The meeting of the Montgomery County Community College Board of Trustees was held on Monday, April 18, 2005, at 4:00 p.m. in the East House Conference Room.

Board of Trustees – Present:
Mike Bitner, Chairperson; Anthony DiSandro, Vice Chairperson; Andrew Cantor, Secretary; Lea Bramnick; Jim Genuardi; Charles Kahn; Lynne Lechter; Richard Montalbano; Ed Mullin; Joseph Palmer; John Rotelle; Thaddeus Smith

Board of Trustees – Absent:
Michael D’Aniello, Treasurer; Trudy Mann, Assistant Secretary; Dennis Sharkey

Also Present:
Karen Stout, President; Susan Adams, Director of Marketing and Communications; Eric Almonte, Director of Equity and Diversity Initiatives; Marc Davis, College Solicitor; Suzanne Holloman, Dean of Workforce Development and Continuing Education; Steve Kovacs, Vice President for Administration and Finance; John Flynn, Vice President of Academic Affairs, Provost; Dean Foster, Dean of the West Campus; Anita Lynn, Executive Director, Foundation; Rhoda McFadden, History Professor, President of the Faculty Union; Amanda Mandia, Executive Associate to the President; Alana Mauger, Coordinator of Media and Public Relations; Michael Mandrachia, Director of Accounting; Steady Moono, Dean of Student Success; George Mulligan, Executive Director for Capital Projects and Support Services; Celeste Schwartz, Vice President for Information Technology; R. Win Smith, Former Board of Trustee Member; Kathrine Swanson, Associate to the President for Institutional Effectiveness and Strategic Initiatives; Evon Walters, Vice President for Student Affairs and Enrollment Management

Call to Order

Chairperson Bitner called the meeting to order at 4:00 p.m.

Approval of Minutes

The March 21, 2005 minutes were unanimously approved.

Introduction of Guests

Ms. Schwartz introduced the guests in attendance.

Special Presentation

Mr. Bitner, on behalf of the entire Board and the President, presented former Board member, Win Smith, with a resolution touting Mr. W. Smith’s dedicated service to the College.
Mr. W. Smith thanked the Board for the resolution and remarked that the College was well poised to become one of the finest community college’s in the nation and he was proud to have served on such a fine Board of Trustees.

Mr. Bitner also presented Mr. W. Smith with his nameplate used during his service on the Board.

**Treasurer’s Report**

Mr. Kahn reported for the Committee.

- **For the Nine Months Ending March 31, 2005**

Mr. Kahn made a motion to approve the Treasurer’s Report for the nine months ending March 31, 2005 as submitted in the Board packet. Mr. Palmer seconded the motion and the Board unanimously approved the Treasurer's Report.

**President’s Report**

Dr. Stout reviewed highlights of the President’s Report.

- **Middle States**

  The Middle States visit took place on March 20 -23, 2005. The Visiting Team’s final report is expected to arrive on Wednesday, April 20. The initial draft included a number of commendations that recognized the College’s many strengths. It also included a series of suggestions for improvement that mirrored those that were self-identified. The report contained no recommendations, indicating that the College is in compliance with the Middle States Standards of Excellence.

- **Summer Enrollment**

  Summer enrollment, overall, is down approximately 2 percent in full-time equivalent students. The College continues to monitor enrollment as compared to last year and has introduced some additional marketing strategies in order to reach students and bolster enrollment.

- **Students**

  Recently, four of the College’s students were recognized by the Pennsylvania Commission of Community Colleges on April 4 in Hershey as part of the 2005 All-USA Community and Junior College Academic Team. The students were Christopher Braunstein and Jennifer Hoffman of the Central Campus, and Vitold Nowicki and Shaun Simon of the West Campus. The awardees, along with other students from the College, also met with legislators regarding important community college issues.
The Choir was invited to perform as part of the Philadelphia Holocaust Memorial on the Parkway in Center City on April 17th. This represents the most high-profile performance in the Choir’s young three year history.

- **Faculty/Staff Kudos**

  The College was again recognized at the American Association of Community Colleges Annual Convention as a Center for Digital Education's 2005 Digital Community College Survey Winner. Celeste Schwartz, Vice President for Information Technology, accepted the award on the College’s behalf.

  Michelle Pentimall, Adjunct Instructor of Speech had her article, "When Negative Energy Invades Your Space," published in the January 2005 edition of Teaching for Success.


  Rob Novelli, Professor of Speech and Communications, won a personal record of 33 ribbons at the Philadelphia Flower Show, billed as the oldest, largest, best indoor flower show in the world.

  Charlie Reilly, Professor of English, has recently had a number of his interviews with prominent authors accepted for publication.

  Suzanne Holloman, Dean of Workforce Development and Continuing Education and Jerry Birkelbach, Executive Director of the Workforce Investment Board, will be presenting their workshop, “Optimizing Efforts Between WIBS and Community Colleges,” at the PA Partners Employment, Training, and Education Conference.

  Dean Foster, Dean of the West Campus, has been accepted as a participant in the Harvard Institute for Higher Education, Institute for Educational Management (IEM) program this summer.

- **Program News**

  The College’s Phlebotomy program, currently undergoing a self-study, was recommended for approval for four years by the Program Approval Review Committee.

- **Process Improvements**

  An online system for students to complete their teacher evaluations is being piloted in the spring semester with the help of fourteen health faculty who teach a cumulative of 63 sections.
- **Events of Note**

  The thirteenth annual Foundation Ball was held at Normandy Farm on April 2. The event boasted a record number of attendees and a record amount of dollars raised for student scholarships, approximately $74,700. Thanks go to Anita Lynn, Executive Director of the Foundation, Kerri Murphy, Coordinator of Alumni Affairs, and all who contributed time and means to ensure a successful evening.

  The College hosted the 48th Annual Montgomery County Science Research Competition March 19-21. There were over 1,000 high school students on campus for the event.

- **Gifts and Grants**

  Cultural Affairs was awarded a $30,000 one-year grant from the Philadelphia Music Project in support of the upcoming year’s offerings. Out of 32 applications, the College was one of 20 selected for funding by a panel of eight music experts. Congratulations to Helen Haynes, Director of Cultural Affairs, for her continued work in making the Lively Arts Series a well respected program.

  The Department of Community Economic Development (DCED) has awarded the College a continuation grant for $90,000 to continue to fund the 2+2+2 pipeline in biotechnology and automation careers. That program won the Governor’s Award for Excellence last year. This is the third year that the College has secured funding for that grant. Congratulations to Linda Rehfuss, Instructor of Biotechnology.

- **Legislative**

  Several of the College’s students attended the annual American Student Association of Community College (ASACC) meeting in Washington, DC, in March. They met with staff in the offices of Congressional Representative Michael Fitzpatrick, Allyson Schwartz, Charles Dent, and Jim Gerlach as well as staff in Senator Arlen Spector’s office. During their meetings, the students advocated for the PELL Grant increase, the reauthorization of the Higher Education Act and asked the Senator to support community colleges when the Senate Higher Education Budget goes to the floor.

- **Other**

  Dr. Stout mentioned a few important upcoming dates:
  - The 38th Annual Commencement Ceremony will take place on Thursday, May 19 at 7:00 pm. Board members will receive further information regarding robing, receptions, and Board responsibilities at the event.
On Tuesday, May 17, the Annual Student Awards banquet will be held at Presidential Caterers at 6:30 pm. Graduates will be recognized with scholarship dollars and other awards.

- **Proposed Bond Reimbursement**

Dr. Stout asked Dr. Kovacs to explain the background of the resolution on which he worked with College Counsel in order to comply with the US Department of Treasury Regulations.

Dr. Kovacs explained that the resolution is required by the Board to allow the College to reimburse itself for those expenses associated with the Advanced Technologies Center. The resolution is retroactive for sixty days prior to approval of the resolution. The resolution authorizes a maximum principle amount of up to $25 million dollars. The resolution was crafted collaboratively with the underwriter and the College’s counsel to ensure that the resolution meets the qualifications of the IRS.

Mr. Davis clarified that the College is not required to reimburse itself, however this resolution provides the flexibility to do so.

Mr. Palmer made a motion to adopt the Reimbursement Resolution. Mr. Rotelle seconded the motion and the Board approved the resolution unanimously.

Mr. Palmer asked for clarification of the impact that decreased enrollment has on funding and the College’s budget.

Dr. Stout responded that County funding is not effected, however low enrollment does effect the College projection for State reimbursement. Dr. Stout further explained that it was still too early for enrollment numbers to effect FTE projections. She continued that the mid-year re-budget enables the College to realign projections that are not realized.

**Finance Committee**

Mr. Kahn reported for the Committee.

- **Selection of College Bond Counsel**

The College solicited proposals from five large legal firms in an effort to secure a Bond Counsel. The Committee found two firms with College experience, Saul Ewing and Fox Rothschild. The Committee decided that it would be in the best interest of the College to recommend Saul Ewing. The College has used the firm previously and they presented the lowest price.

Mr. Palmer made a motion to approve Saul Ewing as the Bond Counsel. Ms. Lechter seconded the motion and the Board unanimously approved the motion.
- **College Legal Counsel: Quarterly Retainer & Hourly Rates**

Fox Rothschild has proposed a quarterly retainer fee of $4,600 (annual fee of $18,000) and an hourly rate of $160 per hour for services beyond the items included in the retainer for 2005-2006. The proposed retainer is the same as the previous year and the new hourly rate represents a 3.2 percent increase over last year.

Mr. Mullin made a motion to approve the proposed rates. Mr. Rotelle seconded the motion.

Mr. Mullin asked if the proposed hourly rate is reduced as compared to the firm’s typical rate.

Mr. Davis confirmed that the rate is approximately half of the firm’s usual rate.

The Board unanimously approved the rate proposal for Fox Rothschild for 2005-2006.

- **Final 2005-2006 Operational and Capital Budgets**

In developing the proposed budget, the Committee anticipated a contribution of $13,734,000 from the County, which is an increase of $1.34 million over last year. Within the County’s contribution, $240,000 is allocated to hire three new full-time faculty members in an effort to improve the College’s full to part-time faculty ratio. The State Aid share is estimated at $16,091,145. Not included in the budget, is $1,240,435, which reflects the revenue the College estimates to earn but will not be paid by the State. Should these funds be provided by the State during the year, these funds could be used for currently unfunded College priorities.

Mr. Palmer made a motion to approve the Final 2005-2006 Operational and Capital Budgets. Mr. Genuardi seconded the motion and the Board unanimously approved the budgets.

- **Tuition Increase for 2005-2006**

The Committee is recommending a $3 per credit hour increase, from $81 to $84, which falls in the high middle range for the State’s community colleges. This would represent a 3.7 percent increase, which is among the lowest in the State.

Mr. Palmer made a motion to approve the proposed $3 increase in tuition from $81 to $84 per credit hour. Ms. Bramnick seconded the motion.

Mr. Palmer asked about the amount of the increase and suggested that a larger increase might alleviate the need to continue to increase the tuition in coming years.
Mr. Kahn responded that the College’s sponsors requested several years ago that the College make tuition adjustments yearly as needed, so as not to force students to pre-pay for future needs as well as to avoid a large, unforeseen jump in tuition for students.

Mr. Bitner called for a vote and the Board unanimously approved the tuition increase.

**Proposal for Internal Audit Function**

Despite the Board’s approval of hiring the external audit firm Hege, Kramer, Connell, Murphy and Goldkamp, P.C. to perform internal audits, the Committee came to agree that a great deal of time and money would be required to train the external auditor in a way that would satisfy all the needs of the College. As a result, the Committee recommends, in alignment with the external auditor’s recommendation, that the position of Internal Auditor be reinstated at the College. The Committee proposes that the former Internal Auditor, Ted Burgoyne, be reassigned to the position of College Internal Auditor, effective April 6, 2005, and the agreement with the external auditors be terminated. The position will report to the President and the Finance Committee through the Associate to the President for Institutional Effectiveness and Strategic Initiatives. The Internal Auditor will propose work plans, conduct audits and submit reports with findings and recommendations for resolution directly to the President and continue to provide periodic reports to the Finance Committee.

Ms. Lechter made a motion to approve the reinstatement of the College Internal Auditor position as recommended by the Committee. Mr. Palmer seconded the motion and the Board unanimously approved the College Internal Auditor position as recommended.

**Independent Audit for Fiscal year ended June 30, 2005**

The Committee recommends that the College continue to employ Hege, Kramer, Connell, Murphy and Goldkamp, P.C. as the external auditors through June 30, 2005. The firm proposed a fee not to exceed $34,700 for the audit of the financial statements, the Student Financial Aid compliance, and the Federal Single Audit Act procedures for other federal funds received. This is an increase in fee schedule of 3 percent over the prior year.

The Committee will be investigating the hiring of a new firm to ensure future alignment with the recently passed Sarbanes-Oxley legislation.

Mr. Palmer made a motion to approve the extension of the Hege, Kramer, Connell, Murphy and Goldkamp, P.C. contract through June 30, 2005. Mr. Rotelle seconded the motion and the proposed contract was unanimously approved by the Board.

**Update on Bond Timelines**

The Committee expects to meet with the Bond Counsel next month in order to establish a bond amount and target dates for the execution of the bond for the
Advanced Technology Center. The Committee hopes to act quickly to capitalize on lower interest rates.

This item is for information only.

Mr. DiSandro asked whether the Board should be asked, at the present meeting, to authorize the Committee to move forward with procedural items with regard to securing the bond, so as not to miss important deadlines.

Dr. Stout asked Dr. Kovacs to review the upcoming important meeting dates regarding securing the Bond. Dr. Kovacs responded that the Committee next meets on May 3 and that there are several meetings leading up to that date so that all the pertinent information will be available for the Committee to decide upon a recommended amount for the bond.

Dr. Stout added that the concern is for the loss of time between the Committee meeting and the full Board meeting that may affect the timeline and the securing of a low rate.

Mr. Davis commented that the Committee has the authority to move forward with establishing a bond amount recommendation and setting of target dates; however the execution of the bond purchase agreement would require a quorum vote by the Board. This action could take place telephonically should it be required to occur prior to the next scheduled meeting.

Mr. Cantor asked if a motion was required by the Board to authorize the Committee to set the bond amount and target dates. He expressed concern that once the Bond Counsel was given permission to set the amount and set target dates, funds would be expended by the Bond Counsel and other parties.

Mr. Davis responded that it is not necessary to have a motion, as the Board is not legally bound to the bond until the formal agreement is executed. Any funds invested in moving the bond forward are done so at the Bond Counsel and other parties' expense until the agreement is formalized. He assured the Board that if necessary, precedence supports a quorum vote made over a telephonic conference should that need to occur.

Mr. Mullin made a motion that the Finance Committee be authorized to put the elements required to secure the bond into motion at the Committee’s next meeting. Mr. DiSandro seconded the motion and it was unanimously approved by the Board.

**Curriculum Committee**

Mr. Palmer reported for the Committee.

Mr. Palmer thanked Mr. W. Smith for his legacy of energy and enthusiasm for the students and the curriculum.

- Program Modification
Steve O’Donnell, who is a professional chef and the coordinator and the primary faculty for the Chef Apprentice AAS – Pastry Option and the Chef Apprentice AAS – Food Option programs, presented a series of modifications to the two programs, which were originally approved in Spring 2003. The two programs will be renamed Pastry Arts Option and Culinary Arts Option. The Pastry Arts Option will add Culinary Arts I and Baking and Pastry Arts II (new) to the program. The Culinary Arts Option will add Culinary Arts III & IV (both new) to the program. Basic Quantity Food Preparation and Advanced Quantity Food Preparation will be eliminated from both programs. Both programs will decrease from 68 to 66 credits but will not affect transfer.

Dr. Linda Rehfuss presented modifications to the Biotechnology AAS Program. The modification permits students to take courses in relevant scientific and related areas an alternative to taking the currently required six credit Biotechnology Internship. This provides more flexibility and focus to the program.

Mr. Palmer made a motion to approve the curriculum modifications to the Chef Apprentice AAS – Pastry Option, the Chef’s Apprentice AAS – Food Option, and the Biotechnology AAS programs. Mr. Mullin seconded the motion and it was unanimously approved by the Board.

- **New and Revised Courses**

As a result of the modifications to the Pastry Arts Option and Culinary Arts Option programs, the new courses will be named Culinary Arts Option HOS 227, Culinary Arts Option HOS 228, and Pastry Arts Option HOS 236. The revised course will be renamed Baking and Pastry Arts I HOS 235. Culinary Arts I & II will be the first and second semester courses, respectively, for the Chef Apprenticeship AAS – Food Option but will be required for all Chef Apprenticeship AAS students.

This item is for information only.

- **Academic Program Reviews**

**Engineering Technology AAS**

The 2004 Academic Program Review of Engineering Technology AAS was presented by William Brownlowe. AAS degree options within the program include Automation, Electronics, Mechanical, Nanofabrication, and Computer. There are also certificate programs in Electronics and Nanotechnology. The strengths of the program are full time faculty and state of the art equipment and facilities. Overall, enrollment is stable. There is growth in the mechanical discipline and decreases in the electronics and nanofabrication disciplines. There is concern about the low
graduation rate of approximately 8 percent. The data from the surveys was not sufficient for an accurate analysis of what was driving enrollment and graduation rates.

Mr. Palmer made a motion to accept the Engineering Technology AAS program with the request for additional review and recommendations by December 31, 2005. Mr. DiSandro seconded the motion and it was unanimously approved by the Board.

**Computer Aided Drafting and Design Technology**

The 2004 Academic Program Review of Computer Aided Drafting and Design Technology. Mechanical and Architectural degrees are offered as well as a certificate option. The strengths of the program are the full time faculty, a new computer aided drafting laboratory, and a new automation laboratory. Overall, enrollment is stable with the highest new student enrollment of 39 in Fall 2004 versus 24 in 2003. There is concern about the low graduation rate of approximately 5 percent. The data from the surveys was not sufficient for an accurate analysis of what was driving enrollment and graduation rates.

Mr. Palmer made a motion to accept the Computer Aided Drafting and Design Technology AAS program review with the request for additional review and recommendations by December 31, 2005. Mr. Smith seconded the motion and it was unanimously approved by the Board.

- **Academic Calendar 2005/2006 and 2006/2007**

  The calendar for the Academic Years 2005-2006 and 2006-2007 was previewed by the Committee. The expanded coverage to two years is to provide for stronger planning.

  Mr. Palmer made a motion to approve the calendar for the Academic Years 2005-2006 and 2006-2007. Mr. DiSandro seconded the motion and it was unanimously approved by the Board.

Mr. Palmer commended the staff for their dedication to the program modifications and the Academic Review Process and for their willingness to find stronger and more reliable data in an effort to develop stronger conclusions and implement more effective curriculum. He added that he looks forward to the benefits that our students will accrue, due to the diligence demonstrated in these reviews.

Dr. Stout noted that, while the Curriculum Committee will continue to receive a full program review report, the Full Board will receive an executive summary in their future packets.

Ms. Bramnick added that Mr. W. Smith was a wonderful mentor to her as a new member of the Board and the Curriculum Committee. She thanked him for his ability to steward, nurture and make a new member feel welcome.
Physical Plant

Mr. Mullin reported for the Committee.

- **Selection of Construction Manager**

  The Committee sent out RFP to 30 firms and received proposals from ten. The Committee selected four firms for a preliminary interview. The interviews have been completed and the staff is working with STV to focus the scope of the Construction Manager’s work. A recommendation will soon follow.

This is for information only.

- **Update of College Master Facilities Plan**

  The original Master Facilities Plan presented a logical, phased approach to achieving the College’s facilities needs. The plan requires updating as it was based on assumptions and financial conditions made in 2001 and 2002. Spillman Farmer Architects, who helped to prepare the initial plan, have proposed a fee not to exceed $30,000 to update the plan and also to engage Derck and Edson Associated to provide landscape planning.

Mr. Mullin made a motion for the approval of the contract with Spillman Farmer to update the Master Facilities Plan for $30,000. Mr. Genuardi seconded the motion and the Board unanimously approved the contract.

- **Information Technology Disaster Recovery Plan**

  The Information Technology Disaster Recovery Plan was developed using an industry accepted template and involved key College staff to ensure inclusion of all mission-critical system, business process, and information repositories.

Mr. Mullin made a motion for the approval of the Information Technology Disaster Recovery Plan. Mr. Palmer seconded the motion and the Board unanimously approved the plan.

Personnel Committee

Mr. DiSandro reported for the Committee.

Mr. DiSandro thanked those of the Board who had promptly returned the President’s Evaluation Forms.

- **Full-time Professional Appointments and Separations March 1, 2005 through March 31, 2005.**
Full-time Administrative Appointments:

Dr. Steady Moono, Dean of Student Success
Effective: March 28, 2005

Full-time Administrative Separations:

Michael Cooney, Manager of Public Services
Effective: March 11, 2005

Full-time Faculty Appointments and Separations:

There were none.

President’s Office Confidential Position

Sandy Greenwald, Administrative Assistant, President’s Office
Effective: May 9, 2005

Mr. DiSandro made a motion for the ratification of the appointments and separations. Mr. Rotelle seconded the motion and the Board unanimously ratified the professional appointments and separations.

Dr. Stout recognized Dr. Moono as the new Dean of Student Success.

**Legislative**

Dr. Stout reported for the Committee.

The Committee recommends expanding Public Affairs Management’s (PAM) services to include working on securing the College’s funding priorities in Harrisburg, especially in the area of capital and in the pursuit of dollars from departments outside the Department of Education. PAM has proposed a fee of $7,500 per month that would include both State and Federal lobbying. The revised fee would become effective May 1, 2005. PAM will also prepare a monthly report on their activities on the College’s behalf so that the Committee will be able to assess the value added.

Mr. Cantor made a motion to accept the proposal to expand PAM’s services at the monthly rate of $7,500. Ms. Lechter seconded the motion.

Mr. Kahn asked if the work of PAM would be solely for the benefit of the College.

Dr. Stout confirmed that PAM would be working on securing funding solely for the College on both the State and Federal levels.

Mr. Kahn also asked the length of the contract.
Dr. Stout replied that it is for one year in order to be able to fairly assess PAM’s value added on the State level.

The Board unanimously approved the proposal to extend PAM’s services effective May 1, 2005 through April 30, 2006.

**Bids**

- **Brendlinger Library Re-Carpeting**

  The College extended an invitation to bid for the re-carpeting for the 200 level of the Brendlinger Library. It is recommended that Wargo Floors, Inc be awarded the bid in the amount of $24.57 per square yard installed.

  Mr. Cantor made a motion that the bid be awarded to Wargo Floors, Inc. in the amount of $24.57 per square yard installed. Mr. DiSandro seconded the motion and the Board unanimously approved that the bid be awarded to Wargo Floors, Inc.

- **Brendlinger Library Stacks Relocation**

  In order to re-carpet the Brendlinger Library, the stacks must be temporarily removed, relocated, and then replaced. It is recommended that Hallett and Sons Expert Movers be awarded the bid in the amount of $15,179 as the lowest responsible bidder.

  Mr. Mullin made a motion that the bid be awarded to Hallett and Sons Expert Movers in the amount of $15,179 as the lowest responsible bidder. Mr. Rotelle seconded the motion and the Board unanimously approved that the bid be awarded to Hallett and Sons Expert Movers.

- **Parkhouse Roof Replacement**

  The Parkhouse Hall roof requires replacing due to age deterioration and element exposure. The College extended an invitation to bid for the roof replacement with specifications developed in conjunction with Roof Systems Consultants of Lower Gwynedd. It is recommended that ARC Roofing Corporation be awarded the bid in the amount of $468,000. ARC recently did similar work for Cabrini College with positive results and all of the company’s references were positive as well. It was noted that the College budgeted $690,650 for the project in the FY 2004-2005 budget.

  Ms. Lechter made a motion that the bid be awarded to ARC Roofing Corporation in the amount of $468,000. Mr. Mullin seconded the motion.
Mr. Kahn asked if there was a warranty with the roof and Mr. Mulligan confirmed that there was a warranty both on the product and the labor. Mr. Mulligan also noted that the contract has had legal review.

Board unanimously approved the bid be awarded to ARC Roofing Corporation in the amount of $468,000.

- **Credit College Course Guide**

The Credit College Course Guide is an annual bid that combines all the needs for the College’s three sessions. This year’s bid specifications reflect an increase in number of pages and in size, so a comparison to the previous year’s bid is not relevant. It is recommended that Bartash Printing be awarded the bid in the amount of $122,026 (Option 2).

Mr. Cantor made a motion that the bid be awarded to Bartash Printing in the amount of $122,026 (Option 2). Mr. DiSandro seconded the motion and the Board unanimously approved that the bid be awarded to Bartash Printing.

- **Leica CME and DME Microscope**

The College solicited bids for Leica CME (quantity of 25) and DME Microscopes (quantity of 15) for the Science and Technology department. These microscopes will standardize the microscopy equipment in the science labs. Because of I. Miller’s exclusivity agreement with Leica for distribution of the DME microscopes in our area, this is a sole source bid.

It is recommended that the College award the bid to I. Miller in the total amount of $40,125 ($1,300 per DME and $825 per CME).

Mr. Palmer made a motion that the bid be awarded to I. Miller in the total amount of $40,125 ($1,300 per DME and $825 per CME). Mr. Genuardi seconded the motion and the Board unanimously approved the award of the bid to I. Miller.

**Old Business**

There was no old business.

**New Business**

Dr. Stout asked for feedback on the proposed Board Retreat agenda that was distributed to the Board.

**Chair’s Report**

None
Adjournment

The meeting was unanimously adjourned at 5:05 p.m. The next meeting is scheduled for Monday, May 16, 2005 at 4:00 p.m. in the Community Room on the West Campus.

_____________________________________   Andy Cantor
Secretary

Board Minutes, April 18, 2005