



HARRISBURG AREA COMMUNITY COLLEGE

MINUTES

Vol. No. 44

Date 5/1/07

Trustees

Terry L. Burrows
Marsha M Davis
Daniel P. Delaney
Margarita M. Kearns
Sally S. Klein
William M. Murray
Charles R. Peguese
Robert J. Phillips
Harlon L. Robinson
Donald E. Schell
Jeffrey A. Shaffer
Toni H. Sharp
Mark A. Whitmoyer

Cabinet

Dr. Edna V. Baehre
Dr. Larry J. Adams
Patrick M. Early
George A. Franklin
Nancy M. Rockey
Stuart J. Savin
Jean Treuthart
Meredith E. Tulli

Visitors

David Keller, Solicitor
Cheryl Batdorf
Cindi Nicotera, Faculty Council
Jonathan Langer, SGA
Elaine Moran
Bob Karas

I. CALL TO ORDER BY CHAIRPERSON

Mr. Robinson, presiding, called the meeting to order at 12:01 p.m.

II. ROLL CALL AND RECOGNITION OF VISITORS

Mr. Robinson recognized and welcomed Faculty Council Vice Chair Cindi Nicotera and new Trustee Charles R. Peguese.

III. PRESENTATIONS BY INDIVIDUALS FROM THE COLLEGE AND COMMUNITY -- None

IV. PRESENTATIONS: "Virtual Campus Online Student Community"

Elaine Moran, Assistant Dean, Student Support Services, and Bob Karas, Assistant Professor of Counseling, shared highlights of an innovative program to provide students with an important communication link to the College and their peers. Although many colleges and universities now offer courses online, few have chosen to host an online student community. HACC's

Virtual Campus launched an online community as a pilot project in March, with 100 students who had expressed an interest in a survey of all online students. Colleges have long noted that students who form links to their colleges are more likely to remain in school and graduate, and for that reason an online student community is expected to foster greater retention among Virtual Campus students. Other benefits include the College's improved ability to make announcements to the students, the students' ability to chat with staff or their peers about classes and, in posts on discussion boards, about other topics of interest. In the first month alone, students posted 165 comments on 17 separate discussion topics. One component of the online community, the Student Success Center, is a virtual advising center that will be expanded to serve all Virtual Campus students. Other enhancements to the project will be designed to help develop student leadership. Plans are being made to introduce activities and events for College clubs and organizations online and to create an e-mail system specifically for students.

V. OLD BUSINESS -- None

VI. MINUTES: 10 April 2007

As recommended by the President, the Board approved the minutes of the above noted regular meeting.

Moved: Donald E. Schell
Seconded: Marsha M Davis

Motion carried

VII. RECOMMENDATIONS/REPORTS FROM THE BOARD OF TRUSTEES -- None

VIII. RECOMMENDATIONS/REPORTS/COMMENTS FROM THE CHAIR

A. ACCEPTANCE OF RESIGNATION – RONALD C. BROWN (Res. 44.140)

The Board of Trustees accepted, with regret, the resignation of Ronald C. Brown from the Board of Trustees.

Moved: Harlon L. Robinson
Seconded: Daniel P. Delaney

Motion carried

**B. CONFERRAL OF EMERITUS STATUS -- (Res. 44.167)
RONALD C. BROWN, PE**

The Board of Trustees named Ronald C. Brown, PE, Trustee Emeritus and Board Chair Emeritus of Harrisburg Area Community College in deep appreciation of his service.

Moved: Harlon L. Robinson
Seconded: Sally S. Klein

Motion carried

IX. RECOMMENDATIONS/REPORTS/COMMENTS FROM THE PRESIDENT

Dr. Baehre reported that enrollment for the upcoming first summer session was expected to surpass last year's enrollment by 7%.

She reported that nearly 20 students participated in Lobby Day activities at the Capitol, meeting with legislators to request support for the state's community colleges. The Community College Commission was moving forward with its legislative request to the

governor. Dr. Baehre said trustees may be asked, in the coming months, to meet with their legislators and to visit key leaders to ask for their support.

Dr. Baehre also provided an update on activities of the Sponsorship Task Force, which had reviewed the three potential funding scenarios forwarded by the Board of Trustees. Dr. Kate Shaw, Deputy Secretary for Postsecondary Education of the Pennsylvania Department of Education, had attended the meeting and provided useful observations on issues being considered by the Task Force. In future weeks Dr. Baehre and George Franklin would plan to meet with the superintendents from the sponsoring districts, with the expectation that a “conceptual agreement” for one specific scenario would be reached by July. A smaller subgroup of superintendents and trustees would be asked to work out details so that the recommendation could be forwarded to the superintendents for their approval in October or November.

X. PERSONNEL

Mr. Robinson

A. Personnel Recommendations

1. Appointments/Changes in Assignment and Salary (Res. 44.139)

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

Moved: Daniel P. Delaney

Seconded: Robert J. Phillips

Motion carried

B. EMERITUS STATUS FOR EMPLOYEES (Res. 44.140)

Upon the recommendation of the President, the Board of Trustees approved that the status of “Employee Emerita” be awarded to Dorothy Hartman, Receptionist, Lebanon Campus, for meritorious service to the College, as specified by resolution.

Moved: Daniel P. Delaney

Seconded: Toni H. Sharp

Motion carried

C. RECOMMENDATION FOR PROMOTION IN ACADEMIC RANK – 2007-2008 (Res. 44.141)

Upon the recommendation of the President, the Board of Trustees promoted Ann Burris, Associate Professor of Counseling, to the rank of Professor effective July 1, 2007, as specified by resolution.

Moved: Daniel P. Delaney

Seconded: Toni H. Sharp

Motion carried

D. RECOMMENDATIONS FOR PROMOTION IN ACADEMIC RANK – 2007-2008 (Res. 44.142)

Upon the recommendation of the President, the Board of Trustees promoted the individuals listed, as specified by resolution.

Moved: Daniel P. Delaney

Seconded: Donald E. Schell

Motion carried

E. RECOMMENDATIONS FOR TENURE IN ACADEMIC RANK – 2007-2008 (Res. 44.143)

Upon the recommendation of the President, the Board of Trustees authorized that the individuals listed be awarded tenure as specified by resolution.

Moved: Daniel P. Delaney
Seconded: Toni H. Sharp

Motion carried

F. TRANSITIONAL RETIREMENT OF FACULTY (Res. 44.144)

Upon the recommendation of the President, the Board of Trustees approved the request of Mary Hoffman, Associate Professor of English, for transitional retirement, as specified by resolution.

Moved: Daniel P. Delaney
Seconded: Marsha M Davis

Motion carried

G. REAPPOINTMENT OF NON-TENURED FACULTY FOR 2007-2008 (Res. 44.145)

Upon the recommendation of the President, the Board of Trustees authorized the President to reappoint non-tenured (tenure-track and non-tenure track) faculty, as specified by resolution.

Moved: Daniel P. Delaney
Seconded: Sally S. Klein

Motion carried

H. MINIMUM SALARY SCHEDULE FOR FULL-TIME REGULAR FACULTY (Res. 44.146)

Upon the recommendation of the President, the Board of Trustees approved a 2007-2008 minimum salary schedule for full-time regular faculty based upon equated years of experience, as specified by resolution.

Moved: Daniel P. Delaney
Seconded: Marsha M Davis

Motion carried

I. 2007-2008 SALARY INCREASE FOR CLASSIFIED EMPLOYEES (Res. 44.147)

Upon the recommendation of the President, the Board of Trustees approved 4 percent of the aggregate total salaries of eligible employees to be allocated per the guidelines of the 2007-2008 “pay for performance program” to regular classified staff who performed satisfactorily, as specified by resolution.

Moved: Daniel P. Delaney
Seconded: Marsha M Davis

Motion carried

J. 2007-2008 SALARY INCREASE FOR 9½-MONTH FULL-TIME FACULTY (Res. 44.148)

Upon the recommendation of the President, the Board of Trustees approved, for 9½ month full-time regular faculty who performed satisfactorily, a salary base increase pool of 4 percent of aggregate based salaries to be distributed as specified by resolution.

Moved: Daniel P. Delaney
Seconded: Terry L. Burrows Motion carried

K. 2008 SALARY INCREASE FOR 12-MONTH FULL-TIME FACULTY (Res. 44.149)

Upon the recommendation of the President, the Board of Trustees approved, for 12-month full-time regular faculty who performed satisfactorily, a salary base increase pool of 4 percent of aggregate based salaries to be distributed as specified by resolution.

Moved: Daniel P. Delaney
Seconded: Marsha M Davis Motion carried

L. 2008 SALARY INCREASE FOR ADMINISTRATORS (Res. 44.150)

Upon the recommendation of the President, the Board of Trustees approved that 4 percent of the aggregate total salaries of eligible employees be allocated per the guidelines of the 2007-2008 “pay for performance program” to regular administrative staff who performed satisfactorily, as specified by resolution.

Moved: Daniel P. Delaney
Seconded: Sally S. Klein Motion carried

M. CLASSIFIED AND ADMINISTRATIVE SALARY SCHEDULE (Res. 44.151)

Upon the recommendation of the President, the Board of Trustees approved the schedule of ranges for salary grades assigned to classified and administrative staff, as specified by resolution.

Moved: Daniel P. Delaney
Seconded: Marsha M Davis Motion carried

N. 2007-2008 SALARY SCHEDULE FOR REGULAR FULL-TIME FACULTY (Res. 44.152)

Upon the recommendation of the President, the Board of Trustees approved, effective July, the minimum salary ranges for 9½ month faculty ranks, as specified by resolution.

Moved: Daniel P. Delaney
Seconded: William M. Murray Motion carried

O. CREDIT HOUR RATE FOR FULL- AND PART-TIME FACULTY AND PART-TIME PROFESSIONAL HOURLY RATE (Res. 44.153)

Upon the recommendation of the President, the Board of Trustees approved an increase in the per credit part-time and overload pay rate for faculty and the hourly rate for part-time professional work, as specified by resolution.

Moved: Daniel P. Delaney
Seconded: Marsha M Davis Motion carried

P. COLLEGE POLICY 871: HARASSMENT (Res. 44.154)

Upon the recommendation of the President, the Board of Trustees adopted College Policy 871 as specified by resolution.

Moved: Daniel P. Delaney
Seconded: Sally S. Klein Motion carried

Q. Information

1. Appointments/Reappointments/Separations (I-10)

XI. TREASURER'S REPORT Mr. Burrows

Monthly Report of Revenues and Expenditures -- March 31, 2007 (Res. 44.155)

Upon the recommendation of the President, the Board of Trustees approved the Monthly Financial Report for the month ended March 31, 2007.

Moved: Terry L. Burrows
Seconded: Mark A. Whitmoyer Motion carried

XII. COLLEGE FACILITIES Mr. Burrows

A. CONTRACT FOR RENOVATIONS AT THE LEBANON CAMPUS (Res. 44.156)

Upon the recommendation of the President, the Board of Trustees approved the contract for 1st and 3rd floor renovations at the Lebanon Campus from East Coast Contracting for the low bid of \$344,880.00, as specified by resolution.

Moved: Terry L. Burrows
Seconded: Robert J. Phillips Motion carried

XIII. BUSINESS AND FINANCE Mr. Burrows

A. THREE (3) YEAR CONTRACT FOR FOOD SERVICES AND VENDING OPERATIONS FOR THE LANCASTER CAMPUS (Res. 44.157)

Upon the recommendation of the President, the Board of Trustees approved a three (3) year contract for food services and vending operations for the Lancaster Campus from Omni Dining Services for the projected annual return of \$37,200.00 to the College, as specified by resolution.

B. INCREASE IN REGISTRATION FEE FOR CHILD CARE CENTER AT THE HARRISBURG AND LEBANON CAMPUSES (Res. 44.158)

Upon the recommendation of the President's Cabinet, the Board of Trustees approved the increase in the registration fee for the Child Care Center at the Harrisburg and Lebanon Campuses for the Fall 2007 Term, as specified by resolution.

C. PURCHASE OF FALL 2007 CREDIT TABLOIDS FOR THE HARRISBURG CAMPUS, GETTYSBURG CAMPUS, AND YORK CENTER (Res. 44.159)

Upon the recommendation of the President, the Board of Trustees approved the purchase of Fall 2007 credit tabloids for the Harrisburg Campus, Gettysburg Campus, and the York Center from Integra Graphix, Inc., for the low bid of \$32,000.00, as specified by resolution.

The Board approved the above three resolutions, Res. 44.157, Res. 44.158, and Res. 44.159, with a single motion.

Moved: Terry L. Burrows

Seconded: Donald E. Schell

Motion carried

XIV. GIFTS

Mr. Burrows

A. SCHOLARSHIPS (Res. 44.160)

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

B. GIFTS IN-KIND FROM RICHARD AYLER (Res. 44.161)

Upon the recommendation of the President, the Board of Trustees accepted gifts in-kind of three automobiles for use in the Automotive Technology and GM-ASEP Program, as specified by resolution.

C. GIFTS IN-KIND FROM TOSHIKO TAKAEZU (Res. 44.162)

Upon the recommendation of the President, the Board of Trustees accepted gifts in-kind of stoneware and porcelain pottery, to become part of the College's permanent art collection curated by the Art Department, as specified by resolution.

The Board approved the above three resolutions, Res. 44.160, Res. 44.161, and Res. 44.162, with a single motion.

Moved: Terry L. Burrows

Seconded: Mark A. Whitmoyer

Motion carried

XV. GRANTS

Mr. Burrows

A. ACCEPTANCE OF JOB TRAINING FUND EQUIPMENT GRANT FROM THE COMMONWEALTH OF PENNSYLVANIA (Res. 44.163)

Upon the recommendation of the President, the Board of Trustees accepted a Job Training Fund Equipment grant in the amount of \$199,205.00 from the Commonwealth of Pennsylvania Department of Labor and Industry for the purchase of Welding, HVAC, and Electronic Engineering Technology equipment, as specified by resolution.

Moved: Terry L. Burrows

Seconded: Marsha M Davis

Motion carried

B. ACCEPTANCE OF PROGRAM DEVELOPMENT GRANT (Res. 44.164)

Upon the recommendation of the President, the Board of Trustees a motion, as amended, to accept from the Commonwealth of Pennsylvania Department of Labor and Industry a grant in the amount of \$250,000.00 for building fit out and for marketing and curriculum development for programs at the Midtown Campus, as specified by resolution.

Moved: Mark A. Whitmoyer

Seconded: Daniel P. Delaney

Motion carried

XVI. ACADEMIC AFFAIRS

Ms. Sharp

A. COURT AND REALTIME REPORTING ASSOCIATE AND CERTIFICATE PROGRAMS (Res. 44.165)

Upon the recommendation of the President, the Board of Trustees approved the Court and Realtime Reporting Associate and Certificate Programs, as specified by resolution.

Moved: Toni H. Sharp

Seconded: Marsha M Davis

Motion carried

XVII. ADJOURNMENT

XVIII. EXECUTIVE SESSION

The Board entered Executive Session to discuss personnel matters at 12:50 p.m. At 1:45 p.m., the Board returned from Executive Session and, taking no action, adjourned.

The Board of Trustees meeting scheduled for June 5, 2007, will be held in the Board Room of Blocker Hall, Room 106.