## HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE Board of Trustees Meeting August 7, 2012

<u>Trustees Present</u> <u>Cabinet</u>

Daniel P. Delaney

Dr. John J. "Ski" Sygielski

Deep C. Gupta

Dr. Linnie Carter

Loren H. Kroh
Hector R. Ortiz
Charles R. Peguese
Dr. Cynthia Doherty
Dr. Kathleen Kramer
Dr. Rob Steinmetz

Robert J. Phillips Dr. L. Marshall Washington

Thomas B. Richey
Nailah I. Rogers
John Eberly
Timothy L. Sandoe
Jeffrey A. Shaffer
James Baxter
John Eberly
Jean Treuthart
Tammy Witkowski

Vicki R. Shannon Tv D. Strohl

Peter C. Wambach Guests

Mark A. Whitmoyer David R. Keller, Solicitor

Absent
Frank A. Conte
Randy E. Eckels
Sally S. Klein

Jennifer Bodenstein, APO
Michael Bowden, APO
Linda Mussoline, CEO
Mata Stroup, CEO
Pam Watkins, Faculty

William M. Murray

Toni H. Sharp

Kathleen Brickner

Ronald Cline

Denis Deslongchamps (phone)

Pamilla Saylor Joseph Wojtysiak

**Roll Call and Recognition of Visitors:** Mr. Sandoe called the meeting to order at 12:00. Dr. Ski introduced Jennifer Bodenstein and Michael Bowden, representatives from the College's new shared governance body the Administrative and Professional Organization.

Discussion and Action on Any Committee Report Items Removed From Consent Agenda: None

## **Approval of Consent Agenda:**

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

Motion carried

## Recommendations/Reports From The Board of Trustees:

## Res. 50.1 – Personnel Recommendations/Appointments/Retirement

Speaking on behalf of the Board, Mr. Delaney thanked all retiring staff and faculty for their valuable service to the College

Moved: Daniel P. Delaney Seconded: Robert J. Phillips

Motion carried

**Res. 50.13: College Policy 007 – College Diversity Statement**, Dr. Ortiz presented the revised version of the policy, which now incorporated definitions of cultural sensitivity and cultural competence.

Moved: Daniel P. Delaney Seconded: Peter C. Wambach

Motion carried

**Board Education Topic**: "State of the HACC Foundation," Linnie S. Carter, Ph.D., APR, Vice President, Office of College Advancement. Dr. Carter provided highlights of her initial observations after taking the helm of the HACC Foundation and the former division of Public Relations and Marketing, Merging the two into the Office of College Advancement had brought together five departments whose staff members were learning, growing and solving problems together, she said. She reported that while doing "due diligence" in learning the areas' operations, she noted a number of positive things and also "a few . . . challenges" that were being addressed. She said the HACC Foundation was one of the largest in the country for a community college, with assets of more than \$28 million and a "significant" base of more than 1,080 donors who had contributed more than \$3.1 million in the past year.

Dr. Carter noted that the staff was making "great progress" in developing needed checklists, forms, processes and procedures. One area identified for improvement was administration of the more than 200 scholarship funds belonging to the HACC Foundation. Another concern involved unpaid pledges of \$623,000 since 2007. Dr. Carter also reported that the College's major gifts campaign showed some \$1.4 million—representing five percent of donations to the campaign—had been applied to fundraising costs. The costs, she said, had exceeded expectations and the five percent had not been consistently assessed on all major gifts. She said the five percent assessment was being suspended, and HACC Foundation Chair James Grandon had convened a task force to address the repayment to the major gifts fund.

A significant scholarship issue that Dr. Carter identified involved permitting donors to choose scholarship recipients. Under Internal Revenue Service rules, that practice could jeopardize the Foundation's status as a tax-exempt charity, she said. The OCA had begun a process of educating all donors whose scholarships were involved so they would understand why the College was ending the practice. Mr. Sandoe asked why the College's external auditors had not identified this for correction. Mr. Eberly explained that auditors do not guarantee accuracy but, instead, review random samples, and their review had not discovered the problem. He said the Finance and Foundation offices would be working with the auditors to address it during the current audit.

**Recommendations/Reports From The Chair:** Mr. Sandoe announced that two Board committees, the Buildings and Grounds Committee and the Finance Committee, would change their meeting schedule to the Wednesday preceding the full Board meeting, with the Buildings and Grounds agenda set for 11:00 a.m., followed by lunch at noon and the Finance committee agenda at 12:30. The move would permit easier scheduling for trustees who served on both committees, which had been meeting separately on different days.

Noting that Dr. Ski had just completed his first year as HACC's president, Mr. Sandoe shared several observations. HACC had experienced many changes during what he called "a challenging time for the College" brought about by decreases in state funding and school district sponsorship during the prolonged economic recession. He praised Dr. Ski as a "master communicator" who was leading the College with "transparency . . . and . . . the highest degree of ethics." He thanked Dr. Ski for always considering student needs and always seeking to do things ethically. "We've come a very long way,' he said.

**Recommendations/Reports From President:** Dr. Ski thanked the trustees for their support and, in particular, Mr. Sandoe for his dedication to the College as it tried "to insure that we do change lives and destinies."

He introduced staff members Joseph Wojtysiak, facilities director at the Harrisburg Campus; Ron Cline, facilities director at the Gettysburg Campus; and, joining the meeting by phone, Denis Deslongchamp, facilities director at the Lebanon Campus. They shared the "Award for Excellence" the College had received from APPA (formerly the Association of Physical Plant Administrators). HACC first won the award in 2007, becoming the first community college in North America to earn such recognition. The College was the only school among APPA's 1,300 member institutions to have won the award twice.

Dr. Ski called on Cabinet members to share announcements of interest in their divisions.

Interim Harrisburg Campus Vice President Dr. Cynthia Doherty reported that Academic Affairs had developed transfer and articulation agreements for eight programs that would enable HACC graduates to transfer to state universities as juniors. Documentation was also being prepared for four additional programs.

Lancaster Campus Vice President Dr. Marshall Washington reported that the involvement of many of the Lancaster Campus's leaders in HACC's Leadership Academy was benefitting not only the campus but the College as a whole. He also noted the recent death of Assistant Professor of English Joseph Register, who had battled cancer during his final two years of teaching.

Lebanon Campus Vice President Dr. Kathleen Kramer announced that HACC would receive the "Patriot Award" from the United States Department of Defense for its support of veterans and College staff members who were serving on active military duty.

Interim Vice President of Finance and College Resources John Eberly reported that the College's Finance staff members were hard at work in preparation for the annual audit at the end of August.

Gettysburg Campus Vice President Shannon Harvey noted that both she and Mr. Eberly were graduates of HACC's Leadership Academy. She also announced that the campus was working with a local hospital to provide a pathway for licensed practical nurses to pursue the necessary education to move to new jobs including registered nursing positions.

York Campus Vice President Jen Treuthart reported campus administrators and faculty were working with the York School District to eliminate students' need for remedial education. Some 65% of students from the district currently were testing at the remedial level. A new six-week "math experience" program had been developed for students who failed high school junior level math. She also reported that the campus was pursuing funding for the program through the York Community Foundation, on whose board of directors she served.

Acting Director of Information Technology Services Tammy Witkowski reported on the successful conversion of the College's e-mail system from GroupWise to Outlook.

Interim Vice President of Academic Affairs and Provost James Baxter provided an update on the ongoing restructuring of Academic Affairs, which was already building more cooperative relationships within the division and with Student Affairs to better serve students.

Vice President of Student Affairs and Enrollment Management Dr. Rob Steinmetz reported that fall term classes would start Aug. 20, 2012, with expected enrollment down two percent from 2011. Several new initiatives to improve services to students would take effect with the new term, including a restructured Student Affairs division, a comprehensive "fist year" experience, an early alert system to identify students whose academic progress was in jeopardy, and a mandatory student success course. Dr. Ski noted that statewide, average community college enrollment had dropped seven percent from fall 2011.

Dr. Steinmetz also reported that the administration had investigated the possibility of eliminating HACC's fall Commencement ceremony and returning to a single annual Commencement, to be held in the spring. He noted that the suggestion had been supported by 70% of the College faculty and that it would save the College some \$45,000. Following discussion by the Trustees, who expressed a consensus that the fall ceremony was too valuable to the students to be eliminated, Mr. Sandoe asked the administration to reconsider the recommendation and continue to hold Commencement ceremonies in both spring and fall.

Dr. Ski introduced **Res. 50.14, College Computer Use and Data Security Policy**, noting it had been revised to specify that e-mail would be retained for 366 days.

Moved: Thomas B. Richey Seconded: Charles R. Peguese

Motion carried

**Adjournment:** At 1:15 p.m., having no further business, the Board adjourned.

Page		
	Consent Agenda	
	Review and Approval of Previous Minutes	Chair
2	Recommendation for Promotion in Academic Rank and Tenure– 2012-13	Mr. Delaney
I-1	Personnel Information Items	Mr. Delaney
3	College Policy 038: Constitution of the Administrative and Professional Employee Organization (APO)	Mr. Delaney
4	Report of College Operating Revenues and Expenditures	Mr. Conte
5	Election of New Members to the HACC Foundation Board of Directors	Mr. Conte
6	Contract for a Three (3) Year Microsoft Enrollment Education Solution License for All Campuses	Mr. Conte
7	One (1) Year Contract Extension for Custodial Services at Midtown II and Campus Square	Mr. Conte
8	Contract for Phase II Site Investigation at the York Campus	Mr. Conte
9	2012 Bond Reimbursement	Mr. Conte
10	2012 Bond Issuance	Mr. Conte
11	Gifts - Scholarships	Mr. Conte
12	Advisory Committees	Ms. Sharp
13	Recommendations/Reports From The Board of Trustees Res. 50.13: College Policy 007 – College Diversity Statement, Dr. Ortiz	Mr. Sandoe
14	Recommendations/Reports From The President Res. 50.14: College Policy 371 – College Computer Use and Data Security Policy	Dr. Ski