

**HARRISBURG AREA COMMUNITY COLLEGE
BOARD FINANCE COMMITTEE**

Wednesday, January 29, 2003 - 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
	Velma Redmond	Tom Fogarty
	Hon. Patricia Vance	John Ford
	Mark Whitmoyer	George Franklin
		Stephen Hietsch
		Barbara Hutchinson
		Chip Jackson
		Mike Klunk
		David Morrison
		Meredith Tulli
		Jennifer Weaver

Minutes

The minutes of the December 18, 2002 meeting were reviewed and approved.

Resolutions

Mr. Franklin reviewed the resolution regarding the printing of Summer/Fall 2003 credit tabloids for Lancaster, Lebanon, and Gettysburg Campuses and the resolution regarding the two-year contract for the Lancaster Campus duplicating services. Both resolutions were awarded to the low bidder and approved

The resolution regarding the contract for architectural and engineering services was reviewed. An evaluation committee, consisting of several College employees and two Board Building & Grounds Committee members, reviewed 40 proposals. This resolution also went through the Board Building & Grounds Committee and was unanimously approved to L. Robert Kimball and Associates. This firm offers full service architectural and engineering services with superior level of experience in cost effective, high performance buildings in higher education. They are also experts in roofs and air quality. The project architect is an adjunct faculty member at the College. Mr. Brown expressed concern with outsourcing to a company that is out of the Harrisburg area. Mr. Fogarty assured Mr. Brown that the firm will do all work out of their Harrisburg office. Mr. Whitmoyer noted that the College needs to properly thank Martin Murray for his 40 years of service. Dr. Baehre agreed. Mr. Murray is retiring, so his name was not in the proposal from Murray Associates. Ms. Vance was concerned that the project architect is an adjunct faculty member at the College. She felt that this would be a conflict of interest. Mr. Brown agreed and said that he does not have a problem with him being an adjunct, as long as he is not a project manager. Mr. Fogarty and Mr. Whitmoyer assured the committee that the architect is not a principal member of the firm. This resolution was approved.

The next three resolutions related to the addition to the Overholt Bookstore. The addition allows for more storage space at the Bookstore, an improved loading dock, and will allow several staff members to be moved, which will allow for a larger sales area. This will be funded through the Bookstore fund balance. All three resolutions were approved.

The next two resolutions relating to the authorized signatures for the withdrawal of funds were reviewed and approved.

Dr. Adams reviewed the resolution regarding the contract(s) for installation of audio-visual equipment in multiple locations at the Wildwood Campus. There was a 26-page RFP that went out, which included a long list of equipment. Some vendors only bid on certain items. A spreadsheet was developed, which summed up all of the low bidders from the list of items. This does not include any of the bidders/vendors that had a total of less than \$10,000, which does not need to be sent to the Board. Dr. Adams assured the committee that this will not be presented like this in the future. This resolution was approved.

The gifts and scholarships were reviewed and approved.

The financial reports for December were reviewed and approved.

Mr. Franklin and Dr. Klunk spoke about the York lease. There are two locations that are of interest, and the rent is \$467/month. The plan is to have the offices occupied by March 1, 2003. Dr. Klunk explained that the existing tenant needs to be notified by February 1st, so approval by the Board is needed now. This resolution will be walked in at the February Board meeting. He asked the committee for authorization to move forward with the leases, pending legal review. The committee approved this request.

Dr. Baehre reviewed the Wildwood Credit budget scenarios with the committee. She explained in detail the proposed recommendations for the 2003-04 budget. The proposed tuition increase was 3.5%, annually; and a salary raise of 3.9% for 2003-04, and 3.5% thereafter. In particular, the stabilization account was discussed. It is being proposed that one million dollars be taken from the 2002-03 fund balance, since the fund balance has been so healthy this year, and distribute it to the school districts into their stabilization accounts. This is an incentive and recognition of the financial situation that some school districts are currently in. Mr. Whitmoyer noted that many of the school districts were represented at the last delegate meeting, and they were in favor of this plan. She asked that the Board lodge the Wildwood Credit budget. If the delegates are not happy with the proposed scenarios when they meet on February 12th, she will have the scenarios changed.

Ms. Redmond approved to move the budget forward, as long as this is explained/articulated to the delegates and superintendents. The other Board members should also be aware of this plan, Mr. Brown stated. Dr. Baehre will present the budget next week at the Board meeting.