

**Subject:** Update: HACC's Preparation for the Coronavirus – March 31, 2020  
**Date:** Tuesday, March 31, 2020 2:54:56 PM

---

Good afternoon, colleagues!

Priority registration for our active military and veteran students is open, and registration for current students begins tomorrow, April 1. In the midst of this global pandemic, it is important to remember that HACC is still very much open for business! We must focus on providing excellent services and instruction now while continuing to look ahead to the future. Please encourage students to register for summer and fall 2020 courses.

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 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 [timesheet guide](#) for details.

**2. 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 [Part of Term 1 and Part of Term L](#). 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.

**3. 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.

- 4. 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.**

All new student orientations scheduled for April will be rescheduled. HACC will contact students to set new dates.

- 5. 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.**

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.

With the support of the HACC 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.

We ask that you please help us to 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.

- 6. 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.**

In [Dr. Ski's March 12, 2020, email](#), we recognized that some may view compensating employees through emergency leave (now regular time) when work is unavailable as 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.

In the scenario you describe, we encourage you to consider a schedule change for the employee to accommodate a doctor's appointment.

If it is your own employee who does not have work available, please contact Aimee Brough, vice president of human resources, at [abbrough@hacc.edu](mailto:abbrough@hacc.edu) to see if work outside of your division or department is available.

***Quote:** And once the storm is over, you won't remember how you made it through, how you managed to survive. You won't even be sure, in fact, whether the storm is really over. But one thing is certain. When you come out of the storm, you won't be the same person who walked in. ~ Haruki Murakami*

Thank you!