

HR PIPELINE



HIGHLAND COMMUNITY COLLEGE

VOLUME 1, ISSUE 3

This issue is jam packed as we head into summer...with information on summer hours, direct deposit, health care reform initiatives and interviews with long time faculty that are retiring and more! We hope you enjoy it!!!

~Your HR Team~

THE END OF THE SEMSTER and Summer Hours!!!

It's hard to believe it's the end of the Spring semester and summer hours begin next week! It has been a busy semester and the HR Team would like to congratulate all the graduates! Summer hours begin next Monday, May 17th! Regular summer campus office hours are 7:30 a.m. to 5:30 p.m., Monday through Thursday, with a 30 minute lunch break. The campus will be closed on Fridays. We will resume normal business hours on Monday, August 9th.

Classified employees—Remember when recording your hours worked on your time sheets, record the actual hours worked. Overtime will be calculated for time worked over 40 hours. For those employees using the eZ Labor Time and Attendance system through ADP, you should have received a memo from Christie on how to enter your information. Vacation, sick and personal leave days will be calculated during the summer hours as 8 hours of leave for each day requested. If you have any questions on the summer hours, please contact your supervisor, Associate VP, VP or Human Resources!

As a reminder—during summer hours our pay dates change from Fridays to Thursdays. Beginning with the May 20, 2010 pay date, checks will be dated Thursdays and will continue to be available for pickup after 5:00 p.m. on Wednesdays of summer pay weeks. Checks not picked up by 2:30 p.m. on Thursdays of the pay week will be mailed. When the college returns to five day weeks, ADP will change the check dates back to the Friday pay dates. Therefore, beginning with the August 13, 2010 pay date, paychecks may be picked up from the Communications Operator's area on 2nd floor, Building H no earlier than 4:00 p.m. on Thursday. These processes assure HCC's continued compliance with ADP's policy and the IRS regulations under the Constructive Receipt Law and does not expose HCC or ADP to check fraud risks. **Have a great summer!!**



Common CENTS!!!!

Did you know that Highland Community College has spent almost \$600 in postage so far this year mailing out payroll checks that have not been picked up by the 2:30 deadline. Direct deposit vouchers accounted for 58% of those mailed.

Have you ever thought about what would happen if you had an emergency and you were not able to pick up your check and you didn't receive it until Saturday or Monday? **Why worry?** If you have direct deposit, your money is in your account Friday morning or in the summer months Thursday morning!!!

With the roll out of eZ Labor we have had more employee interest in direct deposit then ever, so now is the time to sign up! Contact me at ext. 3438 for more information or Christie Lewis at ext. 3609. You can also access the direct deposit form on the G drive!

Your HR Team

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PAYROLL REMINDER: During summer hours, remember to turn your time sheets in by 3 p.m. on the Thursdays before pay week.

KNOW YOUR EMPLOYEE BENEFITS

Benefit and insurance issues important to you—brought to you by the insurance specialists at Cottingham & Butler.

Health Care Reform: What does it mean for you?

How you will be affected by the recently passed health care reform legislation varies greatly depending on your age, who you work for and many other factors. So what does it mean for you? Below are common categories that many Americans fall under, and how reform will affect their coverage.

Elderly: Effective this year, the elderly will receive free preventive services under Medicare – to be expanded to wellness visits and personalized prevention plan services in 2011. Also effective in 2010, those with Medicare prescription drug coverage will receive a \$250 rebate once the “doughnut hole” coverage gap is met. Medicare beneficiaries earning \$85,000 or more will pay higher Part B premiums until 2019. Those with Medicare Advantage plans may lose some benefits or experience an increase in copayments.

Employees of a large company: Employers with 50 or more employees will be required to provide coverage or pay a penalty starting in 2014. Existing coverage packages will be grandfathered in, but new plans will have to meet minimum requirements. Caps on out-of-pocket spending will take effect and are

down. Despite this, premiums could continue to rise, and those who do not qualify for subsidies or exchanges may have no choice but to opt for employer-sponsored plans.

Low-income employees: Even without children or a disability, those among the lowest-income workers will be eligible for Medicaid as of 2014. Those who earn less than 400 percent of the federal poverty level (about \$88,000 for a family of four) will be eligible for subsidies to help buy coverage. The expansion of funding for community health centers, designed to offer free and reduced-cost care, will also provide relief. Despite these options, getting coverage could still strain a low-income budget unless qualified for an exemption.

Children with a pre-existing condition: Group health plans and health insurance issuers may not impose pre-existing condition exclusions on coverage for children effective this year. Provision applies to all employer plans and new plans in the individual market.

Adults with a pre-existing condition: Starting 2014, when buying individual coverage, obtain it through the insurance exchange and pay the same as others in same age group. Insurers cannot place annual or lifetime limits on coverage, nor can they deny coverage or charge higher premiums due to a pre-existing condition.

Unemployed and uninsured: Most likely will qualify for Medicaid under coverage expansion starting 2010. The expansion of funding for community health centers, designed to offer free and reduced-cost care, will also provide relief. Certain uninsured individuals with pre-existing conditions can obtain coverage through the temporary high-risk pool effective this year as well.

Small-business owners: Effective 2010, those with 25 or fewer workers may be eligible for a tax credit to help provide coverage for employees. Those with 50 or more employees must provide benefits or incur a penalty starting in 2014. Small-business owners will be able to buy insurance for employees through insurance marketplaces by 2017.

Young adults: Those who are 26 or younger may stay on parents’ policy effective 2010. Those who buy coverage on their own or through the exchanges can obtain cheaper catastrophic coverage. Those who obtain traditional benefits packages will pay less than those who are older, but can be pricier than what is available now. Must obtain coverage unless qualified for an exemption starting 2014.

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Rose's Corner



I received this informative article from Cottingham and Butler outlining some general information about the recent health care reform. I thought it was timely and important information to share with everyone!

We are receiving a lot of information from a variety of sources on the HealthCare Reform Act. Various federal agencies are assigned the development of definitions, guidelines and forms to assist understanding and compliance with the Act. We plan to share this information through upcoming lunch and learns and other avenues.

If you have any questions about this please feel free to contact the HR Office!

*Thanks,
Rose*



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Established 1887

As the semester winds up...we say goodbye to some long-time faculty members that sat down to share their experiences at Highland with me and let me know a little bit about their post HCC plans...

"Don't judge each day by the harvest you reap but by the seeds that you plant"
~ Robert Louis Stevenson ~



**Steve Jennings,
Business Instructor
(1967-2010)**

How long have you been at HCC? 42 years. My education is an undergraduate degree in Personnel, MS in Management Theory and a Doctorate in Labor/Management relations. When I started HCC was downtown in the Metlife building/ trailers and a church – locations scattered through town. Automotive was out at the old Farm and Fleet location on West street and physical

education courses were held in the gym rented from FSD 145. The college plan when hired was to have 5,000 full time employees by 1975! This plan correlated with the boom in the Community College system, which was enacted in Illinois in 1965. The first several years on our current campus we only had some trailers and temporary buildings built out of plywood. In the winter of 1969 and 1970 they were laying blacktop on top of snow as the campus was being further developed.

Can you share some highlights or a highlight of your time here at HCC?

When you work somewhere for years there is the element of repeating content to new students each term, but in the area of business I make it my responsibility as an instructor and a priority to keep on top of emergent information in my field. So, a highlight would be the interaction with students and answering their questions spontaneously and imparting my knowledge to them. One fun event occurred a few years ago while attending a Christmas party downtown, of the nearly 200 guests so many were former students, I spent the evening talking with them without moving from one spot!

What will you miss most about working at HCC? Interaction with students. Being able to share knowledge with them on a day-to-day basis.

What will you do in retirement?

I will continue to run my business with my family – for collectibles, coins, sports cards. In addition to a location in downtown Freeport I have another larger store in Rockford that employs five people. I've been doing this for what seems to be forever because I opened up my first store in 1972. I also have a log cabin up at Apple Canyon that I'll get up to and fish a bit more. One year from now I am going up to an island in the Arctic Ocean with my family on a fishing trip where I'll be staying in a small fishing village.

Any parting words for students, faculty or staff at HCC?

One notable gift received during my time teaching is a set of pencils that says "Kansas City Star" given by a student. It references an old Roger Miller song and I feel it's relevant to being a faculty member at HCC. The song references a singer that isn't nationally famous but is a star in Kansas City. As a faculty member at HCC it is imperative to be that "Kansas City Star" – an instructor at the college but also a committed member of the community we serve. **It's been a good ride!**

**John Webb, Theatre Instructor
& Dir. Of Fine Arts (1977-2010)**



How long have you been at HCC? This upcoming fall would be the 33rd year. I began here in the fall of 1977. I was originally hired to teach in the Music department and had just completed a three year tenure w/ FSD145 as a music teacher at Carl Sandburg when I was hired. Classes started 3 weeks after I accepted the position! In 1985 I began my tenure as the Director of Theatre which later became Director of Fine Arts. In my time here I've had the opportunity to teach voice, music, theater, directing and lead the Royal Scots vocal ensemble. Under my direction The Royal Scots became a variety/show choir ensemble enjoying sold out performances. I introduced Humanities courses into the curriculum that have become very popular with students and fill up each semester. I have also had the opportunity to continue my education, obtaining a Masters in Music and have been able to study with world renowned artists in the field of music and performance and bring that knowledge to HCC.

Can you share some highlights or a highlight of your time here at HCC?

I take pride in the people that have come through the program going on to "live the dream" of working in the arts and many, many teachers have come from the program as well. Also, it is a wonderful theater facility that has been supported over the years by HCC. Additionally, the people with whom I've been able to collaborate have made this all a wonderful experience. Some show highlights over the years would definitely be *Into the Woods* and *Children of Eden*. I was challenged professionally with both of these productions but through collaboration with Allen Redford, Elwyn Webb, Linda Foat and choreographers Jill Johnson and Tina Steele we put together these two wonderful shows amongst many others.

What will you miss most about working at HCC?

Working with the students and being able to share my knowledge and insights with them on a day-to-day basis – to be the "sage on the stage". Also the close link to the community and the talented performers that have been a part of our productions year after year. For example, one community member that moved out of state and was in plays years ago came back just last year to play a role in *The Civil War*. Throughout the years HCC has shown personal appreciation for my artistic contributions and that fine arts program is appreciated as a part of our campus.

What will you do in retirement?

I'll be around. I intend to keep working here teaching 3 sections of Humanities courses. Right now I am working to develop these Humanities courses into hybrid courses – both with in class instruction and online components.

Any parting words for students, faculty or staff at HCC?

Continue to push forward with an emphasis on excellence and not just surviving day to day, semester to semester.

~This story continued next page...~

Remember: Highland's commencement ceremony will take place on Saturday, May 15, 2010 at 10 a.m. on the HCC campus. Due to the large number of graduates, tickets are required.





Larry Zigler, Business Instructor (1986-2010)

How long have you been at HCC?

25 years all full-time teaching marketing and accounting. Before HCC I went to Western Illinois University and Carl Sandburg Community College on the GI Bill. I earned my Bachelor's,

MBA and an EDS in community college administration. I grew up in Hanover, and attended Hanover High school. When I started at Highland it was 2 weeks before the start of the semester and I was teaching 7 classes! When I started there was not a formal tenure process – if you were here more than 3 years it was assumed! I also hold the notable distinction of during the course of one semester teaching a class in every building on campus!

Can you share some highlights/a highlight of your time here at HCC?

Helping students overcome problems and helping them succeed. One story involves a married student with 2 kids, his wife sick and had a hard time completing classes and had to file bankruptcy. I was there to support him. One thing important is to see both sides of the spectrum, which is one of my strengths. Able to understand the student side of things and what they may be dealing with impeding their success academically.

What will you miss most about working at HCC?

People/students. Especially the interaction with students. I'll miss entertaining them – always try to make class fun – like giving out trivia questions before class! Won't miss the long drive from home, but will miss coming here to campus.

What will you do in retirement?

Volunteer at hospital in Macomb, reading for the blind program – test voice reading and then record it for the blind. Go to truck driving school to obtain my CDL license to help local farmers haul grain in the fall. Catch up on some hobbies that include: biking and reading historical books – military history, history of railroads. I'd like to



possibly travel in the fall to the New England states to look at the fall colors. I'll also attend 8 a.m. local coffee group with friends and continue as part of a cotillion group – 100 people ranging in ages from early 30's to upper 80's that host dances April through October including Ballroom, swing, etc.

Any parting words for students, faculty or staff at HCC?

I truly hope the tradition of helping students attain goals continues and that the faculty imparts knowledge to students and truly enjoys their years at HCC. It was the best job I ever had! I hope to keep in contact with everyone and do plan on visiting! For students: take responsibility for your own education and continue to grow and prosper. Also, to students - no matter how boring a class is remember you will always learn something.

What changes have you seen over the years at HCC?

The college has done well with technological changes and makes considerable effort to keep up with challenging times and the wants and needs of staff, faculty and students and is one of the top 5 community colleges in the state of IL. It remains a great place for students wishing to transfer on to a 4 year institution after leaving HCC. Students' personal level of accountability has changed in the years I've taught here.

Important HCC Dates and Events to Remember

May 15 Graduation
HCC Campus – 10 a.m.

May 31 Memorial Day
Campus Closed

July 5 Fourth of July Observed
Campus Closed

Other Holidays and Days of Interest

May 14

National Chicken Dance Day
Visit your Relatives Day

May 18

Flag Day

June 14

Father's Day

June 20

World Handshake Day

June 21

Second Half of the Year Day

July 1

Independence Day

July 4

WHERE IN THE WORLD IS ROSE????

The first person to send the correct guess to Tana at tana.gundry@highland.edu wins a prize!!!

