

“One of the hardest tasks of leadership is understanding that you are not what you are, but what you’re perceived to be by others.” *Edward L. Flom*

BOARD OF TRUSTEES RESOLUTION APPROVED

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On October 6, 2008, the HCC Board of Trustees approved a resolution authorizing the Chancellor to provide appropriate compensation for all categories of HCC employees affected by Hurricane Ike. After the storm, many HCC facilities were deemed unsafe for occupancy. All full-time employees were paid, based upon their normal work schedules, for those days that their HCC work locations were officially closed.

Part-time hourly employees will be paid for the *regularly* scheduled hours submitted on the Part-time Recommendation form. This compensation will be included on the November 15 pay check. Full-time employees who also work part-time assignments will *not* receive

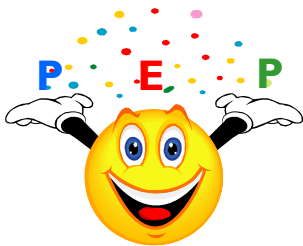
compensation for the part-time assignment not worked due to school closure. Semesterly pay for adjunct faculty is not affected.

After the storm, some employees, classified as “essential,” continued working **at the request** of the HCC administration. The Board-approved resolution provides for **additional** compensation for these “essential” employees who worked during the time period of September 13 through September 22 as follows:

Exempt employees will receive additional compensation, based upon their computed hourly rate times the number of hours requested to work. Administrators should supply their

lists of “essential” employees along with the number of hours worked to Deputy Chancellor Art Tyler by end of business on October 10. HR will process these hours for the October 31 payroll cycle.

Non-exempt employees who were requested to work during the time period of September 13 through September 22 will be paid at the straight time overtime rate via the regular time entry process. Supervisors should complete the Non-Exempt Overtime Form (HR-107) to report these hours. HR will process these hours for the October 31 payroll cycle. Timekeepers can address their questions to their HR Generalist.



PEP IMPROVED FOR 2008 – 2009

Many of you have been asking when the new fiscal year PEP forms will be available on line. Barring any further emergencies, we hope to have them available by the end of October when the changes listed below are completed. Remember that supervisors should be having PEP planning, goal setting, and job responsibility discussions now. The performance year runs from June 1, 2008 through May 31, 2009 for all 12-month employees and from May 1, 2008 to April 30, 2009 for 9-month faculty.

After reviewing the PEP process and with executive-level input, the following changes will be made to streamline the procedure:

- **Electronic Signatures:** General Counsel has advised that electronic signatures are acceptable. A check box with appropriate text will replace the signature line, eliminating the need to print out, sign, and mail the final document to HR.
- **Document Shortened:** Values-based Dimensions of Performance definitions will be condensed, and the “Future Focus Plans” section will be eliminated.
- **Job Responsibility Section Changed:** Rather than enter individual job responsibilities into the document as was done last year, supervisors and employees will be referred to the official job description to review the employee’s job responsibilities. It is important that job descriptions are reviewed periodically for accuracy. Proposed changes should be communicated to and approved by HR-Compensation.

HR News You Can Use

PEP IMPROVED FOR 2008 – 2009

(continued)

- Police Department: The police department will use forms created specifically to reflect police work.
- Executive Level Evaluation: The Values-based Dimensions of Performance have been redefined.

PEP stresses yearlong evaluation rather than an end-of-the year report card, two-way communication between employee and supervisor, clearly defined performance expectations, coaching, and professional development planning. The purpose of PEP is to improve HCC results by aligning individual job responsibilities and performance goals with organizational goals and objectives. More information on the PEP Process is available in the HCC Policy and Procedures (C: 7) and on the HCC web page (HCC Home Page>Faculty and Staff>Employee Support>Performance Excellence Program).

ARE YOU IN THE KNOW?

October 20 – 26 is National Drug Free Work Week.

Drug-Free Work Week is a dedicated time each year to highlight the benefits that drug-free workplace programs bring to employers, workers and communities. It's a time to work toward making every week a drug-free work week!

For more information, please visit: <http://www.dol.gov/asp/programs/drugs/workingpartners/DFWW-Introduction.asp>.

If you or one of your family members has a substance abuse problem, UTEAP can help!! Please call 713-500-3327 for more information or to schedule an appointment.

NEW WAY TO REGISTER FOR HCC TRAINING

Training and Development Self-Service is now operational in PeopleSoft HR! You can register for (and cancel) courses offered through the Employee Learning and Organizational Development Department. Soon registration for other training programs, such as Teaching and Learning Excellence (TLE) and the Certificate in Instructional Technology (CIT), will also be available. Target date for TLE is October 15th and January 2009 for CIT.

In Employee Self Service, you can look up courses by:

- Course name (PS limits the length of course title, so PS name may not be exactly the same as the published course name)
- Course date (either a specific date or date range)
- Location
- Date (either a specific date or date range)
- Program (CLP, COPP, PeopleSoft)

In Manager Self Service, supervisors can:

- View their direct reports' training histories
- Register employees for training classes
- Cancel employees out of training classes

Other new features include:

- Enrollment notification email
- Waiting list for full classes

Please log in to @Your Service and take a look! And while you are there – register for a class! From the HCC home page> click on Faculty & Staff > then @ Your Service > @ Your Service Login > Training and Development Home > Request Training Enrollment. For more information, email ELOD@hccs.edu or call (713) 718-8614.

HCC MANAGERS –SAVE THE DATE

On November 5, 2008 in the West Loop Campus Auditorium, the HCC Office of the General Counsel will host an informational seminar for all HCC Administrators, Managers and Department Chairs. Identical morning and afternoon sessions will be held to accommodate your schedules.

Joe Bontke, Outreach Director, Houston

District of the U.S. Equal Employment Opportunity Commission, will present the "Top 20 Mistakes Employers Make Regarding Employee and EEOC Compliance." An entertaining speaker, Joe has been working in the field of Human Resources and Civil Rights for over 22 years. He knows the challenges involved in managing people.

The Office of the General Counsel and the Human Resources Department encourage you to take advantage of this opportunity to bring your questions and issues and leave with answers and resources. Watch for the official program announcement and registration information coming soon in *HCC News*.

NEW EAP BENEFIT ADDED!

A new Work/Life program is now available through the University of Texas Employee Assistance Program (UTEAP) for all HCC full-time benefits-eligible employees. This program is a prepaid service offered by HCC to you and other household members. There is no cost to you. Information is available on work/life topics such as:

- Parenting
- Balancing
- Thriving
- Aging
- Working
- Living

Services are accessible via the web page, instant messaging, email, or telephone. The web site contains articles, helpful links, resources, and an interactive on-line provider search to locate services such as child care, elder care, or legal. UTEAP also offers in-person child and elder care consultation.

Check out the website at <http://publicaffairs.uth.tmc.edu/worklife/eap/memberservices> for more information. Password: **hccs** OR call UTEAP at 713-500-3327 or 1-800-346-3549.

NOVEMBER TRAINING OPPORTUNITIES AT A GLANCE

College Leadership Program

Open to all supervisors, managers, department chairs and CLP participants. *** Courses noted with an asterisk are open to all staff and faculty.**

* Problem Solving & Decision Making: A Process

Thursday, November 6, 2008
1 p.m.—5 p.m.
SW Scarcella Campus, Room # TBA
Instructor: Evelyn McClain

How do you get answers, solve problems and make decisions? If you would like a better method, other than using a dartboard or crystal ball, attend this workshop to learn a 5-step method for analyzing problems and selecting optimum solutions using brainstorming, fishbone diagrams and other tools.

* Accountability: Who are “They” Anyway?

Wednesday, November 12, 2008
9 a.m.—12 p.m.
NE Pinemont Campus Room # B108
Instructor: Debbie Sharp

In this interactive workshop, participants identify consequences of the ‘Blame Game’, finger pointing and defensiveness and learn that by taking the initiative and becoming accountable for their own behavior and results, outcomes are more positive. Join us and find out who “they” are!

* Bringing Out the Best in Others

Friday, November 14, 2008
9:00 a.m.—4:00 p.m.
3100 Main, Room # 3A11
Instructors: HR Generalists

One of the most important roles of a supervisor is managing workgroup and employee performance. This new College Leadership Program (CLP) learning block course defines the

Performance Excellence Program (PEP) philosophy, purpose, components and timelines, and participants explore the role of Manager-as-Coach. Participants learn about employee relations, assistance and services, discipline and professionalism in the college work setting, cell phone and email etiquette, and workplace civility.

Compliance with EEO Law

Tuesday, November 18, 2008
8:00 a.m.—5:00 p.m.
3100 Main, Seminar Room
Instructors: Texas Workforce Commission

Equal Employment Opportunity (EEO) is the law. This course acquaints the supervisor with state and federal EEO Laws, outlines the duties and responsibilities of a supervisor under these laws, and examines several pertinent case studies.

Finance & Accounting for Higher Ed Managers

Friday, November 21, 2008
9:00 a.m.—4:00 p.m.
3100 Main, Room # 3A11
Instructors: Various

This new College Leadership Program (CLP) learning block course covers a broad list of HCC financial management topics and includes discussions about revenue sources, expense categories, the HCC budget model, process, hierarchy and preparation. Participants will increase their knowledge of HCC accounting and purchasing practices, including discussions about direct pay, requisitions, travel, and coding. Join Finance & Administration, Business Affairs, and Purchasing staff and get a comprehensive view of HCC finance and accounting!

AT A GLANCE

(continued)

College Office Professionals Program

Open to all full-time and part-time HCC employees.

Working in Teams

Wednesday, November 5, 2008
1 p.m.—5 p.m.
3100 Main, Room # 3A11
Instructor: Evelyn McClain

Does your team communicate and work well together? Productivity and morale improve when team members have common goals and effective working relationships. Participants will identify the roles and responsibilities of successful team members, distinguish between constructive and destructive team behaviors, and explore the path to consensus.

Bridge the Generation Gap

Thursday, November 13, 2008
9:00 a.m.—11:00 a.m.
NE –Pinemont Campus, Room # B108
Instructor: Jan Heidke

For the first time in history, four generations are working side by side in the workplace. Differences in their approaches to work, work/life balance, employee loyalty, and authority can impact an organization's productivity and morale. Responding to these differences requires awareness of each generation's work ethic, values, and preferred communication style. Discover the diverse characteristics and expectations of the four generations and build a more effective multi-generational workplace.

Telephone Etiquette for Effective Customer Service

Thursday, November 20, 2008
1:00 p.m.—3:00 p.m.
Coleman Auditorium
Instructor: Jan Heidke

More than half of HCC's customers make their first contact with us by telephone. Do we consistently provide professional, helpful, personable service during those calls? This interactive workshop covers eight guidelines for telephone etiquette and builds skills for serving customers effectively over the telephone.

PeopleSoft 101: The Basics

These 3.5 hour courses provide you with an overview of navigation and basic functionality for PeopleSoft 8 Finance.

Finance

Monday, November 10, 2008
1 p.m.—4:30 p.m.
3100 Main, Computer Lab BD12

Performance Excellence Program (PEP)

PeopleSoft PEP Training is available using UTRAIN. The computer-based, hands-on, self-study module will take you through the PeopleSoft PEP process using a simulated scenario. To access UTRAIN, go to the HCC webpage > Faculty & Staff > Performance Excellence Program (PEP).



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