Greetings!

Welcome Back! We are off to a fantastic start this semester and are thrilled to see so many students, faculty and staff engaging in the opening day events. We hope that everyone had a relaxing summer filled with time spent with family, enjoying hobbies, and taking a much-deserved breather.

As fall weather arrives, we look forward to the events planned on campus, leadership webinars for our students via career services, laughing together and showing why HACC truly is a great place!

As a pillar in the community, our campus provides unique services through learning experiences and a level of caring that cannot be matched. It is thanks to all of you and your dedication that we are able to have a strong reputation. The leadership team is looking forward to building upon the assets of the campus and will be engaging everyone in conversations about the campus master plan this fall. It is a great time to be in education!

Laurie Bowersox

Hispanic Heritage Month

HACC’s Lebanon campus will celebrate Hispanic Heritage Month by hosting an interactive game show on Sept. 19. The event will take place at 12:30 p.m. in the lobby. There will be $200 cash prize for the winning team. Faculty and staff are encouraged to play too, however, only students are eligible for the prize. Click here to learn more about the game show and hosts. Please help to promote this fun and educational event to our students!

Laurie Bowerson and Dr. Ski joined retiring State Representative Mauree Gingrich (R-Lebanon), at the Community of Lebanon Association’s tribute to Rep. Gingrich on July 20, 2016, at the Foundry Craft Grillery.
Welcome to the Lebanon Campus!

Ayisha Sereni joined the Lebanon campus as the Associate Dean of Lebanon/Virtual Learning on Aug. 15. Ayisha (pronounced I-sha) has a keen understanding of the needs of community college students as she was the first in her family to attend college, first earning an Associate’s Degree from Montgomery County Community College, then, after successfully transferring to Drexel University, earning a Bachelor of Science degree in Business Administration.

Decades later, as an adult learner, Ayisha completed her Master of Business Administration from University of Scranton and is currently a candidate for a Ph.D. in Organizational Leadership from Eastern University. Ayisha serves as the Principal Investigator in her dissertation research project that examines the perceived role of emotional intelligence on the leadership effectiveness of executive-level community college women leaders. She is beginning the data collection stage of research.

Ayisha comes to us from Montgomery Country Community College (MCCC) with 8+ years of online teaching experience and 7+ years of experience in community college administration having served in such roles as Director, Administrative Director, and Interim Assistant Dean. Ayisha has overseen the MCCC Center for Entrepreneurial Studies and the MCCC Center for Workforce Development. Ayisha has extensive experience with curriculum development. Since 2009, Ayisha has led 64 course additions, deletions, and modifications and 29 program additions, deletions, and modifications. In addition, Ayisha served as the lead course designer and subject matter expert during the creation of the 100% open-source TAACCCT2 funded “Be The Boss” program (www.BeTheBoss.org) available for FREE to users who wish to start a business. In 2012, Ayisha received the Innovation of the Year award from the League for Innovation for her work with the MCCC Center for Entrepreneurial Studies.

Ayisha’s office is located at the Lebanon campus in 316A and can be easily reached via email at aesereni@hacc.edu.

Reminder to Register for Team Building Workshop

On Oct. 28, 2016, from 10 a.m. to 2 p.m., the Lebanon Campus will host a team and trust building workshop in the Multi-purpose Room (105). The four-hour workshop will focus on DiSC (a behavioral assessment tool), what it tells us about ourselves and how it can help us work with our team more effectively. Lunch will be provided for all attendees. Even if you completed the DiSC assessment a year ago, you may find that with time your stressors have changed and this refresher will be a good time to reflect.

If you wish to join us for this fun, learning workshop, and have not already done so, please RSVP to Peggy Lenton at mjlenton@hacc.edu. Upon RSVP, you will receive an email follow-up in mid-September with the link to complete the DiSC assessment.
Week Zero — Campus Day

As part of the College’s Week Zero festivities, on Wednesday, Aug. 24, 2016, Lebanon Campus colleagues convened for an evening of good food, great company, and informative breakout sessions.

In the One Button Studio session Derek Zellers and Roger Garber showed us how to use the innovative One Button Studio technology to generate engaging video lectures that can be incorporated into online, blended, or face-to-face classes. In the Room 212 Training session, our colleague Melany McNew provided attendees with an in-depth review of the equipment and examples of how to incorporate the technology into the classroom. Jennifer Reb moderated a discussion on how to incorporate D2L recently renamed Brightspace into the classroom. If you were not able to attend the above sessions and would like to learn about these useful tools, be sure to contact Angie or Ayisha to express your interest.

Dr. Dwayne Hunt and his team shared the recent SENSE Survey results. SENSE is the Survey of Entering Student Engagement (SENSE). SENSE is generated by the Center for Community College Student Engagement and offers community colleges the opportunity to explore student persistence and success factors. The survey is administered during the 4th and 5th weeks of the fall semester and examines students’ experiences (academic and services-related) with the college. SENSE is a corresponding aspect of the Community College Survey of Student Engagement (CCSSE) which focuses on early student experiences. For additional information, visit: http://www.ccsse.org/sense/

Our campus Executive Director, Laurie Bowersox, brainstormed with participants on how we can engage our local community with informative Enrichment Workshops. To learn more, or to share your ideas, please contact Peggy or Laurie directly.

The fall 2016 semester is off to a great start! The Academic Affairs team is here to support the campus so be sure to reach out should the need arise.

Kelley Engle  
Email: k mengle@hacc.edu  
Telephone: 717-270-6394  
Internal Extension: 416394

Ayisha Sereni  
Email: aesereni@hacc.edu  
Telephone: 717-270-3300  
Internal Extension: 413300

Angie Bentz  
Email: ambentz@hacc.edu  
Telephone: (717) 270-6351  
Internal Extension: 416351

Brandy Skaf, Campus Director, Student Development & Multicultural Programs, Lebanon, encourages faculty to use Starfish to foster student success.
A Fall Semester Welcome

The Office of Student Development welcomed students in the lobby on the first and second day of the semester. Students were greeted with snacks, music, a student planner, and a free HACC Lebanon t-shirt! Most importantly, they were greeted by fellow students who know how overwhelming the first day of the semester can be. Members of SGA (Student Government Association) and SPB (Student Programming Board) and alumnae, Lindsey Herr, made sure that every student felt right at home as soon as they walked in our doors.

Involvement Fair

On Sept. 7, student clubs and organizations were recruiting new student members in the lobby. Club leaders reported that there was a lot of student interest in getting involved on campus. Please encourage your students to join a club or start their own club! In order to become an official club on campus, and request funding from SGA, students simply need five students and a faculty or staff club advisor. If students have questions about starting a club, please direct them to Brandy Skaf, Campus Director, Student Development and Multicultural Programs at blskaf@hacc.edu.

Upcoming Office of Student Development Events

Hispanic Heritage Trivia Game LIVE!
    Sept. 19 at 12:30 p.m. in the Lobby

HACC @ Hersheypark
    Oct. 1

NYC Bus Trip
    Nov. 5
Chalk-Off Competition

Students were encouraged to show off their artistic skills at the Chalk-Off competition on Sept. 8 in the Hershey Plaza. Did you know that the round area outside of our front doors is called the Hershey Plaza? We didn’t either! The more you know.

Out of 30 participants, the winner, Erika Arnold, won a $50 Amazon Gift Card. Thanks to the Student Programming Board (SPB) for hosting and sponsoring this event!

Above, Erika Arnold’s winning entry.

Starfish Trainings

As mentioned at faculty Campus Day, Starfish trainings are available on the following dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>September 9</td>
<td>1-2 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>September 14</td>
<td>11:30 a.m. - 12:30 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>September 16</td>
<td>11 a.m. – Noon</td>
</tr>
<tr>
<td>Wednesday</td>
<td>September 21</td>
<td>2 – 3 p.m.</td>
</tr>
</tbody>
</table>

If you would like a personal training session on Starfish, please contact Brandy Skaf at blskaf@hacc.edu.
New Automated External Defibrillators (AEDs) on Campus

The Lebanon Campus Department of Public Safety and Security (DPSS) would like to announce the deployment of our new Automated External Defibrillators on campus. AEDs are used in emergency situations to treat sudden cardiac arrest. Our new AEDs are now housed in cabinets placed near the elevator on each floor of the Lebanon Campus to maximize visibility and availability of the units. Also, an additional unit is located in the DPSS Office for officers’ use. If you are unfamiliar with the operation of an AED, would like to see how the new units work, or have any questions or concerns, please contact the DPSS by calling 270-6305 (ext. 416305 from campus phones) or stop by the DPSS office in D103 and speak with them directly. Also keep in mind that HR offers CPR and First Aid classes regularly. If you are interested, contact your supervisor for more information.

Congratulations!

Bryan Hess, Lead Security Officer for the Lebanon Campus, received the American Heart Association’s “Heart Saver Award” in mid-August, for saving the life of a 5K participant. Bryan received the award, along with two crew members from the Upper Perkiomen ambulance crew and two citizens, for successfully resuscitating a man after he suffered a cardiac arrest.

Congratulations, Bryan!

Baby Silas is here!

Congratulations to Amanda Carpenter, Administrative Office Technician in Academics, and her husband, Tyler, who welcomed a new baby boy, Silas Joseph Carpenter, on August 21, weighing 7 pounds, 10 ounces.
An Update from our Facilities Supervisor

Welcome back to campus! We hope you all had an enjoyable summer. I wanted to take this opportunity to update you on some of the things we accomplished during the summer months. You may notice our efforts on your trips throughout the building.

It is always a delicate balance to keep the physical appearance of the building up to par and at the same time not interrupt classes or testing in the Testing Center. Noise and the availability of the area where work is to be completed is always a factor we have to consider when scheduling our work. We manage this task by the use of our work request system known as TMA. This system is used for everything from function/event set-ups to project requests.

New paint was completed on the second and third floor landings. These areas were very much in need of painting. The hallways on both the second and third floors were also touched up. These areas take a beating from backpacks chipping the paint. We have started to transition our lights from T8 (and older) florescent tubes to LED fixtures. You may notice in areas that some lights are “brighter” than others. The LED fixtures emit a whiter light than florescent bulbs. As funding and time allows, we will continue to install new LED fixtures. We receive a rebate from MetEd, our electric provider, for these lights. They are cheaper to operate and are designed to last longer. The “Walker” system is a new art display method that we installed on all three floors. This system is easier to use and makes a really nice display of the art from our talented students. Some of the worn carpet tiles in the Welcome Center were replaced. We plan on replacing the rest of them in the future. A new hospital bed was donated to our campus from WellSpan/Good Samaritan Hospital. With help from Security and IT, we were able to get the bed on the elevator and up to room 320 for the CNA program.

All classrooms had to have the old wax stripped and two coats of new wax applied. Of course, in order to do that, the classrooms had to be cleared of all furniture. As I mentioned before, this had to be scheduled around ongoing summer classes. This also applies to all of the hallways. This becomes more problematic. Whereas not all classrooms are utilized during the summer, giving us some flex space and time, hallways are always used. We managed to complete the hallways on Fridays, when the campus was lightly staffed. All of the restrooms have been deep-cleaned. The third floor men’s restroom has some new ceiling tile or ones that were cleaned and painted. These tiles were stained from pipes above the ceiling sweating and dripping onto the tiles. We have also replaced other tiles around the campus. This is an ongoing project. Some other things that were completed, but that you cannot see, were the servicing of the air handling units to include new filters and an infrared survey of our transformer and switch gear. Both of these services are vital to the efficient functioning of our cooling and heating systems.

My staff has worked hard this summer to improve the campus for you. We look forward to seeing you all around the building. Please contact us if you need our services. We look forward to a great school year!

Dave Edwards
How to Handle Freedom of Information Inquiries

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

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

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

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

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

Be in the Know with e2Campus, HACC’s Emergency Alert System

Sign up for e2Campus, HACC’s free collegewide alert system, to be informed quickly when the College has immediate announcements, such as weather-related closings, delays or cancelations or emergencies.

If you have any questions, please email haccaction@hacc.edu. Thank you!

Fall Semester Library Hours at the Lebanon Campus

**Fall Semester Library Hours – Aug. 29 to Dec. 23**
Monday-Thursday: 8 a.m. to 9 p.m.
Friday: 8:30 a.m. to 1:30 p.m.

**Exceptions:**
Monday, Sept. 5, 2016 – College closed
Monday, Oct. 10, 2016 – 8:30 a.m. to 1:30 p.m.
Tuesday, Oct. 11, 2016 - 8:30 a.m. to 1:30 p.m.
Wednesday, Nov. 23 - 8 a.m. to 4:30 p.m.
Nov. 24 to 27 – College closed
The Communications Hub: From Request to Success

The Office of College Advancement (OCA) team strives to create simple ways to make YOUR marketing goals come to life. The communications hub is an easy way for HACC employees to submit requests for various marketing materials, such as posters, fliers, postcards and news releases.

On April 21, 2016, HACC made history with the first-ever Day of Giving raising more than $145,000 – which surpassed the $51,000 fundraising goal!

But did you know that the communications about the event began with a communications hub request?

A colleague submitted a communications hub request for the different materials needed to promote the event. The request included:

- Email blasts to update students, HACC Foundation Board members, HACC Board of Trustees, alumni and retirees
- News release
- Posters
- Social media posts for Facebook, Twitter and LinkedIn
- Social media selfie cards
- Webpage

Additionally, the colleague shared information in College newsletters, including the Ski Gram and campus newsletters. The OCA team does not handle the coordination or distribution of these newsletters. However, the communications hub provides the information on how to submit information for these newsletters.

Upon receipt of the communications hub request, the OCA team members completed the requested assignments by the deadlines. The ability to request communications assistance was one of the main factors that those involved with planning the Day of Giving surpassed the fundraising goal.

Should you have questions related to the communications hub, please email IMCprojects@hacc.edu. Thank you.

Successfully YOURS.
Be a HACC Brand Ambassador

As we prepare for the new school year, the Office of College Advancement (OCA) wants to remind you of the tools available to help you be a brand ambassador.

Every employee is encouraged to be a HACC brand ambassador and share the great opportunities we offer to students and communities. A brand ambassador is someone who represents an organization and its brand in a positive, healthy way. Brand ambassadors live and breathe the organization, understand its mission and educate others about the organization’s offerings.

Under the OCA channel of myHACC is the **YOUR Branding Guide Toolkit** that includes the following items.

- **YOUR Branding Guide Toolkit Tips for Success**: This includes
  - Tips to help ensure a smooth and successful discussion during scheduled and/or non-scheduled visits
  - A link to an online form to order promotional materials
  - An elevator speech guide

- **Promotional Tools Order Form**: This online form allows you to order an information card and/or promotional program brochures. We encourage you to use these materials to educate current and future students about HACC and the programs we offer. This enhancement replaces the Back to Our Roots form.

- **“Brag about HACC” PowerPoint**: This is a PowerPoint presentation with fun facts and important information about HACC. We encourage you to use the slides that are relevant to you and the audience with whom you are speaking. You may remove those slides that do not apply. The slides include talking points to assist you with your presentation. It will be updated quarterly, so please continue to check the OCA channel and download the most up-to-date version.

- **YOURS Branding Tip Sheet**: The document includes six tips for incorporating the College brand into your work, including content writing for the website.

- **Ways to Promote the College During Non-HACC Events**: The document describes how best to promote the College when organizations use HACC’s facilities.

- **Document Templates**: The templates are available for you to develop marketing materials, such as fliers, brochures or posters, targeted to current students and employees.

Supportively YOURS, we hope you find these resources helpful as you speak to organizations and individuals about HACC.
Coming Soon to a Smartphone Near You...

HACC’s Department of Public Safety and Security has partnered with NowForce to customize a personal safety app for our college community. The NowForce Mobile Reporter™ app will allow any user in distress or wishing to report an emergency while on any campus to simply push a designated SOS button or report button on their cell phone, which automatically signals HACC’s Department of Public Safety and Security. A built-in GPS engine pinpoints the exact coordinates of caller in distress, enabling us to dispatch the relevant resources quickly and accurately. Security can maintain a constant visual connection with the caller and response team until the caller’s safety or the situation is secured.

Look for more information and availability in the weeks to come.

Series of workshops for HACC colleagues

As part of the Journey to Excellence, the Office of College Advancement (OCA) is delighted to offer a series of workshops for HACC colleagues. In support of goal three, subgoal 3 and objective 4, OCA is offering:

- **Efficiency Tips Workshop**: How To Do More With Less - and Save Time, Energy and Money at the Same Time
- **Efficiency Tips Lab**: How To Do More With Less - and Save Time, Energy and Money at the Same Time *(Required Prerequisite: Efficiency Tips Workshop)*
- **Special Events Workshop**: 10 Ways to Ensure Your Special Events are the “Talk of the Town”!

Detailed information about the workshops is online:

[http://www.hacc.edu/FacultyandStaffDevelopment/Events/Office-of-College-Advancement-Events.cfm](http://www.hacc.edu/FacultyandStaffDevelopment/Events/Office-of-College-Advancement-Events.cfm)

Please register online by Sept. 16. Thank you!
FIREBALL RUN is coming to Lebanon County!

HACC’s Lebanon Campus will be closed on Sept. 27, due to Lebanon County being a featured destination on the FIREBALL RUN adventure series and the expectation of 5,000 people in downtown Lebanon for the event.

FIREBALL Run is an action packed, 26-episode adventure travel series, which follows the drama of 40 driving teams as they take part in a legendary, eight-day, 2,000-mile, life-sized trivia game. Teams consist of national celebrities as well as big business owners, corporate executives, and elected officials.

Teams will complete missions at five to ten confidential locations within our county on the afternoon of Tuesday, Sept. 27, ending at a red-carpet finish line and community celebration on Cumberland Street in Lebanon. Our community will rally together to display our support and community pride. Spectators will have the opportunity to view the celebrities and exotic cars, enjoy a local car show, as well as live music and an art show. Festivities will be live-streamed onto the FireballRun.com website.

On the morning of Wednesday, Sept. 28, the community of Annville will send the teams off to their next destination. Start line festivities will begin at Lebanon Valley College.

FIREBALL RUN is entertaining, educational, and above all, meaningful. While on this epic journey, teams also take part in the world's largest active recovery effort for missing and exploited children. Representing the Lebanon Valley is Team 77 comprised of local businessmen Marshall Kramer and Chris Barry. On their journey, Marshall and Chris will drive the locally-branded FIREBALL RUN car, compete in missions, and work to distribute 1,000 posters to aid in finding a missing child from the Central PA region. The Race to Recover America's Missing Children awareness campaign has aided in unprecedented 42 child recoveries since 2007.

HACC students, faculty and staff are encouraged to come out to Cumberland Street on Sept. 27, from 3 – 7 p.m. We will have a drawing for free items in the Lobby on Sept. 28 for anyone that can provide a missing children flyer or baseball card as evidence that they attended the event.