

Subject: Update: HACCC's Preparation for the Coronavirus – April 3, 2020
Date: Friday, April 3, 2020 4:22:45 PM

Greetings, colleagues!

As we finish our second full week of working remotely, I hope you are settling in to our “new normal.” Six months ago, I doubt any of us would have thought that we could do this. But we are. People are helping others and recognizing what is truly important in their lives. Please know that the Cabinet and I continue to look ahead and make decisions that help us succeed now and in the future. As John Lennon said, “Everything will be okay in the end. If it's not okay, it's not the end.”

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. *However, please note that **beginning the week of April 6, we will be sending these emails on Tuesdays and Thursdays only, unless there are urgent updates to share.***

Thank you!

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

1. Does HACC’s Employee Assistance Program (EAP) offer any training to help us manage our stress during this crisis?

Yes. HACC’s Employee Assistance Program (EAP) has a rich library of resources for you to explore. Courses include, but are not limited to:

Leadership:

- Leading Effective Teams
- Motivating Employees
- Providing Effective Feedback
- Succeeding as a Supervisor

Personal Growth:

- Improving Mindfulness
- Increasing Self-Awareness

Stress Management

- Time Management

Professional Development:

- Applying Emotional Intelligence in the Workplace
- Appreciating Personal Differences
- Managing Negative People

We understand that every individual's experience is unique, so please look for a course that meets your needs.

To access these resources and many more, please visit mseap.com, select Member Login, and enter **HACC** into the Access Code box.

2. Can the Faculty and Staff Development Institute (FSDI) offer any training to help us lead and manage during this crisis?

Yes! The Faculty and Staff Development Institute (FSDI) can help you thrive in times of uncertainty and rapid change. Competencies that we can assist in developing include:

- Being responsive
- Providing direction
- Providing reassurance
- Communicating clearly and effectively
- Being flexible
- Recognizing your teams
- Showing empathy

If you or your team need to reinforce your effectiveness in leading, managing, strategizing or communicating strategically in this unprecedented context, please feel free to contact Cavil Anderson, Ph.D., FSDI director, at csanders@hacc.edu. Formally or informally, we can implement virtual mentoring, real-time coaching, online training and facilitation that will strengthen you, your team and the ability to move forward.

3. Will HACC's Wellness Committee sponsor any events while we work remotely?

Yes. HACC's Wellness Committee has scheduled two activities for employees and students during our remote operations. The events will begin the week of April 6 and run through the end of the spring semester.

Desk Exercise Session, led by Linda Mussoline, specialist, institutional research:

- When: Mondays and Wednesdays, noon-12:30 p.m.
- Where: **[Zoom information is redacted for security purposes.]**
- Why: This session is designed to help you reduce stress and increase movement through stretching.
- Please review the session [handout](#) prior to participating in the session.

Yoga Classes, led by Karen Sherwood, faculty and 200RYT yoga instructor:

- When: Wednesdays, 4:30-5:30 p.m.
- Where: **[Zoom information is redacted for security purposes.]**
- Why: This session is designed to facilitate mental stability and concentration.

Quote: Danger gathers upon our path. We cannot afford — we have no right — to look back. We must look forward. ~ Winston Churchill