

**HARRISBURG AREA COMMUNITY COLLEGE
JOINT BOARD FINANCE AND BUILDING & GROUNDS COMMITTEE**

Wednesday, May 29, 2002 - 7:30 A.M.
Boardroom, B-105

MINUTES

Present:	Ronald C. Brown	Edna Baehre
	Terry L. Burrows	Thomas Fogarty
	Daniel P. Delaney	John Ford
	Christopher Gulotta	George Franklin
	Velma A. Redmond	Stephen Hietsch
	Donald E. Schell	Barbara Hutchinson
	Patricia H. Vance	Chip Jackson
	Mark A. Whitmoyer	Michael Klunk
		Harry Page
		Ernie Peters
		Jennifer Weaver

Guest: John Rhodes, Rhodes Development Group

Minutes

The minutes of the April 29, 2002 (Building & Grounds) and May 1, 2002 (Finance) meetings were reviewed and approved.

Lancaster Campus Phase II

Mr. Franklin reviewed a letter from Mr. Bob Redcay regarding the expansion of the Lancaster Campus. He explained that the Board Building & Ground's Committee met with Mr. Redcay to discuss the possibilities of additional parking and possible expansion of the Lancaster Campus.

Mr. Gulotta stated that the College should consider other options for parking at the Lancaster Campus. Mr. Redcay is not being very cooperative. Weis Markets could be a temporary solution to the parking problem. Students could be shuttled to the Campus from Weis. Dr. Klunk stated that students are already parking in the lots of Weis Markets and walking over to the Campus.

Mr. Gulotta also suggested that the College solicit new appraisals from different appraisers, rather than rely on the appraisals from Mr. Redcay. Some issues need to be worked out with respect to the building, utilities, and the traffic study. He suggested that land development plans be done for Lot #3 so that any potential problems that may incur with the township, etc. will surface. In the meantime, students can temporarily park at Weis Markets. Mr. Franklin will contact Weis Markets and work out the details.

Gettysburg Campus Expansion and Renovations

Mr. Page reported on the Gettysburg Campus expansion and renovations. Phase I is 99% complete. Demolition has been done on Phase II. The construction is on schedule.

Ms. Weaver has been looking for an offsite location for the nursing program. The lease she is looking at is from a vacant video store that has 6,000 sq. feet available in the same strip mall that the Gettysburg Campus is located. The landlord is very receptive to the College coming in and occupying the space.

Wildwood Cooper Student Center

Mr. Page spoke briefly on the project being completed behind the Cooper Student Center. This was tied in with the Whitaker and Blocker alcove. The College has received money to complete this project.

Switchgear Building

Mr. Page reported on the switchgear building. The total cost of the project will be approximately \$300,000. Parts for the building should be shipped and installed by June 28, 2002.

Kline/Domestic Linens Building

Mr. Franklin discussed this with the Board Building & Grounds Committee last month. The building was originally going to be donated to the College, but now the owners want \$75,000 for the building to help cover their costs for the environmental cleanup. Mr. Franklin faxed the owner a letter stating that the College would not be interested in paying for the building, but would accept the building as a donation.

Dr. Baehre also noted that there is a building at Third and Reilly that may be available, and it is in move-in condition. It is the old Warrington Press building. The College may be able to rent some space there and that would solve the College's immediate needs.

Currently, there are 300 students working in 1,700 sq. feet of lab space, Mr. Ford added. The College needs to find additional space to serve the students' needs. Mr. Ford will be going to look at the space at the Warrington Press building to evaluate its condition.

Mr. Gulotta discussed the possibility of expanding the library. It is undersized for the enrollment the College has now, and it should be reviewed.

Resolutions

The resolution regarding gifts and scholarships was reviewed and approved.

The resolution regarding the four-year lease for the mailing equipment for the Lancaster Campus was reviewed and approved to the low bidder. The resolution regarding the three-year contract for the wholesale food distribution at the Wildwood Conference Center was reviewed. A team reviewed this, and they recommended Sysco Food Service. This resolution was approved. Also

approved for the Wildwood Conference Center was the one-year contract for linen rental services. The plan is to purchase the linens and then contract out laundry services so that the College can keep the linens.

Mr. Fogarty reviewed the resolution regarding the College's insurance package. All sections of the insurance package were bid. There was a 50% increase from last year. This resolution was approved.

Mr. Franklin and Mr. Fogarty discussed the procurement card resolution. This has been in discussions for several years. A committee reviewed demos from several banks, and MBNA was the best. Their system was very impressive, and there are no fees involved. This will enable employees to order things much quicker and will cut down on checks being processed by the Accounts Payable Office.

Mr. Fogarty also noted that the purchasing card program will be audited twice a week and cards will be limited to purchases of under \$3,000. The pilot program will deal with cabinet level officers first, and then Cabinet would suggest who would get the card. This will not go below the director level. Mr. Burrows had no problem with this concept, as long as the proper controls are in place. The committee agreed.

Mr. Franklin assured the committee that the proper controls will be in place with the implementation of this card.

Bond Issuance Resolution

Mr. Franklin briefly discussed the bond issuance resolution. He stated that call boxes, lighting, card access, and the Gettysburg expansion were added to the bond issuance. The College's bond underwriter suggested that a note be placed on the resolution stating "not to exceed \$11,500,000." The original bond issuance was \$8.6MM, and then it was revised to not exceed \$8.9MM. There are three other community colleges that are waiting for bond approval from the State as well.

Financial Reports

The financial reports for the month ending April 30, 2002 were reviewed. He suggested that two of the five-dollar technology fee increase for Wildwood be used to cover the unfunded debt service. Annually, money needs to be transferred into the plant fund for this.

Mr. Schell suggested that the delegates be included in this discussion at some time.