

**HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE**  
**Board of Trustees Meeting**  
**June 4, 2013**

**Trustees Present**

Frank A. Conte  
Daniel P. Delaney  
Deep C. Gupta  
Loren H. Kroh (phone)  
Hector R. Ortiz  
Charles R. Peguese  
Robert J. Phillips (phone)  
Thomas B. Richey  
Nailah I. Rogers  
Timothy L. Sandoe  
Vicki R. Shannon  
Peter C. Wambach  
Mark A. Whitmoyer

**Excused**

Randy E. Eckels  
Sally S. Klein  
William M. Murray  
Jeffrey A. Shaffer  
Toni H. Sharp  
Ty D. Strohl

**Cabinet**

Dr. John J. "Ski" Sygielski  
Dr. Linnie S. Carter  
Dr. Cynthia Doherty  
Dr. Robert Steinmetz  
Dr. Richard Yankosky  
John Eberly  
Dennis Heinle  
Jean Treuthart\*  
Amy Withrow\*

**Guests**

David R. Keller, Solicitor  
Lisa-Pauline Barnett  
Jennifer Bodenstein  
Sheila Ciotti  
Gary Crowell  
Tim Dolin  
Edwin Dominguez  
Michael Walsh  
Michael Bowden, APO  
Katie Margolis, Faculty  
Linda Mussoline, CEO  
Mata Stroup, CEO

**Roll Call and Recognition of Visitors:** Mr. Sandoe called the meeting to order at 12:01 p.m. and noted that a quorum was present.

Dr. Ski recognized guests Michael Walsh, who would join HACC as chief of staff on June 17, 2013, and Edwin Dominguez, interim director of Safety and Security. Mr. Dominguez was doing an "outstanding job" of reviewing and enhancing HACC's safety and security operations, Dr. Ski said. Mr. Dominguez would join consultant Gary Crowell later in the meeting to present a brief update.

Dr. Ski also presented awards from the League for Innovation in the Community College to Jennifer Bodenstein, adult education coordinator, and Sheila Ciotti, associate dean at the Harrisburg Campus. They received the John and Suanne Roueche Excellence Awards for their work and leadership in establishing HACC's new Administrative and Professionals Organization, a shared governance council representing two groups of HACC employees not previously represented by existing councils.

**Executive Session:** At 12:04 p.m., the Board entered Executive Session to discuss a real estate matter.

Moved: Thomas B. Richey  
Seconded: Deep C. Gupta  
Motion carried

At 12:39 p.m., the Board returned from Executive Session and reconvened the meeting.

**Staff Presentation** "Safety Update," Gary Crowell, safety and security consultant, Edwin Dominguez, interim director, Safety and Security. Mr. Crowell reported on the latest work in his and Mr. Dominguez's review of HACC's safety and security operations to keep them "up-to-date, current and refined." The approach, Mr. Crowell said, is strategic, but the recommendations are "immediately actionable," and the

department had already put into place many improved practices based on the ongoing review. The department structure was being reorganized, and additional training and educational opportunities were being provided for the Security staff. Among the operational enhancements already put into place:

- Officers were wearing protective vests at all times while on duty
- Four bicycles were being used for campus patrol
- Students, staff and faculty were cooperating in “auxiliary security” activities to assist with checking parking areas and providing escorts
- Lighting fixtures at all campuses were being cleaned, improved and supplemented where necessary
- Fire extinguishers at all campuses were inspected, recharged and tagged
- Authorization had been secured for students and employees to carry pepper spray for personal protection

In addition, the College was investigating:

- The possibility of obtaining government surplus emergency generators through the Department of General Services
- Creation of a cell phone application and evacuation plan for use in emergency notification
- Updating and streamlining of the College crisis management plan

Mr. Dominguez reported on the recent “active shooter” exercises the department held with local law enforcement agencies at HACC’s campuses in Gettysburg, Lancaster and York. Similar exercises would be held soon at Harrisburg and Lebanon. In addition to helping local and campus officers prepare for action in the event of an emergency, the exercises also helped to strengthen communications and cooperation between the College’s Security officers and local police. Next steps would include training for faculty and staff.

In response to questions from Trustees Conte, Delaney and Gupta, Mr. Dominguez and Mr. Crowell addressed College policies regarding the carrying of firearms and access to the campus. Some law enforcement instructors do carry firearms on campus, Mr. Dominguez said, and they are permitted to do so only after making an official request for advance approval from the director or assistant director of security. The Safety and Security Department kept records of those instructors’ schedules on file, Mr. Dominguez said, so that instructors on campus could be called upon for assistance in case of an emergency. Mr. Gupta asked whether campuses could be “closed” and accessible only to individuals showing appropriate identification. Mr. Crowell said he was looking into that concept but that the College probably would not want to have “closed” campuses.

Mr. Delaney asked what rules the College has concerning students carrying weapons. Mr. Dominguez said only non-lethal devices like pepper spray were permitted. In response to a question from Mr. Sandoe, Mr. Crowell said that personnel changes made as part of the restructuring of the department would be “budget-neutral.” Ms. Shannon asked how the College was handling the selection and training of auxiliary Safety and Security personnel. Mr. Crowell said job descriptions and criteria had been established. Based on campus size, from four to eight auxiliary members would be enlisted per campus. Mr. Dominguez said successful auxiliary programs were already being used by other colleges in the area, including Gettysburg and Messiah.

Mr. Peguese noted the improved lighting at the Harrisburg Campus. Mr. Crowell said the Facilities Maintenance staff had done an excellent job of making improvements. Dr. Ski said members of the community who had attended recent events at the Harrisburg Campus had complimented the College on adding bicycle patrols by Safety and Security officers. Dr. Ski thanked Mr. Wambach for having recommended Mr. Crowell as a consultant.

### **Approval of Consent Agenda:**

Following Mr. Peguese's request to remove Res. 50.126 -- Purchase and Installation of a Backdraft Simulator for the Public Safety Center at the Harrisburg Campus and Res. 50.127 -- Purchase and Installation of a Flashover Simulator for the Public Safety Center at the Harrisburg Campus from the agenda, the Board approved the Consent Agenda.

Moved: Daniel P. Delaney  
Seconded: Thomas B. Richey  
Motion carried

**Discussion and Action on Any Committee Report Items Removed From Consent Agenda:** In reference to Res. 50.126 and Res. 50.127, Mr. Peguese noted it was unusual that the cost of the two units being requested was \$44,000 each, in light of only \$45,000 total having been budgeted. Mr. Eberly explained that the total amount of \$150,000 was budgeted for six pieces of equipment, including the two simulators, and the \$45,000 referenced had been a breakout simulator cost. The \$150,000 was an unspent credit from bonds for the Public Safety Center project and would cover both units, he said. It was coincidental that both were priced at \$44,000. The Board approved both resolutions:

Moved: Peter C. Wambach  
Seconded: Frank A. Conte  
Motion carried

**Recommendations/Reports From The Chair:** None.

**Recommendations/Reports From The President:** Dr. Ski reported on several recent events and personnel changes to celebrate:

- A career fair at the York Campus for ex-offenders that was well attended and would provide future opportunities for the campus's involvement with the York community
- Recognition of five outstanding alumni who were named to the HACCC Alumni Circle of Distinction:
  - Daniel M. Ashby
  - Patty A. Bowen
  - Timothy M. Gregg
  - Daniel C. Miller
  - Daniel T. ThauSome 60 people attended the awards banquet, including Mr. Sandoe and his wife.
- The upcoming graduation ceremony for nurses aid students, where Frank Dixon, the program's major donor, would present diplomas to the graduates
- Recognition of Tim Dolin, who recently assumed the role of associate provost
- Gratitude to Jeb Baxter, whose service as interim provost and vice president of academic affairs would end on June 30, 2013, as he returned to his faculty role
- Gratitude to Richard Yankosky, departing interim chief information officer, who would be succeeded by incoming CIO Robert Messner
- Recent or upcoming honors for three Trustees:
  - Dr. Ortiz, installed on July 2 as district governor of Rotary International District 7390
  - Mr. Gupta, who would be among the "Celebrate Diversity" honorees recognized by the Harrisburg Regional Chamber/Capital Region Economic Development Corporation (CREDC) at its June 26 Diversity Networking Reception
  - Mr. Wambach, to be honored by Gaudenzia on Nov. 2 as recipient of a "Community Champion Award"

## **Recommendations/Reports From The Board of Trustees:**

### **Res. 50.140 – Appointment of Members from Nonsponsoring Districts to HACCC Board of Trustees**

Moved: Deep C. Gupta  
Seconded: Charles R. Peguese  
Motion carried

### **Res. 141 – Election of Officers of the Board of Trustees**

Moved: Charles R. Peguese  
Seconded: Deep C. Gupta  
Motion carried

Dr. Ortiz noted the recent passing of Trustee Margarita M. Kearns, D.P.S., whose term on the Board he had filled by special election following her retirement. The Board observed a moment of silence in her memory. Mr. Wambach requested that a resolution of condolence to her family be prepared for the next Board meeting.

Mr. Gupta asked that the College explore the feasibility of providing the Board of Trustees with electronic tablets, dedicated to HACCC business, to eliminate the need for mailing agendas and other materials, as both a cost-saving and environmentally conscious initiative. Dr. Ski and Mr. Sandoe agreed to investigate the costs involved.

Mr. Wambach raised a question about the preferred language for resolutions authorizing the president and/or vice president of finance and college resources to take action on the College's behalf. He suggested that the wording be changed to require signatures of both the president and vice president, which he noted would avoid even the appearance of any opportunity for impropriety. Mr. Keller agreed to review the language to make sure such a change would not contradict prior Board resolutions.

**Board Education Topic:** "Virtual Learning," Lise-Pauline Barnett, director, virtual operations. Ms. Barnett provided an update on the College's efforts to revise, realign and improve virtual learning at HACCC. Virtual Learning, headed by a leadership team consisting of Ms. Barnett and colleagues Dr. Suzanne O'Hop, Amy Withrow and Caroline Mellinger, had achieved several milestones during the past year, including:

- A review of 150 course demonstrations to ensure the highest quality
- Course offerings in 33 disciplines
- Establishment of 37 action plans
- Adoption of a comprehensive rubric to focus on learning outcomes as a means of identifying where faculty may need help in on-line content and teaching

With the coming fall term, Virtual Learning would have nine associate degree programs available entirely on-line, as well as one certificate program and one diploma program. A comprehensive iBook was in development to provide faculty with step-by-step guidance how to develop and facilitate an on-line course.

Ms. Withrow noted that in the year since Virtual Learning had been reorganized to avoid becoming a "silo" as a virtual campus, the leadership team had collected a wealth of data that would be useful in future decision-making.

Another major development was the restructuring of the former On-line Academy, now offered as eVolution Academy and designed specifically to teach instructors how to develop and present Web-based course content, blended or hybrid courses, and on-line pedagogy. Ms. Barnett noted that on-line courses generated revenue for the College, and many faculty members were interested in creating them. EVOlution Academy would provide the skills they would need.

The ongoing partnership with Apple, including the College’s successful involvement with posting courses on iTunesU, was helping to provide HACC Virtual Learning with a view of how to best serve the needs of students interested in on-line education. A “mobile learning pilot” student group had been established at HACC, and Virtual Learning was in the process of seeking a National Science Foundation grant to fund further exploration.

Mr. Gupta commended the leadership team and noted that HACC was becoming widely known for its on-line offerings. Ms. Rogers asked if there was a “HACC app.” Dr. Ski said none was in development yet, but it would be created after the HACC security app that Mr. Crowell discussed had been completed.

Mr. Wambach said it was a wonderful experience to see HACC’s campuses “become alive and respond to the needs of our students. . . . We’ve come a long way in the last couple years.” He said he especially appreciated the “enthusiasm and exuberance” of the faculty.

**Adjournment:** At 1:42 p.m., having no further business, the Board adjourned.

<b>Page</b>		
	<b>Consent Agenda</b>	
	<b>Review and Approval of Previous Minutes</b>	Chair
<b>124</b>	<b>Personnel Recommendations</b>	Mr. Delaney
<b>I-9</b>	<b>Personnel Information Items</b>	Mr. Delaney
<b>125</b>	<b>Report of College Operating Revenues and Expenditures – April 30, 2013</b>	Mr. Conte
<b>126</b>	<b>Purchase and Installation of a Backdraft Simulator for the Public Safety Center at the Harrisburg Campus</b>	Mr. Conte
<b>127</b>	<b>Purchase and Installation of a Flashover Simulator for the Public Safety Center at the Harrisburg Campus</b>	Mr. Conte
<b>128</b>	<b>Two (2) Year Contract for Duplicating Services at All Campuses</b>	Mr. Conte
<b>129</b>	<b>Single Prime Contract for the Parking Lot Expansion at the Gettysburg Campus</b>	Mr. Conte
<b>130</b>	<b>Two (2) Year Contract for Custodial Services at Midtown II and Campus Square</b>	Mr. Conte
<b>131</b>	<b>Purchase of Four (4) Police Vehicles for the Public Safety Center at the Harrisburg Campus</b>	Mr. Conte
<b>132</b>	<b>Digital Video System Equipment from Campus Square to Ted Lick Building at the Harrisburg Campus</b>	Mr. Conte
<b>133</b>	<b>Replacement and Installation of the Mechanical Penthouse Roof and Wall Panels at Blocker Hall at the Harrisburg Campus</b>	Mr. Conte
<b>134</b>	<b>Gifts – Scholarships</b>	Mr. Conte
<b>135</b>	<b>Gift-in-Kind Donation from Andre Harper</b>	Mr. Conte
<b>136</b>	<b>Gift-in-Kind Donation from Chad D. Fadely</b>	Mr. Conte
<b>137</b>	<b>Gift-in-Kind Donation from Capital Equipment Consultants, LLC</b>	Mr. Conte
<b>138</b>	<b>Gift-in-Kind Donation from the Pennsylvania Rural Electric Association (PREA)</b>	Mr. Conte
<b>139</b>	<b>Industrial Technology Diploma Program</b>	Ms. Sharp