HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE Board of Trustees Meeting November 12, 2013

MEETING SITE: Midtown 2, Room 206

LUNCH WILL BEGIN AT 11:30 A.M. BOARD OF TRUSTEES BUSINESS MEETING WILL BEGIN AT 11:45 A.M.

Page	Regular Agenda		
	Roll Call:	Mr. Sandoe	1 minute
	The Chair will call the meeting to order, noting that a quorum is present.		
	Recognition of Visitors:	Mr. Sandoe	1 minute
	The President will introduce visitors.		
	Approval of Consent Agenda:*	Mr. Sandoe	3 minutes
	The Chair will ask for approval of the items in the Consent Agenda.		
	Discussion and Action on Any Committee Report Items Removed	Mr. Sandoe	3 minutes
	From Consent Agenda		
	Recommendations/Reports From The President	Dr. Ski	3 minutes
	Recommendations/Reports From The Board of Trustees	Mr. Sandoe	3 minutes
	Recommendations/Reports From The Chair	Mr. Sandoe	3 minutes
	Adjournment:	Mr. Sandoe	1 minute
	The next Board of Trustees meeting will be held on December 3 , 2013 .		

Page		
	Consent Agenda	
	Review and Approval of Previous Minutes	Chair
16	Personnel Recommendations	Mr. Delaney
I-2	Personnel Information Items	Mr. Delaney
17	Report of College Operating Revenues and Expenditures – Sept.	Mr. Conte
	30, 2013	
18	Gifts - Scholarships	Mr. Conte

^{*}The actions listed in the Consent Agenda have been recommended by the committees under whose names they are listed. These recommended actions are presented for adoption as a group under a single motion without discussion, except that any item will be moved to the regular agenda if requested by a member of the Board, in which case the item will be presented by the appropriate committee, discussed, and then acted upon independently. Similarly, those committee matters not requiring action which have been reported to the Board in writing will not be presented or discussed at the Board meeting, except that any such item will be moved to the regular agenda if requested by a member of the Board, in which case the item will be presented by the appropriate committee and discussed. Any committee matter already listed in the regular agenda was placed there at the request of a committee or Board chair or the CEO.

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TITLE: PERSONNEL RECOMMENDATIONS

BE IT RESOLVED THAT THE BOARD OF TRUSTEES

Approve the following appointments, changes in assignment and salary, and retirement as recommended by the President. All positions are funded within the current approved budget or are replacement positions.

I. Appointments				
A. Professional S	taff Full Ti	me		
First Name	Last Name	Assignment	Salary	Effective Date
Aimee	Brough	Chief Human Resources Officer	\$110,320.00	11/18/2013
				9/23/13(Temporary)
Stephanie	Hockley	Fiscal Analyst, Plant Fund	\$45,473.00	11/6/13 (Regular)
				10/7/13 (Temporary)
Danielle	Martin	Coordinator, College Pathways	\$42,268.00	11/6/13 (Regular)
				10/31/13(Temporary)
Christine	Nowik	Dean, Student & Academic Success	\$86,438.00	11/6/13 (Regular)
B. Classified Sta	ff Full Time	•		
				10/07/13(Temporary)
Myriam	Amaguayo	Administrative Office Technician	\$32,419.00	11/6/13 (Regular)
				10/28/13(Temporary)
Kathryn	Crutcher	Technician, Shipping/Receiving	\$24,504.00	11/6/13 (Regular)
				9/30/13(Temporary)
Breanne	Klinger	Administrative Office Assistant	\$28,303.00	11/6/13 (Regular)
				9/30/13(Temporary)
David	Spancake	Technician, Building Services	\$26,460.00	11/6/13 (Regular)
II. Changes in As	signment	and Salary		
A. Professional S	taff Full Ti	me		
First Name	Last Name	Assignment	Salary	Effective Date
		From: Interim Director, Development	From: \$65,708.00	10/1/13(Temporary)
Hope	Harrison	To: Director, Development	To: \$75,552.00	11/6/13 (Regular)
		From: Director, Integrated Marketing	From: \$79,447.00	10/7/13(Temporary)
Megan	Kurtz	To: Coordinator, Integrated Marketing	To: \$53,798.00	11/6/13 (Regular)
III. Retirement				
A. Professional S	taff Full Ti	me		
First Name	Last Name	Assignment	Start Date	Effective Date
Loyall	Mumby	Professor, Business Management	8/21/00	12/16/13

Yea <u>17</u> 1	Nay <u>0</u> Passed X
First:	Thomas B. Richey
Second:	Frank A. Conte
Opposed:	0
Abstained:	0

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PERSONNEL INFORMATION ITEMS

Appointments First Name	Last Name	Title	FT/PT	Salary	Effective Date
Barbara	Ruffini	Coordinator, KEYS Program	FT Temp	\$43,168.00	10/14/13-6/30/14
Daivaia	Kullilli	Coordinator, RE13 Flogram	I I Tellip	ψ43, 100.00	10/ 14/ 13-0/30/ 15
Appointments	Part-time Regul	ar Faculty			
Ruth	Bernard	Art	PT	\$23,680.00	8/19/13-5/9/14
Appointments	Classified Staff				
Maria	Fortini	Administrative Office Technician	PT	\$16.97/hr	09/30/2013
Darwin	Laughman	Technician, Building Services	PT	\$11.40.hr	10/21/2013
Steven	Rivera	Officer	PT	\$16.00/hr	10/07/2013
SeparationsPr	ofessional Staf	f			
First Name	Last Name	Title	FT/PT	Start Date	Effective Date
Anthony	Juliana	Coord, Title I	FT Temp	1/1/09	10/31/13
Marcia	Myers	Site Administrator	FT Temp	1/1/09	10/31/13
Abigail	Peslis	Director, Title I	FT Temp	3/5/12	10/31/13
Brittany	Wagner	Instructor, Nursing	FT	8/22/11	11/1/13
SeparationsCI	assified Staff				
Diana	Abreu	Technician, Instructional Programs	PT	7/8/13	10/15/13
Michelle	Ahlers	Case Manager	FT Temp	11/30/09	10/31/13
Christine	Beck	Site Leader	FT Temp	1/1/09	10/31/13
lvy	Berry	Site Leader	FT Temp	1/1/09	10/31/13
Sandra	Butt-Richardson	Business Representative	FT Temp	1/1/09	10/31/13
Kathy	Davis	Business Representative	FT Temp	1/1/09	10/31/13
Damali	Flowers	Administrative Office Technician	PT	7/8/13	9/10/13
Kellyann	Goff	Administrative Office Technician	FT Temp	1/1/09	10/31/13
Rita	Harris	Case Manager	FT Temp	1/1/13	10/31/13
Wanda	Jones	Case Manager	FT Temp	1/1/09	10/31/13
Susan	Lance	Case Manager	FT Temp	11/15/10	10/31/13
Dawn	Lowe	Business Representative	FT Temp	1/1/09	10/31/13
Brenda	Meals	Site Leader	FT Temp	4/1/09	10/31/13
Doreen	Meeker	Site Leader	FT Temp	1/1/09	10/31/13
Dolorse	Mixell	Case Manager	FT Temp	1/1/09	10/31/13
Carol	Moyer	Site Leader	FT Temp	1/1/09	10/31/13
Marcus	Ricketts	Coordinator, Customer Services	FT Temp	11/8/10	10/31/13
Richard	Rohrer	Business Representative	FT Temp	1/1/09	10/31/13
Jhansi	Waters	Case Manager	FT Temp	1/1/09	10/31/13
Claudette	Williams	Site Leader	FT Temp	1/1/09	10/31/13

HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE Board of Trustees

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TITLE: REPORT OF COLLEGE OPERATING REVENUES AND EXPENDITURES

BE IT RESOLVED THAT THE BOARD OF TRUSTEES

Approve the attached report of College operating revenues and expenditures for the period ending September 30, 2013.

Yea <u>17</u> 1	Nay <u>0</u> Passed X
First:	Thomas B. Richey
Second:	Frank A. Conte
Opposed:	0
Abstained:	0

MONTHLY FINANCIAL REPORT FOR THE MONTH ENDED: September 30, 2013 ALL CAMPUSES COMBINED

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ENROLLMENTS			FY 2013-14		
				Projection vs	Projection vs
Туре	Budget	Projection	Actual YTD	Budget	Budget %
Student Cr Hrs (Sponsored)	126,052	114,237	46,420	(11,815)	90.6%
Student Cr Hrs (Non Spon)	262,148	257,685	126,952	(4,463)	98.3%
Student Cr Hrs (Out of State)	9,389	9,374	4,610	(15)	99.8%
Student Cr Hrs (College in the High School)	7,938	7,375	4,052	(563)	92.9%
Total Student Cr Hrs	405,527	388,671	182,034	(16,856)	95.8%
School District - Cr Hrs	126,052	114,237	46,420	(11,815)	90.6%

School District - Cr Hrs	126,052	114,237	46,420	(11,815)	90.6%
	Annual			Projection vs	Projection vs
REVENUES		Projection	Actual YTD		Budget %
	Budget \$ 17.932.206			Budget \$	90.7%
Tuition - Sponsored Students		\$ 16,261,518	\$ 6,853,775	\$ (1,670,688)	
Tuition - Nonsponsored Students	52,599,102	52,381,603	25,451,360	(217,499)	99.6%
Tuition - Out-of-State	2,802,978	2,755,247	1,436,354	(47,731)	98.3%
Tuition - College in the High School	238,140	221,790	125,940	(16,350)	93.1%
Fees - Instructional	11,008,979	10,727,534	5,059,230	(281,445)	97.4%
Noncredit Student Fees	6,258,964	6,258,964	1,480,009	(201,110)	100.0%
				_	
Comm of PA [Incl. base FTE plus Stipends]	29,664,165	29,664,165	7,416,042		100.0%
School Districts	8,042,302	8,002,674	2,705,811	(39,628)	99.5%
Sales	13,619,751	12,761,957	5,573,348	(857,794)	93.7%
Other Income	8,470,978	8,422,763	1,859,672	(48,215)	99.4%
				, , , , ,	
Total Revenues Before Transfers In	150 007 505	447.450.045	E7 004 E40	(0.470.050)	07.00
	150,637,565	147,458,215	57,961,540	(3,179,350)	97.9%
Transfers In					
ACA	20,534,913	20,534,913	5,133,729	-	100.0%
Fund Balance Allocation from Virtual	8,686,769	8,686,769	2,171,691	-	100.0%
Facilities Allocation (Noncredt, Bookstore)	350,989	350,989	87,747	_	100.0%
Transfers In	29,572,671	29.572.671	7.393.167	-	100.0%
Transfers in	29,572,071	29,572,071	7,383,107	-	100.0%
Total Revenues & Transfers In	180,210,236	177,030,886	65,354,707	(3,179,350)	98.2%
EXPENDITURES					
	77 707 511	70.047.055	40.004.05	44.400.400	
Wages [Includes 5 of 26 (staff) and 2 of 19 (faculty) pays]	77,707,539	76,247,056	12,061,054	(1,460,483)	98.1%
Fringes	26,625,075	25,838,105	4,189,222	(786,970)	97.0%
Total Payroll Expenditures	104,332,614	102,085,161	16,250,276	(2,247,453)	97.8%
. San Cayron Experiences	101,002,014	102,000,101	10,200,270	(2,277,100)	67.070
Operating Expenditures					
Cost of Sales	10,339,142	9,571,149	4,180,011	(767,993)	92.6%
Insurance	573,118	634,882	385,769	61,764	110.8%
Mailing Costs	533,862	477,531	47.836	(56,331)	89.4%
Telecommunications	574.947		,	7,003	101.2%
		581,950	158,260		
Utilities	4,462,138	4,367,212	764,489	(94,926)	97.9%
Bad Debt	1,791,000	1,791,000	447,750	-	100.0%
Miscellaneous Expenses (credit card fees, real estate taxes, etc.)	954,126	992,686	383,828	38,560	104.0%
Library Expense	536,496	533,996	243,152	(2,500)	99.5%
					98.6%
Supplies	5,374,326	5,298,931	1,645,949	(75,395)	
Purchased Services	2,438,649	2,587,210	347,620	148,561	106.1%
Advertising	814,106	809,106	202,912	(5,000)	99.4%
Rentals/Leases	4,815,025	4,816,298	1,734,480	1,273	100.0%
Repair & Maintenance	1,475,988	1,468,689	387,474	(7,299)	99.5%
Professional Fees	1,892,291	2,131,891	377,835	239,600	112.7%
Meeting & Travel/Conf. Expenses	1,915,604	1,895,142	184,086	(20,462)	98.9%
Total Operating Expenditures	38,490,818	37,957,673	11,491,450	(533,145)	98.6%
		21,1221,121	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	(000)	
Total Funes ditures Defens Tonnefers Out	142 022 422	440 042 024	27 744 727	(2.700.500)	00.404
Total Expenditures Before Transfers Out	142,823,432	140,042,834	27,741,727	(2,780,598)	98.1%
Operating Transfers Out					
ACA	20,534,913	20,534,913	5,133,729	-	100.0%
Fund Balance Allocation (Virtual)	8,686,769	8,686,769	2,171,691	_	100.0%
Facilities Allocation	350,989	350,989	87,747	_	100.0%
	29,572,671	29,572,671	7.393.167	_	100.0%
Operating Transfers Out	28,572,071	29,5/2,0/1	7,393,167	-	100.0%
Total Operating Expenditures & Transfers Out	172,396,103	169,615,505	35,134,894	(2,780,598)	98.4%
Not Consider to serve (Done)	7044400	7 445 661	00.040.044	(000 755)	
Net Operating Increase (Decrease)	7,814,133	7,415,381	30,219,814	(398,752)	
Non Operating Transfers Out					
Debt Service	7 202 500	7.045.407		(270 204)	08.20
	7,293,508	7,015,127	-	(278,381)	96.2%
Total Non Operating Transfers Out	7,293,508	7,015,127	-	(278,381)	96.2%
Net Change to Unrestricted Fund Balance	520,625	886,993	30,392,445	366,368	
Net Change to Temporarily Restricted Fund Balance		(486,739)	(172,632)		
	500.000				
Net Change to Fund Balance	520,625	400,254	30,219,814	(120,371)	
Unrestricted Fund Balance at July 1, 2013	20,129,020	26,227,924	26,227,924		
Temporarily Restricted Fund Balance at July 1, 2013					
	00.400.000	486,739	486,739		
TOTAL FUND BALANCE AT JULY 1, 2013	20,129,020	26,714,663	26,714,663		
Unrestricted Fund Balance at June 30, 2014	20,649,645	27,114,917	56,620,369		
	25,010,010	2.,11.4,017			
Temporarily Restricted Fund Balance at June 30, 2014		-	314,107		
TOTAL FUND BALANCE AT JUNE 30, 2014	20,649,645	27,114,917	56,934,477		
				_	

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TITLE: GIFTS – SCHOLARSHIPS

BE IT RESOLVED THAT THE BOARD OF TRUSTEES

Approve the acceptance of the following scholarships:

	Date	<u>Donor</u>	Amount	Recipient Name
1	12-Sep-13	Gettysburg Area School District	\$ 1,179.15	Angela Swearman
2	16-Sep-13	Women's Marines Association	\$ 3,000.00	Suzanne Dodd
3	16-Sep-13	The Greater Zion Missionary Baptist Church	\$ 1,000.00	Darnell Hicks
4	16-Sep-13	St. Paul Evangelical Lutheran Church	\$ 2,500.00	Moses Kavishe
5	16-Sep-13	Conewago Valley Dollars For Scholars Fdn	\$ 1,000.00	Amina Gonzalez
6	17-Sep-13	Pilot International, Inc	\$ 1,500.00	Isidone Iradukunda
7	17-Sep-13	Pilot International, Inc	\$ 1,500.00	Kalisa Gentil
8	17-Sep-13	Billy Kimmel #47	\$ 2,500.00	Samantha Maclay
9	17-Sep-13	Manito Scholarship Fund	\$ 750.00	Sarah Herb
10	18-Sep-13	Wellspan Health	\$ 500.00	Takela Bivens
11	19-Sep-13	Scholarship America	\$ 1,000.00	Bryan Townsend
12	20-Sep-13	New Hope Ministries	\$ 1,000.00	Maria Weedon
13	20-Sep-13	The NHHEAF Network Organizations	\$ 1,500.00	Alexis Yocum
14	20-Sep-13	Gettysburg Eagles No 1562	\$ 2,000.00	Kristen Mills
15	23-Sep-13	Teen Haven	\$ 4,500.00	Jennifer Galloway
16	26-Sep-13	Citizen Potawatomi Nation	\$ 750.00	Melissa Ryan
17	26-Sep-13	Scholarship America	\$ 1,000.00	Adhikari Yashoda
18	26-Sep-13	Weapons System Support	\$ 500.00	Victoria Ortega
19	30-Sep-13	York Hospital Wellspan	\$ 4,833.00	Jennifer Hafler
20	30-Sep-13	York Hospital Wellspan	\$ 1,745.00	Brea Shue
21	30-Sep-13	Hanover Public School District	\$ 350.00	Tyler Laughman
22	03-Oct-13	The Foundation for Enhancing Communities	\$ 1,000.00	Raven Dade

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First:	Thomas B. Richey		
Second:	Frank A. Conte		
Opposed:	0		
Abstained:	0		