



FRONTLINE

May/June 2007

NEWSLETTER OF THE HCC HUMAN RESOURCES TEAM

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PEP Talk: Year-end Reviews

By publication date, 9-month faculty have completed the first cycle of the new Performance Excellence Program (PEP) process with PEP evaluations due 4/23/07. All other full-time faculty, administrator, and staff year-end reviews are to be held and completed forms sent to Human Resources by June 15, 2007. Enterable forms can be downloaded from the PEP web page at http://www.hccs.edu/system/Human_Resources/pep.html. Effective with FY 07-08, the HCC performance excellence cycle will begin on June 1 and end on May 31.

PeopleSoft PEP Pilot Announced

The Performance Excellence Program (PEP) implementation plan anticipated HCC-wide use of an automated evaluation process in time for FY 06-07 year-end reviews. Although the PeopleSoft PEP software installation and customizations are complete, a great deal of effort remains to prepare the entire college community for this significant process change. Two departments, Information Technology and Human Resources, have agreed to pilot the automated PEP process in completing FY 06-07 year-end reviews. The pilot program involves approximately 140 employees and 23 supervisors and runs from April 30 – June 30, 2007. During the pilot period, the two departments will assess the software's ease of use and efficacy of training, communication methods and materials. The pilot program will check for workflow efficiency and test the performance rating process. Introduction of PeopleSoft PEP to the HCC community at large will commence in July.

Who's Who at HCC?

HR needs your help! Now that we have our PeopleSoft HR database populated with information that accurately reflects the HCC organization, it is imperative that we are conscientious about keeping the data current.

The **Personnel Action Form (PAF)** is the vehicle to communicate all personnel changes to Human Resources. It is critical that all changes be reported timely to HR using this form located at http://www.hccs.edu/system/Human_Resources/HRpdfs/PersonalAction.pdf.

The newly created **Voluntary Termination Form** promotes timely notification of an employee's voluntary termination. The only signature required is that of the immediate supervisor. When an employee gives notice of intent to terminate employment, the supervisor should immediately complete and fax this form to HR to avoid overpaying the employee. The form can be found at http://www.hccs.edu/system/Human_Resources/HRdocs/voluntarytermform.doc.

The **Part-Time Employee Recommendation Form** has been modified for consistency and clarity. Please remember to use the most current version of this form found at http://www.hccs.edu/system/Human_Resources/HRpdfs/PTRRecommendation.pdf.

CONGRATULATIONS TO CLP APRIL 2007 GRADUATING CLASS

Because the successful completion of the College Leadership Program (CLP) requires not only the committed efforts of the participants but also the support of mentors and supervisors, HR salutes you all!

GRADUATE	MENTOR	SUPERVISOR
Diane Blankenship	David Cross	Willie Williams, Jr.
Lynne Davis	Deborah Johnson	Norma Perez
Thu Diep	Rey Garay	Julian Fisher
Getachew Haile	Marina Grau	Arnold Goldberg
Cynthia Harris	Avis Horde	Avis Horde
Raymond Kelly	N/A	Fheryl Prestage
Renée Mack	Cathy Douse-Harris	David Cross
Denise McGuire	Fredrica Watson	Michael Kyme
Helen Ortiz	Earlene Leverett	Tina Young
Wilma Perkins	Lynn Herrera	Avis Horde
Beverly Perry	Fred Woolridge	Lois Avery
Tolley Reeves	Gwen Richard	James Smith
Jyoti Shah	N/A	Charlotte Hamilton
Stella Villarreal	Willie Caldwell	Debra Robinson
Linda Williams	Deborah Simmons-Johnson	Norma Perez

At the April graduation ceremony, participants were congratulated by Dr. Mary Spangler, Chancellor, and Dr. Daniel Seymour, Associate Vice Chancellor, CTCE.

Benefits Updates from ERS

PayFlex Changes – On February 5, the HCC flexible spending account administrator, PayFlex, began emailing receipt request letters to TexFlex eNotify participants who use a PayFlex Debit Card. The email messages come from Automail@payflex.com. The Subject Line reads “PayFlex Debit Card Documentation Request,” referring to a receipt request letter, and the attachment is in Portable Document Format (pdf). PayFlex will discontinue mailing receipt requests through the post office unless you opt out of email notification on the PayFlex Web site at <http://www.payflex.com/texas/>.

Vision Discount Changes – Davis Vision is now the vendor for discounts on eyewear for HealthSelect members and their families. This change does not affect employees who have Spectera Vision Care coverage. Employees who have not selected Spectera Vision Care may wish to use the Davis Vision eyewear discount program, which is a supplementary service provided by HealthSelect. No additional fee or enrollment is required. To receive discounts on most vision products and services, including frames, lenses and contacts, HealthSelect members simply need to present a “BCBSTX ID” card to a Davis Vision provider and mention “Plan 400.” This will alert the Davis Vision provider that you should receive a discount. Two main providers are Wal-Mart and EyeMasters. HealthSelect members can learn more about the program or locate a Davis Vision provider by visiting www.bcbstx.com/hs/visioneyecare.htm. If prompted for a Control Code, enter 4495.

Blue Care Connection is a wellness program offered to HealthSelect members as part of their coverage, at no additional cost. You can obtain a personal Health Risk Assessment, preventive screenings, education and additional services. Call Blue Care Connection at 800-462-3275 for any questions or to enroll, or visit www.bcbstx.com/hs/bluecareconnection.htm.

What's New in HR Procedures

When the revised HCC Board Policies became effective in September 2005, the HCC policy statements were separated from procedural statements. Procedures explain how policy is implemented. The HR Procedures, available online since September 2006, were developed by HR staff with input from system-wide policy committees and the Chancellor's Executive Team. You can access them from the HCC Policy & Procedures web page at <http://imc06.hccs.edu/policy/tcpolicy.htm>. Click on the HR policy category of interest, then the policy number. At the bottom of each policy page is a link to the procedure for the selected policy. Highlighted in this issue are a few new procedures of interest.

Required Workplace Skills Training: Policy and Procedures C: 6.3 outline the types of mandatory training and professional development such as new employee orientation, new supervisor training, annual ethics training, etc.

Whistleblowers: HCC now has a policy (C: 3.2) protecting employees who in good faith report violations of law, System Code of Conduct, Policies, Rules or Regulations. Procedure stipulates that violations of this policy be handled via the formal complaint process.

Reductions in Force: Criteria for layoff recommendations have changed from seniority to include, but not be limited to, job necessity, critical skills required, and employee performance. (C: 10.1)



Congratulations to Recent COPP Graduates

The College Office Professionals Program (COPP) is delighted to announce its latest program graduates: **Lisa Eason, Laurel Barker-Edwards, Myrna Guerra, Martha Martinez, Karen Moonen, Debbie Pinnock, Carrie Robinson, and Yvonne Zuniga.** Congratulations, graduates, on your successful completion of the classroom and on-the-job components of COPP! Special thanks go to our graduates' supervisors for supporting professional development and granting time away from the job to attend classes. We also recognize COPP mentors for sharing their expertise and providing support and encouragement. Recent graduates, Ms. Barker-Edwards and Ms. Martinez, are already serving as COPP mentors.



EHEP Fall Applications Due Monday, July 16, 2007

If you have been a full-time employee of HCC for at least one year and are pursuing your own higher education, you may be eligible for partial tuition reimbursement or limited time off to attend class through the HCC Employee Higher Education Program (EHEP). Start the application process early ... it is the **applicant's responsibility** to make sure:

- the application is filled out *completely*
- *all* required documents are attached
- necessary signatures and initials are obtained – supervisory approval is required *every* semester
- all paperwork is submitted to ELOD by the deadline date

Don't wait until the last minute to complete your application and request your supervisor's approval! Late applications will *not* be accepted. Find the application and program information online at http://www.hccs.edu/system/Human_Resources/ehp.html.

Professional Development

BULLETIN BOARD

May/June

Courses offered through the Employee Learning and Organizational Development (ELOD) office

General New Employee Orientation

3100 Main, 3rd Floor, HR Training Room 3A11. Orientation begins at 8:00 a.m. each day.

May 1 & 2, 2007	Tuesday & Wednesday
May 16 & 17, 2007	Wednesday & Thursday
June 1 & 4, 2007	Friday & Monday
June 18 & 19, 2007	Monday & Tuesday

College Leadership Program

CALENDAR

CLP classes are open to supervisors, department chairs and CLP participants.

May 3-4, Mastering Performance Previews (Core)
Thurs.-Fri., 9:00 am – 3:30 pm, 3100 Main, Room 3A11

May 23-24, Strategies (Core)
Wed.-Thurs., 8:30 am – 4:30 pm, 3100 Main, Room 3A11

June 6, Setting Priorities & Meeting Deadlines
Wednesday, 1:00 pm – 3:00 pm, SW West Loop

June 12, Compliance with EEO Law (Core)
Tuesday, 8:00 am – 5:00 pm, 3100 Main, Room 3A11

June 20, Avoiding Litigation Landmines (Core)
Wednesday, 12:30 pm – 4:30 pm, 3100 Main, Room 3A11

College Office Professionals

PROGRAM

COPP courses are open to all full-time and part-time HCC employees.

May 15, Working in Teams
Tuesday, 9:00 am – 12:00 pm, 3100 Main

June 14, Stress Management
Thursday, 2:30 pm – 4:30 pm, NE Northline

June 14, Dealing with Difficult Customers
Thursday, 2:30 pm – 4:30 pm, NE Northline

PeopleSoft Training Schedule

PeopleSoft 101: Basics of Finance
5/11 Friday, 9:00 am – 12:30 pm

PeopleSoft 101: Basics of Student Administration
5/23 Wednesday, 9:00 am – 12:30 pm

All PeopleSoft training is held in Room BD12 at the System Administration Building, 3100 Main.

Online registration for courses in the College Leadership Program (CLP), the College Office Professionals Program (COPP), and PeopleSoft can be found on the ELOD web page under Programs at:

http://www.hccs.edu/System/Human_Resources/elod_programs.html

News & Notes...

Welcome New Hires

Daniel Arguijo Jr.	Sherman Harness	Trent Mangum
Richard Conn	Elizabeth Ho	Eric Phillips
Derrick Finch	Herbert Jackson	Daniel Seymour
Tiffany Gardner	Kimberly Jordan	Michael Watson
Donna Gordon	Jeffrey Lewis	Zhihong Zhao
Adrian Gutierrez	Kenneth London	

Farewell to Juanita Phillips

Best wishes to Juanita Phillips, who retired on March 31st after 18 years with HR Employment Services. We will miss her!

Web Search: Did You Know?

Looking for help refining your SMAART job responsibilities and goals? Check out the PEP Toolkit web page at http://www.hccs.edu/system/Human_Resources/toolkit.html. You will find examples, "how to" information, and more!

**FROM THE
FRONTLINE Staff**



Houston
Community
College

The FRONTLINE is published by the Human Resources/Employee Learning & Organizational Development (ELOD) Office. Director: Connie Stone Co-Editors: Jan Heidke & Evelyn McClain Graphics: Jan Zollars Distribution: Stephanie Macias. Comments, suggestions can be sent to: HR/ELOD, 3100 Main, #3C12-A, Houston, Texas, Mail Code: 1175, (713) 718-8614, (713) 718-8621 fax, e-mail address: ELOD@hccs.edu.

FRONTLINE is available on the web at:

http://www.hccs.edu/system/human_resources/whatsnew.html

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