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HARRISBURG VIBE STAFF

March, 2013

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Coffee & Cocoa
WITH Campus
Administrators

March, 2013
I have been asked—again—in the last few weeks, “What does a campus vice president do?” Faculty, in particular, have questioned the role of the campus VP. While the priorities change, depending on the campus environment, this is a list of some of the basic duties …

- Responsible for oversight of campus operations.
- Implements central policies and procedures on a campus level to provide similar experiences for students and staff who move between campuses.
- Works collaboratively with the functional leaders to advocate for campus students and employees.
- Provides leadership and direction to the campus and its operational units in the development, maintenance and approval of budgets.
- Works closely with the functional vice presidents to provide operational, programmatic and supervisory oversight.
- Works collaboratively with the Office of Academic Affairs to ensure that instructional quality and innovation are developed, implemented and assessed in all offerings.
- Works collaboratively with the Office of Academic Affairs and the Office of Student Affairs to establish and maintain ongoing working relationships with other post-secondary institutions, secondary schools and career technology centers in the campus service areas.
- Participates in the planning, analysis and evaluation of programs and services, operational needs and fiscal constraints.
- Oversees implementation of the College’s master plan on this campus.
- Works collaboratively with the Office of College Advancement to cultivate relationships with elected officials.
- Establishes fundraising priorities and the development plan for the campus in collaboration with the Office of College Advancement.
- Participates in the development, implementation and assessment of the college’s enrollment management plan in collaboration with the Office of Student Affairs.
- Works collaboratively with the Office of Student Affairs to ensure that student support services and programs meet the needs of our diverse student populations.
- Supports Student Government Association activities on the campuses.
- Supports the College’s shared governance process.
- Participates as a member of the President’s Cabinet.

For me, every day is different. Some weeks I’m in back to back meetings for budgets, enrollment management, cabinet, fundraising, etc. Some days I’m meeting with individuals to hear their concerns and suggestions, and some days I get to walk around and talk with people informally. Occasionally I’m in my office catching up on phone calls and emails—but not often. For professional development, I’ve been reading on effective ways to assess prior learning, trends in developmental education, and books and articles on leadership development.

One of my priorities this past year has been communication—keeping the leadership team apprised of cabinet priorities and holding regular forums to listen and learn from various members of the campus community. In addition, getting to know people and functions across the campus has been another area of focus. I spent some time this fall in the Welcome Center, this spring in Financial Aid, and I signed up to be an academic advisor. Finally, I have been working to improve morale on campus by providing regular updates on information as it relates to Harrisburg Campus employees, and by encouraging various areas on our campus to hold informal social events.

If you have suggestions for how to improve communication, collaboration, and collegiality on campus, please let me know. We are always looking for ways to make our campus better. !)}

### PREVENTING THEFT IN THE WORKPLACE

1. Eliminate the opportunity for a thief to steal your property
2. Secure your personal property
3. Mark your valuables for identification

Remember three simple rules:

- Always lock your office door, drawers, and cabinets when you need to leave your workspace.
- Never leave keys, money, checks, or valuables of any kind out in plain view, in unsecured areas or in jacket or coat pockets.
- Never leave packages near doorways, lobbies, in conference rooms, break rooms or on desks.
- Report suspicious people or activity immediately.
- Report doors and windows that are broken or don’t close or lock properly.

### HARRISBURG CAMPUS SECURITY NUMBERS

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<th>Security Radio:</th>
<th>21-2568</th>
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<tbody>
<tr>
<td>Off campus phones:</td>
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<tr>
<td>Security Office:</td>
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</tr>
<tr>
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<td>780-2568</td>
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### ROOM RENTAL INFORMATION

Have you been contacted by an outside agency or group wanting to have an event or meeting on the Harrisburg Campus or Midtown site? Please forward all requests to Janice Miller-Zerbe, at jmmiller@hacc.edu or 221-1773. Thank you.
COUNSELING NEWS

Harrisburg Campus is improving service to students in the Counseling/Advising areas in three exciting ways this semester.

1. New Student Advising and Registration sessions now includes some financial aid education.

2. Registration Help Tables are being set up at the beginning of the registration process across campus to answer student questions.

3. New Student Orientation (formerly known as Advising and Registration Sessions or ARS), which begins April 16, is now mandatory for new students. Hands-on workshop, where students will be able to complete the FAFSA or address outstanding financial aid requirements through MyHACC, will be available for students who have not yet filled out their financial aid forms. Students will also receive information on the role of the Welcome Center, the use of MyHACC, HACC Web, payment options, important registration deadlines, and activating Hawkmail accounts. The sessions are held every Tuesday & Thursday at 9:00 AM in the International room of the cafeteria. Please feel free to come to any session to see what new students are experiencing!}

HACC REMAINS A LEADER IN AUTOMOTIVE TRAINING

The National Automotive Technician Education Foundation (NATEF) examines the quality of training programs and evaluates them against standards established by the industry. On January 18, 2013, a group of NATEF evaluators assessed HACC’s GM-ASEP (General Motors Automotive Service Education Program) and Automotive Technology programs and determined them eligible for re-certification.

In order to maintain program integrity, automotive programs must be evaluated for re-certification every five (5) years with pre-examinations occurring every 2.5 years. Over the last nine months, HACC staff and instructors conducted self-evaluations to ensure all standards were being met. The standards reflect the skills that students must master to be successful in the industry.

GET ACQUAINTED WITH THE OFFICE FOR DISABILITY SERVICES

Harrisburg’s Office for Disability Services (ODS) serves the accommodation needs of disabled students and is located on the second floor of the Cooper Student Center.

Three staff members work with students: Carole Kerper, director, is responsible for reviewing student disability records, meeting with students to determine accommodation needs, working with students and faculty if problems with accommodations arise, and participating in transition planning with our regional high school learning support programs; Pamela Johnston, disability specialist, follows student progress and meets with students to expand their academic, organizational and time management skills; and Marsha Leonard, administrative support, provides the first line of communication with students and faculty, and coordinates both testing services for registered students and alternative text procurement and production.

About 200 students register with Harrisburg ODS each semester. The disabilities of this diverse group are broad in range, and the needs of individuals are addressed in collaboration with faculty and staff.

“About 200 students register with Harrisburg ODS each semester. The disabilities of this diverse group are broad in range, and the needs of individuals are addressed in collaboration with faculty and staff.”

The Office for Disability Services is ready to assist in finding solutions to disability related concerns. Please feel free to contact ODS by phone at 21-1103 or 21-2614, or by email at specserv@hacc.edu.
Please consider nominating one of your students for the Harrisburg Campus Community Service Award. The award winner will receive a certificate awarded to them at the Spring 2013 Harrisburg Campus Awards Ceremony (May 1, 2013). The faculty or staff member that nominates the winning student will be asked to attend the event and personally present the award to the student.

Student Qualifications:
- Student must be a Summer 2012, Fall 2012 or Spring 2013 student.
- Student who represents HACC Harrisburg beyond the classroom and campus.
- Service to the Harrisburg Community
- Recognizes a student’s commitment to community outreach and service to others.

Faculty Requirements:
- Faculty must submit a letter (one page or less) why he or she believes the student qualifies for this recognition and return it Janice Miller-Zerbe in Whitaker 126 by April 5, 2013 to be reviewed the committee.

Submissions should be typed and include:
- Faculty/Staff person’s name
- Student’s name
- Class title and number (ex. English 101: English Composition)
- Semester and year of students attended class
- Clear evidence of why the student meets the above criteria

Note: a separate entry is required for each student nominated.
Please consider nominating one of your students for the Harrisburg Campus Academic Achievement Award. The award winner will receive a certificate awarded to them at the Spring 2013 Harrisburg Campus Awards Ceremony (May 1, 2013). The faculty member that nominates the winning student will be asked to attend the event and personally present the award to the student.

**STUDENT QUALIFICATIONS:**
- Student must be a Summer 2012, Fall 2012 or Spring 2013 student.
- Student must have displayed excellent academic records for this class, demonstrated quality work, and completed homework on time.
- Student must have had good attendance with appropriate excused absences, if any.
- Student must have contributed to the classroom environment by answering questions, asking questions and volunteering for classroom activities.
- Overall, the student must have been a hard worker with initiative to go beyond the standard requirements of the class with a natural willingness to help others.

**FACULTY REQUIREMENTS:**
Faculty must submit a letter (one page or less) of why he or she believes the student qualifies for this recognition and return it Janice Miller-Zerbe in Whitaker 126 by April 5, 2013 to be reviewed by the committee.

**Submissions should be typed and include:**
- Faculty person’s name
- Student’s name
- Class title and number (ex. English 101: English Composition)
- Semester and year of students attended class
- A clear explanation of why the student meets the above criteria

**Note:** a separate entry is required for each student nominated.

PRINTMAKING EXHIBIT AT HACC’S ROSE LEHRMAN ART GALLERY

**“Since the River Spoke,”** a printmaking exhibit by artist Shelley Thorstensen, will be on display from Wednesday, Feb. 27 through Wednesday, April 3, 2013, at the Rose Lehrman Art Gallery at HACC, Central Pennsylvania’s Community College.

Thorstensen’s printmaking has been described as a “romantic abstraction” that is “for the most part palpably emotional effusions,” by Edward Sozanski of the Philadelphia Inquirer. The artist uses a variety of techniques in her work, from relief printing to lithography, and from silk screening to etching. Each printing method produces unique results, and she switches techniques depending on the need.

The Rose Lehrman Art Gallery hours are 11 a.m.–3 p.m. Monday–Friday, 5–7 p.m. Tuesday and Thursday or by appointment. For more information, call 717-780-2435 or email Kim Banister, gallery curator, at kebanister@hacc.edu. Visit the gallery on HACC’s website at www.hacc.edu under the Rose Lehrman Arts Center and on

Since the River Spoke
Hand pulled prints
by Shelley Thorstensen
Wed, Feb. 27 – Wed, April 3
Rose Lehrman Art Gallery
One HACC Drive, Harrisburg, PA 17110
Walk for Team Salvation Army Harrisburg and make each step count!

Team Salvation Army Harrisburg

OUR GOAL: $30,001

100% of every dollar you raise will go directly to programs and services for those in need in our community

Choose How Your Team’s Steps Will Count!

All Fundraising Goals and Donations are Sincerely Appreciated!

SPECIAL 30 + $1 CHALLENGE:

Is your group looking for a challenge? We’re looking for 30 groups/families who will set a $1,000 fundraising goal to help us meet our goal of $30,001.

* Can’t walk? Virtual walkers are welcome! Collect donations or make a personal donation and mail to our office

<table>
<thead>
<tr>
<th>Goal</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>$450</td>
<td>Will provide our nutrition education cooking class (incl. food) for 100 kids (we teach them &amp; feed them!)</td>
</tr>
<tr>
<td>$1,140</td>
<td>Will provide 4 kids with a full scholarship to our 9-week Summer Youth Enrichment Program</td>
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<tr>
<td>$375</td>
<td>Will provide a hot breakfast for 75 people for one week</td>
</tr>
<tr>
<td>$625</td>
<td>Will provide new back-to-school clothing or shoes for 25 kids in-need</td>
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REGISTRATION + $25 MINIMUM DONATION = T-SHIRT (All walkers MUST register and attend the event to receive a t-shirt)

Walk Day Registration: 7:45 a.m. • 5K Walk Start: 9 a.m. • One Mile Fun Walk: 9:15 a.m.

Register online at http://highmarkwalkharrisburg.towercare.com/MarksWithlist/displaySite.do?siteId=124 - or – via mail

Questions? Contact Rebecca Kleha at (717) 233-6755 x137 • Rebecca.Kleha@use.salvationarmy.org

Like us on Facebook for the latest walk updates and news /TheSalvationArmyHBG • www.salvationarmyharrisburg.org