



**HARRISBURG AREA COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Vol. No. _____ 36
Date _____ 5/4/99

MINUTES

I. CALL TO ORDER BY CHAIRPERSON

Present

Trustees

Velma A. Redmond, Chair, Presiding
Daniel P. Delaney
Margarita M. Kearns
Rosemary T. McAvoy
Sara N. Prioleau
Donald E. Schell
Michael J. Schofield
Mark A. Whitmoyer

Cabinet

Edna V. Baehre, President
Maida A. Connor
George A. Franklin
Lawrence E. Grulick
Michael B. Klunk
Timothy J. Neher
James H. Parker

Staff Presentations

Kathleen Howley

Visitors

Gary Ritter, Esq.
Patricia Rottmund, Vice President, Faculty Organization
Connie Martinez, Vice President, Classified Employee Organization
Joseph Marsicano, President, Student Government Association
Charles Peguese, Dean, Instructional Resources Division
Jeannette Robison, Coordinator, Graphic Design and Printing
Subrina Smith-Taylor, Director, Counseling Services

II. ROLL CALL AND RECOGNITION OF VISITORS

III. PRESENTATIONS

Dr. Lawrence Grulick introduced Dr. Kathleen Howley, Director of Articulation and TechPrep, to give an update on the status of Articulation and Partnership Agreements and report on progress in obtaining smoother transitions for HACC students who wish to transfer to four-year colleges and universities.

Dr. Howley stated that partnership agreements are the emerging trend. These partnerships allow HACC students to complete much of their coursework for the baccalaureate degree program while remaining enrolled at HACC. We currently have that type of agreement with Pennsylvania College of Technology for the BS in Dental Hygiene and with Millersville University for the BS in Nursing. In the Fall of 1999 we will offer 18 month degree completion programs in Accounting, Business Administration, and Organizational Behavior at the Wildwood Conference Center in conjunction with Albright College. We are working toward further extending our relationship with Penn College of Technology by including additional Bachelor's degree programs in Computer Networking Technology and Legal Assistant/Paralegal training.

Dr. Howley also reported on our preparedness for the changes in General Education requirements. She noted that HACC faculty took a proactive stance in planning for the revisions and that our students will be in excellent positions to take advantage of the recent articulation initiatives that have been brought forward.

HACC and Dr. Howley took leadership roles in the development of the Academic Passport student transfer policy. HACC has over forty articulation agreements with senior institutions, including the fourteen State System of Higher Education schools. This guarantees HACC students admission, transferability of credits with a course-by-course match, and students and counselors are provided course-by-course equivalents during the advising process.

Following on the heels of articulation is another exciting initiative, the Dual Admission Agreement. This plan includes all the advantages of articulation with the added benefits of advising from both institutions, invitations to participate in campus events and activities at the four-year institution, opportunity to pre-register for classes, and protection when program requirements change. HACC currently has dual admission agreements with five United Negro College Fund Colleges, Penn State Harrisburg, and Susquehanna and Shippensburg universities. We are currently working on additional agreements with Lebanon Valley College, Millersville University, and Wilson College.

Although much has been accomplished, Dr. Howley stressed that we have just begun.

IV. PRESENTATIONS BY INDIVIDUALS FROM THE COLLEGE AND COMMUNITY

None

V. OLD BUSINESS

None

VI. MINUTES: April 6, 1999

The minutes of the April 6, 1999 Board of Trustees meeting were approved.

Moved: Donald E. Schell
Seconded: Michael J. Schofield Motion carried

VII. BOARD OF TRUSTEES REPORTS/COMMENTS

None

VIII. RECOMMENDATIONS/COMMENTS FROM THE PRESIDENT

Dr. Baehre noted the many events on the College calendar this month and invited those who could, to attend the Artists Market Preview Reception as a fundraiser for Student Scholarships.

College and Other Events

1. May 7, 4:30 P.M., Staff Recognition
2. May 7, 7 P.M., Lebanon Student Celebration
3. May 10, 7 P.M. Lancaster Celebrating Students
4. May 11, 7 P.M., HACC Foundation Awards Program
5. May 14, 4-9 P.M. Public Safety Center "Open House"
6. May 14, 7 P.M. Honors Convocation
7. May 15, 10 A.M. Commencement
8. May 28, 5-8 P.M., Artists Market Preview Reception
9. May 29-31, Artsfest, Greater Harrisburg Arts Council

IX. PERSONNEL

The Board of Trustees, upon the recommendation of the President, approved the Personnel Recommendations submitted through the Personnel Committee, as specified by resolution.

A. Personnel Recommendations

Res. 36.124

Appointments/Retirements

B. Reappointment of Tenured Faculty 1999-00 **Res. 36.125**

The Board of Trustees, upon the recommendation of the President, approved, the reappointment of non-tenured faculty for the two semester academic year by College calendar or for the 1999-00 fiscal year, as specified by resolution.

C. Reappointment of Administrators for 1999-00 **Res. 36.126**

The Board of Trustees, upon the recommendation of the President, approved the reappointment of administrators for 1999-00, as specified by resolution.

D. Classified and Administrative Salary Schedule for 1999-00 **Res. 36.127**

The Board of Trustees, upon the recommendation of the President, adopted the schedule of ranges for salary grades assigned to classified and administrative staff effective July 1, 1999, as specified by resolution.

E. Minimum Salary Schedule for FT Regular Faculty for 1999-00 **Res. 36.128**

The Board of Trustees, upon the recommendation of the President, approved a minimum salary schedule for full-time regular faculty effective July 1, 1999 for 1999-00, as specified by resolution.

F. 1999-00 Salary Schedule for Regular FT Faculty **Res. 36.129**

The Board of Trustees, upon the recommendation of the President, adopted the salary ranges for 9-1/2 month faculty effective July 1, 1999, as specified by resolution.

G. 1999-00 Salary Increase for Classified Employees **Res. 36.130**

The Board of Trustees, upon the recommendation of the President, approved a salary base increase averaging 2.5 percent to regular classified staff who are performing satisfactorily effective July 1, 1999, as specified by resolution.

H. 1999-00 Salary Increase for 9-1/2 month FT Faculty **Res. 36.131**

The Board of Trustees, upon the recommendation of the President, approved a salary base increase averaging 2.5 percent effective August 23, 1999 to 9-1/2 month full-time regular faculty who are performing satisfactorily that incorporates a minimum salary adjustment of 1.0 percent plus an across-the-board amount of \$743 or adjustment to the appropriate minimum salary level as defined by the Board approved faculty salary schedules, whichever is greater.

I. 1999-00 Salary Increase for 12 month FT Faculty

Res. 36.132

The Board of Trustees, upon the recommendation of the President, approved a salary base increase averaging 2.5 percent effective July 1, 1999, to 12-month full-time regular faculty who are performing satisfactorily that incorporates a minimum salary adjustment of 1.0 percent plus an across-the-board amount of \$928.75 or adjustment to the appropriate minimum salary level as defined by the Board approved faculty salary schedules, whichever is greater.

J. 1999-00 Salary Increase for Administrators and Other Professional Staff

Res. 36.133

The Board of Trustees, upon the recommendation of the President, approved a salary base increase averaging 2.5 percent to regular administrative/professional staff who are performing satisfactorily effective July 1, 1999.

Moved: Sara N. Prioleau
Seconded: Donald E. Schell

Motion carried

The above ten resolutions, 36.124, 36.125, 36.126, 36.127, 36.128, 36.129, 36.130, 36.131, 36.132, and 36.133 were approved with one motion.

K. Information

1. Appointments/Reappointments/Change in Assignment and Salary/
Resignations/ Dismissals (I-21)

XI. TREASURER'S REPORT

Mr. Schell

Summary of Reports of Revenues and Expenditures

Res. 36.134

The Board of Trustees, upon the recommendation of the President, approved the Summary of Revenues and Expenditures for the month ended March 31, 1999 and for the nine-month period ending March 31, 1999.

Moved: Donald E. Schell
Seconded: Daniel P. Delaney

Motion carried

XII. COLLEGE FACILITIES

Dr. Baehre

None

XIII. BUSINESS AND FINANCE

Dr. Baehre

A. PURCHASES

Dr. Baehre called attention to the Resolutions that were carried in: 138, 139 and 140.

1. Integrated Bookstore Management/POS Cash Register System Res. 36.135

The Board of Trustees, upon the recommendation of the President, approved the purchase of an Integrated Bookstore Management/POS Cash Register System for the Wildwood Bookstore from Nebraska Book Company, Inc. (NBC) for the amount of \$92,760, as specified by resolution.

2. Printing Of Fall 1999 Lancaster Credit Schedules Res. 36.136

The Board of Trustees, upon the recommendation of the President, approved the Printing of Lancaster Fall Course Schedules from Tapco, Inc. for the low bid of \$14,100.00, as specified by resolution.

3. Purchase Of Green Bar Computer Paper Res. 36.137

The Board of Trustees, upon the recommendation of the President, approved the Purchase of Green Bar Computer Paper from Cohen Paper for the low bid of \$13,416.00, as specified by resolution.

3. Contract For May 1999 Graduation Ceremony Setup Res. 36.138

The Board of Trustees, upon the recommendation of the President, approved the Contract for May 1999 Graduation Ceremony Setup from Penn State Exposition Services, Inc. for the low bid of \$13,277.00, as specified by resolution.

4. Installation of Underground Conduit and Concrete Bases for Parking Area Lighting Res. 36.139

The Board of Trustees, upon the recommendation of the President, approved a contract with Herre Brothers, Inc. for the installation of underground conduit and concrete bases associated with the lighting for the new parking area of the Public Service Center for the low bid of \$19,300.00, as specified by resolution.

**5. Contract for Excavation and Installation of New Parking Lot
at Public Safety Center Res. 36.140**

The Board of Trustees, upon the recommendation of the President, approved a contract with Jerry Justice Excavating, Inc. for the excavation and installation of a new 200-car parking lot at the Public Safety Center for the amount of \$131,000.00, as specified by resolution.

Moved: Daniel P. Delaney
Seconded: Donald E. Schell Motion carried

The above six resolutions, 36.135, 36.136, 36.137, 36.138, 36.139, and 36.140 were approved with one motion.

**B. PARTICIPATION IN THE PENNSYLVANIA DEPARTMENT OF
GENERAL SERVICES (DGS) COOPERATIVE
PURCHASING PROGRAM Res. 36.141**

Upon the recommendation of the President, the Board of Trustees is requested to authorize the College to participate in the Department of General Services (DGS) for procurement of supplies, services or construction, as specified by resolution.

Moved: Rosemary T. McAvoy
Seconded: Sara N. Prioleau Motion carried

XIV. GIFTS Dr. Baehre

A. GIFTS – SCHOLARSHIPS Res. 36.142

The Board of Trustees, upon the recommendation of the President, accepted the scholarships, as specified by resolution.

Moved: Donald E. Schell
Seconded: Daniel P. Delaney Motion carried

B. GIFTS-IN-KIND Res. 36.143

The Board of Trustees, upon the recommendation of the President, accepted the Gifts-In-Kind, as specified by resolution.

Moved: Donald E. Schell
Seconded: Daniel P. Delaney Motion carried

XV. GRANTS

Dr. Baehre

None

XVI. ACADEMIC AFFAIRS

Dr. Baehre

**A. SUMMER INSTRUCTIONAL DEVELOPMENT
GRANTS 1999**

Res. 36.144

The Board of Trustees, upon the recommendation of the President, approved the Summer Instructional Development Grants 1999, as specified by resolution.

Moved: Daniel P. Delaney
Seconded: Mark A. Whitmoyer Motion carried

**B. MEDICAL ASSISTING AMBULATORY CARE TECHNOLOGY
PROGRAM ADVISORY COMMITTEE**

Res. 36.145

The Board of Trustees, upon the recommendation of the President, approved the members of the Medical Assisting Ambulatory Care Technology Program Advisory Committee, as specified by resolution.

Moved: Daniel P. Delaney
Seconded: Mark A. Whitmoyer Motion carried

XVII. STUDENT SERVICES

Dr. Baehre

**A. ATTENDANCE OF STUDENTS AT OTHER PENNSYLVANIA
COMMUNITY COLLEGES**

Res. 36.146

The Board of Trustees, upon the recommendation of the President, approved the application for the respective curricula until the completion of degree objectives, as specified by resolution. College policy requires that students must reapply for approval, if and when a curricular change is made, or when re-enrolling after a lapse in consecutive academic terms. The School District will be notified each semester of the students who have been approved to attend Pennsylvania community colleges.

Moved: Donald E. Schell
Seconded: Daniel P. Delaney Motion carried

XVIII. ADJOURNMENT

The Board of Trustees meeting scheduled for **Tuesday, June 1, 1999** will be held in Blocker Hall, room 105.

Respectfully submitted,
Sandra Schrawder
Admin. Secretary
to the President