

Subject: Update on HACC's Instruction and Student Services Planning – July 14, 2021
Date: Wednesday, July 14, 2021 7:50:13 PM

Good evening, colleagues!

I want to thank you for your ongoing patience and flexibility as many of you prepare to return to HACC campuses in some capacity for the fall 2021 semester. I also want to thank all colleagues involved in the transition planning process – it is no small feat!

For faculty who will be teaching on-campus classes, please note that some of your previous on-campus options, such as preferred room or time scheduling, may be restricted due to required safety measures such as social distancing and required cleaning protocols.

For faculty who will continue to teach through remote instruction, we want to set you up for success. Please refer to this [faculty and training expectations document](#) and note the [expectations document for students](#).

As you have come to expect, following are the commonly asked questions and our responses to them. Please note that some of these responses are tentative and subject to change.

If you have additional questions and you do not see the answers on the website, please submit the online form located on the website. Please see the webpage section called “[Information for Employees](#).” If you would like to see the information being communicated to students, please see the webpage called “[Information for Students](#).”

We will continue to update you regularly via email, the aforementioned website and Zoom sessions.

Thank you!

John J. “Ski” Sygielski, MBA, Ed.D.
Pronouns: He, Him, His
President & CEO
HACC, Central Pennsylvania’s Community College

- 1. I heard that HACC is enhancing its holiday schedule. What does that mean?**
Among our many benefits, HACC has a very generous [holiday schedule](#).

We are pleased that U.S. President Joe Biden recently announced that [Juneteenth](#) is now a national holiday. Therefore, beginning in 2022, HACC will recognize the holiday and be officially closed on the holiday.

Also, beginning in 2022, when holidays fall on a day the College is closed, HACC will

be closed the following Monday.

For example:

- When New Year's Day falls on a Saturday or Sunday, HACC will be closed the following Monday.
- 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.
- 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 "[floating holiday](#)."

We are making these enhancements for several reasons:

- 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.
- Holidays allow us to celebrate, spend time with families and friends, relax and recharge.
- Holidays reinforce our commitment to mental health and professional-personal life balance.

2. Do I still need to fill out a Wellness Screening form prior to coming to a HACC campus?

No. You no longer need to complete the online Wellness Screening form.

However, as recommended by the CDC, you will need to perform your own [self-screening](#).

If you have any symptoms, please do not come to campus.

3. I am confused as to how I am expected to work in the fall - remotely or on campus. Where can I get clarification?

Each vice president provided an overview of their unit's plans for the fall 2021 semester. Please view the following Zoom [session](#) recordings:

April 8, 2021:

- Office of College Advancement
- Office of Human Resources
- Office of Inclusion, Diversity and Belonging
- Office of Workforce Development and Continuing Education

April 15, 2021:

- Office of Academic Affairs
- Office of Finance
- Office of Information Technologies and Learning Experience

- Office of Student Affairs and Enrollment Management

Please contact your vice president if you have additional questions.

4. **How is HACC responding to the recent increase in fraudulent unemployment claims?**

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.

HACC's Office of Human Resources (OHR) is available as a liaison to help direct employee questions and concerns to the subject matter experts.

- For additional clarification on the unemployment compensation process and reporting fraud, please visit the Pennsylvania Department of Labor 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
- For direct deposit and payroll concerns, please email payroll@hacc.edu
- If you have questions regarding our process or believe you are a victim of unemployment fraud, please email 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.
- File a police report with the municipality in which you reside.

Q: What steps should I take to protect my identity?

A: Tips on protecting your identity can be found at <https://www.uc.pa.gov/Fraud/Pages/default.aspx>

Q: What additional steps should be taken to report fraud and identity theft?

A: Additional steps include:

- Report your information to the National Center for Disaster Fraud by visiting <https://www.justice.gov/disaster-fraud/ncdf-disaster-complaint-form>
- Start a recovery plan with the Federal Trade Commission by visiting <https://www.identitytheft.gov/>
- Follow the Pennsylvania Attorney General’s Office tips and instructions to check your credit more often by visiting <https://www.attorneygeneral.gov/taking-action/consumer-alerts/shapiro-issues-consumer-alert-check-your-credit-more-often-through-covid-19-emergency/>

5. What are some tips on how to effectively search the HACC website?

HACC implemented a Google search on our [website](#)! 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.

Please try the new Google search and let us know what you think!

To test the search feature, please:

Visit hacc.edu

- Type a word or phrase in the search bar and click the search icon
- Review the search results listing
- Email webmaster@hacc.edu with your feedback

QUOTE: *Imagine with all your mind. Believe with all your heart. Achieve with all your might. ~Unknown*