

**HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE**  
**Board of Trustees Meeting**  
**May 6, 2014**

**Trustees Present**

Frank A. Conte (phone)  
Daniel P. Delaney  
Randy E. Eckels (phone)  
Deep C. Gupta  
Sally S. Klein  
Loren H. Kroh  
William M. Murray  
Hector R. Ortiz  
Charles R. Peguese  
Robert J. Phillips  
Thomas B. Richey  
Nailah I. Rogers (phone)  
Timothy L. Sandoe  
Vicki R. Shannon  
Ty D. Strohl (phone)  
Mark A. Whitmoyer

**Excused**

Jeffrey A. Shaffer  
Toni H. Sharp  
Peter C. Wambach

**Cabinet**

Dr. John J. "Ski" Sygielski  
Dr. Linnie S. Carter  
Dr. Cynthia A. Doherty  
Dr. Robert Steinmetz  
Aimee Brough  
Sheila Ciotti  
John Eberly  
Shannon Harvey  
Robert Messner  
Lois Schaffer  
Jean Treuthart  
Michael Walsh  
Amy Withrow

**Guests**

David Keller, Solicitor  
Michael Bowden, APO  
Katie Margolis, Faculty  
Brent Miller, SGA  
Juanita Mort, CEO  
Linda Mussoline, CEO  
Patti Baltimore  
Megan Brightbill  
Janet Bush  
Eva Morris  
Karen Ponti  
Kathy Schlotthauer

**Roll Call and Recognition of Visitors:** Mr. Sandoe called the meeting to order at 12:16 p.m. and noted that a quorum was present. Dr. Ski introduced visitor Janet Bush, a graduate student at Drexel University who attended the meeting to observe the work of a college governing board. He also recognized Julia Imboden, associate professor of sonography, and Donna Traaen, associate professor of dental hygiene, along with Ms. Traaen's colleagues Patti Baltimore, Megan Brightbill, Eva Morris, Karen Ponti and Kathy Schlotthauer. Dr. Ski thanked Ms. Traaen for guiding the successful preparation of the College's dental hygiene program for its most recent reaccreditation review, noting that the program was now accredited for seven years. He thanked Ms. Imboden for leading the preparation of the digital sonography program for its most recent review, which one member of the reaccreditation team praised as the best prepared program she had ever seen. On behalf of the Board, Mr. Sandoe thanked the faculty members and administrators for all that they do to assist the College's students.

Dr. Ski also recognized interim Harrisburg Campus Vice President Sheila Ciotti and presented to her a medal representing the John & Suanne Roueche Excellence Award from the League for Innovation in the Community College. He announced that Gloria Shutter, senior library specialist, who was unable to attend the meeting, also received the Roueche Excellence Award. The award was given for commitment to student success.

**Approval of Consent Agenda:** At the trustees' request, Mr. Sandoe removed from the agenda for further discussion Res. 51.75 – Approval of Fiscal Year 2014-15 Pennsylvania Department of Education Capital Projects' Cash Applications.

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

In reference to the resolution awarding tenure (Res. 51.63 – Recommendations for Tenure in Academic Rank, – 2014-15), Ms. Klein asked how the College determined when tenure should be granted. Dr. Doherty explained the five-year evaluation process, which included observation by peers, student evaluation every semester, and evaluation by deans, vice presidents and program chairs. In addition to demonstrating that they met the College's standards for teaching excellence, College service and professional development, faculty members were also required to prepare a "teaching portfolio" including such items as syllabi and presentations, that they would add to each year to document their accomplishments. Mr. Gupta asked if awarding of tenure was ever delayed, and Dr. Doherty confirmed that it was the College's practice to review and request improvement whenever warranted before recommending the granting of tenure.

#### **Discussion and Action on Any Committee Report Items Removed From Consent Agenda:**

Res. 51.75 – Approval of Fiscal Year 2014-15 Pennsylvania Department of Education Capital Projects' Cash Applications

Mr. Messner explained the urgency of replacing the College's aging uninterrupted power supply (UPS) in addition to making major electrical and heating, air conditioning and ventilation improvements to the College data center. Other necessary upgrades included installation of environmental monitoring equipment and video recording equipment for security purposes. The College would seek 50% funding for the estimated \$750,000 project from the state Department of Education (PDE), he said. Mr. Eckels asked whether the College had investigated the possibility of using a data co-location center. Mr. Conte, who noted that he had outsourced his own company's data, asked whether the trustees could review a projected return on investment for upgrading to a new data center at the College. Mr. Messner said costs of co-locating the College's data would be approximately \$200,000 annually. He said he did not know of any colleges that had completely outsourced their data storage. At Mr. Sandoe's suggestion, the trustees agreed to arrange a meeting for Mr. Messner and Mr. Conte, Mr. Eckels, Dr. Murray and Ms. Sharp to look at the College's specific needs.

In light of PDE's May deadline for capital project funding requests, Mr. Sandoe recommended that the trustees approve submission to PDE so that the College could file its request in a timely manner in the event the Board determined that the project should proceed.

Moved: Charles R. Peguese  
Seconded: Deep C. Gupta  
Motion carried

**Board Education Topics:** "Report on 50th Anniversary Fundraising Parties," Laura MacNeill, Regional Community Development Officer, and Marion C. Alexander, Director, HACC Foundation Board. Dr. Ski introduced Ms. MacNeill and Mrs. Alexander, who reported that to date, individuals or businesses hosting fundraising parties for HACC had raised a total of \$7,000, with a total of 29 parties scheduled. The initiative was a "win-win" for both the hosts and the College, Ms. MacNeill said. Hosts had wonderful parties that benefited students, they chose whom to invite, and they received a tax deduction for their party expenses. The Office of College Advancement's role was to support the hosts by providing assistance in designing and mailing invitations and in coordinating speakers for parties when requested. Mrs. Alexander reported on the successful experience that she and co-host Kristen Scofield had with their recent party. They invited many past directors of the HACC Foundation and others who had not already had an opportunity to meet Dr. Ski. Mr. Sandoe thanked Mrs. Alexander for her generous, longstanding support of the College and for her important leadership role in the Foundation. She called HACC "the best resource our community has."

**Recommendations/Reports From The Chair:** Mr. Sandoe thanked Dr. Ortiz for seeking to serve the Association of Community College Trustees (ACCT) on the national level with his candidacy for a directorship. He also thanked Dr. Ski for his successful 170-mile bike ride, Dr. Ski's Miles of Gratitude – Tour de HACC, in which he awarded scholarships and prizes to students. Mr. Sandoe announced that Mr. Kroh, trustee from York County, would retire from the Board of Trustees with the end of his term on June 30, 2014. The June Board meeting would be scheduled for York and would include a celebration of Mr. Kroh's service to the College.

**Recommendations/Reports From The President:** Dr. Ski recognized Dr. Doherty, Mr. McGhee and Ms. Margolis with thanks for their work and the work of many others who contributed to a successful visit the previous week by a Middle States Commission evaluation team. As a result of findings that the College was in compliance with the remaining standard on assessment of student outcomes, the team would recommend to the Commission that the College's accreditation be reaffirmed at its June 27 meeting. Mr. Sandoe congratulated the entire College team that prepared for the accreditation review, saying that the College had become better for the experience. He asked the three members at the meeting to share the Board's appreciation with their colleagues. Dr. Ski also:

- Recognized campus vice presidents Shannon Harvey at Gettysburg, Lois Schaffer at Lancaster and Lebanon, and Jean Treuhart at York, along with Linnie Carter and her team members from the Office of College Advancement for their presence and assistance with the Tour de HACC events. He noted that trustees Philips, Schaffer and Sharp attended the gatherings at the campuses.
- Thanked Mr. Peguese and Ms. Schaffer for hosting the recent HACC Employee Recognition Reception.
- Noted that he had attended the College's athletic banquet and that some school district superintendents in Adams County were promoting HACC among their students specifically because of the additional benefit of having outstanding athletic programs.
- Announced that two positions, vice president of the Lancaster Campus and associate provost for workforce development, would likely be filled soon.
- Recognized Ms. Brough for raising the College's human resources functions "to a new level."
- Noted that the Student Affairs initiative to promote enrollment with its "Taking It to the Streets" project was generating a lot of attention.

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

**Executive Session:** At 1:20 p.m. the Board retired to executive session to discuss a real estate matter. At 1:40 p.m. the Board returned and took the following action:

**Res. 51.85 – Offer to Purchase Real Estate**

BE IT RESOLVED that the Board of Trustees authorize the administration to make offers to purchase the Leaman properties per discussion during executive session, to be completed within 15 days.

Moved: Thomas B. Richey  
 Seconded: William M. Murray  
 Motion carried: 15 yea, 1 nay (Ms. Klein)

**Adjournment:** At 1:43 p.m., having no further business, the Board adjourned.

	<b>Consent Agenda</b>	
	<b>Review and Approval of Previous Minutes</b>	Chair
<b>62</b>	<b>Personnel Recommendations</b>	Mr. Delaney

I-7	<b>Personnel Information Items</b>	Mr. Delaney
63	<b>Recommendations for Tenure in Academic Rank – 2014-15</b>	Mr. Delaney
64	<b>Recommendations for Promotion in Academic Rank – 2014-15</b>	Mr. Delaney
65	<b>Minimum Salary Schedule for Full-Time Regular Faculty</b>	Mr. Delaney
66	<b>Reappointment of Non-Tenured Faculty for 2014-2015</b>	Mr. Delaney
67	<b>2014-2015 Salary Increase for Faculty, Classified, Professional and Administrative Employees</b>	Mr. Delaney
68	<b>Credit Hour Rate for Full- and Part-Time Faculty and Part-Time Professional Hourly Rate</b>	Mr. Delaney
69	<b>Report of College Operating Revenues and Expenditures – March 31, 2014</b>	Mr. Conte
70	<b>Contract for Website Content Rewriting Services for the College Website</b>	Mr. Conte
71	<b>Contract for the Purchase of Wireless Upgrades at All Campuses</b>	Mr. Conte
72	<b>Purchase of Polycom System Infrastructure Upgrade for the Harrisburg Campus</b>	Mr. Conte
73	<b>Purchase of a 2015 Chevrolet Silverado 4WD Pickup Truck for the Lancaster Campus</b>	Mr. Conte
74	<b>2014 Bond Refinancing Issuance</b>	Mr. Conte
75	<b>Approval of FY 2014-15 PDE Capital Projects' Cash Application</b>	Mr. Conte
76	<b>Gift-In-Kind Donation from Gold's Gym</b>	Mr. Conte
77	<b>Gift-In-Kind Donation from Riccardo Ayler</b>	Mr. Conte
78	<b>Gift-In-Kind Donation from Hollabaugh Brothers, Inc.</b>	Mr. Conte
79	<b>Gift-In-Kind Donation from Jorge Perez-Rico</b>	Mr. Conte
80	<b>Gift-In-Kind Donation from Lamar Advertising</b>	Mr. Conte
81	<b>Gift-In-Kind Donation from Rotary Club of Gettysburg</b>	Mr. Conte
82	<b>Gift-In-Kind Donation from Shannon Harvey</b>	Mr. Conte
83	<b>Gifts-Scholarships</b>	Mr. Conte