

**HARRISBURG AREA COMMUNITY COLLEGE
BOARD FINANCE COMMITTEE**

Wednesday, February 27, 2002 - 7:30 A.M.
Boardroom, B-105

MINUTES

Present: Ronald Brown Larry Adams
Terry Burrows Edna Baehre
Daniel Delaney Tony Filippelli
Velma Redmond John Ford
Donald Schell George Franklin
Patricia Vance Steve Hietsch
Mark Whitmoyer Barbara Hutchinson
Chip Jackson
Meredith Tulli

Minutes

The minutes of January 30, 2002 were reviewed and approved with one change. Under the updates' section, it should read "All sponsoring school districts will be billed for one half" rather than all students will be billed.

Resolutions

The resolution regarding gifts and scholarships was reviewed and approved. The resolution regarding the printing of Summer 2002 tabloids for Lancaster, Lebanon, and Gettysburg Campuses was approved, as well as the printing of Summer 2002 noncredit tabloids for Wildwood, Lancaster and Gettysburg Campuses.

The resolution regarding the seven-year lease of breathing air compressor for Shumaker Public Safety Center Fire Training Program was reviewed and approved. Dr. Adams reviewed the resolution and executive summary regarding the consultant contract for administrative computing system process improvement assessment. The resolution should read \$100,000, not \$100,500. The contract will not exceed \$100,000. This resolution was approved.

The purchase of direct mail service for the Lancaster Campus summer/fall tabloids resolution was reviewed and approved. Dr. Adams reviewed the resolution regarding the purchase, installation, and configuration of replacement RS6000 Banner server. This system is much faster and has more storage space. The old one will become a test bed and training unit. A maintenance contract will be kept on the old one. This resolution was approved.

Mr. Franklin distributed a resolution regarding the approval of the Wildwood Credit budget for 2002-03. The resolution and accompanying budget were approved.

Mr. Schell gave an update on the CCTA building. TYCO is interested in donating the CCTA building to the College; however, there have been some problems identified with the building. BL Companies completed Phase I of the environmental study of the building. According to their report, there are wells underneath the building, storage tanks present, and a septic system that they were unsure what was inside. It was suggested that the College move forward with Phase II of the study to test the noted areas. The total cost of this project is \$9,080.00.

The financial reports for January 2002 were reviewed and approved. Mr. Hietsch reported on Noncredit. He hopes to breakeven with the PSC budget within the next two years.

Cash Management

Mr. Franklin reported on cash management. He spoke with Mr. Mark Dietz from Susquenita School District. Mr. Dietz wants the College to use Arthurs Lestrage for cash management services and bypass the normal procedure of preparing an RFP for the services. Mr. Burrows and Ms. Vance would like the proposals for cash management and banking services to be reviewed very closely. Mr. Burrows also stated that the College should not go with any investments with significant risks. The committee agreed. Mr. Schell noted that within the RFP, it should stress cash management. Dr. Baehre stated that we will proceed with the normal timeline for the banking RFP, and if Mark's firm submits a proposal, then it can be reviewed. Dr. Baehre also suggested that the investment policies in the Board of Trustees Operating Manual be reviewed.

Updates

Dr. Baehre informed the committee that she has received three notifications that the College's budget will be passed, including Carlisle.

Dr. Baehre updated the committee on the Unemployed Worker Tuition Assistance Program. Central Dauphin has 12 people enrolled in the program, which is the highest turnout of all the districts so far.