

**HARRISBURG AREA COMMUNITY COLLEGE
BOARD OF TRUSTEES FINANCE COMMITTEE**

Wednesday, September 1, 2004 - 7:30 A.M.

Arts Room 103

MINUTES

Present:

Ronald C. Brown	Dr. Edna V. Baehre
Daniel P. Delaney	Ralph Dyer
Hon. Patricia H. Vance	Patrick Early
Mark A. Whitmoyer	Thomas Fogarty
	John Ford
	George A. Franklin, Jr.
	Barbara Hutchinson
	Chip Jackson
	David Morrison
	Nancy Rockey
	Meredith Tulli
	Joseph Wojtysiak
	Ronald Young

Minutes

There was a change to the July 14, 2004 minutes. The minutes state that there is a smoking gazebo at the Lancaster Campus. The Lancaster Campus does not have a gazebo, but is in the process of purchasing one.

Resolutions

All resolutions were reviewed and approved with no changes.

The financial report for July 31, 2004 was reviewed. Virtual Campus has now been added to the financial report as a separate entity. Projections within other campus budgets have been reduced, as budgeted revenue and expense has been moved to create the Virtual Campus budget. The Finance & Administration Virtual Campus Task Force Group is working on allocating the \$2.2 million fund balance from the Virtual Campus to all campuses.

Lancaster Campus

At the Board Building & Grounds Committee meeting, it was suggested that staff meet with Bob Redcay and Warfel Construction to work out a proposal with respect to damages, since the building was not completed on time. According to the lease, if Warfel misses the completion date, the College would not be responsible for paying rent until December 2004. There may also be liquidated damages in the amount of \$10,000 for each month the building is not ready. The building is just about complete, Mr. Peters noted.

Branded Food Court Concept

Mr. Franklin and Mr. Fogarty discussed the branded food court business plan. Currently, the College is only capturing 20% of the students at the cafeteria. Studies were completed at other schools which showed that students prefer food courts. In talking with other colleges, they have doubled their income by switching to a branded food court, Mr. Fogarty noted. Minimal renovations would need to be done to the cafeteria. The new food court would only expand out 8 feet from the existing food service location, so there would be no impact on the other rooms surrounding the cafeteria. Construction would take place in the Summer of 2005. The College would receive 8% commission on the food court sales. NuVu would continue to offer catering and offer grill services. This was approved.

Mr. Franklin discussed the pro-forma debt coverage information that was on the agenda. Mr. Delaney requested this information be given to the Board of Trustees on a quarterly basis.

As a result of discussions at the HR Committee, Mr. Franklin informed the committee that he is recruiting for a CTO/Executive Director for Information Technology Services (ITS). He was going to use the funds from the vacant computer specialist position, but according to the Strata Information Group (SIG) assessment that was done for ITS, we may need that position, he noted. SIG also completed a web assessment. As a result, it was suggested that the College create a Web Master position. The HR Committee approved this, but suggested it be sent to the Finance Committee for approval. This was approved.

Dr. Baehre had a conversation with Wellspan. They verbally agreed to give the York Campus \$300,000 and will be sending a letter of intent. Ms. Rockey noted that Harley Davidson wants the York Campus to be their training center. The York Campus has drawn significant interest, Dr. Baehre noted. Enrollment has reached 600 students. Penn State York has struck an articulation agreement with HACC. They have offered scholarship money as well. If a student graduates from the York Campus with an associate degree and then transfers to Penn State York, they will be eligible for scholarship money.