

“Leadership is the ability of a single individual through his or her actions to motivate others to higher levels of achievement.” *Buck Rodgers*

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ADDITIONAL FUNDS FOR SALARY/PROMOTIONAL INCREASES APPROVED

In June 2008, we reported that the HCC Board of Trustees approved the possibility of awarding additional salary increases and advancement on schedules, if fiscal and growth attainment goals were reached. Because our college growth goal of 5% was exceeded (fall, mini, and second start enrollment increased by 10%), the Board at its December 11, 2008, meeting approved funds for this purpose.

The Board authorized the Chancellor to provide salary adjustments to full-time employees who were employed prior to September 1, 2008.

Congratulations to everyone for exceeding these ambitious college-wide goals!

NEW PEP DOCUMENTS AVAILABLE SOON

HR has received many inquiries about the status of PEP documents for the 2008-9 performance year. We thank you for your patience. On December 3, the Chancellor gave her final approval of the requested changes and improvements. Documents will be available when the college returns from Winter Break. The following changes were made to streamline the procedure:

- **Electronic Signatures:** A check box with time stamp will replace the wet signature line. Paper documents will no longer be required for files.
- **Document Shortened:** Values-based Dimensions of Performance definitions have been condensed on all staff documents and have been redefined on the executive/administrator document. “Future Focus Plans” section has been eliminated.
- **Job Responsibility Section Changed:** Individual job responsibilities are no longer entered on the document. The official job description is the source document for an employee’s job responsibilities. This section will be rated in aggregate.
- **Police Department Template:** Forms have been created specifically to reflect police work.

403(b) RETIREMENT PLAN ADMINISTRATION UPDATE

The 403(b) proposal was presented to the HCC Board of Trustees Committee of the Whole on December 4 and is expected to be presented for approval at the regular Board meeting on December 11. The new “plan” will be effective on January 1, 2009. More information will be available in January. Preliminary vendor product, fee and contact information is available on the Benefits web page under “Supplemental Retirement Savings Options.”



2008 COHORT BEGINS LEADERSHIP JOURNEY

On October 23, the 23 members of the 2008 College Leadership Program (CLP) cohort and their supervisors attended "Beginning the Leadership Journey," one of seven new courses in its core Learning Block series.

While CLP participants attended their first class, their supervisors participated in a special session designed to assist them in coaching their CLP participants. Later in the day, supervisor/participant pairs worked on Individual Development Plans.

The CLP is a 76-hour certificate program consisting of core and elective coursework, coaching, supervisory guidance, and personal development components designed to equip new supervisors with the knowledge and skills they need for success. The CLP is required for all new supervisors, whether new to supervision or new to HCC and is encouraged for other supervisors.



UPCOMING DUE DATES FOR NEW HIRE EMPLOYMENT PACKETS

All new full-time employees are hired effective with the beginning of a HCC payroll cycle (1st of the month or 16th of the month) and must attend General New Employee Orientation (GNEO) on their hire dates. In order to complete new hire processing and allow for notice to be given to a former employer, Personnel Action Forms (PAFs) and complete Employment Packets are due on the 8th of the previous month for a start date on the first of a month. For a start date on the 16th of a month, the PAF is due on the 25th of the previous month.

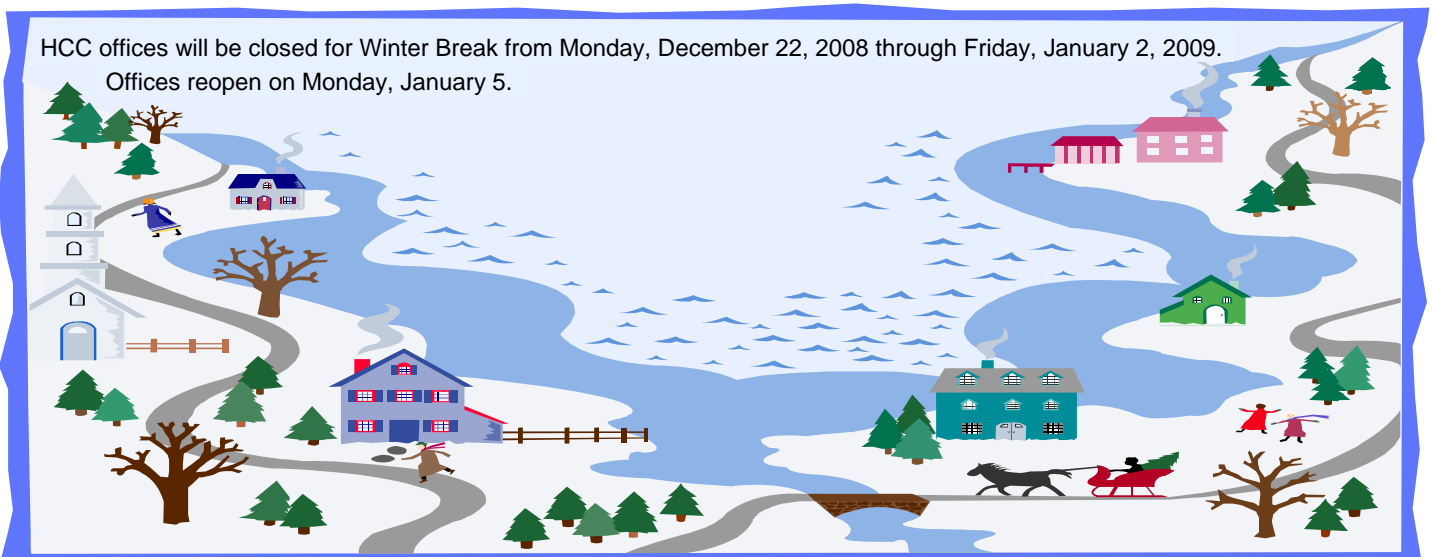


For a start date of February 2, 2009, completed employment packets are due by January 8, 2009.

For a start date of February 17, 2009, completed employment packets are due by January 26, 2009.

CUBICLE COURTESY

Many of us at HCC work in open areas or in close proximity to our co-workers and students. Shared work spaces can intensify minor irritants and work style differences. Here are some tips for keeping peace in your work environment. Minimize noise levels. If you listen to music at your desk, use ear buds. Do your part to keep community areas tidy: dispose of trash and wipe up spills. Keep your own work area neat. Be respectful of what is going on with those around you. Although you may be experiencing a slow time, your co-worker may be facing a looming deadline.



We in Human Resources wish you a safe and joy-filled holiday season and best wishes in the coming year!

JANUARY TRAINING OPPORTUNITIES AT A GLANCE

College Leadership Program (CLP)

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

Operational Effectiveness & Efficiency

Friday, January 9, 2009
9 a.m.—4 p.m.
3100 Main, Room #3A11
Lead Instructor: Connie Stone

In this new College Leadership Program (CLP) learning block course, participants will learn ways information technology, safety, inventory control and asset management services support college operations and how to leverage services to obtain operational advantages. Participants will identify the supervisor's role in ensuring a safe workplace, responding to emergencies, identifying ways to become environmentally accountable and making the connection between resources and results. Join Information Technology and Business Services staff and learn about HCC operational effectiveness and efficiency!

Employee Motivation & Recognition

Thursday, January 15, 2009
9 a.m.—11 a.m.
Coleman College, Room #284
Instructor: Deborah Sharp

How can motivating and recognizing your employees improve productivity? Using research about the Pygmalion Effect, this CLP core course considers self-fulfilling prophecies and examines how using the Four Pygmalion Factors can positively influence those with whom you interact. Join Employee & Organizational Development Manager Debbie Sharp, who will assist you in developing an action plan to apply Pygmalion Principles in real work situations!

Secrets to the A+ Team

Friday, January 23, 2009
1:00 p.m.—4:00 p.m.
SE –Eastside Campus, Room #1005
Instructor: Karen Saenz

This course assures to assist supervisors in building successful teams and explores the leadership skills required to build a team. It examines potential barriers to successful teamwork and includes strategies to overcome those barriers. Taught by Karen Saenz, Southeast College Chair of Social Science and Teacher Education, this CLP session covers building collaboration, establishing trust, and writing a team code.

Avoiding Litigation Landmines

Tuesday, January 27, 2009
8:30 a.m.—12:30 p.m.
3100 Main, Room #3A11
Instructor: EEO Compliance Office Staff

Avoid that litigation! This video-based course addresses the nine litigation landmines a supervisor may encounter in daily operations and explores the possible consequences and legal liabilities litigation landmines can bring if handled improperly. Join EEO Compliance Office Staff as they explore the minefields in this CLP core course.

Authentic Leadership, Pt I

Thursday, January 29, 2009
9:00 a.m.—12:00 p.m.
NW-Town & Country, Eagle Room
Instructor: Zachary Hodges

Lewis Lapham said that leadership consists not in degrees of technique but in traits of character, which requires moral rather than athletic or intellectual effort and imposes on both leader and follower alike the burdens of self-restraint. Taught by Northwest College President Dr. Zachary Hodges, this CLP course focuses on becoming a leader through self-knowledge and examination. Topics include managing yourself before managing your team, creating trust, and facilitating change within your workgroup. Each Part stands alone, and participants may take Part II without having taken Part I. Join us and engage your leadership potential!

* Managing Change & Transition

Friday, January 30, 2009
9 a.m.—11 a.m.
SW –Scarcella, Room #W102
Instructor: James Shippy

Change is inevitable, and developing the skill to manage it is vital. The College Leadership Program (CLP) presents a course that examines the forces of change and provides a process to manage it effectively. Based upon principles from the best-selling book, *Who Moved My Cheese*, this video-based workshop also explores ways to cope with change and transition.

College Office Professionals Program

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

How to Manage Competing Demands

Wednesday, January 28, 2009

9 a.m.—12 p.m.

3100 Main, Room # 3A11

Instructor: Jan Heidke

Does time seem to get away from you? Do you spend too much time on unimportant activities or in crisis management mode? This course focuses on planning and prioritizing to meet your goals, eliminating "time robbers," and uncovering effective time management strategies.

PeopleSoft 101: The Basics for Finance Administration

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

Finance

Tuesday, January 13, 2009

1 p.m.—4:30 p.m.

3100 Main, Computer Lab BD12

Introduction to PS Student Administration v9

These 3 hour courses provide you with an overview of navigation and basic functionality for PeopleSoft 9 Student Administration.

Admissions & Campus Community and Student Records

Wednesday, January 7, 2009

1 p.m.—4:30 p.m.

3100 Main, Computer Lab BD12

Financial Aid and Student Financials

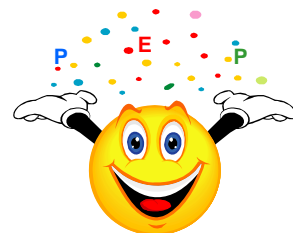
Friday, January 16, 2009

9 a.m.—12:00 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).



Remember to register for all ELOD training classes using @ Your Service.



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