="mailto:Benefits@hacc.edu">Benefits@hacc.edu</a> .	Jan. 6, 2021				
724.	I am an employee who is currently in an active probationary period. When can I expect my probationary period evaluation?	All employees who are in an active probationary period will receive written notification regarding next steps in the process no later than Jan. 18.	Jan. 6, 2021				
725.	I am a supervisor and have many employees who are waiting on their probationary period evaluations. What are the next steps?	All employees who are in an active probationary period will receive written notification regarding next steps in the process no later than Jan. 18.	Jan. 6, 2021				
726.	Will I complete my probationary period evaluation in Halogen or the PageUp System?	All employees who are in an active probationary period process will complete their evaluations in Halogen. Access to Halogen will be restored on Jan. 19 to complete probationary period evaluations. Annual evaluations will be completed in the PageUp system beginning in February.	Jan. 6, 2021				
727.	I missed the PageUp system training. Will there be another opportunity for a training session for the PageUp system?	Yes. You will be able to access training videos and tutorials soon. The availability of the training will be announced via the learning management system (LMS).	Jan. 6, 2021				
728.	There is a little confusion on when to use the Halogen system and when to use the PageUp system. Can you please clarify?	All employees who are in an active probationary period will complete evaluations in Halogen. Employees who are in a probationary period that ends after January will not need to complete an evaluation at this time. All other eligible employees will use PageUp for their annual evaluations starting in February.	Jan. 6, 2021				
729.	Will active employees in a current probationary period be required to complete both a 2021 annual evaluation and a probationary period evaluation?	No. Employees in an active probationary period will only complete the probationary evaluation for 2021. All other eligible employees will only complete the annual 2021 evaluation.  Please refer to the following table:	Jan. 6, 2021				
		<table border="1"> <tr> <td>I am:</td> <td><b>Halogen Probationary Evaluation</b></td> <td><b>PageUp Probationary Evaluation</b></td> <td><b>PageUp Annual Evaluation</b></td> </tr> </table>	I am:	<b>Halogen Probationary Evaluation</b>	<b>PageUp Probationary Evaluation</b>	<b>PageUp Annual Evaluation</b>	
I am:	<b>Halogen Probationary Evaluation</b>	<b>PageUp Probationary Evaluation</b>	<b>PageUp Annual Evaluation</b>				

		Currently in an active probationary period with a start date prior to Oct. 1, 2020	X			
		In a new position with a start date after Oct. 1, 2020		X		
		Not in a probationary evaluation period			X	
730.	An update regarding the student counseling and employee assistance program (EAP) request for proposal (RFP) process was promised in January 2021. May we please have that update?	The RFP process for student counseling and employee EAP services has been completed, and <a href="#">Mazzitti &amp; Sullivan</a> was awarded the contract. There will be no interruption of the student counseling or employee EAP services that HACC currently offers. Additional details about the employee EAP services will be offered in early 2021. The new contract will begin on Jan. 12, 2021.				Jan. 6, 2021
731.	I heard that HACC entered into an agreement of sale for the Lebanon Campus building. Could you please provide an update?	On Dec. 24, 2020, the College entered into an agreement of sale with the City of Lebanon for the Lebanon Campus building. For additional information, please view our <a href="#">news release</a> .				Jan. 6, 2021
732.	Is there a standard out-of-office message for employees to use while the College is closed for the winter holiday?	<p>We recommend that colleagues set up this out-of-office message when offices are closed during the holiday break:</p> <p style="text-align: center;">Greetings!</p> <p style="text-align: center;">Thank you for your message. HACC is closed in celebration of the holiday season beginning Dec. 23, 2020, and will reopen on Jan. 4, 2021.</p> <p style="text-align: center;">I will respond to email messages upon my return to the office.</p> <p style="text-align: center;">Thank you and happy holidays!</p>				Dec. 16, 2020
733.	I heard there will be a power outage at the Harrisburg Campus while HACC is on holiday break. What are the details?	There will be a planned electrical outage at the Harrisburg Campus Dec. 28, 2020, from 6 a.m.-6 p.m. All buildings on the campus will be affected.				Dec. 16, 2020

		<p>The outage will allow PPL Electric Utilities Corporation and Heim Electric to install a new electric meter. An emergency generator will keep the data center running. All internal and external partners have been contacted.</p> <p>The HACC facilities team will be assessing emergency lighting in all buildings during the outage.</p>	
734.	<p>In the beginning of the COVID-19 pandemic, neck gaiters could be worn but then were deemed by the Centers for Disease Control and Prevention (CDC) as not appropriate to wear in stopping droplets. In following CDC recommendations, HACC said neck gaiters cannot be worn as a face covering while on campus.</p> <p>Since then, the CDC did a study and has changed its recommendations about the effectiveness of wearing neck gaiters when they have multiple layers. Please see this <a href="#">link</a> to an article about the CDC study and neck gaiter effectiveness.</p> <p>Has HACC considered changing its position on the wearing of neck gaiters, especially for those working in the Facilities and Ground Department?</p> <p>Thank you in advance for your response.</p>	<p>Yes, neck gaiters may be worn only if they have two layers. If not, the neck gaiters must be doubled over. Please see this <a href="#">link</a> for more information.</p>	Dec. 16, 2020
735.	<p>When will the 2020 Annual Security Report be available? I</p>	<p>HACC, Central Pennsylvania's Community College, is required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act</p>	Dec. 16, 2020

	<p>thought it had to be published by Oct. 1?</p>	<p>(20 USC § 1092(f)) to publish an annual security report by Oct. 1 of each calendar year. Due to the coronavirus pandemic, the deadline to publish the 2020 annual security report was extended to Dec. 31, 2020. This report contains three years of campus crime statistics for incidents that occurred on a HACC campus, in unobstructed public areas immediately adjacent to or running through a campus and at certain non-campus facilities owned or controlled by the College.</p> <p>Also included in the report are policy and procedure disclosures for emergency response, the reporting of crime, investigative and disciplinary procedures for rape, sexual assault/misconduct and drug and alcohol control, among others.</p> <p>This report is now available on HACC’s website at <a href="http://www.hacc.edu/AboutHACC/PublicSafetyandSecurity/upload/HACC-ASR.pdf">www.hacc.edu/AboutHACC/PublicSafetyandSecurity/upload/HACC-ASR.pdf</a>.</p>	
736	<p>Could you please let me know how graduating students were notified about the virtual Commencement <a href="#">ceremony</a>?</p>	<p>Following is the timeline of when communications were sent to students about participation in the fall 2020 virtual Commencement ceremony:</p> <ul style="list-style-type: none"> <li>• <a href="#">March 25, 2020</a>: Dr. Ski informed spring 2020 graduates that they would be invited to the fall 2020 ceremony.</li> <li>• April 9, 2020: Spring 2020 graduates were invited to attend the fall 2020 virtual Commencement ceremony via email.</li> <li>• <a href="#">May 5, 2020</a>: Students were reminded via a weekly coronavirus email that they can participate in the ceremony.</li> <li>• <a href="#">July 16, 2020</a>: Students were informed the fall 2020 Commencement ceremony would be held virtually.</li> <li>• <a href="#">July 30, 2020</a>: Students were provided additional ceremony details.</li> <li>• <a href="#">Sept. 30, 2020</a>: An additional reminder was included in the weekly email to students.</li> <li>• Oct. 8, 2020: An invitation to participate in the fall 2020 virtual Commencement ceremony was sent to spring and fall students via their HAWKmail and personal emails.</li> <li>• Oct. 23, 2020: A reminder alert was posted on the myHACC portal.</li> <li>• Oct. 23, 2020: An additional reminder email inviting students to participate in Commencement was distributed.</li> <li>• <a href="#">Oct. 28, 2020</a>: A reminder about the ceremony was included in the weekly email to students.</li> </ul>	Dec. 16, 2020

		<ul style="list-style-type: none"> <li>• <a href="#">Dec. 2, 2020</a>: Additional information was included in the weekly coronavirus email.</li> <li>• Dec. 8, 2020: An email was distributed to all fall 2020 graduates.</li> <li>• Dec. 8, 2020: An email was distributed to those who indicated they would be attending the virtual ceremony.</li> </ul> <p>Multiple social media posts about the ceremony were also shared across the College’s social media platforms.</p> <p>Please email the Office of Student Affairs and Enrollment Management at <a href="mailto:Commencement@hacc.edu">Commencement@hacc.edu</a> with any additional questions.</p>	
737.	My HACC on-campus authorization expires at the end of this month. How do I get this renewed for the spring 2021 semester?	All HACC employees who need access to a campus should work with their supervisor for approval. Their supervisor or their supervisor’s designee should fill out the HACC On-Campus Authorization form found <a href="#">here</a> .	Dec. 16, 2020
738.	Do you have an update regarding the student counseling and employee assistance program (EAP) request for proposal (RFP) process?	The RFP process for student counseling and the employee EAP has been completed. The College is now engaged in finalizing contract details. We will share additional information in January 2021.	Dec. 16, 2020
739.	Can you please remind me of how the College will handle weather announcements during the COVID-19 pandemic? If there are delays or closures for HACC campuses, will that affect remote instruction, virtual learning classes and remote working?	<p>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 classes will continue as scheduled.</p> <p>We will communicate directly to the students and employees who are approved to be on a HACC campus. Therefore, we will not distribute a collegewide e2Campus message. In addition, we will not notify the local media.</p> <p>Instead, we will:</p> <ul style="list-style-type: none"> <li>• Update the <a href="#">HACC website</a></li> <li>• Send an email to employees who are approved to be on campus</li> <li>• Send an email to students who are approved to be on campus</li> </ul>	Dec. 9, 2020

		<ul style="list-style-type: none"> <li>• Post an announcement to the collegewide <a href="#">Facebook</a> and <a href="#">Twitter</a> accounts</li> </ul> <p>Please see the “Weather Announcement Process During COVID-19” menu on <a href="http://hacc.edu/Weather">hacc.edu/Weather</a> for more information.</p>	
740.	What are the on-campus masking requirements for HACC students and employees?	<p><b>Anyone</b> approved to be on a HACC campus is <b>required</b> to wear a mask that completely covers their nose and mouth at all times while on campus. This includes driving up to the wellness screening stations, in the classroom and all indoor and outdoor common areas.</p> <p>HACC supports the Centers for Disease Control and Prevention’s (CDC) updated mask <a href="#">recommendations</a>.</p> <p>Wearing a mask, social distancing, sanitizing and hand washing will help to keep our HACC community as safe as possible. Although we can never assure safety from this virus, we must be vigilant and do our part.</p>	Dec. 9, 2020
741.	I heard that the Pennsylvania Department of Health will be distributing COVID- 19 vaccinations on the Harrisburg and York campuses of HACC. Can you please tell me more about this?	<p>HACC is honored to be included as a site for COVID-19 vaccination distribution. The Pennsylvania Department of Health (DOH) is managing the entire process. This is not a HACC event.</p> <p>We will be given limited notice of when these events will occur.</p> <p>To limit the possibility of any COVID-19 exposure for our students and employees, and out of respect for DOH, on the dates of distribution, we will close the portion of each campus where the vaccines will be distributed. If you are a student or essential worker approved to be on a HACC campus and your work or class schedules are affected by this event, you will be notified via email.</p> <p><b>Please note:</b> The vaccine is not for public access at this point in time. It is for a specific subgroup of individuals determined by DOH. Unless invited by DOH, you are not authorized to access the vaccination distribution site.</p>	Dec. 9, 2020
742.	How can employees be reimbursed for office supplies they are buying to support work from home?	<p>Details are available in a Ski Gram, under the procurement header: <a href="https://sites.google.com/hacc.edu/skiagram-october2020/office-of-finance">https://sites.google.com/hacc.edu/skiagram-october2020/office-of-finance</a></p>	Dec. 9, 2020

		<p><b>For Office Supplies:</b> Please fill out the <a href="#">Office Supplies Request Form</a> to request items from the bookstore. You may view available items at <a href="http://www.bookstore.hacc.edu">www.bookstore.hacc.edu</a>. Delivery options include mailing to your home address or scheduling a pick-up with campus access authorization.</p> <p>For office supplies not listed on the bookstore website, please contact the Procurement Department at <a href="mailto:procurement@hacc.edu">procurement@hacc.edu</a>.</p>	
743.	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. <a href="#">This page</a> offers more information.	Dec. 2, 2020
744.	Could you please share more information about the virtual Commencement ceremony in December?	<p>HACC's first-ever <a href="#">virtual Commencement ceremony</a> will be held on Dec. 15.</p> <p>To virtually celebrate, please:</p> <ol style="list-style-type: none"> <li>1. Tune in to the virtual ceremony at 6 p.m.</li> <li>2. Share YOUR excitement on social media and <a href="#">tag HACC</a> in your post</li> <li>3. Use #HACCproud and #HACCgraduate in your post</li> </ol> <p>Please continue to check our Commencement website for updated information.</p>	Dec. 2, 2020
745.	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: <a href="http://www.hacc.edu/Resources/fall-2020-announcement.cfm">www.hacc.edu/Resources/fall-2020-announcement.cfm</a>	Dec. 2, 2020
746.	Can students play esports at HACC?	New HACC Esports gaming teams are gearing up for the spring 2021 semester. HACC will participate in the <a href="#">National Junior College Athletic Association Esports</a> (NJCAAE) 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 <a href="mailto:laclevel@hacc.edu">laclevel@hacc.edu</a> .	Dec. 2, 2020

747.	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?	<p>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 <a href="#">Lebanon Daily News</a>, the sale will take place by June 30, 2021.</p> <p>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.</p>	Dec. 2, 2020
748.	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.	<p>According to <a href="#">SPG 402 Pay Practices</a>, 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.</p> <p>Casual employees are paid the minimum hourly rate based on where their position falls within the <a href="#">Salary Schedule</a>. 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.</p>	Dec. 2, 2020
749.	<p>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.</p> <p>I recently reviewed an email from the Office of Human Resources</p>	<p>On Nov. 25, 2020, President Ski sent a <a href="#">Thanksgiving Expression of Gratitude</a> message to all HACC employees. Please read the detailed information.</p>	Dec. 2, 2020




<p>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.</p> <p>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,</p>		
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<p>unfortunately, been struck by this virus.</p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none"><li>• Remove the maximum hold on vacation hours that carry over to the 2021 calendar year.</li><li>• Allow employees to cash out hours that have accumulated over the 450-hour maximum.</li></ul> <p>Both of these options have the potential to provide employees with financial security if an unforeseen event arises.</p>		
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	<p>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.</p>		
750.	<p>Where can I find the new job position titles with detailed responsibilities and expectations that coincide with them?</p>	<p>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 <a href="mailto:askhr@hacc.edu">askhr@hacc.edu</a> to request current job descriptions.</p>	Dec. 2, 2020
751.	<p>I know that the HACC Foundation offers many unique scholarships. How can I help students access these scholarships?</p>	<p>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.</p> <p>On Dec. 8 at 10 a.m., the topic will be “Answering Common HACC Foundation Scholarship Questions.”</p> <p>Please review the list of sessions for Zoom login information. All HACC employees are welcome.</p>	Dec. 2, 2020
752.	<p>What are the on-campus masking requirements for HACC students and employees?</p>	<p><b><u>Anyone</u></b> approved to be on a HACC campus is <b><u>required</u></b> to wear a mask that completely covers their nose and mouth at all times while on campus. This includes driving up to the wellness screening stations, in the classroom and in all common areas (indoor and outdoor).</p> <p>HACC supports the Centers for Disease Control and Prevention’s (CDC) updated mask <a href="#">recommendations</a>.</p> <p>Wearing a mask, social distancing, sanitizing and hand washing will help to keep our HACC community as safe as possible. Although we can never assure safety from this virus, we must be vigilant and do our part.</p> <p><a href="#">COVID-19 caution fatigue</a> is very real, as many are tired of this new reality. However, we cannot be in COVID-19 denial.</p>	Nov. 18, 2020

		<p>The COVID-19 cases in Pennsylvania are spiking, and we do not want that to impact our ability to hold our approved on-campus labs.</p> <p>Therefore, anyone refusing to wear a mask properly while on campus will have their authorization to be on campus revoked.</p> <p>You remain our top priority, and we want to do what we can to help keep you healthy</p>	
753.	I know HACC had a student newspaper called the Fourth Estate. Is there anything available for HACC students to participate in that's like a newspaper or media site? Where would I find more information?	We now have an online media platform, <a href="#">The HawkEye</a> . New issues are available every Wednesday at 6 a.m.	Nov. 18, 2020
754.	How many adjunct faculty are eligible to be paid for their work in governance? Are there only three paid positions?	There are 14 adjunct faculty opportunities for hourly pay as a representative to Academics House, Operations House or Faculty Senate. In addition, the adjunct officer of the Faculty Organization is paid a two-credit paid professional assignment (PPA) each semester.	Nov. 18, 2020
755.	I heard that faculty used to have a voice in the College's finances, but now they are limited to participating in the College Compensation Advisory Committee. What has changed?	There has been no change. Each employee constituency group has long been represented on the College Compensation Advisory Committee to make recommendations on salary and benefits. Full-time faculty also participate in decisions about Perkins funding and equipment needs. The Faculty Organization president is invited to attend all HACC Board of Trustees Finance Committee meetings and all HACC Board of Trustees Human Resources Committee meetings. That has been the extent of faculty participation in financial decisions.	Nov. 18, 2020
756.	I am looking to purchase a home. Do you have any tips to ensure that I'm being secure in my financial transactions?	<p>This week, Nov. 15-21, is International Fraud Awareness Week. We are proud that you are being cautious with your financial and personal data. If you're buying a home, you should be aware of mortgage wire scams.</p> <p>For more information, please view this article, "<a href="#">Mortgage Wire Scams: What They Are and How to Protect Yourself</a>," by PSECU.</p>	Nov. 18, 2020
757.	Are there any opportunities for employees to receive a standing desk?	There are opportunities for employees to request a standing desk and other wellness items based on availability. Please contact Terry Sholansky at 717-736-4150 or <a href="mailto:tsholans@hacc.edu">tsholans@hacc.edu</a> .	Nov. 18, 2020

758.	<p>It was snowing at my house yesterday. Can you please remind me of how the College will 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 classes?</p>	<p>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 classes will continue as scheduled.</p> <p>We will communicate directly to the students and employees who are approved to be on a HACC campus. Therefore, we will not distribute a collegewide e2Campus message. In addition, we will not notify the local media.</p> <p>Instead, we will:</p> <ul style="list-style-type: none"> <li>• Update the <a href="#">HACC website</a></li> <li>• Send an email to employees who are approved to be on campus</li> <li>• Send an email to students who are approved to be on campus</li> <li>• Post an announcement to the collegewide <a href="#">Facebook</a> and <a href="#">Twitter</a> accounts</li> </ul> <p>Please see the “Weather Announcement Process During COVID-19” menu on <a href="http://hacc.edu/Weather">hacc.edu/Weather</a> for more information.</p>	Nov. 18, 2020
759.	<p>Have any new Zoom background images been designed?</p>	<p>Yes. New <a href="#">Zoom background images</a> have been designed to celebrate November and December holidays.</p> <p>Please remember to access the Zoom backgrounds using your HACC email address. A link can also be found on myHACC under the “Quick Links” portal:</p> 	Nov. 18, 2020
760.	<p>I am planning on visiting my family, who live out of state, for Thanksgiving. I learned the state is designated as a “hotspot” where there are a high number of COVID-19 cases. Am I required to quarantine for 14 days when I return?</p>	<p>HACC is committed to protecting the health and safety of our students, staff and community. As part of this commitment, we encourage employees not to travel during the holidays.</p> <p>If you do travel to a <a href="#">state with a high number of COVID-19 cases</a> as designated by the Pennsylvania Department of Health, HACC requires you to quarantine for 14 days upon your return. During this time, you will need to use vacation,</p>	Nov. 11, 2020

		<p>personal and/or sick leave or arrange a remote work assignment with your supervisor.</p> <p>In cases of an emergency where travel is necessary and approved by your supervisor, you can use the emergency leave code (EMR) on your timesheet during the 14-day quarantine period. Given this is an unusual time in our history, there will be some employees deemed essential who may not be able to travel based on their College responsibilities and as determined by their supervisor.</p>	
761.	Does the 3% raise include casual employees? Does it include adjunct credit- teaching faculty, including part-time faculty?	According to <a href="#">SPG 402 on Pay Practices</a> , 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.	Nov. 11, 2020
762.	Will the 3% raise have an effect on our medical benefit costs for the year? With the raise, my salary will be in a higher benefits tier. Will I have to pay the higher amount for my medical benefits? If so, this should probably be reflected in our enrollment information.	<p>The College utilizes four salary bands that define a benefit tier. Employees contribute to their healthcare costs based on their respective salary and benefit tier. An increase in your salary may move you into a higher benefit tier and result in you paying more for your benefits.</p> <p>If your benefits tier changes as a result of the 3% raise on Jan. 3, 2021, you will pay more for your health care. Please consider your options as you participate in the open enrollment process. If you already have been through the open enrollment process, you have until Nov. 16, 2020, to change your selection.</p>	Nov. 11, 2020
763.	If a teacher is not answering questions about specific assignments and students can't complete them, what should they do?	If an instructor is not answering questions, students are asked to please email Kathy Doherty, associate provost of academic affairs, at <a href="mailto:ktdohert@hacc.edu">ktdohert@hacc.edu</a> . She will review concerns and help resolve them. Faculty should be responding to emails within two business days.	Nov. 11, 2020
764.	I am unsure how we can still represent the personalities of our campuses under the One-College approach, especially on social media. How can I get help?	<p>The Office of College Advancement is holding a series of Zoom sessions on a variety of topics that can set you up for success.</p> <p>For example, on Nov. 13 at 10 a.m., the topic will be “You Can Do One College on Social Media Without Losing Your Campus Identity.”</p> <p>Please review our list of sessions for Zoom login information. All HACC employees are welcome.</p>	Nov. 11, 2020

765.	Is there a standard out-of-office message for employees to use while the College is closed for the Thanksgiving Day holiday and winter holiday?	<p>We recommend that colleagues set up this out-of-office message when offices are closed during holiday breaks:</p> <p>Greetings!</p> <p>Thank you for your message. HACC is closed in celebration of [Thanksgiving/the holiday season] beginning _____ and will re-open on _____.</p> <p>I will respond to email messages upon my return to the office.</p> <p>Thank you and happy holidays!</p>	Nov. 11, 2020
766.	How can I virtually show my support for our spring and summer 2020 graduates and students eligible to graduate in the fall 2020 semester?	<p>The <a href="#">fall 2020 virtual Commencement ceremony</a> is scheduled for Dec. 15, 2020.</p> <p>By Nov. 15, please complete this online <a href="#">form</a> to provide YOUR congratulatory and best wishes messages to our graduates. Your submission may even be shared during the ceremony and/or on HACC’s social media sites.</p>	Nov. 11, 2020
767.	I understand that the HACC Foundation offers funding to HACC units for mission-critical projects? How do I apply for funding?	<p>The Office of College Advancement is holding a series of Zoom sessions on a variety of topics that can set you up for success.</p> <p>For example, on Nov. 10 at 1 p.m., the topic will be “Securing HACC Foundation Funding to Achieve Mission-Critical HACC Goals.”</p> <p>Please review our list of sessions for Zoom login information. All HACC employees are welcome.</p>	Nov. 4, 2020
768.	I support the College’s focus on inclusion and diversity. I truly believe that when everyone is included and feels a sense of belonging, we ALL benefit. I also appreciate your recent email about Black students and employees. Some people believe that your email means that non-Black students and employees should not receive the same	<p>HACC’s greatest strength is the care we demonstrate for our students and employees.</p> <p>For example, whether our students or employees are single parents, possess learning disabilities, are transgendered or hail from other countries, we make them a top priority.</p> <p>All of HACC’s students and employees are important to us all of the time. However, at this time, our Black students and employees and other students and employees of color are experiencing systemic racially-based and ethnically-based trauma. White students and employees are not. The primary</p>	Nov. 4, 2020

	<p>treatment and empathy as Black students and employees. Could you please clarify what you mean?</p>	<p>point of my message was to remind members of the HACC community that we should demonstrate kindness to one another – even if we do not understand the struggles that someone else is facing.</p> <p>Any non-Black student and employee who is experiencing trauma – now or later – will be provided the same opportunities, treatment and empathy as Black students and employees and other students and employees of color. This has been the case since I was hired as HACC’s president in 2011.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>• Students who are homeless have been cared for by HACC employees and offered flexibility with their course work.</li> <li>• Students who did not have easy access to technology when we first went remote were cared for by HACC employees and offered flexibility with their course work.</li> <li>• Students who have experienced death in their families have been cared for by HACC employees and offered flexibility with their course work.</li> <li>• Students who have suffered from heightened anxiety as a result of the pandemic have been cared for by HACC employees and offered flexibility with their course work.</li> <li>• Students who have tested positive for COVID-19 have been cared for by HACC employees and offered flexibility with their course work.</li> </ul> <p>All of this was done because these students needed and deserved our help. This type of flexibility did not occur as a result of the pandemic – we have demonstrated this for as long as I have been president at HACC. However, we have been reminding all students of our flexibility <i>more often</i> due to the challenging times in which we live.</p> <p>Reminding a group of people of something that has always existed does <i>not</i> mean that we are excluding others. In addition, reminding a group of people of something that has always existed does <i>not</i> mean that we are taking something from another group of people.</p> <p>Thank you for seeking clarification.</p>	
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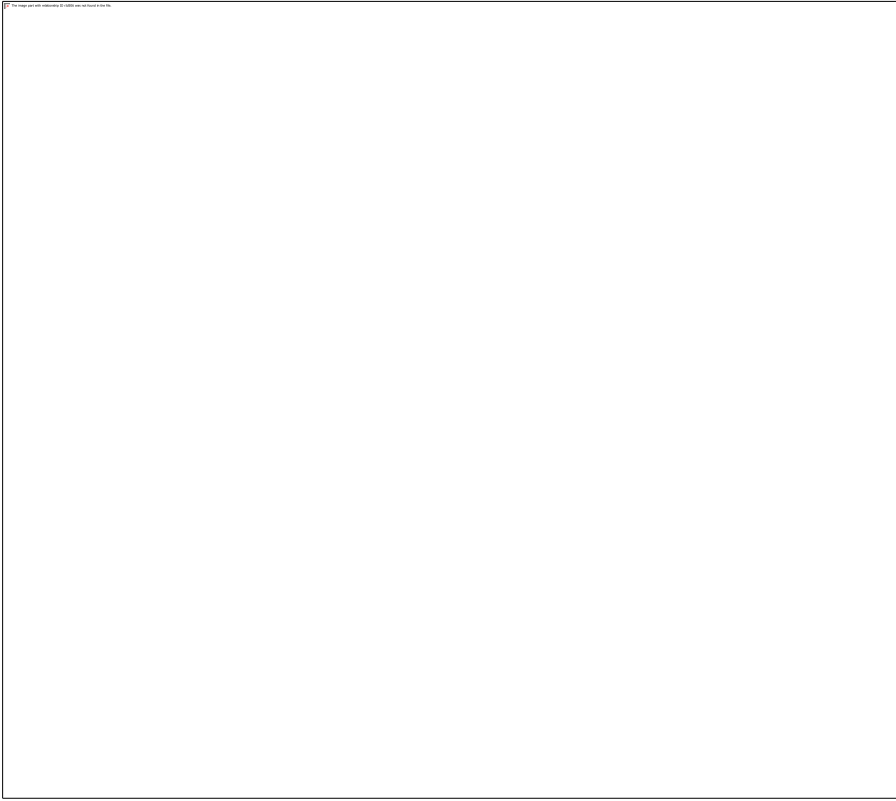
769.	Do you have any updates on the virtual Commencement ceremony?	<p>Students eligible to graduate in the fall 2020 semester should complete the online participation <a href="#">form</a> by Nov. 1. Please note that, like ceremonies that occur at the Giant Center, graduates will be celebrated only if they indicate that they plan to attend the virtual event.</p> <p>Students who are eligible to graduate in the fall 2020 semester may apply to be a student speaker. To apply to be the fall 2020 student speaker, please complete this <a href="#">form</a> by Nov. 1.</p> <p>If students need additional information or have questions about the virtual event, please direct them to visit our <a href="#">website</a> or contact <a href="mailto:Commencement@hacc.edu">Commencement@hacc.edu</a>.</p>	Oct. 28, 2020
770.	How can I virtually show my support for our spring and summer 2020 graduates, and students eligible to graduate in the fall 2020 semester?	<p>The fall 2020 virtual Commencement ceremony is scheduled for Dec. 15, 2020.</p> <p>By Nov. 15, please complete this online <a href="#">form</a> with YOUR congratulatory and best wishes messages to our graduates. Your submission may even be shared during the ceremony and/or on HACC's social media sites.</p>	Oct. 28, 2020
771.	What is e2Campus and what is it used for?	<p>e2Campus is HACC's free alert system that allows you to stay informed quickly when the College has immediate announcements or emergencies. You can sign up to receive alerts via text messaging and/or email. For more information and to sign up, please visit <a href="http://www.hacc.edu/e2Campus">www.hacc.edu/e2Campus</a>.</p> <p>While campuses are closed due to the coronavirus pandemic, the College will not use e2Campus for weather-related announcements. Instead, the College will follow these guidelines: <a href="https://hacc.edu/Students/CollegeCalendars/Weather/">https://hacc.edu/Students/CollegeCalendars/Weather/</a>.</p>	Oct. 28, 2020
772.	Is it true that the College is going to post a request for proposal (RFP) for student counseling services and the employee assistance program (EAP)?	<p>In November 2020, HACC's contracted service plans for student counseling (in place for one year) and EAP services (in place for seven years) will expire with Mazzitti &amp; Sullivan. Thus, as part of our normal practices to ensure quality services to our students and employees, the College will issue one RFP that will cover both our student and employee counseling services. This RFP is a standard business practice, meant to assess the best available options for our students and employees.</p>	Oct. 28, 2020

		<p>Mazzitti &amp; Sullivan has been encouraged to respond to the RFP. If they are chosen from the RFP process, nothing will change. You will be updated on the status of the RFP process in December.</p> <p>Although our contracts with Mazzitti &amp; Sullivan expire in November 2020, they have agreed to extend the contracts through Jan. 11, 2021, to ensure you and our students will have access to counseling services through fall and winter 2020. The selected provider from the RFP will be in place by the spring 2021 semester.</p> <p>Please do not rely on rumors or misinformation. If you have any questions or concerns, please submit them via <a href="http://hacc.edu/Feedback">hacc.edu/Feedback</a>.</p>	
773.	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.	<p>If a student has a concern about an instructor, please prompt them to contact one of the school deans:</p> <ul style="list-style-type: none"> <li>• Jennifer Baar, School of Business, Technology and Industry, <a href="mailto:jnbaar@hacc.edu">jnbaar@hacc.edu</a></li> <li>• Leslie Boon, School of Liberal Arts, <a href="mailto:lmboon@hacc.edu">lmboon@hacc.edu</a></li> <li>• Mike Corradino, School of Science and Math, <a href="mailto:mccorrad@hacc.edu">mccorrad@hacc.edu</a></li> <li>• Dory Uhlman, School of Health Science, <a href="mailto:dsuhlman@hacc.edu">dsuhlman@hacc.edu</a></li> </ul>	Oct. 21, 2020
774.	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?	<p>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.</p> <p>Additionally, if you develop any of the symptoms associated with COVID-19, please:</p> <ul style="list-style-type: none"> <li>• Refrain from coming to campus or return home if already on campus</li> <li>• Contact your instructor to make alternate arrangements</li> <li>• Check with your primary healthcare provider</li> <li>• Notify the College by emailing <a href="mailto:corona@hacc.edu">corona@hacc.edu</a></li> <li>• Self-isolate to meet <a href="#">PA Department of Health and CDC Requirements</a></li> </ul>	Oct. 21, 2020
775.	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.	Oct. 21, 2020

		<p>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.</p> <p>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.</p> <p>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.</p>	
776.	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?	<p>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.</p> <p>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.</p> <p>Instead, we will:</p> <ul style="list-style-type: none"> <li>• Update the <a href="#">HACC</a> website</li> <li>• Send an email to employees who are approved to be on campus</li> <li>• Send an email to students who are approved to be on campus</li> <li>• Post an announcement to the collegewide <a href="#">Facebook</a> and <a href="#">Twitter</a> accounts</li> </ul> <p>Please see the “Weather Announcement Process During COVID-19” tab on <a href="http://hacc.edu/Weather">hacc.edu/Weather</a> for more information.</p>	Oct. 21, 2020
777.	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	Oct. 21, 2020

		<p>will be “business as usual.” Weather announcements for campus closings will not affect those working and learning from home.</p> <p>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 <a href="#">SGP 102</a>, Developing the Academic Calendar and Procedures for College-Initiated Alterations to the Normal Instructional Schedule.</p>	
778.	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?	<p>On days when inclement weather occurs and faculty are unable to come to campus, faculty will be expected to contact their students.</p> <p>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.</p>	Oct. 21, 2020
779.	When will the list of spring 2021 approved hands-on courses be added to <a href="http://hacc.edu/Coronavirus">hacc.edu/Coronavirus</a> ?	The list of approved hands-on courses is available on <a href="http://hacc.edu/Coronavirus">hacc.edu/Coronavirus</a> .	Oct. 21, 2020
780.	What is the status of the <a href="#">PSECU ATMs</a> on HACC’s Harrisburg, Lancaster and York campuses?	<p>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.</p> <p>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 <a href="http://psecu.com">psecu.com</a> and use the Find an ATM locator or use the PSECU mobile app.</p> <p>Please contact Jennifer Nicrone, PSECU community manager, with any questions at <a href="mailto:jnicrone@psecu.com">jnicrone@psecu.com</a> or 717-461-6750.</p>	Oct. 21, 2020
781.	Will HACC’s Athletics Department run their spring sports since the campuses will	The safety of our students and employees is paramount. As our campuses are closed, we will not have any team sports in spring 2021. We will not resume sports until it is determined that we can safely re-open the campuses.	Oct. 14, 2020

	remain closed through the middle of May 2021?		
782.	Does HACC have an employee that serves both the Office of Human Resources and the Office of Inclusion and Diversity? If not, I recommend that a position is established to ensure equality in the hiring, firing and employee discipline processes.	A position to serve in this role is not necessary. The Office of Inclusion and Diversity and Office of Human Resources work very closely on individual cases. The offices also partner on broader strategic goals to ensure equity in hiring, firing and other personnel actions at the College.	Oct. 14, 2020
783.	Where do things stand with the sale of the Lebanon Campus building to the City of Lebanon, as well as plans to renovate the third-floor space?	HACC is in the final stage of discussions and has formed the necessary agreements to bind the City of Lebanon to purchase the Lebanon Campus building and enter a five- year lease agreement for the third floor and the lab space on the second floor. We anticipate making a formal announcement in the upcoming weeks. For more information, please refer to the Oct. 8, 2020, <a href="#">Zoom session</a> .	Oct. 14, 2020
784.	Have the Zoom backgrounds moved from the “Coronavirus Updates” portal of myHACC? Where can I find them now? Are there any new backgrounds?	Yes. To keep all Zoom information organized in the same location, the link to the Zoom backgrounds has been moved under the “Zoom Video Conferencing” section of <a href="#">myHACC</a> . You may also find them in this Google Drive: <a href="https://drive.google.com/drive/folders/1LcJGRiPvQ_OMrT0ADzv9UPpaMPAYq6-V">https://drive.google.com/drive/folders/1LcJGRiPvQ_OMrT0ADzv9UPpaMPAYq6-V</a> Please note: <ul style="list-style-type: none"> <li>You must login to Google using your hacc.edu email address to gain access to the Zoom backgrounds in the Google Drive.</li> </ul>	Oct. 14, 2020

		<ul style="list-style-type: none"> <li>There are new Zoom backgrounds in the “Inclusion and Diversity” subfolder.</li> </ul> 	
785.	Can students schedule an appointment in advance with a tutor to prepare for an upcoming exam?	<p>Students can access instant drop-in appointments through a software called TutorTrac.</p> <p>We are excited to announce that TutorTrac will also allow students to schedule appointments up to 30 days in advance, which can be a great way to build in planning time for big papers, exams or projects. To learn more, please see <a href="https://libguides.hacc.edu/learningcommons/tutoring/schedules">https://libguides.hacc.edu/learningcommons/tutoring/schedules</a>.</p>	Oct. 14, 2020
786.	Can students use Chromebook devices to take HACC’s online proctored exams using Examity?	Yes. The College uses Examity, a test proctoring software, that has been updated to support Chromebook devices.	Oct. 14, 2020
787.	Why are we not using <a href="#">Coronavirus Aid, Relief, and Economic Security (CARES) Act</a>	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	Oct. 7, 2020

	funds for laptops for all of our adjunct and permanent faculty?	<p>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.</p> <p>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.</p> <p>The 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.</p>	
788.	Why do I need to bring my HACC-owned computer back on campus to be updated?	HACC-owned computers (laptops and PCs) that do not have Windows Always-On-VPN installed need to periodically connect to a HACC server to activate, update and refresh software. Failure to bring the HACC-owned computer to campus could impede your ability to work.	Oct. 7, 2020
789.	Will I have to bring my HACC-owned computer to campus more than once?	No. When you bring your HACC-owned computer to campus, the IT team will update the software and install Windows Always-On-VPN (AOV). This allows your HACC- owned computer to connect automatically to the HACC network. This will alleviate the need to periodically return to campus.	Oct. 7, 2020
790.	In the recent Zoom session that discussed the Technology Agreement, the part of the agreement regarding “Returning of HACC Equipment for Part-Time Employees” was not reviewed or discussed. When will this part of the agreement be shared with part-time employees?	We will collect College-owned technology from part-time employees on Dec. 15, 2020, at the end of the fall semester. If you have questions about the process for returning your equipment, please talk with your supervisor.	Oct. 7, 2020
791.	Why do we continue to hire employees after the College announced a hiring freeze?	<p>In an effort to help offset the reduced enrollment caused by the pandemic, we reviewed all open positions and picked those that we could cover functions on a temporary basis until we see our enrollments improve.</p> <p>Full-time positions that are currently vacant are being frozen. <b>This impacts 31 unfilled full-time positions.</b> However, we did not freeze all open positions.</p>	Sept. 30, 2020

		<p>The hiring freeze does not include part-time or grant-funded positions. This proactive effort was to help against potential active staff reductions.</p> <p>Please view this frequently asked questions <a href="#">link</a> for more information.</p>	
792.	With all the unrest surrounding racism, what is our Police Academy doing to ensure they are graduating cadets who will not try and murder people who look like me, on impulse?	We have a profound respect for our communities and are responsible for ensuring that our <a href="#">Police Academy</a> graduates are trained to the highest standards. Toward that end, we have added two to three days of training to the Academy focused on diversity and inclusion, communication and de-escalation. Additionally, we are committed to planning two conferences on diversity and inclusion annually for first responders within the communities we serve. We will implement the additional training with our current Academy and plan to have the first conference in January 2021.	Sept. 30, 2020
793.	Do you have any updates about the fall 2020 virtual Commencement ceremony?	The fall 2020 virtual Commencement ceremony will be held on Dec. 15 at 6 p.m. to celebrate the accomplishments of our spring and fall 2020 graduates. A link to the ceremony will be shared on HACC's Commencement <a href="#">website</a> . Graduating students will receive additional information in the upcoming weeks. Please continue to visit our website for more information.	Sept. 30, 2020
794.	I recall reading something about HACC's information technology (IT) needs. Could you please share this information?	<p>Please:</p> <ul style="list-style-type: none"> <li>• Visit this <a href="#">website</a></li> <li>• Read the information in its entirety</li> <li>• Handle the requests by the deadline(s)</li> </ul>	Sept. 23, 2020
795.	The role of the HACC Foundation is to provide financial support to HACC students. In what ways has the HACC Foundation supported students during the coronavirus outbreak?	The HACC Foundation has provided much-needed support to our students. Please watch this brief <a href="#">video</a> to learn more about how our students have benefited from the HACC Foundation.	Sept. 23, 2020
796.	Will there be sports this spring 2021 semester since HACC campuses are closed?	There will be no practice or competition for any of HACC's athletic teams in spring 2021. However, there will be opportunities for e-sport participation and online wellness programs.	Sept. 23, 2020
797.	Will HACC remain in the National Junior College Athletic Association (NJCAA)?	Yes, HACC's athletic teams will maintain membership in the NJCAA and will recruit student-athletes when the campuses reopen.	Sept. 23, 2020



798.	Is there a way that students can learn more about clubs, College resources and community resources that can help them be successful this semester?	<p>Students are invited to visit HACC’s Virtual Student Involvement Fair at <a href="https://flipgrid.com/haccfair2020">https://flipgrid.com/haccfair2020</a> and on <a href="#">HACC’s Facebook and Instagram pages</a> today, Sept. 16, until 8 p.m. I participated in the fair and learned a lot about all of the resources available for our students.</p> <p>Students will be able to explore videos from student clubs and organizations, College resources and community resources that provide support and help students get engaged. Students also can possibly win great prizes by completing the Scavenger Hunt at <a href="https://forms.gle/7D6RdA1hkgBcKVnd9">https://forms.gle/7D6RdA1hkgBcKVnd9</a>.</p> <p>For questions, please email Wendy Brubaker at <a href="mailto:wabrubak@hacc.edu">wabrubak@hacc.edu</a>. For more student involvement event information, please visit the <a href="#">HACC Events Calendar</a>.</p>	Sept. 16, 2020
799.	What is the CARE Center?	<p>The Consultation, Advocacy, Referrals and Empowerment (CARE) Center officially launches today, Sept. 16. It functions as a single stop to address non-academic student needs, including child care, food and housing, mental health, transportation and more. Dedicated staff in the CARE Center connect students to resources and services available at the College or within the community. This service is free to all HACC students.</p> <p>More information about the CARE Center is available at <a href="http://hacc.edu/CAREcenter">hacc.edu/CAREcenter</a>.</p>	Sept. 16, 2020
800.	What are additional reasons that HACC decided to continue with remote and virtual instruction and services for the spring 2021 semester?	<p>We recently learned the following:</p> <ul style="list-style-type: none"> <li>• There is a rise of COVID-19 cases among individuals aged 20-29.</li> <li>• The vast majority of people transmitting the virus are completely asymptomatic. For example, if a college has two positive cases, they actually probably have 20 positive cases.</li> </ul> <p>We do not want to follow the models of other institutions of higher education, where an outbreak occurs on campus, students transition to remote learning and the administration then tells students to go home.</p> <p>Following is media coverage related to other colleges and universities:</p>	Sept. 16, 2020

		<ul style="list-style-type: none"> <li>• <a href="https://www.pennlive.com/news/2020/08/bloomsburg-university-moving-to-remote-learning-in-wake-of-90-coronavirus-cases.html">https://www.pennlive.com/news/2020/08/bloomsburg-university-moving-to-remote-learning-in-wake-of-90-coronavirus-cases.html</a></li> <li>• <a href="https://www.pennlive.com/news/2020/09/lock-haven-university-will-suspend-in-person-classes-for-two-weeks-due-to-covid-19-infections.html">https://www.pennlive.com/news/2020/09/lock-haven-university-will-suspend-in-person-classes-for-two-weeks-due-to-covid-19-infections.html</a></li> <li>• <a href="https://www.pennlive.com/news/2020/09/temple-university-suspends-nearly-all-in-person-classes-for-the-fall.html">https://www.pennlive.com/news/2020/09/temple-university-suspends-nearly-all-in-person-classes-for-the-fall.html</a></li> <li>• <a href="https://local21news.com/news/local/gettysburg-college-sends-most-of-its-students-home-pauses-classes-for-one-week">https://local21news.com/news/local/gettysburg-college-sends-most-of-its-students-home-pauses-classes-for-one-week</a></li> </ul>	
801.	What is the job description for the position of associate provost of academic affairs?	The associate provost of academic affairs oversees the Department of Curriculum and Assessment; Department of High School and Transfer Partnerships; Department of Library Faculty; and the Honors, General Studies and Study Abroad programs. The position also continues to serve as the lead for transfer articulation agreements, general education waiver/substitution requests, the College catalog and the academic calendar.	Sept. 16, 2020
802.	Can full-time faculty request an assignment of up to 21 credits of workload for the spring 2021 semester?	<p>Full-time faculty may request a total workload of up to 21 credits. This includes teaching and planning, preparation and assessment (PPAs) for winter session and spring 2021 semester classes.</p> <p>We initially limited faculty to an assignment of up to 18 credits to allow flexibility when adjunct faculty pulled out at the last minute or when we needed to add sections of popular classes and had a limited number of qualified faculty. However, that resulted in some faculty being assigned up to 21 credits while others were held to 18 credits. We will allow faculty to sign up for a total workload of up to 21 credits for spring 2021 and assess the results.</p>	Sept. 16, 2020
803.	Is the College going to withhold employees' share of social security taxes? I hope not, although I realize the decision is not for the employees to make. I do not want to deplete my social security funds, and I don't want to have deferred social security payments deducted from my paycheck at a later date.	<p>Given that the program is a temporary deferral of taxes and may place potential hardship on employees by reducing their paychecks later to repay the deferral, the College will not be participating in the voluntary program.</p> <p>The IRS recently released guidance to implement a presidential memorandum directing the secretary of the treasury "to defer the withholding, deposit, and payment" of the employee share of social security taxes on wages paid between Sept. 1 and Dec. 31, 2020 [Notice 2020-65, 8-28-20].</p>	Sept. 16, 2020

		The memorandum provides employers the option to voluntarily defer the employee share of social security tax on applicable wages between Sept. 1 and Dec. 31, 2020. The employer would then withhold the deferred amount from the employees' wages between Jan. 1 and April 30, 2021. If the employer does not withhold and remit the employee portion of the tax by April 30, 2021, they face interest and penalties charges.	
804.	What events are planned to celebrate and recognize Hispanic Heritage Month during September?	<p>Please see the student events listed below:</p> <p><b>Museum of Latin American Art (MOLAA) Mural Exhibit</b></p> <p>Celebrate Hispanic Heritage Month with a live virtual field trip to the Museum of Latin American Art (MOLAA) in California. A museum docent will guide you through a visual tour of the mural exhibition "OaxaCalifornia: Through the Experience of the Artistic Duo Tlacolulokos."</p> <ul style="list-style-type: none"> <li>• Sept. 22 at noon</li> <li>• Sponsored by the Student Involvement Department</li> <li>• Space is limited and pre-registration is required. Students may pre-register at <a href="https://forms.gle/4zQsNK6rh46UNcyi9">forms.gle/4zQsNK6rh46UNcyi9</a></li> </ul> <p><b>Examining Latinidad at the Crossroads of Race, Culture, and COVID-19.</b> Students may join us on Sept. 23 from noon-1:30 p.m. as Dr. Michael Benitez, a leading scholar-practitioner and bold national voice on diversity, discusses "Examining Latinidad at the Crossroads of Race, Culture, and COVID-19." He will offer new insights into the Latinx experience.</p> <p>Please use this link to join the session: [Zoom information is redacted for security purposes.]</p> <p>For more Student Involvement Department event information, please view the <a href="#">HACC Events Calendar</a>.</p>	Sept. 16, 2020
805.	How can I help our students build their confidence with our "new normal?" How can I show them that they will receive a high-quality education remotely?	We know that our students continue to juggle a lot between their home, work and school commitments. We want to continue to inspire and support our students with videos, social media posts and other communications. We also	Sept. 2, 2020

		<p>want to be prepared to market to future students if we remain remote for the spring 2021 semester.</p> <p>By Sept. 30, please submit testimonials, videos and/or photos at <a href="http://hacc.edu/HACCtogether">hacc.edu/HACCtogether</a>.</p> <p>You will be asked to share:</p> <ul style="list-style-type: none"> <li>• How you have adjusted your classes for remote learning</li> <li>• How you helped students adjust to remote learning</li> <li>• The neatest thing you've done in your remote or virtual learning classes</li> <li>• A short (60 seconds or less) video that clearly shows how your remote classes are engaging and dynamic</li> </ul> <p>These images and testimonials help show the real HACC. Thank you for your help!</p>	
806	Has HACC designed any new Zoom background images recently?	<p>Yes. Four new backgrounds have been designed for you to use during your HACC- related Zoom meetings. They can be found under the “Coronavirus Updates” channel on <a href="#">myHACC</a>.</p> <ul style="list-style-type: none"> <li>• <a href="#">Learning for all #1</a></li> <li>• <a href="#">Learning for all #2</a></li> <li>• <a href="#">One College #1</a></li> <li>• <a href="#">One College #2</a></li> </ul>	Sept. 2, 2020
807	Has HACC developed expectations for students engaged in remote learning?	<p>HACC has developed <a href="#">expectations for students in remote learning</a>, available on the <a href="#">myHACC</a> portal:</p>	Sept. 2, 2020

808.	How will students know if on-campus labs are canceled if the building has been closed?	The College will use the e2Campus notification system to alert students if the building in which their class is located is closed. Please make sure you are signed up for alerts and that your contact information is current: <a href="https://www.hacc.edu/AboutHACC/PublicSafetyandSecurity/E2Campus-Sign-up.cfm">https://www.hacc.edu/AboutHACC/PublicSafetyandSecurity/E2Campus-Sign-up.cfm</a>	Aug. 26, 2020
809.	I noticed staff members of the Pennsylvania State Education Association (PSEA) attended the Aug. 20, 2020, Convocation Zoom session. Are the weekly collegewide Zoom sessions open to anyone?	No. The weekly collegewide Zoom sessions are open to HACC employees only. The College hosts the weekly updates to keep HACC employees informed of important state and federal regulations and College operational updates and initiatives.	Aug. 26, 2020
810.	Does the College require me to identify myself when joining the weekly collegewide Zoom sessions?	Employees must display their first and last names when joining the collegewide weekly Zoom sessions. This is used to combat Zoom bombing and to identify uninvited attendees.  There are two ways in Zoom to change your display name:  1. Use the Zoom application “Join” button to change the display name to your first and last name: <a href="https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting">https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting</a>  2. Use the <a href="https://support.zoom.us/hc/en-us/articles/201363203">hacc.zoom.us</a> webpage and sign into your profile: <a href="https://support.zoom.us/hc/en-us/articles/201363203">https://support.zoom.us/hc/en-us/articles/201363203</a>	Aug. 26, 2020
811.	How are the ventilation issues being addressed at the Harrisburg	HACC’s Facilities Department uses Environmental Protection Agency (EPA)-approved antimicrobial treated filters. The treatment applied to the panels	Aug. 26, 2020

	<p>Campus in regards to lecture and lab rooms, especially in Clyde E. Blocker Hall which has terrible ventilation? Are high-efficiency filters being used, and is outside air being filtered in through the current system? Currently, the rooms do not have adequate ventilation, and none of the windows in Clyde E. Blocker Hall would open since they are bolted shut. I would appreciate some feedback as to the administration's role in making sure all lecture and lab rooms at the Harrisburg Campus, especially in Clyde E. Blocker Hall, are being addressed. Thank you.</p>	<p>prevents the growth of spores and bacteria from entering the airstream into occupied spaces.</p> <p>The Clyde E. Blocker Hall air handlers bring in outside air during operations. The air flow may vary but maintains a minimum of 10%, which meets the guidelines recommended by HACC’s building control contractor for HVAC higher education system operations. Also, the Metasys System is monitored on a regular basis to regulate the chilled water temperature in the buildings.</p> <p>These HVAC operations are similar in all HACC buildings where fall labs are being held.</p>	
812.	<p>What happens if a student tests positive for COVID-19 but has already gone to class or joined a study group? Are all students and faculty considered exposed?</p>	<p>The Pennsylvania Department of Health (DOH) defines “close contact” as someone within 6 feet for more than 15 minutes without a mask.</p> <p>DOH is responsible for case investigation and contact tracing to determine if there has been close contact and will advise those individuals to quarantine. HACC does not conduct the contact tracing process.</p>	Aug. 26, 2020
813.	<p>What is involved in the wellness screening process?</p>	<p>Wellness screening stations have been established in centralized locations on each campus and are identifiable by signage. Screenings are conducted by wellness screeners. In the event that a screener is not available, the screening is conducted by a safety and security officer.</p> <p>The screening procedures include the following:</p> <ol style="list-style-type: none"> <li>1. Employees, students and visitors arriving on campus must complete a wellness screening form no more than 24 hours prior to visiting campus.</li> </ol>	Aug. 26, 2020

		<p>2. Upon arrival to campus, employees, students and visitors should drive to the wellness screening station.</p> <p>3. At the station, the screener will verify completion of the wellness screening form by viewing the email or print copy of the confirmation.</p> <p>4. The wellness screener will take the temperature of the employee, student or visitor. If the employee, student or visitor is screened and found to have a temperature of 100.4 degrees or below, they will be issued a wristband and cleared to proceed to their designated area of the College.</p>	
814.	How can employees help HACC students who may be facing food insecurity?	<p>HACC students have been gravely impacted by the global coronavirus pandemic. <b><i>We need your help</i></b> to end their hunger.</p> <p>Please visit <a href="http://hacc.edu/HACCcares">hacc.edu/HACCcares</a> to learn more and <u>make YOUR gift today</u>. Thank you!</p>	Aug. 19, 2020
815.	If we have approval to go on campus, are we required to complete an online wellness screening form prior to our arrival? If so, how will that work?	<p>Yes. Those approved to go on campus (students, employees, vendors, tenants or partners) are required to complete HACC's <a href="#">Wellness Screening Form</a> within 24 hours prior to each campus visit.</p> <p>Once the online form has been submitted, you will receive an email confirmation.</p> <p>Upon arrival to campus, please proceed to the campus wellness station and show your email confirmation (printed or electronic) to the wellness screener. The wellness screener will verify your questionnaire answers, take your temperature and provide you instructions on proceeding forward from the wellness station.</p>	Aug. 19, 2020
816.	If a class is listed as "Remote MWF 9:30-10:45," but it also is listed as a Lancaster Campus class, does that mean students have to come to campus for class?	<p>If the building is listed as "Remote," then the class will only be held on Zoom during the times scheduled.</p> <p>If a hands-on lab is part of the class, the actual day and time of the on-campus portion are listed on the schedule with a real building and room number (for example, Lancaster Main 313 for a chemistry class).</p>	Aug. 19, 2020

817.	Can you please provide an update on the “Groceries on the Go” program?	The Office of Student Affairs and Enrollment Management is kicking off the first week of the fall 2020 semester with “Groceries on the Go” on Aug. 27 from 10 a.m.-6 p.m. Please see <a href="http://hacc.edu/Groceries">hacc.edu/Groceries</a> for more information.	Aug. 19, 2020
818.	I heard that HACC’s dental clinic will be open for the fall semester. Why will it be open if the campuses are closed through Dec. 31, 2020? What safety measures will be taken?	<p>The dental clinic will be open for dental hygiene and expanded function dental auxiliary services on a limited basis and by appointment only. There will be no walk-in appointments.</p> <p>Students enrolled in the Dental Hygiene Program must see patients to complete the curriculum and be in compliance with the Commission on Dental Accreditation. Students cannot meet accreditation standards by working on other students or even family members, because their patients must have specific dental health requirements.</p> <p>Students and employees in the program have gone through extensive infection control training endorsed by the Occupational Safety and Hazard Administration (OSHA). Anyone who visits a campus (students, employees and scheduled patients) must complete the <a href="#">Wellness Screening Form</a> within 24 hours of <b>every</b> arrival to campus. Temperatures will be taken upon arrival, and hands will be sanitized. Walk-through traffic will be limited to one-way to maintain social distancing.</p> <p>Personal protective equipment must be worn by all students and employees, and faculty will remain with students throughout their appointments to ensure safety measures are maintained.</p> <p>Patients are required to remain in their cars until they are ready to be seated in the clinic and will be required to wear face masks (covering the mouth and nose) until they are seated for their appointment. All appointment times are pre-scheduled and staggered to prevent multiple people in the reception area.</p> <p>The dental clinic will have a reduced capacity of students, employees and patients to maintain social distancing. Each station will be disinfected between patients, and the offices and reception area will be deep cleaned each evening.</p>	Aug. 19, 2020



819.	What resources are available for faculty teaching remotely this fall? What are the expectations for faculty teaching remotely?	<p>Expectations for faculty teaching remotely and resources to support faculty are available on the coronavirus channel of myHACC:  <a href="https://apps.hacc.edu/hacc_forms/E56hy9/openform.cfm?FID=4728">https://apps.hacc.edu/hacc_forms/E56hy9/openform.cfm?FID=4728</a></p> <p>Resources are also available on the HACC Remote Teaching website:  <a href="https://sites.google.com/hacc.edu/remoteteaching">https://sites.google.com/hacc.edu/remoteteaching</a></p>	Aug. 19, 2020
820.	As an employee, it has been helpful to see the coronavirus communications received by students. Would it be possible to have an area for employees to see all communications (including non-coronavirus emails) sent out to students?	<p>Email blasts sent to all current students are now posted on <a href="#">myHACC</a> under the “Greetings from the President”:</p> <ul style="list-style-type: none"> <li>• <a href="#">Coronavirus email blasts to current students</a></li> <li>• <a href="#">Other email blasts to current students</a></li> </ul>	Aug. 19, 2020
821.	Is there a chart available for what to expect and do if you come in contact with an employee or student who has tested positive for COVID-19? Who makes notifications? What expectations are to occur? Who takes the employee and the contacts off the schedule? Are they compensated for the days they are not able to work due to quarantine? Is there a group that follows up with exposed individuals?	<p>HACC’s processes and procedures related to COVID-19 are posted for employees on our <a href="#">website</a>. The College is following the COVID-19 <a href="#">regulations</a> from the Centers for Disease Control and Prevention (CDC) and the <a href="#">Pennsylvania Department of Health</a>.</p> <p>When HACC is notified of a potential or confirmed COVID-19 case, the Office of Human Resources coordinates with the employee regarding their need for time off and obtaining supporting appropriate documentation. Additionally, the Pennsylvania Department of Health is notified of the case, and the appropriate notifications are made internally in accordance with Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) regulations.</p> <p>The College does not conduct contact tracing. Instead, contact tracing is conducted by the Pennsylvania Department of Health.</p> <p>The 14-day required quarantine for <a href="#">out-of-state travel</a> is the result of the Governor’s order, which affords employees the ability to use leave under the Families First Coronavirus Response Act (FFCRA). FFCRA leave is not deducted from their accrued leave and has a special code. If an employee falls into that category, the employee needs to report to Della Archer, director of</p>	Aug. 12, 2020

		<p>employee relations, at <a href="mailto:daache2@hacc.edu">daache2@hacc.edu</a>. Information regarding the FFCRA is listed on <a href="#">myHACC</a>.</p> <p>The collegewide COVID-19 Task Force continues to meet and will provide recommendations to the president’s Cabinet regarding spring 2021 semester plans.</p>	
822.	<p>Why weren’t the people who came in contact with the person who tested positive immediately contacted instead of it being heard through “the grapevine?” Where’s the transparency?</p>	<p>The College is committed to transparency in all COVID-19 operations. When HACC is notified of a potential or confirmed COVID-19 case, the employee(s) involved are contacted by the Office of Human Resources.</p> <p>The College is following the <a href="#">Centers for Disease Control and Prevention</a> (CDC) and <a href="#">Pennsylvania Department of Health</a> regulations, as well as being bound by HIPPA and FERPA regulations to maintain employee and student confidentiality.</p> <p>The College does not do contact tracing. Contact tracing is conducted by the Pennsylvania Department of Health.</p>	Aug. 12, 2020
823.	<p>What is the CDCA Clinical Exam?</p>	<p>The <a href="#">Commission on Dental Competency Assessments</a> (CDCA) is an agency that administers a patient treatment clinical examination to dental hygiene graduates. This exam is a requirement in order to be eligible for licensure through the Pennsylvania State Board of Dentistry.</p> <p>Each year, the CDCA uses the HACC Dental Clinic to administer the exam. It was initially scheduled for May 2020 but was rescheduled to this month because of COVID-19.</p> <p>All students, employees, scheduled patients and CDCA staff must complete the <a href="#">online Wellness Screening form</a> within 24 hours prior to <b>every</b> arrival to campus. Temperatures will be taken upon arrival, and hands will be sanitized. Walk-through traffic will be limited to one-way to maintain social distancing.</p> <p>Extensive infection control protocols will be followed. Graduates and employees have gone through extensive infection control training endorsed by the federal Occupational Safety and Hazard Administration. CDCA staff are</p>	Aug. 5, 2020

		<p>licensed dentists and dental hygienists who have also gone through infection control training.</p> <p>Anyone on campus for the exam must follow the HACC Dental Clinic's infection control protocols and wear required personal protective equipment. The director of dental hygiene will be present to ensure all safety measures are maintained.</p> <p>HACC's campuses remain closed until Dec. 31, 2020. However, this event was approved because the examination is crucial for our graduates to receive their dental hygiene licensure.</p>	
824.	<p>The HACC <a href="#">website</a> indicates that about \$9 million was awarded to our College, and about \$4.5 million was directly distributed to the students. How was the other \$4.5 million spent?</p>	<p>HACC has been allocated approximately \$9 million. Of that money, half had to be used for emergency financial aid grants paid directly to students. This portion has been completed. The other half is meant to support the direct costs to the College related to COVID-19 and support the expenses necessary to expand remote learning operations to meet the increased demand.</p> <p>Based on the CARES Act guidelines provided by the U.S. Department of Education, the institutional funds are not to be used for direct payroll provisions as a result of employee lost benefits or wages. HACC continues to evaluate how to deploy the institutional portion of the CARES Act funds in ways that meet these guidelines.</p>	Aug. 5, 2020
825.	<p>From my understanding, this institution has made the decision to freeze the annual increase of charges, which is very honorable. However, I was surprised by my discovery that HACC is still charging its students for services that they are no longer offering. How is this not fraudulent? If everything has gone remote/virtual for this upcoming semester, why are students being charged a fee for activities,</p>	<p>The HACC technology fee supports the College's overall network and technology infrastructure. This infrastructure includes hardware, software and services required to connect cloud services, wired and wireless networks and telephones. In addition, the technology fee also supports physical and virtual server replacements, expansion of file storage solutions, data backups, enhancements to instructional systems and laptop and desktop computer replacements. The transition to remote instruction has led to an increased demand for network and technology infrastructure, including the expansion of virtual private networks, remote desktop servers, virtual desktop infrastructure, expanded software licenses, expanded need for mobile technology and increased need for peripheral devices (such as webcams and headsets) that are all required to support the delivery of remote instruction.</p>	Aug. 5, 2020

	technology, campus revitalization and capital outlay?	<p>The student activity fees support remote and virtual programming. Some examples from the spring and summer semesters are music bingo and trivia with prizes, escape room challenges with prizes, Zoom student hang-outs, Zoom lunch and learning with guest speakers and caricature artists. Additionally, these activity fees also sponsor our remote programs such as the free Rita's this Thursday for Student Appreciation Day and the Groceries on the Go initiative.</p> <p>Although the College is currently operating remotely, it still maintains all the systems and routine maintenance functions necessary to operate properly until we return to our campuses. The work for many people at the College had to shift to developing and preparing for this new reality.</p>	
826.	I saw that the fall 2020 Commencement ceremony will be held virtually on Dec. 15. How will that work?	We understand that Commencement is a celebratory day for our graduates. Details about the fall virtual Commencement ceremony are still being determined. Please continue to view our Commencement <a href="#">website</a> for more information.	July 30, 2020
827.	Will these twice-a-week emails to HACC employees continue?	Beginning the week of Aug. 3, we will be sending these emails on Wednesdays only, unless there are urgent updates to share.	July 28, 2020
828.	I heard that there is a "Groceries on the Go" program to assist HACC students facing food insecurities. May I please have more information?	<p>On July 30, 2020, from 10 a.m.-6 p.m., the College is providing HACC students the opportunity to receive one FREE bag of groceries from any of the supermarkets below:</p> <p><b>Gettysburg:</b> Kennie's Market 217 W. Middle St. Gettysburg, PA 17325 <i>Pick-up location: Customer service desk</i></p> <p><b>Harrisburg:</b> Weis Markets 3885 Union Deposit Road Harrisburg, PA 17109 <i>Pick-up location: Customer service desk</i></p> <p><b>Lancaster:</b> Grocery Outlet</p>	July 28, 2020 July 30, 2020

		<p>2108 Spring Valley Road Lancaster, PA 17601 <i>Pick-up location: Register #4</i></p> <p><b>Lebanon:</b> Weis Markets 800 S. 12th St. Lebanon, PA 17042 <i>Pick-up location: Customer service desk</i></p> <p><b>York:</b> Grocery Outlet 1500 N. George St., Suite 13 York, PA 17404 <i>Pick-up location: Register #5</i></p> <p>Students are asked to please show their HACC ID or summer or fall 2020 class schedule when picking up the free bag of groceries.</p>	
829.	How does Governor Wolf's decision to penalize Lebanon County by withholding CARES Act funding impact HACC?	HACC's allocation of the <a href="#">CARES Act</a> is part of the Higher Education Emergency Relief Fund that is directly allocated from the U.S. Department of Education. This money is separate and distinct from the CARES Act monies that Governor Wolf has withdrawn from Lebanon County. Therefore, this does not impact HACC.	July 23, 2020
830.	Has HACC looked into the grant of \$3-an-hour hazard pay recently announced by the state? Is this something our facilities and security workers would qualify for?	HACC does not meet the <a href="#">eligibility requirements</a> set by the state through the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act and administered by the Pennsylvania Department of Community and Economic Development (DCED).	July 23, 2020
831.	I read an email asking for people to sign up as wellness screeners. What does a wellness screener do? Is this a paid position?	<p>This summer, wellness screeners are needed to assist with students arriving on campus to complete <a href="#">hands-on classes</a>. Full-time employees may choose to serve as screeners as part of their workday. They will not receive extra compensation for this work.</p> <p>Wellness screeners will take temperatures of students as they arrive and verify that students have completed a <a href="#">wellness questionnaire</a> no more than 24 hours prior to arriving on campus. Screeners need to watch the <a href="#">wellness screening training</a> prior to their shift.</p>	July 21, 2020

		<p>Employees may sign up to become a wellness screener via the links below:</p> <ul style="list-style-type: none"> <li>• Gettysburg Campus: <a href="https://signup.com/go/QLwrkAq">https://signup.com/go/QLwrkAq</a></li> <li>• Harrisburg Campus: <a href="https://signup.com/go/GoaPWVe">https://signup.com/go/GoaPWVe</a></li> <li>• York Campus: <a href="https://signup.com/go/EbcXOOY">https://signup.com/go/EbcXOOY</a></li> </ul> <p>We appreciate all the employees who have signed up to assist.</p>	
832.	Will international students be forced to leave HACC if their courses are only online or remote?	No. The Trump administration has rescinded the rules issued last week requiring that international students take in-person classes at the nation's universities and community colleges. If students have additional questions, they should contact the International Student Services Department at <a href="mailto:iadmissn@hacc.edu">iadmissn@hacc.edu</a> .	July 16, 2020
833.	Will there be a weekly Zoom session on July 23?	No. The Zoom session for July 23 is canceled. We will resume the weekly Zoom sessions on July 30.	July 16, 2020
834.	If a student graduates in August, will their degree be mailed to them?	Diplomas will be mailed to August graduates in late September.	July 16, 2020
835.	Where can I find information on division points of contact?	<p>Each division has created a list of their points of contact:</p> <ul style="list-style-type: none"> <li>• <a href="#">Office of Academic Affairs</a></li> <li>• <a href="#">Office of College Advancement</a></li> <li>• <a href="#">Office of Finance</a></li> <li>• <a href="#">Office of Human Resources</a></li> <li>• <a href="#">Office of Inclusion and Diversity</a></li> <li>• <a href="#">Office of Information Technology and Learning Experience</a></li> <li>• Office of Student Affairs and Enrollment Management (contacts for <a href="#">employees</a> and <a href="#">students</a>)</li> </ul>	July 16, 2020
836.	I recently returned from visiting one of the states the Pennsylvania Department of Health has listed as a location with high COVID-19 cases. Am I allowed to return to work?	<p>If you have traveled to one of these states, you must quarantine for 14 consecutive days prior to accessing a HACC campus.</p> <p>If you are currently working remotely and do not have a need to access a HACC campus, you are expected to continue working remotely</p>	July 16, 2020
837.	With all campuses being closed through Dec. 31, 2020, can students take remote instruction courses from other campuses if	Yes! As most classes will be held online for the fall 2020 semester, students are able to select and enroll in remote instruction courses from all available options, regardless of the listed campus. To ensure you are viewing all available options, please do NOT select a campus when searching for classes.	July 16, 2020

	<p>the courses are not offered at our local campus or through virtual learning?</p>	<p>Please see the example below:</p> <div data-bbox="684 170 1551 561" style="border: 1px solid black; height: 241px; width: 413px;"></div> <p>Please remember that in remote instruction courses, students are required to log in at the scheduled class time. Virtual learning courses allow students to complete their work on various dates and times, as long as due dates are met.</p> <div data-bbox="684 743 1507 951" style="border: 1px solid black; height: 128px; width: 392px;"></div>	
838.	<p>When is the fall Commencement ceremony? Has it been decided if it will be virtual?</p>	<p>The fall Commencement program is planned for Dec. 15, and it will be a virtual event.</p>	<p>July 16, 2020</p>
839.	<p>With the economy surging, how will we convince students to come to HACC instead and to pay full tuition for remote classes? Why wouldn't they try their hand at getting a job instead, especially since many employers are paying bonuses?</p>	<p>In our marketing, we are using messages and imagery that:</p> <ul style="list-style-type: none"> <li>• Reinforce that HACC is providing the same level of quality instruction and resources remotely as we have on campus</li> <li>• Illustrate that HACC offers a number of options for individuals who wish to train for a job quickly or earn college credit that will transfer to a four-year school</li> </ul> <p>We are also offering 40 \$2,000 tuition giveaways to incentivize current and future students to choose HACC.</p>	<p>July 14, 2020</p>

		<p>Students remain connected and interested in academic programs and professional fields offered at HACC. Employers will continue to reward students with completed degrees and credentials.</p> <p>While students may get entry-level jobs without additional credentials, a credential from HACC may provide more employment options or possibilities for higher level positions.</p> <p>Some programs also incorporate industry certifications, like EPA or OSHA certifications. Others, like our health career programs, prepare students to sit for licensing exams.</p>	
840.	<p>I am concerned with my F1 visa since I got an email from Immigration and Customs Enforcement (ICE) that says as an international student I cannot take just online classes or I will lose my visa and have to return to my country. They informed me that I have to attend on campus so as not to lose my visa. I need help, please.</p>	<p>The College is also concerned with the status of our international students. We are still researching guidelines, reaching out to international students and seeking advice from officials to be able to provide students with accurate advice. We hope to have more details next week. Students are encouraged to direct specific questions to <a href="mailto:iadmissn@hacc.edu">iadmissn@hacc.edu</a>.</p> <p>International students are valued members of our teaching and learning community for the cultural and intellectual contributions they make to the educational processes at HACC. We at HACC celebrate the diversity they bring to our classrooms and beyond.</p>	July 9, 2020
841.	<p>With the campuses closed for the fall 2020 semester, will we still have athletics?</p>	<p>HACC has made the decision to suspend <a href="#">all athletic programs</a> for the fall 2020 semester as a result of the pandemic.</p> <p>Protecting your health and safety continues to be our top priority. This decision was made based on careful consideration of the current situation and the potential risks posed by COVID-19. As you noted, <a href="#">HACC campuses will be closed through Dec. 31, 2020</a>. Therefore, we are not able to offer the facilities for athletic practices and events.</p> <p>We know this decision may be disappointing for students who were looking forward to playing at HACC during the fall 2020 semester. We will continue to promote activities that students can access remotely to remain connected and engaged during the fall 2020 semester.</p>	July 9, 2020



842.	When do I have to wear a mask on campus?	For the best mitigation to prevent the spread of COVID-19, anyone on a HACC campus must wear masks at all times. Please see <a href="#">this webpage for additional information.</a>	July 9, 2020
843.	When do I have to wear gloves on campus?	Gloves are not necessary for day-to-day activities. Masks and rigorous, frequent handwashing are the best defenses. Please see this <a href="#">webpage for additional information.</a> and/or ask your instructor if gloves are needed for specific activities.	July 9, 2020
844.	Thinking of different ways to stay safe and “hands free,” have we looked into installing <a href="#">these</a> or something similar on doors in high traffic/high-touch areas?	We continue to determine the safety needs of the College community. This will be added to the list of products to review. Thank you for the suggestion.	
845.	Adjunct faculty who collect a public pension through SERS or PSERS are generally not permitted to teach at HACC because they cannot collect a pension and collect a paycheck from a state-subsidized organization. How then can professors retire and return to teach?	NOTE: This response updates the response that was issued in <a href="#">Dr. Ski’s July 7 email</a> (pdf.)  Under the State Employees’ Retirement System (SERS), if the retiree is collecting their pension, they cannot work at HACC. Under some specific conditions, an emergency 95-day rehire may be requested through the Office of Human Resources and approved by SERS. This is only if the department can show documented proof that they attempted every avenue to hire someone other than the retiree.  Under the Public School Employees’ Retirement System (PSERS), if the retiree is collecting their pension, they can work at HACC if they enroll in and contribute to a TIAA supplemental account.	July 9, 2020
846.	Are the travel restrictions mentioned in Dr. Ski’s March 12, 2020, email still in place?	Yes. In addition, per the Pennsylvania Department of Health, if you have traveled to one of <a href="#">15 states</a> , you should quarantine for 14 days upon return. If you plan to travel to one of the 15 states and are required to be on a HACC campus due to the nature of your job, please work with your supervisor on an approved schedule to facilitate quarantine upon your return.	July 7, 2020
847.	When will organization charts with actual positions and names be released?	Per <a href="#">Dr. Ski’s May 21 email</a> (pdf), the organization charts found in myHACC are built from data in Banner. We anticipate that updated organization charts will be available by July 17.	July 7, 2020
848.	When can we expect our salary letters to be posted in myHACC? Some of us need those amounts	Although the budget was approved by the HACC Board of Trustees on <a href="#">April 14, 2020</a> , salaries are effective with the start of the fiscal year on July 1, 2020. We anticipate that salary letters will be posted on July 9, 2020. If you need	July 7, 2020

	to have income-driven payments adjusted due to lower salaries. It has been my understanding that salaries have been decided and in place for quite some time. Why is there such a delay?	documentation of your current salary prior to the posting of the salary letters, please contact <a href="mailto:askHR@hacc.edu">askHR@hacc.edu</a> .	
849.	Adjunct faculty who collect a public pension through SERS or PSERS are generally not permitted to teach at HACC because they cannot collect a pension and collect a paycheck from a state-subsidized organization. How then can professors retire and return to teach?	If retired HACC faculty are collecting a pension from either SERS or PSERS, they cannot teach at HACC. However, if the retired faculty are not in the pension system and instead receiving retirement funds from TIAA-CREF, there is no prohibition from teaching.	July 7, 2020
850.	I heard that the U.S. Department of Homeland Security (DHS) has banned international students from attending colleges in the United States where the programs are entirely online.	HACC's programs are being offered this fall 2020 in a hybrid model, which is an exception to the DHS ban. As noted in <a href="#">Inside Higher Ed</a> : International students may remain enrolled at HACC as long as "the program is not entirely online [and] that the student is not taking an entirely online course load for the fall 2020 semester."	July 7, 2020
851.	When will the Online Learning Commons website be released and how can I access it?	The Online Learning Commons website launched on July 1, 2020, and can be accessed at <a href="http://hacc.edu/learningcommons">http://hacc.edu/learningcommons</a> . This website provides students with access to library, testing, tutoring and user support resources.	July 7, 2020
852.	During the Zoom session on June 25, several slides with names of employees who retired on June 30 were shared. Could you share those slides again? I did not have time to read all of the names. Thanks!	The June 25 Zoom Session can be found <a href="#">here</a> . Dr. Ski's expression of gratitude for the service of HACC's retirees begins at 0:40. We are grateful for our retirees' positive contributions to the College and our students.	July 2, 2020
853.	Are there any newly-designed HACC Zoom backgrounds that we can use?	Yes. There are six new backgrounds available for you to use: <ul style="list-style-type: none"> <li>• Alumni ROCK</li> <li>• Black Lives Matter</li> <li>• Donors ROCK</li> </ul>	July 2, 2020

		<ul style="list-style-type: none"> <li>• Employees ROCK</li> <li>• Inclusion and Diversity Matter</li> <li>• Students ROCK</li> </ul>																																		
854.	Which classes will be coming back to campus to complete the hands-on lab components?	<p>During the week of June 29, students in the following programs will return to complete hands-on labs from the spring 2020 semester:</p> <ul style="list-style-type: none"> <li>• Medical Assisting in Gettysburg</li> <li>• HACC Academy Automotive in York</li> <li>• Welding and HVAC in York</li> </ul> <p>We have identified and trained wellness screeners, and we have prepared the spaces to maintain cleaning protocols, distancing and personal protective equipment (PPE) requirements.</p>	June 30, 2020																																	
855.	Will an employee who receives a severance on June 30, 2020, be able to be hired as early as July 2020 in another position?	After careful consideration, this will not be allowed. The retirement and severance agreements will be updated to reflect that those who sign retirement and severance agreements cannot hold full-time positions with the College after signing.	June 30, 2020																																	
856.	How many people of color benefit from the privilege of retiring from HACC but are returning as an adjunct?	<p>As of June 26, 10 employees retiring under the 2019-20 retirement incentive have indicated to the Office of Human Resources that they will continue as an adjuncts. The job titles, genders and races of those employees are:</p> <table border="1"> <thead> <tr> <th>Job Title</th> <th>GENDER</th> <th>RACE</th> </tr> </thead> <tbody> <tr> <td>Professor, Counseling/CIS</td> <td>F</td> <td>W</td> </tr> <tr> <td>Professor, English</td> <td>F</td> <td>W</td> </tr> <tr> <td>Professor, MLT/Biology</td> <td>F</td> <td>W</td> </tr> <tr> <td>Associate Professor, Spanish</td> <td>F</td> <td>H</td> </tr> <tr> <td>Senior Professor, Nursing</td> <td>F</td> <td>B</td> </tr> <tr> <td>Professor, Human Services/Sociology</td> <td>F</td> <td>B</td> </tr> <tr> <td>Professor, Counseling</td> <td>F</td> <td>A</td> </tr> <tr> <td>Coordinator, EMS</td> <td>M</td> <td>W</td> </tr> <tr> <td>Advisor, Career</td> <td>F</td> <td>W</td> </tr> <tr> <td>Senior Professor, Math and Computer Science</td> <td>F</td> <td>W</td> </tr> </tbody> </table>	Job Title	GENDER	RACE	Professor, Counseling/CIS	F	W	Professor, English	F	W	Professor, MLT/Biology	F	W	Associate Professor, Spanish	F	H	Senior Professor, Nursing	F	B	Professor, Human Services/Sociology	F	B	Professor, Counseling	F	A	Coordinator, EMS	M	W	Advisor, Career	F	W	Senior Professor, Math and Computer Science	F	W	June 30, 2020
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857.	The book that the Cabinet is reading, "White Fragility," states that 84% of people within higher education are White. How does HACC stack up to that statistic?	<p>According to our April 2020 Equal Employment Opportunity (EEO) Report:</p> <ul style="list-style-type: none"> <li>• 87% of collegewide employees were White</li> <li>• 84% of full-time administrative and professional colleagues were White</li> <li>• 74% of full-time classified colleagues were White</li> <li>• 89% of full-time faculty colleagues were White</li> </ul>	June 30, 2020																																	

858.	Will the College be offering a retirement incentive next year?	At this time, there are no plans to offer a retirement incentive next year.	June 30, 2020
859.	Would the College consider making yoga chairs, ergonomic pads for carpal tunnel syndrome and other related equipment available to employees who can prove they need such assistive devices/equipment?	<p>Employees who have these types of equipment on campus may, with their <a href="#">supervisor's approval</a>, return to campus to retrieve the devices for use in their remote work locations.</p> <p>Employees who need these types of equipment as part of an <a href="#">accommodation</a> should please contact Amy Berrier, director of total rewards, at <a href="mailto:arberrie@hacc.edu">arberrie@hacc.edu</a>.</p>	June 30, 2020
860.	Are certain courses approved to hold hands-on components on campus this summer?	<p>Yes. Certain programs were approved to hold hands-on training during the summer semester to make up requirements from spring semester classes. Please visit <a href="http://hacc.edu/SummerReturn">hacc.edu/SummerReturn</a> for more information and the list of approved courses. The list will continue to be updated.</p> <p>Please note that:</p> <ul style="list-style-type: none"> <li>• Not all courses with hands-on components will be brought back to campus. If course outcomes can be accomplished remotely, we will not risk the health and safety of our students and employees to bring optional hands-on components to campus. Therefore, we are limiting the hands-on components to required program classes that have course or program outcomes that absolutely cannot be completed remotely.</li> <li>• HACC's campuses are still closed to the public, and only essential employees and those involved in the approved programs are permitted to return at this time.</li> </ul> <p>For other programs, HACC is offering classes online through remote instruction and virtual learning. Student services are also provided remotely.</p> <p>If you are scheduled to teach hands-on components this summer, and you are uncomfortable doing so due to medical conditions (or family members with medical conditions), please contact your deans. They are preparing back-up staffing for employees who may be unable to return to campus.</p>	June 30, 2020
861.	With all the local colleges opening up for fall, why is HACC operating remote? Is it putting us at a major disadvantage?	The decision to close our campuses for the fall 2020 semester was not one that the College took lightly. At the heart of that decision lies the safety and health of our students and employees. Given the many unknowns with COVID-19, we determined that the potential risk associated with a full return to campus outweighs the benefits. Further complicating a broader return are the extensive	June 30, 2020

		<p>cleaning and mitigation efforts that are required to ensure student and employee safety.</p> <p>For all these reasons, the College will only bring approved programs, classes and personnel to campus this fall. We realize that not everyone will be happy with this decision, but we are confident that it protects our most important resources – our students and employees.</p>	
862.	<p>How is HACC marketing to students who may be considering a “gap year” and students who may not be returning to their original college?</p>	<p>We know it is important to market to individuals who may be thinking about or currently attending a four-year college but are hesitant to attend that college in the fall.</p> <p>As part of our <a href="#">summer and fall modified marketing campaigns</a>, we are marketing to the following audiences who fit in this category:</p> <ul style="list-style-type: none"> <li>• Guest students – Students who may be enrolled at another institution and take some classes at HACC during the summer</li> <li>• High school seniors</li> <li>• Parents of high school seniors</li> <li>• Persona campaign to traditional future students (ages 17-23)</li> <li>• Stop-out students – Students who attended HACC but did not finish their credential</li> </ul> <p>We are using specific messages to these audiences to address the concept of a “gap” year. The messages include:</p> <ul style="list-style-type: none"> <li>• You don’t need to have a gap in your college education. Keep YOUR dreams on target. Come back to HACC for fall. Register now.</li> <li>• Don’t miss out on college this fall. HACC has many quality courses that transfer to four-year schools. Register now.</li> <li>• It might look different, but you can still get the full college experience at HACC.</li> <li>• Take college classes online at HACC, then transfer when you are ready.</li> <li>• Don’t wait a year. Stay on track with YOUR educational goals. Register now for HACC’s fall classes.</li> </ul>	June 30, 2020
863.	<p>In looking at the makeup of the College’s COVID-19 task force, I do not see a single Black person. The co-chairs of the task force have said multiple times that the group was focused on reflecting</p>	<p>The COVID-19 task force was comprised of representatives from a range of employee groups and demographics but included only one employee of color. While attention was given to ensure that the voices of the different constituency groups were represented and while some task force members were selected because of their expertise and training related to the work of the task force, we fell short in ensuring that our minority students and employees were adequately</p>	June 30, 2020

	HACC's core values and being inclusive, but decisions that do not involve Black and people of color are not truly inclusive. I ask the Cabinet to please commit to making sure all collegewide task forces not only include cross-constituency representation, but also representation from Black colleagues and people of color.	<p>represented. Such an oversight cannot occur if we wish to ensure equity and inclusion.</p> <p>HACC continues to believe that we must diversify our workforce and ensure access, inclusion and equity in employment opportunities; decision making; and in our College culture. To that end, every one of us must become more intentional to ensure that these goals are met. All of us are negatively impacted when our students and colleagues are affected by discrimination and racism, whether overt or more obscure and hidden in our practices and policies. The only way to ensure this blight is eliminated is through education, training and accountability for all of us.</p>	
864.	What are our low-enrolled programs, currently? How does the College plan to address these programs and associated faculty?	As part of the program review process, we assess why programs are low enrolled. We recently moved programs in horticulture, enology and viticulture to workforce development. Since there were no full-time faculty involved, it did not impact our faculty complement. For other programs that are low enrolled, if there are tenured faculty, we have moved them into other program areas that have sufficient enrollments to support full-time faculty.	June 25, 2020
865.	Is there a process in place to provide faculty with the technology they need to teach remotely?	<p>Yes. Here is the process:</p> <ul style="list-style-type: none"> <li>• Faculty members who are still in need of technology should contact their school dean.</li> <li>• School deans will coordinate with their assigned Office of Information Systems and Technology (OIST) point-of-contact to address faculty technology needs.</li> <li>• The OIST point-of-contact will ensure the technology is prepared and ready for faculty to pick up.</li> <li>• The school dean and OIST point-of-contact will coordinate a scheduled time and location for the faculty member to pick up their technology.</li> </ul>	June 25, 2020
866.	What process is in place to allow an employee to print a document while working remotely?	Employees may use the <a href="#">student print request form</a> to request that a document be printed and mailed to their home. The bookstore will print the documents and send them through mail to the employee's home. Please note that delivery can take up to seven days.	June 25, 2020
867.	Where can I find additional information for new students regarding placement testing?	<p>Please encourage new students to join us for an interactive one-hour Zoom session about studying at HACC:</p> <p>Date: July 2, 2020</p>	June 25, 2020

		<p>Time: 2 p.m.  Zoom Link: <b>[Zoom information is redacted for security purposes.]</b></p> <p>We will walk them through the <a href="#">placement testing</a> and registration processes. A variety of HACC experts will be available to answer questions and help them through the process.</p>	
868.	With HACC announcing that it extended online classes and services through the fall 2020 semester, will any programs at the Senator John J. Shumaker Public Safety Center (PSC) be offered?	<p>PSC will continue to offer select public safety programs that were approved to be taught on the Harrisburg Campus and at some off-site locations for the summer and fall 2020 semesters.</p> <p>For more information about PSC’s program schedule, please visit <a href="http://hacc.edu/1stResponders">hacc.edu/1stResponders</a>.</p> <p>Please note that this information is tentative and subject to change. However, HACC’s dedication to the safety of our employees and students will never change.</p>	June 18, 2020
869.	There are several groups scheduled to use space on the Harrisburg Campus starting Aug. 17, 2020. Will they be unable to utilize it until we are all back to campus? And what about events such as walks/runs and car shows?	<p>HACC campuses remain closed, and all internal and external campus events are canceled through Dec. 31, 2020.</p> <p>However, the College remains open with remote and online classes and services for the summer and fall 2020 semesters.</p> <p>Only approved credit and Workforce Development programs with required hands-on/experiential components to meet learning outcomes will be permitted on-campus. Masks are required for anyone on campus and must cover the mouth and nose. Social distancing is also required with at least 6 feet of distance between individuals.</p>	June 18, 2020
870.	Will the College provide food service for students and employees on campus in the fall?	HACC campuses remain closed through Dec. 31. Food services will not be available. Only essential personnel or employees and students involved in the approved programs will have access to the campuses.	June 18, 2020
871.	Did the COVID-19 Task Force talk about adding plexiglass on the counters for employees who have to greet people as they enter an office?	The COVID-19 Task Force did not discuss these details as the general public will not have campus access. Only essential personnel or employees and students involved in the approved programs will have access to the campuses. HACC will extend remote work for employees during the fall semester, and College services will be offered remotely.	June 18, 2020
872.	How can students get books from the bookstore for fall?	Students can order books online at <a href="https://bookstore.hacc.edu/harrisburg/landing/default.asp">https://bookstore.hacc.edu/harrisburg/landing/default.asp</a> . Textbooks for fall classes will be shipped to students at no cost. Payments through financial aid,	June 18, 2020

		credit card, check or HACC bookstore gift card will be accepted. Students can also order course materials, school supplies, HACC spirit gear and electronics online.	
873.	Will the on-campus high school in Lancaster be allowed to open?	All HACC campuses remain closed through Dec. 31, 2020. The Lancaster Campus Academy will not be operating on HACC's Lancaster Campus during that time period.	June 18, 2020
874.	When will the campus gyms and pools be open for use by students, alumni and community members?	All HACC campuses remain closed through Dec. 31, 2020. Therefore, all exercise facilities on our campuses are also closed.	June 18, 2020
875.	Will a collegewide Zoom session be held on July 2?	No. The Zoom sessions will resume on July 9.	June 18, 2020
876.	How, and when, will we know which hands-on and observation-required classes are remote instruction or not?	<p>We are in the process of rebuilding the fall schedule right now. Deans are working with faculty to determine how many times students will need to visit campus to complete the hands-on components, and which components can be completed remotely. This process will take several weeks in light of the large number of courses that we are rescheduling. We appreciate your patience as we rebuild the schedule.</p> <p>Once it is complete, we will include the exact days and times that students will be required to visit campus for the hands-on components. It will be similar to how we currently indicate the day, time and room assignment for labs.</p>	June 18, 2020
877.	Are there any tuition giveaways to support HACC students for the fall semester?	<p>Thanks to the <a href="#">HACC Foundation</a>, 40 \$2,000 tuition giveaways will be awarded to current and future HACC students for the fall 2020 semester.</p> <p>These are not scholarships. Students do not have to apply for the tuition giveaways through AcademicWorks, the online scholarship management system. Instead, students may enter the drawing for a \$2,000 tuition giveaway by <a href="#">completing the online form</a> and <a href="#">registering for classes</a>.</p> <p>The \$2,000 will be applied to the winners' <a href="#">tuition and fees</a> for the fall semester only. The \$2,000 covers almost nine credits!</p>	June 18, 2020
878.	Does HACC plan on recognizing Juneteenth as a holiday or at least some form of support? This is now recognized as a state	<p>On June 19, 2019, Pennsylvania Governor Wolf <a href="#">declared Juneteenth</a> as a holiday to observe the day that ended slavery in the United States. Links about this holiday follow:</p> <ul style="list-style-type: none"> <li>• <a href="#">What is Juneteenth? Holiday commemorates end of slavery in the U.S.</a></li> </ul>	June 18, 2020



	holiday. How can we get involved?	<ul style="list-style-type: none"> <li>• <a href="#">Juneteenth 2020: What the holiday celebrates; events happening around central Pa.</a></li> </ul>	
879.	I am disappointed with the decision to close HACC's campuses through the fall semester. That is not fair to students who want to come to campus and learn.	<p>The decision to conduct the fall 2020 semester in a mostly remote format was not one that the College took lightly. HACC convened a task force of students and employees to examine options. After weeks of careful deliberation and research, that task force determined that this mostly remote approach is the best way to ensure the safety of all in our College community while also allowing students to continue their education.</p> <p>Not everyone will be happy with this decision, but given the great uncertainty about what COVID-19 will do in the weeks and months ahead, we are confident that this decision protects our most important resources: our students and employees.</p>	June 18, 2020
880.	Will the health career programs update their admission requirements to waive GPA requirements? If pass/fail is offered in fall, new students will not have a GPA. Additionally, those who are trying to improve their GPA will not have the opportunity to do so under pass/fail.	Health careers programs will not change their admission requirements. Selective admission programs have established criteria that best predict success in the program. Pass/fail grades will not be implemented across the board. The accrediting bodies for some programs prohibit the use of pass/fail grades in required courses. A committee will be established to determine the parameters and process for implementing pass/fail grades in the fall.	June 16, 2020
881.	I noticed that the last line in the fall 2020 announcement to go remote states, "This is subject to change at the direction of the Cabinet or by state mandate." Does this imply that some of the approved on-campus courses may be pulled OR that we could find out at the last minute that we are going back to campus for face-to-face classes? Advisees may switch campus sections based on full schedule now and not select a	To ensure the safety of our students and employees, the College is committed to a mostly remote format for the fall 2020 semester. Based on what happens with COVID19 throughout the fall, there may be a need to revert to an earlier, more restrictive phase to protect students and employees. However, we will not move additional classes on campus during the fall semester outside of those with required hands-on components.	June 16, 2020

	course based on the campus location. If we were to make a last-minute switch to face-to-face and they have now signed up for courses at all of our campuses, they will not be able to drive there, and their schedules will completely need redone. Thanks for any guidance you can provide.		
882.	Some schools are starting the fall semester early. Will HACC be going back earlier for the fall semester or will it be starting at its normal date?	Fall classes will begin on Aug. 24, 2020, as scheduled	June 16, 2020
883.	Since all the HACC campuses are closed until Dec. 31, does that mean the December Commencement will be held virtually? The	College will review its plans for the December 2020 Commencement ceremony. More details will be shared at a later time.	June 16, 2020
884.	When will students be receiving their portion of the CARES Act money that was distributed to HACC?	Details regarding when and how HACC will distribute <a href="#">Coronavirus Aid, Relief, and Economic Security (CARES) Act</a> monies are available at <a href="http://hacc.edu/CARESact">hacc.edu/CARESact</a> .	June 16, 2020
885.	Please provide information on the “HEROES Act” distributions. Who will receive funds and when?	Many colleges have distributed their money to students. The “Health and Economic Recovery Omnibus Emergency Solutions Act” or the “HEROES Act” was passed by the House of Representatives in May 2020. As written, the “HEROES Act” does not include provisions that provide money to students. The “HEROES Act” has since moved to the Senate for a vote. However, as of June 11, the Senate has not taken any action on the “HEROES Act.”	June 16, 2020
886.	Is there a way I can search all of the questions and responses that have been distributed through these emails?	A <a href="#">searchable index of all commonly asked questions</a> (pdf) included in emails to employees is now available on the “ <a href="#">Information for Employees</a> ” webpage. To search the document, please click “Find” in your web browser and type your search words.	June 11, 2020
887.	When are we able to be back on campus this summer as many	The College campuses will remain closed until Aug. 17, 2020. Summer classes will be held remotely or through virtual learning. Employee access to campus	June 9, 2020

	counties will have moved to the green phase?	locations this summer still requires supervisor approval through the authorization process.	
888.	Are we going to be back on campus for classes in fall?	The College has established a task force of individuals from across the institution and all constituency groups to develop recommendations for fall 2020. That group will present its recommendations to the president's Cabinet next week. Decisions about fall 2020 will be reported to the College community by June 15.	June 4, 2020
889.	I understand that we will follow the guidance of the Pennsylvania Department of Health and Centers for Disease Control and Prevention (CDC) when we are able to open. What will our protocol be if students or employees become infected with COVID-19 while on a HACC campus? Will we shut down buildings if a certain number of occupants are infected? How will we prevent an outbreak on campus?	The College has established a task force comprised of individuals from across the institution and all constituency groups to develop recommendations for fall 2020. The task force is taking into account recommendations for social distancing, personal protective equipment (PPE) and mitigation procedures from the Centers for Disease Control and Prevention (CDC) and government and public health officials. These considerations include possible reductions in class size. More details will be provided to the Cabinet in the coming weeks, and decisions will be shared with the College community shortly thereafter.	June 2, 2020
890.	I noticed the graphic on myHACC that outlines the difference between remote and virtual learning. Have these differences been provided to students?	In addition to the myHACC image, the differences between remote and virtual learning options for the summer 2020 semester have been promoted to students through: <ul style="list-style-type: none"> <li>• Definitions on the website</li> <li>• Email blasts</li> <li>• Social media</li> <li>• Website buttons</li> <li>• Webslides</li> </ul>	June 2, 2020
891.	Where can I get more information about child care during the pandemic?	The Pennsylvania Department of Human Services has created <a href="#">Child Care FAQs for Families in Need of Care</a> .	June 2, 2020
892.	Could you please update us on the CARES Act?	Detailed information is available at <a href="http://hacc.edu/CARESAct">hacc.edu/CARESAct</a> . This webpage will be updated regularly. Please bookmark and check it at your convenience.	June 2, 2020
893.	Does the floating holiday for July 4 apply to full-time employees	Yes. According to <a href="#">SGP 814 Attendance, Absences and Holidays</a> , "If the Independence Day holiday falls on a day when the College is closed,	May 28, 2020

	who work Monday through Thursday?	employees will be granted a floating holiday. The floating holiday may be used anytime between July 1 and July 31 with the supervisor’s approval and must be documented on the web timesheet.”	
894.	What training opportunities will be available to faculty this summer to learn about using technology resources for remote teaching?	We are offering training for faculty. Details are available online: <b>[Zoom information is redacted for security purposes.]</b>	May 28, 2020
895.	As the administration discusses the possibility of a return to campuses in the fall, what has been discussed in regard to complying with social distancing guidelines?	The College has established a task force comprised of individuals from across the institution and all constituency groups to develop recommendations for fall 2020. The task force is taking into account recommendations for social distancing, personal protective equipment (PPE) and mitigation procedures from the Centers for Disease Control and Prevention (CDC) and government and public health officials. These considerations include possible reductions in class size. More details will be provided to the Cabinet in the coming weeks, and decisions will be shared with the College community shortly thereafter.	May 28, 2020
896.	In an email from Rich Cardamone about how to complete our timesheet for the April 26-May 9, 2020, pay period, it states that full-time, non-exempt essential employees who work on campus should report regular time and also emergency time for any time worked on campus. There are a few Facilities Management Department personnel who are working on campus during this time. If I’m reading the email correctly, are they being paid double time for any time worked on campus? This seems grossly unfair to those of us who have not been able to work on campus since late March and have to use	<p>In <a href="#">Dr. Ski’s March 12 email</a>, we stated the following:</p> <ul style="list-style-type: none"> <li>• “In accordance with <a href="#">SGP 102 Developing the Academic Calendar</a>, work assignments during a College campus closure will be made on a case-by-case basis by supervisors. These individual decisions are based on operational need, your access to information technology resources and the nature of your work.</li> <li>• Full-time and part-time employees who are deemed essential will be directed to come to campus to work. Examples include security officers and facilities teams. These employees will be compensated per policy.”</li> </ul> <p>In <a href="#">Dr. Ski’s May 14 email</a>, we explained that the “College authorized emergency pay in accordance with <a href="#">SGP 102 Developing the Academic Calendar</a> as a way to monetarily recognize essential and other employees who were assigned to work on campus while other employees adhered to the governor’s stay-at-home order.”</p> <p>In <a href="#">Dr. Ski’s May 21 email</a>, we announced that Adams and York counties will move to the yellow phase of reopening beginning May 22. Employees assigned</p>	May 26, 2020

	leave time to get paid or go on unemployment.	to work at the Gettysburg and York campuses will no longer receive emergency pay effective May 22.	
897.	Certain employees were told they would not accrue vacation or sick leave while on unpaid leave status and unemployment compensation. Will those employees receive three annual personal days on July 1 if they are still on unpaid leave status at that time?	Employees who are on a reduced work schedule and use leave without pay will continue to accrue leave and will receive their personal days effective July 1.	May 26, 2020
898.	Why is HACC's enrollment not increasing when community colleges all over the country are experiencing increased enrollments? Students who do not want to pay the higher costs of attending virtual classes at their universities are opting for community college virtual classes. What is HACC doing to attract these students?	<p>Most community colleges throughout the country are <b><i>not</i></b> experiencing increased student enrollments. In fact, many of them are reporting decreased student enrollments.</p> <p>HACC's enrollment enhancement strategies fall into three categories:</p> <ul style="list-style-type: none"> <li>• Identifying and removing barriers to students' registration and persistence (for example: placement testing alternatives, registration incentives and FAFSA workshops)</li> <li>• Conducting individualized, personalized, continuous outreach to students' affinity groups</li> <li>• Increasing quality, availability and accessibility of services to mitigate the stressors of the pandemic</li> </ul> <p>Also, HACC is implementing modified marketing campaigns to 12 key target audiences. We are communicating that HACC is the best choice for current and future students for summer and fall 2020.</p> <p>For detailed information, please review:</p> <ul style="list-style-type: none"> <li>• 2019-20 Collegewide Marketing Plan</li> <li>• <a href="#">Zoom</a> session on April 30, 2020</li> </ul>	May 21, 2020
899.	Governor Wolf recently <a href="#">announced</a> that Adams and York counties will move into the yellow phase of reopening beginning May 22. Does this mean employees assigned to work at the Gettysburg and York	In <a href="#">Dr. Ski's May 14 email</a> , we stated that when the governor provides additional guidance on reopening businesses, we will consider removing the authorization to pay emergency pay. We also stated that this could occur before the campuses reopen, which is tentatively scheduled for Aug. 17, 2020.	May 21, 2020

	campuses will no longer receive emergency pay?	Therefore, based on Adams and York counties moving to the yellow phase of reopening, employees assigned to work at the Gettysburg and York campuses will no longer receive emergency pay effective May 22.	
900.	How is it consistent with the <a href="#">One-College philosophy</a> that employees working on campuses who are still in the red phase of reopening receive emergency pay, but employees working on campuses that have moved to the yellow phase receive only regular pay?	The One-College philosophy states, “While all resources of the college shall be put to their most effective and efficient use without respect to geographic or divisional factors, units are expected to operate in a fiscally prudent manner so as not to cause continued or significant pecuniary loss.” It is not fiscally prudent to continue to authorize emergency pay to work on campuses in counties deemed safe enough to move to the yellow phase.	May 21, 2020
901.	When will official organization charts for the One-College reorganization be posted in myHACC?	The organization charts found in myHACC are built from data in Banner. We anticipate that employee data will be updated after implementation of the One-College reorganization and that organization charts will be available by July 17.	May 21, 2020
902.	Will the College be closed on May 25?	Yes. According to the <a href="#">academic calendar</a> , the College will be closed on May 25 for Memorial Day. With the exception of the Harrisburg Campus security team, non-exempt employees are not authorized to work.	May 21, 2020
903.	HACC has been allotted approximately \$4.5 million of the \$9 million+ through the Coronavirus Aid, Relief, and Economic Security (CARES) Act to be used as emergency funding. That includes “The Paycheck Protection Program,” which is providing small businesses with the resources they need to maintain their payroll, hire back employees who may have been laid off and cover applicable overhead.	<p>The \$2.3 trillion CARES Act has many provisions that earmark money for various purposes.</p> <p>The Paycheck Protection Program (PPP) is a portion of the CARES Act focused on supporting small employers. HACC is not eligible for these particular funds.</p> <p>Another portion of the CARES Act is the Higher Education Emergency Assistance Fund, of which HACC has been allocated approximately \$9 million. Of that money, half must be used for emergency financial aid grants paid directly to students. The other half is meant to support the direct costs related to COVID-19 and to support the expenses necessary to expand remote learning operations to meet the increased demand.</p> <p>Based on the CARES Act guidelines provided by the U.S. Department of Education, the institutional funds are not to be utilized for direct payroll</p>	May 21, 2020

	Questions: Is there an itemized list of where the balance of the 9+ million (4.5+million) is to be allocated? Is the employee payroll included?	provisions as a result of employee lost benefits or wages. The College continues to evaluate how to deploy the institutional portion of the CARES Act funds in ways that appropriately meet these guidelines.	
904.	Do we have a standard, approved message for emails regarding the four-day work week beginning this week?	<p>Yes. The message follows. Thank you.</p> <p>*****</p> <p>Greetings!</p> <p>HACC, Central Pennsylvania’s Community College, is closed on Fridays during the summer. However, enrollment-related departments (admissions, welcome center, advising, financial aid and placement testing) continue to operate five days a week. This work arrangement began May 18 and will end Aug. 17, 2020.</p> <p>We appreciate your message and will respond as soon as possible upon our return to the office.</p> <p><u>Please note:</u> In response to the ongoing public health issues surrounding the coronavirus and to do our part in preventing its spread, HACC has closed its campuses. Remote instruction and remote services are being provided for our students. During this time, we will communicate with you using technology. For more information, please visit <a href="http://hacc.edu/coronavirus">hacc.edu/coronavirus</a>.</p> <p>Thank you!</p>	May 19, 2020
905.	With the research and studies referenced in this <a href="#">article</a> , I fear going back to campus in the fall due to the long-term impacts for people who contract the virus and recover. As a person in a high-risk category, contracting the virus and recovering could still have a negative impact on my	The safety of our students and employees remains our top priority. The College’s COVID-19 task force continues to work through a range of options for what our classes and services may look like for the fall 2020 semester. The health of our employees and students are the touchstone for every conversation, as is the need for flexibility to adapt to the evolving circumstances of COVID-19. The task force will continue to refine its planning in the coming weeks and the College plans to make announcements about the fall 2020 semester by mid-June.	May 19, 2020

	health and longevity. I hope the committee deciding on the fall semester considers this information in their decision.		
906.	Will students receive funds from the CARES Act? The act requires colleges to provide emergency aid to students enrolled in spring 2020 face-to-face classes. Do students have to sign up for the CARES Act?	HACC has been allotted approximately \$4.5 million through the <a href="#">Coronavirus Aid, Relief, and Economic Security (CARES) Act</a> to be used as emergency financial aid grants paid directly to students. The monies are to provide cash grants to students for expenses related to disruptions to their education due to the COVID-19 outbreak, including course materials and technology, food, housing, health care and child care. The College has a taskforce working to develop a process that ensures the critical needs of students are met. The final plan will be shared with the College community when it is complete.	May 19, 2020
907.	Will HACC be closed on July 3 for Independence Day?	Since Independence Day falls on Saturday, July 4, the College will be open on Friday, July 3. Employees assigned to work on July 3 are expected to adhere to their normal schedule.  As a reminder, according to <a href="#">SGP 814 Attendance, Absences and Holidays</a> : “If the Independence Day holiday falls on a day when the College is closed, employees will be granted a floating holiday. The floating holiday may be used anytime between July 1 and July 31 with the supervisor’s approval and must be documented on the web timesheet.”	May 19, 2020
908.	Where can I buy a “HACC Yeah” T-shirt?	HACC Yeah T-shirts can be ordered online from the <a href="#">HACC bookstore</a> .	May 14, 2020
909.	I understand that some students received a document full of tips to help during final exams. Could you please share it with faculty and staff? How was this information distributed?	Finals week is nearly over. To help students get through these difficult and stressful remote living times, Dr. Angela Campbell created a <a href="#">HACC Finals Week Tips Flyer</a> and a <a href="#">HACC Finals Week Tips Video</a> to provide tips on how to reduce test anxiety and stress.  These tips were added to the student portal within D2L. Additionally, academic deans, chairs, advising directors, the virtual director of student success and student access services directors were provided the tips in written and video form to pass on to their faculty and their students for the widest distribution of	May 14, 2020



		this content. We are doing all we can to insure all of our students have access to the material.	
910.	When will adjuncts receive online class assignments for the fall semester?	Most fall classes are already staffed. If you have questions about a teaching opportunity, please contact your school dean or associate dean.	May 14, 2020
911.	During the Zoom session on May 7, Dr. Ski mentioned that some workforce programs may be held on campus as early as this month. How will essential and nonexempt employees be compensated if they have to work on campus before the Governor lifts the stay-at-home order?	We will continue to authorize emergency pay in accordance with <a href="#">SGP 102 Developing the Academic Calendar</a> .	May 14, 2020
912.	Will employees who work on campus continue to receive emergency pay through Aug. 16, 2020?	The College authorized emergency pay in accordance with <a href="#">SGP 102 Developing the Academic Calendar</a> as a way to monetarily recognize essential and other employees who were assigned to work on campus while other employees adhered to the governor's stay-at-home order. When the governor provides additional guidance on reopening businesses, we will consider removing the authorization to pay emergency pay. This could occur before Aug. 16, 2020.	May 14, 2020
913.	If we exhaust our leave time and take unpaid leave, then we can then file for unemployment until we can return to work. If we are for sure out until Aug. 17, we receive personal time on July 1. How will receiving this personal time affect us in relation to being on unemployment? We have been told that if we have leave time, the state will not allow us to	It is our understanding that the accrual of leave should not affect your unemployment status. For additional clarification on the unemployment compensation (UC) process, as well as UC eligibility, please visit the Pennsylvania Department of Labor and Industry's UC website and FAQs. You can access the website by going through HACC's <a href="#">Unemployment Compensation page</a> .	May 14, 2020

	collect unemployment even during COVID-19 pandemic.		
914.	At the April 23 weekly Zoom meeting, we were told that due to the financial condition of the College, there might have to be a “reduction in complement” due to expected decreases in enrollment. However, in the May edition of the Ski Gram, we were told that we have a “strong balance sheet.” These two statements seem to contradict each other. Can you please explain in what financial ways our balance sheet is “strong?”	<p>The College’s balance sheet is the accumulation of years of operating performance, capital budget management and the influence of the HACC Foundation investments. The balance sheet represents a point in time that reflects its total assets (less liabilities) and results in a financial net worth. This measure remains strong for HACC.</p> <p>However, continued enrollment declines will have a direct impact on our ongoing operating performance that is measured annually. During the past few years, we have been operating at a multimillion-dollar annual operating loss mainly due to reduced enrollment.</p> <p>Over time, this operating deficit will weaken our balance sheet and financial strength. During times of sustained enrollment declines, the College will need to regulate its labor costs and all other expenses and align them with our enrollment levels.</p>	May 14, 2020
915.	How will students find out if they are exempt from placement testing? How can students schedule a placement test if they need to take one?	<p>Students in the following categories do not need to take a <a href="#">placement test</a> and are eligible to enroll in college-level math and English classes.</p> <p><b>Math Exemption Criteria*</b></p> <ul style="list-style-type: none"> <li>• High School Algebra II grade of B or better</li> <li>• High School GPA of 3.0 or greater**</li> <li>• SAT &gt; 530</li> <li>• ACT &gt; 21</li> <li>• GED &gt; 175</li> </ul> <p><i>*Scores active for five years; eligible for MATH 100, 103, 104, 111, 113, 114 and 202</i></p> <p><i>** High school GPA is valid from half-way through senior year or from the final transcript</i></p> <p><b>English Exemption Criteria*</b></p> <ul style="list-style-type: none"> <li>• High School GPA of 3.0 or greater**</li> </ul>	May 14, 2020

		<ul style="list-style-type: none"> <li>• SAT Evidence-Based Reading &amp; Writing (ERW) or Critical Reading &gt; 480</li> <li>• PSAT &gt; 450 A</li> <li>• CT Reading &gt; 18 and ACT English &gt; 21</li> <li>• Transfer in at least 12 credits of college coursework</li> </ul> <p><i>*Scores active for 10 years; eligible for ENGL 101</i>  <i>** High school GPA is valid from half-way through senior year or from the final transcript</i></p> <p>Students who do not meet the exemption criteria in math will take the placement test using a link sent to their HAWKmail account for the ALEKS placement test. The admissions team will identify new students in this situation and notify them via email.</p> <p>Students who do not meet the exemption criteria in English are automatically eligible to enroll in English 003 (reading) AND English 051 (writing) OR English 057 (integrated reading and writing). Students who do not meet the exemptions also have the option to request a Zoomproctored placement test to test out of developmental English. Students in this situation can exercise this option to request testing by completing the form <a href="#">at this link</a>, and placement testing staff will follow up.</p> <p>Placement test exemptions have also been communicated to advisors and other frontline colleagues to share with new, transfer and continuing students who may need placement tests.</p>	
916	When will placement testing be available again?	<p>Math testing can be completed online now. Students may access the test via this link:  <a href="https://secure.aleks.com/shiblogon/sso?sso_account=0dc1c73&amp;enroll_class_code=D6AMG-NT4R9">https://secure.aleks.com/shiblogon/sso?sso_account=0dc1c73&amp;enroll_class_code=D6AMG-NT4R9</a></p> <p><b>Please note:</b> If clicking on the hyperlink above does not work, please copy and paste the entire website address into a web browser.</p>	May 14, 2020
917	I do not understand the differences between “remote”	<b>Remote instruction</b> is the replacement for in-person instruction during the current situation. Using <a href="#">Zoom</a> , faculty meet with students during scheduled	May 12, 2020

	instruction and “virtual” learning. Please explain the differences.	<p>class times. While we were flexible about attendance because of the sudden change in situation for the spring semester, students and faculty will be expected to attend all scheduled class meetings via Zoom in the summer. If you are unable to attend scheduled class meetings, you may want to consider Virtual Learning classes.</p> <p><b><u>Virtual Learning</u></b> is a selection of online classes that typically do not have a scheduled time when students and faculty meet. Online coursework is not exclusively self-taught or self-paced, but as long as due dates are met, students’ work can be done on various days and times.</p>													
918.	During the Zoom session on May 7, Dr. Ski mentioned that some workforce programs may be held on campus as early as this month. Are other programs being considered to return to campus in May? If not, why not?	We are not planning to bring additional programs to campus in May while we are still in the red phase of the governor’s stay-at-home order. The public safety programs received an exception to complete training of essential employees in fire, police and emergency services.	May 12, 2020												
919.	Will there be any furloughs or layoffs resulting from the suspension of the Study Abroad Program?	In light of the uncertainty of the Study Abroad Program, the coordinator of study abroad position will be eliminated. The employee will be offered a severance consistent with College policy.	May 12, 2020												
920.	How many students and faculty will be impacted by the suspension of the Study Abroad Program?	<p>The chart below shows the number of study abroad trips and the number of students and faculty who participated in the program over the previous three years. The number of students participating in the Study Abroad Program has declined over the last three years.</p> <table border="1"> <thead> <tr> <th>Study Abroad</th> <th>AY 2016-17</th> <th>AY 2017-18</th> <th>AY 2018-19</th> </tr> </thead> <tbody> <tr> <td>Trips</td> <td>9</td> <td>7</td> <td>8</td> </tr> <tr> <td>Students participating</td> <td>88</td> <td>62</td> <td>61</td> </tr> </tbody> </table>	Study Abroad	AY 2016-17	AY 2017-18	AY 2018-19	Trips	9	7	8	Students participating	88	62	61	May 12, 2020
Study Abroad	AY 2016-17	AY 2017-18	AY 2018-19												
Trips	9	7	8												
Students participating	88	62	61												

		Faculty participating	9	7	8		
921.	When will the Study Abroad Program return?	At this time, no date has been established to resume the Study Abroad Program.					May 12, 2020
922.	Is the Study Abroad Program being eliminated?	The Study Abroad Program is being suspended as a result of the COVID-19 pandemic. During academic year 2019-20, several trips abroad were canceled. No trips will be scheduled for 2020-21.					May 12, 2020
923.	The reorganization of the Office of Student Affairs and Enrollment Management seems to be very unsettled, and employees are anxious. What guidance can you give us?	<p>We recognize that employees have experienced a great deal of change over the last year, compounded by the uncertainties associated with the COVID-19 pandemic. If you are feeling overwhelmed, anxious or want to talk to someone, please utilize the counseling services provided by our <a href="#">employee assistance program (EAP)</a>. Services are available 24 hours a day, seven days a week. There is no obligation, and it is confidential. Your first five visits are free.</p> <p>The realignment of the Student Engagement Department within the Office of Inclusion and Diversity is a significant change. However, the move is consistent with the OneCollege reorganization and our commitment to inclusion and belonging, as named in the 2020-23 strategic plan.</p> <p>The Student Engagement Department’s relationship to the Office of Inclusion and Diversity emphasizes the College’s commitment to our <a href="#">core values</a> of excellence, innovation, integrity and inclusivity. Also, this relationship will have positive impacts on our students.</p> <p>We look forward to seeing the environmental and cultural changes that will occur in our students’ lives as outcomes of this realignment.</p>					May 12, 2020
924.	What does the realignment of the Student Engagement Department with the Office of Inclusion and Diversity (OID) involve?	<p>The assistant vice president of student engagement and all positions reporting to her will report to the vice president of inclusion and diversity effective May 11, 2020.</p> <p>This change is part of the College’s ongoing efforts to create a culture of inclusion and belonging.</p>					May 12, 2020

		<p>The following are central to inclusion and belonging at HACC:</p> <ul style="list-style-type: none"> <li>• Cultivating bonds and bridges that enable all of us to grow with and learn from one another</li> <li>• Practicing acts of inclusion each day to foster a welcoming environment for all employees and students</li> <li>• Engaging with employees and students who might have different views or interests</li> <li>• Listening, caring and supporting - asking an employee or student about his, her or their personal story and sharing our own</li> <li>• Considering how inclusion and belonging concepts connect to our field or profession and identifying professional development opportunities to help employees and students better integrate the concepts inside and outside of the classroom</li> </ul> <p>The alignment of the Student Engagement Department with OID helps to create this environment.</p> <p>The decision to realign the Student Engagement Department within the OID was made based on the following rationale:</p> <ul style="list-style-type: none"> <li>• Intercollegiate and recreational sports and intramurals have a higher level of Title IX scrutiny, and with recently announced new Title IX regulations, it is essential that the Title IX coordinator has a closer relationship with HACC athletics.</li> <li>• International student programs typically have inclusive excellence elements that mirror other diversity and inclusion programs and departments. Alignment with the Office of Inclusion and Diversity will enhance the international student experience.</li> <li>• Student Conduct has a close relationship with Title IX, and the HACC employee in the current position is a deputy Title IX coordinator. It is essential to be able to closely monitor and provide guidance to this position.</li> <li>• HACC’s veteran programs assist many veterans to adjust to college life as a second career. They are reorienting themselves to new paradigms. Many are adult learners, and some come with disabilities and may need assistance in academic readiness. Veterans often encounter stereotypes</li> </ul>	
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		<p>and discrimination from others inside and outside the academic environment. Inclusiveness in our thinking will prepare an environment where veterans and their transitions to the academic environment will be nurtured.</p> <ul style="list-style-type: none"> <li>• Colleagues in the area of student involvement provide leadership, management and vision in the development, direction and enrichment of the student experience at HACC. They help create a culture of student engagement and success; work collaboratively to develop strategic activity and multicultural programming and student leadership opportunities; develop departmental goals and objectives based on best practices and assessment; and improve student success by increasing students' connection to the College community.</li> </ul> <p>As a result of this change, the Office of Student Affairs and Enrollment Management will consist of five departments:</p> <ul style="list-style-type: none"> <li>• Assessment and Strategy</li> <li>• Learning Enhancement</li> <li>• Safety and Security</li> <li>• Strategic Recruitment and Services</li> <li>• Student Progression</li> </ul> <p>At this time, there are no other changes to this division. <b>There will be no furloughs or layoffs resulting from the realignment of the Student Engagement Department to the OID.</b></p> <p>It is our goal to create an inclusive, equitable and welcoming environment for all HACC students and our community. Using metrics established by inclusion, equity and diversity industry standards, the work of the OID will be evaluated through a series of measures, including, but not limited to, establishing baseline data sets, setting goals, conducting self-studies, using self-assessment tools and facilitating climate surveys.</p>	
925.	Will we reopen campuses if our counties decide to reopen?	Campuses will remain closed until Aug. 17. For the summer semester, all classes will be held remotely or through Virtual Learning regardless if the status of our counties change. A task force is charged with developing a plan for returning to campus in the fall. The task force is looking at various phases	May 12, 2020

		<p>between full on-campus, Virtual Learning and remote operations. At this point, we are likely to continue to offer at least some classes remotely in the fall. HACC will continue to follow the governor’s recommendations for reopening. We are developing safety precautions for students and employees for the time when we can gradually reintroduce people on campuses. The safety of our students and employees remains a top priority.</p>	
926.	<p>I have been reading about the CARES Act from the government and the soon-to-be implemented HACC CARE Centers. What is the difference?</p>	<p>In March 2020, the U.S. government passed the Coronavirus Aid, Relief and Economic Security (CARES) Act to provide assistance to citizens and organizations in nearly every industry. As part of that legislation, there was money specifically allocated to institutions of higher education to address the disruption caused by the pandemic. The allocation was based on a formula using the number of Pell Grant students at the institution. This allocation was divided into two categories consisting of emergency financial aid to students and emergency financial assistance for the institution. Of the allocation, HACC is required to distribute at least half of the monies to eligible students as emergency financial aid grants to address challenges, such as food and housing insecurities, health care and child care needs. The other half of the allocation is dedicated to assisting HACC with the transition to fully remote classes as a result of the pandemic. HACC is currently developing the processes necessary to distribute the emergency financial aid to our students. More information about this will be provided as the plan is finalized.</p> <p>By contrast, HACC is creating CARE (Consultation, Advocacy, Referrals and Empowerment) Centers at its campuses to support students. These centers are part of the Office of Student Affairs and Enrollment Management and will provide students with an array of resources to support their basic needs, enabling them to stay better focused on their education. The College is currently hiring a director and will hire additional staff, if necessary, for the centers. We anticipate the centers will open in the fall semester.</p> <p>For those of you who have expressed interest in contributing to the HACC Foundation in support of the CARE Centers, detailed information is <a href="#">online</a>. Thank you in advance!</p>	May 7, 2020



927.	Why should I upgrade to the new Zoom version 5.0 client? What happens if I do not upgrade?	<p>Over the past few weeks, Zoom has been aggressively updating its application and security settings to provide users with the necessary tools to secure meetings and prevent Zoombombing. As such, Zoom has released a new update, version 5.0. This new client update will bolster encryption and also provide greater security features.</p> <p>Here is how this Zoom update will affect HACC and how we plan to prepare:</p> <ol style="list-style-type: none"> <li>1. <b>Zoom 5.0 must be installed by May 30, 2020, to connect to any Zoom meetings.</b></li> <li>2. If you have a HACC-issued laptop and are connecting via Always On VPN, the Zoom 5.0 update will be automatically installed.</li> <li>3. If you have a HACC-issued laptop and are not connecting via Always On VPN, please contact the HACC’s Support Center to schedule a time for a technician to remotely install the Zoom 5.0 update on your system.</li> <li>4. If you are using Zoom on your personally-owned laptop or desktop, please visit <a href="https://zoom.us/download">https://zoom.us/download</a> to download the Zoom 5.0 update for your device.</li> </ol> <p>Over the next several weeks, OIST will send out Zoom 5.0 update reminders for those HACC employees who do not have Always ON VPN. To complete this effort in a very smooth and timely fashion, we will need everyone’s full cooperation and support. Our goal is to have every HACC-owned system updated and ready to use Zoom 5.0 by May 29.</p>	May 7, 2020
928.	Many other organizations are announcing layoffs and furloughs. Does HACC have any such plans to announce furloughs?	The College is evaluating the possibility of greater declines in enrollment, a reduction in state funding and the curtailment of some programs as a result of the COVID-19 pandemic. Furloughs and position eliminations may be required to keep the College financially sustainable.	May 7, 2020
929.	What are the official College’s operating hours for summer this year? Are all departments adhering to these hours, or is each department setting its own	<p>Because HACC has 24-hour operations, the College does not maintain official operating hours. Functional areas establish schedules that meet their units’ operational needs.</p> <p>HACC policy <a href="#">008 One-College Philosophy</a> states, “One of the basic philosophies of the college is that every individual receiving college services</p>	May 7, 2020

	operating hours and, if so, how does this fit into the One-College model in terms of consistency across the College?	should enjoy equality of opportunity...Each operating unit shall conduct its affairs and make decisions within this unified framework.” While schedules may vary across units, the services delivered should be standardized.	
930.	I do not wish to use my accrued leave to supplement my income. Instead, I intend to take unpaid leave and apply for unemployment compensation benefits. Am I required to use my paid leave first?	The College does not require employees to use their paid leave before applying for UC. Employees have the option of supplementing their income with use of their leave or entering into an unpaid leave status. The College’s suggestion to use paid leave prior to applying for and collecting UC is directly related to the Pennsylvania Department of Labor and Industry’s recommendation that employees exhaust their paid leave prior to filing for UC to ensure they receive compensation in a timely fashion. For additional clarification on the unemployment compensation process, please visit the <a href="#">Department of Labor and Industry’s UC website</a> and <a href="#">FAQ page</a> .	May 7, 2020
931.	How does HACC determine which employees receive unemployment compensation (UC) benefits?	HACC does not determine employee eligibility for UC benefits. The determination for UC benefit eligibility is made by the Pennsylvania Department of Labor and Industry. Representatives from HACC’s Office of Human Resources provide factual information related to the employment status of the claimant to aid in the determination. Please visit <a href="#">Eligibility FAQs</a> for information related to unemployment compensation. For additional information, please visit the Pennsylvania Department of Labor and Industry’s <a href="#">website</a> .	May 7, 2020
932.	How will students take placement tests if campuses are closed?	Students in the following categories do not need to take a <a href="#">placement test</a> . They will be eligible for enrolling in college-level math and English classes.  <b>Math Exemption Criteria*</b> <ul style="list-style-type: none"> <li>• High School Algebra II grade of B or better</li> <li>• High School GPA of 3.0 or greater</li> <li>• SAT &gt; 530</li> <li>• ACT &gt; 21</li> <li>• GED &gt; 175</li> </ul> <p>*Scores active for five years; eligible for MATH 100, 103, 104, 111, 113, 114 and 202</p>	May 7, 2020

		<p><b>English Exemption Criteria*</b></p> <ul style="list-style-type: none"> <li>• High School GPA of 3.0 or greater S</li> <li>• AT Evidence-Based Reading &amp; Writing (ERW) or Critical Reading &gt; 480</li> <li>• PSAT &gt; 450</li> <li>• ACT Reading &gt; 18 and ACT English &gt; 21</li> <li>• Transfer in at least 12 credits of college coursework</li> </ul> <p>*Scores active for 10 years; eligible for ENGL 101</p> <p>Students who do not meet the exemption criteria in math will take the placement test using a link sent to their HAWKmail account for the ALEKS placement test.</p> <p>Students who do not meet the exemption criteria in English are eligible automatically to enroll in English 003 (reading) AND English 051 (writing), OR English 057 (integrated reading and writing). Students may also schedule a Zoom-proctored placement test with the Test Center to test out of developmental English.</p>	
933.	Students are concerned about graduation. I understand, due to the current COVID-19 situation, there can't be a spring Commencement ceremony, but will students receive diplomas?	HACC understands the feelings of disappointment associated with canceling our <a href="#">Commencement</a> this May. We value that ceremony as a celebration of our students' many accomplishments. Thus, we are hopeful that our May graduates will join us in December so we can properly celebrate their success. In addition, May 2020 graduates will receive their diplomas via mail. This mailing process is typically completed in June.	May 5, 2020
934.	Can you provide student tips for remote learning?	Please refer to this document: <a href="https://docs.google.com/document/d/1A3rLIVpwIAGbrkoTajbttQq47iVAogbsCw-LopgyY8/edit">https://docs.google.com/document/d/1A3rLIVpwIAGbrkoTajbttQq47iVAogbsCw-LopgyY8/edit</a>	May 5, 2020
935.	Virtual Learning faculty came together to provide the needed training for this emergency situation; yet, the unit is being dismantled. Might you reconsider	The global pandemic has proven that "virtual" employees are not the only colleagues able to deliver teaching and remote services effectively. Instead, the pandemic has broadened the appreciation and capability of ALL of our teams and positioned the College to be more student-focused in ways that many of our bricks-and-mortar colleagues would not have considered even two months	May 5, 2020

	<p>this decision and instead recognize the value of this group that lives and breathes distance education every day – particularly now in this COVID-19 world? The school model will lessen the impact of virtual learning, which will be a shame for HACC. The advocacy of virtual learning – for instance for virtual Open Houses, Jump Starts and their push to put processes online – are instrumental for HACC’s future. Please recognize that and keep this unit intact.</p>	<p>ago. For example, we have held successful virtual Open Houses for students in a variety of programs – not just strictly online programs. We have had more participation in those events and better yield rates so far. To that end, we are now better positioned to deliver our One-College approach to all students, thus mitigating the need for a separate virtual unit.</p>	
936.	<p>Will there be pass/fail grades for summer classes?</p>	<p>No. Students will receive letter grades for classes this summer.</p>	<p>May 5, 2020</p>
937.	<p>I am retiring this spring and would like to get on campus to collect my personal belongings from my office. How can I do this?</p>	<p>While Governor Wolf’s stay-at-home order is in place, employees should only be on campus for work that is essential.</p> <p>Once the order is lifted, please work with your supervisor to schedule a time that minimizes your time on campus and complete the <a href="#">On Campus Authorization</a>. Please notify security when you arrive on campus. While on campus, please wear a mask and gloves and practice physical distancing.</p>	<p>May 5, 2020</p>
938.	<p>Due to COVID-19 restrictions, a private graveside service was held for the death of an immediate family member. We plan to hold a memorial service in the future for all family and friends. If restrictions are still in place, would there be a consideration to use bereavement leave in the event the</p>	<p><a href="#">SGP 814 Attendance, Absences and Holidays</a> states that “bereavement leave to which an employee is entitled must be taken within six months of the death of the immediate family member, near relative, or other individual...”</p> <p>HACC recognizes that the traditional forms of grieving have changed dramatically as a result of the pandemic. We understand that small private funerals may take place immediately with a memorial service planned for later when measures to control the spread of coronavirus have been eased. Consequently, the six-month time frame to use bereavement leave has been temporarily lifted until further notice.</p>	<p>May 5, 2020</p>

	circumstances are extended beyond the six-month time frame?	Employees using bereavement leave should provide a brief explanation of the timing, along with the nature of the relationship, on their timesheet.	
939	If the state reopens, should we expect to switch from Zoom to having in-person lectures?	No. If a course is announced as remote, it will stay remote for the summer.	May 5, 2020
940	I read through Dr. Ski's April 28 email and have some questions based on the answer to question #10. I am interested in knowing what "the limits of state orders" are relating to how many people supervisors are allowed to have on site to tend to building management issues. Also, what "pandemic orders" need to be lifted before more of us can return to work? There is so much work we in facilities could be doing right now that we will be playing catch up on when we return. It would be most appreciated and very helpful if the administration could provide more detail and hope as far as what parameters will determine when some of us can return to campus.	<p>Pennsylvania is still under Governor Wolf's original "stay-at-home order" enacted April 1, 2020. HACC continues to comply with this order by completing only essential building maintenance tasks and limiting the number of employees on campuses.</p> <p>On April 5, Secretary of Health Dr. Rachel Levine issued an order for essential businesses to sustain employee and building safety measures. To sustain this order, a limited number of HACC custodial staff are working to disinfect areas that are occupied daily by essential staff needed on campus to serve students or complete essential building maintenance needs.</p> <p>As Governor Wolf continues to progress with the state recovery plan, HACC will engage staff to operate within the guidelines to meet the needs of the College with the work that is available to be performed. These plans will involve a phased return to campus. HACC will continue to refine return plans as the situation with the virus and the governor's response policies develop. We understand the frustrations and the amount of work that could be completed while the campuses are closed. However, the health and safety of HACC students and employees must remain our top priority.</p>	April 30, 2020
941	Can we get an update on the status of the Lebanon Campus?	Dr. Ski and Tim Sandoe, vice president of finance, are in continued discussions with the mayor of Lebanon and our respective attorneys. Since these conversations have taken longer than expected, all summer construction to consolidate the full campus to the third floor has been placed on hold. The Lebanon Campus will offer summer classes remotely or online, mirroring the collegewide academic plan. As progress unfolds, we will keep the College	April 30, 2020

		community informed. <i>Finally, there has been NO discussion about closing the Lebanon Campus.</i>	
942.	How can I show my appreciation for our local heroes?	The Virtual Learning Student Advisory Council ( <a href="#">VLSAC</a> ) created a <a href="#">padlet</a> board – online sticky notes – to post celebratory and encouraging messages to our local heroes throughout the pandemic. Please visit the <a href="#">board</a> to leave a photo, video or note of appreciation for our heroes.	April 30, 2020
943.	It was stated during the April 9 collegewide Zoom session that the College is under liberal leave and that employees can use their sick time even when they aren't sick for compensation. Does this mean that if I would like to take a day off and am not sick, I can still use my sick time instead of my vacation or personal time?	<p>The liberal leave use policy is to accommodate situations related to the COVID-19 pandemic [for example, for compensation when work is not available and to care for a loved one who may not meet the criteria for FMLA or the Families First Coronavirus Response Act (FFCRA)].</p> <p>If an employee wants a day off as they would under normal operations, they should request and use their leave consistent with <a href="#">SGP 814 Attendance, Absences and Holidays Handbook</a>. As examples, if they are sick with a non-COVID-19 illness, they should request sick leave. If they need a day off to tend to personal obligations, they should request personal or vacation leave.</p> <p>Particularly during the pandemic, employees and supervisors should note that occasionally an employee will need a day off to practice good self-care. A sick day may be approved for such situations.</p> <p>If employees have questions about FMLA or the FFCRA, they should contact <a href="mailto:FMLA@hacc.edu">FMLA@hacc.edu</a>.</p>	April 28, 2020
944.	The 2019-20 budget was passed and money was appropriated for salaries until June 30, 2020. Why are we making employees use paid time off (PTO) if they are not working?	The 2019-20 budget was approved under normal conditions using the anticipated labor needed to operate the College. This budget was also constructed projecting revenues from tuition, bookstore and food sales, as well as facility rentals and contracted noncredit education. These revenue sources have been directly impacted by COVID-19 and the Pennsylvania stay-at-home order. We are working to keep our employees safe and attempting to balance our expense costs with the material reduction in revenues we have and anticipate.	April 28, 2020
945.	Why didn't HACC make all Facilities Maintenance	All Facilities Maintenance Department (FMD) employees are essential employees. HACC has not returned to regular hours in keeping with the	April 28, 2020

	Department (FMD) employees "essential employees" so they could be on campus to work a regular shift, and work 37.5 hours instead of the few hours they are working now? Why can't all custodial and maintenance personnel go back to work full time and not be required to use their paid time off (PTO)?	governor and the secretary of health's pandemic orders. Custodians, maintenance and grounds staff are working shifts set by their supervisors to maintain the building operation standards while staying within the limits of the state orders.	
946.	If a student applied for <a href="#">HACC Foundation scholarships</a> but could not register for classes by April 27 due to delayed testing schedules and acceptance decisions for some HACC programs, what can they do?	<p>Students are our top priority. Therefore, we are pleased to announce the following:</p> <ul style="list-style-type: none"> <li>• We realize that some students will be unable to register for classes due to delayed testing and acceptance decisions.</li> <li>• The students who applied for HACC Foundation scholarships and who are unable to register for classes due to delayed testing and acceptance decisions will be provided a special opportunity to receive tuition assistance funding.</li> <li>• Information about that process will be emailed to eligible students in May.</li> </ul>	April 28, 2020
947.	If a student asks about Act 48 credit, where do I send them?	Please send all questions about Act 48 credit to Erika Steenland at <a href="mailto:ersteenl@hacc.edu">ersteenl@hacc.edu</a> .	April 28, 2020
948.	If a student would like counseling, is it true that they must go to a Mazzitti & Sullivan office to receive counseling?	<p>HACC is proud to partner with Mazzitti &amp; Sullivan to provide counseling options 24 hours a day, seven days a week, 365 days a year, to enrolled credit-seeking students.</p> <p>These counseling options continue, despite the COVID-19 pandemic, as counseling providers who work with Mazzitti &amp; Sullivan are offering remote or telephonic counseling. Students can seek support from Mazzitti &amp; Sullivan counseling providers or any of the thousands of partners who work with Mazzitti &amp; Sullivan around the region, state and nation.</p>	April 28, 2020

		<p>We want students to understand the availability of these services and for them to use the services during this difficult time. For more information about counseling, please contact Mazzitti &amp; Sullivan at 800-543-5080 and identify yourself as a HACC student. You can also visit <a href="http://mseap.com">mseap.com</a>, click on “Contact Us,” fill out the employee form and identify yourself as a HACC student.</p>	
949.	<p>Is there a marketing plan for summer 2020 and fall 2020 registration?</p>	<p>Yes. We have pre-pandemic and mid-pandemic marketing plans. We are also developing post-pandemic marketing plans.</p> <p>The pre-pandemic and mid-pandemic marketing <a href="#">plans</a> are available on <a href="#">myHACC</a> in the Office of College Advancement section. Please see the subsection called “Off-Campus Advertising and Marketing” and note the various documents. If, after reading the materials, you have any questions or suggestions, please submit them via the online form at <a href="http://hacc.edu/coronavirus">hacc.edu/coronavirus</a>. Thank you.</p>	<p>April 28, 2020</p>
950.	<p>Students recently received an email with the subject “Important Information About Your Emergency Financial Aid Grant” from BankMobile and may be confused why they received it. Is the email a phishing scam or are they really getting grant money?</p>	<p>On April 22, 2020, BankMobile, HACC’s financial aid disbursement processor, sent an email to several large groups of enrolled students to encourage them to update their banking information. This action was in direct response to the widely publicized Emergency Financial Aid Grants that are a part of the recently enacted CARES Act.</p> <p>BankMobile is one of the largest banks in the country that distributes financial aid to more than two million students. As colleges prepare to distribute the Emergency Financial Aid Grants, BankMobile was concerned that many students had not provided electronic banking information or that their mailing addresses were outdated. They were trying to be proactive to ensure students received the grant funds as quickly as possible.</p> <p>At this time, HACC is actively working to determine the best method of distributing the Emergency Financial Aid Grant money to students. The guidance from the U.S. Department of Education continues to evolve, and HACC will take a thoughtful, measured approach in disbursing the funds to ensure they are distributed appropriately. HACC recommends that if you have a BankMobile account, you periodically login and review your information so that all financial aid disbursements will be received in a timely manner.</p>	<p>April 28, 2020</p>



951.	As we approach the end of the spring semester, what will happen to Federal WorkStudy (FWS) students who would have continued to work in their current position for the summer semester? Will their work study be extended or will they be let go?	If they are let go, can they file for unemployment? Spring Federal Work-Study (FWS) students can continue to work and get paid through the summer as long as they are enrolled in at least one class in the summer semester. FWS students who are not enrolled for summer classes will no longer be paid.	April 28, 2020
952.	Will the College reopen the window for the 2019-20 Retirement Incentive?	Yes. The current window to express your interest in the <a href="#">2019-20 Retirement Incentive Offer</a> began April 20, 2020, and will close at <b>11:59 p.m. on May 11, 2020.</b>  If you meet the retirement eligibility criteria as defined in <a href="#">College Policy 833 Retirement</a> and would like to retire, please complete the updated <a href="#">2019-20 Retirement Incentive Acceptance Form.</a>	April 28, 2020
953.	Does time on “leave without pay” count toward service credit for retirement with SERS or PSERS? Does it matter if it is a full day or a partial day?	No. Time on “leave without pay” does not count toward service credit with the State Employees’ Retirement System (SERS) or Public School Employees’ Retirement System (PSERS). Credit is based on the hours actually worked and reported.	April 28, 2020
954.	How can students receive remote advising services?	HACC’s advising team continues to serve students with their academic planning and registration needs. Students can visit the academic advising page on HACC’s website to learn more about remote advising appointments and drop-in advising or to schedule an appointment. The advising team is waiting to serve you.	April 28, 2020
955.	Why did the message displayed in the April 15 Zoom update session waiting room change?	Zoom enforces a limit of 400 characters that can be displayed to users in the waiting room. Please see the new message below that will be displayed in the waiting room for the weekly Zoom update sessions:  <i>Thank you for waiting. Please note that you will not be admitted into the meeting if you are not identified by your first and last name or</i>	April 23, 2020

		<i>HACC ID. These measures are put in place by the College to prevent Zoombombing. We appreciate your attention to this matter.</i>	
956.	What resources are available to support HACC students in need?	HACC students can access a wide range of services from <a href="#">HACC's website</a> , including HACC's <a href="#">student wellness page</a> and the following link: <a href="http://uwp.org/211gethelp/">uwp.org/211gethelp/</a> . The 211 link includes resources for food and housing insecurities, financial assistance and other needs available through the United Way. Additionally, as the result of our partnership with Mazzitti & Sullivan, there is a robust set of mental health and wellness resources available through <a href="#">their website</a> that complement the counseling services. Students can access the resources by signing in using the access code: HACCSTU.	April 23, 2020
957.	How will the Office of Student Affairs and Enrollment Management handle the advising of students over the summer months, particularly in light of many counselors retiring?	Most faculty counselors will work with the advising teams through June 30, 2020. Additionally, we expect that new employees hired as part of the reorganization will be in place by June 30. They will work in concert with our existing professional advisors to support students' advising needs.	April 23, 2020
958.	With May quickly approaching and summer beginning, HACC typically switches to a four-day work week of 36 hours per day. Is the College open to a 36-hour work week over five days while the College is closed, particularly if schools, day cares and summer camps are closed?	Employees are expected to adhere to the four-day work week during the summer. This ensures adequate supervision and easier access to necessary support services such as like information technology, human resources and facilities.	April 21, 2020
959.	Will HACC still have a final exam schedule even though classes are online or remote?	Yes. The spring 2020 final exam schedule is posted on our website: <a href="http://hacc.edu/Students/CollegeCalendars/upload/Spring-2020-HACC-Final-ExamSchedule.pdf">hacc.edu/Students/CollegeCalendars/upload/Spring-2020-HACC-Final-ExamSchedule.pdf</a>	April 21, 2020
960.	How will HACC meet the recent directives ordered by the Pennsylvania Office of the Governor and the secretary of the	To meet the mandated orders issued by Governor Tom Wolf and Dr. Rachel Levine, all HACC essential personnel will wear masks and gloves when operating inside HACC buildings and maintain safe physical distancing protocols. The collegewide mandate is that all persons entering HACC buildings will wear masks and gloves as well. HACC will provide personal	April 21, 2020

	<p>Pennsylvania Department of Health to ensure the safety of our on-campus essential employees?</p>	<p>protective equipment (PPE) for essential staff. Due to the lack of availability of PPE, all other employees need to provide their own.</p> <p>All HACC personnel and vendors coming onto a campus MUST obtain an <a href="#">On Campus Authorization form</a> from their supervisor. Campus security will turn away anyone who does not comply with this mandate.</p> <p>HACC is taking the following measures to comply with the order issued April 5 by Dr. Rachel Levine, secretary of the Pennsylvania Department of Health, for continued building safety:</p> <ul style="list-style-type: none"> <li>• HACC’s custodial team will maintain and disinfect areas occupied daily and any breached areas that were previously deep cleaned and fogged.</li> <li>• The areas that will be maintained include, but are not limited to, open bathrooms; vending/lunch areas; the mail room; security offices; bookstore spaces; finance areas; and common spaces like the Welcome Centers.</li> <li>• Employees will receive updated training on the use of PPE and will clean and disinfect the above high-touch areas routinely in accordance with Centers for Disease Control and Prevention (CDC) guidelines.</li> </ul>	
961.	<p>A lot of the comments made by Zoombombers are racist. What is an example of an appropriate apology to meeting attendees if this type of Zoombombing incident occurs?</p>	<p>An example of an appropriate apology follows:</p> <p><i>“HACC is deeply sorry for the despicable behavior displayed by today’s Zoombombers. Their behavior and words were hate-filled, offensive and counter to HACC’s core values. We reject this behavior and these words and will never tolerate them. We will put the necessary measures in place to ensure this type of situation does not occur again. Again, we are very sorry. Thank you.”</i></p>	April 21, 2020
962.	<p>We’ve heard that Zoombombing has become more common and that the College has implemented some changes such as the automatic waiting room feature and inability for attendees to rename upon login, to further</p>	<p>The approved text follows:</p> <p><i>“Greetings!</i></p>	April 21, 2020

	secure our meetings. Is there an approved text that we can communicate to meeting attendees while they are in the Zoom waiting room?	<p><i>You are currently in the waiting room for this meeting. HACC, Central Pennsylvania's Community College, has implemented the use of waiting rooms to help secure against Zoombombing incidents.</i></p> <p><i>By joining this meeting, you are confirming that you are a current HACC student or employee and agreeing to adhere to HACC's Acceptable Use of Technology policy. This policy prohibits harassment, willful disruption or malicious acts of any kind. Violation of this policy may result in loss of technology privileges or other prosecution, where applicable. Hate-filled and offensive speech or behavior counters HACC's core values and will not be tolerated.</i></p> <p><i>Thank you."</i></p>	
963.	Where can I find more information about Pennsylvania's plan to reopen businesses?	Governor Tom Wolf <a href="#">announced</a> his plan for Pennsylvania's COVID-19 recovery on April 17. Detailed information about the recovery plan can be found <a href="#">here</a> . This site has resources related to food assistance, mental health help, unemployment compensation and other topics that help support Pennsylvania employees, students and citizens.	April 21, 2020
964.	I'd like to learn more about the Mazzitti & Sullivan counseling services for students. How can I do that?	Mazzitti & Sullivan is offering an information session where staff and faculty can learn more about the counseling services available to students and ask questions. This session will be held on April 28, 2020, at noon. The Zoom link is <b>[redacted for security purposes.]</b>	April 21, 2020
965.	Will essential employees receive mileage for commuting to campus while the campuses are closed?	No. Per SGP 406 Travel Authorization and Reimbursement, the College does not provide mileage reimbursement to employees for their commute from home to campus. Additionally, there is no language in the Fair Labor Standards Act (FLSA) that requires compensating employees for their commute time.	April 21, 2020
966.	Which positions require a collegewide open session during the talent acquisition process? If a job doesn't require a collegewide open session, how can I participate in one?	Collegewide open sessions are only required for Cabinet-level positions. <a href="#">SGP 806 Employee Recruitment and Selection</a> outlines requirements and recommendations for open sessions for the different position types. Following these guidelines, the hiring manager, search committee and talent acquisition coordinator determine which College groups to invite to the open session.	April 21, 2020

		Employees interested in participating in an open session may reach out to the hiring manager to request that they be included.	
967.	What is the timeframe for announcing President Award awardees?	The Employee Recognition Committee anticipates the announcement of honorees in mid-May. Both the nominees and the honorees will be recognized at the 2020 Employee Recognition ceremony, which will be held when the campuses reopen.	April 21, 2020
968.	Is there a possibility of fall classes being remote as well?	Yes, if we are still under stay-at-home orders, fall classes will be remote.	April 21, 2020
969.	Are employees allowed to survey students and other employees about pandemic preparedness?	A collegewide survey of students and employees is being planned. Therefore, no other surveys will be allowed. This approach will ensure that students and employees are not bombarded with different surveys and that the collegewide survey is not inadvertently undermined.	April 21, 2020
970.	Why did the College use a waiting room for the April 16, 2020, collegewide reorganization session?	<p>Please admit participants into the session prior to the 3:30 p.m. start. The College enabled the waiting room feature of Zoom to enhance security and to help prevent Zoombombing. In addition, the College required participants to identify themselves using their screen name before being admitted into the Zoom session. These measures will remain in place and are intended to enhance the security of the weekly collegewide reorganization Zoom sessions.</p> <p>Beginning with the April 23 session, participants in the waiting room for the weekly collegewide reorganization Zoom session will begin being admitted 10 minutes prior to the start of the session to ensure they are able to hear the speakers opening remarks.</p> <p>For those who missed the opening remarks on the April 16, 2020, Zoom session, it is available on myHACC.</p>	April 21, 2020
971.	Now that we are in the midst of a global pandemic, what is the status of the new strategic plan?	<p>The 2019-22 strategic plan, <a href="#">One College. Uniting for Success</a>, is moving along. While some projects have been delayed as a result of the global pandemic, we are pleased that some aspects of student-centered initiatives are being implemented remotely.</p> <ul style="list-style-type: none"> <li>• CARE Centers – Under <a href="#">Strategic Commitment 2: Retain Students and Foster Completion</a>, subgoal 4, there is an objective to “create centers</li> </ul>	April 21, 2020

		<p>for learner wellbeing to provide nonacademic support, such as emergency assistance, food and clothing assistance and connections to <a href="#">community resources</a> by June 30, 2022.” The <a href="#">HACC Foundation Fund</a> for Excellence for CARE has been established to enable donors to support HACC’s CARE Centers. In addition, PNC Bank contributed \$5,000 to sponsor now-canceled HACC event. PNC authorized us to use the funds to provide \$100 gift cards to 50 students facing financial struggles. We are pleased that this act of kindness is occurring as part of the vision that the Next Generation Task Force members had when they proposed the CARE Centers.</p> <ul style="list-style-type: none"> <li>• Low- or No-Cost Textbooks – Under <a href="#">Strategic Commitment 2: Retain Students and Foster Completion</a>, subgoal 1, we list our commitment to ensure students have access to low- or no-cost textbooks. We have 18 faculty members working on <a href="#">open educational resources</a> (OER) for classes now, and another 13 OER that will be available by summer 2020. A <a href="#">HACC Foundation Fund</a> for Excellence for Open Educational Resources (OER) has established so donors can support open educational resources.</li> <li>• Virtual Learning Commons – This initiative aligns with <a href="#">Strategic Commitment 2: Retain Students and Foster Completion</a>, subgoal 4, to enhance academic and non-academic learner support systems. The Learning Engagement Department has filled many key leadership positions for the new Learning Commons, including an assistant director of library public services, assistant director of testing, and an assistant director of tutoring. The department is currently in the recruitment process for a director of learning commons and an assistant director of user support. Progress has been made on the selection of an application platform for the delivery of the Virtual Learning Commons. The Learning Commons team is currently evaluating the possibility of incorporating a universal chat solution, which will allow visitors to ask questions about various services. In addition, the Learning Commons team has processed over 100 applications from the students in need of technology to complete their current coursework.</li> </ul>	
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		Our students need us more than ever before, so we are grateful to the colleagues who are working behind the scenes to provide this type of strategic support remotely.	
972.	In light of the global pandemic, what is the status of the One-College reorganization?	The effective date for the One-College reorganization will remain July 1, 2020. When we first announced the reorganization, we noted that not all aspects of it would be completed by July 1. That is still the case. However, despite the global pandemic, we are pleased with the progress we are making. We will continue to provide updates via email, Ski Gram articles and weekly Zoom sessions.	April 21, 2020
973.	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?	<p>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:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• The advising team has created advising and registration sessions to enroll new students. Additional advising outreach continues with Navigate messaging campaigns and phone calls.</li> <li>• 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.</li> </ul>	April 16, 2020
974.	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 <a href="#">current persona campaign</a> to reflect our new normal and adding activities to reach out to new audiences, including local students. The modified campaign will launch soon.	April 16, 2020

975.	If campuses are closed until fall semester, when are spring semester rented textbooks due back?	The due date for returning spring textbook rentals has <b>been extended</b> from May 18, 2020, to May 28, 2020. Instructions on how to return textbook rentals will be provided prior to finals week.	April 16, 2020
976.	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. <a href="https://bookstore.hacc.edu/harrisburg/sell_main.asp">https://bookstore.hacc.edu/harrisburg/sell_main.asp</a> .	April 16, 2020
977.	How long will the <a href="#">Families First Coronavirus Response Act</a> option be available for HACC employees? If HACC reopens in May but our daycare center does not, would this opportunity be available? If a family member becomes COVID 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 <a href="#">flyer</a> or contact <a href="mailto:FMLA@hacc.edu">FMLA@hacc.edu</a> .	April 16, 2020
978.	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 <a href="#">On Campus Authorization</a> . Once approved, please keep a hard copy or digital version of the form on your person and check in with security when you arrive on campus.	April 16, 2020
979.	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	Number #3 in <a href="#">Dr. Ski's April 8 email</a> states that the College will follow the leave hierarchy described in <a href="#">SGP 814 Attendance, Absences and Holidays</a> , which is sick leave, then vacation leave and then personal leave. After further reflection and consistent with our liberal leave use policy, employees will have	April 16, 2020



	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?	flexibility in determining which leave to use when on-campus or remote work is unavailable during the campus closures.	
980.	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.	April 16, 2020
981.	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 <a href="#">myHACC</a> .	April 16, 2020
982.	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 <a href="#">2019-20 academic calendar</a> , 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.	April 16, 2020
983.	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	Employees separating from the College can collect their personal belongings from their campus work location by obtaining a signed <a href="#">On Campus Authorization</a> 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,	April 16, 2020

	<p>belongings on campus? Also, when should those retiring receive the form they need to sign?</p>	<p>with an approved on-campus Authorization. All individuals on campus should follow the Pennsylvania Department of Health’s <a href="#">guidelines</a> on physical distancing and wearing a mask.</p> <p>Employees who expressed an interest in retiring will receive a retirement agreement to review before the end of April.</p>	
984.	<p>Are summer classes canceled or will they be held remotely?</p>	<p>Classes for the 2020 summer semester will be held remotely and online.</p>	<p>April 16, 2020</p>
985.	<p>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?</p>	<p>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,</p> <ul style="list-style-type: none"> <li>• We are monitoring the situation closely.</li> <li>• We are concerned about our students’ ability to finish their coursework and also about their well-being.</li> <li>• We must adhere to the governor’s orders.</li> </ul>	<p>April 16, 2020</p>
986.	<p>What is the actual date that campuses are expected to reopen?</p>	<p>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.</p>	<p>April 16, 2020</p>
987.	<p>When can we expect to return to campus?</p>	<p>Please note the following changes to HACC’s planned schedule to reopen campuses:</p> <ul style="list-style-type: none"> <li>• Even though the College is <b>open</b>, <b>HACC’s five campuses will remain closed until the fall</b> unless the governor lifts the stay-at-home order.</li> <li>• Students may register for a variety of classes offered either online or remotely during the summer sessions.</li> <li>• Please note that the information above is tentative and subject to change.</li> </ul> <p>These decisions were made to ensure we continue to keep you safe.</p>	<p>April 14, 2020</p>
988.	<p>Where is the option located on the HACC Bookstore website for</p>	<p>Course materials, including textbook information, for summer 2020 was made available on April 13. Students may begin making purchases on April 20.</p>	<p>April 14, 2020</p>

	students to buy textbooks for summer classes?	Financial aid for the summer semester will be available to use starting May 4. Any financial aid orders placed before May 4 will be held until May 4 for processing. Please visit the bookstore website at <a href="http://bookstore.hacc.edu">bookstore.hacc.edu</a> for more information.	
989.	When the campuses reopen, will I still be able to work remotely?	Please refer to <a href="#">SGP 833 Telecommuting</a> for the College's policy on remote work when normal operations resume. Accordingly, a telecommuting arrangement may be initiated for the purpose of benefiting the College and the employee to improve productivity, customer service or some other measurable outcome. Telecommuting approval is at the convenience and sole discretion of the College and is reviewed on a case-by-case basis. Please discuss the situation with your supervisor and follow the policy's procedures for establishing a telecommuting agreement.	April 14, 2020
990.	Has there been any discussion about possibly making the fall semester online since we don't know if the coronavirus will peak in the fall?	Currently, a taskforce of representatives from all constituency groups is being formed to look at contingencies for the fall semester. Although we hope to be back on campus, we will continue to offer remote instruction and services if it is not safe to return to campus.	April 14, 2020
991.	When will students be able to take the TEAS test?	In mid-April, Assessment Technologies Institute ( <a href="#">ATI</a> ) will begin offering a remote proctoring option for the TEAS examination. Students may be able to register and schedule for REMOTE HACC TEAS testing sessions as soon as next week. We will announce the exact dates when they are available. Please note that the remote session dates will still be associated with a specific campus. However, students may sign up for any session that best suits their schedule. <ul style="list-style-type: none"> <li>• Please keep in mind the following technical requirements for this remote option: Microphone: Any microphone, either internal or external</li> <li>• Webcam: 320x240 VGA resolution (minimum) internal or external</li> <li>• Desktop or laptop computer: NO iPads, tablets or phones are to be used. Computers must have the ability to download Google Chrome.</li> </ul> A more detailed set-up guide for students and test dates will be shared soon.	April 14, 2020
992.	My employee no longer works for the College. How do I get them to return the laptop and other equipment issued to them while the campuses are closed?	Please refer to <a href="#">Protocol for Issuing/Receiving HACC Technology Resources</a> for steps on receiving IT equipment. If you still have questions, please submit them to <a href="mailto:askHR@hacc.edu">askHR@hacc.edu</a> .	April 14, 2020

993.	I have a new employee starting and they will be working remotely until the campuses reopen. How can I provide them with the information technology (IT) equipment that they need?	Please refer to <a href="#">Protocol for Issuing/Receiving HACC Technology Resources</a> for steps on issuing IT equipment. If you still have questions, please submit them to <a href="mailto:askHR@hacc.edu">askHR@hacc.edu</a> .	April 14, 2020
994.	Are students who struggle with remote learning or who drop out of classes due to COVID-19 able to get refunds?	<p>The College understands that many students are concerned about the move to remote instruction. However, since classes continue via this new modality, the College will not issue tuition or fee refunds. Students should continue to attend class as the best outcome to complete their spring 2020 courses.</p> <p>To accommodate the move to remote instruction and to give students additional time to get adjusted to the new format and make decisions about their progress, withdraw dates for full-term and late-start classes have been extended to April 30. New classes that began on March 23 retain their original withdraw dates.</p> <p>The College is confident that most students can be successful with remote instruction. We encourage students who encounter difficulty to take advantage of these options:</p> <ul style="list-style-type: none"> <li>● Speak to your instructor to determine if there are ways to improve your performance, get additional assistance or gain additional time for coursework. In some instances, circumstances may warrant an incomplete grade.</li> <li>● Take advantage of the many options available for tutoring, either online or via remote tutoring with a peer or professional tutor.</li> <li>● Reach out to your advisor to discuss your options and your progress toward completion.</li> <li>● If none of these options work and you elect to withdraw, please follow the normal withdraw process through myHACC. Remember that the last day to withdraw is April 30.</li> </ul> <p>Even though the College is not issuing refunds, we continue to gather information and follow guidance provided by the federal government, the</p>	April 14, 2020

		Pennsylvania Higher Education Assistance Agency (and other agencies). Therefore, additional relief measures may become available at a later date.	
995.	Can you provide employees with an enrollment update?	<p>Our enrollment status is dynamic, changing daily. This information provided below is based on the April 13, 2020, enrollment status report.</p> <ul style="list-style-type: none"> <li>• The headcount of the fall semester registered students is down 12.2%. Credit hours are down 13.3% when compared with the same period last year.</li> <li>• The headcount for the summer semester is down 19%, and credit hours are down 17.9%.</li> </ul> <p>Compared to this point last year, enrollments are down at each campus and in Virtual Learning classes. It is important to know, however, that the numbers change weekly and are expected to rebound slightly as soon as we identify a solution to the challenges caused by inability to complete placement testing.</p>	
996.	Where is the option located on the HACCBookstore website for students to buy textbooks for summer classes?	<p>Course materials, including textbook information for summer 2020, was available on April 13. Students may begin making purchases on April 20. Financial aid for the summer semester will be available to use starting May 4. Any Financial aid orders placed before May 4 2020 will be held until May 4 for processing. Students choosing customer-pickup for online orders can do so May 18. Please visit the bookstore website at <a href="http://www.bookstore.hacc.edu">www.bookstore.hacc.edu</a> for more information.</p>	April 14, 2020
997.	How will HACC meet the two new directives ordered by the PA Office of the Governor and the Secretary of the Department of Health to ensure the safety of our on-campus essential employees?	<p>To meet the order issued Friday, April 3, 2020 by Governor Wolf to wear a mask when leaving home via methods met by Universal Masking, all HACC essential personnel will wear masks and gloves when operating inside HACC buildings and maintain safe physical distancing protocols. The Collegewide recommendation is that all persons entering HACC buildings will wear masks and gloves. HACC will provide personal protective equipment (PPE) for essential staff. At this time, due to the lack of availability of protective equipment, all other employees need to provide their own.</p>	April 14, 2020

		<p>To meet the order issued Sunday, April 5, 2020 by the Secretary of the PA Department of Health, Dr. Rachael Levine for continued building safety measures for owners of buildings of at least 50,000 square feet and are operating as essential. HACC custodial team will maintain and disinfect areas occupied daily and breached areas that were previously deep cleaned and fogged prior to building closure March 18. The areas that will be maintained include but are not limited to: open bathrooms, vending/lunch areas, mail room, security offices, bookstore spaces, finance areas and common spaces like the Welcome Centers.</p> <p>Staff will receive update training on personal protective equipment and clean and disinfect the above high-touch areas routinely in accordance with CDC guidelines.</p>	
998.	How many students or employees have been infected with COVID-19?	<p>As of April 9, we have no reports of any HACC employee having a suspected or confirmed case of COVID-19.</p> <p>We have been made aware of eight students with suspected or confirmed cases of COVID-19. The students were taking classes on the Harrisburg, Lancaster, Lebanon and York campuses and taking online courses. Each student that has provided clarification on their condition indicates becoming symptomatic after leaving campus for spring break on March 6. Although the chance of the spread to the College community is relatively low due to the timing of the symptoms and the students' last visits to a campus, this information is being shared out of an abundance of caution to the rest of the College community.</p> <p>The Centers for Disease Control and Prevention (CDC) has published guidelines on getting testing for COVID-19. If you believe that you have been in contact with someone who has tested positive for coronavirus, the CDC recommends that you self- quarantine for 14 days. If you start to exhibit any concerning symptoms such as fever, cough, shortness of breath or flu-like symptoms, please notify your healthcare provider immediately.</p>	April 14, 2020
999.	Where can I find additional information about unemployment compensation benefits?	The College has created an <a href="#">information page</a> on myHACC extended that contains	April 14, 2020

		information related to unemployment compensation (UC) benefits and links to the Pennsylvania Department of Labor and Industry's UC website.	
100	Has HACC considered temporarily removing the limitations on the number of loans employees can borrow from their TIAA-CREF accounts? Currently, the plan is limited to two loans, and in the past, employees were able to borrow as needed. The loans are guaranteed to be repaid because employees are only able to borrow per IRS and retirement account guidelines. Given the financial constraints some families may be experiencing, this might be an option worth considering.	Up to five loans can be taken from your TIAA account while the campuses remain closed. Please contact <a href="mailto:askHR@hacc.edu">askHR@hacc.edu</a> if you would like more information.	April 9, 2020
100	How are we ensuring that students are aware of counseling services they can access? What do those services entail?	<p>Since mid-February, HACC students have received several reminders about mental health <a href="#">counseling services</a> available through Mazzitti &amp; Sullivan EAP Services. The latest reminder for students, sent on April 7, 2020, included a <a href="#">video</a> outlining the services.</p> <p>Mazzitti &amp; Sullivan EAP Services has also created a <a href="#">video outlining their services</a> for HACC faculty and staff. The first six minutes of the video are the same as the one shared with students. The last three minutes outline how faculty and staff can help students.</p>	April 7, 2020
100	Where does the mail go for HACC's Gettysburg, Lancaster, Lebanon and York campuses?	The Gettysburg, Lancaster and York campuses continue to receive mail. Mail is being held in the designated areas for mail operations/delivery. Lebanon Campus mail has been put on hold at the U.S. Postal Service. This mail is	April 7, 2020

		picked up weekly and redistributed accordingly. Essential mail received at all locations will be forwarded to the Mail Center.	
100	Is the Mail Center providing carrier services to all campuses?	The HACC carrier is scheduled to pick up and drop off deliveries every Monday morning. The route includes Gettysburg, York and Lancaster campuses (in that order). The campus bookstores have been designated as the pickup and drop-off locations for the carrier. The carrier departs Harrisburg at 8 a.m. and returns to Harrisburg no later than noon.	April 7, 2020
100	Is the Harrisburg Mail Center open?	The HACC Mail Center is open daily from 9 a.m.-noon to receive incoming mail. All received mail is being held at the center, which is on the Harrisburg Campus. . Mail may be picked up or dropped off for processing with prior coordination with the center and proper authorization from an immediate supervisor and that department’s functional leader. The Mail Center can be reached at 717-780-2608 or <a href="mailto:jakoons@hacc.edu">jakoons@hacc.edu</a> . If you need to come to campus for mail, you must submit <a href="#">a form</a> for authorization to your immediate supervisor and your functional leader.	April 7, 2020
100	When is finals week?	Finals will be held May 11-16.	April 7, 2020
100	I am a student taking an online class, and completion of proctored exams was one of the requirements for this class. This week, our instructor announced that students will need to connect via Zoom and have the video turned on so the instructor can watch us taking the exam in D2L. I am concerned about this	<p>Faculty may use Zoom to proctor exams. Faculty have been provided information to assist with securing the privacy of sessions and protecting against “Zoom-bombing.” Faculty may set up a waiting room and/or require you to enter a password to join a testing session. Once testing begins, sessions may be locked to prevent unauthorized access.</p> <p>Students taking exams via Zoom can further protect themselves by taking the following precautions:</p> <ol style="list-style-type: none"> <li>1. If screen-sharing, only share whatever windows are required for the exam. Never accept requests for remote access to your computer</li> </ol>	April 7, 2020



	<p>arrangement. There are many reports of Zoom's vulnerability and user data being compromised. Even devices may be hacked while using Zoom. What is HACC's current policy on conducting proctored tests for fully online classes?</p>	<p>through Zoom, except if required by a verified remote proctor or during a user support call with a verified HACC technician</p> <p>Do not click unknown links in the chat.</p>	
100	<p>Does HACC's Employee Assistance Program (EAP) offer any training to help us manage our stress during this crisis?</p>	<p>Yes. HACC's Employee Assistance Program (EAP) has a rich library of resources for you to explore. Courses include, but are not limited to:</p> <p><b>Leadership:</b></p> <ul style="list-style-type: none"> <li>• Leading Effective Teams</li> <li>• Motivating Employees</li> <li>• Providing Effective Feedback</li> <li>• Succeeding as a Supervisor</li> </ul> <p><b>Personal Growth:</b></p> <ul style="list-style-type: none"> <li>• Improving Mindfulness</li> <li>• Increasing Self-Awareness</li> <li>• Stress Management Time Management</li> </ul> <p><b>Professional Development:</b></p> <ul style="list-style-type: none"> <li>• Applying Emotional Intelligence in the Workplace</li> <li>• Appreciating Personal Differences</li> <li>• Managing Negative People</li> </ul> <p>We understand that every individual's experience is unique, so please look for a course that meets your needs.</p> <p>To access these resources and many more, please visit <a href="http://mseap.com">mseap.com</a>, select Member Login, and enter <b>HACC</b> into the Access Code box.</p>	April 3, 2020
100	<p>Can the Faculty and Staff Development Institute (FSDI) offer any training to help us lead and manage during this crisis?</p>	<p>Yes! The Faculty and Staff Development Institute (FSDI) can help you thrive in times of uncertainty and rapid change. Competencies that we can assist in developing include:</p> <ul style="list-style-type: none"> <li>• Being responsive</li> <li>• Providing direction</li> <li>• Providing reassurance</li> </ul>	April 3, 2020

		<ul style="list-style-type: none"> <li>● Communicating clearly and effectively</li> <li>● Being flexible</li> <li>● Recognizing your teams</li> <li>● Showing empathy</li> </ul> <p>If you or your team need to reinforce your effectiveness in leading, managing, strategizing or communicating strategically in this unprecedented context, please feel free to contact Cavil Anderson, Ph.D., FSDI director, at <a href="mailto:csanders@hacc.edu">csanders@hacc.edu</a>. Formally or informally, we can implement virtual mentoring, real-time coaching, online training and facilitation that will strengthen you, your team and the ability to move forward.</p>	
100	Will HACC's Wellness Committee sponsor any events while we work remotely?	<p>Yes. HACC's Wellness Committee has scheduled two activities for employees and students during our remote operations. The events will begin the week of April 6 and run through the end of the spring semester.</p> <p><b>Desk Exercise Session</b>, led by Linda Mussoline, specialist, institutional research:</p> <ul style="list-style-type: none"> <li>● When: Mondays and Wednesdays, noon-12:30 p.m.</li> <li>● Where: <b>[Zoom information is redacted for security purposes.]</b></li> <li>● Why: This session is designed to help you reduce stress and increase movement through stretching.</li> <li>● Please review the session <a href="#">handout</a> prior to participating in the session.</li> </ul> <p>Yoga Classes, led by Karen Sherwood, faculty and 200RYT yoga instructor:</p> <ul style="list-style-type: none"> <li>● When: Wednesdays, 4:30-5:30 p.m.</li> <li>● Where: <b>[Zoom information is redacted for security purposes.]</b></li> <li>● Why: This session is designed to facilitate mental stability and concentration.</li> </ul>	April 3, 2020
101	I read online that Zoom has a lawsuit filed against them concerning data privacy. Can you provide more information on this and what can I do to protect my privacy when using Zoom?	<p>The lawsuit references the older version of the Zoom app, specifically on an iOS (iPhone/iPad) device. The older version of the Zoom for iOS app was developed using "Facebook's tools for developers," which allowed Facebook to collect information about the device in which it was running, specifically collecting information about the iOS device, time zone, IP address, device carrier (Verizon, AT&amp;T, etc.) and advertiser's ID.</p> <p>The latest version of the iOS Zoom app (released March 27) has removed the Facebook tools and no longer sends data to Facebook. Most iOS users would</p>	April 2, 2020

		have the default settings set to “allow for automatic app updates” on their iPhones or iPads, so they have already received the new Zoom app. For those who have not automatically updated mobile apps, please update to the latest version of the Zoom app on your iOS device.	
101	How many students or employees have been infected with COVID-19?	<p>As of April 1, we have no reports of any HACC employee having a suspected or confirmed case of COVID-19.</p> <p>We have been made aware of five students with suspected or confirmed cases of COVID-19. The students were taking classes on the Harrisburg, Lancaster and York campuses and taking online courses.</p> <p>The York Campus student was last on campus on March 16 and became symptomatic on or about March 22. The other students who responded to our inquiry indicated that they became symptomatic after leaving campus for spring break on March 6.</p> <p>Although the chance of the spread to the College community is relatively low due to the timing of the symptoms and the students’ last visits to a campus, this information is being shared out of an abundance of caution to the rest of the College community.</p> <p>The Centers for Disease Control and Prevention (CDC) has published <a href="#">guidelines</a> on getting testing for COVID-19. If you believe that you have been in contact with someone who has tested positive for coronavirus, the CDC recommends that you self- quarantine for 14 days. If you start to exhibit any concerning symptoms such as fever, cough, shortness of breath or flu-like symptoms, please notify your healthcare provider immediately.</p>	April 2, 2020
101	What is the Families First Coronavirus Response Act (FFCRA)?	The Families First Coronavirus Response Act (FFCRA) is a federal law that provides emergency supplemental appropriations for the fiscal year ending Sept. 30, 2020. The act includes a variety of acts related to, but not limited to, unemployment compensation, paid leave, tax credits and preparedness efforts in response to COVID- 19.	April 2, 2020

		<p>The FFCRA requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. This includes:</p> <ul style="list-style-type: none"> <li>• Two weeks (up to 80 hours) of <b>paid sick leave</b> at the employee’s regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to federal, state or local government order or advice of a healthcare provider) and/or experiencing COVID-19 symptoms and seeking a medical diagnosis</li> <li>• Two weeks (up to 80 hours) of <b>paid sick leave</b> at two-thirds the employee’s regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state or local government order or advice of a healthcare provider) or to care for a child (under 18 years of age) whose school or childcare provider is closed or unavailable for reasons related to COVID-19 and/or the employee is experiencing a substantially similar condition as specified by the secretary of health and human services, in consultation with the secretaries of the treasury and labor</li> <li>• Up to an additional 10 weeks of <b>paid expanded family and medical leave</b> at two-thirds the employee’s regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or childcare provider is closed or unavailable for reasons related to COVID-19</li> </ul> <p>Family Medical Leave Act (FMLA) eligibility guidelines also apply.</p> <p>Additional information from the Department of Labor can be found here. If you have questions, please contact <a href="mailto:FMLA@hacc.edu">FMLA@hacc.edu</a>.</p>	
101	<p>Now that the CARES Act law has been signed, has the College been notified on what will be received?</p>	<p>The Coronavirus Aid, Relief, and Economic Security (CARES) Act that was enacted on March 27 provides colleges with a one-time direct payment to offset costs associated with the disruption of operations due to COVID-19.</p> <p>HACC will receive an estimated \$8.7 million of the overall \$2.2 trillion stimulus package. The amounts were calculated using a formula relating to students who are Pell Grant recipients. The CARES Act stipulates that at least</p>	<p>April 2, 2020</p>

		50% of the payment must be spent on emergency financial aid grants to students. However, due to the breadth, complexity and newness of the legislation, implementation and allocation of the CARES Act are not clear. HACC is waiting for further guidance	
1014	I heard that Lancaster Academy, which rents space at the Lancaster Campus, will be allowed to resume operations in April. How will this impact employees? Will employees be able to return to campus at that time as well?	The Lancaster County Academy (LCA) has been informed that HACC campuses will be closed until May 18, 2020. LCA follows the direction of the governor, who made the decision that all schools in Pennsylvania will remain closed until further notice.	April 1, 2020
1015	I am an adjunct faculty employee. Do I need to submit a timesheet?	Credit adjunct faculty do not need to submit a timesheet. Workforce hourly adjunct faculty should refer to the <a href="#">timesheet guide</a> for details.	March 31, 2020
1016	Can we postpone the date for students to withdraw from classes in light of the extraordinary situation?	Yes. We have moved the withdrawal deadline to April 30 for <a href="#">Part of Term 1 and Part of Term L</a> . This is only in light of the extraordinary circumstances and not a change of our policies. Other parts of term either have already passed or were close enough to the end of the semester that they did not need to be changed.	March 31, 2020
1017	Do we still need to respond to all phone calls and emails within one business day?	Since this is our new normal, all employees need to respond to all email and phone messages within two business days.	March 31, 2020
1018	I was scheduled for New Student Orientation on April 16. Will I now complete this orientation online? I will start in the summer and have already completed my placement testing. Next steps were orientation and meeting with an advisor. Thank you for	All new student orientations scheduled for April will be rescheduled. HACC will contact students to set new dates.	March 31, 2020

	your help, looking forward to hearing from you.		
101	<p>Faculty worked above and beyond to master online teaching and to adapt in-person classes to online. Faculty sat at their computers for days and days, way beyond their normal hours. Faculty are still doing it, as online workarounds take much longer than in-person tasks. It would be a very nice gesture for HACC to offer a small bonus for this work. Even \$100 would help.</p>	<p>The vast majority of HACC employees have performed admirably during this crisis. We appreciate how colleagues have helped each other with Zoom instruction, laptop distribution, daily check ins, and other activities to keep employees and students engaged and connected.</p> <p>With the support of HACC's Board of Trustees, HACC is anticipating a steeper decline in enrollment for fall 2020 and we are developing strategies to meet this expectation. We are paying close attention to enrollment trends, economic forecasts and other data that will help illuminate the situation as the pandemic continues. Any commitment related to compensation is premature at this time.</p> <p>We ask that you help us retain students by keeping them engaged during this time of remote instruction, advise them so they meet their academic goals, provide excellent customer service when they need assistance and show in all your interactions how much you care.</p>	March 31, 2020
102	<p>How should we handle an employee who asks why they need to take sick pay for a doctor's appointment, but someone else is paid regular hours while not working.</p>	<p>In <a href="#">Dr. Ski's March 12, 2020, email</a>, we recognized that some may view compensating employees through emergency leave (now regular time) when work is unavailable is inequitable while others are directed to work on campus or remotely. However, during these times, we must concern ourselves with staying healthy while providing the best services as possible to our students.</p> <p>In the scenario you describe, we would encourage you to consider a schedule change for the employee to accommodate a doctor's appointment.</p> <p>If it is your own employee who does not have work available, please contact Aimee Brough, vice president of human resources, at <a href="mailto:abbrough@hacc.edu">abbrough@hacc.edu</a> to see if work outside of your division or department is available.</p>	March 31, 2020
102	<p>Now that we know remote working is the new normal, do we still need to stick to the one-business-day turnaround time for</p>	<p>For the rest of the semester, please respond to phone calls and emails within two business days. This pertains to all employees.</p>	March 30, 2020

	responding to phone calls and emails?		
102	If I'm a full-time employee (including faculty) working remotely, do I need to submit a timesheet? If I have to submit a timesheet, how do I record my time on my web timesheet?	Please refer to the <a href="#">timesheet guide</a> for details on how to submit a timesheet based on your specific situation.	March 30, 2020
102	How do I fill out my timesheet for the pay period from March 15-28? Many employees worked remotely, and other employees worked on campus.	<p>The federal government recently passed the <a href="#">Coronavirus Aid, Relief, and Economic Security Act</a> (CARES Act) that provides a variety of support to individuals, businesses and government entities. To ensure that employees are paid accurately and we are able to track eligible expenses for reimbursement, we need to be sure timesheets are coded properly. The Payroll Department has developed a <a href="#">timesheet guide</a> that provides examples of how employees should code their timesheets based on their situations.</p> <p><i>Please note: This guide is different from previous communications due to the changing situation. It is important that all employees review and follow this timesheet guide for the pay period March 15-28</i></p>	March 30, 2020
102	How do students return textbooks at the end of the semester?	The spring 2020 textbook rental due date has been extended from May 18 to May 28. Students who did not rent a textbook and would like to sell the textbook back before the bookstores reopen on May 18 should check the HACC bookstore website <a href="http://bookstore.hacc.edu">bookstore.hacc.edu</a> on or after April 1 for step-by-step instructions for remote buyback. Please note that the bookstore will buy back textbooks for the summer and fall semesters on campus starting on May 18. If the textbook is being used for summer or fall classes, if it has all the required supplements and if the bookstore has not met the quantity to fill, students will receive cash for those books. This price will be higher than the remote buyback price. Please note that buyback prices may change daily.	March 30, 2020
102	What are some best practices instructors can employ to minimize cheating during exams?	As you have identified, academic dishonesty is a concern when assessing student learning remotely. Instructors are challenged to design quizzes and exams in such a way as to minimize the opportunities (or temptations) to use	March 30, 2020

	<p>In an effort to curb cheating, my instructors are greatly minimizing the time (75-80 questions in 40 minutes) I have to complete quizzes and tests that require typed input (not multiple choice), which negatively impacts my performance. I hope there is another alternative.</p>	<p>unauthorized resources. Your question specifically focuses on the concern about students looking up answers while completing an exam. There are a number of ways an instructor can address this:</p> <p>A. Limit the amount of time per item. Recommended limits for multiple choice items range from 45-60 seconds. Short answer and essay questions should be longer, but the optimal length will depend on the nature of the item and the amount of detail and explanation expected in the response.</p> <p>B. Design test items to require application of concepts (versus memorization of definitions, names or dates) so that students cannot easily find an answer online or in the textbook.</p> <p>C. Design the assessment so that it is an open book or open note assignment, again generally relying on students demonstrating a higher level of comprehension of key concepts and theories.</p> <p>D. Utilize a live online exam proctoring service. This costs money and requires students to have a minimum level of technology, such as a webcam.</p> <p>E. Place more emphasis on other methods for assessing student learning, such as in-class assignments, discussion board postings, term papers and class projects.</p> <p>Please contact your instructor to discuss any concerns about testing.</p>	
102	<p>What steps are being taken when the College receives reports of COVID-19 exposure, suspected cases or confirmed cases?</p>	<p>The efforts to respond to concerns related to COVID-19 are coordinated through the Office of Human Resources (OHR) and in conjunction with College leadership. Procedures in responding to reports of potential or actual COVID-19 cases within the College community include:</p> <p>A. OHR receives information related to suspected or confirmed case.</p> <p>B. OHR collects information specifically related to onset of symptoms, last contact with the College community and current status of the reported case.</p>	<p>March 30, 2020</p>



		<p>C. OHR determines appropriate next steps, which could include:</p> <ul style="list-style-type: none"> <li>i. Contacting the Pennsylvania Department of Health</li> <li>ii. Obtaining medical documentation from affected individuals</li> <li>iii. Making arrangements for instruction continuity for students or work continuity for employees</li> </ul> <p>D. OHR will provide relevant information to those with a medical or legal need to obtain such information.</p> <p>E. OHR will continue to monitor the situation.</p>	
102	What happens to the identifiable employee or student information that is reported to the Office of Human Resources (OHR) related to COVID-19?	Any information shared with the Office of Human Resources (OHR) as a result of the COVID-19 pandemic is held in a confidential status and only disseminated to those having an operational, medical or legal need to know as allowed under the Health Insurance Portability and Accountability Act (HIPAA); Family Educational Rights and Privacy Act (FERPA); and other applicable local, state and federal laws.	March 30, 2020
102	I have been notified by a student that they have a confirmed case of COVID-19. What should I do?	<p>Employees and students with a confirmed or suspected case of COVID-19 are strongly encouraged to disclose this information to Aimee Brough, vice president of human resources, at <a href="mailto:abbrough@hacc.edu">abbrough@hacc.edu</a> or Della Archer, director of employee relations, at <a href="mailto:daarche2@hacc.edu">daarche2@hacc.edu</a>.</p> <p>If you have been made aware that an employee or student has a confirmed or suspected case of COVID-19, please provide the individual's name and contact information to Aimee or Della.</p>	March 30, 2020
102	How can I get help from an instructional designer during the week of March 30?	<p>The Center for Design and Instruction (CDI) is hosting open sessions via Zoom this week:</p> <ul style="list-style-type: none"> <li>• April 1; 2-3:30 p.m.</li> <li>• April 2; 2-3:30 p.m.</li> </ul>	March 30, 2020

		<p>Please email your questions or request one-on-one help:</p> <ul style="list-style-type: none"> <li>• For D2L/Brightspace inquiries, please contact Joe Mendrzycki at <a href="mailto:jdmendrz@hacc.edu">jdmendrz@hacc.edu</a> or Jordan Barrie at <a href="mailto:jcbarrie@hacc.edu">jcbarrie@hacc.edu</a>.</li> <li>• For Zoom inquiries, please contact Qiquan Wang at <a href="mailto:qqwang@hacc.edu">qqwang@hacc.edu</a>.</li> </ul>	
103	How can I make sure students have consented to be recorded for my Zoom class sessions?	<p>Please have students consent to be recorded before they enter Zoom.</p> <ul style="list-style-type: none"> <li>• Here is an explanation: <a href="https://support.zoom.us/hc/en-us/articles/360026909191-Consent-to-be-Recorded">https://support.zoom.us/hc/en-us/articles/360026909191-Consent-to-be-Recorded</a></li> <li>• Here is a video our instructional designer, Jordon Barrie, made to explain how: <a href="https://youtu.be/5DxfGZ59Yig">https://youtu.be/5DxfGZ59Yig</a></li> </ul>	March 30, 2020
103	How can I prevent “Zoom bombing” in appropriate videos in my classes?	<p>Please see the information in this article:</p> <p><a href="https://security.berkeley.edu/resources/cybersecurity-and-covid-19/settings-preventing-zoom-bombing?fbclid=IwAR0R1tTwl68b1IPVploJMjkqv0YDibY_7V2Lq3PVy2aVHXWMKec1LZ8z2YM">https://security.berkeley.edu/resources/cybersecurity-and-covid-19/settings-preventing-zoom-bombing?fbclid=IwAR0R1tTwl68b1IPVploJMjkqv0YDibY_7V2Lq3PVy2aVHXWMKec1LZ8z2YM</a></p>	March 30, 2020
103	What is HACC doing to prepare for the potential huge increase in enrollments in the fall when residential colleges either don’t open or families can no longer afford to send their students there?	<p>We have not begun to see how widespread the impacts of the coronavirus global pandemic will be in all facets of society, including higher education. One <a href="#">recent survey</a> with a small sample of survey respondents indicates that one in six high school seniors are rethinking their decision to enroll full time in a bachelor’s degree program this fall. A March 25, 2020, article in the Chronicle of Higher Education indicated this: “Of the 17 percent of respondents who didn’t think they would end up enrolling full time at a four-year college, a majority expected either to take a gap year (35 percent) or enroll part time in a bachelor’s program (35 percent). Seven percent indicated that they would attend a community college, and 6 percent said they would work full time.”</p> <p>With input from the Board of Trustees, HACC is anticipating a steeper decline in enrollment for fall 2020 and developing strategies to meet this expectation.</p>	March 27, 2020

		<p>We are paying close attention to enrollment trends, economic forecasts and other data that will help illuminate the situation as the pandemic continues.</p> <p>In the meantime, we ask all employees to help us retain students by keeping them engaged during this time of remote instruction; advising them so that they meet their academic goals; providing excellent customer service when they need assistance; and showing in all your interactions how much you care.</p>	
103	Why aren't we giving students refunds if they don't want to stay in their courses in the new remote learning environment?	<p>The decision not to give refunds is influenced by many factors:</p> <ul style="list-style-type: none"> <li>• First, refunds for students who withdraw from courses can create significant financial aid issues for the student. Students who already received financial aid disbursements may owe money back that they have already spent.</li> <li>• Additionally, allowing students to seek refunds discourages completion and impacts students' time to graduation and their satisfactory academic progress. This may make them ineligible for financial aid in the future.</li> </ul> <p>The best solution is for students to stay enrolled in their classes, work with their faculty and use the resources that the College provides to ensure their success. Please remember that we are already past the half-way point of the semester.</p> <p>HACC offers free 24/7 online remote tutoring to assist students in need of more personalized help with their coursework. To learn more about remote tutoring, please visit <a href="http://www.hacc.edu/Students/Tutoring/index.cfm">www.hacc.edu/Students/Tutoring/index.cfm</a>.</p>	March 27, 2020
103	What do we do if we need financial aid for the next semester but can't go to campus?	<p>Financial Aid employees from all campuses are working remotely. Please call 800-ABC- HACC, pick your campus affiliation and then select the numeric option for Financial Aid. Hours may vary by campus, but staff are available to help students prepare their financial aid ahead of summer and fall registration.</p>	March 27, 2020
103	In light of all the changes that happened suddenly this spring,	<p>At this time, no. For several reasons, we are not implementing pass/fail grades this spring:</p>	March 27, 2020

	can we switch to a pass/fail grading system?	<ul style="list-style-type: none"> <li>• We have not heard back from all of our transfer schools if they would accept pass/fail grades.</li> <li>• Changes to pass/fail may create unanticipated issues for some students (for example,</li> <li>• financial aid and international students), and we would not have time to educate students sufficiently to help them make informed decisions.</li> <li>• We do not have a pass/fail grade option at HACC, so we would need to build this grading system in Banner.</li> <li>• Building and testing a system that we have never used before will take resources away from crisis management now.</li> <li>• Some health sciences programs have already heard that they cannot do pass/fail grades.</li> </ul>	
103	Since we can't deliver SEEQs (student course evaluations) in our classes this semester, are we going to require student evaluations?	No. We are not requiring that faculty deliver student evaluations. We are implementing the Faculty Organization's recommendation to not use student course evaluations this spring in light of our extenuating circumstances. Faculty will only need to include the results of their fall evaluations in this year's annual evaluation. Results of course evaluations that were conducted for the first seven-week part of semester will be provided to those faculty for their information only and are not required to be submitted with the annual evaluation.	March 27, 2020
103	Can the deadline be extended for faculty to submit their self-assessments?	Yes. We will extend the deadline to June 15 for full-time faculty self-assessments and tenure-track portfolios. Faculty who will be teaching hands-on classes after May 18 may submit a request to their dean and chair for an additional extension if needed. Early submissions of self-assessments are always encouraged.	March 27, 2020
103	I want to record my Zoom classes so students who cannot attend can watch them later. Do I have to get permission from my students to record them?	Per legal counsel, faculty recording Zoom classrooms need to obtain student consent. Please follow <b>all three</b> steps below to obtain student consent: <ul style="list-style-type: none"> <li>• Put an announcement on the homepage of your D2L course that your Zoom class sessions will be recorded and students who participate in</li> </ul>	March 27, 2020

		<p>them acknowledge and consent to have their participation in those classes recorded.</p> <ul style="list-style-type: none"> <li>• Announce at the beginning of the class that it will be recorded and students who participate in class acknowledge and consent to have their participation in those classes recorded.</li> <li>• Have students consent to be recorded before they enter Zoom. Here is an explanation: <a href="https://support.zoom.us/hc/en-us/articles/360026909191-Consent-to-be-Recorded">https://support.zoom.us/hc/en-us/articles/360026909191-Consent-to-be-Recorded</a>.</li> </ul>	
103	How is the staffing of summer classes being adjusted to account for the change in scheduling?	<p>We are still in the process of adjusting the staffing for summer classes. Since a significant volume of changes were made to the summer schedule a short time before students are able to register, we first pended classes in the 12-week and first six-week parts of the semester. The next priority was adjusting class times and adding classes to the later parts of the summer semester to make them accurate and available by the start of registration. The next steps are staffing, sending out a call to faculty for preferences, taking names off the schedule and re-assigning classes. These tasks can happen next week. If you have specific questions about how staffing will occur in your discipline, please ask your school dean or associate dean.</p>	March 27, 2020
104	Are the various support resources that have come out via email compiled somewhere on <a href="#">myHACC</a> ?	<p>Yes. Employees can find information in the “Coronavirus Updates” channel on the Home area of the “Employee” tab.</p> <p>Students can find support resources in the “Updates on YOUR Community College” channel on the Home area of the “Student” tab.</p>	March 27, 2020
104	As we move to all classes being delivered through remote instruction until the end of the semester, are there resources that faculty can access to help them create inclusive environments for learning?	<p>Teaching remotely in times of crisis brings specific challenges. The following resources will be useful to faculty as we create inclusive and equitable learning environments using remote teaching methods.</p> <ul style="list-style-type: none"> <li>• <a href="https://diversity.sdsu.edu/resources/inclusive-pedagogy">https://diversity.sdsu.edu/resources/inclusive-pedagogy</a></li> <li>• <a href="#">Inclusion, Equity, and Access While Teaching Remotely</a></li> </ul>	March 26, 2020

104	<p>Why haven't faculty been engaged in decisions about the transition to remote teaching?</p>	<p>Faculty have been engaged. In fact, we could not have made the transition as well as we did without faculty engagement. Before this situation, the associate provost of virtual learning worked with a group of virtual faculty to improve student engagement and expand faculty mentoring. Those processes ramped up last week as faculty led panel discussions, worked with instructional designers on training and staffed walk-in consulting for their faculty colleagues both online and on campuses.</p> <p>Faculty in the role of department chairs have a seat at the table of Academic Council. Also, the Office of Academic Affairs update meetings have been expanded this week to include other faculty who are part of Academic Council, the assessment coordinator, the developmental education coordinator and the Faculty Organization president.</p> <p>The Faculty Organization was asked to weigh in on how to handle student course evaluations this semester. It recommended not using them, and the provost is following this recommendation, which is an example of shared governance in action.</p>	March 26, 2020
104	<p>According to the definition on <a href="#">myHACC</a>, shared governance is “a philosophical framework that includes the College’s internal stakeholders in various levels of decision-making which promotes transparency, maximizes inclusivity, fosters mutual respect, and allows the College to operate with the collaborative input of all those involved.” How was shared governance followed in the decision to cancel 12-week and the first six-week summer terms when faculty organizations were not consulted for input?</p>	<p>We have never worked with the Faculty Organization on the summer schedule, because working with the logistics of the schedule of classes is an administrative task. Scheduling classes is the work of the deans, and the deans were consulted before making the decision to narrow the scope of the 12-week classes to those classes required by programs in the School of Health Sciences that needed the clinical time. We did not cancel all 12-week summer classes.</p> <p>The rationale for the decision to limit the number of summer classes was explained in Dr. Ski’s <a href="#">message</a> on March 23.</p>	March 26, 2020

104	Are the second six-week and eight-week summer classes canceled?	No. We plan to hold summer classes in the second six-week and eight-week parts of the term.	March 26, 2020
104	Will those with the intent to retire still receive their notifications for signatures in April, or has that been pushed back? Will those retiring still be entitled to receive their payout packages with all of the ramifications to the budget due to COVID-19?	Yes. We are still on track to issue retirement agreements in April 2020. The <a href="#">2019-20 Retirement Incentive Offer</a> remains in effect. All employees who submitted the retirement incentive acceptance form will be offered an agreement.	March 26, 2020
104	What is being done to make students aware of counseling services during this time of transition?	In February, every HACC student received an email about the availability of mental health counseling services through Mazzitti & Sullivan EAP Services. In addition, on March 12, the <a href="#">student email</a> announcing the extension of spring break included a reminder about these services. Additional outreach is planned in the coming days and weeks. The College encourages employees to remind students of these services at this challenging time. More information is available at <a href="http://hacc.edu/Wellness">hacc.edu/Wellness</a> .	March 26, 2020
104	How will students be able to register for classes next week if they can't meet with their advisor?	Counselors and professional advisors are working remotely and are available to support students with their academic planning and registration needs. Students who need support should contact the College at 800-ABC-HACC and then select their campus affiliation using the number option for the counseling and advising office. It is important to note that these counselors and advisors are temporarily serving as the primary point of contact for student advising questions during this time so that faculty advisors can focus on the transition to remote instruction.	March 26, 2020
104	Does the coronavirus change the budget being submitted for next year? Will it affect raises?	We are re-evaluating the draft budget proposal in anticipation of an increased decline in enrollment for academic year 2020-21. The total impact of the worldwide coronavirus pandemic on HACC's budget is not known at this time. Based on this uncertainty, additional consideration in managing our overall expenses, including pay increases, is under discussion	March 25, 2020

104	Has the 2020 Annual President's Collegewide Symposium been canceled?	The Annual President's Collegewide Symposium scheduled for May 1 is canceled.	March 25, 2020
105	While we are working remotely, what is the response time to return emails, phone calls and texts?	While the campuses are closed in response to COVID-19, employees are expected to respond to emails, phone calls and texts within 24 business hours.	March 25, 2020
105	How should Federal Work Study (FWS) student workers code their timesheets on days they don't work?	FWS student workers should code their time as regular hours. They are not eligible for emergency leave.	March 25, 2020
105	What effect will there be on pay for 41-week employees who have to work past the end of the semester?	The work of 41-week employees will end as scheduled on May 21, 2020. If a 41-week employee is directed to work after this date, they will complete a PR-5 paper timesheet for the hours worked in addition to their normal pay.	March 25, 2020
105	As a supervisor, how can I ensure my employees and student workers are paid accurately and timely?	<p>As we prepare for the next payroll cycle, we need all supervisors' assistance to ensure everyone gets their paycheck. Some employees and student workers may not have access to the internet and may not be able to submit their timesheet online. It is essential that all employees and student workers submit a timesheet in order to be paid.</p> <p>All supervisors are expected to follow the process below:</p> <ul style="list-style-type: none"> <li>• Please contact your employees and student workers to confirm whether or not they have access to submit a timesheet online.</li> <li>• If they do not have the ability to submit a timesheet online, please notify <a href="mailto:payroll@hacc.edu">payroll@hacc.edu</a> by 4 p.m. on March 26.</li> <li>• The payroll office will manually create a timesheet in Banner.</li> <li>• The supervisor will access the timesheet to make any modifications on the employee's behalf and submit the timesheet on March 30.</li> <li>• The supervisor will approve the timesheet no later than March 31.</li> </ul> <p>It is important to note that supervisors who complete timesheets on behalf of employees and student workers must follow the pay practices that have been</p>	March 24, 2020



		communicated in <a href="#">previous FAQs</a> . A guide for completing timesheets will soon be available to all employees	
105	How do I submit a timesheet if I don't have access to the internet?	Employees or student workers who are unable to submit their timesheets online should contact their supervisor immediately to let them know. Your supervisor will work with you to identify alternative solutions.	March 24, 2020
105	Are students going to have to pay more out of pocket and/or take loans out in order to cover the remote learning?	Or is financial aid still able to cover these expenses? Students will not incur additional costs as the result of the move to remote instruction. Financial aid will cover expenses. Tuition and course fees are the same for on-campus and online.	March 24, 2020
105	What do I do if my user account is locked, and I cannot log in to the myHACC portal?	If your user account is locked due to a few failed login attempts, please wait 10 minutes and it will unlock automatically. If you continue to have issues, please contact the Support Center at 717-780-2570.	March 24, 2020
105	Has there been any discussion about holding more of the mindfulness/meditation Zoom sessions? They would definitely be appreciated.	The Office of Human Resources and the Wellness Committee are looking for ways to support your health and well-being during the COVID-19 pandemic. While we are developing real-time programs, please check out <a href="#">HACC/Cornerstone Learning Management System (LMS)</a> , for recorded meditation sessions, yoga classes and more!	March 23, 2020
105	Students have told me in the past they have used HACC's Wi-Fi in our campus parking lots when classes aren't in session (including on weekends) since they don't have internet access at home. Although I've provided the list of student resources to my students, including Comcast's free service option, I'm wondering if we can allow students to park on campus in their personal vehicles to log into	Beginning March 19, HACC campuses, including parking lots, were closed to students and non-essential employees. This is consistent with the Pennsylvania Department of Health's guidance to practice social distancing during the COVID-19 pandemic. Students are encouraged to use the technology-related resources that have been referenced in their <a href="#">email updates</a> .	March 23, 2020

	HACC's Wi-Fi during the campus closures.		
105	I am a custodian and will be sanitizing my building while the campus is closed. What happens to our time after this is completed?	If work is unavailable after the building has been sanitized, you will be compensated via emergency leave.	March 23, 2020
106	What tutoring options will be available for students while the campuses are closed due to COVID-19?	<p>All of HACC's tutoring services will be moving online via Zoom starting March 23. Students may access the most current Zoom tutoring schedules by visiting <a href="http://hacc.edu/Students/Tutoring">hacc.edu/Students/Tutoring</a> and selecting their home campus' link. If they cannot find their subject or a time that fits their needs, they should view the schedules on the other campuses' tutoring webpages. Students should check back often. Most campuses plan to expand their offerings.</p> <p>Students may also use SmartThinking for other tutoring needs. More information about SmartThinking is here: <a href="http://hacc.edu/Students/Tutoring/Online-TutoringSMARTHINKING.cfm">hacc.edu/Students/Tutoring/Online-TutoringSMARTHINKING.cfm</a></p>	March 23, 2020
106	If I have general questions about what technology I should use while working remotely, who can I contact?	<p>The Office of Information Services and Technology is offering daily question-and-answer (Q&amp;A) Zoom sessions beginning on March 23 until April 3, from 8 a.m.-4 p.m. to answer questions from employees about the use of remote technology. The focus will be to answer employees' general questions about how a particular technology works or what technology is needed. Topics may include remote desktop services, VPN, email, Banner, Google drive and Zoom.</p> <p>The access instructions follow:</p> <p>Zoom Meeting [<b>Zoom information is redacted for security purposes.</b>]</p> <p>Please address any questions regarding Jabber or soft phones directly to Evelin Schwartz at <a href="mailto:edschwar@hacc.edu">edschwar@hacc.edu</a>.</p> <p>Support-related questions and needs should be directed to the appropriate IT colleague(s) so needs can be addressed quickly. If you need immediate assistance with any other technical issue, please contact the IT Support Center at 717-780-2570 or <a href="mailto:SupportCenter@hacc.edu">SupportCenter@hacc.edu</a>.</p>	March 23, 2020

106	Why were the online 12-week summer courses canceled? Were faculty involved in this decision?	<p>The deans had a number of discussions with the provost’s office about the summer schedule. Military and veteran student registration begins March 30, so a decision needed to be made in advance of student registration.</p> <p>A key factor in this decision is that there are a number of skills-based classes (including welding and other trades; ceramics and other arts; culinary; and clinicals in the health careers) for which the required skills cannot be taught remotely – at least not in such a short turnaround time. These courses will likely require extension past the extended spring semester end date and conflict with the scheduled beginning of the summer semester. Many students enroll in general education courses in the summer, and we cannot expect these students (or faculty) to try to finish their spring semester <b>and</b> begin their summer semester at the same time.</p> <p>While some health career courses must use the full 12 weeks to meet clinical hours, a large number of other courses do not. For this reason, we felt that our focus should be on the eight-week and second six-week parts of semester.</p> <p>We did consider allowing Virtual Learning classes to remain in the first two parts of semester. However, we decided against that for consistency for our students, and also because we are unsure of how the spring semester will continue to unfold. Eliminating the 12-week and first six-week classes gives us time to focus on spring and creates much-needed space for faculty and students to respond to immediate needs before summer classes begin.</p>	March 23, 2020
106	I am currently a casual employee who is able to work from home during this time. Considering not all employees are able to do this, is HACC in a position to waive the maximum 20-hour cap for casual/part time employees to better support students?	According to <a href="#">SGP 838 Patient Protection and Affordable Care Act (PPACA)</a> , no nonfaculty, part-time or casual staff will be permitted to work more than 28 hours (average) per week. This remains in effect at this time.	March 20, 2020
106	What temporary modifications are being made to certain program requirements of	Effective March 19, 2020, the PHEAA Board of Directors authorized the Agency to temporarily modify, suspend or relax certain program requirements	March 20, 2020

	<p>PHEAA-administered Pennsylvania student aid programs to ensure that recipients won't experience a disruption or reduction of funding due to operational changes made by schools in response to COVID-19?</p>	<p>for Pennsylvania schools and students enrolled in the 2020 winter or spring term for the following programs:</p> <ul style="list-style-type: none"> <li>• PA State Grant Program</li> <li>• Institutional Assistance Grant (IAG) Program</li> <li>• Matching Funds Programs</li> <li>• Higher Education of the Disadvantaged (Act 101) Program</li> <li>• Higher Education for Blind or Deaf Students Program</li> <li>• Pennsylvania Internship Program</li> <li>• Ready to Succeed Scholarship Program (RTSS)</li> <li>• PA Targeted Industry Program (PA-TIP)</li> </ul> <p>Please review the <a href="#">press release</a> on myHACC for more information.</p>	
106	<p>For those of us working remotely, are we allowed to just include the out-of-office message within our signature like we do with the summer message? It will remind students that (1) the campuses are closed, (2) we are still available remotely during normal business hours (3) they should check the HACC website for updates related to COVID-19. I think it will be better to do that than doing out-of-office replies over and over.</p>	<p>For those working remotely, there is no need for an out-of-office message while you are working. Automatic replies should be used by those who are unable to work or who do not have work during the campuses' closures.</p>	<p>March 20, 2020</p>
106	<p>Is the Evans Physical Education Center at the Harrisburg Campus open?</p>	<p>The Evans Physical Education Center and all other College buildings are closed for deep cleaning. Please check <a href="#">online</a> for all College closings.</p>	<p>March 20, 2020</p>
106	<p>Once I have the technology equipment to work remotely, who should I contact if I have issues when connecting remotely?</p>	<p>Once you have the technology to work remotely, please contact the IT Support Center with questions or issues. IT can be reached at 717-780-2570. Please visit the <a href="#">IT Support Center page</a> on hacc.edu.</p>	<p>March 20, 2020</p>

106	I am an essential employee and must come to campus to work. However, I came into contact with someone who appeared ill. Should I self-quarantine?	If you have reason to believe that you came into contact with someone infected with COVID-19, we recommend that you self-quarantine. You will be granted emergency leave under these conditions.	March 20, 2020
106	What are HACC's normal business hours?	As an organization with 24/7 operations, HACC does not publish official collegewide business hours. Office hours are established locally to meet the needs of our students, and work shifts are established by supervisors.	March 20, 2020
107	What is social distancing?	According to the Centers for Disease Control and Prevention (CDC), <a href="#">social distancing</a> means remaining out of congregate settings, avoiding mass gatherings and maintaining distance (approximately 6 feet or 2 meters) from others when possible. Social distancing is used to stop the spread of a contagion.	March 20, 2020
107	Remote desktop services are slow. What is being done to improve performance?	New remote desktop services are now active. The speed of these services will improve greatly; however, these are new systems. User settings (such as icons, desktop layout, application setting and background wallpaper) have changed.	March 20, 2020
107	How should I use Zoom when working remotely?	Zoom is accessible via any computer or mobile device without the need to use remote desktop services or VPN. Please do not use Zoom when working in remote desktop services system, as Zoom will not work properly. You are encouraged to download the Zoom app onto your mobile device or smartphone.	March 20, 2020
107	Can students still register for Part of Term 3 (second seven-week) classes?	Students can still register for second seven-week classes until 11:59 p.m. on March 22. If you would like to add a second seven-week class, please email <a href="mailto:enroll@hacc.edu">enroll@hacc.edu</a> for more information on how to do so. Please include the course reference number (CRN), course name, subject and campus location within your email.	March 19, 2020
107	I'm concerned for our part-time employees who can't work remotely. Are they able to be paid? What is being done to help employees in this situation?	Part-time employees, including casual employees, will be paid when they work. They may file for unemployment compensation benefits <a href="#">online</a> . The Pennsylvania Department of Labor and Industry has provided an <a href="#">instructional video</a> on completing the online application.	March 19, 2020

107	I am looking for some clarification for adjuncts. My course is blended. I usually come in for my one office hour and then select Saturday mornings. On March 21, we have a scheduled on-campus meeting. Should I work from home during this time, or is it required that I come in during my scheduled class time on Saturday?	Since the campuses are closed, please reschedule the campus meeting to a Zoom meeting for students.	March 19, 2020
107	The March 17 update indicated that the midterm grade reporting deadline has been pushed back to March 18. This may not be enough. Many of us are having continued problems logging into myHACC.	Midterm grades opened on March 2 and were scheduled to close on March 16. We extended the deadline to March 18 to accommodate for the problems accessing myHACC on the afternoon of March 16. After this point, midterm grades are closed. These grades are not a permanent part of a student's record. They are just a means for faculty to communicate with students on their progress to date in the course. Faculty may communicate this in other ways through the course.	March 19, 2020
107	How do I print at home?	I am unable to download the print driver. Printing at home is discouraged. Employees may print to PDF and use email to send documents. There will be no outgoing mail. Emails containing FERPA-protected information should be encrypted. Instructions to encrypt email will be linked on <a href="#">myHACC</a> .	March 19, 2020
107	Where can I find the slides from the presentation on working remotely that was delivered during the March 17 Administrative and Professional Employee Organization (APO) meeting?	The presentation slides can be found <a href="#">here</a> or by clicking on "HACC Response to Coronavirus" under the Coronavirus section on myHACC.	March 19, 2020
107	Other businesses are asking their employees to work during off hours to reduce the strain on IT	HACC employees should adhere to their assigned shifts unless directed otherwise by their supervisors.	March 19, 2020

	resources. Will HACC do the same?		
108	How will the changes in the spring 2020 semester impact the registration timelines?	<p>Registration timelines for the summer and fall 2020 semesters remain the same:</p> <ul style="list-style-type: none"> <li>• Priority registration for HACC military and veteran students begins March 30, 2020.</li> <li>• Priority registration for continuing HACC students begins April 1, 2020.</li> <li>• New student registration begins April 13, 2020.</li> </ul>	March 19, 2020
108	How will the changes in the spring 2020 semester schedule impact the summer 2020 schedule?	<p>Due to the fact that we may have to extend the hands-on skills components of a number of spring 2020 classes and because we do not know how long the COVID-19 emergency will continue, we are planning to cancel the first six-week and 12-week summer classes for all classes outside of the School of Health Sciences. Health science classes that require the full 12 weeks to meet clinical experience requirements will continue as scheduled. For all other classes, we will rebuild the summer schedule to move classes into the eight-week and second six-week semesters. We also plan to move more classes online. Deans will work with faculty on reassigning classes in the new summer schedule.</p>	March 19, 2020
108	When should we use the approved out-of-office message and recorded voicemail message?	<p>Please the following guidelines, use your judgment and confer with your supervisors:</p> <ul style="list-style-type: none"> <li>• The <b>out-of-office email message</b> could be activated after you sign off each day. Those who email you afterward would receive the message.</li> <li>• The <b>voicemail message</b> could be activated at the end of your work week. Those who call you afterward would receive the message.</li> </ul>	March 18, 2020
108	Will the HACC Foundation scholarship application deadline be extended?	<p>No. The deadline will not be extended, primarily because a change could impact the fall disbursement of financial aid related to HACC Foundation scholarships. This could leave students with an overdue balance on their student accounts.</p>	March 18, 2020
108	Will the U.S. Postal Service (USPS) continue delivery to the College?	<p>Yes. The Harrisburg mailroom and the other campus locations will continue to receive U.S. mail and priority packages from UPS, Federal Express, Amazon and other priority vendors. These deliveries will be monitored through a</p>	March 18, 2020

		designated point of contact at each of the campuses. Inter-campus mail deliveries will be scheduled on an “emergency as-needed” basis.	
108	I am using a Jabber softphone to work remotely and I need assistance with installing and using this technology. Are there any resources available for me to review?	<a href="#">Jabber softphone training</a> is available online and accessible on myHACC. Please go to the Office of Information Services and Technologies channel and click on “Phone and Instant Messaging (Jabber).” Note: Jabber does not require remote desktop services or a VPN to function. You can install Jabber on any computer and login using your HACC username and password.	March 18, 2020
108	I am an employee whose job duties are deemed essential and must come to campus to do my work. However, my children’s school closed because of Gov. Wolf’s directive and I don’t have childcare. Do I have to use my leave?	<p>Employees who are deemed essential must come to campus to work. Per <a href="#">SGP 102 Developing the Academic Calendar</a>, “If an employee does not report for work as expected on a day when the College is open or on a delayed opening schedule, that employee must submit vacation or personal leave time for the hours of scheduled work missed.”</p> <p>However, as an exception under these circumstances, if an essential employee cannot come to work due to a situation directly related to the COVID-19 pandemic, e.g. they need to provide childcare because schools are closed or they are caring for a sick family member, emergency leave may be approved.</p> <p>In addition, per Dr. Ski’s March 12 email, “full-time and part-time employees who are deemed essential will be directed to come to campus to work. Examples include security officers and facilities teams. These employees will be compensated per policy.” That means non-exempt employees who are deemed essential and report to campus will receive emergency leave and be paid for the hours worked on campus. This is similar to how we treat inclement weather closings.</p>	March 18, 2020
108	I am able to work remotely full-time. However, my children’s school closed because of the governor’s directive, and I don’t have childcare. Do I have to use my leave?	<p>First, please work with your supervisor to consider a schedule change.</p> <p>If a schedule change is not an option, you are authorized to use emergency leave if you are unable to work due to a situation directly related to the COVID-19 pandemic. Examples are you need to provide childcare because schools are closed or you need to care for a sick family member.</p>	March 18, 2020
108	Why is the 2019-20 annual evaluation process canceled for	The evaluation process for APO and CEO employees is facilitated through the Halogen performance management system. The College is currently	March 18, 2020



	Administrative and Professional (APO) and Classified Employee Organization (CEO) employees but not faculty?	<p>transitioning from Halogen to a new system, PageUp. The transition will become effective by the end of May 2020 and will result in the College losing access to Halogen in mid-June 2020. In consideration of the campus closures and the loss of access to Halogen, the annual evaluation process for APO and CEO employees was canceled.</p> <p>The faculty evaluation process is not affected by the performance management system transition, nor is the timeline for the faculty evaluation process the same as that of APO and CEO colleagues. At this time, there is no need to delay or cancel the faculty evaluation process from its normal schedule. However, the observations of tenure-track faculty scheduled for the second part of the spring semester will be canceled.</p>	
108	Where can employees find more information about installing and configuring Cisco Jabber?	<p>Resources to support Jabber are available in the “Office of Information Services and Technology” channel in <a href="#">myHACC</a>. Please click the “Phones and Instant Messaging (Jabber)” dropdown in that channel.</p> <p>You can also access them directly from the links below (sign-in may be required):</p> <ul style="list-style-type: none"> <li>• Instant Messaging - Cisco Jabber: <a href="https://myhaccext.hacc.edu/?q=node/80">https://myhaccext.hacc.edu/?q=node/80</a></li> <li>• Softphone - Cisco Jabber: <a href="https://sites.google.com/hacc.edu/softphone/home">https://sites.google.com/hacc.edu/softphone/home</a></li> </ul>	March 18, 2020
109	Will student workers get paid when the College is closed?	<p>We understand that not all Federal Work-Study (FWS) workers have the ability to work remotely and that the lack of work and income can be detrimental. The U.S. Department of Education provides HACC the capability to continue to pay FWS workers during a disaster. Therefore, we will be doing so.</p> <p>During the time of campus closure, FWS workers should submit their regular hourly schedule on their time sheets. We encourage supervisors and FWS workers who do have the ability to work remotely to do so in support of the College community during this difficult time.</p>	March 18, 2020

		Student workers who are not FWS and whose funding comes from the College's budget will get paid if they work remotely. Those arrangements should be made through the student worker's direct supervisor.	
109	I have a HACC-owned event that needs to be canceled due to the campuses being closed. How do I communicate that?	Please notify your direct and Cabinet-level supervisors with the event information, location, date and time. They will work with the Office of College Advancement to communicate your cancellation	March 18, 2020
109	I am the point of contact for a non-HACC event being held on one of our campuses. How do I communicate to the hosting organization that the campuses are closing, and therefore, they can no longer hold their event at HACC?	Please: <ul style="list-style-type: none"> <li>• Notify your direct and Cabinet-level supervisors with the event information, location, date and time</li> <li>• Confirm that the events are no longer authorized to be held on campus</li> <li>• Contact the hosting organizations' points of contact outside the College</li> <li>• Explain why their events cannot be held on campus</li> <li>• Use email to save time and maintain written documentation (when possible)</li> </ul>	March 18, 2020
109	As testing becomes more widely available, is the College recommending that employees get tested?	HACC recommends that students and employees follow the Centers for Disease Control and Prevention (CDC) recommendations. Please go to <a href="http://hacc.edu/Coronavirus">hacc.edu/Coronavirus</a> for the most up-to-date information and links to the CDC, the Pennsylvania Department of Health, the World Health Organization and other relevant sources.	March 18, 2020
109	Will employees be able to donate to and draw from the Emergency Sick Leave Bank for time missed due to reduced work?	No. The Emergency Sick Leave Bank (ESLB) is reserved for employees with a serious health condition who have run out of leave. Using ESLB leave for purposes other than this puts employees who need it at risk.	March 18, 2020
109	How do I help my students who need accommodations through Student Access Services during this change in delivery? Will students' accommodations change?	Student Access Services (SAS) staff are here to help with these tips: <ul style="list-style-type: none"> <li>• <b>Consistency:</b> Please remember that accommodations follow the student – whether they are on campus or online.</li> <li>• <b>Flexibility:</b> Please consider being flexible with deadlines, types of documents accepted and emails. Technology issues can cause barriers for anyone – especially some of our students with limited experience and no hands-on support.</li> </ul>	March 18, 2020

		<ul style="list-style-type: none"> <li>• <b>Testing Accommodations:</b> If you choose to test online, please be sure testing accommodations are in place. If the student receives special accommodations like a reader or scribe, please reach out to SAS.</li> <li>• <b>Zoom:</b> Please caption and record lectures as much as possible. You are also able to save Zoom chats as part of the session to assist with notetaking and lecture note needs. Recorded Zoom sessions can be easily captioned and can help more than just hearing-impaired students.</li> <li>• <b>Communication:</b> This is the key with the student and with SAS. We are all learning this together. Please be in touch with SAS with your questions and concerns.</li> <li>• <b>Accessibility of Content:</b> There is a <a href="#">link in D2L</a> that will let you check your accessibility.</li> <li>• <b>Kindness:</b> Remember to be kind to yourself and your students during this challenging time. SAS is here to help.</li> <li>• <b>Supportive Staff:</b> Please contact these <a href="#">colleagues</a> for assistance. They are always happy to assist you.</li> </ul>	
109	I was provided a computer with a VPN to work remotely. When I brought the computer to my home, the computer would not connect to my Comcast home network. What should I do?	<p>If Comcast is your service provider, you may encounter an issue connecting a new device to your home wireless network. When this occurs, please follow these steps:</p> <ul style="list-style-type: none"> <li>• Ensure the wireless password you entered is correct for your home wireless network.</li> <li>• Ensure that the VPN is “connected” using the “internet access” icon on the lower right side of your desktop screen near the date and time.</li> <li>• Call Comcast and request them to reset your router remotely. Note: Unplugging your router will not reset it. You will need Comcast to reset it for you.</li> </ul>	March 18, 2020
109	I am having trouble and receiving a 503 error when I attempt to access myHACC. What should I do?	<p>If you are receiving the “503 Service Unavailable” error, please ensure you are using the correct web address to access myHACC: <a href="https://my.hacc.edu">https://my.hacc.edu</a>. If you have a link bookmarked, please update your bookmark or go to <a href="http://hacc.edu">http://hacc.edu</a> to access myHACC.</p>	March 18, 2020

109	I do not have a computer available for working remotely. I did not fill out the survey or my situation changed since I filled out the survey. What should I do?	<ul style="list-style-type: none"> <li>• The Device Availability Survey is no longer active. If you have not already picked up the technology from your home campus, please follow these instructions:</li> <li>• Contact your school dean or functional leader. They will give the Office of Information Services and Technologies the names of individuals who are approved to receive technology equipment: <ul style="list-style-type: none"> <li>a. Office of Academic Affairs: School deans or Kathy Doherty if not associated with a school</li> <li>b. Office of College Advancement: Linnie Carter</li> <li>c. Office of Finance: Rich Cardamone</li> <li>d. Office of Human Resources: Aimee Brough</li> <li>e. Office of Information Services and Technologies: Patrick Schild or Scott Decker</li> <li>f. Office of Student Affairs and Enrollment Management: Gina Crance</li> <li>g. Workforce Development and Continuing Education Division: Vic Rodgers</li> </ul> </li> <li>• Wait to be approved by your functional leader</li> <li>• Pick up the equipment March 19 or March 20 between 7:30 a.m. and 6 p.m. at these locations on your home campus: <ul style="list-style-type: none"> <li>a. Gettysburg - G307</li> <li>b. Harrisburg - switchgear building (next to U-Gro)</li> <li>c. Lancaster - RM314</li> <li>d. Lebanon - D303</li> <li>e. York - CSS</li> </ul> </li> </ul>	March 18, 2020
109	When working remotely, what can I do if my computer seems slow or appears to be nonresponsive?	<p>When working remotely, users are relying on their home internet connection, which is limited by their internet service provider.</p> <p>Please take these steps if your connection appears to be slow or nonresponsive:</p> <ul style="list-style-type: none"> <li>• Run a speed test to determine your internet connection capabilities</li> <li>• Turn off other devices in your home that are consuming your internet connection such as streaming TV (Netflix, Hulu and Apple TV) and internet radio</li> <li>• Disconnect wireless devices such as Amazon Echo and Google Home</li> </ul>	March 18, 2020

		<ul style="list-style-type: none"> <li>Contact your internet service provider to increase your internet connection capabilities. Note: Many providers are offering high-speed internet service at greatly reduced costs.</li> </ul>	
110	When will the new “remote desktop services” be made available for employees to use?	The Office of Information Services and Technology worked today, March 18, to deliver the new remote desktop service for employees to use while colleagues are working remotely. The new system will be available starting March 20 for use, and employees can access it through myHACC.	March 18, 2020
110	If a student still needs technology after the close of the College on March 18, will staff associated with the deployment of technology be permitted on campus on March 19 and March 20 to fulfill those student needs?	Yes. The appropriate staff members are permitted to come to the College and distribute technology to students on March 19 and March 20.	March 18, 2020
110	What is the cleaning and disinfecting plan for the College campuses?	All campuses will be deep cleaned and disinfected in the upcoming weeks. Custodians, grounds and maintenance staff are considered essential personnel and will be at the campuses to complete these tasks. All safety data sheets (SDS) referencing the chemicals that will be used are available through myHACC on the College’s <a href="#">SDS site</a> . If you have sensitivities, please email Aimee Brough at <a href="mailto:abbrough@hacc.edu">abbrough@hacc.edu</a> .	March 18, 2020
110	What is the plan for employees to ensure that their personal items are removed from their office areas?	The College is not responsible for personal items. Employees should have taken all personal items home with them, including plants.	March 18, 2020
110	Are events sponsored by the Office of Inclusion and Diversity canceled?	All March and April events sponsored by the Office of Inclusion and Diversity are canceled.	March 18, 2020
110	I am a custodian and an essential staff member. However, I cannot come to campus, and I cannot work remotely due to family or	Employees who are deemed essential must come to campus to work. Per <a href="#">SGP 102 Developing the Academic Calendar</a> , “If an employee does not report for work as expected on a day when the College is open or on a delayed opening	March 18, 2020

	personal circumstances. Am I eligible for emergency leave?	<p>schedule, that employee must submit vacation or personal leave time for the hours of scheduled work missed.”</p> <p>However, as an exception under these circumstances, if an essential employee cannot come to campus to work due to a situation directly related to the COVID-19 pandemic, e.g. they need to provide childcare because schools are closed or they are caring for a sick family member, emergency leave may be approved.</p>	
110	If a student still needs technology after the close of the College campuses on March 18, will staff associated with the deployment of technology be permitted on campus on March 19 to fulfill those student needs?	Yes. Staff members who are associated with the setup and delivery of technology for students are permitted to come to the College and distribute technology to students on March 19.	March 17, 2020
110	Where can I obtain additional information related to unemployment compensation?	For additional information related to UC benefits, you may visit the Pennsylvania Department of Labor and Industry’s <a href="#">website</a> or contact Elgin Thomas, HACC coordinator of employee relations, at <a href="mailto:etthomas@hacc.edu">etthomas@hacc.edu</a> .	March 17, 2020
110	How do I apply for Unemployment Compensation (UC) benefits?	Employees may file for UC benefits <a href="#">online</a> . The Pennsylvania Department of Labor and Industry has provided an <a href="#">instructional video</a> on completing the online application.	March 17, 2020
110	I am an adjunct instructor whose class has been canceled due to COVID-19. Am I eligible to apply for UC benefits?	Yes. An employee whose class has been canceled due to COVID-19 may apply for UC benefits. The Pennsylvania Department of Labor and Industry will determine if the employee is eligible to receive UC benefits.	March 17, 2020
111	Am I guaranteed to receive UC benefits?	<p>An employee’s eligibility to receive UC benefits is determined by the Pennsylvania Department of Labor and Industry (L&amp;I). The determination for eligibility is based on an employee’s financial eligibility, benefit eligibility and maintaining eligibility on a week-to-week basis. Additional information regarding UC eligibility can be found <a href="#">here</a>.</p> <p>L&amp;I will contact the Office of Human Resources (OHR) to verify the employment status of an individual that has applied for UC benefits. A</p>	March 17, 2020

		representative from the OHR team will provide L&I with factual information related to the individual's employment status.	
111	Under what circumstances could I be eligible for unemployment compensation?	An employee may be eligible for unemployment compensation (UC) benefits if: <ul style="list-style-type: none"> <li>a. Their employer temporarily closes or goes out of business.</li> <li>b. The employer reduces your work hours due to COVID-19.</li> <li>c. The employee has been instructed not to work because the employer feels the employee may get or spread COVID-19.</li> <li>d. The employee has been told to quarantine or self-isolate and is unable to work remotely.</li> </ul>	March 17, 2020
111	Can student workers come to campus to work until the campuses close on March 19?	Yes. Student workers may come to campus to work until the campuses close on March 19.	March 17, 2020
111	Is HACC considered an "essential business" in relation to Governor Wolf's COVID-19 Pennsylvania requirements?	HACC is not considered an "essential business" in relation to Governor Wolf's COVID19 PA requirements.	March 17, 2020
111	I am an employee who normally picks up my payroll check at a campus. How will I receive my paycheck?	The College will mail all checks to employees who typically pick up their check from a campus. Employees are strongly encouraged to use <a href="#">direct deposit</a> .	March 17, 2020
111	I was unable to access myHACC to enter my midterm grades yesterday. Will the deadline be extended?	Yes. The deadline has been extended to noon on March 18, 2020.	March 17, 2020
111	What support is available for faculty in learning how to teach remotely?	Remote Teaching Readiness Training is available in Brightspace/D2L in the Faculty Resource Center: <ul style="list-style-type: none"> <li>• Go here (log in with HACC credentials): <a href="https://ehacc.hacc.edu/d2l/le/content/8104/Home">https://ehacc.hacc.edu/d2l/le/content/8104/Home</a></li> <li>• Click "Remote Teaching Readiness" in the left-hand column of options</li> </ul>	March 17, 2020

		<ul style="list-style-type: none"> <li>Contact Roger Garber at <a href="mailto:ragarber@hacc.edu">ragarber@hacc.edu</a> if you cannot access the link above once signed in</li> </ul> <p><b>Faculty Coaches:</b> More than 70 faculty volunteered to assist their colleagues through this transition! The list of colleagues can be found <a href="#">here</a>. Because this list includes confidential information, you MUST log in to your HACC account to access it. You cannot access it through your personal account. We will continue to update it as more names are added to the list. Please note that there are instructions at the top of the document, but faculty should feel free to contact anyone on this list to request help or ask questions.</p>	
111	Are all classes still continuing at the Senator John J. Shumaker Public Safety Center (PSC)?	<p>The offerings at the PSC have shifted to the following:</p> <ol style="list-style-type: none"> <li>The career fire academy, police academy and Emergency Medical Technician (EMT) apprenticeship will continue to be offered.</li> <li>All contracted training will continue offsite.</li> <li>All Emergency Medical Technician (EMT) and paramedic classes are modified to include some video conferencing and online delivery.</li> <li>All open enrollment classes and local fire training classes are canceled.</li> </ol>	March 17, 2020
111	Can I stay on my alternate work schedule (AWS) while working remotely?	Yes, unless your supervisor informs you differently. Please confer with your supervisor.	March 17, 2020
111	What informational resources are available to support staff who are working remotely via Zoom?	<p>We are assembling resources to support staff with using Zoom for remote work. These include both compiled resources and live sessions.</p> <p>Please review these documents:</p> <ul style="list-style-type: none"> <li>Zoom Resources: <a href="https://docs.google.com/document/d/1FKyonHcyhJG_DSVg_8ZBKuoVoEpwIRpbpom9-wUTnU/edit?usp=sharing">https://docs.google.com/document/d/1FKyonHcyhJG_DSVg_8ZBKuoVoEpwIRpbpom9-wUTnU/edit?usp=sharing</a> Appropriate Zoom</li> <li>Meeting Etiquette: <a href="https://drive.google.com/file/d/1d2566MIsCZYSSjSjKU1AIpPX58JRQehs/view">https://drive.google.com/file/d/1d2566MIsCZYSSjSjKU1AIpPX58JRQehs/view</a></li> </ul>	March 16, 2020



		<p>Additionally, Kristin Graeser and Juanita Mort have kindly offered to lend their expertise by hosting office hours on using Zoom for remote work. Please see the following dates, times and Zoom links:</p> <p>March 17:  8:30-10a.m.: [Zoom information is redacted for security purposes.]  11 a.m.-12:30 p.m.: [Zoom information is redacted for security purposes.]  1:30-3 p.m.: [Zoom information is redacted for security purposes.]</p> <p>March 18:  8:30-10 a.m.: [Zoom information is redacted for security purposes.]  11 a.m.-12:30 p.m.: [Zoom information is redacted for security purposes.]  1:30-3 p.m.: [Zoom information is redacted for security purposes.]</p> <p>March 19 and March 20:  9-11:30 a.m.: [Zoom information is redacted for security purposes.]  2-3 p.m.: [Zoom information is redacted for security purposes.]</p>	
112	I receive notices from accounts payable (AP) to complete receiving reports in order to pay vendors. I am not able to access Banner from home to complete this task. Can OIST give us this access or will AP be paying vendors without this step?	All staff requiring access to Banner Application Navigator off campus will need to use the Remote Desktop Service (RDS). OIST is currently working to configure the servers and setup of RDS for all employees. An update will be provided when this is ready for you to test from home.	March 16, 2020
112	What process is in place to provide faculty with the technology they need to teach remotely?	<p>The process follows:</p> <ol style="list-style-type: none"> <li>a. A technology <a href="#">survey</a> was created to collect the technology needed for all employees to work remotely.</li> <li>b. Any faculty member who has not filled out the survey and still needs technology should work through their school deans.</li> <li>c. Faculty survey information will be provided to the school deans to review and approve.</li> <li>d. School deans will then coordinate with their assigned OIST point of contact to address faculty technology needs.</li> </ol>	March 16, 2020

		<p>e. The OIST point of contact will ensure the technology is prepared and ready for faculty pick-up.</p> <p>f. The school dean and OIST point of contact will coordinate a scheduled time and location for the faculty member to pick up their technology.</p>	
112	Will Examity be deployed for use by all or is it a better suggestion to have faculty find another solution? Also, if we are using Examity, will there be training for that on March 17?	<p>We will expand access to Examity for faculty to be able to use live proctoring. However, we encourage faculty to work with their colleagues to consider the most effective means of assessing student work – at least during this time of remote teaching.</p> <p>While there is no training planned for March 17 on Examity, we do have a number of resources:</p> <ul style="list-style-type: none"> <li>• Examity Faculty Resources (Quick Guides, Syllabus Language, Course Announcement, plus Instructor Toolkit) and FAQs: <a href="https://drive.google.com/open?id=1EBfIwbsDaN7DS-3A4cmtnKbUPZMyZ7Gm">https://drive.google.com/open?id=1EBfIwbsDaN7DS-3A4cmtnKbUPZMyZ7Gm</a></li> <li>• Recording of Examity Faculty Training: <a href="https://zoom.us/recording/share/_RNfY9sYdiPAeBVb3cMDsJdR6PEp5xM738g5MEpVmfqwIumekTziMw">https://zoom.us/recording/share/_RNfY9sYdiPAeBVb3cMDsJdR6PEp5xM738g5MEpVmfqwIumekTziMw</a></li> <li>• HACC Examity Student Instructional Video: <a href="https://youtu.be/Thx9zRQrZFU">https://youtu.be/Thx9zRQrZFU</a></li> </ul>	March 16, 2020
112	Will the outsourced IT support still be available?	Yes, and they have been alerted to a potential spike in demand over the next couple of weeks as we make this transition.	March 16, 2020
112	When we reopen the campuses, will we have access to lab facilities outside of normal operating hours to make up instructional time?	We will have to determine facility availability when we see what the need is. However, we can work on adding instructors at an hourly rate to help with overseeing lab work.	March 16, 2020
112	When will faculty receive Zoom pro accounts to extend their time with students?	All faculty now have Zoom Pro accounts. When you log in to Zoom, it looks the same, but the time limit is removed.	March 16, 2020
112	Will Capital BlueCross waive copays for testing and treatment?	COVID-19 diagnostic testing will be covered in full with no member cost share. Capital BlueCross is also waiving prior authorizations for diagnostic	March 16, 2020

		tests and for covered services that are medically necessary and consistent with CDC guidance for members diagnosed with COVID-19. To help members prepare for the potential need to stay home or remain isolated for an extended period of time, Capital BlueCross will waive early medication refill limits on 30-day prescription maintenance medications. Members are encouraged to use their 90-day mail order benefit. Capital BlueCross is temporarily waiving preauthorization on drugs that typically require it.	
112	There are some components of my course that must be done in an on-campus lab. Will we be given the opportunity to make up that lab time once the campus reopens?	<p>Yes, you may use time to make up labs once the campuses reopen. In the meantime, please consider how to make the best use of that time, as we are not likely to have every minute of that time available when we reopen. Please consider:</p> <ul style="list-style-type: none"> <li>• What are the outcomes that must be accomplished?</li> <li>• What activities best accomplish those outcomes?</li> </ul> <p>Faculty discussions during department meetings should focus on these questions. For health career programs, we have already been in contact with accrediting bodies on exceptions to seat time and minutes requirements.</p>	March 16, 2020
112	Can faculty access their spaces after the closure to video equipment or demonstrations to be added to their classes?	We will not be able to complete this process in just a few days on campus this week. Yes, you may work with your school dean to access spaces on campus during the closure. We will have to schedule a time with campus security, and you will need written authorization in advance from your primary and Cabinet-level supervisors. Employees should email the authorization to Vito Damone, interim director of safety and security, and copy their primary and Cabinet-level supervisors. Employees should have a printed or digital version of the email with them when they arrive on campus.	March 16, 2020
112	Can we allow students to come and pick up materials they'll need from campus to continue working from home?	Yes, but they need to schedule a time with their faculty member and school dean so we can alert campus security. Faculty should work with students to pick up materials no later than 4 p.m. on March 18.	March 16, 2020
113	If I am infected by COVID-19 and have no leave available, can I get leave through FMLA?	The Family Medical Leave Act (FMLA) provides job security – not leave. If you have questions about FMLA, please email <a href="mailto:FMLA@hacc.edu">FMLA@hacc.edu</a> .	March 16, 2020

113	Why can't emergency leave be used for a partial day?	Emergency leave is only to be used for non-essential employees who cannot work remotely. Employees who can work remotely must be available to work and will be paid for the entire shift even if work is available for only part of the shift.	March 16, 2020
113	I am working remotely but need to take time off to deal with personal obligations. What leave do I use?	Working remotely is the same as working on campus with regard to your schedule. While the five campuses are closed, we are under a liberal leave use policy, meaning you can use your personal, sick or vacation for any reason. If you need to take time off, please get approval from your supervisor and code your timesheet accordingly. Emergency leave is only for full-time employees who cannot work either on campus or remotely while the campuses are closed.	March 16, 2020
113	I filled out the Device Availability Survey, but the March 15 email directed employees to contact OIST for their technology needs. What should I do now?	Only employees who do not already have the technology they need to work remotely should have completed the <a href="#">Device Availability Survey</a> . This data is being reviewed by the academic school deans and Office of Student Affairs and Enrollment Management leadership to prioritize distribution of technology. Employees who have personal devices should use their own equipment if possible. Webcams will be available for faculty. Desktop computers and a webcam will be distributed to faculty who do not have a HACC device or a personal device. Once desktop computers are depleted, laptops will be distributed. We expect prioritization of survey responses to be done by the end of the day on March 16, with distribution to begin March 17. Please do not come to campus to request technology until you are contacted to schedule a time for pickup. This approach will allow OIST staff time on March 16 to configure computers.	March 16, 2020
113	How should faculty who need a webcam obtain one?	OIST is collecting all available webcams from administrative offices across all campuses. Representatives from OIST are working with the school deans to work on the prioritization of deployment to faculty.	March 16, 2020
113	What will happen in science lab classes?	No decision has been made at this time. Your instructor will provide an update when classes resume.	March 16, 2020
113	How mail be handled if we close the College?	The College is reviewing its options related to mail delivery. These options include stopping all incoming and outgoing mail for a period of time. We will provide an update when a final decision is made.	March 16, 2020

113	How will phone trees (ACD lines) be handled in the event of a College closure?	The Office of Information Services and Technology will be working with the Office of Student Affairs and Enrollment Management to ensure that employees can access the ACD lines from remote locations.	March 16, 2020
113	Will Commencement still be held in May at the Giant Center?	At this time, no decision has been made about the Commencement ceremony in May. The College will continue to monitor the situation and is prepared to make decisions that are in the best interest of our students, employees and community	March 16, 2020
113	I am an adjunct faculty member and unable to access various surveys or Google documents from home. Can you help?	You will need to be signed into your HACC account to access documents on the Google drive.	March 16, 2020
114	Will the confirmation of attendance dates change for the second seven-week and third five-week classes?	Yes, refund and confirmation of attendance dates for the second seven-week and third five-week classes will change and be posted online: <a href="https://www.hacc.edu/Students/RegisterOnlineGuide/add-and-drop-deadlines.cfm">https://www.hacc.edu/Students/RegisterOnlineGuide/add-and-drop-deadlines.cfm</a>	March 16, 2020
114	I have a second seven-week course scheduled to begin on March 16. It is my understanding that this start date is to be delayed until March 23. Is this correct? If so, is the College going to make sure the course is not viewable to students until March 23, or is that my responsibility to do so?	The start of second seven-week classes will be delayed until March 23. The College has made sure that students will not have access to courses until midnight on March 23.	March 16, 2020
114	Will buildings on campus be open for student use during the week of March 16 through 22?	No. Campus buildings will not be open for student use during the week of March 16.	March 16, 2020
114	What Student Affairs or student-run events are canceled at this time?	All on-campus events planned by the Student Government Association (SGA), Student Programming Board (SPB) and Office of Student Affairs and Enrollment Management are canceled until April 6. A list of canceled events includes, but is not limited to, the following:	March 16, 2020

		<ul style="list-style-type: none"> <li>• HACC’s Lebanon Campus’s Penn State Health Careers Exploration Day on March 16, 2020</li> <li>• Application Day on March 17, 2020</li> <li>• HACC’s Harrisburg Campus Transfer Fairs on March 17 and April 1, 2020</li> <li>• HACC’s Harrisburg Campus Community Partner Breakfast on March 20, 2020</li> <li>• HACC’s Lancaster Campus leadership series events on March 20 and April 3, 2020</li> <li>• HACC’s Lancaster Campus Job Fair on March 25, 2020</li> <li>• HACC’s Gettysburg Campus HACC Experience Day on March 27, 2020</li> <li>• HACC’s Harrisburg Campus Health Careers Exploration Day on March 27, 2020</li> <li>• HACC’s Lancaster Campus Health Careers Exploration Day on March 27, 2020</li> <li>• HACC’s Gettysburg Campus Autism Awareness event on April 2, 2020</li> </ul>	
114	<p>What is the best way for employees to contact colleagues or students via phone?</p>	<p>When faculty members are communicating one-on-one with colleagues, the following, listed in order of priority, should be used:</p> <ol style="list-style-type: none"> <li>1. Jabber</li> <li>2. Zoom</li> <li>3. An alternative phone number (cell phone, Google voice, etc.)</li> </ol> <p>When non-faculty employees are communicating one-on-one with colleagues, the following, listed in order of priority, should be used:</p> <ol style="list-style-type: none"> <li>1. An alternative phone number (cell phone, Google voice, etc.)</li> <li>2. Zoom</li> <li>3. Jabber</li> </ol>	March 16, 2020