

“Show me the leader and I will know his men. Show me the men and I will know their leader.” *Arthur W. Newcomb*

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## INAUGURAL COHORT ANNOUNCED: HCC LEADERSHIP EXCELLENCE INSTITUTE

The first cohort of the new HCC *Leadership Excellence Institute* (LEI) was announced in December by Chancellor Mary Spangler. Twenty-one individuals were selected from a group of thirty-two nominees to comprise the 2009 cohort. They include:

Alan Ainsworth	Julian Fisher	Sabrina Lewis
Martha Barrera	Betty Fortune	Helen Ortiz
Karla Bender	Scott Gehman	Peggy Porter
John Boxie	Shantay Grays	Karen Saenz
Madeline Burillo	Tom Haymes	Hilda Sustaita
David Cross	Annette Hearn	Jackie Swindle
John Dziedzic	Pat Jensvold	Kelly Zuniga

From January through October 2009, the cohort will learn from a team of nationally recognized and local faculty and administrators in a series of engaging retreats and day sessions, augmented by individual study, mentoring by executive HCC leaders, and completion of strategic group projects. Distinguished presenters at the January retreat include Drs. Mary Brumbach, Walter Bumphus, David Lee, John Roueche, Angel Royal, Mary Spangler, and Art Tyler.

LEI prepares participants for possible future executive leadership roles and supports the HCC succession planning strategy (year 2—effective leadership). You can learn more about the Leadership Excellence Institute on the web (Faculty & Staff>Growing HCC Leaders, under the Human Resources heading).

## IT'S THAT TIME OF YEAR: 2008 FORM W-2

In accordance with IRS guidelines, your Form W-2 for 2008 HCC earnings will be mailed by January 31, 2009.

Effective on January 31, a dedicated telephone line will be established to handle all W-2 related questions and concerns. The number will be **713/718-8858**. To help expedite your request, please leave your full name as it appears on HCC HR records, your employee identification number (can be obtained from your pay advice), Social Security number, a call back telephone number and a brief explanation of your situation. Calls will be handled in the order received; however, every effort will be made to return your call by the close of business the following day.

Please review the mailing address on your payroll deposit advice for accuracy. Your W-2 will be mailed to this address.

Having your correct address on file will help to ensure that your W-2 is delivered promptly. As in past years, because W-2s contain Social Security numbers and other private information, HCC will instruct the Post Office not to forward W-2 statements to another address, but to return them to HCC.

The deadline for reporting address corrections has been extended to **end of business on January 15, 2009**.

To update your address, login to PeopleSoft HR, @ Your Service, and click the Personal Information Home link. You may also complete the paper form HR-502 (Personal Information Update Form) available on the Faculty & Staff web page under Human Resources. Click on the HR Forms link. HR Records Department must receive the paper form no later than **end of business on January 15, 2009**.



# HR News You Can Use

## COLLEGE LEADERSHIP PROGRAM COHORT FORMING

The College Leadership Program (CLP) is currently accepting enrollment forms and applications for its February 2009 cohort. 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.

New managers, supervisors, administrators and department chairs should complete and submit the CLP Enrollment form. Those aspiring to supervisory or chair positions should complete and submit the CLP Application form. The enrollment/application deadline is *January 16*. Send completed forms to MC 1175 or FAX to 8-8621. Don't delay, submit your form today!

More information about the CLP and Enrollment and Application forms is available at the CLP Web page. From the HCC Home Page, click "Faculty and Staff", "Training" (in the Human Resources column), then "College Leadership Program".



## REQUESTING A DUPLICATE W-2?

Requests for duplicate W-2 copies will be processed beginning February 19, 2009.

The **Request for Duplicate W-2** form can be found on the HCC web at Faculty & Staff/Human Resources/HR Forms/Payroll. Mail the completed request to the Payroll Department at MC 1116 D or fax it to 713/718-5024. Please allow 7-10 days for processing your request.

## UPCOMING DUE DATES FOR NEW HIRE EMPLOYMENT PACKETS

All new full-time employees are hired effective with the beginning of a HCC payroll cycle (1<sup>st</sup> of the month or 16<sup>th</sup> 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 8<sup>th</sup> of the previous month for a start date on the first of a month. For a start date on the 16<sup>th</sup> of a month, the PAF is due on the 25<sup>th</sup> of the previous month.



## INQUIRING MINDS WANT TO KNOW . . .

*Q: I'm confused. Why does HCC have two leadership development programs? What's the difference?*

A: Thanks for noticing. While both programs contain the word "leadership" in their names, the goals and target audiences of the two programs are quite different. The College Leadership Program (CLP), designed for new supervisors and managers, covers the basics of supervision and how those duties are performed here at HCC. CLP is open to all current supervisors and by application, to those aspiring to become supervisors. Cohorts form twice per year.

The Leadership Excellence Institute (LEI) builds upon the foundation laid by the CLP and focuses on preparation for executive leadership roles of increasing responsibility and scope. The LEI cohort was selected from individuals who were invited by their executive leaders to apply for consideration. The LEI commences in January and runs through October.

*Q: Are we using PEP this year? When will the forms be available on @ Your Service?*

A: Yes, PEP continues to be our process for managing performance at HCC. The "forms" for the 2008-9 performance year should be released to supervisors (via Manager Self-Service) by the end of January.



## FEBRUARY TRAINING OPPORTUNITIES AT A GLANCE

### College Leadership Program (CLP)

Open to all supervisors, managers, department chairs and CLP participants.

#### L.E.A.D with Integrity

Wednesday, February 4, 2009  
1 p.m.—3 p.m.  
3100 Main, Room #3A11  
Instructor: Deborah Sharp

According to an old Scottish definition, leadership means, “showing the way by going first.” Courage and integrity are essential behaviors of effective leadership. In this workshop, participants will use the L.E.A.D. model to learn to effectively deal with “integrity” moments – those everyday opportunities presented to leaders – to support and reinforce a culture of ethical conduct and integrity at HCC.

#### Beginning the Leadership Journey: CLP Overview

Thursday, February 5, 2009  
8:30 a.m.—12:30 p.m.  
3100 Main, Room #3A11  
Instructor: Evelyn McClain

In this course, the components, goals. Objectives and rigors of the CLP are explained. Participants will learn the primary duties, responsibilities and role of an HCC supervisor or department chair meet and interact with HCC executives, review the “line of sight” between front line work and achieving the HCC mission, distinguish between management and leadership, define their own leadership style and begin to formulate an Individual Development Plan (IDP). *Attendance is by invitation only.*

#### Creating a Positive Work Environment

Friday, February 6, 2009  
9 a.m.—4 p.m.  
3100 Main, Room #3A11  
Lead Instructor: Karen Saenz

Effective supervisors set the tone for their workgroups by creating an environment that fosters cooperation and teamwork. In this new College Leadership Program (CLP) learning block course participants learn how to apply the Six Principles for Valuing People in their daily work settings, develop work behaviors that model shared values, and foster ethical behavior in the workplace. Generational and diversity issues that affect workplace operations are also covered.

#### Recruiting, Hiring and Developing Talent

Friday, February 13, 2009  
9 a.m.—4 p.m.  
3100 Main, Room #3A11  
Lead Instructor: Deborah Sharp

How successful is your recruitment, selection and retention process? What do supervisors need to know about developing employees once they arrive? In this new College Leadership Program learning block course, participants will become familiar with the HCC hiring process, policy and procedures, Equal Employment Opportunity Laws, and behavior-based interviewing. Come and learn methods for orienting, training, assimilating and retaining new hires with a goal of achieving maximum productivity and optimum performance!

#### Bringing Out the Best in Others

Friday, February 20, 2009  
9 a.m.—4 p.m.  
3100 Main, Room #3A11  
Lead Instructor: Renee Mack

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, workplace civility.

#### Finance & Accounting for Higher Education Managers

Friday, February 27, 2009  
9 a.m.—4 p.m.  
3100 Main, Room #3A11  
Lead Instructor: Evelyn McClain

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!

CLP Application/Enrollment Deadline for the February 2009 Cohort is January 16<sup>th</sup>

## College Office Professionals Program

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

### PEP for Employees

Tuesday, February 10, 2009  
9 a.m.—11 a.m.  
SE—Eastside, Room # 1005  
Instructor: Dominique Phillips

In this course, employees learn about HCC's performance management process, the Performance Excellence Program (PEP). You will understand your role in managing your own performance, including setting meaningful expectations and goals, communicating and documenting accomplishments, giving and receiving constructive feedback, and using the PEP form. This course is recommended for non-faculty and non-supervisory staff.

### Turning Conflict into Opportunity

Wednesday, February 11, 2009  
2 p.m.—4 p.m.  
NE—Pinemont, Room # B108  
Instructor: UTEAP Instructor

Is conflict in the workplace a bad thing or can it add value? Identify common styles of handling conflict and discover your characteristic response to it. Learn to confront and resolve problems constructively.

### COPP Overview

Tuesday, February 24, 2009  
9 a.m.—11 a.m.  
3100 Main, Room # 3A11  
Instructor: Jan Heidke

This session introduces you to the components and benefits of the College Office Professionals Program (COPP), and provides key resource materials to participants. The COPP is a certificate program designed to provide new secretarial and administrative support staff with knowledge and skills needed to quickly integrate into the workforce at HCC. Program enrollees attend formal professional development classes and receive mentoring and training on the job. The COPP is required for new administrative support personnel and provides a refresher for experienced employees.

## 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

Thursday, February 12, 2009  
1 p.m.—4:30 p.m.  
3100 Main, Computer Lab BD12

### Introduction to PS Student Administration v9

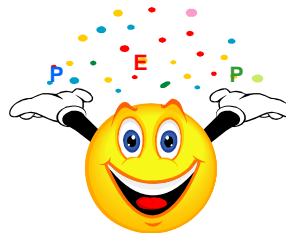
These 3 hour courses provide you with an overview of navigation and basic functionality for PeopleSoft 9 Student Administration.

### Admissions & Campus Community and Student Records

Thursday, February 19, 2009  
1 p.m.—4:00 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).



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