

January 26, 2016



**Namastē, sahayōgiharu!**  
(Nepali for  
Greetings, colleagues!)

In my 53<sup>rd</sup> Ski Gram, you can read about the following, and much more:

- [Be In the Know When There Is Inclement Weather!](#)
- [Apple Ranks HACC Professors' Work Among Best of iTunes U](#)
- [Spring 2016 Scholarship Cycle Opens Soon](#)
- [Shared Governance Policies and Handbook Launch](#)
- [No Meeting Days For Spring 2016!](#)
- [Ready to Invest. Impact. Inspire.](#)

### **HACC's Fall 2015 Commencement Ceremony Highlights**

More than 300 students walked across the stage to receive their associate degrees, certificates or diplomas during HACC's Commencement held Tuesday, Dec. 15, 2015, at the Giant Center in Hershey. They were among the more than 800 students who completed their associate degrees, certificates or diplomas during the fall 2015 term.

Among the graduates were:

- Gettysburg Campus graduate **Christine Morningstar** of McSherrystown, who received an associate in arts degree. She is a member of Phi Theta Kappa and currently pursuing a second degree, an associate degree in nursing.
  - Harrisburg Campus graduate **Charles Wharton** of Carlisle, CWO3 U.S. Navy (Ret.), who received an associate degree in hospital management. He plans to become a food and beverage director.
  - Harrisburg Campus graduates **Dorinda M. Thomas** of Harrisburg, who received an associate degree in general studies and plans to pursue a bachelor's degree; **Jessica Wingfield** of Enola, who received an associate degree in business management and plans to pursue a bachelor's degree in human resources at Central Penn College; and **Juan Maldonado** of Harrisburg, who received an associate degree in police science and is a member of the HACC Public Safety and Security Department.
  - Lancaster Campus graduates and Lancaster residents **Kaitlin Leeking**, **Martin Myers** and **Kaushal M. Patel**, who all received associate degrees in criminal justice, and **Kara Conrath**, who received an associate degree in early care and education. Myers, Patel and Leeking plan careers in law enforcement, and Conrath plans a career in early childhood education.
- (See COMMENCEMENT on next page)



**Commencement** (from page 1)

- Lebanon Campus graduates **Jesus Avila** of Lebanon, who received an associate degree in business administration and is headed to Penn State University, and **J. Ulrich Alleman** of Myerstown, who received an associate degree in general education. A member of Phi Theta Kappa, Alleman plans to attend Bloomsburg University.
- York Campus graduates **Mildred Tavarez** of York, who received an associate degree in criminal justice and plans to work with York City youth, and **Tiffany Leas** of Windsor, who received an associate degree in social studies and plans to continue her education to become a teacher.

I hope you will enjoy video messages from several graduates on [HACC's YouTube channel](#) and the photos from the ceremony on [HACC's Flickr page](#).

I am also delighted to announce that attendees at the ceremony were given an opportunity to enter a drawing to win \$1,000 for HACC tuition and fees. Entrants had to follow instructions outlined in the Commencement Program. The winner has been notified and once we have received the winner's agreement to be publicly acknowledged, I will provide an update in a future Ski Gram. Stay tuned!

**Be In the Know When There Is Inclement Weather!**

Wintry weather is here in Central Pennsylvania, and HACC wants you to be aware when there is a delay or closing due to inclement weather. There are several ways you can stay informed of delays and/or closings by going to <http://www.hacc.edu/Weather/index.cfm>.

After reviewing the list of ways, please sign up for e2Campus, HACC's free emergency alert system, at <http://www.hacc.edu/AboutHACC/PublicSafetyandSecurity/E2Campus-Sign-up.cfm> or click on "E2Campus" in the lower left-hand column of hacc.edu.

Questions? Please email [haccaction@hacc.edu](mailto:haccaction@hacc.edu).



The staff of HACC's Senator John J. Shumaker Public Safety Center had the privilege of hosting a distinguished group of firefighters for the three-day meeting of the Pennsylvania Career Fire Chiefs Association this month. Fire chiefs from across the Commonwealth attended from Tuesday, Jan. 12, 2016, through Thursday, Jan. 14, 2016. Governor Tom Wolf, at center, welcomed our guests on Wednesday, Jan. 13, 2016.

**Investing in YOUR Future with HACC's 2015-19 Strategic Plan**

The 2015-19 Strategic Plan for HACC, Central Pennsylvania's Community College, was approved Tuesday, Nov. 10, 2015, by the HACC Board of Trustees. The Strategic Plan, titled "Journey to Excellence" and designed to parallel the time frame of the [HACC Foundation's four-year fundraising campaign](#), includes the College's Vision Statement, Mission Statement, Goals and Core Values.

To begin this four-year journey with us, please view [HACC's online newsroom](#) for the official announcement or [hacc.edu/HACCstrategy](http://hacc.edu/HACCstrategy) for more information.

## Apple Ranks HACC Professors' Work Among Best of iTunes U

Please join me in congratulating **Alfred Siha, Ed.D.**, assistant professor of English, at [aasiha@hacc.edu](mailto:aasiha@hacc.edu) and **Susan Cooper-Nguyen**, associate professor of mathematics, at [secooper@hacc.edu](mailto:secooper@hacc.edu) for having their iTunes U work selected as a “Best of 2015” iTunes U course and iTunes U collection, respectively.

Alfred’s English Essential: Grammar was selected as one of the top 11 iTunes U courses for 2015. Susan’s Pre-Algebra collection was selected as one of the top 10 collections for 2015. Thank you both for showing the world the quality education our HACC faculty provide.

## iPad Innovations for Teaching STEM

**Rob Swatski**, associate professor of biology, presented on teaching with iPads and iTunes U at the STEM-UP 2015 Innovations in Teaching Symposium held at the Pennsylvania State System of Higher Education offices in Harrisburg on Saturday, Dec. 5, 2015.

Rob’s presentation, “Using iPads and iTunes U Courses to Enhance Pre-Clinical Anatomy & Physiology Instruction,” described his experiences teaching his iPad-enhanced BIOL 121 A&P I course in the fall 2015 term and the methods he is using to teach a “flipped” version of the course in spring 2016 in the blended format. He also shared news about the other exciting iTunes U projects that his HACC colleagues have been working on.

The STEM-UP conference was organized by the University Partnership for the Advancement of Academic Women, with strong representation by STEM faculty

from four-year colleges and universities including Shippensburg, Penn State, Lock Haven and Kutztown.

I join Rob in thanking **Amy Withrow**, Virtual Learning executive director for advancement and outreach, and **Qiquan Wang**, coordinator of mobile learning and instruction, for all of their help and support for our faculty members’ iTunes initiative.



**HACC welcomes a large group of new international students with a reception at the Harrisburg Campus on Thursday, Jan. 14, 2015. We are delighted that students who might go anywhere in the world to study have made HACC their choice for higher education. Hosting the reception is Jill Matolyak, coordinator of global education, at left.**

## **2014-15 HACC Annual Report is Now Online**

Join us to celebrate HACC's many successes, as captured in the [2014-15 annual combined report](#) for the HACC Foundation and HACC, Central Pennsylvania's Community College. Please take a look to see the impact your contributions have on HACC students and the quality of their education.

In the 2014-15 report, you will learn about:

- The outcomes of HACC's 2012-15 strategic plan
- The outcomes of the HACC Foundation's 2012-15 strategic plan
- HACC's Golden Anniversary Gala
- Assessment, Student Success and Completion Successes at HACC
- Transformation of HACC's Workforce Development and Continuing Education Division
- Technology, Innovation and Collaboration at HACC
- HACC's Alumni Engagement Commitment



**It was a joy to celebrate with graduates of a HACC English as a Second Language (ESL) class on Monday, Dec. 7, 2015, as they displayed their certificates of achievement. With me in the back row are, at left, Trustee Pete Wambach and, second from the right, HACC Foundation Director Jim Grandon, who joined in the festivities.**

The report also acknowledges supporters like you who have helped these opportunities become realities. Please click on the links within the report to read more in-depth about HACC, its goal to be the first choice for a quality and accessible higher education opportunity and the role the HACC Foundation is playing in this journey!

Thank you!



**Harrisburg Police Chief Thomas Carter receives a Harambee Recognition Award for ujima, the Kwanzaa principle of collective work and responsibility, during the annual Kwanzaa festival at Cooper Student Center on Saturday, Dec. 5, 2015. With us is Valerie Pritchett of ABC27, master of ceremonies for the event.**

### **Why Are Annual Performance Appraisals So Important?**

Annual performance reviews are a key component to employee development here at HACC. Annual performance reviews are a tool that can be used to understand how well employees are performing in their roles, determine if there are opportunities for training throughout the College, formally acknowledge contributions that employees have made to the College, and promote professional growth.

Currently, the annual performance appraisal process for administrative and professional staff begins in February and ends in May. This process revolves around a 360-degree model that contains feedback from the employee, the direct supervisor, colleagues, subordinates and any other employee of the College that can provide an accurate representation of an employee's performance. The purpose of a 360-degree model exists to eliminate bias by providing a fair and transparent evaluation, support a high-performing culture by identifying (See APPRAISALS on next page)

**Appraisals** (from page 4)

top performers, and make all employees aware of their strengths and opportunities as they relate to their roles within the College.

This year, as in the past, employees are required to submit a self-appraisal to their supervisor. Self-appraisals help a supervisor understand how employees feel they are performing and can reveal what the employees view as their strengths and weaknesses. The self-appraisal also provides the opportunity for a mutual understanding of where an employee is now and hopes to be by the next annual appraisal.

The appraisal process will be very similar to processes that have occurred in the past. The steps of the process will remain the same and the rating period will also follow a similar timeline.

Appraisal forms available for use have been streamlined this year for ease of use among supervisors. Rather than the five forms that were available in past years, there will only be two forms in this year's process. One form will be assigned to employees and one form will be assigned to supervisors. Both contain five competencies related to job performance, and all forms will contain a section for current and future goals. Although goal setting is not required for classified staff currently, they are strongly encouraged to set goals that relate to the department and College's Strategic Plan.

Manuals will be available soon with specific details about Halogen and the upcoming appraisal process. In the meantime, if you have any questions regarding this information, please contact **Courtney Young**, coordinator, performance management and employee recognition, by phone at 717-736-4135 or by email at [clyoung@hacc.edu](mailto:clyoung@hacc.edu).

**Spring 2016 Scholarship Cycle Opens Soon**

Where can students find over 200 opportunities to win FREE money? HACC scholarships! The spring 2016 cycle will run from Tuesday, Feb. 2, 2016, through Monday, April 4, 2016. Students can apply and update their general application only during that time.



Students can apply by following the five easy steps below:

(See **SCHOLARSHIPS** on next page)

It is always a pleasure to celebrate students' achievements. Here I join Harrisburg Rotary Club President Betty Hungerford, third from left, and Harrisburg School District Superintendent Sybil Knight-Burney, at right, in recognizing outstanding students from Harrisburg High School, Steelton-Highspire Junior/Senior High School, and Harrisburg Sci-Tech High during the Rotary meeting on Monday, Jan. 18, 2016.

**Ready to Invest. Impact. Inspire.**

Gettysburg Campus Fundraising Committee members are, standing, from left, Trustee Jeff Shaffer, HACC Foundation Directors Budd Hallberg and Garry Laabs, and, seated, Gettysburg Campus Vice President Shannon Harvey, Diane Bittle, and Judy Rang.

**Diane Bittle**, professor of computer information systems, and her husband, John, hosted an event at their home on Thursday, Dec. 17, 2015, to celebrate the semester and "kick-off" the Gettysburg Campus' "Invest. Impact. Inspire." employee campaign. Biggerstaff's Catering provided food for the event. Thank you, Diane and John, for generously opening your home!

**Scholarships** (from page 5)

1. Apply to HACC. You MUST complete an admissions application and have access to your myHACC account before applying for scholarships.
2. Visit your myHACC student portal.
3. Click on the “Scholarships” bar in the myHACC portal, or visit <https://hacc.academicworks.com> directly and log in with your username and password.
4. Complete your general scholarship application by the deadlines.
5. Check your HAWKmail email for scholarship notifications and offers. Remember that all scholarship notifications are through HAWKmail email.

Scholarship disbursements are generally split between two semesters. For instance, if a student was selected from the spring 2016 cycle, then half of the scholarship money would be applied to the student’s account during the fall 2016 term. The other half of the scholarship would be applied during the spring 2017 term.

Additional information on scholarships can be found by clicking [here](#) or by emailing [HACCScholarships@hacc.edu](mailto:HACCScholarships@hacc.edu).

**How to Request Logos from the Office of College Advancement**

The Office of College Advancement (OCA) has updated its process for requesting the Collegewide and campus-specific logos.

Requests for the use of the HACC logo should be addressed to the Integrated Marketing Communications (IMC) Department at [IMCprojects@hacc.edu](mailto:IMCprojects@hacc.edu).

When requesting use of a HACC logo, please be sure to answer all of the following questions:

- Why are you requesting the logo?
- How will the logo be used?
- Which HACC logo do you need?
- What type of file do you need (JPEG, TIFF, EPS, etc.)?

When employees at HACC work with another organization to promote a partnership/program, and the partner is developing communication pieces, the HACC employee should:

- Request the HACC logo from [IMCprojects@hacc.edu](mailto:IMCprojects@hacc.edu)
- Work with the partner to ensure that HACC’s [Visual Identity Standards](#) are being upheld
- Share the marketing materials with [IMCprojects@hacc.edu](mailto:IMCprojects@hacc.edu) for final approval once the pieces have been developed

**Shared Governance Policies and Handbook Launch**

As you know, the Shared Governance Policies and Handbooks officially launched on Friday, Jan. 15, 2016. All the approved policies and handbooks are now available on myHACC in the same location where you previously found Administrative Procedures.

More policies will be launched as they are approved through the shared governance process, and information about the new policies will be shared with you as soon as it becomes available.

Please re-familiarize yourself with these policies. Employees who will be affected by policies that have undergone significant changes will receive the appropriate training in the first quarter of 2016.

## No Meeting Days For Spring 2016!

HACC's No Meeting Days (NMDs) are days designated in advance to be meeting-free.\* NMDs allow YOU to:

- Brainstorm and cultivate your innovative ideas
- Focus on strategic goals and work on related projects
- Participate in professional development
- Catch up on internal and external communications

NMDs for spring 2016 term are scheduled for:

- Wednesday, Jan. 27, 2016
- Thursday, Feb. 25, 2016
- Friday, March 25, 2016
- Friday, April. 22, 2016

All employees are expected to participate. Supervisors should support NMDs by communicating their expectations for the day, role modeling and being available to mentor and guide employees.

For more information, including frequently asked questions (FAQs), go to myHACC > Human Resources Information > No Meeting Days. A big thanks goes to the Administrative/Professional Organization (APO) for moving this idea forward!

\*Emergency and highly critical meetings may be necessary on an NMD; however, every effort should be made to keep NMDs meeting-free.

## Kudos

- To **Perry Pierich**, coordinator of fire training, members of the HACC Fire Training Academy's adjunct faculty **Tim Archer**, **Eric Bender**, **Ed Mizanko**, **Tom Rigling** and **Colby Snyder**, and **Andrew Dean** and **Emanda Reiner**, administrative office specialists. They earned high praise from a recent student who wrote me a letter about his valuable experience at the Academy. He said, in part, "Simply put, the training was excellent. The instructors were knowledgeable, prepared and dedicated in preparing their students for a career in fire fighting. They made the fire ground instructions as realistic as possible with our safety always paramount. Safety was always a constant theme . . . On a human level, they really cared about their students. An intangible that is absolutely necessary when you are facing your fears and overcoming them to accomplish the task. They knew when to be tough and when to be there with an encouraging word."

Please join me in commending all of these colleagues for a job well done!

- To **Beverly Stanton**, adjunct instructor in sociology and former Harrisburg Campus division counselor, whose (See KUDOS on next page)



Gettysburg Campus faculty and staff gather to celebrate with Beverly Stanton, in red hat, as she retires after more than 26 years of teaching at HACC.



I was delighted to join Pedro A. Cortès, former HACC trustee and current secretary of the Commonwealth of Pennsylvania, and Oralia Garcia Domenic, HACC Foundation Board member, to attend a swearing in ceremony for Harrisburg Police Captain Gabriel Olivera on Tuesday, Jan. 19, 2016. Captain Olivera is a HACC alumnus and the first Latino police captain in the City of Harrisburg.

### Kudos (from page 7)

colleagues recently honored her with a retirement celebration at the Gettysburg Campus. Beverly was one of the Campus' first faculty members in 1989 and continued to teach there for over 26 years!

- To 15 Gettysburg Campus faculty members who hosted final exam review and study sessions on Monday, Dec. 7, 2015, and Tuesday, Dec. 8, 2015, as part of the Campus' "All Students Matter" campaign: **David Bailey**, associate professor of psychology; **Wendy Brubaker**, adjunct instructor in reading and foundational studies; **Holly Cookerly**, adjunct instructor in health; **Charlie Fennel**, adjunct instructor in history; **Catherine Frost**, associate professor of mathematics; **Bill Hartzell**, biology instructor, **Terry Havel**, adjunct instructor in government and politics, who teaches history; **Lori Hockley**, assistant professor of management; **Jessica Knouse**, campus director of student development and multicultural programs, who teaches foundational studies; **Ruth Negley**, professor of biology; **Chris Owens** of Learning Support Services, who taught mathematics; **Beth Sneeringer**, adjunct instructor in mathematics; **George Vaites**, adjunct instructor in education; **Gina Xenos**, adjunct instructor in biology; and **Lori Zeshonsky**, adjunct instructor in music.

The event offered students "Fuel for Finals" by treating those who participated in the review sessions or were on campus studying to pizza and snacks in the HUB.

### Check Out OCA Today

The Office of College Advancement is proud to share "OCA Today," its unit newsletter, with you.

Please go to the Office of College Advancement & HACC Foundation section of myHACC to read the most recent issue of the publication or click on the following link:

[https://apps.hacc.edu/hacc\\_forms/E56hy9/openform.cfm?FID=3220](https://apps.hacc.edu/hacc_forms/E56hy9/openform.cfm?FID=3220).

### 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!





HACC was well represented at the Harrisburg Hilton on Martin Luther King, Jr., Day, Monday, Jan. 18, 2016, for the annual Access and Opportunity Breakfast. From left are Kia Harris, executive assistant in the Office of the President; Danielle Martin, admissions counselor; Aimee Brough, chief human resources officer; Dwayne Hunt, Lebanon Campus dean of student affairs; LaShana Stokes, interim department chair, English and technology; Jessie Groft, director of human resources recruitment; Mireya Villalobos Duran, coordinator of records; Amy Rogers, human resources recruiter; Irvin Clark, Harrisburg Campus vice president; and Cavi Anderson, director of faculty and staff development.

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

<p><b>Question:</b> I know that we are planning some moves to PSECU to renovate the Cooper building. I wondered since enrollments are down and I don't believe we have any money raised as of yet for this capital project if this renovation should be put on hold or just a refresh done to Cooper (paint, new cafeteria furniture (at this point). It seems like a \$12 million bond issue for a project is a large amount to raise quickly. Thank you.</p>	<p><b>Response:</b> Cooper Student Center, built in 1968, has been considered for renovations or replacement for nearly a decade and the need to update the building still remains. Cooper serves as a hub of activity for both existing and prospective students, housing essential support services for the Harrisburg Campus.</p> <p>Even though enrollments may be down, the College needs to maintain and update facilities to ensure the institution meets its master plan goals. Strategic planning has been completed to safeguard that the renovation is carried out in the most effective and financially responsible manner.</p> <p>To fund this project, the College has embarked on a four-year comprehensive fundraising campaign that has already received over \$1.3 million in pledges and receipts specifically toward the Cooper renovation. While the campaign continues, a bond will be issued to fund the construction, and the bond will be repaid with proceeds from the campaign.</p>
<p><b>Question:</b> With enrollment down and the need to save money, why is Workforce Development having a retreat at the Coliseum Megaplex where they are going bowling? Is (See TRANSFORMATION on next page)</p>	<p><b>Response:</b> The Workforce Development and Continuing Education Division is indeed going to the Coliseum Megaplex for a retreat. The retreat is for professional and staff development, and as such staff members will all have</p>

**Transformation** (from page 9)

<p>this the wisest use of HACC dollars? Are other departments allowed to use HACC dollars to pay for entertaining retreats?</p>	<p>training provided by Student Services and HACC’s director of the Faculty/Staff Development Institute. After that will be team-building in the form of bowling, with teams picked due to their various personality types as identified by the earlier training. Why team-building? First of all it is a healthy activity, but the more important reason is that the College is asking employees to do more, sometimes with less, and it is important to recognize that they are our most valuable resource and that lifting morale and engendering esprit de corps are important. In an article published in U.S. News and World Report, David W. Ballard of the American Psychological Association wrote, “From softball or bowling teams, to walking groups and company-sponsored participation in charity walks or runs, promoting fitness activities communicates an organization’s commitment to employee health, while fostering team spirit.” I could not agree more. There is no division within HACC that is more cognizant of the value of revenue than Workforce Development. The decision to spend our dollars only reinforces my commitment to the hard-working men and women who are part of our team. Thank you.</p>
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**Books I have read over the holiday break:**

- Act Like a Leader, Think Like a Leader, Herminia Ibarra
- Encouraging Civility as a Community College Leader, George R. Boggs and Paul A. Elsner
- Extreme Ownership: How US Navy Seals Lead and Win, Jocko Willink and Leif Babin
- Islam: A Short History, Karen Armstrong
- RelationShift: Revolutionary Fundraising, Michael Bassoff & Steve Chandler
- The Coming Jobs War, Jim Clifton
- The Wright Brothers, David McCullough
- Walking with Abel: Journeys with the Nomads of the African Savannah, Anna Badkhen
- What Excellent Community Colleges Do, Josh Wyner

**Quote**

*Excellence is the result of caring more than others think is wise, risking more than others think is safe, dreaming more than others think is practical, and expecting more than others think is possible.*

~Ronnie Oldham, Author

**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>

**For More Information**

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