

## HARRISBURG AREA COMMUNITY COLLEGE

## **MINUTES**

Vol. No. <u>44</u> Date <u>6/5/07</u>

**Trustees** 

Pedro A. Cortés
Marsha M Davis
Daniel P. Delaney
John S. Jordan
Margarita M. Kearns
Sally S. Klein
Charles R. Peguese
Timothy L. Sandoe
Donald E. Schell
Jeffrey A. Shaffer
Toni H. Sharp
Mark A. Whitmover

**Cabinet** 

Dr. Edna V. Baehre Dr. Winnie Black Maida Connor Patrick M. Early George A. Franklin David J. Morrison Stuart Savin Jean Treuthart Meredith Tulli Jennifer Weaver Ronald Young

### **Visitors**

David Keller, Solicitor Cindi Nicotera, Faculty Council Kieran Holland, SGA Linda Mussoline, CEO Cheryl Batdorf

### I. CALL TO ORDER BY CHAIRPERSON

Board Secretary Donald Schell, presiding in the absence of Vice President Harlon Robinson, called the meeting to order at 12:04 p.m.

### II. ROLL CALL AND RECOGNITION OF VISITORS

Dr. Baehre introduced Kieran Holland, the newly elected president of the Student Government Association.

### III. PRESENTATIONS BY INDIVIDUALS FROM THE COLLEGE AND COMMUNITY -- None

## IV. PRESENTATIONS: "Massage Therapy Training Program"

Martha Malina, Director, reported on the initial success of the College's Massage Therapy Training Program, and thanked the trustees for supporting the new program. She described a rigorous curriculum including 650 hours of classroom study in addition to clinical experience, in subjects including anatomy, kinesiology, Swedish massage, neuromuscular therapy, sports massage, and reflexology, as well as a course in awareness, communications and ethics that stresses clear communication and standards for the therapeutic relationship. The program has a great appeal to nontraditional students and the clinics have proven popular.

Although the Commonwealth of Pennsylvania does not require massage therapists to be licensed, most other states do. HACC's program is accredited by the National Certification Board for Massage Therapy, and Ms. Malina encourages students to take the accrediting organization's exam because it is recognized by 38 states that have licensure requirements.

In addition to day spas, many hair salons and chiropractic offices now employ massage therapists. It is not yet a field where graduates can usually expect to immediately find full-time jobs with benefits, Ms. Malina said, and students learn as part of their training that they must be able to promote themselves in order to develop a successful practice.

#### V. OLD BUSINESS -- None

VI. MINUTES: 1 May 2007 9 May 2007

As recommended by the President, the Board approved the minutes of the above noted regular meeting and special meeting.

Moved: Charles R. Peguese

Seconded: Sally S. Klein Motion carried

### VII. RECOMMENDATIONS/REPORTS FROM THE BOARD OF TRUSTEES – Ms. Davis

Ms. Davis, Nominating Committee Chair, thanked committee members Mr. Delaney, Dr. Kearns, and Mr. Shaffer for their service. A call for nominations was made and, there being none, nominations were closed.

### A. ELECTION OF OFFICERS OF THE BOARD OF TRUSTEES

(Res. 44.168)

The Board elected the following officers for 2007-2008:

Chair - Donald E. Schell Vice Chair - Mark A. Whitmoyer Secretary - Toni H. Sharp Asst. Secretary - Marsha M Davis Treasurer - Terry L. Burrows Asst. Treasurer - Jeffrey A. Shaffer

Moved: Marsha M Davis

Seconded: Sally S. Klein Motion carried

## VIII. RECOMMENDATIONS/REPORTS/COMMENTS FROM THE CHAIR

As newly elected Board Chair, Mr. Schell thanked the Board members for the trust they had shown in the slate of officers and noted that there was much work to be accomplished in the coming year. With two vacancies on the Board, Mr. Schell said, Ms. Davis and the Nominating Committee were actively seeking candidates who would provide the Board with a "comprehensive representation." He encouraged the trustees to give Ms. Davis their recommendations for nominees, preferably individuals from the East Shore and, particularly, from Harrisburg, to reflect the representation of the student body and also the minority community that the College serves.

Mr. Schell said he would survey the Board for the trustees' preferences for dates and format of the upcoming Board retreat. He would also ask their preferences for committee assignments and what day and time would be best for the Board's regular monthly meetings.

## A. ACCEPTANCE OF RESIGNATION -- HARLON L. ROBINSON (Res. 44.169)

Moved: Marsha M Davis

Seconded: Timothy L. Sandoe Motion carried

## B. CONFERRAL OF EMERITUS STATUS – HARLON L. ROBINSON (Res. 44.170)

Moved: Mark A. Whitmoyer

Seconded: Marsha M Davis Motion carried

### C. DISCUSSION: COLLEGE SECURITY MEASURES

Dr. Baehre summarized the College's actions in the wake of the fatal shootings at Virginia Tech. The College had already been developing an Emergency Response Plan before the shootings, and soon afterwards finalized the plan and began training.

Two days after the shootings, the College received a "credible threat" of violence and decided to arm Safety and Security officers on a temporary basis, through Commencement. The administration then held a panel discussion with faculty members and, later, a tabletop scenario exercise for individuals with key roles in the Emergency Response Plan. Local police officials were among the exercise participants.

When the decision was made to temporarily arm the Security officers, many College staff, faculty, and students shared with Dr. Baehre their personal opinions. The majority indicated that even though they don't like weapons, they understand that times are changing and said they would feel safer knowing the Security officers could provide protection in response to a threat. A local police chief who participated in the tabletop training exercise echoed those sentiments, describing himself as a pacifist who believes that arming officers enables them to help people when there is a threat of violence.

In response to questions from the trustees, Dr. Baeher and Mr. Franklin confirmed that the Security officers were already provided with two non-lethal weapons: batons and pepper spray. Although Security officers did not carry weapons except to go to the bank, the College required all to be certified annually to carry firearms (instead of every five years, as the law requires). The Pennsylvania State Police, who provide the certification, also provide criminal background checks on Security officers. The weapons are owned by the College and are not carried home.

Dr. Baehre said other community colleges in Pennsylvania were taking similar actions. A year ago, only two of the schools had armed their Security officers. By this summer at least half were expected to have taken that step.

Following the discussion, the Board of Trustees approved the attached resolution:

## PERMANENT ARMING OF THE COLLEGE'S SECURITY OFFICERS (Res. 44.184)

Moved: John S. Jordan

Seconded: Sally S. Klein Motion carried

### IX. RECOMMENDATIONS/REPORTS/COMMENTS FROM THE PRESIDENT

Dr. Baehre reported that enrollment for the Summer I session was 7% ahead of last year, all campuses combined. For the Summer II session, enrollment was lagging 2006's enrollment, at just 98%. For the Fall session, credit hours were 2% below 2006 figures and headcount 3.5% below. Student Services staff were analyzing the reason for the lower yield on applications. The Harrisburg Campus had budgeted a 1% increase over last year; the other campuses were closer to reaching 100%.

The Major Gifts Campaign process was proceeding, and the first training session had been held for the Oversight Committee. A committee of community leaders was being convened for the Harrisburg region campaign. The campaign would be conducted with silent, public and family phases.

Dr. Baehre reported that she and Mr. Franklin had met with representatives of the Pennsylvania Department of Education and presented the potential sponsorship scenarios that were developed through the work of the HACC Sponsorship Task Force. The College is expecting a ruling from PDE to indicate whether approval of all 22 sponsoring school districts would be needed to change the current sponsorship arrangement. If the ruling were received by August, it would be possible to go to the school districts for a vote by October 1.

Mr. Jordan said the Cumberland Valley School Board reacted quite favorably when Delegate Body Chair Audrey Hannah discussed the issue of a change in the sponsorship arrangement. Dr. Baehre said the change should appeal to the public because it would shift part of the costs to the consumer instead of the school district.

Dr. Baehre also announced that the College would be awarded the Seal of Approval by APPA, the Association of Higher Education Facilities Officers (formerly the Association of Physical Plant Administrators) at the APPA annual conference in Baltimore in July. HACC was the first community college to achieve the designation, usually awarded only to four-year colleges and universities.

X. PERSONNEL Mr. Delaney

## A. Personnel Recommendations

### 1. Appointments/Changes in Assignment and Salary

(Res. 44.171)

Upon the recommendation of the President, the Board of Trustees approved the Personnel Recommendations submitted through the Personnel Committee, as specified by resolution.

Moved: Marsha M Davis Seconded Charles R. Peguese

Motion carried

## B. CHANGE IN EMPLOYMENT STATUS OF PROFESSIONAL (Res. 44.172) STAFF TO FACULTY–2007-08

Upon the recommendation of the President, the Board of Trustees approved the change in employment status of the employees listed from professional status to tenure-track faculty, effective July 1, 2007 (12 month) or August 20, 2007 (9½ month), as specified by resolution.

Moved: Daniel P. Delaney

Seconded Charles R. Peguese Motion carried

### C. TRANSITIONAL RETIREMENT OF FACULTY

(Res. 44.173)

Upon the recommendation of the President, the Board of Trustees approved the request of W. Douglas Hargis, Senior Professor of Psychology/Counseling, for transitional retirement, as specified by resolution.

Moved: Daniel P. Delaney Seconded: Timothy L. Sandoe

Motion carried

#### D. POLICY 007: COLLEGE DIVERSITY STATEMENT

(Res. 44.174)

Upon the recommendation of the President, the Board of Trustees adopted Policy 007: College Diversity Statement, as specified by resolution.

Moved: Daniel P. Delaney Seconded: Marsha M Davis

Motion carried

#### E. POLICY 882: RESIGNATION

(Res. 44.175)

Upon the recommendation of the President, the Board of Trustees adopted Policy 882: Resignation, as specified by resolution.

Moved: Daniel P. Delaney

Seconded: Marsha M Davis Motion carried

## F. Information

### 1. Appointments/Reappointments/Separations

(I-11)

#### XI. TREASURER'S REPORT

Mr. Burrows

## Monthly Report of Revenues and Expenditures - April 30, 2007

(Res. 44.176)

Upon the recommendation of the President, the Board of Trustees approved the Monthly Financial Report for the month ended April 30, 2007.

Moved: Mark A. Whitmoyer

Seconded: Toni H. Sharp Motion carried

### XII. COLLEGE FACILITIES

None

### XIII. BUSINESS AND FINANCE

Mr. Burrows

## A. PURCHASE OF FY 2007-2008 MAILERS FOR THE LANCASTER CAMPUS

(Res. 44.177)

Upon the recommendation of the President, the Board of Trustees approved the purchase of FY 2007-2008 mailers for the Lancaster Campuses from Integra Graphix, Inc., for the low bid of \$35,040.00, as specified by resolution.

## B. PURCHASE OF FY 2007-2008 CREDIT AND NONCREDIT (Res. 44.178) TABLOIDS FOR ALL CAMPUSES

Upon the recommendation of the President's Cabinet, the Board of Trustees approved the purchase of FY 2007-2008 credit and noncredit tabloids for all campuses from Integra Graphix, Inc., for the low bid of \$198,800.00 as specified by resolution.

The Board approved the above two resolutions, Res. 44.177 and Res. 44.178, with a single motion.

Moved: Mark A. Whitmoyer Seconded: Daniel P. Delaney

Motion carried

(Res. 44.179)

(Res. 44.182)

## C. CONTRACT FOR PROVISION OF HEALTH BENEFITS ADMINISTRATION SERVICES FOR ALL CAMPUSES

Upon the recommendation of the President, the Board of Trustees approved the contract for employee benefits administration services for all campuses from Conrad Siegel Actuaries for the amount of \$87,450.00, as specified by resolution.

## D. CONTRACT FOR PROVISION OF EMPLOYEE BENEFITS (Res. 44.180) CONSULTING SERVICES FOR ALL CAMPUSES

Upon the recommendation of the President, the Board of Trustees approved the contract for employee benefits consulting services for all campuses from Conrad Siegel Actuaries for the amount of \$47,950.00, as specified by resolution.

The Board approved the above two resolutions, Res. 44.179 and Res. 44.180, with a single motion.

Moved: Mark A. Whitmoyer

Seconded: Charles R. Peguese Motion carried

XIV. GIFTS Mr. Burrows

## A. SCHOLARSHIPS (Res. 44.181)

Upon the recommendation of the President, the Board of Trustees accepted the scholarships as specified by resolution.

Moved: Mark A. Whitmoyer

Seconded: Daniel P. Delaney Motion carried

#### B. GIFTS IN-KIND FROM BUDD HALLBERG

Upon the recommendation of the President, the Board of Trustees accepted gifts in-kind from Budd Hallberg for use in the Gettysburg Campus Library, as specified by resolution.

Moved: Mark A. Whitmoyer

Seconded: Daniel P. Delaney Motion carried

XV. GRANTS Mr. Burrows

# A. ACCEPTANCE OF CAPITAL BLUECROSS SUPPLEMENTAL (Res. 44.183) NURSING EDUCATION GRANT

Upon the recommendation of the President, the Board of Trustees accepted a grant in the amount of \$16,000 from the Pennsylvania Higher Education Foundation, Inc., on behalf of Capital BlueCross, to benefit financially-needy nursing students, as specified by resolution.

Moved: Mark A. Whitmoyer

Seconded: Pedro A. Cortés Motion carried

## XVI. ACADEMIC AFFAIRS -- None

#### XVII. ADJOURNMENT

### XVIII. EXECUTIVE SESSION

At 1:13 p.m. the Board adjourned the meeting and entered Executive Session to discuss a personnel matter. At 1:44 p.m. the Board returned from Executive Session and adopted the following resolution:

### PRESIDENT'S EMPLOYMENT AGREEMENT

(Res. 44.185)

Moved: Daniel P. Delaney

Seconded: Charles R. Peguese Motion carried

The Board of Trustees meeting scheduled for **July 17, 2007**, will be held in the Board Room of Blocker Hall, Room 106.

## HARRISBURG AREA COMMUNITY COLLEGE Board of Trustees

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## TITLE: PERMANENT ARMING OF THE COLLEGE'S SECURITY OFFICERS

## BE IT RESOLVED THAT THE BOARD OF TRUSTEES

Approve the following resolution:

WHEREAS the College's security officers, although unarmed, are all trained and certified under Act 235 to carry firearms as security professionals;

WHEREAS recent incidents of random shootings at colleges and universities across the nation reflect a need for unarmed campus security to consider alternate mechanisms to insure the safety and diminish the fear of students, parents of students, faculty, staff, and visitors;

WHEREAS to ensure that campus security is able to address increasingly diverse and dangerous situations with an immediate response that could possibly save lives;

BE IT RESOLVED that the Board of Trustees approve the permanent arming of the College's security officers subject to the provisions of Act 235.

Yea <u>12</u> N	lay 0 Passed X
First:	John S. Jordan
Second:	Sally S. Klein
Opposed:	0
Abstained:	0

## HARRISBURG AREA COMMUNITY COLLEGE Board of Trustees

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## TITLE: PRESIDENT'S EMPLOYMENT AGREEMENT

## BE IT RESOLVED THAT THE BOARD OF TRUSTEES

Approve the following resolution:

WHEREAS, Edna V. Baehre, Ph.D., has faithfully served Harrisburg Area Community College (the "College"); and

WHEREAS, the Board of Trustees (the "Board of Trustees") of the College desires to continue Dr. Baehre in the position of President for a term of at least three years;

### NOW THEREFORE BE IT:

RESOLVED, that the Board of Trustees hereby approves the Employment Agreement with Dr. Baehre dated September 15, 2007, attached as Appendix A to this Resolution.

Yea <u>12</u> Na	ay <u>0</u> Passed X	
First:	Daniel P. Delaney	
Second:	Charles R. Peguese	
Opposed:	0	
Abstained: _	0	