

HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE
Board of Trustees Meeting
March 4, 2014

Trustees Present

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

Excused

Randy E. Eckels
Jeffrey A. Shaffer

Cabinet

Dr. John J. "Ski" Sygielski
Dr. Linnie S. Carter
Dr. Cynthia A. Doherty
Dr. Robert Steinmetz
Aimee Brough
John Eberly
Shannon Harvey
Robert Messner
Lois Schaffer
Jean Treuthart
Michael Walsh
Amy Withrow

Guests

Michael Bowden, APO
Katie Margolis, Faculty
Brent Miller, SGA
Juanita Mort, CEO
Linda Mussoline, CEO
Elizabeth Bolden
Edwin Dominguez
Peggy Lenton
Andrew Lick
Melanie Lick
Zenoria McMorris-Owens

Roll Call and Recognition of Visitors: Mr. Sandoe called the meeting to order at 1:15 p.m. and noted that a quorum was present.

Approval of Consent Agenda:

Moved: Thomas B. Richey
Seconded: Mark A. Whitmoyer
Motion carried

Mr. Gupta asked why the curriculum that the Board approved for the hospitality and tourism management programs did not include courses in accounting or financial management. Dr. Doherty explained that the experts who were consulted on the programs' design had verified that accounting and finance concepts were sufficiently incorporated into the content of the other courses in the programs. Mr. Wambach said he was pleased to see the College offering the hospitality and tourism management degree, as tourism was the third largest industry in the state.

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

Board Education Topics: "Update: Middle States Commission Accreditation" – Dr. Cynthia A. Doherty, Provost and Vice President of Academic Affairs. On behalf of Lynold McGhee, director of institutional research and assessment, Dr. Doherty outlined the latest preparations for the College's upcoming visit by a Middle States Association of Colleges and Schools (MSA) team that will reevaluate the institution's compliance with the MSA's standard on institutional assessment, the only standard remaining to be addressed in order for the accrediting body to lift its warning of noncompliance. She

commended Mr. McGhee and the entire College faculty on their efforts, which had resulted in the collection of substantial evidence of the College's ongoing assessment activities meeting MSA's requirements. Dr. Doherty particularly praised the faculty's engagement in the process, noting that all faculty across all disciplines were contributing to the effort to show that rigorous assessment had been made part of the College's academic process and culture. A committee that had implemented the College's new TK20 assessment software had estimated that it would now be possible to review all of the measured outcomes across all academic disciplines every 18 months. Dr. Ski noted that the administration was confident the accreditation team would lift its warning. Ms. Sharp led the applause for Dr. Doherty and the rest of the College employees who had prepared so thoroughly for the MSA team's visit. Dr. Doherty asked Ms. Margolis, representative of the Faculty Organization, to convey the Board's and administration's thanks to the faculty members for their lengthy and detailed work of preparation.

"Update: College Foundation" – Dr. Linnie S. Carter, Vice President, Office of College Advancement and Executive Director, HACC Foundation. Dr. Carter reported that the HACC Foundation was poised for an even more successful year than its previous "banner year," with more than \$1.8 million contributed by more than 1,200 people. In addition to those private donations to the Foundation, the Office of College Advancement (OCA) had also raised \$2.6 million with 25 grants. The HACC Foundation, with assets of more than \$32 million, had grown to become one of the largest community college foundations in the country, Dr. Carter said. In the past year, donations had come from more than 300 new donors and more than 300 previous donors whose giving had lapsed in recent years.

The Foundation had also raised some \$14,000 worth of in-kind donations of nonmonetary goods from 78 donors, including 32 new and 17 lapsed donors. Many of the automobiles used in the College's automotive technology program were donated, Dr. Carter noted. Within the past year, the Foundation had established 13 new scholarship funds, she said. Solicitation of sponsorships for the College's 50th anniversary year events was proving successful. Dr. Carter also provided a snapshot of giving by the trustees since July 1, 2013. Thirteen had contributed, she said, including three gifts of \$1,000 or more. Dr. Carter noted that while HACC Foundation directors are required to give at least \$1,000 annually due to the fact that their work as fundraisers can only be successful if they themselves have given, the trustees do not have a similar requirement. She said, however, that 100% giving by the Board of Trustees would be the strongest motivating message she could take along in promoting Foundation giving to potential donors in the wider community.

Mr. Peguese, who had several months previously issued a challenge to the trustees to match his own \$1,000 donation in honor of the College's anniversary year, took the opportunity to present to Dr. Carter a \$1,000 check from fellow trustee Mr. Phillips. Dr. Carter announced that during the dedication ceremony for the Ted Lick Administration Building immediately before the Board of Trustees meeting, she had received a check for \$10,000 from the Pennsylvania State Employees Credit Union (PSECU). People give to the College because of its credibility and reputation, she said, noting that the trustees, employees and students were the best possible advertising for potential donors. Mr. Sandoe said he supported 100% giving by the Board, adding that gifts of even \$25 would be welcome to achieve that goal.

Mr. Sandoe asked what fundraising efforts the Foundation directed toward the College's alumni. Dr. Carter said the alumni receive two solicitations each year. With contact information for more than 38,000 of the College's 50,000 alumni, HACC's alumni database was the most complete of any of the four community colleges where she had worked, Dr. Carter said. Plans were being made, she said, to add a seat on the Foundation Board of Directors for an alumnus.

"Update: Office of Human Resources" – Aimee B. Brough, Chief Human Resources Officer. Ms. Brough summarized an ambitious set of initiatives that the administration recommended for the College's Office of Human Resources (OHR) in the areas of recruitment (talent acquisition); hiring and appointment; onboarding and separations; professional development; recordkeeping; health and

wellness; complement management; employee relations and performance management; and classification, compensation and benefits.

Ms. Brough said it would be beneficial to streamline the College's recruitment process, and improvements in onboarding practices would ensure an efficient means of providing new employees with the necessary knowledge to do their jobs. Separation practices could be improved to thank outgoing employees for their service to the College, she said. A complement management system would be developed within the next 18 months, and wellness would be aligned with safety and security functions instead of benefits functions, as it was currently assigned. In the area of employee relations, a "performance management coordinator" would be available to assist supervisors. Improvements in classification, compensation and benefits would result in an Affordable Care Act (ACA)-compliant package that employees would appreciate, as they appreciate the College's current benefits offerings.

None of the initiatives was strategic, Ms. Brough said. All were basic steps to get a good system into place. Mr. Sandoe asked if specific priorities had been established. Ms. Brough said recruitment was the priority and that onboarding would be in place by June 1.

Recommendations/Reports From The President: Dr. Ski introduced Edwin Dominguez, whose interim service as director of Safety and Security would soon end when the College's newly hired permanent director began her duties. Dr. Ski thanked Mr. Dominguez and presented him with a Standing Ovation Award. At the time Mr. Dominguez was appointed to the interim position, Dr. Ski said, the College was "struggling" with safety and security issues. He praised Mr. Dominguez for devoting himself "24/7" to improving security at all of the College's campuses. Dr. Ski also noted that as a result of Mr. Dominguez's leadership, the College was working to complete implementation of 49 recommendations made by security consultant Gary Crowell. Mr. Dominguez thanked Dr. Ski for the professional opportunity to serve as interim director, additionally thanking him and Dr. Steinmetz for their leadership and support. He said he was pleased that the College now provided better training for its officers and had established better communications and collaboration with the local police departments in the communities where the campuses were located.

Dr. Ski also introduced Elizabeth Bolden, who had recently become president of the Pennsylvania Commission for Community Colleges. He noted that she had once been an adjunct at HACC. Ms. Bolden thanked the Board for the invitation to what she called a great celebration of HACC's role in the community and in promoting student success. American community colleges were in an ideal position, she said, to lead educational change, and HACC was a national and international model.

Recommendations/Reports From The Board of Trustees: Mr. Gupta thanked the 50th Anniversary Committee for starting the anniversary observance with a successful series of birthday parties at the campuses. Mr. Wambach congratulated Mr. Walsh and Ms. Lenton, the committee co-chairs, for a job well done.

Recommendations/Reports From The Chair: Mr. Sandoe appointed as members of the Nominating Committee Mr. Richey, Ms. Shannon and Mr. Strohl, who will serve in place of Committee members Mr. Delaney, Ms. Rogers and Ms. Sharp, all of whom have announced they will seek reelection to new terms on the Board. He also reported that the Board was continuing to work with the administration to study alternatives for the student center. He said the College was committed to doing something for the students but construction costs would be expensive, and the trustees wanted to be sure they would make the right investment for the College's future.

Mr. Sandoe invited Mr. Walsh to open the College's 1985 time capsule, which had been sealed at the school's 25th anniversary. Mr. Walsh withdrew a sealed envelope from the capsule, and passed it to Mr. Peguese, who had been dean of the College library at the time of the 25th anniversary. Opening the envelope, Mr. Peguese displayed the contents: A book on the history of the College and original photographs of the College's then-President Dr. Kenneth B. Woodbury, Jr., and then-Chair of the

Board of Trustees James W. Evans. Mr. Walsh said the contents of the time capsule would be added to a collection of College archival materials currently on display at Cooper Student Center.

Mr. Sandoe asked Ms. Sharp to report on a personal trip she had taken to the Sochi Olympics, where she and her husband visited with her nephew, Johnny Quinn, a member of the United States bobsled team. They were proud of Mr. Quinn and the US Olympic team, she said, adding that her nephew was, in fact, the Olympic team member who became accidentally locked in his hotel bathroom while showering and, alone in the hotel room with no one to help him get out, used his bobsled “push training” to break through the bathroom door to escape. Mr. Quinn’s story and photo of the broken bathroom door had been widely shared across the Internet on social media.

Executive Session: At 2:20 p.m. the Board retired to executive session to discuss a real estate matter. At 2:35 p.m. the Board returned and took the following action:

Res. 51.50 – Offer to Purchase Real Estate Adjacent to Lancaster Campus

BE IT RESOLVED that the Board of Trustees authorize the president or his designees, for purposes of buying real estate adjacent to the Lancaster Campus along Old Philadelphia Pike, to offer the predescribed price the Board had discussed.

Moved: Thomas B. Richey
 Seconded: Peter C. Wambach
 Motion carried

Adjournment: At 2:37 p.m., having no further business, the Board adjourned.

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46	Transcript Fee	
47	Gifts-Scholarships	Mr. Conte
48	Hospitality and Tourism Management AA Career Degree	Ms. Sharp
49	Hospitality and Tourism Management Career Certificate	Ms. Sharp