

**HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE**  
**Board of Trustees Meeting**  
**December 4, 2012**

**Trustees Present**

Frank A. Conte  
Daniel P. Delaney  
Deep C. Gupta  
Sally S. Klein  
Hector R. Ortiz  
Charles R. Peguese  
Nailah I. Rogers  
Timothy L. Sandoe  
Jeffrey A. Shaffer  
Vicki R. Shannon  
Ty D. Strohl  
Peter C. Wambach  
Mark A. Whitmoyer

**Absent**

Randy E. Eckels  
Loren H. Kroh  
William M. Murray  
Robert J. Phillips  
Thomas B. Richey  
Toni H. Sharp

**Cabinet**

Dr. John J. "Ski" Sygielski  
Dr. Linnie Carter  
Dr. Cynthia Doherty  
Dr. Kathleen Kramer  
Dr. Rob Steinmetz  
Dr. L. Marshall Washington  
James Baxter  
John Eberly  
Shannon Harvey  
Lisa Sanford  
Jean Treuthart  
Tammy Witkowski

**Guests**

David Keller, Solicitor  
Michael Bowden, APO  
Mata Stroup, CEO  
Pam Watkins, Faculty  
Marion C. Alexander  
David Carl  
James Grandon  
Ken Phelps  
Randy Sibert

**Roll Call and Recognition of Visitors:** Mr. Sandoe called the meeting to order at 1:00 p.m. and noted that a quorum was present.

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

**Approval of Consent Agenda:**

Moved: Charles R. Peguese  
Seconded: Hector R. Ortiz  
Motion carried

**Board Education Topic:** "Middle States Accreditation Update." James E. Baxter, interim provost and vice president of academic affairs, outlined the status of the College's work to establish an "organized and sustainable assessment process" to ensure ongoing compliance with accreditation requirements for measuring educational outcomes and institutional effectiveness. In responding to its most recent reaccreditation in 2007, the College established a framework for monitoring assessment; however, the accrediting body, the Middle States Association of Colleges and Universities (MSA), would require, additionally, that systems be developed as an infrastructure to support ongoing assessment. Having such systems in place would show not only that expected learning outcomes were being met but also that the data would serve as a basis for budgeting. Mr. Delaney noted that during the 2007 accreditation meeting he had attended, a MSA representative indicated no adverse findings that would have resulted in a warning. Mr. Baxter said MSA informed HACC, at that time, of a need to improve assessment; however, that advisory was a recommendation only and did not indicate an impending sanction. As requested, the College provided MSA with interim reports in 2010. Mr. Baxter explained that the recent warning was based on the findings in the 2011 self-study and on MSA's increased

enforcement efforts. The College's more recent reorganization had prepared it well for addressing the MSA's requirements and relieving the warning, he said. The Office of College Effectiveness would address MSA standards related to institutional assessment, and the Institutional Research Office would address the standards related to assessment of student learning. Mr. Wambach thanked Mr. Baxter for giving a year of his time to serve as interim provost and vice president for academic affairs and continuing to teach a class at the same time.

Mr. Sandoe noted that because the MSA warning was potentially critical, it was the Administration's highest priority, and he was confident that the College would be back in compliance by September. Dr. Ski added that although the College was not required to publicly announce its accreditation warning, he wanted to be sure that the trustees and public learned of it directly from the College. Mr. Delaney asked about the community's and sponsoring school districts' reactions to the news. Few comments or questions had been received, Dr. Ski said, and those few shared common themes: was HACC still accredited? (Yes) Would the warning affect a student's degree? (No) Would the College still be able to offer financial aid? (Yes). Mr. Whitmoyer asked if the warning was a surprise. To an extent it was, Mr. Baxter said, but the College had been expecting further monitoring based on the MSA's 2007 recommendation. Mr. Whitmoyer also asked whether there might have been an opportunity to take steps in advance to avoid the warning. Mr. Baxter said there was not.

**Staff Presentation:** "Enrollment at HACC." Dr. Robert Steinmetz, vice president, student services and enrollment management. Dr. Steinmetz provided an update on state and national enrollment trends, and the College's recent actions to bolster enrollment for the coming term. After rising nationally from 2003 to 2011, enrollment began a decline that continued to be felt across Pennsylvania, including at HACC, he said. Among the external factors responsible for the change were a sluggish economy, declining state and local support, competition from proprietary schools, and potential students' concerns about job prospects and whether colleges would offer the education and training they would need. Internally, a year of transition with a new administration, followed by College-wide reorganization, meant time would be needed to rebuild the customer service standards, processes and tools that would best enable the College to respond to such challenges. Efforts were already under way to address those needs by:

- Hiring necessary staff
- Piloting a new departmental budget model
- Conducting a detailed process mapping study with the goal of streamlining work
- Holding convenient enrollment events for prospective students
- Increasing staffing at peak times by employing casual workers and student workers or asking retired employees to volunteer

He noted that the College's new organizational structure would drive enrollment and would use data to work in a more structured, measurable way.

In a brief update on the status of the College's six-month-old reorganization, Dr. Ski highlighted several challenges and successes. He distributed to the Trustees a chart indicating how the College had been reorganized for efficiency. Challenges included the need to focus efforts on the workforce development unit and to upgrade the College's technology for institutional as well as educational systems support. The most notable successes included improved and increased collaboration and communication across the College and improvement in many processes. Results to date were not perfect, Dr. Ski said, but it was already possible to point to some "positive successes."

**Recommendations/Reports From The Board of Trustees:** None.

**Recommendations/Reports From The Chair:** Mr. Sandoe asked for three volunteers from the Board of Trustees to serve on a committee that HACC Foundation Chair James Grandon would convene to seek ways of growing the endowment. Ms. Shannon and Mr. Gupta volunteered. Mr. Sandoe said he would seek a third volunteer among the Board members who were absent from the meeting.

**Recommendations/Reports From President:** Dr. Ski reported that enrollment at all campuses was improving but stood, College-wide, at 3.7 percent below the same point last year. Virtual Campus enrollment was up 8 percent from the prior year, he said. In a brief update on topics of interest at the campuses, Dr. Ski reported that the College would decline an opportunity to establish a presence in Franklin County at the site of the former Scotland School for Veterans' Children because it did not fit the College's business model. In reply to Mr. Peguese's question about the College's electronic sign board at the main entrance to the Harrisburg Campus, Dr. Ski explained that the sign was broken and the cost to repair it would exceed \$100,000.

Dr. Ski called on Lisa Sanford, chief human resources officer, for an update on a police search-in-progress for a kidnapper who had abducted a student on the Harrisburg Campus the day before. The campus had been evacuated shortly before the start of the Board of Trustees meeting because police reported that the suspect had been sighted near the campus again that morning. Ms. Sanford reported that according to the latest police report, the suspect had been arrested.

**Executive Session:** At 2:15 p.m., the Board voted, moved by Dr. Ortiz, seconded by Ms. Klein, to enter Executive Session to discuss real estate and personnel matters.

At 3:00 p.m. the Board returned from Executive Session and took the following actions:

**Res. 50.63 – Authorization to Exercise Option to Purchase the C. Ted Lick Wildwood Conference Center**

BE IT RESOLVED that the Board of Trustees authorize the Administration to seek to exercise the option to purchase the C. Ted Lick Wildwood Conference Center from the City of Harrisburg at the specified price.

Moved: Sally S. Klein  
 Seconded: Charles R. Peguese  
 Motion carried

**Res. 50.64 – Incentive Compensation and Evaluation of the President**

BE IT RESOLVED that the Board of Trustees adopt the Human Resources Committee's recommendation and "extremely positive" report, and express the Board's appreciation to the President.

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

Dr. Ski thanked the trustees and stated that individually and collectively they were the best board he had ever worked for. Mr. Sandoe thanked Dr. Ski for his dedicated service to the College, commitment to its students, integrity in dealing with all, and diligence in keeping the trustees informed of important matters.

**Adjournment:** At 3:05 p.m., having no further business, the Board adjourned.

	<b>Consent Agenda</b>	
	<b>Review and Approval of Previous Minutes</b>	Chair
50	<b>Personnel Recommendations</b>	Mr. Delaney
51	<b>Emeritus Status for Employees</b>	Mr. Delaney

I-4	<b>Personnel Information Items</b>	Mr. Delaney
52	<b>Report of College Operating Revenues and Expenditures</b>	Mr. Conte
53	<b>Contract to Design, Build and Install a Grid Tied 3.96kW Pole Mounted Solar Array at the Lancaster Campus</b>	Mr. Conte
54	<b>Contract for Providing Retro-Commissioning Services for Mechanical Equipment in the Main and East Buildings at the Lancaster Campus</b>	Mr. Conte
55	<b>Single Prime Contract for Phase One (1) – Demolition of the Interior of the C. Ted Lick Administration Building at the Harrisburg Campus</b>	Mr. Conte
56	<b>Contract for Providing Commissioning Authority Services for the C. Ted Lick Administration Building at the Harrisburg Campus</b>	Mr. Conte
57	<b>Contract for a Conference Center Site to Host the 2013 Homeland Security Conference for the Senator John J. Shumaker Public Safety Center</b>	Mr. Conte
58	<b>Gift-In-Kind Donation From Graphcom</b>	Mr. Conte
59	<b>Gift-In-Kind Donation From Eliot Gminder</b>	Mr. Conte
60	<b>Gift-In-Kind Donation From Philip P. McDonald</b>	Mr. Conte
61	<b>Gifts - Scholarships</b>	Mr. Conte
62	<b>Sabbatical Requests</b>	Ms. Sharp