

HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE
Board of Trustees Meeting
April 2, 2013

Trustees Present

Frank A. Conte (phone)
Randy E. Eckels (phone)
Sally S. Klein
Loren H. Kroh
William M. Murray
Hector R. Ortiz
Charles R. Peguese
Robert J. Phillips
Nailah I. Rogers (phone)
Timothy L. Sandoe
Jeffrey A. Shaffer (phone)
Toni H. Sharp (phone)
Ty D. Strohl
Peter C. Wambach
Mark A. Whitmoyer

Excused

Daniel P. Delaney
Deep C. Gupta
Thomas B. Richey
Vicki R. Shannon (phone)

Cabinet

Dr. John J. "Ski" Sygielski
Dr. Cynthia Doherty
Dr. Kathleen Kramer
James Baxter
John Eberly
Shannon Harvey
Dennis Heinle
Jean Treuthart
Amy Withrow

Guests

David R. Keller, Solicitor
Michael Bowden, APO
Gary Crowell
Kadijah Kastriba
Deborah Kell
Kate Margolis, Faculty (phone)
Ronald Rebuck
Pamilla Saylor
Mata Stroup

Roll Call and Recognition of Visitors: Mr. Sandoe called the meeting to order at noon and noted that a quorum was present.

Recognition of Visitors: Dr. Ski introduced three members of the College community and two consultants: Kadijah Kastriba, chair of the Student Government Association Executive Council; Ronald Rebuck, director of nursing; Amy Withrow, director of advancement and outreach for the Virtual Campus, who was recently named to a position on the President's Cabinet; Deborah Kell, consultant advising the College on Middle States accreditation standards; and Gary Crowell, safety and security consultant.

Staff Presentation: "Security Review," Gary Crowell. Mr. Crowell provided an update on his ongoing, comprehensive review of all HACC safety and security policies and operating procedures. He was conducting interviews with 30 individuals, including all segments of the College community: faculty, students, administrative and classified employees and Safety and Security department staff. Mr. Crowell said he worked on a strategic basis with the goal of creating a standardized safety and security plan that would avoid disparities and clarify any existing conflicts or unclear interpretations. He would also write a new job description for the director of Security, and emphasized that the nature of the role would require that the individual in the position be a good manager.

Res. 50.82 – Course Fees Discussion: Dr. Ski introduced Mr. Rebuck and Dr. Doherty to address questions that the Board Finance Committee had raised at its March meeting about proposed, substantial increases in fees for nursing clinical courses. Dr. Doherty explained that over the years, the increased costs of offering a high quality nursing program had resulted in an annual operating loss of more than \$3.3 million for the program. She noted that the test scores of the registered nursing program's graduates who sat for the National Council Licensure Examination (NCLEX) reflected the quality of the College's nursing program, with more than 92% of first-time test takers passing the exam, one of the highest passing rates in the state. Job placement for HACC's nursing graduates was similarly high, in the 90% range. Dr. Doherty said that the median salaries of HACC's graduates in registered nursing and

licensed practical nursing—more than \$65,000 and \$42,500 a year, respectively—suggested that students soon to be employed in those professions would be able to afford the program fee increases that the administration had proposed. The fee recommendation had come about in conjunction with a three-year study by the nursing faculty, whose members recommended curriculum changes to be phased in over three years, starting in 2013.

Adopting the fee increases in the coming year would bring in approximately \$340,000, which would reduce the operating loss to about \$3 million, Dr. Doherty said. She said the long-range plan for the program was to continue to institute the curriculum changes in the next two years, make related personnel changes and carry out a more thorough study of costs. Asked whether expansion of the nursing program to admit more students might provide needed revenue, Dr. Doherty and Mr. Rebeck explained that expanding the program's enrollment would raise the operating costs of the program and that all available clinical sites for HACC students were already filled. The program was in high demand, and as a result, the College had to turn away many students seeking to enroll in nursing every year. Mr. Peguese asked if there would be an opportunity for the College to advise nursing students of available scholarship funding, so that scholarship funds would not go unused. Dr. Doherty said a workshop would take place the next day for all students—including nursing students—to learn how to apply through the College's new, streamlined on-line scholarship system.

Mr. Sandoe noted that in proposing the fee increase, the College was attempting to balance its financial need to overcome a program operating deficit and its responsibility to its students. He asked whether it would be possible to charge the higher fees only for new students entering the program, so those already enrolled would be able to continue at the rates currently in effect. It would be difficult, Dr. Doherty said, to successfully implement different rates for different students at various points in the program. Mr. Sandoe said he was not opposed to the fee increase but asked that a strategic business plan be prepared to decrease the operating deficit. Dr. Ski said the plan would be available in October.

Res. 50.82 – Course Fees Vote

Moved: Charles R. Peguese
Seconded: Frank A. Conte
Yea: Mr. Conte, Mr. Eckels, Ms. Klein, Mr. Kroh, Dr. Murray, Mr. Peguese, Mr. Phillips, Mr. Richey, Ms. Rogers, Mr. Sandoe, Mr. Shaffer, Ms. Sharp, Mr. Strohl, Mr. Wambach, Mr. Whitmoyer
Nay: Dr. Ortiz
Motion carried

Dr. Ski thanked Dr. Doherty and Mr. Rebeck for their work, noting Mr. Rebeck's dedicated service to the nursing program and the fact that he was a graduate of the program. Mr. Peguese thanked Dr. Doherty for following up on the Finance Committee's questions.

Approval of Consent Agenda:

Moved: William M. Murray
Seconded: Thomas B. Richey
Motion carried

Res. 50.99 – Single Prime Contract for Phase Three (3) – General Trades Work for the Interior Fit Out of the Ted Lick Administration Building at the Harrisburg Campus

Mr. Whitmoyer noted that the resolution had been omitted from the consent agenda. He asked the Board to address it in a separate motion.

Moved: Mark A. Whitmoyer
Seconded: Thomas B. Richey
Motion carried

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

Recommendations/Reports From The Board of Trustees: Mr. Peguese reported that he and Mr. Wambach had attended a forum at the Harrisburg Campus, where Dr. Ski did an excellent job of addressing safety concerns and explaining the fundamental matters important to safety of students, faculty and staff. Mr. Wambach, who said he had recommended Mr. Crowell to Dr. Ski as a consultant, praised Mr. Crowell's expertise and thoroughness, noting that he had served in the administration of Pennsylvania Governor Tom Ridge as secretary of general services. Mr. Wambach congratulated Dr. Ski for his approach at the safety forum and for sharing a depth of information that the College community had not received in the past. He said the audience at the forum had expressed concerns that Dr. Ski would leave the College, but the president emphasized that he planned to stay at HACC until retirement. Mr. Sandoe thanked Mr. Wambach for expressing what all members of the Board of Trustees felt. "We appreciate Ski's investment in this college community. . . . The ship is turning," Mr. Sandoe said.

Recommendations/Reports From The President: Dr. Ski reported that the administration had met with the Delegate Body and presented the proposed amended sponsorship agreement for the Harrisburg Campus. He said he believed the presentation had gone well, and the districts had been asked to return their signed agreements by May 1. Mr. Whitmoyer, who had attended the Delegate Body meeting, noted that the delegates had had some questions but no apparent objections. Dr. Ski thanked Dr. Doherty and Mr. Eberly for their work with the sponsorship agreement and the school districts.

Dr. Ski reported several additional developments, including:

- Reduction of staff in Franklin County by 1.5 full-time equivalents (FTEs), with plans for the Gettysburg Campus to administer HACC's programs in Franklin County
- Dedication of the Jennifer L. Weaver Fireplace Lounge at the Gettysburg Campus, in memory of the campus's founding vice president
- A meeting that he and John Eberly, vice president of finance and college resources, along with a member of the College solicitor's law firm, held with Harrisburg Mayor Linda Thompson to finalize the deed to the Ted Lick Administration Building
- Plans to attend student Lobby Day at the Capitol, which Trustees Ortiz, Peguese and Wambach also planned to attend
- Work nearing completion on the proposed College budget for 2014-2015, which would soon be presented to the Board of Trustees as a balanced budget
- Holy Spirit Hospital turning over its radiation technology program to HACC, with plans for Lois Schaffer, interim vice president of the Lancaster Campus, to guide the transition
- Several meetings with state legislators, who expressed their support for the College
- Interim Provost Jeb Baxter's continuing work to address accreditation issues
- Dr. Ortiz's selection as district governor of Rotary International District 7390, with installation scheduled for July 2
- The Harrisburg Young Women's Christian Association (YWCA) honoring Dr. Ortiz's wife, Marisol Aviles de Ortiz, in its "Tribute to Women of Excellence" for her work with Estamos Unidos de Pennsylvania

Board Education Topic: “Middle States Accreditation Update,” Deborah Kell. Ms. Kell thanked the trustees for their 15 responses to the survey she had created to capture their perceptions of the College and their experience as trustees. She summarized her findings in a presentation titled “The Trustee Voice.” She said appreciated the energy in the trustees’ responses and felt privileged for them to have shared their responses with her.

Ms. Kell outlined the trustees’ survey responses and guided their discussion to address topics in eight categories of inquiry:

- Relation to the President
- Personnel and Institutional Organization
- Financial Stability
- The Physical Campus
- Legislative Factors
- Partnerships and Relationships with the Community
- Students
- Challenges

Regarding the Board’s relationship with the president, Mr. Wambach said, “His opinion counts with us, and our opinion counts with him.” Mr. Peguese, who had served on the Presidential Search Committee, commended the work of the committee, specifically the high quality of interaction among the individuals who served. He noted there had been no inequality among the committee members, whether they were trustees, faculty members, staff members or students. Mr. Sandoe said he appreciated the fact that Dr. Ski took “the highest level of ethical approach” to his actions and decisions.

Addressing personnel and institutional organization, the Trustees expressed their sadness at having had to downsize staff, with Mr. Sandoe noting that he preferred to characterize the College’s actions as “right-sizing” rather than “downsizing.” Sandoe said a virtue of the College’s new structure after the reorganization was a better vertical alignment that would foster better decision making. Decisions would be well thought out and not “reactive,” he said.

To improve the College’s financial stability, it would be necessary to create sound short-term and long-term fiscal policy, Mr. Sandoe said. Historically, he said, decisions had been made in the short term without considering impact in years to come. Mr. Wambach said that considering the age of the College and some of its buildings, capital maintenance would be an increasingly important consideration. Mr. Sandoe said a major question would be how the role of the Virtual Campus would affect the future of the physical campus.

Turning to legislative matters, Dr. Ortiz reminded that the Board must constantly be involved in policy development.

Ms. Kell cited two of the Board meeting’s discussion topics, analysis of the nursing program fee structure and Mr. Crowell’s security review, as examples of ongoing assessment that Middle States would expect under its standards regarding a culture of assessment. As for evaluating effectiveness of community involvement, Dr. Ortiz noted that Dr. Ski had taken the lead in representing the College within the community. Mr. Sandoe said that the campus vice presidents also had a major role within their communities. Mr. Peguese noted the importance of the Trustees’ involvement in the College commencement ceremonies, a duty that they loved to perform. Mr. Wambach said the opportunity to work with student was “empowering” and made him want to do more to support the College for the benefit of future students.

The Trustees identified growth and maintaining accreditation as challenges for the future. Where would future growth come from?, Mr. Sandoe asked.

Ms. Kell said that at the May meeting the Board would continue its analysis of the survey responses and discussion in light of the current Board of Trustees Bylaws and the Middle States standards.

Res. 50.98 – HACC Strategic Plan – 2012-2015

Dr. Ski introduced the HACC Strategic Plan for 2012-2015. In accordance with Middle States' expectations and with the College's reorganization, the plan had been devised as a College-wide undertaking that involved looking at the institution's mission, vision and values.

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

Recommendations/Reports From The Chair: None.

Adjournment: At 1:30 p.m., having no further business, the Board adjourned.

Consent Agenda		
	Review and Approval of Previous Minutes	Chair
83	Personnel Recommendations	Mr. Delaney
84	Emeritus Status for Employees	Mr. Delaney
I-7	Personnel Information Items	Mr. Delaney
85	Report of College Operating Revenues and Expenditures – Feb. 28, 2013	Mr. Conte
86	Single Prime Contract for Phase Three (3) – Electrical Work for the Interior Fit Out of the Ted Lick Administration Building at the Harrisburg Campus	Mr. Conte
87	Single Prime Contract for Phase Three (3) – Mechanical Work for the Interior Fit Out of the Ted Lick Administration Building at the Harrisburg Campus	Mr. Conte
88	Single Prime Contract for Phase Three (3) – Fire Protection Work for the Interior Fit Out of the Ted Lick Administration Building at the Harrisburg Campus	Mr. Conte
89	Single Prime Contract for Phase Three (3) – Testing, Adjusting, and Balancing Work for the Interior Fit Out of the Ted Lick Administration Building at the Harrisburg Campus	Mr. Conte
90	Purchase of Furniture for the Main Lobby at the Lancaster Campus	Mr. Conte
91	2013 Bond Issuance	Mr. Conte
92	Donation of Used Teaching Equipment from the Lancaster Campus to the Spanish American Civic Association (SACA)	Mr. Conte
93	Nomination of Members to HACC Foundation Board of Directors	Mr. Conte
94	Gift-In-Kind Donation from Chuck Rineer	Mr. Conte
95	Gifts - Scholarships	Mr. Conte
96	Pre Health Professions	Ms. Sharp
97	Summer Instructional Development Grants	Ms. Sharp
99	Single Prime Contract for Phase Three (3) – General Trades Work for the Interior Fit Out of the Ted Lick Administration Building at the Harrisburg Campus	Mr. Conte

**HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE
Board of Trustees**

Vol. No.	<u>50</u>
Date	<u>4/2/13</u>
Res. No.	<u>99</u>
Page No.	<u>99</u>

TITLE: SINGLE PRIME CONTRACT FOR PHASE THREE (3) – GENERAL TRADES WORK FOR THE INTERIOR FIT OUT OF THE TED LICK ADMINISTRATION BUILDING AT THE HARRISBURG CAMPUS

BE IT RESOLVED THAT THE BOARD OF TRUSTEES

Authorizes the President and/or Vice President of Finance to enter into a contract with Lobar, Inc. for phase three (3) – general trades work for the interior fit out of the Ted Lick Administration Building at the Harrisburg Campus for the low bid of \$1,713,000.00.

<u>Vendor</u>	<u>Amount</u>
<u>Lobar, Inc. Dillsburg, PA</u>	<u>\$1,713,000.00</u>
Premier Construction Group, Inc. Dillsburg, PA	\$1,723,642.00
East Coast Contracting, Inc. New Cumberland, PA	\$1,737,000.00
R. S. Mowery & Sons, Inc. Mechanicsburg, PA	\$1,818,181.00
McCoy Brothers, Inc. Carlisle, PA	\$1,835,500.00
L. R. Costanzo Co., Inc. Scranton, PA	\$1,854,900.00
Hogg Construction, Inc. York, PA	\$1,899,841.00

BACKGROUND

In addition to the public advertisement, fifty-two (52) vendors were solicited. Seven (7) vendors submitted a proposal. The project consists of interior improvements to provide approximately 37,000 SF of office space on the first and second floor of Mumma Hall. The budgeted amount is \$1,800,000.00.

(Funding: Unexpended Plant Bond - Central – PU0B04 658100 791403)

Yea 16 Nay 0 Passed X

First: Mark A. Whitmoyer

Second: Thomas B. Richey

Opposed: 0

Abstained: 0