HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE Board of Trustees Meeting October 2, 2012

Trustees Present

Frank A. Conte (phone) Dr. John J. "Ski" Sygielski

Cabinet

Daniel P. Delaney
Randy E. Eckels (phone)
Deep C. Gupta
Sally S. Klein

Dr. Linnie Carter
Dr. Cynthia Doherty
Dr. Kathleen Kramer
Dr. Rob Steinmetz

Loren H. Kroh (phone) Dr. L. Marshall Washington

Hector R. Ortiz
Charles R. Peguese
Robert J. Phillips
Thomas B. Richey
Nailah I. Rogers (phone)
Timothy L. Sandoe
James Baxter
John Eberly
Shannon Harvey
Lisa Sanford
Jean Treuthart
Tammy Witkowski

Timothy L. Sandoe Tammy Witkowski Jeffrey A. Shaffer (phone)

Vicki R. Shannon

Ty D. Strohl
Peter C. Wambach

Mark A. Whitmover

Guests

David R. Keller, Solicitor

Jennifer Bodenstein, APO

Mark A. Whitmoyer Michael Bowden, APO

Absent Mata Stroup, CEO
Pam Watkins, Faculty (phone)

William M. Murray Kate Margolis, Faculty

Toni H. Sharp

Michael Baker

Eleanor Bosserman

William Morgan

Roll Call and Recognition of Visitors: Mr. Sandoe called the meeting to order at 12:00. Dr. Ski introduced Kate Margolis, representing the Faculty Senate, and a visitor, Michael Baker, director of the C. Ted Lick Wildwood Conference Center.

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

Approval of Consent Agenda:

Moved: Daniel P. Delaney Seconded: Charles R. Peguese

Motion carried

Recommendations/Reports From The Board of Trustees: None

Staff Presentation: "STARS Bronze Rating," Julia P. Knight, PG, LEED AP, director, Office for Sustainability. As Ms. Knight was unavailable to attend the Board meeting, Mr. Baxter provided a brief overview of the College's activities to promote institution-wide sustainability, which had resulted in the attainment of a Bronze rating from the Association for the Advancement of Sustainability in Higher Education in its Sustainability Tracking, Assessment and Rating System (STARS). STARS assesses not only energy use but a full range of environmental, social and economic practices in education, campus operations, and administration. In addition to measuring current practices, Ms. Knight's most recent efforts included working to introduce sustainability into the curriculum. She was currently working to develop a sustainability strategic plan that would be used to institute sustainability practices throughout the College.

Board Education Topic: "Pilot Program – Staffing Allocations Budget," Eleanor D. Bosserman, business director, Lancaster and Lebanon campuses. Ms. Bosserman outlined a new pilot project undertaken to provide flexibility in staffing levels across the College based on enrollment growth or decline. The prototype tool, still a work in progress, was based on data collected by Dr. Rob Steinmetz, vice president for student services and enrollment management, across all campuses. The data would be used to determine appropriate staffing levels in all Student Services departments at all campuses, based on each campus's specific enrollment data. Ms. Bosserman said the new approach would assure each campus that it had equitable access to resources and, by avoiding the assignment of an actual dollar figure to each department, would eliminate the erroneous impression that staff were not being fairly assigned across campuses. Once the tool was tested and the final version developed, it would be applied to other departments Collegewide, she said.

Recommendations/Reports From The Chair: None

Recommendations/Reports From President: Dr. Ski reported that the College's annual golf tournament, the Frank J. Dixon Tournament for Scholarships, had produced a net profit of \$100,000. He commended Dr. Linnie Carter, vice president for College advancement, and her team for coordinating a successful event, and he thanked trustees who participated. Dr. Ski also reported that he had hosted a reception in honor of faculty members who had produced scholarly work outside their regular teaching assignments during the past year, and noted that Cabinet members Shannon Harvey, vice president of the Gettysburg Campus, and Dr. L. Marshall Washington, vice president of the Lancaster Campus, were among the individuals honored at the reception.

Dr. Ski also announced that:

- He and Pam Watkins, Faculty Senate president, were co-chairing a task force that would meet over the next two months to develop a new shared governance process for the College;
- Todd Crawley, director of safety and security, had begun to engage the College in discussions about whether to become a tobacco-free institution;
- He and John Eberly, interim vice president for finance and college resources, would soon hold their next meeting with the members of the Delegate Body in the ongoing effort to revise the sponsorship relationship for the Harrisburg Campus;
- He was continuing to conduct one-on-one meetings with all public school district superintendents in the areas served by HACC campuses, and that the superintendents had been complimentary of the College's programs;
- In sports, HACC's women's volleyball team had achieved a current 7-2 record and would advance to league championship plan, and that the soccer team's record was 1-6. He noted that two women were playing on the men's soccer team, and that of the 20 team members, 12 were not born in the United States.

Dr. Ski also reported that the annual Safety and Security report that had recently been published indicated that for an institution HACC's size, the College had done "very well." He congratulated Mr. Crawley and the department staff.

Executive Session: At 12:20 p.m. the Board retired to executive session to discuss a real estate matter, moved by Mr. Richey, seconded by Mr. Gupta.

At 1:25 p.m. the Board returned from executive session and took the following action:

Res. 33A: Adoption of Recommendation to Convert the C. Ted Lick Wildwood Conference

Center to an Administration Building

Be it resolved that the Board of Trustees

Adopt the Administration's recommendation to convert the C. Ted Lick Wildwood Conference Center to an administration building and cease conference facility operations by Dec. 31, 2012.

Moved: Thomas B. Richey Seconded: Deep C. Gupta

Motion carried

The Board additionally took the following action:

Res. 33B: Provide Flexibility for Negotiating Current Leases

Be it resolved that the Board of Trustees

Provide the management of the College flexibility up to \$35,000.00 in negotiating the current leases for spaces housing College offices.

Moved: Daniel P. Delaney Seconded: Deep C. Gupta

Motion carried

Adjournment: At 1:28 p.m., having no further business, the Board adjourned.

	Consent Agenda	
	Review and Approval of Previous Minutes	Chair
14	Personnel Recommendations	Mr. Delaney
15	Emeritus Status for Employees	Mr. Delaney
16	Reappointment of Non-Tenured Faculty for 2012-13	Mr. Delaney
17	2012-2013 Salary Increase for Faculty, Classified, Professional and Administrative Employees	Mr. Delaney
18	Credit Hour Rate for Full- and Part-Time Faculty and Part-Time Professional Hourly Rate	Mr. Delaney
19	Recommendation for Change in Discipline	Mr. Delaney
I-2	Personnel Information Items	Mr. Delaney
20	College Policy 864: Tuition Aid for Employees and Their Dependents Taking HACC Courses	Mr. Delaney
21	Report of College Operating Revenues and Expenditures – July 31, 2012	Mr. Conte
22	Report of College Operating Revenues and Expenditures – August 31, 2012	Mr. Conte

23	Purchase of Allen-Bradley and Rockwell Automation Accessories for Workforce and Economic Development Training at the Midtown 1 Site	Mr. Conte
24	Purchase of Two (2) HAAS ST-10 Turning Lathes and Accessories for Workforce and Economic Development Training at the Midtown 1 Site	Mr. Conte
25	Purchase of Two (2) HAAS TM-1P Machine Centers and Accessories for Workforce and Economic Development Training at the Midtown 1 Site	Mr. Conte
26	Purchase of One (1) Refurbished GE Vivid 7 BT08 Ultrasound System for the Diagnostic Medical Sonography Lab at the Lancaster Campus	Mr. Conte
27	Purchase of Forty-One (41) Panasonic Data Projectors for the Harrisburg, Lancaster, and York Campuses	Mr. Conte
28	Single Prime Contract for Improvements to the Pedestrian Crosswalks and Sidewalks at the York Campus	Mr. Conte
29	Single Prime Contract for Renovations to the Student Government Association (SGA) Room 21 of the Goodling Building at the York Campus	Mr. Conte
30	Donation of Four (4) Dell Optiplex 755 Personal Computers, Four (4) Dell Flat Panel Monitors, and Four (4) HP Deskjet Printers to the Yorktown Senior Center	Mr. Conte
31	Authorization to Become the Replacement Recipient of a Grant (Project No. 01-01-07276) from the United States Department of Commerce, Economic Development Administration, for an Advanced Skills Learning Center at 2101 Pennsylvania Avenue, York, PA	Mr. Conte
32	Scholarships	Mr. Conte
33	HACC Foundation Scholarships	Mr. Conte