

**HARRISBURG AREA COMMUNITY COLLEGE
BOARD OF TRUSTEES
JOINT FINANCE AND BUILDING AND GROUNDS COMMITTEE**
Wednesday, June 1, 2005 - 7:30 A.M.
Boardroom, B106

MINUTES

Present:

Ronald C. Brown	Edna V. Baehre
Terry L. Burrows	Patrick Early
Daniel P. Delaney	Thomas Fogarty
Charles E. Graves	Jim Fox
Christopher Gulotta	George A. Franklin, Jr.
John S. Jordan	Barbara Hutchinson
Mark A. Whitmoyer	Chip Jackson
	Michael Klunk
	Dory Leahey
	David Morrison
	Nancy Rockey
	Joseph Wojtysiak
	Ronald Young

Guests:

Bill Morgan, Eastern PCM
David Balinski, Crossgates, Inc.
Thomas Powers, Crossgates, Inc.
Gregg Schwotzer, Crossgates, Inc.
David Keller, Esq., Barley, Snyder,
Senft & Cohen
Maria Elliott, Esq., Barley, Snyder,
Senft & Cohen
Caroline Hoffer, Esq., Barley, Snyder,
Senft & Cohen
Gregg McLanahan, Public Financial
Management
Jamie Doyle, Public Financial
Management

Minutes

The minutes of the April 25, 2005 Board Building and Grounds Committee meeting were reviewed and approved. The minutes of the April 27, 2005 Board Finance Committee meeting were reviewed and approved.

Presentation

Mr. Gregg McLanahan and Ms. Jamie Doyle discussed the draft bond sale documents for the York Center. The bonds will be placed for sale on the Internet as an online auction on June 6, 2005. Once the auction has closed, all bids will be reviewed by PFM. The expected settlement date is July 7, 2005.

Resolutions

The resolution regarding the York Center Bond Issuance was reviewed. Once the auction ends and the final bidding amount has been received and accepted, Mr. Franklin will have the resolution updated for the Board meeting. The following resolutions were reviewed and approved: 1) Acceptance of SouthCentral Employment Corporation Welfare Single Point of Contact Program Grant; 2) Printing of Fall 2005 Credit Tabloids for the Harrisburg, Lancaster, and Gettysburg Campuses and the York Center; 3) Used Backhoe for the Harrisburg Campus; 4) Three (3) Year Cisco Network Equipment Maintenance for All Campuses; 5) Extron Controllers for the Select Medical Health Education Pavilion; 6) Seven (7) Document Cameras for the Select Medical Health Education Pavilion; 7) Eight (8) LCD Projectors for the Select Medical Health Education Pavilion.

The resolution regarding the Contract for College Audit Services was reviewed and approved. Three firms responded to the request for proposal and two firms were interviewed—Smith, Elliott, Kearns & Company (SEK) and Zelenkofske Axelrod (ZA). A committee of HACC employees and two Board of Trustee members interviewed both firms and found that SEK offered the best services for the College. This is a good value for this organization, Mr. Burrows noted. ZA had a single audit focus and not a collegewide financial focus, Mr. Franklin explained.

The scholarships for the month of June were reviewed and approved. Two gifts-in-kind were reviewed and approved.

The financials for April 30, 2005 were reviewed and approved.

Update on Construction Projects

Mr. Morgan briefed the committee on the progress at the Select Medical Health Education Pavilion. The expected completion date is still on track for June 30, 2005. To date, the project is currently \$34,590 over budget based on approved and pending change orders.

Mr. Morgan briefed the committee on the progress at the Childcare Center. Construction is moving quickly. The project is currently \$37,000 over budget due to programmatic and safety concerns, as well as a change in fencing which was approved by the Board Building & Grounds Committee last month.

Mr. Morgan briefed the committee on the York Center. There was a problem with the roof top units which was recognized by the mechanical engineers. The size, design, and cost of the units changed. The landlord has agreed to absorb these costs, since it wasn't the College's fault. Currently, the project is \$47,000 over the \$5.3MM projected budget. The substantial completion date is July 15, 2005.

Mr. Franklin updated the committee on the progress of the Food Court. An architect reviewed the design for the proposed food court. It was decided to move the food court to the community room instead of the middle of the cafeteria. The projected cost of this project is between \$800,000 - \$1,000,000. This is higher than we anticipated, so we are going to hold off on this project for now. If we decide to move forward with this project, we will have a revised business plan completed and sent to the Board for review.