## HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE Board of Trustees Meeting June 5, 2012

<u>Trustees Present</u> <u>Cabinet</u>

Frank A. Conte Dr. John J. "Ski" Sygielski

Daniel P. Delaney (phone)
Randy E. Eckels (phone)
Deep C. Gupta
Sally S. Klein
Loren H. Kroh (phone)
Dr. Larry Adams
Dr. Linnie Carter
Dr. Cynthia Doherty
Dr. Kathleen Kramer
Dr. Rob Steinmetz

William M. Murray Dr. L. Marshall Washington

Charles R. Peguese John Eberly
Robert J. Phillips (phone) Lisa Sanford
Thomas B. Richey Jean Treuthart
Nailah I. Rogers Tammy Witkowski

Timothy L. Sandoe Jeffrey A. Shaffer (phone)

Vicki R. Shannon Guests

Ty D. Strohl (phone)
Peter C. Wambach
Mark A. Whitmoyer

David R. Keller, Solicitor
Michael Davis, Solicitor
Caroline Hoffer, Solicitor

Absent Hector R. Ortiz Mata Stroup, CEO
Linda Mussoline, CEO
Pam Watkins, Faculty

Toni H. Sharp James Baxter
Kathleen Brickner

Roll Call and Recognition of Visitors: Mr. Sandoe called the meeting to order at 12:00.

Discussion and Action on Any Committee Report Items Removed From Consent Agenda: None

## **Approval of Consent Agenda:**

Moved: Thomas B. Richey Seconded: Charles R. Peguese

Motion carried

**Recommendations/Reports From The Board of Trustees:** On behalf of Ms. Sharp, Ms. Rogers reported that the Nominating Committee had proposed that the current slate of officers be elected to new terms for 2012-2013.

Res. 49.122 - Election of Officers of the Board of Trustees

Moved: Charles R. Peguese Seconded: William M. Murray

Motion carried

**Staff Presentation:** "Briefing on the Middle States Periodic Review." James E. Baxter, Associate Professor, Physical Science/Geology, and Kathleen M. Brickner, Campus Director, Enrollment Services, Lancaster, Co-Chairs, Periodic Review Committee. Mr. Baxter and Ms. Brickner outlined the requirements and process for the College's reaccreditation, currently under way. The federal government requires all educational institutions receiving Title IV funding to maintain accreditation. To

meet that requirement, the College adheres to "best practices" guidelines in 14 specific areas established by the Middle States Association of Colleges and Schools (MSA), the College's accrediting body. The 14 standards identified in the MSA's "Characteristics of Excellence" address all aspects of the institution, from a broad perspective based on the strategic plan and vision to the specifics of classroom instruction. The standards are modeled on best practices guidelines that are commonly employed in business and industry and provide a "mechanism of continuous improvement." Based on HACC's last self study, conducted in 2007, the MSA made 67 recommendations for improvement. Any recommendations that will arise in response to the current self-study will be addressed in 2017 in the periodic review that is routinely held as a "mid-point calibration" between the 10-year intervals of the selfstudy. Mr. Baxter described the year-long work of the 31-member self-study committee members, who considered, among other matters: how the College responded to the MSA's recommendations based on the prior self-study, what considerations should be addressed next, changes in enrollment, the College's recent reorganization, the institution's financial status, student performance, changes in faculty governance, institutional effectiveness, and how to link strategic planning to budget development. Ms. Brickner said the self-study's findings indicated that the College had completed or was in the process of completing 90% of the recommendations and suggestions, which she said was "cause for celebration." She thanked the Board of Trustees, administration, faculty, staff, and students for recognizing the importance of continuous improvement and enabling the College to make such significant strides in developing a systematic and sustained process of assessment, and one that would soon move beyond its "informal linkages" between strategic planning and budgeting. At the conclusion of the presentation, Dr. Ski presented HACC Core Awards "Standing Ovation" certificates to Mr. Baxter and Ms. Brickner in gratitude for their leadership and work in leading the self-study process and team.

Board Education Topic: "Financial Aid Bad Debt," Dr. Robert R. Steinmetz, Vice President, Student Affairs and Enrollment Management. Dr. Steinmetz provided an overview of the College's plans for reducing bad debt, which had risen over the past three years, due, in part, to rising enrollment. HACC's bad debt levels were below national averages but could be improved by focusing efforts on financial aid. Thanks to faculty's 100% acceptance of an electronic attendance record system, the College was better able to track instances of student withdrawing from classes before their financial aid had been distributed, eliminating the need to seek return of those funds. The College had put into place several other operational or policy changes that lessened the risk of bad debt, including the requirement that students have promissory notes prepared before financial aid is distributed and adoption of a system for continuous review and dropping of enrollments for students who had not paid tuition by deadlines. Federal regulations prohibit schools from seeking credit reports for students receiving federal student aid, Dr. Steinmetz said. Instead, the College was instituting a process of making multiple aid disbursements of one-third at various points in the term, based on student attendance, to reduce the chance that a student who received full aid early in the term would drop out and avoid repaying the funds. Dr. Steinmetz said preliminary numbers that would help gauge the success of these efforts would be available in about a year.

## Recommendations/Reports From The Chair: None

**Recommendations/Reports From President:** Dr. Ski reported on the recent open forums held across the College to discuss fiscal concerns and the reorganization. He said the main areas of interest discussed at the forums and in the on-line questions submitted by College employees were:

- 1) Would there be more layoffs?
- 2) How would the vice presidents of functional areas and the campus vice presidents work together?
- 3) What could the College do to generate income and reduce expenses?

## He also reported:

• The Delegate Body would meet within the next several weeks for an update on the College budget for 2012-13.

- Enrollment for the second summer session had reached 98% of budget and fall enrollment was up .03%. Fall credit hours had declined 2%. Dr. Ski said he was encouraged by the work that the campuses were doing to promote enrollment.
- Searches were under way for the new vice president of information technology and vice president of the Gettysburg Campus.

Dr. Ski also recognized and thanked several individuals:

- Trustees Conte and Sandoe for meeting with the search consultant from RPA, Inc., to prepare for the search to fill the position of chief financial officer for the College.
- Pam Watkins, who had been recognized by her alma mater, Georgia Southern University, with an "Outstanding Alumna Award."
- Sheila Ciotti, who was completing her interim assignment as assistant to the president;
- Eleanor Bosserman, who was completing her interim assignment as vice president for finance and College resources;
- Linda Mussoline, who was completing her year-long term as president of the Classified Employee Organization;
- Provost and Vice President for Academic Affairs and Enrollment Management Ronald Young, who
  would retire at the end of the month following a 42-year career at HACC that had included his
  recent service as interim president. Saying that words were inadequate to thank Mr. Young for his
  service to the College and for the guidance and support that he had extended the new president,
  Dr. Ski led a standing ovation in Mr. Young's honor.

**Executive Session:** At 1:00 p.m. the Board retired to executive session to discuss a real estate matter, moved by Mr. Richey, seconded by Mr. Gupta. Returning at 1:58 p.m., the Board adjourned, taking no action.