

**HARRISBURG AREA COMMUNITY COLLEGE
BOARD FINANCE COMMITTEE**

Wednesday, December 18, 2002 - 7:30 A.M.
Boardroom, B-105

MINUTES

Present:	Ronald Brown	Larry Adams
	Terry Burrows	Edna Baehre
	Daniel Delaney	Patrick Early
	Ralph Dyer	Tony Filippelli
	John Jordan	John Ford
	Velma Redmond	George Franklin
	Donald Schell	Stephen Hietsch
	Hon. Patricia Vance	Barbara Hutchinson
	Mark Whitmoyer	Chip Jackson
		David Morrison
		Nancy Rockey
		Meredith Tulli
		Jennifer Weaver

Minutes

The minutes of the November 27, 2002 meeting were reviewed and approved with one change to the last sentence of the minutes. Mr. Schell suggested adding ACA next year to offset rentals/leases in the York site budgets.

Resolutions

Mr. Franklin reviewed the resolution regarding the emergency purchase of eight hospital bed suites for the Gettysburg Campus Nursing Program. They needed to be ordered due to the program starting on January 16th, Ms. Weaver explained. She thought that buying refurbished beds would be less expensive, but they came in higher than last year's quote. This resolution was approved. The next six resolutions were reviewed and approved by the Board Building & Grounds Committee: 1) contract for construction of roof for HVAC Program at the CCTA; 2) contract for installation of exhaust system in the CCTA; 3) contract for replacement of ventilation ductwork on the second floor of the CCTA; 4) contract for general construction alterations in the Cooper Student Center; 5) contract for mechanical construction alterations in the Cooper Student Center; and 6) contract for electrical construction alterations in the Cooper Student Center. These resolutions were approved.

The resolution regarding the contract for the WEB Based Performance Appraisal Software was reviewed. An evaluation committee reviewed several software packages. We are looking at performance based appraisals, Ms. Tulli explained. The evaluation committee outlined all components. The Human Resources Office has used the software offered by Halogen Software and they like it. If the order is placed now, the College will save 20%. Other companies had additional aspects of the software that was not needed by the College, which is why their quotes were higher. Dr. Baehre suggested taking advantage of the discount now, and asked the Board to authorize this resolution. Mr. Schell motioned approval of this resolution, and Mr. Jordan seconded.

Mr. Franklin reviewed the resolution regarding usage of funds paid to the HACC Lancaster Campus by Coca-Cola. It was decided to use these funds for unrestricted scholarship use, rather than restrict scholarships' availability to monies from accumulated earnings only.

Co-Location

Dr. Baehre welcomed Secretary John Butler, Representative Ron Buxton, and Mr. John Vogel to HACC. Rep. Buxton spoke about the co-location of HACC at the Polyclinic Education Center with WIB, CareerLink, and SEC. He explained that education and workforce should be brought together. There needs to be a one-stop shopping as it relates to workforce development. He also noted that Harrisburg Area Community College is at the forefront of community colleges. The purpose of this partnership is to coordinate employment and training services to underemployed and unemployed workers; provide assistance to persons eligible under the Workforce Investment Act; entrepreneurial development to those seeking to establish a business; education and training in critical employment areas; and educate youth from the Harrisburg School District. If the College decides to participate, there would be a contribution to the College of \$500,000 up front, and then another \$500,000 for 2003-04.

Rep. Buxton noted that parking could be at the Zembo Mosque on weekdays. Dr. Baehre added that bus routes have been rerouted and passes by the Polyclinic Building. Developers believe all alterations will be complete by July 1st. The goal is to be up and running by August 2003. Dr. Baehre asked for the Board's authorization to move forward with this. Mr. Dyer gave his approval, and stated that this is what community colleges are all about. Mr. Brown asked to see some numbers as to what this is going to cost. More details will follow at a future meeting.

Financials

The financials for November were reviewed and approved.

Budget

Mr. Franklin reviewed budget scenarios. In particular, the scenario with a \$2.00 increase, no increase in state reimbursement, and salary increase of 3.9% was discussed. Mr. Schell was fine with this, especially since there has been low salary increases in previous years compared to other entities and school districts. Ms. Vance expressed concerns over the 3.9% salary increase and the suggested tuition increase. She also noted that benefits are very rich at HACC, especially since employees do not have to pay for insurance. Mr. Burrows also felt that there should be no tuition increase. He noted that it is going to be a very different budget year for the school districts, and he did not think the districts would support a tuition increase.

Mr. Franklin noted that delegates have stressed that they do not want to see spikes in tuition increases like they did in prior years. Mr. Schell suggested sharing the scenarios with the delegates, and then plan from there. The Budget Advisory Committee is looking at school district pay increases, Dr. Baehre noted, and if employees get a lower increase than the school districts, they will think the College does not value them. Ms. Redmond suggested looking at the entire benefit package, including salary information, at the school districts and compare that to HACC's salary and benefit package. It was clear that if the College had a tuition increase when times were good in the late 80's, then we would not have been in as bad a shape as we were in the 90's, Mr. Whitmoyer stated.

A special finance committee meeting will be held in early January to discuss the Wildwood budget.

Office Supplies

Mr. Fogarty reported on the office supplies resolution. He went back to Phillips, and they offered the College a 54% discount, which made them the better deal. Their system online is much better than Office Basics. Ms. Vance was very concerned about this. She suggested that Office Basics also be given the chance to present their best offer, since we asked Phillips. She felt it was unfair to ask Phillips for their best offer and not Office Basics. Mr. Burrows agreed.

Mr. Fogarty will talk with Office Basics and then report back.