

“Leadership is communicating to people their worth and potential so clearly that they come to see it in themselves.”  
*Stephen Covey*

## GENERAL PAY INCREASE

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The previously announced salary adjustment is effective 09-01-08 (or at the beginning of the contract year for those with employment contracts) for all full-time benefits-eligible employees with a satisfactory or above performance rating. Full-time benefits-eligible non-faculty employees will notice the effects of the increase on their 09-15-08 pay checks.

Full-time benefits-eligible employees with a satisfactory or above performance rating, paid on the *professional/technical* or *executive/administrator* ranges, hired between October 1, 2007 and March 31, 2008, will receive a *prorated* increase as noted below. Proration occurs because of the shortened time period to demonstrate performance.

Service Date	Increase Amount
September 2007 or before	4.30%
October 2007	3.69%
November 2007	3.07%
December 2007	2.46%
January 2008	1.84%
February 2008	1.23%
March 2008	0.61%
April 2008 – present	0.00%



Those with a satisfactory or above performance rating, paid on the *secretarial/clerical* step structure, will receive a 4.3% increase (one step plus the structure adjustment) if hired on or before 03/31/08. Those hired after that date will receive the structure increase only.

## FACULTY SALARY ADJUSTMENTS

Since July, your HR-Compensation Department has analyzed over 800 individual faculty files to determine the appropriate grade and step due to the recalculation of all HCC teaching experience and educational attainment.

At the end of September, all full-time (9-month and 12-month) faculty employees will receive letters explaining their

grade and step levels.

Faculty pay increases will appear on the 09/30/08 paycheck, although the effective date of the increase is the beginning of the employment contract year.

Full-time 9-month faculty hired on or before 2/28/08 with a satisfactory or above performance rating may receive both the step and structure in-

creases. Those hired after 2/28/08 will receive the structure increase only.

Full-time 12-month faculty hired on or before 3/31/08 with a satisfactory or above performance rating may receive both the step and structure increases. Those hired after 3/31/08 will receive the structure increase only.

# HR News You Can Use

## COPP AWARDS CERTIFICATES



These employees received the College Office Professionals Program Certificate of Achievement between April and August:

Rose Birdow  
Carol Clowe  
Ana Garza

Damian Garza  
Lynnetra Johnson  
Sharlene Taylor

Patti Wooldridge

One program completer participated in the COPP Program Review, and three have already completed the COPP Mentor Workshop and are ready to be assigned mentees. Congratulations to all!

## ARE YOU IN THE KNOW?

September is National Alcohol and Drug Addiction Recovery Month. For more information, visit [www.recoverymonth.gov](http://www.recoverymonth.gov).

UTEAP offers free, confidential

counseling and other resources to help you and your family members with substance abuse and other mental health issues. For more information or to schedule an appointment, please call 713.500.3327.

UT-EAP services are free to all full-time employees. You are automatically eligible upon hire. No special enrollment is required. Contact the HR-Benefits Department for more information.



## NEW OFFICE OF EEO/COMPLIANCE ANNOUNCED

The Office of the General Counsel for HCC has announced that the EEO/Compliance functions for the College are being pulled into one office that will be housed under the direction of the Office of the General Counsel.

Effective September 16, 2008, David Cross, formerly the Director of EEO/Employee Relations within the HCC Human Resources Department will assume the new role of Director of EEO/Compliance.

The EEO/Compliance Office will provide for the prompt and impartial consideration of all complaints of discrimination issued by its faculty, staff, and students. Procedures for consideration of complaints and charges will be established and cir-

culated throughout the College. The EEO/Compliance office will also monitor the institution's Equal Opportunity/Affirmative Action Efforts.

The responsibilities of the office also include the development and implementation of equal education and equal employment opportunity programs that ensure compliance with applicable laws and regulations. The office will work closely with College administrators to develop and monitor

the faculty and staff recruitment and selection process to ensure nondiscrimination.

The office will coordinate and present an ongoing series of awareness and prevention training addressing Title VII and Title IX of the Civil Rights Act, sexual harassment and the Americans with Disabilities Act.

The Human Resources Generalists will continue to report to the Human Resources Department.

## INQUIRING MINDS WANT TO KNOW . . .

*Q: Is the College Leadership Program only for new supervisors? Can more experienced supervisors and non-supervisors also enroll?*



**A:** The College Leadership Program (CLP) is mandatory for new supervisors, whether new to HCC or newly placed in a supervisory position. It is *encouraged* for all HCC supervisors. Individuals who currently have no direct reports and want to prepare for future leadership positions will be considered for admittance to the program on a space-available basis. Application and enrollment forms are available on the Web. From the HCC Home Page, click "Faculty and Staff", "Training" (under the Human Resources column), then "College Leadership Program." NOTE: The application/enrollment deadline for the first 2009 Cohort is October 16<sup>th</sup>!

*Q: I have attended PeopleSoft SA version 8 training. Do I have to attend version 9 training also?*

**A:** Training for the upgrade is strongly recommended. It will be an opportunity to learn about how to take advantage of all of the new features and will save you time in the long run.

## COMING SOON: PEOPLESOFT SA VERSION 9 TRAINING

On November 3, 2008, HCC will move to version 9.0 of PeopleSoft Student Administration. This upgrade includes a number of new changes and features. Navigation and task processing will be different, screens will look more like those in @ Your Service (PeopleSoft HR), and menus and

pages can be customized for your own job area.

Training is strongly recommended so that you will be able to easily transition to the new version. Version 9 classroom training, led by upgrade partners, will begin on October 1, 2008. A

schedule will be released soon. Self-led training via UTRAIN will also be available on October 1. Training (either classroom or UTRAIN) must be completed no later than October 24, to guarantee no interruption in access in the conversion. Questions? Email [elod@hccs.edu](mailto:elod@hccs.edu).

## REGISTER FOR TRAINING USING @ YOUR SERVICE

Beginning on September 19, you will be able to register yourself for (and cancel) College Office Professionals Program (COPP), College Leadership Program (CLP), PeopleSoft classroom and Teaching & Learning Excellence (TLE) program training courses using Employee Self Service. Managers will be able to view

training histories for their direct reports and also enroll them in training classes using Manager Self Service.

To register, simply log in to @ Your Service (PeopleSoft HR – where you work on PEP documents and view your pay advice). On the Employee Home page, click the Training & Development Home

link. For your convenience, a tutorial will be available on the Using @ Your Service web page (Faculty & Staff > @ Your Service).

@ Your Service registration for additional courses offered by the Instructional Media Center will be available January 2009.

## OCTOBER TRAINING OPPORTUNITIES AT A GLANCE

### College Leadership Program

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

#### Managing Conflict in the Workplace

October 14, 2008  
9 a.m.—11 a.m.  
CE –WLG Campus, Room # 150  
Instructor: UT-EAP—Jaime Torres

Conflict may be unavoidable in our fast-paced modern work setting, but whether conflict generates a positive or negative result depends on how one handles it. Participants learn to analyze workplace conflict, handle disagreements, and resolve disputes by solving problems and creating solutions where all parties win.

#### Creating a Positive Work Environment

October 24, 2008  
9 a.m.—4 p.m.  
3100 Main, Room # 3A11  
Instructors: Jan Heidke & 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 explores the Six Principles for Valuing People participants learn how to apply the Six Principles 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

October 31, 2008  
9:00 a.m.—4:00 p.m.  
3100 Main, Room # 3A11  
Instructors: HR Staff

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!



CLP Application/  
Enrollment  
Deadline for 2009  
Cohort is  
October 16<sup>th</sup>

**AT A GLANCE**

(continued)

**College Office Professionals Program**

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

**Effective Communication**

October 9, 2008  
1 p.m.—4 p.m.  
SW –Scarcella Campus, Room #  
W102

How well is your team communicating? Do you think you're expressing yourself clearly but no one seems to understand? This workshop focuses on recognizing different communication styles, avoiding barriers that hinder communication, and learning techniques that promote understanding.

**Stress Management**

October 22, 2008  
9:00 a.m.—11:00 a.m.  
NE –Pinemont Campus, Room # B108

Stress, unavoidable in today's world, can take a physical and emotional toll including headaches, irritability, indigestion and lack of energy. Learn to recognize on-the-job stressors and become skilled at practicing simple, effective techniques for responding to daily stress in a positive way.

**Advanced Connections**

October 28 & 29, 2008  
8:30 a.m.—12:30 p.m.  
3100 Main, Room # 3A11

Excellent customer service is vital to the success of every operation. This eight-hour video-based workshop focuses on the importance of building a service culture throughout HCC. Topics include individual roles and responsibilities, interdepartmental collaboration, overcoming barriers to service excellence, meeting service challenges, and practicing service recovery.

**PeopleSoft 101: The Basics**

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

**Finance**

Friday, October 10, 2008  
9 a.m.—12:30 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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