

**HARRISBURG AREA COMMUNITY COLLEGE  
JOINT BOARD OF TRUSTEES  
FINANCE AND BUILDING & GROUNDS COMMITTEE**  
Wednesday, July 14, 2004 - 7:30 A.M.  
Wildwood Conference Center

**MINUTES**

**Present:**

Ronald C. Brown	Dr. Edna V. Baehre
Terry L. Burrows	Patrick Early
John S. Jordan	Tony Filippelli
Donald E. Schell	Thomas Fogarty
Hon. Patricia Vance	John Ford
	George A. Franklin, Jr.
	Barbara Hutchinson
	Chip Jackson
	Ernest Peters
	Nancy Rockey
	Meredith Tulli
	Joseph Wojtysiak

Guests:

Bill Morgan, Eastern  
PCM  
Robert Redcay,  
Redcay Development  
Group

**Lancaster**

Mr. Redcay updated the committee on the Lancaster Campus Phase II project. The maintenance building and parking lots are almost complete. Currently, the project is \$700,000 under budget. Mr. Brown suggested touring the new building when complete. Mr. Redcay also talked about the possibility of a new fitness center/bookstore. He is concerned with the increase in bank rates and would like to get started, if the Board is interested. Mr. Schell asked for a cash flow analysis as well as an update on the issues with Warfel before a decision is made on the fitness center/bookstore. He also asked that the anticipated bookstore revenue be factored into the business plan for the fitness center building. Mr. Burrows requested a debt service analysis as well.

**Child Care Center**

Mr. Morgan updated the committee on the Child Care Center. The bids for the Child Care Center were \$1,000,000 over the projected budget. Mr. Morgan met with Kimball and told them to redesign the building immediately so that the project would meet the original budgeted amount. Mr. Franklin sent a letter to Kimball and informed them to finish the redesign at their cost. Kimball has already started the redesign and should be finished soon. Several other sites are being looked at as well, since the original site had higher preparation costs than other sites. Mr. Schell noted that site preparation costs were included in the original budget when Kimball was charged with designing the building.

Contractually, Kimball is required to assume the costs of the new design, Mr. Morgan explained. If the location changes, they want to be paid for the redesign; however, the College could fight this. It would be advantageous to keep the original location, Mr. Franklin added, since we wouldn't have to deal with land development approvals.

### **Other Updates**

Mr. Franklin spoke about the parking problem that has occurred in previous years at the start of the Fall semester. A plan is being looked at for additional parking sites at the Wildwood Campus, including adding a stone lot to help with overflow parking. We were short 100 parking spaces last Fall, and we have less spaces due to construction, Mr. Wojtysiak noted. Mr. Brown asked to include in the plan the West parking lot, since the pavement is breaking up.

The Select Medical Health Education Pavilion project is moving along and is within budget, but it is still very early in the project, Mr. Morgan noted.

### **Minutes**

The minutes of the May 24, 2004 and May 26, 2004 meetings were reviewed and approved. Mr. Burrows stressed the need for financial commitment for the York Campus before anything is approved. Specifically, he would like to see something in writing. Mr. Schell noted that Wellspan is most likely going to be a financial contributor on the credit side. Ms. Vance was surprised that Wellspan would commit to giving funds right now and agreed that something in writing by Wellspan would be beneficial.

### **Resolutions**

The resolutions regarding the Purchase and Installation of Exterior Pan Tilt Zoom Security Cameras for the Lancaster Campus Expansion, Stabler Hall Renovations, and the 2004 Community College Recruitment and Retention Initiative Grant were approved. The resolution regarding the Gettysburg Campus: Authorization to Enter into a Parking Lot Lease was reviewed and approved. This rescinds the resolution dated November 4, 2003. The annual lease payment for rent will not exceed \$38,000 per year based on construction costs, Mr. Franklin noted. The township has approved this, and contractors are standing by.

The resolutions regarding the Lebanon Campus Renovations and the Reconditioning of IBM RS6000 were reviewed and approved, as was the gifts and scholarships for the month of July.

Mr. Franklin reviewed the financial reports for May with the committee. State funding is still shown at \$1,380 per FTE. Ms. Hutchinson reviewed the allocation shortfall analysis that was distributed to the committee. From an accounting standpoint, I need to show the estimated \$1,500 per FTE from the State, Mr. Franklin explained. Mr. Schell suggested letting the auditors decide whether they want to make a note of it in the financial statements. A footnote will be inserted that shows the estimated \$1,500 per FTE from the State. Ms. Vance doesn't believe the College will receive the additional funding from the State. Penn State has gone through this for years and has never received the additional funding, she added.

Mr. Franklin stated that he may need to transfer money out of the plant fund to cover renovation expenses that will need to be done next year to transform the existing dental labs into classrooms.

**Smoking Areas**

Mr. Franklin discussed the smoking areas/pavilion with the committee. This was an issue at the Building and Grounds Committee last year. We surveyed other colleges, and although they have smoking bans, individuals still smoke and litter, Dr. Baehre explained. Rather than develop smoking bans, it was decided to establish smoking areas. The only costs would be the addition of a gazebo. A positive campaign about non-smokers rights would also be launched. Mr. Brown questioned if SGA would be providing funding, as they had planned in the past. It's still a possibility, Dr. Baehre noted. The Lancaster Campus is in the process of getting a smoking gazebo. The Lebanon Campus has a smoking area with an awning at the back of the building, and the Gettysburg Campus already has a smoking area.