

HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE
Board of Trustees Meeting
May 7, 2013

Trustees Present

Frank A. Conte
Daniel P. Delaney
Randy E. Eckels (phone)
Deep C. Gupta
Sally S. Klein
Loren H. Kroh
William M. Murray
Hector R. Ortiz
Charles R. Peguese
Thomas B. Richey
Timothy L. Sandoe
Jeffrey A. Shaffer
Toni H. Sharp
Vicki R. Shannon (phone)
Ty D. Strohl
Peter C. Wambach
Mark A. Whitmoyer

Excused

Robert J. Phillips
Nailah I. Rogers

Cabinet

Dr. John J. "Ski" Sygielski
Dr. Linnie S. Carter
Dr. Cynthia Doherty
Dr. Kathleen Kramer*
Dr. Robert Steinmetz
James Baxter
John Eberly
Shannon Harvey*
Dennis Heinle
Jean Treuthart*
Lois Schaffer*
Amy Withrow*
Richard Yankosky

Guests

David R. Keller, Solicitor
Deborah Kell
Linda Mussoline, CEO

*Did not return when Board reconvened after Executive Session

Roll Call and Recognition of Visitors: Mr. Sandoe called the meeting to order at 12:04 p.m. and noted that a quorum was present.

Executive Session: At 12:05 p.m., the Board entered Executive Session to discuss a personnel matter.

Moved: Thomas B. Richey
Seconded: Frank A. Conte
Motion carried

At 1:55 p.m., the Board returned from Executive Session and reconvened the meeting.

Approval of Consent Agenda:

Moved: Charles R. Peguese
Seconded: Mark A. Whitmoyer
Motion carried

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

Recommendations/Reports From The Board of Trustees: None.

Recommendations/Reports From The Chair: None.

Recommendations/Reports From The President: Dr. Ski summarized key features of the proposed 2013-2014 budget. He noted it was a balanced budget, based on a modest enrollment increase of one percent and a tuition increase of \$3 per credit for students in sponsoring school districts, \$6 for those

from nonsponsoring districts, and \$9 for students for out of state and international students. The budget would also include a student technology fee of \$20 and a two percent pay increase for all College employees who had performed satisfactorily. A half-percent increase would be provided for compression of pay ranges to keep faculty salaries competitive with market rates.

Dr. Ski also reported that a task force would be formed in the coming year to review school district sponsorship and consider other possible sources of funding.

Mr. Conte said the Finance Committee was recommending the budget to the full Board for approval, but he questioned whether, after staff cutbacks were made, sufficient staff would remain to serve increasing numbers of students when enrollment recovers, as expected, in 2014-2015. Mr. Eberly explained that the College was “right-sizing” its staff and would have the necessary people in key roles. Dr. Steinmetz added that based on the Student Services staffing model that had been used on a pilot basis in the past year, future staffing levels could be adjusted as necessary to handle higher or lower enrollment levels. Mr. Sandoe said this approach would provide a more disciplined way of staffing for growth than had been used in the past.

Mr. Conte asked the reason for the 265 percent increase in the College’s liability insurance for the coming year. Mr. Eberly said the College had needed an additional insurance policy in place in connection with operation of the law enforcement training center. There had also been an increase in liability claims for injuries on various campuses, including some involving students. He said the administration would look at the possibility of raising deductibles to help contain costs.

Mr. Conte also noted that the projected rate of bad debt for 2013-2014, at \$1.8 million, exceeded the \$1.7 the College had experienced in 2012-2013, a year in which only \$1.1 in bad debt had been forecast. Dr. Steinmetz explained that the expected growth in the financial aid default rate was due to two factors: an increase of more than 100 percent in the amount of aid the College would distribute and the number of students expected to drop classes. He explained that federal financial aid rules require the College to repay the government right away when students stop attending classes, before attempting to recoup the funds from the students. He said the administration was preparing to take “more aggressive” steps to curb the increase in bad debt and would present additional information at the October Board meeting. Bad debt would make up 1.2 percent of the College budget in 2013-2014, Mr. Eberly said, marking the first time it would rise beyond one percent. Dr. Steinmetz said the College’s two-year default rate had historically been low until this year. Other community colleges had not experienced quite the same increase, he said, which was possibly attributable to the fact that HACC had been one of the earliest community colleges to begin direct distribution of federal student aid, a practice that had since become the norm. Mr. Sandoe suggested Mr. Eberly ask the College’s new accounting firm for recommendations on how best to write off bad debt. He also suggested investigating best practices followed by other community colleges. Mr. Eberly said HACC had already put into place some of the practices adopted by the Community College of Philadelphia.

**Res. 50.105- Salary Increase for Faculty, Classified, Professional and Administrative Employees
Res. 50.123 – 2013-2014 College Operating Budget**

Moved: Frank A. Conte
Seconded: Deep C. Gupta
Motion carried

Board Education Topic: “Middle States Accreditation Update,” Deborah Kell. Ms. Kell reviewed the Middle States Association of Colleges and Schools’ Standards of Excellence in light of the trustees’ responses to survey questions posed to them in April regarding Board function, responsibilities and activities.

She said that while it was clear that “critical activity” was occurring in the College’s general assessment and student outcomes, it would also be necessary to demonstrate that the Board of Trustees was meeting Middle States’ expectations for

- Delineating governance structure
- Designating authority for policy development
- Providing for the selection process for governing body members

She and the trustees discussed her recommended “next steps” in the process:

- Define practices for trustee recruitment, selection, and onboarding.
- Develop a conflict of interest policy.
- Develop a schedule for Board self-assessment.
- Select and conduct Board development activity.
- Strengthen the value placed on participation with the community and HACC events.

Considerations for further study would include a trustee job description and a College policy on conflict of interest. In response to Mr. Sandoe’s call for volunteers to work with Dr. Ski to review those items, Mr. Conte, Dr. Murray, Mr. Richey and Ms. Sharp volunteered. A meeting date for that review would be set in the near future.

Adjournment: At 2:41 p.m., having no further business, the Board adjourned.

Page		
	Consent Agenda	
	Review and Approval of Previous Minutes	Chair
100	Personnel Recommendations	Mr. Delaney
101	Recommendations for Promotion in Academic Rank – 2013-14	Mr. Delaney
102	Recommendations for Tenure in Academic Rank – 2013-14	Mr. Delaney
103	Minimum Salary Schedule for Full-Time Regular Faculty	Mr. Delaney
104	Reappointment of Non-Tenured Faculty for 2013-2014	Mr. Delaney
106	Credit Hour Rate for Full- and Part-Time Faculty and Part-Time Professional Hourly Rate	Mr. Delaney
107	Transitional Retirement of Faculty	Mr. Delaney
I-8	Personnel Information Items	Mr. Delaney
108	Report of College Operating Revenues and Expenditures – March 31, 2013	Mr. Conte
109	Contract for the Implementation of the Ellucian Student Recruiter Software for All Campuses	Mr. Conte
110	Purchase and Installation of One (1) Netapp Disk Shelf and Storage Media for Central Administration	Mr. Conte
111	Purchase of Four (4) Cisco Servers for Central Administration	Mr. Conte
112	Two (2) Year Contract for Banner on-Site Application Management Services for Central Administration	Mr. Conte
113	Purchase of Two (2) Laser Shot Portable Small Arms Training Simulators for the Public Safety Center at the Harrisburg Campus	Mr. Conte
114	Purchase of Five (5) Welding Simulators for the York Campus	Mr. Conte
115	Contract for Consulting and Installation Services for Windows Server 2012 Hyper-V Cluster Solution for Central Administration	Mr. Conte

116	Three (3) Year Contract for Financial Auditor Services for All Campuses	Mr. Conte
117	Technology Fee For FY 2013-14	Mr. Conte
118	Tuition Rates for 2013-14	Mr. Conte
119	Approval of FY 2013-14 PDE Capital Projects' Cash Applications	Mr. Conte
120	One (1) Year Contract for Integrated Marketing Communication Services for All Campuses	Mr. Conte
121	Gifts – Scholarships	Mr. Conte
122	Pre Health Professions	Ms. Sharp
L-4	Industrial Technology Diploma Program	Ms. Sharp