

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

Wednesday, May 28, 2003 - 7:30 A.M.
Boardroom, B105

MINUTES

Present:

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|---------------------|-------------------------|
| Ronald C. Brown | Larry Adams |
| Daniel P. Delaney | Edna V. Baehre |
| Ralph I. Dyer | Patrick Early |
| Christopher Gulotta | Thomas Fogarty |
| John S. Jordan | John Ford |
| Velma A. Redmond | George A. Franklin, Jr. |
| Donald E. Schell | Stephen Hietsch |
| Mark A. Whitmoyer | Barbara Hutchinson |
| | Michael Klunk |
| | David Morrison |
| | Ernest Peters |
| | Meredith Tulli |
| | Joseph Wojtysiak |

Guests: Robert Redcay
Benedict Dubbs, Murray Associates
Martin Murray, Murray Associates
Bill Morgan, Eastern PCM, LLC
Tim Peters, Jr., Warfel Construction

Minutes

The minutes of the April 30, 2003 meeting were reviewed and approved.

Status of Projects

Mr. Franklin discussed the breakdown of costs for the Phase II Lancaster project from Warfel Construction Company. The committee would like to see the costs for the thermal pane windows with the blinds inside, but would rather have the same windows that are in the current building. The committee agreed to have occupancy sensors installed on lighting circuits in classrooms and offices. Mr. Franklin noted that the schematic design is going to change, since the facility space in the basement is being moved out.

Mr. Franklin discussed the Penn Center building with the committee. Mr. Gulotta informed the committee that there is an additional \$75,000 that needs to be paid. The College is responsible for \$37,500, and the developer has agreed to pay for the other half, since many of these renovations will be utilized in the future.

Mr. Dubbs met with end users last week, so he is almost finished with the sketches. Once complete, Mr. Dubbs will send the sketches to Mr. Franklin for his review. Hopefully, construction documents can then be worked on, Mr. Dubbs added. The committee approved the plans for Penn Center as they were presented.

Leader Health

Mr. Schell expressed concern that the proposed Leader Health building sketches were not available. We are ready to begin, and the architect is holding us up, he added. Mr. Gulotta suggested someone speak with the principal of Kimball to resolve this issue.

The bookstore renovations are going well, Mr. Franklin explained. He would like to put a bookstore at the Lancaster Campus. Dr. Klunk suggested extending the cafeteria at the current building and open a 12-week bookstore. He is concerned whether the campus would make a profit on the non-book items. Mr. Dyer believes it would be a profit maker, and the convenience would draw students. More information will follow.

Resolutions

The resolutions regarding the printing of Fall 2003 Noncredit/CEC Wildwood Campus tabloids and the Noncredit Lancaster Campus tabloids were reviewed and approved. Also approved was the resolution regarding the contract for carpeting and installation in Blocker Hall, Whitaker Hall, and Hall Technology Center and the two-year contract for the lease of T-1 telephone lines from the Wildwood Campus. The resolution regarding the one-year preventive maintenance contract for HVAC equipment was reviewed. An evaluation was completed, and McClure received the highest points. This resolution was approved. The gifts and scholarships for June were all approved. The acceptance of an emergency medical services operating fund grant agreement was also reviewed and approved.

Financial Reports

The financial reports for April 30, 2003 were reviewed. Dr. Baehre noted that the summer and fall enrollments are far ahead from last year. Mr. Franklin noted that he would like to have a special group of the finance committee to review the financial report format. Mr. Brown suggested a meeting between Mr. Franklin and Mr. Burrows to discuss the best use of this report. Ms. Redmond agreed, and suggested the results be shared with the entire committee. Mr. Franklin asked the committee if they wanted to see preliminary numbers for June at the July meeting. The committee decided it was not necessary.

College Budget Scenarios

Dr. Baehre expressed concern over the voting situation that happened late this year when school boards voted no after their delegates voted yes. We are starting to see some criticisms from certain school districts, she added. She would like to lay the ground work early on. Ms. Redmond agreed, and suggested using the summer to network and build relationships with new delegates and superintendents. Mr. Dyer suggested bringing in like-size school districts to meet as a group. Mr. Schell also suggested including the school board presidents in these discussions, since in many instances they do not know the details.

Refinancing Analysis

Mr. Franklin discussed the refinancing of certain College bonds from Commerce Capital Markets. Mr. Schell suggested this be sent out to bid, as sometimes that lowers the fees/refinancing costs that appraisers get paid. There is a big market for this, so the College could see some savings. Mr. Dyer agreed, and would like to know what the College's rating is since that weighs heavily on points. Mr. Franklin will check into this and report back.

SERS Update

Mr. Franklin discussed the court's decision regarding PSERS. It was recommended the College go ahead and pay. We are trying to figure out if we do not have to offer SERS to future employees, stated Ms. Tulli. Currently, the College offers SERS, PSERS, or TIAA-CREF retirement plans. Mr. Schell suggested the College not appeal this ruling. The committee agreed.