The meeting of the Montgomery County Community College Board of Trustees was held on Monday, May 21, 2007, at 4:00 p.m. at 16 High Street in Pottstown, Pennsylvania.

Board of Trustees – Present:
Mike Bitner, Chairperson; Andrew Cantor, Secretary; Michael D’Aniello, Treasurer; Anthony DiSandro, Vice Chairperson; Timothy Hendricks; Charles Kahn; Lynne Lechter; Trudy Mann, Assistant Secretary; Ed Mullin; Dennis Sharkey

Board of Trustees – Absent:
Lea Bramnick; Jim Genuardi; Richard Montalbano; Joseph Palmer; Thaddeus Smith

Also Present:
Karen Stout, President; Susan Adams, Vice President Marketing and Development; Eric Almonte, Director of Equity and Diversity Initiatives; Joan Brookshire, Associate Vice President of Academic Affairs; John Flynn, Vice President of Academic Affairs and Provost; Dean Foster, Vice President, West Campus Administrative Officer; Stephen Grieco, Dean of Humanities Division; Suzanne Holloman, Dean of Workforce Development and Continuing Education; Debbie Hunt, Coordinator and Assistant Professor Hotel Restaurant Management; Ken Kaiser, Vice President for Administration and Finance; John Kemp, Montgomery County Community College Graduate; Peggy Lee-Clark, Instructor of Hospitality Management; Mike Mandrachia, Director of Accounting; Alana Mauger, Coordinator of Media and Public Relations; Connie McCalla, Executive Director of Human Resources; Rhoda McFadden, History Professor and Faculty Union President; Kathy McGirr, Controller; Steady Moono, Dean of Student Success; Michael Mini, Professor of History; George Mulligan, Executive Director of Capital Projects and Support Services; Anita Reed, Montgomery County Community College Graduate; Linda Rehfuss, Dean of Math, Science, Advanced Technology; Celeste Schwartz, Vice President for Information Technology; Aaron Shatzman, Dean Social Science Division; Kathrine Swanson, Associate to the President for Institutional Effectiveness and Strategic Initiatives; Evon Walters, Vice President of Academic Affairs and Enrollment Management; Bev Welhan, Interim Dean, Health and Physical Education Division; Darlene Yerkey, Executive Assistant for Marketing and Development

Call to Order

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

Approval of Minutes

The minutes from April 16, 2007 were unanimously approved.
Introduction of Guests

Ms. Schwartz introduced the guests in attendance.

Presentation of All-Academic Team Resolutions

Dr. Stout presented Anita Reed with an All-Academic Team resolution. Anita graduated from the College with a degree in elementary education. Anita is pursuing her bachelor’s degree at Kutztown University.

Anita thanked the Board of Trustees for the opportunity to attend Montgomery County Community College.

Mr. Bitner presented John Kemp with an All-Academic Team resolution. John graduated from the College with a degree in elementary education. John is pursuing his bachelor’s degree at Kutztown University.

John thanked the Board of Trustees.

Anita and John also received a plaque from USA Today for recognition of their achievements.

Treasurer’s Report

Mr. D’Aniello reported for the Committee.

- For the Ten Months Ending April 30, 2007

  Tuition through April 30, 2007 is $20,336,000 or 92 percent of the budget. This figure includes the credit classes for the 2006 ten week, second summer and mid summer sessions, fall term, 2007 spring term and all non-credit classes. Total Operating Revenues for the period ending April 30, 2007, are $46,292,000 or 81 percent of the budget. Total Operating Expenditures for the same period are $42,588,000 or 74 percent of the budget. Highlights include:

  - $12,114,000 received from Montgomery Country through April.
  - $15,287,000 received from the State through April.

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the ten months ending April 30, 2007. Ms. Mann seconded the motion and the Board unanimously approved the Treasurer’s Report.

President’s Report

Dr. Stout reviewed highlights of the President’s Report.
- **Enrollment**

Our summer session started last week. Total headcount is up 5.72 percent compared to last summer with FTEs up 4.79 percent. It’s important to note that summer enrollment at the West Campus appears to be rebounding after a down year in 2006, especially in the Summer 2 session.

- **Gifts and Grants**

The College’s grant allocation from the Carl Perkins program for 2007-2008 is projected to be $484,138 compared to 2006-2007’s allocation of $403,735. This increase is significant as the Perkins grant program is one of the few programs that funds academic equipment and special student support services for students in applied associate degree programs such as nursing.

- **Other**

Brittney A. Kulbeda is one of 51 scholars selected nationally (only two students in Pennsylvania) for the prestigious Jack Kent Cooke Foundation Undergraduate Transfer Scholarship. Brittney was selected from 723 applicants.

The College held its first ever GED graduation ceremony on April 25 to honor nearly 60 graduates of the West Campus’ new GED program that is hosted by the College with support from the Montgomery County Workforce Investment Board.

- **Program News**

The May Nursing Class of 2006 achieved the pinnacle of 100 percent pass rate on their NCLEX-RN exam.

The College secured a grant for $86,645 from the Pennsylvania Department of Labor and Industry for support of an Adjunct Faculty Coordinator position to support professional development for Nursing adjunct faculty members.

- **Build a Model and Modern Workplace**

A mini graduation ceremony was held on Monday, May 14, 2007, for the 11 completers of the College’s first Leadership Academy class. Enclosed in the Board packet is an overview of the capstone projects of the 11 participants.

The Coalition for a Tobacco Free Montgomery County’s Annual Award Program, recognized the College with two awards. Dr. Evon Walters was recognized for his leadership as Chairperson of the College’s Clean Air Initiative Task Force. Communications Instructor Morgan Betz accepted an award on his own behalf and for those students in his Tuesday night Applied Media class who produced the First Place 30 second tobacco and smoking reduction video.
- **Invest in Campus Renewal**

  Approximately 350 people attended the West Campus 10th Birthday Party and opening of the pedestrian underpass. The Mercury published photos of the underpass, which were circulated to the Board.

- **Legislative Outreach**

  On Tuesday, April 25, 2007, our four student All Pennsylvania Team members accompanied Trustees Bitner and Palmer and myself to visits to our legislative delegation where we made the case for increased state support for capital for community colleges. We were recognized on the House floor by Representative Shapiro and on the Senate floor by senator Rafferty.

- **Become an Entrepreneurial College**

  Our 2007 Innovation of the Year award was presented at a recent breakfast to Richard Greenwood, Professor of English and Director of E-Learning; Susan Hauck, Director of Instructional IT Support; and the late John Mastroni, former Director of Distance Education, for their successful E-Learning Training Course for online instructors.

- **Master Calendar**

  Enclosed in the Board packet is a master calendar for the upcoming fiscal year. It includes dates for Board meetings, committee meetings and events on and off campus.

**Finance Committee**

Mr. Kahn reported for the Committee.

- **2007-2008 Operating and Capital Budgets**

  After a careful review of the College’s proposed budget request, the County Commissioners approved both the operating and capital budgets as presented.

  **Operating Budget:**

  There are no changes to the 2007-2008 operating budget that was originally developed and approved by the Committee in November 2006. A $2.00 per credit tuition increase along with modest increases in fringe benefits and energy are consistent with the assumptions used to develop the original budget.

  - **Revenues** – The final operating budget includes $16,538,113 in County funding. This represents an increase of 11.2 percent over last year. Within the County contribution, $240,000 is specifically designated for supporting
three new full-time faculty members. State funding is projected to increase 1.8 percent over this year’s actual while total enrollment is anticipated to increase 3.1 percent.

- **Expenses** – Salaries and wages have been adjusted to reflect full staffing of all approved positions at contractual rates. Fringe benefit expenses reflect an increase in medical benefits estimated at 2.9 percent.

**Capital Budget:**
There are no changes to the 2007-2008 capital budget that was originally developed and approved by the Committee in November 2006. The 2007-2008 capital budget represents a 7.8 percent increase over the 2006-2007 budget.

- **County** – The County’s level of capital support in the 2007-2008 budget is 50 percent, which represents a .5 percent decrease compared to 2006-2007.
- **State** – The State will continue funding 50 percent of the ATC debt service and the 16 High Street lease and is scheduled to provide 33.9 percent of the 2007-2008 capital budget.

Mr. Kahn made a motion to approve the final operating and capital budgets for 2007-2008. Ms. Lechter seconded the motion and the Board unanimously approved the final operating and capital budgets for 2007-2008.

- **College Legal Counsel – 2007-2008 Quarterly Retainer and Hourly Rates**

The College has retained the legal services of Fox Rothschild for a number of years. Each year the College solicits a proposal from Fox Rothschild for the continuation of these services including an itemized breakdown of matters covered and not covered by the quarterly retainer.

Fox Rothchild’s proposed 2007-2008 fee scheduled is divided into three categories:

1. **Quarterly Retainer:** The proposed 2007-2008 quarterly retainer of $4,750 represents a $150 or 3.26 percent increase over the 2004-2005 rate.
2. **Items Not Covered Under the Retainer:** The proposed 2007-2008 hourly rate for items not covered under the retainer of $170 represents a $10 or 6.25 percent increase over 2005-2006 rates.
3. **Miscellaneous Matters:** These include matters not covered by the quarterly retainer or by the hourly rate described above. The hourly cost for the majority of these matters ranges from $225 to $450 or is calculated based on a 20 percent discount compared to the customary hourly rates charged.

The new hourly rates will become effective on October 1, 2007.

Mr. Kahn made a motion to retain the services of Fox Rothschild as the College’s Legal Counsel for 2007-2008 at the quarterly retainer fee of $4,750, the hourly rate of $170 and miscellaneous hourly rates up to $450 or calculated at a 20 percent discount compared to the customary hourly
rates. Mr. Cantor seconded the motion and the Board unanimously approved the above mentioned motion.

- **Student Loan Procedures**

  The relationship between institutions of higher education and the banks that underwrite their student loans is the subject of an ongoing nationwide investigation. Specifically, the standards and criteria used by colleges and universities to determine which banks to include on their preferred lender list are under investigation.

  Neither the College nor its employees enjoy incentives or perks from any lending institutions in exchange for inclusion on its preferred or suggested lenders list. Although students have the option to choose any lender they desire, the financial aid office provides students with a list of five suggested lenders. This list is compiled based on the lenders selected by students in prior years.

  To further ensure there is no conflict of interest or appearance of impropriety, the College will expand its suggested lender list from five to seven, the list will be rotated so that no one lender always appears on the top and a clear statement will be provided notifying students that they are free to choose any lender and are not restricted to the College’s list.

  This is for information only.

- **Philip Superfund Site Settlement Agreement**

  The South Carolina Department of Health and Environmental Control identified the College as one of many parties responsible for the contamination of a waste disposal site located in Rock Hill, South Carolina. The College was identified after a careful review of shipping manifests indicted that 60 pounds of College waste was dumped at the Philip Services Site some time between 1980 and 1999.

  Because of the small volume of College waste involved; the College was presented with the opportunity to participate in a group settlement with more than 125 other “smaller volume generators.” In accordance with advice from legal counsel, the College has settled the matter.

  This is for information only.

- **Analysis of Deferred Payment Plan**

  The College started a Student Deferred Payment Plan in 1998. The intention of the plan is to help students to pay for their tuition and fee expenses over a semester period. The student pays a set-up fee of $35 to enter the plan.

  Enclosed in the Board packet is a summary of financial activity for the program since it was adopted by the College.
This is for information only.

**Curriculum Committee**

Mr. D’Aniello reported for the Committee.

- Hotel and Restaurant Management A.A.S. and Certificate

The Hotel and Restaurant Management A.A.S. Program, which began in 1975, is comprised of two A.A.S. options: Hotel Management and Food Service Management. A 30-credit certificate in Hotel and Restaurant Supervision was added in 2000 and may be applied to the 2-year A.A.S. degree. Due to the similarity of the two program options, both the Hotel and Restaurant Management options were reviewed as one for the Academic Program Review.

The program is staffed by two full-time faculty members. Enrollments in both options are strong and they are fiscally viable.

After, review by program faculty, the Acting Dean of Business and Computer Science, and the Hotel and Restaurant Management Advisory Committee, it is recommended that the program be continued with the following modification:

1. Update curricular offerings in both the Hotel and Restaurant Management Programs by removing Advance Quantity Food Preparation (HOS 212) and Purchasing for the Hospitality Operations (HOS 151) and replacing them with courses in Tourism and Casino Management – both of which are more appropriate to industry employment trends and student goals.

The Advisory Committee, faculty and Division Dean made the following additional recommendations:

1. Increase new student enrollment in the program 15 percent by fall 2009 through a number of new initiatives, including implementing the curricular modifications.
2. Increase articulation agreements with four-year institutions by one per academic year.
3. Implement consistent, timely and realistic methods for maintaining laboratory areas and develop viable means to monitor their effectiveness.
4. Improve global advising to communicate the uniqueness of the Hotel and Restaurant Management Program and the Chef Apprenticeship Program curriculum, thereby enhancing student service and satisfaction.

Mr. D’Aniello made a motion to accept the Academic Program Review for the Hotel and Restaurant Management A.A.S. and Certificate. Ms. Mann seconded the motion and the Board unanimously accepted the Academic Program Review for the Hotel and Restaurant Management A.A.S. and Certificate.
- **Hotel and Restaurant Management A.A.S.: Food Service Management Option and Hotel Management Option**

  - Advanced Quantity Food Preparation, HOS 212, is being deleted.
  - Purchasing for Hospitality Operations, HOS 151, is being deleted from both programs.
  - Principles of Tourism, HOS 116 and Casino Management, HOS 261, are being added to both programs.

  Mr. D’Aniello made a motion to approve the program modifications for the Hotel and Restaurant Management A.A.S.: Food Service Management Option and Hotel Management Option. Ms. Mann seconded the motion and the Board unanimously accepted the above mentioned motion.

- **Surgical Technology A.A.S. and Certificate**

  The curricular modifications being recommended for these two programs are primarily to address concerns by the accrediting agencies. These agencies also require a Mission Statement be included for the programs in College publications.

  The following courses will be added to the A.A.S and Certificate:

  - Surgical Technology I, SUR 105, a first semester course.
  - Surgical Technology II, SUR 106, a second semester course.
  - Surgical Technology III, SUR 205, a third semester course.
  - Surgical Technology IV, SUR 206, a fourth semester course.

  Mr. D’Aniello made a motion to accept the recommended modifications for the Surgical Technology A.A.S. and Certificate Programs. Ms. Mann seconded the motion and the Board unanimously accepted the recommended modifications for the Surgical Technology A.A.S. and Certificate Programs.

- **Emergency Planning and Management A.A.S. and Certificate**

  The modifications to these programs are based on Program Advisory Committee feedback. The changes broaden the educational base of our students and although not designed as a transfer program, those students who do transfer will have an increased chance of having more credits accepted.

  - Environmental Safety Regulations, EVT 110, will be replaced with Public Safety Technology, FSC 265.
  - Death and Dying, SOC 244, will be replaced with a required Social Science Elective.
  - A free elective will be replace with Communication in Organizations, SPC 230.
• Fire Department Organization and Management, FSC 103, is required. The recommendation is to allow students the option to take FSC 103 or CJS 275, Police Department Organization and Administration.

Mr. D’Aniello made a motion to accept the recommended modifications for the Emergency Planning and Management A.A.S. and Certificate programs. Ms. Lechter seconded the motion and the Board unanimously accepted the recommended modifications for the Emergency Planning and Management A.A.S. and Certificate programs.

- Fire Science Certificate

  The modification to this certificate will enhance the student’s learning and provide a better foundation in the fire science and related areas.

  • Environmental Safety Regulations, EVT 110, is being replaced with POL 125, American State and Local Government.
  • FSC elective is being replaced with FAC 265, Public Safety Technology.

  Total credits remain the same for the certificate.

Mr. D’Aniello made a motion to accept the recommended modifications for the Fire Science Certificate program. Ms. Mann seconded the motion and the Board unanimously accepted the recommended modifications for the Fire Science Certificate program.

- New, Revised and Deleted Courses

  The College’s faculty, program coordinators, and division deans constantly review and assess the relevancy of the curriculum in meeting student goals of transfer and career preparation.

New Courses

• Principles of Tourism – HOS 116 is a three credit required course for the Hotel and Restaurant Management A.A.S. Food Service Management and Hotel Management Programs.
• Casino Management – HOS 261 is a three credit require course for the Hotel and Restaurant Management A.A.S. Food Service Management and Hotel Management Options Programs.
• Public Safety Technology – FSC 265, this three credit course covers an emerging area of knowledge and learning that is in demand in the emergency services management job market.

• Revised Courses:
  The following courses are having the course description, learning outcomes, and the learning materials revised along with adding content on course specific medical terminology:
- Surgical Technology I – SUR 105
- Surgical Technology II – SUR 106
- Surgical Technology III – SUR 205
- Surgical Technology IV – SUR 206

Deleted Courses
- Advanced Quantity Food Preparation and Management – HOS 212 is being deleted because it no longer fulfills the academic needs or desires of the majority of our students.

New Course in Response to Student Success Initiative
- Beginning Algebra with Review of Arithmetic – MAT 011B is a four credit developmental course designed for students who need a brief review of arithmetic in order to be successful in Beginning Algebra.

This is for information only.

- Faculty Accomplishments

A monthly update on faculty accomplishments is provided for the Curriculum Committee of the Board of Trustees.

The is for information only.

**Physical Plant**

Mr. Mullin reported for the Committee.

- **ATC Construction Update**

The Advanced Technology Center project is rapidly approaching completion, with roughly one month to go until substantial completion. Currently there is considerable activity both inside and outside of the building.

On the inside, floor tiles and carpet are being installed on the second floor and ceiling tiles are now in place in almost all areas. Outside of the building site grading has resumed. Pricing of furniture, technology and interior signage is underway.

This is for information only.

- **ATC Budget and Expenditure Summary**

Each month College staff provides the Physical Plant Committee with an update regarding the ATC budget compared to accumulated costs.

The estimated budget is based on the bids awarded to the four prime contractors and other associate project costs. The total cost of construction resulting from the bids
awarded is $15,312,500. Other associated costs, including a 5 percent contingency, are estimated to be $5,654,581.

Through April 30, 2007, the College expended $14,579,103 in support of the ATC.

This is for information only.

- **Underpass Update**

  Work on the Pottstown Pedestrian Underpass began in earnest in October 2006 and opened officially on April 26, 2007. Before the project reaches final completion several items must be addressed:

  - The canopy must be erected on the High Street side of the underpass.
  - Hand railing must be installed along the handicap ramps and steps leading into and out of the underpass.
  - Light stanchions must be installed at each end of the underpass.
  - Final grading and miscellaneous landscaping needs to be addressed as well as coating the inside of the underpass with graffiti proof paint.

This is for information only.

- **West Campus Signage Plan Update**

  The proposed signage plan includes a strategic blending of pin-mounted letters to identify each campus building, banners to define the campus boundaries and wayfinding signs to provide concise information and guidance to students and other campus visitors.

  The proposed signage retains the original design and scheme approved by the Historic Architectural Review Board, the Zoning Hearing Board and Borough Council in 2005.

This is for information only.

- **ATC Professional Fees**

  When the contract for architectural services for the ATC project was first let, a 14 month project timeframe was anticipated. Due to delays in the project it has become apparent that necessary services provided by STV cannot continue unless adjustments are made to its contract. STV’s construction administration services will end March 30, 2007.

  STV’s contract contained provisions for additional services in accordance with a schedule of hourly rates. STV has provided the College with a proposal for additional construction phase services which estimates monthly costs of approximately $11,000
beyond March of 2007. Extending STV’s contract through June 22, 2007, the current projected date of final completion, would result in roughly $30,000 of additional professional service fees. In addition, fees may arise as a result of STV’s continuing involvement to close out the project during the summer months when the Board is in recess. No firm estimate of such additional costs is available, but budgeting 10 hours/week of Project Manager support through the end of August results in approximately $12,000 of additional expense on top of the $30,000 projected through final completion. Thus, it is estimated that STV’s services through close-out may result in expenses of $42,000.

Mr. Mullin made a motion to recommend retaining STV for the duration of the ATC project on a billable hour basis with expected costs of up to $42,000. Mr. Hendricks seconded the motion and the Board unanimously accepted the recommendation to retain STV for the duration of the ATC project on a billable hour basis with expected costs of up to $42,000.

- College Hall Feasibility Study Presentation

At its January meeting, the Physical Plant Committee delayed its selection of an architect to facilitate the College Hall and Library feasibility study.

At the direction of the Committee, College staff solicited additional proposals for conducting the feasibility study. Additional proposals were received from four firms which were all interviewed by College staff.

Each firm has relevant experience in higher education, demonstrated an understanding of the scope and critical nature of the project and employs a collaborative and inclusive approach and philosophy.

- **STV** The proposed cost and timeframe of STVs’ proposal is $107,000 and four months.
- **Fletcher Thompson** The proposed cost and timeframe of Fletcher Thompson’s proposal is $115,000 and six months.
- **ikon.5** The proposed cost and timeframe of ikon.5’s proposal is $120,000 and three months.

Mr. Mullin made a motion to recommend the engagement of ikon.5 for the College Hall and Library renovation feasibility study pending staff review of references. Ms. Mann seconded the motion and the Board unanimously accepted the recommendation to engage ikon.5 for the College Hall and Library renovation feasibility study pending staff review of references.

**Personnel Committee**

Mr. DiSandro reported for the Committee.
- Faculty Union Contract

On April 20, 2007 the Faculty Union voted overwhelmingly to ratify a two year extension to the current collective bargaining agreement which was set to expire on August 31, 2008. Under the terms of the extension, the contract will now run through August 31, 2010.

Key issues discussed throughout the negotiations centered on full and part-time compensation and enhancing benefits for part-timers.

Compensation: The average annual increases for the two years of the contract extension are 3.85 percent and 3.95 percent.

Part-time Benefits: A primary goal of the faculty union was to secure additional benefits for part-time faculty. Two articles enhancing the quality of benefits for part-time faculty were added effective in year one of the extension or in 2009.

Rhoda McFadden thanked John Flynn, Ken Kaiser, the College and the Board for their cooperation and Michael Mini.

Mr. DiSandro recognized Ken Kaiser, John Flynn and Rhoda McFadden on behalf of the Committee and the Board of Trustees.

Mr. DiSandro made a motion to adopt the proposed two year faculty contract extension extending the current contract through August 31, 2007. Ms. Lechter seconded the motion and the Board unanimously accepted to adopt the proposed two year faculty contract extension extending the current contract through August 31, 2007.

Dr. Stout said that after the Board meeting there will be a signing opportunity.

- Full-Time Administrative Appointments April 1, 2007 through April 30, 2007

Tracey Wrywas, Assistant Director of Financial Aid
Effective Date: April 30, 2007

Linda Woll, Earn/Next Step Coordinator Pottstown
Effective Date: April 13, 2007

Yvette Forrest, Earn/Next Step Coordinator Norristown
Effective Date: April 12, 2007

- Full-Time Retirements April 1, 2007 through April 30, 2007

Eileen Dougherty, Administrative Support Secretary-Job Placement
Effective Date: March 2, 2007
- Full-Time Separations April 1, 2007 through April 30, 2007

Kerri Murphy, Coordinator of Annual Giving/Alumni Relations  
Effective Date: March 9, 2007

William Nasir Smallwood, Manager of Workforce Development and Continuing Education, West Campus  
Effective Date: March 1, 2007

Sandra Greenwald, Administrative Assistant  
Effective Date: March 16, 2007

Martin Binker, Public Safety Officer  
Effective Date: March 30, 2007

Mr. DiSandro made a motion to ratify the full-time administrative appointments, retirement, and full-time administrative and public safety separations made April 1 through April 30, 2007. Mr. D’Aniello seconded the motion and the Board unanimously ratified the appointments, retirement and separations.

**Legislative**

Included in the Board packet are overviews of State-wide community college legislative priorities and federal legislative issues as summarized by the American Association of Community Colleges.

On June 8, 2007, we will host a legislative breakfast for our State-wide delegation. The timing of this breakfast is important as it coincides with budget season. Our primary push is for increased capital funding of the community colleges.

**Bids**

George Mulligan reported on the bids.

- **Advanced Technology Center: Atrium Display**

  On motion by Mr. Mullin and seconded by Mr. Cantor, the recommendation to award Cenero, Malvern, Pennsylvania in the amount of $120,034.00 as the lowest responsive and responsible bidder was unanimously approved.

- **Advanced Technology Center: Data Infrastructure Equipment**

  On motion by Mr. DiSandro seconded by Mr. Cantor, the recommendation to award NRI Data, Morrisville, Pennsylvania in the amount of $92,423.82 as the lowest responsive and responsible bidder was unanimously approved.
- Advanced Technology Center: Classroom Audiovisual Equipment Labor

On motion by Mr. D’Aniello and seconded by Mr. Cantor, the recommendation to award Fitch Electronics, Pottstown, Pennsylvania in the amount of $27,215.00 as the lowest responsive and responsible bidder was unanimously approved.

- Advanced Technology Center Interior Signage

On motion by Mr. Cantor and seconded by Mr. Mullin, the recommendation to award Adelphia Graphic Systems, Exton, Pennsylvania in the amount of $25,407.24 as the lowest responsive and responsible bidder was unanimously approved.

- Custodial Paper and Plastic Supplies

On motion by Ms. Lechter and seconded by Ms. Mann, the recommendation to award Prestige Packaging in the amount of $41,370.25 as the lowest responsive and responsible bidder was unanimously approved.

- Computerized Delivery Sequence (CDS) Mailing Services

On motion by Ms. Mann and seconded by Mr. Cantor, the recommendation to award Alcom, Harleysville, Pennsylvania in the amount of $31,149.00 as the lowest responsive and responsible bidder was unanimously approved.

- Motion Capture System

On May 7, 2007, staff made a request of the President to authorize the emergency purchase of a motion capture system for use by the College’s Humanities Division. A motion capture system consists of a series of portable sensors that attach to an individual and permit the electronic recording of that person’s movement. The output from the system is processed through various software packages and is utilized in animation and film making.

The purchase is being funded in part through a Pennsylvania State Department of Labor discretionary funds grant that matches the College’s funding commitment up to a total of $44,024. The College initially received an award notice for this grant funding on March 23, 2007, and it was not until April 3, 2007, that questions regarding changes to a list of equipment were answered.

Rather than risk the forfeiture of this grant funding, on May 7, 007, the President authorized approval of an emergency purchase request to Measurand, Inc. in the amount of $57,685.00

This is for information only.
- **Advanced Technology Center: Classroom Audiovisual Equipment**

  On motion by Mr. Mullin and seconded by Mr. DiSandro, the recommendation to award Vistacom in the amount of $19,539.23; Cenero in the amount of $69,598.00; and Fitch Electronics in the amount of $14,352.00 as the lowest responsive and responsible bidders was unanimously approved.

**Chair’s Report**

Mr. Bitner thanked Rhoda McFadden and her co-workers for working on the Faculty contract. He also thanked Dr. Stout’s staff and faculty for all they do for the College.

**Old Business**

There was no old business.

**New Business**

There was no new business.

**Adjournment**

The meeting was unanimously adjourned at 5:15 p.m. The next meeting is scheduled for Monday, June 18, 2007 in The Rotelle Family Board Room.

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Andy Cantor
Secretary

Board Minutes, May 21, 2007