

**HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE**  
**Board of Trustees Meeting**  
**August 5, 2014**

**Trustees Present**

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

**Excused**

Randy E. Eckels  
Peter C. Wambach

**Cabinet**

Dr. John J. "Ski" Sygielski  
Dr. Linnie S. Carter  
Dr. Cynthia A. Doherty  
Dr. Kathleen Doherty  
Dr. Robert Steinmetz  
Lori Bowersox  
Aimee Brough  
John Eberly  
Shannon Harvey  
Robert Messner  
Victor Ramos  
Jean Treuthart  
Dory Uhlman  
Michael Walsh  
Amy Withrow

**Guests**

David Keller, Solicitor  
Michael Bowden, APO  
James Grandon  
Matthew Harris  
Richard S. Jaffé, Credit Suisse  
William L. Lane III, Credit Suisse  
Juanita Mort, CEO  
Linda Mussoline, CEO  
Brandon Sheppard  
Alfred Siha

**Roll Call and Recognition of Visitors:** Mr. Sandoe called the meeting to order at 12:01 p.m. Dr. Ski introduced Messrs. Jaffé and Lane from Credit Suisse, Mr. Harris and Mr. Siha.

**Approval of Consent Agenda:**

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

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

**Staff Presentation:** "Gettysburg Master Plan" – John M. Eberly, Vice President of Finance; Shannon Harvey, Vice President, Gettysburg Campus. Mr. Eberly introduced Ms. Harvey, who briefly shared several facts about the founding, development and growth of the Gettysburg Campus in a trivia-quiz format. She reported observations of several recent enrollment trends, followed by recommendations for program development and space and facility improvements through fiscal year 2016-17. Ms. Harvey noted that recent enrollment trends showed an overall decrease in non-traditional students over age 24, a decrease in evening students, and increasing numbers of daytime students, students taking virtual courses, and traditional-age students 19-24. Traditional-age students now made up 40 percent of the campus's student body. Other demographic analysis showed that the campus's student population over age 50 was 39 percent. Forty-six percent of

Gettysburg's students were employed in service or blue-collar jobs, with 19 percent in manufacturing. The administration recommended several new programs, some for credit and others, non-credit. Recommended were credit degree programs in biology, as a transfer program, mechatronics, as a diploma program, and expansion of College Pathways offerings. Also recommended were non-credit programs for physician's office assistant (POA) studies, English as a second language (ESL), emergency medical technician (EMT) studies, "Plus 50" programs for students over age 50 and "Kids College." The current programs with the highest enrollment were, among transfer programs, business administration, criminal justice, psychology and early childhood elementary education. The highest-enrolled career programs were registered nursing, general business management, dental hygiene and accounting.

Ms. Harvey reported that physical plant accomplishments under the 2010 master plan included deferred maintenance projects totaling \$1.69 million, interior finish upgrades and internal space reconfigurations, completion of a crosswalk to connect the campus to the North Gettysburg Trail and a flood plain study. Under the new master plan covering 2015-17, the administration recommended internal relocation of the areas housing the Learning Commons, Library, information technology staff and the nursing program. Interior recommendations also included addition of an information technology data closet and upgrades to classroom furniture. External projects in the new plan included sealcoating the parking lot and upgrading LED parking lot lighting.

**Board Education Topic:** "Credit Suisse Update" -- Richard S. Jaffé, Managing Director, Private Banking and Wealth Management, Credit Suisse Securities (USA) LLC, and William L. Lane III, Vice President, Credit Suisse Securities (USA) LLC. Mr. Jaffé thanked the trustees for the opportunity to serve the College and outlined developments at Credit Suisse since the discovery of activities in its Swiss banking operations that led to criminal charges against the company for aiding and abetting American account holders who did not declare their assets and pay United States taxes. Stressing the company's desire for complete transparency, Mr. Jaffé reported that those practices, which ended in 2008, had involved only Switzerland-based personnel, and that none of the employees involved remained with Credit Suisse. He assured the trustees that the illegal activities involved no one who the College would have any dealings with. Credit Suisse was now headed by its first American chief executive officer, Brady Dougan, who had put into place new staff and technology, including a surveillance system over the company's operations, Mr. Jaffé said. The company was also mindful of additional outside monitoring by external agencies from both the U.S. and Switzerland. As a result of Credit Suisse's "cooperative and collaborative" relationship with its U.S. regulators, none of its banking operations had been affected by the criminal case or the past activities that had led to the charges.

Mr. Delaney asked if the bank was subject to any regulatory requirements that would affect its services to the College. Mr. Jaffé said there were none, now that the settlement of the criminal charges was complete. Noting that Credit Suisse still was subject to Swiss banking laws that protect account holders' privacy, Mr. Gupta asked how continued privacy for account holders would affect the company's operations. If Credit Suisse were to discover any account holders who continued refusing to declare their assets to U.S. tax authorities, Mr. Jaffé said, the company would not be able to compel them to report. However, Credit Suisse was contacting those account holders to inform them of the U.S. government's amnesty program and had also closed many accounts. Mr. Whitmoyer asked if Credit Suisse was continuing to close the accounts of people who remained unwilling to declare their assets. Mr. Jaffé confirmed that the company was closing those accounts.

Ms. Klein asked how long Credit Suisse had been in business and whether there had been any other "improprieties." Mr. Jaffé said the company had experienced nothing similar in its 153-year history. There had been past instances of traders' activities leading to settlements, he said, but nothing approached the magnitude of the recent federal court case. Mr. Sandoe thanked Mr. Jaffé and Mr. Lane for taking time to present their information to the Board and noted that they had also previously

presented to the HACC Foundation Board of Directors.

**Staff Presentation:** “New Ground for Developmental Writing: iTunes U and iBooks Textbooks” -- Alfred A. Siha, Instructor, English. Mr. Siha thanked the president and Board of Trustees for their support of the College’s Mobile Learning Project, which had enabled him to develop the first iBook for use with one of the College’s iTunes U courses. Mr. Siha had been dissatisfied with existing texts for use with his English class, and he was encouraged by QiQuan Wang, coordinator of the Mobile Learning/Instruction Center, to create an iTunes course as a first step toward publishing an iBook. Since its release on iTunes U in April, Mr. Siha’s English course had consistently ranked in the top 20, and at one point had been listed at number two worldwide. The popularity of HACC’s iTunes U courses regularly placed them alongside offerings from Stanford and Harvard universities as iTunes’ top courses. Currently, 55,000 people subscribed to Mr. Siha’s course. In May, he published his iTextbook, *English Essentials: Writing*, which was now available on iTunes for \$1.99. A total of 396 copies had been sold to users in 30 countries, primarily the U.S. and China. Mr. Siha said benefits to the College include name recognition, increased interest in HACC’s Virtual Learning program, innovation in classroom teaching and faculty development. Mr. Siha said he received many e-mails from students interested in taking his courses for credit and he responded to each one. Amy Withrow, executive director for advancement and outreach for Virtual Learning, said the College’s iTunes U courses would be updated to include a link to Virtual Learning at HACC. Mr. Delaney asked who received financial proceeds from iBook sales. Mr. Siha replied that he and the College split 70 percent of the proceeds, and Apple keeps 30 percent.

**Recommendations/Reports From The President:** Dr. Ski introduced Matthew Harris, chair of assessment and assistant professor of humanities, and congratulated him on a multidisciplinary teaching effort he organized that had earned a prestigious award for collaboration from the College’s technology partner for virtual learning, Desire 2 Learn, now known as Brightspace. The Desire2EXCEL Collaboration Award was presented for the course “Zombies in Contemporary Culture.” Faculty members from five disciplines and seven specialties had worked together to develop a course centered on surviving a “Zombie apocalypse.” Faculty members used technologies including podcasts, discussion boards, virtual classroom space and Skype chats, which helped to engage students’ interest and foster collaboration among students and faculty. Faculty members worked with staff at HACC’s Public Safety Center to develop scenarios to facilitate study of group dynamics and development of problem solving skills. The course ended with students’ arrival at a “safe house” where they were met by the president, who wore a hazmat suit for the occasion. The award itself, a unique glass sculpture, would be initially displayed in the President’s Office then in succession at each campus. Dr. Ski said Brightspace would publish a case study on the “Zombies in Contemporary Culture” course for use by its clients.

Dr. Ski introduced to the trustees Res. 51.98 – Amended and Restated Bylaws of the Harrisburg Area Community College Foundation, which had been tabled from the June meeting to provide additional opportunity for the trustees to review, in detail, the specific text changes that were proposed. Dr. Ski noted that the reference to “chief executive officer” would be revised and that the Foundation’s Allocations Committee would be referenced. Mr. Whitmoyer asked whether a specific change referring to Board members as individuals had been made to avoid the possibility of organizations or corporations being eligible for seats on the Foundation Board. Mr. Keller confirmed that the term “individual” would exclude corporate entities.

A brief discussion followed concerning the creation of two new, non-voting seats on the Foundation Board, one for a student and one for a College employee. Mr. Whitmoyer asked why those members did not have voting rights. Mr. Grandon, chair of the HACC Foundation Board, explained that as non-voting members, the student and employee would serve only one-year terms and would be exempt from the Board members’ requirement to each donate \$1,000 to the Foundation. Dr. Carter added that although the student and employee members would not vote or have to donate \$1,000, they

would be responsible for raising money for the Foundation from their fellow students and coworkers. Dr. Ortiz said he believed that the student and employee members should also be entitled to vote. Mr. Sandoe said the proposed arrangement was a way to give them “a seat at the table” without imposing a financial commitment on them.

Mr. Whitmoyer asked about a provision that would enable continued service following the end of a Board chair’s term of office. Mr. Grandon explained that as past chair, he would serve only on the Board’s Executive Committee and that he would be entitled to vote only so long as he was still a member of the Foundation Board.

The Board adopted the revised document with minor changes.

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

Dr. Ski announced that fall classes would begin Aug. 18. He also reported that marketing consultant Pam Cox-Otto was concluding her work on the College’s new branding effort. All 14 Pennsylvania community colleges were experiencing a drop in enrollment, part of a national trend for both two-year and four-year colleges, Dr. Ski said. Asked by Mr. Whitmoyer about the causes of the enrollment decline, Dr. Ski identified several factors: An improving economy, fewer jobs and availability of less grant money. Dr. Steinmetz also cited demographic changes, noting that a decline in high school graduation rates was expected to continue into the next decade. He added that an improving economy had led to lower enrollment historically. Dr. Ski said Pennsylvania community colleges were also concerned about the fact that some Pennsylvania State System of Higher Education (PASSHE) universities were offering associate degrees. He added that fortunately, a slight increase in state funding for the community colleges had given HACC \$500,000 that would help lessen the effects of declining enrollment. Mr. Gupta asked how lower enrollment would affect staffing and course offerings, and Mr. Sandoe thanked Mr. Eberly and the Finance team for their efforts to balance the College’s finances during the enrollment shortfall.

Dr. Ski said the College was reviewing its academic programs to determine whether any might be outmoded and should be discontinued. Mr. Gupta noted that area employers, particularly information technology companies, were often unable to find qualified employees. Dr. Ski said the College was working to educate employers so they would understand that graduates with associate degrees were capable of doing the same work as graduates with bachelor’s degrees. Ms. Klein noted that one hurdle the College faced was the fact that news media tended to focus on negative stories, often reporting on problems repeatedly but rarely reporting as extensively on positive developments like the recent removal of the warning that had been imposed by the Middle States Commission on Higher Education, the College’s accrediting body.

Dr. Ski also introduced four new members of the President’s Cabinet:

- Lori Bowersox, executive director of the Lebanon Campus
- Dory Uhlman, interim vice president of the Harrisburg Campus
- Victor Ramos, new vice president of the Lancaster Campus
- Dr. Kathleen Doherty, new associate provost

He also announced that:

- Interviews were being conducted for an associate provost for workforce development
- The search for a permanent Harrisburg Campus vice president would likely be completed in late September or early October

- Chief of Staff Michael Walsh would be leaving the College to pursue a career in public affairs as a lobbyist/consultant
- Dr. Ortiz was a candidate for a term on the national board of the Association of Community College Trustees
- Upcoming events for the Board of Trustees included a retreat on Sept. 19, the College's 50<sup>th</sup> Anniversary Convocation ceremony on Sept. 19, and a social for the Board and the HACC Foundation Board of Directors on Sept. 6.

**Recommendations/Reports From The Chair:** Mr. Sandoe asked for volunteers to serve on a committee to review and recommend updates to the Board bylaws. Mr. Delaney, Mr. Gupta, Ms. Rogers and Mr. Wambach volunteered for the project, which Mr. Sandoe said was likely to last a few months. Mr. Sandoe asked any trustee who was interested in serving on the Human Resources Committee to contact him about filling the seat left vacant by the expiration of Loren Kroh's term as a trustee. Mr. Sandoe requested that any trustees interested in serving on particular committees contact him.

Mr. Sandoe asked about the administration's plans for responding to any news reporting about the scheduled sentencing for Nancy Rockey, former vice president at the College, on federal theft charges. Dr. Carter said no news release was planned but the College would respond to inquiries. Mr. Delaney asked whether the U.S. attorney had contacted the College about the proposed plea agreement, and Dr. Ski confirmed that he had talked with federal authorities. Mr. Eberly noted that the College had been compensated by its insurance carrier for all but the \$10,000 deductible. He said it will be the defendant's responsibility to reimburse the insurer.

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

**Adjournment:** At 1:35 p.m., having no further business, the Board adjourned.

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	<b>Consent Agenda</b>	
	<b>Review and Approval of Previous Minutes</b>	Chair
1	<b>Personnel Recommendations</b>	Mr. Delaney
I-1	<b>Personnel Information Items</b>	Mr. Delaney
2	<b>Transitional Retirement of Faculty</b>	Mr. Delaney
3	<b>Emeritus Status for Employees</b>	Mr. Delaney
4	<b>Recommendation for Discipline Seniority Accrual – 2014-15</b>	Mr. Delaney
5	<b>College Policy 375: College Smoke/Tobacco Policy</b>	Mr. Delaney
6	<b>Report of College Operating Revenues and Expenditures – May 31, 2014</b>	Mr. Conte
7	<b>Purchase of QAS Address Pro Professional Services for Central Administration</b>	Mr. Conte
8	<b>Emergency Replacement of Defective Chiller at the York Campus</b>	Mr. Conte
9	<b>Acceptance of Grant: Engaging Community Colleges, Pennsylvania Developmental Disabilities Council, 2014-16</b>	Mr. Conte
10	<b>College Policy 495: Gaming Act Authority</b>	Mr. Conte
11	<b>College Policy 331: Naming of Buildings and Grounds, Endowed Programs and Chairs</b>	Mr. Conte
12	<b>Elimination of Application Fee / Increase in Institutional Fee</b>	Mr. Conte
13	<b>Contract for Multi-Year Lease for Desktop and Laptop Computers at All Campuses</b>	Mr. Conte
14	<b>Single Prime Contract for the Renovation of the Lancaster</b>	Mr. Conte

	<b>Welcome Center</b>	
<b>15</b>	<b>Contract for Blocker Hall Room 116 Upgrades and Renovations at the Harrisburg Campus</b>	Mr. Conte
<b>16</b>	<b>Gift-In-Kind Donation from Andrew Dean</b>	Mr. Conte
<b>17</b>	<b>Gift-In-Kind Donation from Stew Fink</b>	Mr. Conte
<b>18</b>	<b>Gift-In-Kind Donation from Stew Fink</b>	Mr. Conte
<b>19</b>	<b>Gift-In-Kind Donation from Ray Heisey</b>	Mr. Conte
<b>20</b>	<b>Gift-In-Kind Donation from Michael Vial</b>	Mr. Conte
<b>21</b>	<b>Gift-In-Kind Donation from Rob Bomboy</b>	Mr. Conte
<b>22</b>	<b>Gift-In-Kind Donation from Darlene And Ron Kratovel</b>	Mr. Conte
<b>23</b>	<b>Gift-In-Kind Donation from John J. "Ski" Sygielski</b>	Mr. Conte
<b>24</b>	<b>Gift-In-Kind Donation from John J. "Ski" Sygielski</b>	Mr. Conte
<b>25</b>	<b>Gift-In-Kind Donation from John J. "Ski" Sygielski and Steve Perrault</b>	Mr. Conte
<b>26</b>	<b>Gift-In-Kind Donation from Engenuity Energy</b>	Mr. Conte
<b>27</b>	<b>Gift-In-Kind Donation from Michael McPhelin</b>	Mr. Conte
<b>28</b>	<b>Gift-In-Kind Donation from Bertha and Todd McIntyre</b>	Mr. Conte
<b>29</b>	<b>Gift-In-Kind Donation from Ronald J. Cline</b>	Mr. Conte
<b>30</b>	<b>Gifts-Scholarships</b>	Mr. Conte
<b>31</b>	<b>Advisory Committees</b>	Ms. Sharp