

"I start with the premise that the function of leadership is to produce more leaders, not more followers." *Ralph Nader*

Inside this issue:

CLP Graduation	1
PEP Cycle Ends	1
Pay Adjustment	2
HR Dates to Remember	2
Benefits Enrollment	2
Benefit Changes	2
HR Help	2
Career Builder Job Fairs	2
EHEP Changes	3
Degree Change Alerts	3
CLP Review	4
Inquiring Minds Want to Know	4
Employee Assistance Program	5
August Training Opportunities at a Glance	5

COLLEGE LEADERSHIP PROGRAM HONORS GRADUATES

On April 28, 2008, supervisors, mentors, instructors, and colleagues joined 33 College Leadership Program (CLP) graduates at Maggiano's Little Italy to celebrate their successful completion of the year-long program. This year's class was the largest ever in the 8-year history of the CLP. In her key-note address, Chancellor Mary Spangler challenged graduates to continue their learning journeys. She also shared her thoughts on developing a successful leadership style.

Congratulations 2008 College Leadership Program Graduates:

Reni Abraham	Sam Dibrell	Debrina Mooney
Belinda Allison	Venese Delahoussaye	Frank Neicheril
Jeffery Austin	Tambela Franklin	Newton Nguyen
Karla Bender	April Hall	Dominique Phillips
Grace Bishop	Annette Hearn	John Reno
Linda Bolet	Paulette Heidbreder	Deborah Sharp
Cynthia Bridges	Evelyn Josey	Dana Skobel
Elroy Brown, Jr.	Ann Kokx-Templet	Sylvia Valerio
Roger Cook	Anna Koshy	Jennifer Vargas
Daniel Cortez	Melba Martin	Valerie Woodard
Carolyn Davis	Roosevelt Mason, Jr.	

Check out the class photo on the Faculty & Staff web page, under the Human Resources heading, click "Growing HCC Leaders."

WHEW! IT'S A WRAP!

Thanks to everyone for their dedication and hard work to complete the first HCC performance excellence cycle using PeopleSoft PEP. At press time, 85% of all performance documents have an approval status of "Complete." According to Deputy Chancellor Tyler, this is the highest percentage he has seen at any college. Way to go!

The first year of any new process is difficult. We in HR have

heard your concerns, as well as a few "I actually like PEP, but don't tell anyone" confessions.

In the coming weeks, we will be doing a "PEP" of the Performance Excellence Program, reviewing what went well and what can be improved. In keeping with the HCC PEP philosophy, we want to continuously improve the way we manage individual performance. This is critical if HCC is to ac-

complish its strategic goals. More will be shared as we discern where to go from here.





PAY ADJUSTMENTS ANNOUNCED

The HCC Board of Trustees has approved funds to be used for salary adjustments for the HCC fiscal year commencing September 1, 2008. Eligible full-time employees will receive a pay adjustment of 4.3%. See the 6/27/08 Special Edition 2 of *HR News You Can Use* for more information.

MARK YOUR CALENDAR! UPCOMING HR DATES TO REMEMBER

Employee Higher Education Program (EHEP): Application Deadline for Fall Semester 2008: 11:59 p.m. on Tuesday, July 15th

Summer Enrollment for HCC Benefits Changes: July 28–August 22, 2008

Annual Benefits Fair: August 20th: 9 a.m.-1 p.m., 3100 Main Auditorium

ERS and HCC Vendors will be present. Enrollment Assistance in Basement Computer Lab

2008-9 BENEFITS BRIEFINGS & ENROLLMENT ASSISTANCE - COMING TO A CAMPUS NEAR YOU

Southwest College

July 28th: 10:00 a.m.-2:00 p.m.
West Loop, Lab 134

Northeast College

July 29th: 9:00 a.m.-1:00 p.m.
Northline, Room TBA

Coleman College

July 30th: 9:00 a.m.-1:00 p.m.
Library Electronic Lab

Southeast College

July 31st: 9:00 a.m.-1:00 p.m.
Library Electronic Lab

Northwest College

August 12th: 9:00 a.m.-1:00 p.m.
Town & Country, CIC Room

Central College

August 14th: 9:00 a.m.-1:00 p.m.
Library

IT'S SUMMER - TIME TO CONSIDER ERS BENEFITS CHANGES

Your annual opportunity to make ERS benefits changes is approaching. Open enrollment will be held from July 28–August 22, 2008. You will need an ERS password to make election changes. **If you do not have a password or cannot remember what it is:**

- On the ERS website, www.ers.state.tx.us, click "ERS Online Login" (red button at top of ERS homepage)
- Type your Social Security number with no dashes in the *User ID* field. (Note that the ERS site intentionally gives no instruction to do this for security reasons)
- Leave the *Password* field blank and click on [Need a New Password?](#)
- On the page that opens, again type your SS number without dashes.
- A page opens asking you to confirm your *Date of Birth* and shows your email address.
- Enter your *Date of Birth* in the format indicated in the *Response* field.
- Click next on *Email new Password*. Your password will be emailed to the email address shown.

LOOKING FOR HR HELP?

On the HCC homepage, click "Contact Us" on the top middle of the page. Under "Contact our Administrative Offices," click "H-P." Contact information for all HR Departments can be accessed from this list.



HCC AT CAREER BUILDER JOB FAIRS

Thanks to the generosity of Career Builder, HCC will showcase its employment opportunities at two upcoming Career Builder Job Fairs. Dates are August 13, 2008 and November 12, 2008. As these dates approach, look for more details in HCC News.

EHEP: NEW FORM & PROCEDURES

Are you pursuing a college degree or industry-approved certification? The HCC Employee Higher Education Program (EHEP) may provide you with partial tuition reimbursement or up to three hours off per week to attend class. To be eligible, you must be a full-time HCC employee with at least one year of continuous HCC service, *and* plan to enroll during the fall in courses leading to a degree or certification, or in a college course to learn a new skill that is immediately required for your current job. EHEP applies to college-level courses at an accredited institution or an industry-approved certification program.

The EHEP application has been improved and is now **ENTERABLE** online. You can find the application and program eligibility requirements and other information on the HCC web page:

- ⇒ From the HCC home page, click on Faculty & Staff
- ⇒ Click Training (under Human Resources heading)
- ⇒ Click Tuition Reimbursement



As an EHEP applicant, you are responsible for:

- Submission of a *complete* application (all questions answered).
- Attaching all required documents (Section 5 - EHEP application).
- Obtaining necessary signatures – supervisory approval is required every semester.
- Submitting all paperwork by the deadline date. For the fall semester, the deadline is 11:59 p.m. on July 15, 2008.
- Applying for EHEP reimbursement/time off *each* semester that you attend classes.

To be considered for approval by the EHEP Selection Committee for fall semester 2008, submit your completed application and attachments no later than July 15, 2008 to Employee Learning & Organizational Development (ELOD) by FAX to 713-718-8621 or by interoffice mail to MC 1175. Still have questions?

- Check the web: From the HCC home page, click on Faculty & Staff. Under Human Resources, click on Training, and then click on Tuition Reimbursement.
- Contact the ELOD office at 713-718-8614 or by email to ELOD@hccs.edu.

THE SCOOP ON DEGREE CHANGE ALERTS

Are you a full-time HCC Faculty, Counselor or Librarian and have earned a degree or additional hours toward an advanced degree during the 2007-08 fiscal year? If so, you may be eligible for a “degree change” pay increase!

To initiate a Degree Change Alert, ask the Dean at your college to complete a Verification of Compensation Level Form found on the HR Forms/Hiring web page. Remember, *before* the Dean can complete the form, you must provide the appropriate official transcript (s) reflecting either the conferred degree or additional hours. The transcript is vital in helping the Dean complete the form and in determining your suitable pay grade level. Once the form is completed, it should be sent, along with the official transcript(s), to the HR Employee Records Department. Keep in mind that Degree Change Alerts are only processed once per year. To be effective September 1, all required documents must be received in the Employee Records Department no later than the first week in August. So, you better hurry!

Need more information? Your HR Generalist will be happy to assist you or better yet, watch for the HR Alert entitled “*Degree Change Alerts for Faculty, Counselors and Librarians*” arriving in your email box sometime in July 2008!

PURSuing EXCELLENCE: CLP REVIEW

The recent program review of the College Leadership Program (CLP) revealed that it continues to meet the intended goals. Established in October 2000, the CLP is a comprehensive yearlong training program for new HCC supervisors, designed to enhance supervisory skills, knowledge, abilities and familiarity with institutional goals, policies and procedures. The CLP also serves as a refresher for experienced supervisors. To date, 166 employees have graduated from the College Leadership Program.

Those participating in the review cited that CLP provides a valued forum to network and problem-solve with other managers and administrators across the college. Both administrators and participants rated CLP courses very favorably. They enthusiastically recommend CLP participation to others.

Changes being considered to enhance and strengthen the CLP include:

- Strengthen linkage between CLP coursework and the HCC Strategic Plan
- Increase senior leadership involvement and participation
- Reformat and update core course components and delivery methods
- Grant points to applicant screening scores for CLP graduates applying for HCC leadership positions
- Add new course titles, including *Finance & Accounting for Higher Education Managers, Leading "Green", Business Etiquette, Leveraging Technology to your Advantage*
- Replace formal peer mentoring with supervisor-led coaching
- Increase the visibility of the CLP by increasing its web presence

INQUIRING MINDS WANT TO KNOW . . .

Q: Are all non-exempt employees required to clock in and out for lunch breaks?

A: According to HCC Policies/Procedures C: 4.4 Attendance & Punctuality, the supervisor shall decide if non-exempt employees in the department will use a sign-in sheet (HR-101) or time clock to monitor attendance and punctuality. Accurate records must be kept at the departmental level of all hours worked by non-exempt employees.

If using a sign-in log, the supervisor shall identify a centralized location for the "Sign-In Log" for the work group and shall provide a designated timepiece for the accurate and consistent recording of *in* and *out* times. The "Sign-In Log" must be signed by both the supervisor and employee.

If using a time clock, the supervisor shall furnish time cards and supplies necessary for record-keeping and ensure accuracy of the time clock so that all hours worked are properly accounted for. The stamped time cards must be signed by the supervisor and the employee and retained in the department for three (3) years after use.

Non-exempt employees are expected to comply with HCC sign-in procedures. In and out times referenced above include lunch breaks.

Q: If I already have a **TexFlex** (health care or dependent care) account now, do I have to reapply?

A: Not necessarily. Unless you wish to make a change during summer enrollment, you will be automatically re-enrolled at the same dollar amount (and with a PayFlex Debit Card, if you have one) for September 1, 2008.

Q: I want to apply for additional coverage during summer enrollment. Is an evidence of insurability (EOI) application required?

A: If you want to apply for short- or long-term disability insurance or additional life insurance for yourself or your dependents, you must complete an evidence of insurability (EOI) application and send it to Fort Dearborn Life (FDL). FDL will accept applications beginning July 1. For an EOI application and instructions, go to www.ers.state.tx.us/insurance/forms. The form is the fifth one on this list.

Q: I've recently moved. How do I inform ERS of my new mailing address?

A: You can verify or correct your mailing address, email address and eligibility county (where you live or work) via ERS Online or by calling ERS at (512) 867-7711 or (877) 275-4377 weekdays between 7:30 a.m. and 5:30 p.m. Important summer enrollment information will be mailed to you prior to the open enrollment period, so make sure that ERS has your correct information right away.



EMPLOYEE ASSISTANCE PROGRAM: DID YOU KNOW?

Identity theft services are offered through the EAP! Whether you've been a victim of identity theft or just want to find out how to help prevent it from happening to you, EAP can provide assistance! Call us at 713.500.3327 to learn more or to access this service.

AUGUST TRAINING OPPORTUNITIES AT A GLANCE

College Leadership Program

College Leadership Program (CLP) courses will resume in September. Check out our 2008-09 offerings and register for upcoming courses online at <http://swc2.hccs.edu/CLP/>

College Office Professionals Program

College Office Professionals Program (COPP) courses will resume in September. Check out our 2008-09 offerings and register for upcoming courses online at <http://swc2.hccs.edu/COPP/>.

PeopleSoft 101: The Basics

These 3.5 hour courses provide you with an overview of navigation and basic functionality for PeopleSoft 8 Student Administration and Finance. Register for *PeopleSoft 101: The Basics* at <http://swc2.hccs.edu/ps8train/>

Student Administration

Thursday, August 28, 2008

9:00 a.m. - 12:30 p.m.

All PeopleSoft classes will be held at 3100 Main, Computer Lab BD12.

Finance

Tuesday, August 12, 2008

1:00 p.m. - 4:30 p.m.

Performance Excellence Program (PEP)

Still Need PeopleSoft PEP Training?

If you missed attending any of the classes previously offered, if you are a new HCC Faculty or staff member, or if you just want a PeopleSoft PEP refresher, UTRAIN is the answer. The computer-based, hands-on, self-study module will take you through the PeopleSoft PEP process using a simulated scenario. You can also print a job aid and the classroom reference guide from UTRAIN and use them as additional resources.

Individuals cannot access the PS PEP automated system without training. Supervisors, be sure everyone in your department has either attended class or completes the on-line training.

Need help logging into UTRAIN?

To access UTRAIN, go to the HCC webpage > Faculty & Staff > Performance Excellence Program (PEP). Under the Training Resources header, two job aids are available: Using UTRAIN > PS PEP for FAC & Non-FAC Employees and Using UTRAIN and PS PEP for Supervisors.



3100 Main Street
Houston, Texas 77002

Phone: 713-718-8565

Fax: 713-718-8641

E-mail: elod@hccs.edu