

HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE

Board of Trustees Finance Committee

Wednesday, November 25, 2009, 12 PM – Blocker Hall, Room 106

SUMMARY

Present:

Committee Members:

Mr. Terry Burrows
Mr. Frank Conte
Mr. Donald Schell
Mr. Mark Whitmoyer (via telephone)

Guests:

Ms. Lisa Myers, Boyer & Ritter
Mr. Matthew Wildasin, Boyer & Ritter
Ms. Kira Santanna, Boyer & Ritter

HACC Staff:

Dr. Winnie Black
Ms. Eleanor Bosserman
Ms. Patricia Conklin
Ms. Kathy Doherty
Mr. Patrick Early
Mr. Thomas Fogarty
Mr. George A. Franklin, Jr.
Mr. David Morrison
Ms. Nancy Rockey
Ms. Pat Verdon
Mr. Ron Young

Mr. Burrows called the meeting to order at 12:00pm. The Committee discussed the following:

Presentation – Internal Audit of the Pollock Childcare Center

Ms. Lisa Myers, Mr. Matthew Wildasin, and Ms. Kira Santanna from Boyer & Ritter gave an overview of the internal audit of the Pollock Childcare Center. They reviewed the summary of observations and relative risks as well as the resolution difficulty. The Center assists the College with retention and recruiting—we can't look at everything from a dollar and sense standpoint, but at the same time there are glaring deficiencies that need to be addressed quickly, Mr. Schell explained. We have already taken steps to implement several of the changes suggested by Boyer & Ritter, Dr. Black noted. Dr. Black is doing a great job, but Harrisburg Campus is taking a financial hit on all of this, Ms. Rockey explained. Not only with the Child Care Center, but also the Wildwood Conference Center and the Performing Arts Center. We have a very limited fund balance at Harrisburg, she explained further. We are putting many of the suggestions in place, but we may need to consider outsourcing. We will still have all the services available to our students, it will just be a different method of managing it, and we won't have the burden associated with it. We've tried to fundraise, but the money is not coming in to supplement the bottom line. Dr. Black will provide a brief update at the next Finance Committee that shows the steps that have already been taken to turn the Center around.

Action Items

The Committee recommended that the following resolutions go to the Board for approval:

- **Single Prime Contract for HVAC System Modifications and Upgrades to Rooms 126/126A (Phase II) at the Rose Lehrman Arts Center at the Harrisburg Campus** with Shannon A. Smith, Inc. for the low bid of \$67,500.00.

- **Single Prime Contract for Renovations to the Welcome Center and Facilities Office at the Gettysburg Campus** with East Coast Contracting for the low bid of \$257,500.00.
- **Contract for Architectural Services for Renovations to the First Floor at the Lebanon Campus** with Office for Planning and Architecture for \$117,500.00.
- **Library Fines and Fees** for the Spring 2010 term.
- **Authorization to Enter into a Sales Agreement for Feerrar Property Located in East Lampeter Township** in the amount of \$630,000 for the purchase of approximately 8 acres of property located on the east side of Pitney Road in East Lampeter Township adjacent to HACC's Lancaster Campus.
- **Ten scholarships** for our students were accepted.
- **Gifts-in-Kind** were accepted.
- **Report of College Operating Revenues and Expenditures for October 31, 2009** were reviewed.

Information Items

- Report of Revenues and Expenditures for October 31, 2009 was reviewed.
- Summary of Prior Finance Committee Meeting (October 28, 2009) was reviewed.