November 3, 2014

Hæ, vinir (A greeting for our Icelandic colleagues!)

In my 42\textsuperscript{nd} Ski Gram, I am delighted to share the following, and more:

- HACC Board of Trustees Appoints New Trustee
- Help Capture HACC’s 50th Anniversary in a Time Capsule
- Students and Employees Help the Homeless
- Ombud…what?
- Spotlight on Faculty Department Chairs
- Raising Awareness of Domestic Violence
- Our Workforce Snapshot
- Professional Development
- “HACC Gives Back” With 5K Run

**Student Affairs Incubator Project**

Nine innovative, student-focused initiatives are getting underway at HACC in the next few months, backed by strategic planning funds targeted to increase enrollment, foster student success and improve assessment. The Student Affairs Leadership Team had invited all Student Affairs employees to submit proposals detailing their unique ideas and providing supporting budgets and assessment plans. I am pleased to announce that the following projects have been selected and will begin shortly, led by their respective innovators:

- All-Day Advising Drop-Ins, providing an information center for students to ask quick questions and seek advice: York Counseling and Advising staff
- College in the High School Faculty

\(^{\text{Special guests and special recognition at HACC’s 50\textsuperscript{th} Anniversary Convocation on Friday, Sept. 19, 2014, included keynote speaker Dr. Walter Bumphus, president and chief executive officer of the American Association of Community Colleges (AACC), and second from right, Elizabeth Bolden, president of the Pennsylvania Commission for Community Colleges. Displayed behind the dais is the afghan crocheted by Elizabeth Dunn, chair of HACC’s department of math and computer science, to mark the anniversary.}}\)
Recognition Event, an event to build community and recognize our partner faculty in local high schools: **Nakia Eckert**, Lancaster/Lebanon

- Degree Completion Event, an initiative to help students close to completion finish their degrees at HACC: Harrisburg staff members **Jennifer Bucher**, **Sherrill Goodlive**, **Michele Kieff** and **Maureen Osborne**

- FS², support for the promotion of the student success courses Foundational Studies 100: College Success and Foundational Studies 102: Introduction to the College Experience: **Patrice Beittel**, Lancaster

- Jump Start Summer Bridge Program, a program to help prepare students for college study: **Patricia Bright**, Lancaster

- Peer Mentoring, a program to bring high-performing and new students together: **Joy Tien**, Lancaster

- Probation Student Project, an opportunity to assist students who are on probation in finding their path back to good academic standing: **Shelly Blanchette**, York

- Retention Mentor Project, an initiative to help students close to completion finish their degrees at HACC: **Mary Arnold** and **Wendy Brubaker**, Gettysburg

- Rolling out the Red Carpet, an initiative to personalize the admissions experience for prospective students: Gettysburg Student Affairs

Results of these exciting projects will be assessed and evaluated for possible expansion.

**HACC Board of Trustees Appoints New Trustee**

**Niles S. Benn, Esq.**, of York County is the newest member of the Board of Trustees of HACC, Central Pennsylvania’s Community College.

Benn, whose appointment runs through Tuesday, June 30, 2020, previously served as vice chairman of the HACC Foundation Board. Benn was a member of the HACC Foundation Board from September 2009 to October 2014, and served on the investment, executive, allocations and strategic planning committees during his service.
Founder of Benn Law Firm in York, Benn is a community activist who has served on the boards of many local healthcare and arts-related organizations, including Holy Spirit Health System and the Hospice and Community Care Engagement Team. A graduate of The Dickinson School of Law, Benn is a member of the American, Pennsylvania and York County Bar associations.

Help Capture HACC’s 50th Anniversary in a Time Capsule

The end of the 50th anniversary of HACC, Central Pennsylvania’s Community College, is near, so it is time to make sure we capture the memories of 2014! You are invited to help the College restore the memories of 2014 by contributing memorabilia and other items representative of the year. The items will be placed into a time capsule in the John Hall Technology Center on the Harrisburg Campus and removed from the cornerstone in 2064 – the 100th anniversary of the College.

Who can submit items for the time capsule?
Items can be submitted by anyone who has an item that is representative of HACC in 2014, including, but not limited to HACC’s alumni, Board of Trustees, employees, Foundation Board, students or student organizations.

Where do I submit items for the time capsule?
All items should be submitted to Peggy Lenton, executive assistant at the Lebanon Campus by Friday, Nov. 7, 2014. Please drop off or mail the item(s) to the Lebanon Campus (735 Cumberland St., Lebanon, PA 17042), room 106C. Upon submission of the item, you will be asked to complete a form. The form will be attached to the donated item when it is placed in the time capsule.

How will items be selected to be included in the time capsule?
The 50th anniversary planning committee will review all submissions and choose the final items. The item can be returned to you if it is not selected by the committee.

Is there a size requirement for the donated items?
The item to be considered for inclusion in the capsule must fit inside the dimensions of 4 inches by 3 inches by 10 inches. Smaller items are better to allow for more items to be included.

Will I or the group be recognized for donating an item?
Yes, a list of items and contributors will be included in the capsule and posted on HACC’s website.
We usually see them setting a fast pace, but members of HACC’s cross country team stood still for a moment recently for a snapshot. From left are Taylor McGarrity, Sam Opeyemi, Charles Dagino and Mikael Anderson. Not pictured is Shannon Failor.

When will the time capsule be closed and placed in John Hall Technology Center?
You are invited to join members of the 50th anniversary planning committee in closing the time capsule on Tuesday, Nov. 18, 2014, at 2 p.m. The ceremony will be held in the main entrance of the John Hall Technology Center.

We hope you will join us in capturing the memories of HACC’s 50th anniversary!

Thank you!

HACC Students and Employees Help the Homeless
Some 60 students and faculty members from HACC’s Human Services Program worked to help Harrisburg neighbors in need on Thursday, Sept. 11, 2014, when they took part in Project Homeless Connect at the Pennsylvania Farm Show Complex.

An annual event first organized in 2010, Project Homeless Connect provides services ranging from haircuts to medical screenings for men, women, teens and children who are staying in a shelter, about to leave a shelter or living on the street. The project seeks to provide as many services as possible, in a single day, to the people most in need in our community. Often, those with the greatest need are hardest for human service and medical care workers to reach, says Melinda Eash, adjunct faculty member.

Taking part in the event has also proven to be a significant learning experience for our students. This year, two students, Nicole Smith and Teri Martinez, helped many people born out of state to secure their birth certificates. Special thanks also go to Wendy Bratina, HACC Human Service Program director, for her assistance with our students’ participation, and to faculty members Jim Eash and Deb Bauer, who were on site all day to help manage the HACC volunteers’ work. Many alumni of the Human Services Program also took part in planning this year’s event, offered services, or volunteered in key positions. We are proud of our graduates who have gone on to further their professional careers in human services and provide vital services in the community.

Project Homeless Connect is an initiative of the Capital Area Coalition on Homelessness.

Ombud…what?
What is an ombudsperson? An ombudsperson is an impartial, neutral and confidential dispute resolver who strives to see that faculty, staff and students at the College are treated fairly and equitably.
Does the ombudsperson advocate for me? The ombudsperson does not take sides, but considers the rights and interests of all parties, with the goal of achieving fair outcomes.

Who are HACC’s current ombuds?

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Campus</th>
<th>Room</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brenda Eppley</td>
<td>Professor of Theatre</td>
<td>Harrisburg</td>
<td>A121</td>
<td>717-780-2521</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x212521 <a href="mailto:bceppley@hacc.edu">bceppley@hacc.edu</a></td>
</tr>
<tr>
<td>Margie MacDonald</td>
<td>Campus Director, Academic Success</td>
<td>Harrisburg</td>
<td>W123</td>
<td>717-780-2456</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x212456 <a href="mailto:mmmacdon@hacc.edu">mmmacdon@hacc.edu</a></td>
</tr>
<tr>
<td>Marcia Waters</td>
<td>Specialist, Admissions Recruitment</td>
<td>Lancaster</td>
<td>RM216</td>
<td>717-358-2997</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x312997 <a href="mailto:mwaters@hacc.edu">mwaters@hacc.edu</a></td>
</tr>
<tr>
<td>Jerry Fernandes</td>
<td>Assistant Professor of Speech</td>
<td>Lancaster</td>
<td>RE316</td>
<td>717-358-2839</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x312839 <a href="mailto:cjfernan@hacc.edu">cjfernan@hacc.edu</a></td>
</tr>
<tr>
<td>Ben Greiner</td>
<td>Security Officer</td>
<td>Lebanon</td>
<td>D103</td>
<td>717-270-6301</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x416301 <a href="mailto:bdgreine@hacc.edu">bdgreine@hacc.edu</a></td>
</tr>
<tr>
<td>Dr. Carole Dorsh</td>
<td>Associate Professor of Biology</td>
<td>York</td>
<td>Y150D</td>
<td>717-801-3224</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x513224 <a href="mailto:cadorsch@hacc.edu">cadorsch@hacc.edu</a></td>
</tr>
</tbody>
</table>

Where can I get more information? Please check out AP 121, Ombudspersons, or submit an email to askHR@hacc.edu.

**Spotlight on Faculty Department Chairs**

I had a chance to meet with the faculty department chairs last week and was very impressed with the good work they are doing! They are coordinating curriculum changes across departments so that changes in one area do not negatively impact students in another area. Under their leadership, academic programs are being modified, added or inactivated in order to help HACC keep pace with the changing needs of transfer and career students. As advocates for their departments, they have made sure that College-wide curricular needs are being considered in the personnel planning process. And they are partnering with campus academic deans to continue to clarify and support the roles of each in the new Academic Affairs structure. Please join me in celebrating these faculty leaders!

**Raising Awareness of Domestic Violence**

During October our community observed National Domestic Violence Awareness month. As a member of the HACC community, you should be aware of recently passed legislation intended to prevent domestic violence. This information will provide you with useful resources should you, a loved one, or another member of the College community become the target of domestic violence.
Specific to higher education, the Violence Against Women Reauthorization Act (VAWA), which President Obama signed into law in March 2014, imposes new obligations on colleges and universities under its Campus Sexual Violence Elimination Act (SaVE Act) provision.

Under this provision, colleges must share the official definitions of domestic violence, dating violence and stalking with the college community:

1. “Domestic violence” includes asserted violent misdemeanor and felony offenses committed by the victim’s current or former spouse, current or former cohabitant, or person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

2. “Dating violence” means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type and frequency of interaction.

3. “Stalking” means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his or others’ safety, or to suffer substantial emotional distress.

If you or someone you know in the College community is being subjected to these behaviors, please contact Jackie Bareuther, campus dean of student affairs and enrollment management, at jabareut@hacc.edu, 717-358-2974 or ext. 312974, or Aimee Brough, chief human resource officer, at abbrough@hacc.edu, 717-736-4122 or ext. 214122.

General information about domestic violence can be obtained by visiting the National Coalition Against Domestic Violence site at www.ncadv.org.

**HACC Workforce Snapshot**

How has the make-up of HACC’s workforce changed since 2010? Below is a current snapshot from our Office of Human Resources:

- The number of administrators has increased from 64 to 68 since 2013. This is from a high of 81 in 2010.

- Administrators continue to make up the smallest percentage (3.3 percent) of full-time employees among the total employee population. Most full-time employees are faculty (16.3 percent), followed by full-time classified (15.4 percent).

- The number of full-time professional staff saw a significant decrease (28 employees and from 10.3 percent of total employee population to 8.5 percent) from 2011 to 2012.

- The number of full-time professional staff saw a slight increase of three positions since 2013, from 183 to 186.
Procurement Tips

Proxies: Please be reminded that when any holders of a College Purchasing Card (P-Card) or any SciQuest or Banner approvers will be out of the office for any reason, for a week or longer, they are asked to please email procurement@hacc.edu to provide the name of the proxy who will perform their approval duties while they are away. This is necessary to allow the College’s business processes to continue during your absence. Please also provide the day the proxy’s temporary assignment is expected to end. Adjustments will be made to accommodate these changes. SciQuest approvers have the ability to designate a proxy within the SciQuest application.

Professional Development

Are you a new employee who has not attended New Employee Orientation? Our final session for the year is Friday, Dec. 12, 2014.

A variety of professional and personal development sessions are scheduled at all campuses, including:

- Stress – Perception/Reception
- Generational Diversity
- TK20: Basic Training for Faculty
- Healthy@HACC: Building Your Financial Home

Additional topics for 2015 are being planned and will be posted.

To sign up for new employee orientation or any of these sessions, go to MyHACC > Employee tab > Human Resources channel and click on Professional Development or go to http://www.hacc.edu/FacultyandStaffDevelopment/Events/HREventsListing.cfm

Adjunct Instructor Wins National Award

Please join me in congratulating Melissa A. Kramer, nursing clinical adjunct instructor at the Lancaster Campus, for receiving the National Magnet Nurse of the Year® Award from the American Nurses Credentialing Center (ANCC). An emergency department nurse at Lancaster General Hospital, Melissa was honored in the “Structural Empowerment” category for innovation, consultation, leadership and professional risk.
taking. Winners were recognized at the ANCC National Magnet Conference® held in Dallas, Tex., in early October.

Melissa, who holds BSN, RN, CEN, SANE-A and SANE-P credentials, is a certified adult and pediatric sexual assault nurse examiner and was previously co-director of the Sexual Assault Forensic Examiner Program at the hospital. She has developed protocols for the treatment of pediatric victims that align with best practice national standards. She has also led research that recognized HIV testing, education and treatment as essential components of the sexual assault examination. Melissa’s efforts helped in the development of an HIV prophylaxis protocol and algorithm for the emergency department.

As chair of the Community Outreach Council, she developed the Nurses Innovating Community Engagement program. Her visionary leadership in prevention and policy work, and community engagement empowers nurses to improve patient outcomes and advance the health of the communities they serve.

We thank Melissa for her outstanding contributions to the nursing profession and our HACC Nursing students!

“HACC Gives Back” With 5K Run

Students, faculty and staff teamed up with community organizations from the Gettysburg area for a new fundraising event, the “Red, White and Blue 5K Color Run” on Sunday, Sept. 14, 2014, to benefit the Wounded Warrior Project and the Gettysburg Area Recreational Authority (GARA).

Members of the campus Student Government Association joined with representatives from GARA and Gettysburg College to host the event and to welcome over 200 runners. HACC staff and faculty volunteers partnered with the United Way Day of Caring as the “HACC Gives Back” project, to help set up and facilitate the 5K. Organizers hope to make it an annual event.

Kudos

- To Christine Nowik, dean of student and academic success, for helping to lead the Student Affairs Incubator Project and to all employees who submitted proposals.

- To Heather Reber, Harrisburg Campus director of Enrollment Services and Financial Aid, for developing a form being used at the Harrisburg Welcome Center for students to identify specific course availability and registration issues. These
forms are allowing the Harrisburg Campus Student Affairs and Academic Affairs staff to resolve registration issues and address course availability concerns.

- To Laura Martin, counselor at the Lancaster Campus, for presenting a workshop on domestic violence for students and staff. Laura partnered with Domestic Violence Services of Lancaster to provide brochures and resources on this important and timely topic.

- To Melissa Albright, Financial Aid specialist, for the additional support she has devoted to the Welcome Center while the Lebanon Campus is working to fill vacant positions in Student Affairs.

**HACC is Going Back to Our Roots**

No one knows HACC better than you. You have experienced first-hand the impact that the College and its students make on our community. That is why we are reaching out to you to help us increase student enrollment through the “Back to Our Roots” Student Recruitment Campaign.

The purpose of this campaign is to increase student recruitment activities through daily interactions, both professional and personal, in your social, religious, cultural and educational circles.

Are you ready to make a difference in our College and community by joining the HACC student recruitment effort? To get started, please review [www.hacc.edu/backtoourroots](http://www.hacc.edu/backtoourroots) and complete and submit the online form.

Thank you!

**The good news about HACC!**

Sharing your good news just got easier! When you have positive information to share about happenings, initiatives and programs at HACC, please simply fill out the IMC online request form at [www.hacc.edu/imcform](http://www.hacc.edu/imcform). We suggest you complete the enewsletters, news release and Ski Gram sections of the online request form. The form also can be found on myHACC under the Office of College Advancement & HACC Foundation portal. The previous link – [http://www.hacc.edu/OCA/GoodNews/](http://www.hacc.edu/OCA/GoodNews/) – has been deactivated.

**Do you have news for the next Ski Gram?**

If you would like me to share your news in an upcoming issue of the Ski Gram, you may submit it anytime directly from the following link on hacc.edu: [http://www.hacc.edu/AboutHACC/Administration/Ski-Gram-Request-Form.cfm](http://www.hacc.edu/AboutHACC/Administration/Ski-Gram-Request-Form.cfm)

**From the online form to submit questions about the organizational transformation**

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has the model of a campus executive director (similar to the role at Lebanon) been explored versus having a</td>
<td>HACC realigned its leadership structure effective February 2014. Since then, some positions in the Office of</td>
</tr>
</tbody>
</table>
campus vice president at each campus? Could we not achieve the same goals and results with an executive director at a lower salary compared to a vice president? Would you be able to elaborate on the following points?

- Difference in salary could be allocated to other needed positions on campus.

- Other than the executive assistant, who else reports directly to the VP?

- The Efficiency Task Force recommended changing reporting lines from campus VPs to central VPs several years ago. Has anyone assessed this model to determine whether it was successful?

- The College has seen success through the centralized model. Are we considering moving back toward the less-successful model we once had?

Finance, Office of the Provost and Academic Affairs and the Office of Student Affairs and Enrollment Management report directly to both functional vice presidents and campus vice presidents. This is in keeping with the model that the Board of Trustees approved in May 2012, which included the vice president positions. This realignment was intended to promote collaboration and provide consistent processes across the College.

Because of the dual “solid line” reporting relationships, campus vice presidents continue to oversee and coordinate operational issues at the campus level. However, campus vice presidents also play a vital role in advancing the College in their communities and building strong partnerships with our external stakeholders.

Because of their strategic contributions to the College and the communities in which they serve, campus vice presidents report directly to the College president. Since a collaborative model exists between the Lancaster and Lebanon campuses, the executive director of the Lebanon Campus (which is our smallest campus) reports to the vice president of the Lancaster-Lebanon campuses and not to the president. The campus vice presidents and the executive director all serve on the President’s Cabinet to help lead the College.

A systematic assessment of the February 2014 realignment will be evaluated in February 2015. As the College continues with the new strategic planning process, we will ensure that our organizations, resources and processes are aligned to achieve our goals and appropriate efficiency metrics.

| Comment: Printed catalogs would be nice to keep in and/or around the Welcome Center (e.g. advising, counseling, etc.). | Response: There are a couple reasons why catalogs are printed in limited quantities. Cost, of course, is a big factor. It would be |
very expensive to keep them in or around the Welcome Center where they generally would be picked up.

Also, it is much more economical and efficient to update the online version throughout the academic year. Students have easier access to the catalog online as well rather than the paper version.

**Comment:** Concern about an inability to access web links in the Welcome Center because of the way the systems are configured to protect work in CashNet and credit card processing

**Response:** Computers that process credit card payments communicate on a secured network path that does not allow Internet traffic for general Web browsing. These computers are restricted by an “access list” maintained by the Office of Information Services and Technologies (OIST). This design protects the financial transactions on these computers from malicious Internet threats. OIST will work with the Office of Student Affairs to enable access to Web sites that are critical to the Welcome Center’s work.

**Comment:** Concern that the website has a new appearance but everything behind the site is the same

**Response:** All content, with the exception of the academic program Web pages, has been rewritten so all content is relatively new. The information architecture is completely different, and a significant number of pages were removed from the new site.

**Comment:** Links on the website are broken and not working.

**Response:** Broken links that are emailed to webmaster@hacc.edu are always corrected. However, there are 51 content editors who are responsible for their pages as well as any links contained within those pages. A new software tool being implemented will assist content editors in finding and correcting those links.

**Comment:** Encouragement to distribute a survey asking about the functionality and usability of the new website was recommended by the Classified Employee Organization (CEO) and Administrative and Professional Employees Organization (APO).

**Response:** Please be reminded that the new website is designed for new and potential students. A lot of research and thought went into the functionality and usability of the website, and the site has been designed according to those findings (which included assistance from a leading usability expert). A survey is a great idea, but it needs to be distributed to the targeted audiences of the website – which are new and potential
students – and not employees. Our internal stakeholders may find the new website’s organization and content unfamiliar, but they must keep in mind that the needs and expectations of our primary audience – our students – are different from their own. This concept is supported by research, was agreed to by the Cabinet and was explained during the recent OCA101 sessions.

**Comment:** Concern that no one can find the Oct. 15 (Fast Track) classes on the website and that they were not marketed adequately over the past couple of weeks

**Response:** The Office of College Advancement staff would be glad to work with colleagues to promote Fast Track classes. The first step would be to complete an [IMC request](#).

**Books I am currently reading or have read:**

- A Free People’s Suicide: Sustainable Freedom and the American Future, Os Guinness
- The Greater Journey: Americans in Paris, David McCullough
- Napoleon: A Life, Andrew Roberts
- Grain Brain, David Perlmutter
- The Seven Faces of Philanthropy: A New Approach to Cultivating Major Donors, Alan Russ, Prince, Karen Maru File

**Quote**

“Conformity is the jailer of freedom and the enemy of growth.” ~John F. Kennedy

**For More Information**

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