

HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE
Special Board of Trustees Meeting
January 7, 2015

Trustees Present

Frank A. Conte (phone)
Daniel P. Delaney (phone)
Sally S. Klein (phone)
Hector R. Ortiz (phone)
Charles R. Peguese (phone)
Thomas B. Richey (phone)
Timothy L. Sandoe (phone)
Jeffrey A. Shaffer (phone)
Toni H. Sharp (phone)
Peter C. Wambach (phone)
Mark A. Whitmoyer (phone)

Cabinet

Dr. John J. "Ski" Sygielski (phone)
John Eberly (phone)
Rich Cardamone (phone)

Guests

Michael Davis, Solicitor (phone)

Excused

Niles S. Benn
Randy E. Eckels
Deep C. Gupta
Robert J. Phillips
Nailah I. Rogers
Vicki R. Shannon
Ty D. Strohl

Roll Call and Recognition of Visitors: Mr. Sandoe called to order a special meeting by conference call at 4:10 p.m. and noted that a quorum was present. Mr. Richey moved that the Board retire to executive session to discuss a real estate matter.

Moved: Thomas B. Richey
Seconded: Sally S. Klein
Motion carried

At 5:04 p.m. the Board returned from executive session and took action to authorize the purchase of the real estate discussed in the executive session within the criteria discussed in the executive session.

Res. 51.88 – Purchase of Real Estate

Moved: Thomas B. Richey
Seconded: Jeffrey A. Shaffer
Motion carried

Having no further business, the Board adjourned at 5:07 p.m.

HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE
Board of Trustees Meeting
February 3, 2015

Trustees Present

Niles S. Benn
Frank A. Conte (phone)
Daniel P. Delaney
Deep C. Gupta
Sally S. Klein
Hector R. Ortiz
Thomas B. Richey
Nailah I. Rogers
Timothy L. Sandoe
Jeffrey A. Shaffer (phone)
Vicki R. Shannon
Toni H. Sharp
Ty D. Strohl (phone)
Peter C. Wambach
Mark A. Whitmoyer

Excused

Randy E. Eckels
Charles R. Peguese
Robert J. Phillips

Cabinet

Dr. John J. "Ski" Sygielski
Dr. Linnie S. Carter
Dr. Cynthia A. Doherty
Dr. Kathleen Doherty
Dr. Robert Steinmetz
Laurie Bowersox
Aimee Brough
John Eberly
Shannon Harvey
Margie Mattis
Lynold McGhee
Robert Messner
Victor Ramos
Ken Shur
Dory Uhlman
Amy Withrow

Guests

David Keller, Solicitor
Michael Bowden, APO
Juanita Mort, CEO
Brandon Sheppard
Gloria Shutter

Roll Call and Recognition of Visitors: Mr. Sandoe called the meeting to order at noon.

Approval of Consent Agenda:

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

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

Res. 52.104 – Report of College Operating Revenues and Expenditures – November 30, 2014

Res. 52.105 – Report of College Operating Revenues and Expenditures – December 31, 2014

Dr. Steinmetz summarized current enrollment trends, reporting that overall enrollment showed a 3-4 percent decline from budget, indicating a more positive trend than other community colleges were experiencing. Statewide community college figures showed an average decline of 5-6 percent. Positive trends at HACC included a 20 percent increase in admission applications and an increase in the number of fall term students who were enrolling for the spring term. Marketing and course alignment activities were under way, and the College had already begun recruitment for 2015-16.

Mr. Eberly reviewed highlights of the November and December financial reports, noting that refinancing of capital improvement bonds in January had saved the College \$1.9 million in debt. He also reported that bad debt had decreased \$800,000 as a result of many initiatives by Financial Aid and Student Services. Overall, the budget indicated a \$1.3 million surplus, Mr. Eberly reported, noting that those figures did not reflect the coming expenses associated with the recent early-retirement offer to faculty

and staff. Mr. Gupta commended the administration on the reduction in bad debt and asked whether it was the result of recovering \$800,000 that was due the College or was attributable to a decrease in debt written off. Mr. Eberly said it was a combination of both factors. Dr. Steinmetz reported that the College's recent practice of awarding financial aid in multiple, small disbursements to each student instead of a single, large disbursement had eliminated much of the risk of bad debt the College had experienced in the past.

The Board approved both resolutions in a single motion.

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

Res. 52.106 College Policy 375: Tobacco-Free Campuses

Ms. Brough introduced the proposed revisions to the College's tobacco policy, now retitled to reflect a move to make the entire College tobacco-free. The College Wellness Committee had not conducted a survey, she said, but the Shared Governance Committee had incorporated into a new Shared Governance Policy and College Handbook document a mechanism to permit feedback. Ms. Brough said Human Resources had received no complaints on the recommended change in policy. In response to a question from Ms. Sharp about consequences for violating the policy, Ms. Brough said violations would be addressed by the College's established disciplinary processes for employees and for students.

Moved: Deep C. Gupta
Seconded: Sally S. Klein
Motion carried

Staff Presentation: "Update on HACC's Fine Arts Program Including a New Degree," Dr. Cynthia A. Doherty, Provost and Vice President, Academic Affairs, and William D. Guntrum, Department Chair, Communication, Humanities and Arts. Dr. Doherty introduced Mr. Guntrum, who thanked the Board for its support of the arts programs and announced the College's recent accreditation by the prestigious National Association of Schools of Art and Design (NASAD), the United States Department of Education's designated accreditation body for higher education art/design and related visual arts programs. The accreditation, Mr. Guntrum said, reinforced HACC's reputation as one of the premier colleges for art in Central Pennsylvania and would enhance recruitment and enrollment, as well as strengthen transfer opportunities for graduates. It would also ensure ongoing improvement in the program. Statewide, NASAD accredited art programs at nine universities of the Pennsylvania State System of Higher Education (PASSHE), 14 non-PASSHE colleges or universities and only one other community college, Bucks County Community College. Among 1,132 community colleges nationwide, only 15 held NASAD accreditation, Mr. Guntrum said. The College could also take pride, he reported, in its new Associate in Fine Arts degree program, one of only three such programs at Pennsylvania community colleges. He noted that all 14 PASSHE universities offered Bachelor of Fine Arts degree programs.

Recommendations/Reports From The Board of Trustees: Mr. Wambach asked about the College's acceptance of "life experience" for academic credit and what criteria were used to make determinations on the awarding of credits. Dr. Ski replied that the practice was not new but was something the College had done for many years; however, the College had recently improved its process for handling such requests by putting new software into place. The software program would provide a "unified umbrella" for assessing applications and would centralize the process, he said. Mr. Delaney asked if the College charged for evaluating applications for academic credit for life experience. Dr. Ski said every community college in the state charged \$120. The Pennsylvania Commission for Community Colleges was developing a "fact sheet" on the process, which would be

available soon, Dr. Ski said. In the meantime, more information was available online at www.ccfasttrack.org.

Recommendations/Reports From The President: Dr. Ski introduced Gloria Shutter, senior library specialist, and presented her with a medal from the National Institute for Staff and Organizational Development (NISOD) and the League for Innovation in the Community College, as well as a floral bouquet from the College, for her work in administering the College's PC Loan Program. Dr. Ski presented a similar NISOD/League for Innovation medal to Shannon Harvey, vice president of the Gettysburg Campus, for her outstanding work. Dr. Ski also announced that he had made a personal donation of \$1,000 to the Dean Charles R. Peguese Scholarship fund in appreciation of Mr. Peguese's leadership challenge to his fellow trustees. Mr. Peguese had asked the trustees to mark the College's 50th anniversary by matching his own \$1,000 scholarship donation.

Following the presentation of the awards, Mr. Wambach stated that while the Board and College community often saw Dr. Ski giving awards, it was rare for anyone to be informed when Dr. Ski had received one himself. Mr. Wambach reported that one such proud moment for Dr. Ski's colleagues occurred at the recent gala hosted by the Asian Indian Americans of Central Pennsylvania, when Dr. Ski was surprised to be given the organization's Community Service Award. Mr. Gupta, a member of the AIACPA's Board of Directors, said the award was given to one individual each year.

In other announcements, Dr. Ski reported that:

- Development of the College's next strategic plan, for 2015-17, was progressing under the leadership of Ken Shutts and Lynold McGhee;
- Lancaster County education leaders were focusing on science, technology, engineering and mathematics (STEM) subjects and had asked Victor Ramos, vice president of the Lancaster Campus, to join their efforts;
- Three new online degree programs would debut in the fall term, healthcare management, Web design and development, and gerontology;
- The new room housing the College network servers was complete;
- The men's and women's basketball teams' records were 3-17 and 7-7, respectively;
- The College had begun its engagement with a new marketing firm and was beginning to prepare for the fall term. In response to Ms. Sharp's question about the separation with the prior marketing firm, Dr. Ski reported that the process had gone very well.

Recommendations/Reports From The Chair: Mr. Sandoe called the Board members' attention to a pair of books on fundraising that had been distributed to each trustee. He said that he and Mr. Conte, as members of the HACC Foundation Board of Directors, had gone through a useful exercise in fundraising employing the philosophies and strategies of the books' author, which he was now recommending to the trustees.

Executive Session: At 12:46 p.m. the Board voted to enter executive session to discuss real estate, personnel and legal matters, moved by Mr. Richey, seconded by Mr. Gupta.

At 2:48 p.m. the Board returned from executive session, moved by Mr. Richey, seconded by Mr. Whitmoyer, and took the following actions.

Res. 52.107 – President’s Incentive Compensation and Incentive Goals

BE IT RESOLVED THAT THE BOARD OF TRUSTEES adopt the recommendation of the Human Resources Committee concerning the president’s incentive compensation for the years 2013-14 and approve the president’s incentive goals for Oct. 1, 2014, through Sept. 30, 2015.

Moved: Daniel P. Delaney
Seconded: Peter C. Wambach
Motion carried

Res. 52.108 – Real Estate

BE IT RESOLVED THAT THE BOARD OF TRUSTEES move forward on the real estate discussion.

Moved: Thomas B. Richey
Seconded: Jeffrey A. Shaffer
Motion carried

Adjournment: At 2:50 p.m., having no further business, the Board adjourned, moved by Mr. Richey, seconded by Ms. Klein.

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	Consent Agenda	
	Review and Approval of Previous Minutes	Chair
89	Personnel Recommendations	Mr. Delaney
I-5	Personnel Information Items	Mr. Delaney
90	Recommendations for Tenure in Academic Rank – 2015-16	Mr. Delaney
91	Recommendations for Promotion in Academic Rank – 2015-16	Mr. Delaney
92	Emeritus Status for Employees	Mr. Delaney
93	Purchase of ACIST Angiographic Contrast Injection System at the Harrisburg Campus	Mr. Conte
94	Purchase of Cisco Catalyst Model 3850, 48-Port Switches at All Campuses	Mr. Conte
95	Contract for a Conference Center Site to Host the 2015 Homeland Security Conference for the Senator John J. Shumaker Public Safety Center	Mr. Conte
96	Contract for Storm Water Modifications and Repairs at the Lancaster Campus	Mr. Conte
97	Gift-In-Kind Donation from Biggerstaff’s Catering	Mr. Conte
98	Gift-In-Kind Donations for Golden Anniversary Gala	Mr. Conte
99	Gift-In-Kind Donation from Scott Markley	Mr. Conte
100	Gift-In-Kind Donation from Shannon Harvey	Mr. Conte
101	Gifts – Scholarships	Mr. Conte
102	Graphic And Interactive Design AAS Degree	Ms. Sharp
103	New Degree: Associate of Fine Arts (AFA)	Ms. Sharp

HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE
Board of Trustees Meeting
March 3, 2015

Trustees Present

Niles S. Benn
Daniel P. Delaney (phone)
Deep C. Gupta (phone)
Sally S. Klein (phone)
Hector R. Ortiz
Charles R. Peguese (phone)
Robert J. Phillips (phone)
Thomas B. Richey (phone)
Nailah I. Tatum (phone)
Timothy L. Sandoe
Jeffrey A. Shaffer (phone)
Vicki R. Shannon (phone)
Ty D. Strohl (phone)
Peter C. Wambach (phone)
Mark A. Whitmoyer

Excused

Frank A. Conte
Randy E. Eckels
Toni H. Sharp

Cabinet

Dr. John J. "Ski" Sygielski
Dr. Linnie S. Carter
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Dr. Kathleen Doherty
Dr. Robert Steinmetz
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Aimee Brough
John Eberly
Shannon Harvey
Margie Mattis
Lynold McGhee
Robert Messner
Victor Ramos
Ken Shur
Dory Uhlman
Amy Withrow

Guests

Michael Davis, Solicitor
David Bishop
Mike Corradino
Christine Nowik
Jason Stetler
Ivan Quinones

Roll Call and Recognition of Visitors: Mr. Sandoe called the meeting to order at noon at the Lancaster Campus. Dr. Ski welcomed staff members Ryan Neff, the new interim associate dean of academic affairs at Lancaster; Ivan Quinones, College director of safety and security and David Bishop, who had recently served as interim director of safety and security.

Approval of Consent Agenda:

Following the Board's approval of Dr. Ortiz's request to remove Res. 52.114 – Course Fees, the Board approved the consent agenda.

Moved: Mark A. Whitmoyer
Seconded: Niles S. Benn
Motion carried

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

Discussing Res. 52.114 – Course Fees, Dr. Ortiz asked the reason for the fee increases, noting that increases were often due to specific program needs for specialized equipment, which did not appear to be the reason in this instance. Dr. Cindy Doherty explained that the increases requested for the two new Radiologic Informatics programs were intended to cover not only the cost of consumable supplies but also the expense of providing additional faculty to work one-on-one with students during the clinical phase of their studies. She said similar fees and faculty-to-student clinical ratios had been used successfully in other healthcare programs, adding that graduates in the new programs would go on to jobs that pay well. In response to a further question by Dr. Ortiz, Dr. Ski confirmed that students are advised of program fees early in the enrollment process, which enables them to use financial aid for that expense. Mr. Sandoe observed that in addition to disclosing program costs up front, the College also needs to balance costs and affordability. The Board took the

following action:

Res. 52.114 – Course Fees

Moved: Charles R. Peguese
Seconded: Mark A. Whitmoyer
Yea: Mr. Benn, Mr. Delaney, Mr. Gupta, Ms. Klein, Mr. Peguese, Mr. Phillips,
Mr. Richey, Ms. Tatum, Mr. Sandoe, Mr. Shaffer, Ms. Shannon, Mr. Strohl,
Mr. Wambach, Mr. Whitmoyer
Nay: None
Abstained: Dr. Ortiz
Motion carried

Res. 52.122 – Report of College Operating Revenues and Expenditures – January 31, 2015

Mr. Eberly reviewed highlights of the January finance report, noting that the revised budget included an increase of \$1.5 million in payroll expenses to cover the anticipated payout to employees who accepted the early retirement offer. He added that the amount also reflected several unfilled positions. For the same period, the report indicated an overall surplus of \$59,000, largely attributable to a \$300,000 decrease in total operational costs resulting from reductions in mail and utility expenses.

Moved: Niles S. Benn
Seconded: Hector R. Ortiz
Motion carried

Recommendations/Reports From The President: Dr. Ski introduced Patsy Lavinia, administrative office technician, and presented her with a “Student Success Hero Award,” on behalf of Lancaster Campus Vice President Victor Ramos and the campus nursing staff. He thanked her for her support of the nursing department and its students. Ms. Lavinia thanked Dr. Ski, adding that she loves her work at the College.

Staff Presentation: “HACC’s Lancaster Campus – A Tradition of Innovative Instruction,” Tammy A. Gingras-Moore, Adjunct Instructor, Communication. Dr. Ski introduced Ms. Gingras-Moore, coordinator of the campus’s Center for Innovative Teaching Excellence (CITE), Lancaster Faculty Assembly vice chair and a former colleague of Dr. Ski’s in the Virginia Community College System. Ms. Gingras-Moore discussed some of the many new initiatives CITE had pioneered in recent years. The group, founded 11 years ago by Pam Capwell, professor of mathematics, had most recently spearheaded efforts to foster collaboration among students as well as among family within and beyond the College. A new classroom design using chairs on wheels to create “node” seating had been enthusiastically received by the students and was making it easy for them to arrange their seating for “think-pair share” activities or larger discussion groups. Classroom designed generally had not changed in 100 years, Ms. Gingras-Moore said, but a Seeds of Change mini-grant from the HACC Foundation had made it possible for the Lancaster Campus to purchase the new node seating and provide classroom design that better reflects the way instructors teach today. She noted that 98 percent of faculty members at school using similar flexible seating arrangements found students to be moderately to extremely engaged. Another recent innovation was the “Lancaster Learns” conference sponsored by the Lancaster Campus at the suggestion of Melissa Dietrich, instructional technology analyst, who had made the initial contact with Millersville University to plan the event. The conference attracted 121 participants representing seven colleges and universities. Ms. Gingras-Moore thanked Mr. Ramos and Dr. Ski for their support of CITE’s initiatives.

Board Education Topic: “Bachelor of Science in Technical Leadership Partnership With Bloomsburg University,” Dr. Kathleen T. Doherty, Associate Provost. Dr. Doherty provided highlights

of a new “articulation partnership” with Bloomsburg University that would guarantee HACC graduates admission to the Bachelor of Applied Science in Technical Leadership (BAS-TL) degree program and would provide Bloomsburg with a presence at HACC’s Harrisburg Campus. The agreement would provide integrated coordination of systems for seamless administrative services, transferring a block of 60 credits earned at HACC into the bachelor’s program. The remaining 45 credits toward the degree could be earned at HACC or at the Dixon University Center, also in Harrisburg. All classes would be offered in the evening to accommodate students whose work commitments prevent them from attending daytime classes. Dr. Doherty said that based on the initial offering at the Harrisburg Campus, the program might be expanded to HACC’s campuses in Gettysburg, Lancaster, Lebanon and York. In response to trustees’ questions, Dr. Doherty said it would not be necessary for students to choose to enter the program early in their studies at HACC. Students could enroll at any point in their academic careers, and the program would also be appropriate for HACC alumni seeking to further their education by earning a bachelor’s degree. As with other HACC credit courses, the program would also permit students to earn credit for life experience on a case-by-case basis. Dr. Doherty said no other colleges or universities had approached HACC about creating similar agreements; however, Bloomsburg had expressed an interest in developing a similar curriculum for health career programs with HACC.

Recommendations/Reports From The Board of Trustees: Mr. Sandoe called on Mr. Delaney for a report on the proposed updates to College Policy 031 – Bylaws of the Board of Trustees, recommended for adoption with Res. 52.123. Mr. Delaney summarized the major changes dealing with notice of election of officers, handling of vacancies on the Board and indemnification of Board members. Mr. Wambach, noting that the description of the assistant secretary’s position was the only officer’s description that included the phrase “who shall be a trustee,” requested that Board delete that language. Mr. Gupta seconded, and the motion passed unanimously. Dr. Ortiz asked whether the bylaws should state either the number of trustees on the Board or the minimum and maximum number permitted. The trustees agreed, by consensus, to Dr. Ortiz’s request to table adoption of the revised bylaws to permit the solicitor to address his question and to provide the Board with a minimum of 10 days’ notice of proposed amendments, as provided in the current bylaws. Mr. Sandoe asked the trustees to send any additional questions or comments to Mr. Delaney.

Recommendations/Reports From The President: Dr. Ski thanked the trustees for giving him, Dr. Ortiz and Dr. Steinmetz the opportunity to attend a recent Association of Community College Trustees (ACCT) Diversity Institute. The College had already made many positive developments in diversity and inclusion, he said, but additional work remained to be done.

He introduced Mr. Quinones, who came to the College following a 20-year career with the Maryland State Police, where he had risen to the rank of lieutenant. Noting that safety is a community effort, Mr. Quinones said he looked forward to working with his new colleagues. Dr. Ski also introduced Mr. Bishop, the outgoing interim director of safety and security. Mr. Bishop thanked the trustees and administration for their support of the Safety and Security Department.

Dr. Ski also:

- Reported that former College Vice President of Finance George A. Franklin, Jr., had died on Feb. 26. Dr. Ski said he would send Mr. Franklin’s family a condolence card in the names of all of the trustees.
- Informed the trustees that Governor Wolf’s budget proposal included a \$15 million increase in funding for community colleges, including \$2.5 million for HACC. He said that funding was predicated on the colleges not raising tuition; however, most already had done so.
- Thanked Dr. Ortiz for representing HACC at the ACCT National Legislative Summit in Washington, D.C.;

- Thanked Mr. Delaney for meeting with Lieutenant Governor Mike Stack;
- Thanked Mr. Wambach for meeting with Pennsylvania Rep. Stan Saylor;
- Announced that the College was seeking athletic coaches for the women's volleyball team, the men's basketball team and the soccer team. He also announced that women's basketball coach Michelle Kieff would be recognized at the April Board meeting. Ms. Kieff, who had coached the team since its first season, would be succeeded by her brother, Michael Verotsky.
- Celebrated Ken Shur and Lynold McGhee for their work on the next version of the College Strategic Plan;
- Thanked Dr. Margie Mattis for her good work as interim vice president of the York Campus;
- Reported that the College had published a newspaper advertisement soliciting candidates for the Board vacancy in the unexpired term of Dr. William M. Murray;
- Reported that interviews would be held shortly with finalists for the positions of vice president of the Harrisburg Campus and College chief of staff.

Recommendations/Reports From The Chair: None.

Adjournment: At 1:09 p.m., having no further business, the Board adjourned, moved by Dr. Ortiz, seconded by Mr. Whitmoyer.

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	Consent Agenda	
	Review and Approval of Previous Minutes	Chair
109	Personnel Recommendations	Mr. Delaney
I-6	Personnel Information Items	Mr. Delaney
110	Purchase and Installation of Call Boxes at the York Campus	Mr. Conte
111	Contract for the HACC Spring 2015 Commencement Venue for All Campuses	Mr. Conte
112	Contract for Engineering Services for the Closed-Circuit Television (CCTV) Installation and Upgrades at the Gettysburg, Harrisburg, Lancaster and York Campuses	Mr. Conte
113	Contract for Millennium Drive Repaving and Campus Walkpath Extension at the Lancaster Campus	Mr. Conte
114	Course Fees	Mr. Conte
115	Gift-In-Kind Donation from One Good Woman	Mr. Conte
116	Gift-In-Kind Donation from Pennsy Supply, Inc.	Mr. Conte
117	Gift-In-Kind Donation from Fire and Rescue Products	Mr. Conte
118	Gift-In-Kind Donations for the Frank J. Dixon Tournament for Scholarships	Mr. Conte
119	Gifts – Scholarships	Mr. Conte
120	Radiology Informatics AS Degree	Ms. Klein
121	Photography Associate in Fine Arts	Ms. Klein

HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE
Board of Trustees Meeting
April 7, 2015

Trustees Present

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

Excused

Randy E. Eckels
Robert J. Phillips

Cabinet

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Dr. Robert Steinmetz
Dr. Oren Yagil
Laurie Bowersox
Aimee Brough
John Eberly
Shannon Harvey
Margie Mattis
Lynold McGhee
Robert Messner
Vic Rodgers
Ken Shur
Amy Withrow

Guests

David Keller, Solicitor
Michael Bowden, APO
Juanita Mort, CEO
Rich Cardemone
Lisa Cleveland
Tom Houtz
Michele Kieff
Brandon Sheppard
Dory Uhlman (phone)

Roll Call and Recognition of Visitors: Mr. Sandoe called the meeting to order at noon. Dr. Ski introduced Tom Houtz, the College's new director of employee health and safety, and Oren Yagil, the new chief of staff.

Approval of Consent Agenda:

Moved: Charles R. Peguese
Seconded: Daniel P. Delaney
Motion carried

Dr. Ortiz requested a correction to the minutes of the March 3 Board meeting to indicate that he participated in the meeting in person and not by phone.

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

Res. 52.127 – Report of College Operating Revenues and Expenditures – February 28, 2015

Mr. Eberly provided a summary of the February financial report, noting a debt-service savings of \$1.6 million due to the refinancing of the 2008 York Campus bond. Overall, the report showed a \$296,000 shortfall for the year, which Mr. Eberly said the College would continue to monitor.

Moved: Thomas B. Richey
Seconded: Frank A. Conte
Motion carried

Res. 52.128 – 2015-16 College Operating Budget: Dr. Ski noted that the College was projecting a balanced budget for fiscal year 2015-16, including a \$10 per credit hour increase to \$160 per credit hour for students from sponsoring school districts. The tuition increase was due to the decrease in the sponsoring school districts' funding for the coming year, he said. There would be no change in the nonsponsored rate of \$207 per credit hour. Other tuition changes included a \$50 per credit hour decrease in the out-of-state rate, to enable the College to remain competitive, and a \$30 increase, to \$50, for College in the High School courses. The recent early-retirement initiative would produce about \$1 million in savings, with the retirement of 40 employees, Dr. Ski said. The budget would also include a two percent salary increase, with one-half percent for compression. He added that together with the savings from the College's restructured bond issues, initiatives to cut students' bad debt would provide a total of \$250,000 in strategic planning funds to use for innovations during the coming year. In response to Mr. Delaney's question about enrollment projections, Dr. Ski said the College's budget was based on an assumption of no change in enrollment. Student Affairs staff had done much work, he said, to promote enrollment, and as a result, the College was in a more favorable position than some other Pennsylvania community colleges that forecast declining enrollment for 2015-16.

Moved: Thomas B. Richey
Seconded: Toni H. Sharp
Motion carried

Board Education Topic: "Modernizing Our Data Center," Robert H. Messner, Chief Information Officer. Mr. Messner reviewed the College's aging technology infrastructure as it existed prior to the recent renovation in the data center, noting how old equipment compromised the center's ability to continue to function in the event of an emergency. At that time, the available uninterrupted power supply (UPS) was capable of maintaining the data center for eight minutes, he said. The College had no power generator. Seeking solutions, Mr. Messner toured the data center at Bucks County Community College, which had been renovated in 2012. HACC's Office of Information Systems and Technologies (OIST) then put into place numerous improvements, including a new, efficient air-cooling circulation system, a UPS capable of powering the data center for 40 minutes in the event of an electrical power outage, and a generator connected to the College's natural gas service, making the data center self-sufficient in its ability to generate power for continuation of operations. Although the center was still located in a flood plain, other improvements, such as moving to overhead locations the cabling that had been under the floor, helped to reduce the potential for damage. The College had also made arrangements, should flooding pose a threat, to secure data at an off-site location. Data, Mr. Messner noted, was the only part of the system that was irreplaceable. The College was still investigating the possibility of moving the data center to the second floor of Cooper Student Center to take it out of the flood plain. Other improvements recently made to the data center included installation of a bank of batteries that provided twice the previous amount of power and had capacity to increase by 50 percent. OIST had also installed an overhead "bus" system that enabled technicians to plug in power wherever it was needed, without assistance from an electrician. The cost of the improvements, \$15,620, was under budget, Mr. Messner noted. The trustees congratulated OIST on the success of the project.

Recommendations/Reports From The Board of Trustees: On behalf of the Trustee Nominating Committee, Ms. Sharp reported that the committee would soon hold interviews with selected candidates to fill the vacant Board term of Dr. William M. Murray. Six members of the Delegate Body and three trustees served on the committee. Eight individuals had submitted applications.

Recommendations/Reports From The President: Dr. Ski introduced Res. 52.129 – Nomination of Member to HACC Foundation Board of Directors. It was noted that the nominee, Melissa Shupe,

was an alumna who worked for Wellspan and was highly recommended to the Foundation by the Gettysburg community.

Moved: Toni H. Sharp
Seconded: Sally S. Klein
Motion carried

In other announcements, Dr. Ski introduced Michele Kieff, basketball coach of the women's Hawks team. After 13 years, Ms. Kieff was taking a short "retirement" from coaching duties to spend more time with her children. She would continue in her faculty role as a counselor, Dr. Ski said, adding that she had "inspired our students on and off the basketball court." Ms. Kieff thanked Lisa Cleveland, Harrisburg Campus director of athletics and recreation, for her support of the team. Ms. Kieff's brother, currently her assistant, would take over as coach, ensuring a smooth transition, Dr. Ski said.

Dr. Ski also announced:

- That Harrisburg Campus Interim Vice President Dory Uhlman would soon return to her duties as academic dean at the Gettysburg Campus, to be succeeded in an interim position at Harrisburg by Ken Shur. Dr. Ski thanked Dory and wished Ken well in his new assignment.
- The recent request for proposals to outsource the College's bookstore operations had produced seven proposals. Comparing them with current operations, the administration was pleased to see that the College's in-house bookstore operations were run efficiently and that the bookstore's customer service was exceptionally good. As a result, the bookstore would continue to be operated by the College.
- The most recent employee engagement survey showed a "huge increase" in employees' "intent to stay" in their jobs. In response, the College would focus its efforts on employee recognition and professional development. He thanked Chief Human Resources Officer Aimee Brough for administering the survey.
- The College Workforce Development division was working with many new clients and contracts. He thanked Associate Provost for Workforce Development Victor Rodgers for his efforts.
- He had met over lunch with state Senator Lloyd Smucker, who would promote government initiatives to support Pennsylvania's community colleges.

Recommendations/Reports From The Chair: Mr. Sandoe called upon Mr. Shur to report on the status of proposed revisions to College Policy 031: Bylaws of the Board of Trustees. The Trustee Bylaws Committee members, having conferred with the College solicitor, planned to include language specifying the number of trustees constituting the Board and to strengthen the indemnification clause. An issue had been identified involving the terms of trustees from nonsponsored areas, Mr. Shur said. The Community College Act provided for those trustees to serve terms of two years; however, the College's recent practice had been to appoint them to six-year terms, consistent with the terms of the trustees from the sponsoring districts. Mr. Keller, the solicitor, recommended that the Board take action to reappoint the trustees from nonsponsored areas to terms of two years. Mr. Delaney, who chaired the Bylaws Committee, said he would call a meeting to prepare and circulate a draft to the full Board for adoption at the May meeting.

Mr. Sandoe also announced that the Board would elect officers for fiscal year 2015-16 at the June 2 meeting. He requested that any trustees interested in serving in an officer's position notify the President's Office no later than April 30, 2015.

Executive Session: At 12:48 p.m. the Board voted to enter executive session to discuss real estate, moved by Ms. Sharp, seconded by Mr. Wambach. At 1:28 p.m. the Board returned and, taking no action, adjourned.

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124	Personnel Recommendations	Mr. Delaney
I-7	Personnel Information Items	Mr. Delaney
125	Purchase and Installation of a Replacement Roof Top Air Conditioning Unit at the York Campus	Mr. Conte
126	Approval of FY 2015-16 PDE Capital Project Cash Application	Mr. Conte
	Res. 52.127 – Report of College Operating Revenues and Expenditures – February 28, 2015	
	Res. 52.128 – 2015-16 College Operating Budget	
	Res. 52.129 – Nomination of Member to HACCC Foundation Board of Directors	

HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE
Board of Trustees Meeting
May 5, 2015

Trustees Present

Niles S. Benn
Frank A. Conte (phone)
Daniel P. Delaney
Deep C. Gupta
Hector R. Ortiz
Charles R. Peguese
Thomas B. Richey
Timothy L. Sandoe
Jeffrey A. Shaffer (phone)
Vicki R. Shannon
Toni H. Sharp (phone)
Nailah I. Tatum
Peter C. Wambach
Mark A. Whitmoyer

Excused

Randy E. Eckels
Sally S. Klein
Robert J. Phillips
Ty D. Strohl

Cabinet

Dr. John J. "Ski" Sygielski
Dr. Linnie S. Carter
Dr. Cynthia A. Doherty
Dr. Robert Steinmetz
Dr. Oren Yagil
Aimee Brough
John Eberly
Robert Messner
Ken Shur
Amy Withrow

Guests

David Keller, Solicitor
Michael Bowden, APO
Katie Margolis, Faculty
Juanita Mort, CEO
Linda Mussolini, CEO
Rich Cardamone
Janelle Oberholtzer
Brandon Sheppard

Roll Call and Recognition of Visitors: Mr. Sandoe called the meeting to order at noon. Dr. Ski introduced Janelle Oberholtzer, a graduate student from Drexel University who was observing the meeting for studies on institutional governance in higher education.

Approval of Consent Agenda:

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

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

Res. 52.141– Report of College Operating Revenues and Expenditures – March 31, 2015

Mr. Eberly reported that the College's financial projects remained consistent with the February report. Bookstore revenue was largely responsible for a \$200,000 positive projection, leaving a projected deficit of only \$32,000.

Staff Presentation: "Holistic Student Support at HACC: Danielle's Story," Christine Nowik, Dean of Student and Academic Success. Ms. Nowik, who had recently presented at the Association of Community College Trustees (ACCT) national conference, provided highlights from her presentation on the College's effective use of the Starfish software system to assist students in meeting their educational goals. Using the record of a student named Danielle as an illustration, Ms. Nowik identified the ways the College used Starfish information about students' progress in classes and interactions with faculty members and staff to help students keep on track to continue academic progress. After a faculty member flagged Danielle's Starfish account because she was in danger of failing biology, a coach with the "Student Success Team" at her campus contacted her to meet and discuss good study habits and strategies for effective note-taking and to direct her to additional study materials available online. Such

contacts between students and advisors often lead to other “success conversations,” Ms. Nowik said, enabling staff and faculty members to suggest activities such as registering for the next term or seeking on-campus employment. She noted that students who have jobs on campus typically devote more time to their studies and are more likely to seek help from faculty members and tutors when they feel a need for assistance. Faculty, staff members, and students, as well, had enthusiastically adopted the Starfish system, Ms. Nowik said. When the College first implemented Starfish, she would have considered it a success if 30 percent of faculty used it. Now some 82 percent of faculty members were using the system, and students also frequently referred to their Starfish accounts to check their progress. She attributed the successful adoption of the program to excellent “top-down” support from Dr. Ski, Dr. Steinmetz and Dr. Doherty, followed by excellent “ground-up” support by faculty and staff members who quickly recognized the system’s value. HACC was the only college in the United States whose president had his own Starfish flag, she said. The College had formed a “Starfish Power Users” group to help promote the system’s use. Mr. Gupta asked if the College had experienced any drawbacks or privacy issues. Ms. Nowik said the most challenging aspect of the system was getting users to engage students in conversations to promote their academic success. Privacy had not been an issue. If, for instance, Ms. Nowik said, a student did not want anyone to know that she had gone to a tutor, that would indicate to staff and faculty members a need for the College to continue working to “normalize help-seeking behavior,” so that students would understand it as a positive action rather than a deficiency. Mr. Wambach asked what the College would do if a student exhibited an external problem like alcoholism. Ms. Nowik said the student would be referred to a counselor who would recommend seeking assistance from an outside agency. Dr. Cinty Doherty thanked Ms. Nowik for the successful implementation and promotion of the Starfish system.

Board Education Topic: “SWOT Analysis for Strategic Planning,” Dr. Oren Yagil, Chief of Staff. Dr. Yagil provided a summary of the recent analysis of the College’s strengths, weaknesses, opportunities and threats that was conducted in preparation for development of the new institutional strategic plan. He noted that the 1,500 survey responses represented an exceptionally high response rate and included 922 from students. The findings indicated five practices or qualities to preserve and five strategic priorities. They were: Practices – Affordability, educational quality, academic programs, student-centered and quality faculty; Priorities – Student success, course availability, academic programs -- serving community needs, academic program – quality, and personnel/staffing issues. Other findings included the following:

- Strengths: Affordability/value, academic programs – quality, online learning, facilities – learning, and student support services.
- Weaknesses: Course offerings/availability, food service, transportation/parking, communications (internal), retention strategies
- Opportunities: Programs targeting workforce needs, new/emerging technologies, competition due to rising cost of four-year colleges, expand/enhance online learning, and innovative classroom design.
- Threats: Inflation/cost of living, family and/or work demands on students, funding reduction, tuition and fees, and competition from other higher education institutions.

In response to a question from Mr. Sandoe, Dr. Ski replied that the strategic plan currently under development did not indicate major changes from previous priorities. The administration expected to present the new plan for the trustees’ approval in August, he said. Dr. Ortiz asked about the Board’s governance role regarding the strategic plan. Mr. Sandoe explained that the role of the College’s management was to develop the strategic plan based on the staff’s intimate knowledge of the College and students’ needs. The Board’s responsibility would be to approve and, if necessary, “tweak” it. Dr. Yagil noted that the members of the President’s Cabinet would be responsible for meeting the strategic goals and reporting outcomes to the Board.

Recommendations/Reports From The Board of Trustees: Mr. Delaney briefly introduced the

following resolutions:

- Res. 52.142 – Classified, Professional and Administrative Salary Schedule
- Res. 52.143 – Resolution to Revise Terms of Office for Trustees from Non-Sponsoring Counties
- Res. 52.123 – College Policy 031: Bylaws of the Board of Trustees

Res. 52.143 – Resolution to Revise Terms of Office for Trustees from Non-Sponsoring Counties

Mr. Keller noted that the Board had previously inadvertently made a mistake in implementing the terms of trustees from non-sponsored counties, setting those terms for six years, like the terms of the trustees from sponsored areas, instead of the two years specified in the enabling legislation. Resolution 52.143 would revise the terms of the trustees from non-sponsoring counties to two years.

Moved: Charles R. Peguese
Seconded: Daniel P. Delaney
Motion carried

Res. 52.142 – Classified, Professional and Administrative Salary Schedule

Addressing Res. 52.142 -- Classified, Professional and Administrative Salary Schedule, Ms. Brough explained that reducing the existing salary ranges from 41 to 23 would make promotions more meaningful and would help to differentiate supervisors' and subordinates' salaries. Responding to Mr. Wambach's question about the reason for eliminating so many ranges, she explained that it was cumbersome to administer 41 ranges, the increments from each range to the next were very small and the College did not actually have 41 different levels of work but only 23. The move would leave some employees below the target salaries for their new ranges, she said, and would require \$379,000 to bring their salaries back to target effective July 1, 2015.

Moved: Daniel P. Delaney
Seconded: Charles R. Peguese
Motion carried

Res. 52.123 – College Policy 031: Bylaws of the Board of Trustees

Moved: Thomas B. Richey
Seconded: Peter C. Wambach
Motion carried

Mr. Sandoe called on Ms. Sharp, chair of the Trustee Nominating Committee, for an update on two Board election processes. Reporting on actions to elect a new trustee to fill the expired term of Dr. William M. Murray, Ms. Sharp said the committee, led by Delegate Body Chair Barbara Layne of the Middletown Area School District, had interviewed candidates and made a recommendation to the Delegate Body. In addition to six delegates and Ms. Sharp, the committee included Trustees Delaney and Tatum. Following election by the Delegate Body, the new trustee would be seated at the June meeting.

Ms. Sharp also reported that a call for nominations for Board of Trustees officers for the 2015-16 fiscal year had resulted in all incumbent officers seeking re-nomination. A resolution would be prepared for the June agenda.

Recommendations/Reports From The President: Dr. Ski reported that recent College retirees and employees marking service anniversaries had been honored at the annual employee recognition celebration, held at the Gettysburg Campus. He congratulated Ms. Margolis, who was retiring from the College and thanked campus Vice President Shannon Harvey for hosting and Courtney Young,

coordinator of performance management and employee recognition, for organizing the event.

Dr. Ski also:

- Reported that the Culinary Arts Program’s lease at Blue Ridge Country Club had ended and the program would move back to the Harrisburg Campus, where it would operate the campus food service;
- Reported that enrollment for the Summer I term was three percent ahead of budget;
- Thanked Trustees Peguese and Benn for attending the 40th anniversary celebration for the Rose Lehrman Arts Center, a well-attended event featuring a performance by the Brubeck Brothers;
- Announced that a prestigious national educational technology organization evaluating digital technology at community colleges had ranked HACC fifth among large colleges. HACC had ranked seventh in 2014.
- Asked Mr. Eberly for details concerning a hole that had developed in the parking lot at the Lebanon Campus. Mr. Eberly reported that what was originally thought to be a sink hole was actually an old well that would be mitigated. Although it was located beside an electrical transformer, it had not caused any electrical problems.

Dr. Ski also called on Ms. Brough to summarize a recommendation that the trustees adopt a new method for the annual evaluation of the president’s performance. The existing process gave all College employees the option to voluntarily assess the president’s performance, but few chose to do so. Ms. Brough explained that the Board had questioned whether the existing process produced useful responses from employees who actually had knowledge of the president. She noted that a 360-degree performance evaluation would present a more accurate reflection of the president’s performance as gauged by the College community. She said this evaluation would be conducted in addition to the annual employee engagement survey.

Mr. Sandoe said the trustees had been concerned about the low rate of participation in the existing review process. Noting that Dr. Ski was in favor of the recommended new process, Mr. Sandoe asked the trustees for a resolution to approve it.

Res. 52.144A – Measuring The President’s Performance

Moved: Thomas B. Richey
Seconded: Peter C. Wambach
Motion carried

Recommendations/Reports From The Chair: None

Executive Session: At 1:05 p.m. the Board voted to enter executive session to discuss real estate, moved by Mr. Richey, seconded by Mr. Whitmoyer.

Adjournment: At 1:28 p.m. the Board returned from executive session and, taking no action, adjourned.

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	Chair

130	Personnel Recommendations	Mr. Delaney
131	Recommendations for Promotion in Academic Rank - 2015-16	Mr. Delaney
132	Recommendations for Tenure in Academic Rank - 2015-16	Mr. Delaney
133	Emeritus Status for Employees	Mr. Delaney
134	Transitional Retirement of Faculty	Mr. Delaney
135	Minimum Salary Schedule for Full-Time Regular Faculty	Mr. Delaney
136	Reappointment of Non-Tenured Faculty for 2015-16	Mr. Delaney
137	2015-2016 Salary Increase for Faculty, Classified, Professional and Administrative Employees	Mr. Delaney
138	Credit Hour Rate for Full- and Part-Time Faculty and Part-Time Professional Hourly Rate	Mr. Delaney
I-8	Personnel Information Items	Mr. Delaney
139	Purchase of an Endovascular Simulator for the Lancaster Campus	Mr. Conte
140	Summer Instructional Development Grants	Ms. Sharp

HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE
Board of Trustees Meeting
June 2, 2015

Trustees Present

Niles S. Benn (phone)
Frank A. Conte
Daniel P. Delaney (phone)
Deep C. Gupta
Sally S. Klein (phone)
Hector R. Ortiz (phone)
Robert J. Phillips (phone)
Thomas B. Richey
Timothy L. Sandoe
Jeffrey A. Shaffer (phone)
Vicki R. Shannon
Toni H. Sharp (phone)
Ty D. Strohl (phone)
Nailah I. Tatum (phone)
Peter C. Wambach (phone)
Mark A. Whitmoyer
Teresa D. Williams

Excused

Randy E. Eckels
Charles R. Peguese

Cabinet

Dr. John J. "Ski" Sygielski
Dr. Linnie S. Carter
Dr. Cynthia A. Doherty (phone)
Dr. Marjorie A. Mattis
Dr. Robert Steinmetz
Dr. Oren Yagil
Laurie Bowersox (phone)
Aimee Brough
John Eberly
Shannon Harvey
Lynold McGhee (phone)
Robert Messner
Victor Ramos (phone)
Ken Shur

Guests

David Keller, Solicitor
Diane Thompson, Faculty
Kathleen Brickner
Megan Hoose
Matthew Shade
Scott Simonds

Roll Call and Recognition of Visitors: Mr. Sandoe called the meeting to order at noon at the Gettysburg Campus. Dr. Ski introduced Trustee Teresa D. Williams. Dr. Williams, a career educator who recently retired from the Lancaster-Lebanon Intermediate Unit, was newly elected to the Board and attending her first meeting as a trustee. Dr. Ski also introduced Lisa Myers, CPA, from Boyer & Ritter; Matthew Shade, College controller; Scott Simonds, Gettysburg Campus dean of Student Affairs, and Diane Thompson, newly elected vice president of the Operations House of the Faculty Senate, representing President David Bailey, who was unavailable to attend.

Approval of Consent Agenda:

Moved: Thomas B. Richey
Seconded: Frank A. Conte
Motion carried

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

Res. 52.155 – Report of College Operating Revenues and Expenditures – April 30, 2015

Mr. Eberly reported that the College's financial projections reflected a change of approximately \$3.5 million to the bottom line since the prior month's financial report. Changes included an anticipated decrease of some \$300,000 in funding and projected savings of \$3 million in wages and benefits due to position vacancies, as well as savings of some \$200,000 in utility expenses and \$250,000 in savings due to reduced travel and other meeting expense reductions.

Moved: Frank A. Conte
Seconded: Mark A. Whitmoyer
Motion carried

Staff Presentations: “Branding Update,” Dr. Linnie Carter, Vice President of College Advancement, HACC, Central Pennsylvania’s Community College, Executive Director, HACC Foundation, and Megan Hoose, Coordinator, Integrated Marketing Communications. Dr. Carter and Ms. Hoose summarized a variety of marketing initiatives the College had recently begun in collaboration with its new marketing firm, TWG Plus. The College had needed to take such a new approach for a long while, Dr. Carter said, and the recent efforts would raise marketing and branding to a new level.

Ms. Hoose provided examples of highly effective tactics including postcard mailings and Facebook advertising, both of which featured HACC students and alumni to illustrate how people relate to each other. Because readers and viewers must see a message seven times before it resonates with them, the College was using a variety of approaches, including targeted “niche” campaigns that would be more effective than the broad, general marketing vehicles used in the past. New billboards were emphasizing a “call to action,” and the Office of College Advancement (OCA) was regularly analyzing data to determine the effectiveness of various tactics.

Other initiatives included:

- Ongoing monthly newspaper columns that Shannon Harvey, Gettysburg Campus vice president, was writing for The Gettysburg Times and The Evening Sun
- An upcoming effort to have four other news outlets publish op-ed articles by Dr. Ski
- Increased use of social media including Facebook and Twitter
- A series of 30- to 60- second video interviews with faculty, alumni and students as a recruiting tool to educate future students about the benefits of attending HACC
- Development of a HACC “experts” program that would enable faculty members to serve as local media experts in a variety of areas
- Media training for all deans, President’s Cabinet members, program directors and other staff interested in using social media to promote the College

Dr. Ski thanked Ms. Hoose for “phenomenal” placement of the College’s marketing on billboards and in radio and television advertising.

“Enrollment Update,” Dr. Robert Steinmetz, Vice President, Student Affairs and Enrollment Management. Dr. Steinmetz reported that for the first time in three years, the College was experiencing rising enrollment for the Summer I term. Current figures showed a 1.21 percent increase. The Student Services department’s recruitment effort had recently been reorganized and centralized and, after much turnover, the department was staffed with a strong team. The “Taking It To the Streets” initiative was successfully engaging the community and partner organizations in new ways, he said. Recruiters were spending more time in one-on-one meeting with students, and applications for fall were up 42 percent, compared to 2014, now that the College had eliminated the application fee. Process-mapping had resulted in improvements in 175 processes, including more efficient handling of the schedule bill that students receive for tuition payment and the process of enrolling guest students. Other current trends indicated a decline of 4.02 percent in fall enrollment; however, it was still too early to project final enrollment figures for fall. Positive developments included a slight increase in fall-to-spring retention during the current year, and evidence that the Starfish tracking and intervention system was helping students who were at risk of failing. A student success course would soon become mandatory. Initiatives planned for the coming year included efforts to work with male students of color and to improve advising services.

Recommendations/Reports From The Board of Trustees: On behalf of the Nominating Committee, Ms. Sharp presented **Res. 52.156 – Election of Officers.**

Moved: Toni H. Sharp
Seconded: Mark A. Whitmoyer
Motion carried

She also introduced **Res. 52.158 – Reappointment of Trustees From Nonsponsoring Counties**

Moved: Toni H. Sharp
Seconded: Deep C. Gupta
Motion carried

Recommendations/Reports From The Chair: Mr. Sandoe said he had recently reached the difficult decision to step down from the Board chairmanship at the end of his current term. It was time, he said, for new leadership to provide additional direction for the College. He noted that he had served on many nonprofit boards but none had meant as much to him as HACC because of the College's ability to change the lives of its students. He had served as a trustee for 10 years and previously assisted the College as a member of the Lancaster Campus Advisory Committee. The College had seen many improvements in the past four years, he said, and he had great trust in Dr. Ski and in his ethics. He said it had been a fulfilling experience to work with Dr. Ski to "retool" the Board of Trustees and that he had benefitted greatly from his relationship with the College in having an opportunity to see its impact on the lives of the students and in working with his fellow trustees. "I believe in the charter, I believe in the school, and I believe in all of you," he said.

Mr. Sandoe also:

- Reminded the trustees of the June 16, 2015, annual HACC Legislative Breakfast at the Capitol
- Announced that the annual Board of Trustees retreat would be on Aug. 21, 2015
- Announced that Sept. 19, 2015, would be the date of the annual social for trustees, HACC Foundation directors and their guests
- Noted that according to the 2015 schedule, there would be no full Board meetings in July or September

Recommendations/Reports From The President: Dr. Ski called on Mr. Simonds to introduce **Res. 52. 157 – College Policy 037: Student Government Association Constitution**. Mr. Simonds reported that the new constitution, the result of two years of work with the SGA, had updated a 20-year-old policy with one that was less operational and more foundational. It recognized virtual learning students as well as students in traditional classroom courses, and it also included new requirements for members to be in good academic and social standing. In reply to a question from Mr. Delaney about the students' level of participation in the College shared governance system, Mr. Simonds reported that participation was better at the campus level but more must be done to encourage students to participate on Collegewide committees.

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

Dr. Ski thanked Mr. Simonds for his leadership in working with the SGA.

Dr. Ski also:

- Announced that Trustee Hector Ortiz would soon become a full-time faculty member at Central Penn College
- The College's Geospatial Information Systems (GIS) program was promoted at the recent GeoEd15 conference that he attended in Louisville, Kentucky

Dr. Ski introduced Ms. Myers, who reviewed the status of process improvements being made in response to Boyer & Ritter's 2009 risk assessment. At that time, the auditors looked at all aspects of the College to identify high, moderate and low areas of concern in order to identify gaps and potential efficiencies in internal controls. She described it as a proactive "gap analysis" or, as she said Dr. Carter referred to it, a "crisis management" document. Of the 32 high-level process

concerns involving Payroll, Human Resources, or both departments, 11 had been fully satisfied, Ms. Myers said. The remaining items were being addressed. She noted that the Banner software system in Collegewide use included built-in controls that were now being made operational in the Payroll system. Further improvements would include automation of several processes that were currently manual. Ms. Myers said she would provide a follow-up report to the Board on the College's continuing progress on the 21 issues remaining to be addressed. Mr. Sandoe asked Ms. Myers to identify in the future report any repeat findings, since governing bodies reviewing audits would typically consider any recurring issues cause for concern. Mr. Conte asked if Payroll or Human Resources might have been able to prevent or detect a theft that the College suffered several years earlier. Ms. Myers said there was nothing either department might have done to guard against or discover it.

Adjournment: Having no further business, at 1:22 p.m. the Board adjourned, moved by Mr. Richey, seconded by Mr. Conte.

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	Review and Approval of Previous Minutes	Chair
144	Personnel Recommendations	Mr. Delaney
145	Emeritus Status for Employees	Mr. Delaney
146	Transitional Retirement of Faculty	Mr. Delaney
I-9	Personnel Information	Mr. Delaney
147	Replacement of Dell Power Edge R520 Servers for CCTV Surveillance Systems for Harrisburg and Lancaster Campuses	Mr. Conte
148	Replacement of Dell Power Edge R730 Servers for the Collegewide Data Center Located on the Harrisburg Campus	Mr. Conte
149	Replacement of the Water Heater at the East Building on the Lancaster Campus	Mr. Conte
150	Managed Service Agreement with Big Belly Solar, Inc., for Solar Trash Compactors and Recycling Containers for the Harrisburg Campus	Mr. Conte
151	Contract for Mechatronics Classroom at the Gettysburg Campus	Mr. Conte
152	Contract for Cytec Writing Lab at the York Campus	Mr. Conte
153	Contract for Polycom Maintenance for Infrastructure and Video Conferencing Collegewide	Mr. Conte
154	Contract to Manage Medical and Prescription Insurance Coverage for HACC Employees	Mr. Conte

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

Vol. No. 52
Date 6/2/15
Res. No. 158
Page No. 158

TITLE: REAPPOINTMENT OF TRUSTEES FROM NON-SPONSORING COUNTIES

WHEREAS Pennsylvania's Community College Act at 24 PS § 1900 – 1904A provides that the Board of Trustees of the Community College may appoint a trustee for a term of two years from each county located where no sponsor exists; and

WHEREAS the current term of office for Robert J. Phillips, Timothy L. Sandoe and Jeffrey A. Shaffer expires on June 30, 2015,

BE IT RESOLVED that on recommendation of the Trustee Nominating Committee, the Board of Trustees appoint Robert J. Phillips, Timothy L. Sandoe and Jeffrey A. Shaffer to new terms as trustees beginning on July 1, 2015, and expiring on June 30, 2017.

Yea 16 Nay 0 Passed X

First: Toni H. Sharp

Second: Deep C. Gupta

Opposed: 0

Abstained: 0

HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE
Board of Trustees Meeting
August 4, 2015

Trustees Present

Niles S. Benn
Frank A. Conte (phone)
Daniel P. Delaney (phone)
Deep C. Gupta
Hector R. Ortiz
Robert J. Phillips (phone)
Thomas B. Richey
Timothy L. Sandoe
Jeffrey A. Shaffer
Toni H. Sharp (phone)
Nailah I. Tatum (phone)
Peter C. Wambach
Mark A. Whitmoyer (phone)
Teresa D. Williams

Excused

Randy E. Eckels
Sally S. Klein
Charles R. Peguese
Vicki R. Shannon
Ty D. Strohl

Cabinet

Dr. John J. "Ski" Sygielski
Dr. Irvin T. Clark
Dr. Cynthia Doherty
Dr. Kathleen Doherty
Dr. Robert Steinmetz
Laurie Bowersox
Aimee Brough
John Eberly
Shannon Harvey
Lynold McGhee
Robert Messner
Victor Ramos
Victor Rodgers
Ken Shur
Amy Withrow
Oren Yagil

Guests

David Keller, Solicitor
David Bailey, Faculty
Nicole Bender, SGA
Juanita Mort, CEO
Linda Mussoline, CEO
Katherine DiFilippo
Greg King, HACC Foundation
Brandon Sheppard

Roll Call and Recognition of Visitors: Mr. Sandoe called the meeting to order at noon. Dr. Ski introduced Nicole Bender, president of the Student Government Association Executive Council (SGAEC); David Bailey, president of the Faculty Organization; Katherine DiFilippo, coordinator of corporate relations; and Irvin Clark, who was attending his first Board meeting since joining the College as vice president of the Harrisburg Campus.

Approval of Consent Agenda:

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

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

Res. 53.16 – Report of College Operating Revenues and Expenditures – May 31, 2015

Mr. Eberly reported the financial statements for May were generally consistent with April, reflecting only minor changes. Projected expenditures included expected savings of \$700,000 and the reports indicated a projected surplus of \$4.8 million.

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

Staff Presentation: “Workforce Development: Audit and Strategic Plan,” Victor Rodgers, Associate Provost, Workforce Development. Mr. Rodgers reported on progress made in the past year to transform the College’s Workforce Development unit into a state-of-the-art division. Much work had been done to address 18 of the 35 findings reported in a 2011 program audit by Boyer & Ritter, which had included 20 high-risk issues, 12 moderate issues and three low-risk issues. Financial processes had been improved, overhead costs revised, and staff restructuring had been completed. Staff training was ongoing. Mr. Rodgers shared the Division’s new strategic plan, which was based on an analysis of strengths, weaknesses, opportunities and threats for each department, leading to development of a strategic mission, vision and values statement. The Division’s mission would be “to strengthen the workforce of Central Pennsylvania through the flexible delivery of quality education and training engagements,” envisioning the Division as “the education and training provider of choice in Central Pennsylvania.”

Workforce Development would adhere to core values of accountability, commitment, flexibility, innovation and integrity to address two goals:

- 1) Increase student enrollment
- 2) Align organizational resources to improve efficiencies and increase surplus

Dr. Ortiz asked whether diversity should be specifically mentioned in the plan. Dr. Ski explained that it had not been included in the Workforce plan because it would be addressed globally in the Collegewide Strategic Plan that was currently in development. Mr. Gupta asked if the College was working with state and federal agencies and using government labor data. Mr. Rodgers confirmed that the College was indeed working with government agencies as well as local councils, including MANTEC, a private, non-profit resource center and human resources consulting firm serving manufacturers in Southcentral Pennsylvania. The College was also a member of the Pennsylvania Workforce Investment Board (WIB), Dr. Ski reported, and looked forward to attending its first meeting under the leadership of Secretary of Labor Kathy Manderino.

Noting that important aspects of the community college mission for workforce development included opportunities for students to earn degrees to advance their careers and for workers to learn skills needed by employers, Dr. Ortiz asked if the College was also seeking to provide continuing education opportunities and avenues to assist laid-off workers in preparing to return to the workforce. Mr. Rodgers explained that the College was well positioned to assist in both endeavors with online learning.

Mr. Gupta asked whether the College had received any funding through the federal Trade Readjustment Allowances (TRA) program for workers who had exhausted their Unemployment Compensation benefits. Dr. Ski explained no funds had been received because the program had changed; however, the College had received some funding through the local WIB and had used some of that money for Workforce Development. Mr. Gupta also noted that he was aware of local automotive dealerships sending their employees outside the region for training. He suggested the College might contact those businesses to recommend using HACC’s automotive program. Dr. Cynthia Doherty said the College was already planning outreach in both the Harrisburg and York areas, and that the members of the College’s Automotive Technology Advisory Committee whose appointments the Board had approved that day would be able to assist in that effort.

Board Education Topic: “HACC Foundation Golf Tournament,” Greg King, HACC Foundation Golf Tournament Committee Chair. Dr. Ski welcomed Mr. King, who introduced Ms. DiFilippo. Mr. King thanked the trustees for their past support of the scholarship tournament, the HACC Foundation’s largest annual fundraising event, then in its 19th year. Pledges for the 2015 outing had already reached \$60,000, he said, and the HACC Foundation hoped to have between 26 and 32 teams on the course on Sept. 28. Ms. DiFilippo distributed sponsorship forms. Mr. Sandoe asked the trustees to consider supporting the tournament by making a sponsorship donation, playing in a foursome or

donating a gift in-kind. Mr. Richey, who had played in several of the annual outings, said it would be an enjoyable day, even for those who were not golfing but chose to attend the dinner afterward. Mr. King noted that each year, guests at the dinner enjoyed hearing remarks about the Foundation's work to assist students from Frank J. Dixon, emeritus Foundation director, who originated the tournament and for whom it was named.

Recommendations/Reports From The Board of Trustees: Dr. Ortiz reported that the Association of Community College Trustees (ACCT) Congress in San Diego Oct. 14-17 would offer an outstanding opportunity for any trustees who attended to learn about nationwide efforts to promote student success. He thanked Ms. Bender of the SGAEC for attending the Board meeting and asked her to let the trustees know what the College could do to help students succeed.

Recommendations/Reports From The President: Among his announcements, Dr. Ski:

- Reported that he, Dr. Ortiz and Dr. Yagil, chief of staff, would present at the ACCT Congress.
- Announced that the College was nominating Pauline Chow, senior professor of mathematics, for recognition as an ACCT faculty member of the year.
- Noted that the College was preparing for India Day on Aug. 8, which would feature a day-long cultural celebration that would include 75 vendors. The College would also have a booth there.

Recommendations/Reports From The Chair: Mr. Sandoe reported he would step down from the Board effective Oct. 7, 2015. He read the following letter of resignation:

Ladies and Gentlemen;

Please accept this letter as my official notice of intent to resign as Chairman of the Board of Trustees as well as my Trustee position effective October 7, 2015. I recently accepted a fulltime position with Lebanon Valley College as part of their administration team. I believe overtime this new position could present a potential conflict of interest with my role as HACC's board chair. The college community deserves someone who can dedicate 100% of their energy and focus on the mission of HACC.

I want to thank the board, HACC's administration, staff and faculty as well as all our students for the honor and privilege to serve them. I leave the HACC board learning a great deal about the business aspect of the college, the people that make it operate and the students that give it a heart. I also learned a great deal about myself and how the actions of the board have lasting impressions on the staff, the students and the community.

I am excited about the progress Ski, his team and this board has made. The possibilities for HACC are limitless. The role this college plays in our community is incredibly relevant and important. I am convinced HACC's leadership team and this board will continue to help students achieve their goals and aspirations.

Again, thank you for this precious opportunity.

Respectfully submitted,
Timothy L. Sandoe

Mr. Sandoe explained that although leaving HACC was difficult, it would not be possible for him to serve in his new role at LVC without raising the risk of a conflict of interest for both institutions; therefore, resigning from the Board of Trustees was the right thing to do. He explained that he had retired from a 34-year career in banking and then, in June, came out of retirement to accept the

position at LVC. The decision to leave HACC was, he said, “agonizing,” after 25 years as a volunteer. He had served first as a member of a campus advisory committee and later as a trustee, then as a Board officer. He thanked his fellow trustees, the College administration and President’s Cabinet members for their support, and he expressed his confidence that the College was positioned well for future growth and service to its students.

Mr. Sandoe asked that any trustees who wished to be nominated as chair send written notice of interest to the President’s Office by Aug. 11. A special meeting would be held on Aug. 21, during the Board of Trustees annual retreat, to elect a new chair. If that election were to open any other officer’s position, nominations for that office would be requested for an election to be held at the October Board meeting.

Res. 53.17 – Acceptance of Resignation - Timothy L. Sandoe

The Board voted unanimously to accept Mr. Sandoe’s resignation with regret.

Moved: Peter C. Wambach
 Seconded: Jeffrey A. Shaffer
 Motion carried

Adjournment: Having no further business, the Board adjourned at 12:42 p.m., moved by Mr. Shaffer, seconded by Mr. Richey.

Consent Agenda		
	Review and Approval of Previous Minutes	Chair
1	Personnel Recommendations	Mr. Delaney
2	Emeritus Status for Employees	
I-1	Personnel Information Items	Mr. Delaney
3	Replacement/Expansion of Dell Servers for the Collegewide Data Center Located on the Harrisburg Campus	Mr. Conte
4	Contract for Procurement Card Services Collegewide	Mr. Conte
5	Contract for Website Content Management System Collegewide	Mr. Conte
6	Contract for Culinary Kitchen/Classroom and Dining Service Renovations – Electrical Service at the Harrisburg Campus	Mr. Conte
7	Contract for Culinary Kitchen/Classroom and Dining Service Renovations – Exhaust Hoods at the Harrisburg Campus	Mr. Conte
8	Contract for Culinary Kitchen/Classroom and Dining Service Renovations – General Trades at the Harrisburg Campus	Mr. Conte
9	Contract for Culinary Kitchen/Classroom and Dining Service Renovations – Mechanical at the Harrisburg Campus	Mr. Conte
10	Contract for Tobacco Free Signage Collegewide	Mr. Conte
11	Contract With Johnson Controls, Inc. for an Automatic Exterior Door Lock Installation for the Lancaster Campus	Mr. Conte
12	Contract for CISCO Equipment at the York Campus	Mr. Conte
13	Contract for New Student Commons – Cytex Building at the York Campus	Mr. Conte
14	Contract for New Welding Lab – Goodling Building at the York Campus	Mr. Conte
15	Advisory Committees	Ms. Sharp

HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE
Board of Trustees Special Meeting
August 21, 2015

Trustees Present

Niles S. Benn
Daniel P. Delaney (phone)
Deep C. Gupta
Sally S. Klein
Charles R. Peguese
Robert J. Phillips
Thomas B. Richey
Timothy L. Sandoe
Jeffrey A. Shaffer
Vicki R. Shannon (phone)
Toni H. Sharp
Mark A. Whitmoyer
Teresa D. Williams

Cabinet

Dr. John J. "Ski" Sygielski

Excused

Frank A. Conte
Randy E. Eckels
Hector R. Ortiz
Ty D. Strohl
Nailah I. Tatum
Peter C. Wambach

Roll Call and Recognition of Visitors: Mr. Sandoe called the special meeting to order at 10:09 a.m. at the board room of PSECU, 1500 Elmerton Ave., Harrisburg.

Res. 53.18 – Election of Officer of the Board of Trustees

Ms. Sharp announced that only one trustee, Mr. Richey, current vice chair of the Board, had notified the Nominating Committee of interest in serving as chair. She introduced Res. 53.18 – Election of Officer of the Board of Trustees. Mr. Sandoe noted that with Mr. Richey's election, the vice chair position would be vacant and should be filled by a subsequent election. Mr. Peguese asked if the trustees could make a nomination from the floor during the special meeting. Mr. Sandoe replied the Board bylaws did not prevent it; however, he suggested that the Board use the same process it had used to identify candidates for chair, which provided the trustees with additional time to think about their own potential interest and would enable them to express their interest in writing by a set date so that an election could be planned. At Ms. Sharp's request, Mr. Sandoe agreed to provide the trustees with an outline of the process by email. He noted that based on the skill sets required for leadership of the Board, the trustees should keep in mind that the person they elect as vice chair should be someone they would choose as a future chair.

Moved: Toni H. Sharp
Seconded: Mark A. Whitmoyer
Motion carried

Adjournment: At 10:18 a.m., having no further business, the Board adjourned the special meeting to begin its annual retreat, moved by Mr. Richey, seconded by Mr. Gupta.

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

Vol. No.	<u>53</u>
Date	<u>8/21/15</u>
Res. No.	<u>18</u>
Page No.	<u>18</u>

TITLE: ELECTION OF OFFICER OF THE BOARD OF TRUSTEES

BE IT RESOLVED THAT THE BOARD OF TRUSTEES

Elect Thomas B. Richey Board chair for fiscal year 2015-16, effective Oct. 7, 2015.

Yea 13 Nay X Passed X

First: Toni H. Sharp

Second: Mark A. Whitmoyer

Opposed: 0

Abstained: 0

HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE
Board of Trustees Meeting
October 6, 2015

Trustees Present

Niles S. Benn
Frank A. Conte
Daniel P. Delaney (phone)
Deep C. Gupta
Hector R. Ortiz (phone)
Charles R. Peguese
Robert J. Phillips
Thomas B. Richey
Timothy L. Sandoe
Jeffrey A. Shaffer (phone)
Vicki R. Shannon
Toni H. Sharp
Ty D. Strohl (phone)
Peter C. Wambach
Mark A. Whitmoyer
Teresa D. Williams

Excused

Randy E. Eckels
Sally S. Klein
Nailah I. Tatum

Cabinet

Dr. John J. "Ski" Sygielski
Dr. Irvin T. Clark
Dr. Cynthia A. Doherty Dr.
Kathleen Doherty
Dr. Robert Steinmetz
Laurie Bowersox
Aimee Brough
John Eberly
Shannon Harvey
IMargie Mattis
Lynold McGhee
Robert Messner
Victor Ramos
Victor Rodgers
Kenneth Shur
Amy Withrow
Oren Yagil

Guests

Michael Davis, Solicitor
Nicole Bender (SGA)
Hope Harrison
Joel Petit
Kenneth R. Shutts

Roll Call and Recognition of Visitors: Mr. Sandoe called the meeting to order at noon in the Arthur J. Glatfelter Community Room of the York Campus.

Approval of Consent Agenda:

Moved: Charles R. Peguese
Seconded: Peter C. Wambach
Motion carried

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

Res. 53.30 – Report of College Operating Revenues and Expenditures – June 30, 2015

Res. 53.31 – Report of College Operating Revenues and Expenditures – July 31, 2015

Res. 53.32 – Report of College Operating Revenues and Expenditures – Aug. 31, 2015

The Board approved all three resolutions in a single motion.

Moved: Toni H. Sharp
Seconded: Mark A. Whitmoyer
Motion carried

Staff Presentation: "Office of Human Resources Accomplishments for Fiscal Year (FY) 2014-15," Aimee Brough, Chief Human Resource Officer. Dr. Ski introduced Ms. Brough, noting that she had built an excellent Human Resources staff whose members had completed many initiatives in the

past year toward achieving the College's strategic goals. Ms. Brough thanked Dr. Ski and the President's Cabinet members for their welcoming, team approach to working with her department. She summarized an ambitious list of accomplishments, including efforts to streamline and improve recruitment, centralize and adopt standard, Collegewide procedures for the onboarding and separations processes, offer training opportunities for the entire HACC workforce and determine areas for employees' professional development through a Collegewide needs assessment, digitize personnel records, promote safety and wellness and establish more meaningful and effective employee relations and performance management policies and practices. Highlights included:

- Offering Collegewide online training on Title IX, in which 1,329 employees participated
- Establishing new onboarding processes that ensured all documents for newly hired employees were obtained before the employees' start dates
- Adopting a streamlined recruitment process that clearly defined the roles and responsibilities of the hiring manager, search committee and Human Resources staff
- Launching the "Healthy Minds, Healthy Hearts, Healthfully Yours" tobacco-free campaign at all campuses
- Creating a 360-degree performance appraisal process for the President's Cabinet members using an online tool to incorporate input from peers, direct reports and external stakeholders

Staff Presentation "Cooper Student Center," Richard M. Cardamone, Harrisburg Campus Executive Director, Business Affairs. Dr. Ski introduced Mr. Cardamone, who reviewed the College's investigation into several options for upgrading, renovating or rebuilding Cooper Student Center. Thorough research over a period of several years had led the administration to recommend a \$12 million renovation plan. Chief features included a floor plan that would enable the College to better serve students and would also improve the flow of traffic in the building and in the cafeteria. The footprint of the building would remain the same, Mr. Cardamone said, and to keep costs down the College would not seek LEED certification. The upcoming Collegewide capital campaign would be expected to raise \$10 million for the Cooper renovation, he said, and the College would arrange a bond issue for the rest of the project.

Res. 53.33 – Cooper Student Center

Ms. Sharp asked if the plan had been vetted by the Board Finance Committee. Mr. Richey advised that it had been thoroughly reviewed and that the committee members had analyzed all suggested options in detail. Mr. Sandoe added that the committee had also considered the debt structure of the project and how it compared to the debt structure for projects at other community colleges. In light of the cost of constructing an entirely new building, estimated at \$22 million, the proposed plan represented the best solution to updating the 40-year-old building. A highly successful capital campaign could enable the College to retire the debt early. In response to Dr. Ortiz's question about plans for the International Room, Dr. Ski noted that College staff members responsible for the international program would be located in Cooper and that special community events like the annual Kwanzaa celebration and others could continue to be held there or in the gym. Dr. Ski said if construction were to begin in spring 2016, the expected completion date would be in fall 2018. Mr. Sandoe thanked Mr. Eberly and Mr. Cardamone for their work on the project and for providing answers to many questions while the trustees studied the options. Mr. Richey said additional information would be provided to the Board as construction plans were finalized. Mr. Sandoe noted if it ever appeared that costs were expected to exceed \$12 million, the project would come back to the Board for approval.

Moved: Thomas B. Richey
Seconded: Peter C. Wambach
Motion carried

Board Education Topic: "Update on the HACC Foundation Comprehensive Fundraising Campaign," Kenneth R. Shutts, Chair, HACC Foundation Board of Directors, and Hope A. Harrison,

Director of Development and Alumni Relations.” Dr. Ski introduced Mr. Shutts and Ms. Harrison. Mr. Shutts, an alumnus of the College who went on to earn a bachelor’s degree at Penn State and a juris doctor degree at the Baltimore School of Law, said his involvement with the HACC Foundation provided an opportunity for him to “give back” to the College for the excellent education he received at HACC and the appreciation for lifelong learning that it had instilled in him. He introduced Ms. Harrison, who outlined a Collegewide plan to raise \$14 million that would include, in addition to the capital campaign for Cooper Student Center, \$1.5 million for the President’s Fund For Excellence, \$500,000 in Emergency Assistance Funds, and a total of \$2 million for scholarships. Goals had been identified for each campus’s local campaign, and two campaign chairs would be appointed for each campus. The campaign would begin with a first-year internal phase, with succeeding phases to take place in years two through four. In order for the Foundation to be most effective in promoting the campaign to potential donors, she said, it would be necessary for each member of the Board of Trustees to make an individual “transformative gift” to the campaign. She asked trustees to look at their own networks of contacts to help Foundation fundraisers identify potential donors and recommended they consider going along on a visit or serving on a campaign committee. Noting that HACC Foundation Board directors were expected to make a \$1,000 contribution each year, Mr. Peguese asked what level of giving would be considered a “substantive” commitment for a trustee. Ms. Harrison said donors would be asked to make a four-year pledge. She said individual trustees could best determine their level of giving by considering what they would ordinarily contribute to the College and then making “a bit of a stretch.” Mr. Shutts added that the Foundation directors were being asked to make an additional commitment to the campaign beyond their annual gift of \$1,000. He stressed that it would be important to show prospective donors that the initiative had the unanimous support of both the Board of Trustees and Foundation Board.

Board Education Topic: “Board of Trustees and Board of Director Benefits,” Kenneth R. Shutts. Mr. Shutts presented a proposal to institute a program of benefits for trustees and Foundation directors that would be helpful in recruiting members of the community to serve on the HACC Foundation Board. There are a number of benefits, he said, to being affiliated with a college, and the Foundation Board of Directors had unanimously approved the plan. Among the benefits extended to each Foundation director and Board of Trustees member would be a Bookstore discount, which would encourage them to purchase and wear HACC apparel; free access to performances at the Rose Lehrman Arts Center; free use of the gym and health facilities; participation in workshops and the ability to audit any credit course.

Res. 53.37 – Approval of Board of Trustees and Foundation Board of Director Benefits

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

Recommendations/Reports From The Board of Trustees: Mr. Peguese reported that he and two of his fellow trustees had attended a recent reception the College hosted to celebrate its 15-year partnership with PSECU in serving the College community. Mr. Peguese complimented the College on the event and said he was disappointed that so few trustees had attended.

Mr. Wambach thanked Dr. Ski for swiftly notifying the College community and the trustees of the shooting at Umpqua Community College in Oregon, which prompted HACC to remind College personnel and students of HACC’s own safety and security procedures.

Recommendations/Reports From The President: Dr. Ski presented the following resolutions:

Res. 53.34 Nomination of Members to HACC Foundation Board of Directors

Moved: Thomas B. Richey
Seconded: Frank A. Conte
Motion carried

Res. 53.35 Election of Officer of the Board of Trustees

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

Following her election as vice chair of the Board, Ms. Sharp said she humbly accepted the position. She thanked the trustees for their confidence and for enabling her to serve the College in that role. Mr. Sandoe announced that anyone interested in nomination to the secretary's position that had become vacant as the result of Ms. Sharp's election should notify the Office of the President in writing within the next week. An election for secretary would be held at the Nov. 10, 2015, Board meeting.

Res. 53.36 Approval of 2015-19 College Strategic Planning Concepts

In preparation for the Board's vote on Res. 53.36, Dr. Ski called on Mr. Shur to introduce the concepts underlying the College Strategic Plan for 2015-19 that was currently in development. The administration expected to send to the Board for approval at its November meeting a complete plan that would include timelines and quantitative measures. Mr. Shur noted that this plan marked the first that had been developed "from the bottom up," with input from all College shared governance constituency groups. Members of the President's Cabinet, who were the content experts in the specific areas to be addressed by the plan, had then determined the objectives that the College would focus on to fulfill the plan goals.

Moved: Petere C. Wambach
Seconded: Deep C. Gupta
Motion carried

Dr. Ski introduced Ms. Bender and Ms. Bowersox, who read proclamations from the HACC Student Government Association (SGA) and the City of Lebanon, respectively, in praise and honor of Mr. Sandoe's leadership and service to the College. The resolution signed by Lebanon Mayor Sherry Capello recognized Mr. Sandoe's many years of service to the College, which had begun in the 1990s when he was first appointed as a member of a campus advisory committee.

Dr. Ski thanked Mr. Sandoe for his leadership of the College "through some of its darkest days" and for demonstrating to the Board and the College community five competencies that served as a model for everyone:

- Relationship competencies including listening skills, nonjudgmental and compassionate consideration and consistent support
- Commitment-to-action competencies including a strong commitment to the College and the students it serves and devotion of time to College matters, often early in the morning and late at night
- Analytical-skill competencies including the ability to "see the big picture" and to demonstrate courage by handling contentious issues and Board members
- Competencies demonstrating a "willingness to create," evidenced by high intelligence and "innovative and, at times, nagging thinking"
- Competencies demonstrating the ability to influence others, shown through connections and influence with a wide variety of people and a commitment to ethical actions based on Mr. Sandoe's credo that "there is no right way to do the wrong thing."

“This institution will never know how much you gave of yourself and your family over the period of time you served us; however, we around this table know and I, especially, know,” Dr. Ski said. He thanked Mr. Sandoe and his family for their sacrifices to help the College “regain (its) traction.”

In other business, Dr. Ski:

- Announced that Collegewide enrollment for the coming term was trending six percent below projections
- Reported that progress was continuing on construction of the new welcome center at the York Campus, which would house the writing center, call center and PSECU
- Invited the trustees to attend the grand opening of the Mechatronics program lab at the Gettysburg Campus

Recommendations/Reports From The Chair: Mr. Sandoe thanked Dr. Ski and, addressing his fellow trustees, asked them to remember that what was truly worthy of celebration was the leadership ability that the individual trustees and members of the President’s Cabinet brought to their roles. He noted that among the trustees were entrepreneurs, individuals who had devoted their careers to public service in politics, and other members who were business leaders. He expressed his complete confidence in the administrative team that Dr. Ski had developed and the way the administration had positioned the College for growth. Mr. Sandoe noted that balancing the “emotional pull” of the students’ needs with the business needs of the College could make governance decisions difficult at times, but by skillfully practicing that “quite difficult art,” the administration and Board had prepared the College for its continued operation for decades to come. He thanked his colleagues for enabling him to participate in that endeavor.

As a surprise, Dr. Ski presented a video montage of photos showing Mr. Sandoe’s participation in College events throughout his years as a trustee.

Adjournment: At 1:37 p.m., having no further business, the Board adjourned.

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Consent Agenda		
Review and Approval of Previous Minutes		Chair
18	Personnel Recommendations	Mr. Delaney
19	Emeritus Status for Employees	Mr. Delaney
I-2	Personnel Information Items	Mr. Delaney
20	Contract for Main Building Corridor/Vestibule Renovations at the Lancaster Campus	Mr. Conte
21	Contract for Pull Print Management	Mr. Conte
22	Contract for Extron in-1608 Switchers	Mr. Conte
23	Contract for GE Ultrasound System for the Harrisburg Campus	Mr. Conte
24	Contract for Welding Lab Equipment - York Campus	Mr. Conte
25	Contract for One (1) Vimedix OB/GYN Simulator with Mannequin, Transducer and OB Pathology at the Harrisburg Campus	Mr. Conte
26	Contract for Employee Assistance Program Services	Mr. Conte
27	Contracts for Translation Interpreter Services	Mr. Conte
28	Contract for Executive Search Services	Mr. Conte
29	Course Fees	Mr. Conte

HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE
Board of Trustees Meeting
November 10, 2015

Trustees Present

Niles S. Benn
Daniel P. Delaney, Esq.
Deep C. Gupta
Sally S. Klein
Hector R. Ortiz
Charles R. Peguese
Thomas B. Richey
Jeffrey A. Shaffer
Vicki R. Shannon
Toni H. Sharp
Peter C. Wambach
Mark A. Whitmoyer
Teresa D. Williams

Excused

Frank A. Conte
Randy E. Eckels
Robert J. Phillips
Nailah I. Tatum
Ty D. Strohl

HACC Foundation Board

Marion Alexander
Lise-Pauline Barnett
Dennis Benchoff
H. Edward Black
Oralia Dominic
Norma Gotwalt
Budd Hallberg
Nicholas Hughes
Howell Mette
Brianna Neil
Melissa Shupe
Ken Shutts
Randy Sibert
Sheryl Simmons
Frank Sourbeer (phone)
Stephen Staman
Rich Stevenson

Cabinet

Dr. John J. "Ski" Sygielski
Dr. Linnie S. Carter
Dr. Cynthia A. Doherty
Dr. Kathleen Doherty
Dr. Robert Steinmetz
Aimee Brough
John Eberly
Robert Messner
Victor Ramos
Victor Rodgers
Amy Withrow

Guests

David Keller, Solicitor
David Bailey, Faculty (phone)
Rich Cardamone (phone)
Kara DiFilippo
Bonny Ellis
Heather Hannon
Hope Harrison
Morgan Horton
Greg Kuhn
Holly Lukens, CEO
Juanita Mort, CEO
Dawn Mull
Linda Mussoline, CEO
Scot Orndorf - Smith Elliott Kearns & Co.
Brandon Sheppard
Ken Shur
Brandy Stabley
Kevin Stouffer - Smith Elliott Kearns & Co.
Craig Witmer - Smith Elliott Kearns & Co.

Roll Call and Recognition of Visitors: Mr. Richey called the meeting to order at 11:30 a.m. and welcomed HACC Foundation directors. Dr. Ski introduced new Foundation Directors Budd Halberg and Briana Neil, student speaker Brandy Stabley and Classified Employee Organization representative Holly Lukens.

Approval of Consent Agenda:

Moved: Peter C. Wambach
Seconded: Daniel P. Delaney
Motion carried

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

Res. 53.45 – Report of College Operating Revenues and Expenditures – September 30, 2015

Mr. Eberly noted that the current financial statement indicated a decrease of approximately \$200,000 in total payroll. An overall fund balance surplus of \$1.2 million was projected for the end of the fiscal year; however, with expected erosion of that amount, a small deficit would be more likely. He said the College had high hopes for fall term registration.

Moved: Peter C. Wambach
Seconded: Daniel P. Delaney
Motion carried

Staff Presentation: “2015-19 College Strategic Plan,” Kenneth L. Shur, Project Manager. Dr. Ski introduced Mr. Shur and noted that the trustees’ comments from the Board’s prior discussion of the draft strategic plan had been incorporated in the final version that was now being presented for approval. Mr. Shur summarized the plan’s development process, which had begun the previous year with input from all College shared governance councils and both internal and external constituents. The process represented the first time the strategic plan had been built “from the ground up.” The Strategic Planning Committee included equal representation from the shared governance councils, and the committee’s work began with extensive review of results from a survey designed to elicit the College’s strengths, weaknesses, opportunities and threats. Participating in the survey were employees, trustees, HACC Foundation directors and community members including leaders of business and educational institutions. More than 1,500 surveys were submitted. Following a thorough review by the Strategic Planning Committee, the survey results were forwarded to the President’s Cabinet, whose members devoted a day-long retreat to discussing concepts based on the responses. The Cabinet members then met with the Strategic Planning Committee to identify a common vision for the next four years. The Office of College Advancement was developing a communication plan, and the College had purchased a software package called Achievellt to electronically monitor plan accomplishments. Mr. Shur noted that in formulating the plan, the Committee kept in mind the requirements of the College’s accrediting body, the Middle States Commission on Higher Education, for increased focus on assessment. The Collegewide Assessment Committee (CWAC) would be involved, along with the Strategic Planning Committee, in ensuring that measures would be appropriate and objective. Dates, timelines and quantifiers for specific objectives had been put into place.

Dr. Ortiz asked if the plan would be available to the larger community, and Mr. Shur confirmed that it would publicly available online. He noted that objectives would be flexible as conditions changed; for instance, if the College experienced increases or decreases in state funding, metrics could be adjusted to match. Mr. Gupta asked about subgoals that had no corresponding objectives. Mr. Shur said some would be monitored with a tracking system and timeline. In response to Mr. Gupta’s concern about how the College would measure academic excellence, Dr. Cindy Doherty said the College would establish a baseline for student achievement and would raise specific targets from that baseline measure. Mr. Gupta asked if the trustees should give the plan conditional approval or defer adopting it until the next meeting to allow more time for additional timelines and measures to be put into place. Mr. Richey asked the trustees if others wished to wait until the next meeting to approve. Mr. Delaney asked Dr. Ski what implications, if any, would delaying approval have on the College putting the plan into place. Dr. Ski said some of the metrics would be developing as the College’s work to fulfill the objectives progressed. He said the Administration would quantify the work as it continued and would keep the Board informed. With no motion proposed to table approval, the Board voted on the following resolution.

Res. 53.46 – College Strategic Plan 2015-19

Moved: Daniel P. Delaney
Seconded: Charles R. Peguese
Motion carried

Recommendations/Reports From The Board of Trustees: Dr. Ortiz reported that for the past year he had served as state coordinator for the Association of Community College Trustees (ACCT) and would now pass that responsibility to a colleague from Community College of Philadelphia. At the most recent ACCT National Congress, Dr. Ortiz had been named regional coordinator for the northeast, and he would be working with six states. Mr. Richey congratulated Dr. Ortiz on the appointment.

Ms. Sharp introduced the following resolution:

Res. 53.47 – Appointment of Officer of the Board of Trustees

Moved: Toni H. Sharp
Seconded: Charles R. Peguese
Motion carried

Mr. Richey congratulated Mr. Wambach on his election as secretary.

Recommendations/Reports From The President: Dr. Ski introduced the following resolution:

Res. 53.48 – Nomination of Member to HACC Foundation Board of Directors

Moved: Sally S. Klein
Seconded: Peter C. Wambach
Motion carried

Recommendations/Reports From The Chair: None.

Adjournment: At 11:55 a.m., having no further business, the Board adjourned, moved by Ms. Sharp, seconded by Mr. Whitmoyer.

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	Consent Agenda	
	Review and Approval of Previous Minutes	Chair
38	Personnel Recommendations	Mr. Delaney
I-3	Personnel Information Items	Mr. Delaney
39	Emeritus Status for Employees	Mr. Delaney
40	Amendment to Cash Reserve Investment Management Agreement with Fulton Bank	Mr. Conte
41	Contract for Enterprise PACS	Mr. Conte
42	Purchase of Radiographic Sensors for the Dental Hygiene Program at the Harrisburg Campus	Mr. Conte
43	Contract for Elevator Upgrade at the Lebanon Campus	Mr. Conte
44	Sabbatical Leave	Ms. Sharp

HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE
Board of Trustees Meeting
December 1, 2015

Trustees Present

Niles S. Benn
Frank A. Conte
Daniel P. Delaney
Deep C. Gupta
Sally S. Klein
Hector R. Ortiz
Thomas B. Richey
Jeffrey A. Shaffer (phone)
Vicki R. Shannon (phone)
Toni H. Sharp
Ty D. Strohl (phone)
Nailah I. Tatum (phone)
Peter C. Wambach
Mark A. Whitmoyer
Teresa D. Williams

Excused

Randy E. Eckels
Charles R. Peguese
Robert J. Phillips

Cabinet

Dr. John J. "Ski" Sygielski
Dr. Linnie S. Carter
Dr. Irvin T. Clark
Dr. Cynthia A. Doherty
Dr. Kathleen Doherty
Dr. Robert Steinmetz
Laurie Bowersox
Aimee Brough
John Eberly
Shannon Harvey
Margie Mattis
Robert Messner
Victor Ramos
Victor Rodgers
Amy Withrow

Guests

David Keller, Solicitor
Juanita Mort, CEO
Linda Mussoline, CEO
Richard Cardamone
Barbara Layne
Lisa Myers
Ivan Quinones
Brandon Sheppard
Robert Stakem

Roll Call and Recognition of Visitors: Mr. Richey called the meeting to order at noon.

Dr. Ski introduced Barbara Layne, who was retiring from her position as HACC Delegate Body representative from the Middletown Area School District and chair of the delegates. Ms. Layne, a former mayor of Middletown, had served as a school board member for 12 years, including 10 years as board president. Dr. Ski noted that her daughter was a HACC alumna, and he thanked Ms. Layne for her support over the years. In appreciation on behalf of the Board of Trustees, he presented her with a bouquet of 12 roses, including one for each year she led her district school board. Ms. Layne thanked the trustees for the gift and for the opportunity to have worked with Dr. Ski, who, she said, had encouraged the 22 school districts to work together in a way they had not previously done. She praised Dr. Ski's efforts to listen to the delegates and to help the school districts in dealing with their issues regarding funding of the College.

Dr. Ski also introduced Robert Stakem, who had recently assumed his new duties as director of the John J. Shumaker Public Safety Center (PSC). A HACC alumnus who was also an emergency medical technician (EMT), Mr. Stakem said he was honored to lead the team at the PSC.

Approval of Consent Agenda:

Moved: Deep C. Gupta
Seconded: Frank A. Conte
Motion carried

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

Res. 53.61 – Report of College Operating Revenues and Expenditures – October 31, 2015

Mr. Eberly reported that the October financial statements reflected lower-than-budgeted projections for fall enrollment, resulting in approximately a \$4 million reduction in expected income from tuition and fees. He noted that the College had seen similar deficits at the same point in prior years, followed by a rebound that produced a surplus. He expressed confidence that budget managers would reduce expenditures without sacrificing services to students. Vacant positions and lower adjunct instructor costs had already reduced payroll expenses, he said, and the College still expected to meet spring term enrollment projections.

Moved: Peter C. Wambach
Seconded: Toni H. Sharp
Motion carried

Board Education Topic: “Public Safety Update,” Ivan A. Quinones, Director, Safety and Security. Dr. Steinmetz introduced Mr. Quinones, who had already made “vast improvements” in his first nine months with the College. Mr. Quinones had served for 22 years as a commander with the Maryland State Police and later as director of security at YTI and a private security firm. Mr. Quinones provided an overview of the department’s progress on completing recommendations made by a security consultant in 2013. So far, the College had completed 50 of the 60 recommended improvements. The department had also strengthened its relationships with local police departments in the communities where the campuses were located and had developed memoranda of understanding with each to document expectations for the local law enforcement units and the College Safety and Security Department. The College had coordinated with local law enforcement for its “active shooter” and “shelter in place” training. Among the ongoing projects was work to provide electronic locking mechanisms for College buildings to enable quick locking in emergencies. A related training video on campus safety would be sent electronically to students, faculty and staff on an ongoing basis and posted on the College website. Emergency operations plans were being tailored to campuses’ individual needs, and the College was developing a crisis management team for each campus. Other plans included creation of a safety and security app, and, with assistance from the Office of College Advancement, development of strategies for optimizing the College’s use of the e2campus emergency text alert system.

Mr. Quinones shared the most recent Annual Security Report, which documented incidents at all campuses in 2014. The major reason numbers were higher than usual, he said, was that the College was encouraging individuals to report incidents in response to a nationwide emphasis on reporting at all educational institutions. He added that the College expected the 2015 report would indicate a 30 percent decrease in incidents. In addition to statistics, the report discussed the College’s security policies and the services the Safety and Security Department provides to students faculty and staff. Mr. Quinones replied to several questions from the trustees about staffing and patrols at the campuses and confirmed that the department’s officers were armed and trained in compliance with state regulations. Students were not permitted to carry weapons on any HACC campus, he said.

Recommendations/Reports From The Board of Trustees: Dr. Ortiz noted that he had seen trustees continuously serving on the same committees for several years. He asked if the Chair would consider rotating committee assignments to give trustees an opportunity to explore other areas. Mr. Richey thanked Dr. Ortiz for his suggestion and said the assignments were based on individual trustees’ requests. He asked any Board members who had an interest in serving on a different committee to let him know so he could make a new appointment. In other matters, Ms. Klein complimented Dr. Ski on the College’s new television advertising.

Recommendations/Reports From The President: Dr. Ski introduced Lisa A. Myers of Boyer and

Ritter, who provided an update on progress in addressing findings in the firm's audit of the College's procurement and contract practices. She described the auditors' method of talking with the College's owners of specific processes, then observing their work, followed by testing the processes to identify any process or policy issues. Findings of issues were ranked high, moderate or low. She provided examples of several initiatives to make improvements, including ongoing work with the procurement process, where a "disconnect" had been found. Following the recent resignation of the procurement director, the department's work would be completely redesigned, she said.

Among other process improvements, the auditors were working with the College to have all invoices go through Central Administration to streamline the payment process, and they were also creating an electronic form for submission of business expenses for reimbursement to employees, with the recommendation that the College adopt a per diem payment for travel expenses. Mr. Richey noted that at its meeting the prior week, the Board Finance Committee had gone through a lengthy review of the full audit report with Ms. Myers. Mr. Delaney asked if the College was adequately insured against losses. Ms. Myers said the auditors had not reviewed the adequacy of insurance but were only reviewing financial processes. Ms. Klein asked how secure the College was against employee theft. Ms. Myers noted that the risk was "very low" because the College had many internal controls in place. Dr. Ortiz added that use of a per diem rate for business-expense reimbursements had helped other colleges reduce their exposure to potential fraud. Mr. Richey asked Ms. Myers to provide an update to the full Board again in six months.

Turning to updates on activities at the campuses, Dr. Ski:

- Announced that on October 29, elected officials, representatives from Dr. Pepper Snapple, Knouse Fruit Company, Pella Corporation, R.H. Sheppard, Schindler Elevator, Snyder's Lance, Utz Quality Foods, community members, and HACC faculty, staff and students celebrated the Gettysburg Campus' second technical career program, Mechatronics, at an open house. A highlight of the event was the announcement of the first Gettysburg Campus mechatronics scholarship as part of the "Invest. Impact. Inspire." comprehensive four-year fundraising campaign. The Cline Family Foundation Scholarship Award was established in memory of Thomas L. Cline, founder and former chairman of TimBar Packaging and Display Company and would provide at least one award per year covering 25 percent of a full-time student's tuition or 50 percent of a part-time student's tuition, with the option for the scholarship to renew each semester for up to four semesters.
- Reported that more than 200 individuals participated in HACC's day-long Geographic Information Systems (GIS) Day at Midtown 2 on November 18. Sponsored by the Geospatial Technology Program, the event featured two nationally known keynote speakers who discussed trends and the future of geospatial technology. Additionally, 25 different concurrent sessions provided participants with opportunities to learn more about geospatial science. An exhibit hall featured some 30 exhibitors from various GIS sectors including consulting; state, local and federal agencies; non-profits; and academic institutions. Exhibitors also participated in a "Lightning Talk" session where they discussed projects that they had worked on during the past year.
- Congratulated the Lebanon Campus on the successful completion of five searches to fill open positions, thanks to "countless hours" devoted by employees serving on search committees. Assuming their new roles would be Nathan Hess, part-time security officer; Doris Campbell, enrollment specialist; and three employees who would serve both the Lebanon Campus and Virtual Learning: John Conforti, admissions counselor; Kelley Engle, academic dean; and Dwayne Hunt, dean of student affairs.
- Celebrated the long-awaited opening of the York Campus' new Writing Center on November 16, with its official grand opening set for December 4. The project had been in

development since 2014, when a flood destroyed the original writing center in the Cytec Building. Dr. Ski said the new center was worth the wait because it was three times as large and could accommodate 50 students at once. He thanked Cathy Rosenkrans and her team, Kathy Brickner, the Facilities and IT staff, as well as the HACC Foundation for its generous support to fund the project.

- Commended a “truly collaborative effort” by the Virtual Learning faculty, staff and virtual student council members for the unit’s successful drafting, completion and approval of a master plan that would set the foundation for moving Virtual Learning forward for the next two years. The plan was based on a two-day retreat held in early October. Forty faculty members (all faculty teaching 60 percent or more for Virtual) and 20 staff members, as well as several members of the President’s Cabinet, assisted with the discussions and drafting. The draft was then vetted through the Virtual Learning Advisory Council of students.

Recommendations/Reports From The Chair: Mr. Richey introduced **Res. 53.62 – Appointment of Trustee From Non-Sponsoring County** and summarized Mr. Sadler’s background as a well-qualified candidate. Currently in his ninth year as chief of the Lancaster City Police Department, Mr. Sadler had previously served with the Philadelphia Police Department for 27 years. He also had taught at HACC as an adjunct in criminal justice and would now withdraw from teaching at the College to avoid potential for any conflict of interest with his new role as a trustee. Mr. Richey and Ms. Sharp had interviewed Mr. Sadler following his nomination to the Board. Mr. Richey noted that Mr. Sadler was pursuing a degree in a doctoral program. Ms. Sharp said Mr. Sadler’s experience in having worked with HACC students as an instructor would bring a unique qualification to his service as a trustee.

Moved: Sally S. Klein
 Seconded: Peter C. Wambach
 Motion carried

Adjournment: Having no further business, the Board adjourned at 1:06 p.m., moved by Mr. Conte, seconded by Mr. Delaney.

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	Consent Agenda	
	Review and Approval of Previous Minutes	Chair
49	Personnel Recommendations	Mr. Delaney
I-4	Personnel Information Items	Mr. Delaney
50	Emeritus Status for Employees	Mr. Delaney
51	Purchase of Portable Fire and Hazmat Trainer	Mr. Conte
52	Contract for CCTV Camera Installation	Mr. Conte
53	Contract for Venue to Host the 2016 Homeland Security Conference for the Senator John J. Shumaker Public Safety Center	Mr. Conte
54	Intercept Agreement with Fulton Bank for Line of Credit	Mr. Conte
55	Contract for Cisco Smartnet Maintenance	Mr. Conte
56	Contract for Consulting Services	Mr. Conte
57	Contract for Community Development Consultant	Mr. Conte
58	Contract for the Purchase of Refurbished Police Vehicles – Harrisburg Campus	Mr. Conte
59	Lease Office Space for Cooper Student Center Renovation	Mr. Conte
60	Theatre Career Associate of Fine Arts Degree	Ms. Sharp