



## HARRISBURG AREA COMMUNITY COLLEGE

Vol. No. 39  
Date 9/4/01

### MINUTES

#### **Trustees**

Terry L. Burrows  
Marsha M Davis  
Daniel P. Delaney  
Christopher Gulotta  
Margarita M. Kearns  
Velma A. Redmond  
Harlon L. Robinson  
Rosemary T. McAvoy  
Toni H. Sharp  
Patricia H. Vance  
Mark A. Whitmoyer

#### **Cabinet**

Edna V. Baehre  
Larry Adams  
Cynthia L. Duffy  
Anthony J. Filippelli  
John Ford  
George A. Franklin  
Chip Jackson  
Maureen E. Kelly  
Michael B. Klunk  
Nancy M. Rockey  
Subrina Smith-Taylor  
Meredith Tulli  
Jennifer Weaver  
Brad Wolf

#### **Solicitor**

David Keller

#### **Visitors**

Marsha Curry, SGA  
Tony Buerk, CEO  
Getachew Kassahun, Faculty Council  
Cathy Lencioni  
Lori Fair  
Margie MacDonald  
James Felton  
Ford Turner, *The Patriot News*

#### **I. CALL TO ORDER BY CHAIRPERSON**

Ms. Redmond called the meeting to order at 12:02 p.m.

#### **II. ROLL CALL AND RECOGNITION OF VISITORS - None**

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

#### **IV. PRESENTATIONS - Institutional Enrollment Retention – Tony Filippelli and Subrina Smith-Taylor**

Mr. Filippelli and Dr. Taylor outlined several initiatives the College is undertaking to increase student retention. He and Dr. Taylor had headed a task force on retention as part of the College's response to the CLARUS Corporation marketing study of the College. Mr. Filippelli described three broad strategies designed to assess students' academic readiness for college-level courses, provide support and counseling services for those needing assistance, and identify and address the reasons students choose not to continue at the College. The strategies support the goal of linking recruiting, customer service, and retention.

In assessing academic readiness, the College will seek to identify characteristics that may put students at risk for poor academic performance, such as being first in their families to attend college. Students whose traits suggest they could benefit from assistance will be assigned to advisers at their first sign of need. A strategy to assist students facing potential academic probation would have those students meet weekly with counselors. They would also be given an opportunity, on the first day of classes, to meet with an advisor.

A third set of strategies would seek to determine why students don't stay, and, acting on those findings, focus on:

- ◆ Increasing support services for students of color;
- ◆ Encouraging students taking remedial courses to carry a workable course load;
- ◆ Providing low-cost or no-cost opportunities for students as a means to promote greater involvement in campus events;
- ◆ Expanding relationships between students and faculty by assigning students to randomly selected "pods" within their department in order to encourage one-on-one support from program faculty;
- ◆ Introducing the faculty's role in enrollment management as part of the faculty mentoring program for new instructors.

Mr. Filippelli also noted that the Title III grant will enable the College to create a faculty-based advising center at the Wildwood Campus, provide computer assisted instruction and tutoring in English at all campuses, and provide tutoring in developmental courses to suit different learning styles. The grant will also provide training for advisors of students in developmental courses. In closing, Mr. Filippelli introduced Retention Task Force members Lori Fair, John Ford, Getachew Kassahun, Cathy Lencioni, and Margie MacDonald.

#### **V. OLD BUSINESS - None**

#### **VI. MINUTES: 24 July 2001**

Upon the recommendation of the President, the Board of Trustees approved the minutes of the above noted regular meeting.

Moved: Christopher Gulotta

Seconded: Daniel P. Delaney

Motion carried

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

**VIII. RECOMMENDATIONS/REPORTS/COMMENTS FROM THE CHAIR -- None**

**IX. RECOMMENDATIONS/REPORTS/COMMENTS FROM THE PRESIDENT**

**A. College and Other Matters**

Dr. Baehre called the Board's attention of the upcoming dedication ceremonies at the new Lancaster Campus on Sept. 12 and of the Board of Trustees retreat on Sept. 15. She also announced that in the recent Lancaster Newspapers Readers' Choice Awards poll, the Lancaster Campus was named the number two college in the area for continuing education, second only to Millersville University. Dr. Baehre also reported that two weeks after the start of fall semester classes, overall College enrollment remained 13% ahead of the same time last year, with the following increases at the individual campuses: Gettysburg, 34%; Lancaster, 30%; Lebanon, 8%; and Wildwood, 9%.

**B. REVISIONS TO OMB 883 - RETIREMENT (Res. 39.17)**

Ms. Redmond announced the Board would postpone action on the resolution.

**X. PERSONNEL Mr. Robinson**

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

**A. Personnel Recommendations**

Appointments /Changes in Assignment and Salary (Res. 39.18)

Moved: Harlon L. Robinson  
Seconded: Rosemary T. McAvoy Motion carried

**B. Information**

**1. Appointments/Reappointments/Separations (I-2)**

**XI. TREASURER'S REPORT Mr. Burrows**

**A. Monthly Report of Revenues and Expenditures – July 2001 (Res. 39.19)**

Upon the recommendation of the President, the Board of Trustees approved the Monthly Financial Report for the month ended July 31, 2001.

Moved: Terry L. Burrows  
Seconded: Harlon L. Robinson Motion carried

**XII. COLLEGE FACILITIES -- None**

**XIII. BUSINESS AND FINANCE**

**Dr. Baehre**

**A. PURCHASE OF GOLDMINE SALES AND MARKETING SOFTWARE (Res. 39.20)**

Upon the recommendation of the President, the Board of Trustees approved the purchase of Goldmine sales and marketing software from Demand Systems, Inc., for the amount of \$19,704.00, as specified by resolution.

Moved: Rosemary T. McAvoy  
Seconded: Christopher Gulotta Motion carried

**B. FIVE-YEAR LEASE OF TWO FORD 250 TRUCKS (Res. 39.21)**

Upon the recommendation of the President, the Board of Trustees approved a five-year lease of two (2) Ford 250 trucks with Phillips Ford Sales for the low bid of \$54,320.00, as specified by resolution.

Moved: Terry L. Burrows  
Seconded: Christopher Gulotta Motion carried

**C. ALLFIRST BANK DEPOSIT ACCOUNT FOR THE NEW LANCASTER CAMPUS (Res. 39.22)**

Upon the recommendation of the President, the Board of Trustees authorized the President or Vice President, Finance and College Resources, to open a deposit account at Allfirst Bank for the new Lancaster Campus, as specified by resolution.

Moved: Rosemary T. McAvoy  
Seconded: Mark A. Whitmoyer Motion carried

**XV. GIFTS**

**Dr. Baehre**

**A. SCHOLARSHIPS (Res. 39.23)**

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

Moved: Patricia H. Vance  
Seconded: Terry L. Burrows Motion carried

**B. GIFTS IN-KIND -- None**

**XVI. GRANTS**

**Dr. Baehre**

**A. TITLE III GRANT (Res. 39.24)**

Upon the recommendation of the President, the Board of Trustees accepted the Title III Grant.

**B. WORKFORCE DEVELOPMENT CHALLENGE GRANT (Res. 39.25)**

Upon the recommendation of the President, the Board of Trustees accepted the Workforce Development Challenge Grant.

**C. LIBRARY SERVICES AND TECHNOLOGY ACT GRANT (Res. 39.26)**

Upon the recommendation of the President, the Board of Trustees accepted the Library Services and Technology Act Grant.

The Board approved the above three resolutions, Res. 39.24, Res. 39.25, and Res. 39.26, with a single motion.

Moved: Rosemary T. McAvoy  
Seconded: Harlon L. Robinson Motion carried

**XVII. ACADEMIC AFFAIRS**

**A. APPLICATION DEVELOPER DIPLOMA PROGRAM (Res. 39.27)**

Upon the recommendation of the President, the Board of Trustees approved the Application Developer Diploma Program.

**XVIII. STUDENT SERVICES**

**A. ATTENDANCE OF STUDENTS AT OTHER COMMUNITY COLLEGES (Res. 39.28)**

Upon the recommendation of the President, the Board of Trustees approved the application as specified by resolution.

The above two resolutions, Res. 39.27 and Res. 39.28, were approved with a single motion.

Moved: Mark A. Whitmoyer  
Seconded: Christopher Gulotta Motion carried

## **XIX. EXECUTIVE SESSION**

The Board entered executive session at 12:34 p.m. to discuss pending litigation and a personnel matter. At 1:10 p.m., the Board returned from executive session and voted to approve Res. 39.29, below.

### **A. PRESIDENT'S COMPENSATION**

**(Res. 39.29)**

The Board of Trustees approved a resolution granting the President a 2.5% increase in salary beginning with the pay period starting Sept. 15, 2001, and authorizing payment of incentive compensation as specified by resolution.

## **XX. ADJOURNMENT**

The Board of Trustees meeting scheduled for **Tuesday, October 2, 2001**, will be held in Blocker Hall, room 105.