

**Subject:** Update on HACC's Remote Planning – Dec. 16, 2020  
**Date:** Wednesday, December 16, 2020 3:27:15 PM

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Good afternoon, colleagues!

In a continued effort to protect your health and safety during the global coronavirus pandemic, we will provide remote instruction and services and virtual learning for the spring and summer 2021 semesters. Specifically, **the five campuses will remain closed to the majority of HACC students and employees until Aug. 12, 2021.** A select group of students and employees will be allowed on the campuses to complete hands-on components of some of their classes.

No one could have ever anticipated that we would still be affected by this global pandemic. I know that it has not been easy to juggle family, school and work responsibilities while maintaining your and your family's well-being, and your feelings are valid. Please be assured that your health and safety are at the forefront of our decisions.

We can do this, and we are truly stronger together. Your positive spirit and determination are admirable, and I am #HACCproud of each of you! Keep soaring, colleagues! We will continue to communicate about this situation and update [hacc.edu/Coronavirus](http://hacc.edu/Coronavirus).

Please note that there will be **no weekly email** during the week of Dec. 21. In addition, please note that there will be **no collegewide Zoom sessions on Dec. 17, 2020 and Jan. 7, 2021.** Our collegewide Zoom sessions will resume on Jan. 14, 2021. I look forward to resuming our weekly meetings, when we take time to share important updates and demonstrate gratitude for one another.

As you have come to expect, following are the commonly asked questions and our responses to them. Please note that some of these responses are tentative and subject to change.

If you have additional questions and you do not see the answers on the website, please submit the online form located on the website. Please see the webpage section called "[Information for Employees](#)." If you would like to see the information being communicated to students, please see the webpage called "[Information for Students](#)."

We will continue to update you regularly via email, the aforementioned website and Zoom sessions.

Thank you and happy holidays!

John J. "Ski" Sygielski, MBA, Ed.D.  
Pronouns: He, Him, His  
President & CEO  
HACC, Central Pennsylvania's Community College

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1. **Is there a standard out-of-office message for employees to use while the College is closed for the winter holiday?**

We recommend that colleagues set up this out-of-office message when offices are closed during the holiday break:

Greetings!

Thank you for your message. HACC is closed in celebration of the holiday season beginning Dec. 23, 2020, and will reopen on Jan. 4, 2021.

I will respond to email messages upon my return to the office.

Thank you and happy holidays!

**2. I heard there will be a power outage at the Harrisburg Campus while HACC is on holiday break. What are the details?**

There will be a planned electrical outage at the Harrisburg Campus Dec. 28, 2020, from 6 a.m.-6 p.m. All buildings on the campus will be affected.

The outage will allow PPL Electric Utilities Corporation and Heim Electric to install a new electric meter. An emergency generator will keep the data center running. All internal and external partners have been contacted.

The HACC facilities team will be assessing emergency lighting in all buildings during the outage.

**3. In the beginning of the COVID-19 pandemic, neck gaiters could be worn but then were deemed by the Centers for Disease Control and Prevention (CDC) as not appropriate to wear in stopping droplets. In following CDC recommendations, HACC said neck gaiters cannot be worn as a face covering while on campus. Since then, the CDC did a study and has changed its recommendations about the effectiveness of wearing neck gaiters when they have multiple layers. Please see this [link](#) to an article about the CDC study and neck gaiter effectiveness. Has HACC considered changing its position on the wearing of neck gaiters, especially for those working in the Facilities and Ground Department? Thank you in advance for your response.**

Yes, neck gaiters may be worn only if they have two layers. If not, the neck gaiters must be doubled over. Please see this [link](#) for more information.

**4. When will the 2020 Annual Security Report be available? I thought it had to be published by Oct. 1?**

HACC, Central Pennsylvania's Community College, is required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) to publish an annual security report by Oct. 1 of each calendar year. Due to the coronavirus pandemic, the deadline to publish the 2020 annual security report was extended to Dec. 31, 2020. This report contains three years of campus crime statistics for incidents that occurred on a HACC campus, in unobstructed public areas immediately adjacent to or running through a campus and at certain non-campus facilities owned or controlled by the College.

Also included in the report are policy and procedure disclosures for emergency response, the reporting of crime, investigative and disciplinary procedures for rape, sexual assault/misconduct and drug and alcohol control, among others.

This report is now available on HACC's website at [www.hacc.edu/AboutHACC/PublicSafetyandSecurity/upload/HACC-ASR.pdf](http://www.hacc.edu/AboutHACC/PublicSafetyandSecurity/upload/HACC-ASR.pdf).

**5. Could you please let me know how graduating students were notified about the virtual Commencement ceremony?**

Following is the timeline of when communications were sent to students about participation in the fall 2020 virtual Commencement ceremony:

- March 25, 2020: Dr. Ski informed spring 2020 graduates that they would be invited to the fall 2020 ceremony.
- April 9, 2020: Spring 2020 graduates were invited to attend the fall 2020 virtual Commencement ceremony via email.
- May 5, 2020: Students were reminded via a weekly coronavirus email that they can participate in the ceremony.
- July 16, 2020: Students were informed the fall 2020 Commencement ceremony would be held virtually.
- July 30, 2020: Students were provided additional ceremony details.
- Sept. 30, 2020: An additional reminder was included in the weekly email to students.
- Oct. 8, 2020: An invitation to participate in the fall 2020 virtual Commencement ceremony was sent to spring and fall students via their HAWKmail and personal emails.
- Oct. 23, 2020: A reminder alert was posted on the myHACC portal.
- Oct. 23, 2020: An additional reminder email inviting students to participate in Commencement was distributed.
- Oct. 28, 2020: A reminder about the ceremony was included in the weekly email to students.
- Dec. 2, 2020: Additional information was included in the weekly coronavirus email.
- Dec. 8, 2020: An email was distributed to all fall 2020 graduates.
- Dec. 8, 2020: An email was distributed to those who indicated they would be attending the virtual ceremony.

Multiple social media posts about the ceremony were also shared across the College's social media platforms.

Please email the Office of Student Affairs and Enrollment Management at [Commencement@hacc.edu](mailto:Commencement@hacc.edu) with any additional questions.

**6. My HACC on-campus authorization expires at the end of this month. How do I get this renewed for the spring 2021 semester?**

All HACC employees who need access to a campus should work with their supervisor for approval. Their supervisor or their supervisor's designee should fill out the HACC On-Campus Authorization form found [here](#).

**7. Do you have an update regarding the student counseling and employee assistance program (EAP) request for proposal (RFP) process?**

The RFP process for student counseling and the employee EAP has been completed. The College is now engaged in finalizing contract details. We will share additional information in January 2021.

**QUOTE:**

- Your perspective is everything.
- How you see life will control how you feel about life.
- How you feel about life will control what you do with your life.
- What you do with your life will control what you get from your life.