The meeting of the Montgomery County Community College Board of Trustees was held on Monday, March 23, 2009, at 4:00 p.m. in the Rotelle Family Board Room.

Board of Trustees – Present:
Mike Bitner, Chairperson; Michael D’Aniello, Treasurer; Andy Cantor, Secretary; Anthony DiSandro, Vice Chairperson; Cheryl Lynne Austin; Lea Bramnick; Eric Kretschman; Ed Mullin; Regina Lowrie; Marcel Groen; Michael Paston

Board of Trustees – Absent:
Lynne Lechter; Trudy Mann, Assistant Secretary; Richard Montalbano; Jim Vlahos

Also Present:
Karen Stout, President; Joan Brookshire, Associate Vice President of Academic Affairs; Mike Coyle, Controller; Loren Szczesny, Fox Rothschild; John Flynn, Vice President of Academic Affairs and Provost; Dean Foster, Vice President, West Campus Administrative Officer; Mike Mandrachia, Director of Accounting; Stephen Greco, Dean of Humanities; Linda Rehfuss, Dean of Mathematics, Science and Advanced Technology and Assistant Professor of Biotechnology; Bev Welhan, Dean of Health Sciences; Suzanne Holloman, Dean of Workforce Development and Continuing Education; Rhoda McFadden, History Professor and Faculty Union President; Alana Mauger, Director of Communications; Tom Mercier, Vice President for Administration and Finance; Steady Moono, Vice President of Student Affairs; George Mulligan, Executive Director of Capital Projects and Support Services; Lynn Rothman, Director of Marketing; Celeste Schwartz, Vice President for Information Technology; Aaron Shatzman, Dean Social Science; Amit Singh, Dean Business and Computer Science; Kathrine Swanson, Vice President for Institutional Effectiveness and Enrollment Management; Rose Makofske, Director of Equity and Diversity Initiatives; Deb Rogers, Office Manager, President’s Office

Call to Order

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

Introduction of Guests

Ms. Schwartz introduced the guests in attendance.

New Trustees

Chairperson Bitner introduced three new Trustees: Marcel Groen, Regina Lowrie and Michael Paston. He also mentioned that Lynne Lechter was re-appointed to the Board, however she was unable to attend the meeting.
Approval of Minutes

The minutes from February 23, 2009 were approved. Trustees Marcel Groen, Regina Lowrie and Michael Paston abstained from voting since they were not Trustees in February.

Executive Session

The Board went into an Executive Session at 4:10 p.m. to discuss issues related to personnel. The meeting re-convened at 4:22 p.m.

Treasurer’s Report

Mr. D’Aniello reported for the Committee.

- For the Eight Months Ending February 28, 2009

  Tuition through February 29, 2009 is $24,522,000, or 98% of the budget. This figure includes the credit classes for the 2008 ten week, second summer and mid summer sessions, Fall and Spring Terms, and all non-credit classes. Total Operating Revenues for the period ending February 28, 2009 are $42,895,000, or 68% of the budget. Total Operating Expenditures for the same period are $39,054,000, or 62% of the budget.

Mr. D’Aniello made a motion to approve the Treasurer’s Report for the eight months ending February 28, 2009. Mr. Mullin 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

  Spring 2009

  As of March 10, the Total Unduplicated Headcount is 9.48 percent ahead of the same time last year and 8.65 percent ahead of last year’s final spring total. Total FTE's is 10.13 percent ahead of the same time last year and 9.75 ahead of last year’s final spring total. Compared to the same time last year, new students at Central are up 16.07 percent and 13.15 percent at the West Campus. E-Learning headcount is 30.31 percent ahead of the same time last year and 30.56 percent of last year’s final spring total.
**Summer 2009**
For *Summer 1*, Total Unduplicated Headcount is 20.23 percent ahead of same point in time last year and total FTE's is up 18.71 percent compared to last year. For *Summer 2*, Total Unduplicated Headcount is 30.38 percent ahead of same point in time last year and Total FTE's is up 31.06 percent. For *Ten Week* programs, Total Unduplicated Headcount is 38.38 percent ahead of same point in time last year and Total FTE's is up 31.15 percent compared to last year. And for *Mid-Summer* programs, Total Unduplicated Headcount is 200 percent ahead of same point in time last year and Total FTE's is up 216.40 percent (4) compared to last year (1).

**Fall 2009**
Fall enrollment compared to the first day for Fall 2008 registration is 24.66 percent ahead of last year

- **Student Service Learning**

  The Office of Student Leadership and Involvement sponsored its fourth annual Prom Dress Drive, which enables high school girls to select a free prom dress, making the prom a more affordable event. The donated dresses were available to high school girls in Montgomery County free of charge on March 16 and 18.

- **Program News**

  Two new Math initiatives for Fall 2009 include permitting direct placement based on placement scores into MAT 011B, a four credit Beginning Algebra course aimed at students who only need some refreshing before they enroll in algebra. The goal is to lessen the amount of time spent in the developmental math sequence. The other initiative is a pilot program that will accept an appropriate PSSA math score (1400) for math placement.

  The Math, Science and Technology Division will launch two new courses: Cell Culture Techniques and Fermentation Techniques.

  Two new initiatives will be offered through the Health Sciences Division. A new 10-week accelerated section of the College's popular credit Phlebotomy course is being piloted beginning April 2009. The Medical Assisting program, now offered at the West Campus, will expand to the Central Campus in Fall 2009. This 100% expansion of available Medical Assisting seats will afford County residents, particularly those residing in Norristown and Lansdale, with easier access to educational programming for this in-demand career.

- **Other**

  Norman Pearlstine, an award winning journalist and current Chief Content Officer for Bloomberg L.P., will deliver the 2009 Commencement address. Mr. Pearlstine is a Montgomery County native and the son of former Board of Trustees member
Gladys Pearlstine. Some may recognize the Pearlstine name as the proceeds from the Pearlstine Endowment, within the College's Foundation, help to fund faculty professional development. Before joining Bloomberg in 2008, Pearlstine was editor in chief of Time, Inc., a magazine division of Time Warner. He also worked for the Wall Street Journal for 23 years including nine years as the managing editor and then executive editor. In January 2005 the American Society of Magazine Editors named him the recipient of its Lifetime Achievement Award and inducted him into the Magazine Editors' Hall of Fame. In 1989 he received the National Press Foundation's Editor of the Year Award. He received his B.A. from Haverford College and his L.L.B. from the University of Pennsylvania. He is president and CEO of the American Academy in Berlin and is a member of the Council on Foreign Relations and the American Academy of Arts and Sciences.

Class 804 of the Police Academy graduated on March 4. Ten of the 25 graduates were already hired and 17 were pre-service (individuals who paid their own way through the academy in hopes of getting a position with a local police department).

- **Build a Model and Modern Workplace**

  The Information Technology All-College Committee and the President’s Leadership Council recently endorsed the recommendation to move faculty, administrator, and staff email from GroupWise to Microsoft Outlook. This moves the College’s important email communication system to a more stable platform that has 65% versus 8% of market share, and will save the College $20,000 annually. The transition from GroupWise to Microsoft Outlook will occur on May 15.

- **President’s Outreach**

  Since the last Board meeting, Dr. Stout met with Representatives Murt, Harper and Taylor and Senators Rafferty and Leach to brief them on our position related to advancing community college policy and budget issues for this legislative session.

  On March 5, Dr. Stout joined several of the presidents and Diane Bosak in a meeting with Deputy Secretary Kate Shaw to discuss several community college issues including the need to enhance capital funding.

  On March 3, Dr. Stout attended the Tuition Assistance Program Board meeting in Harrisburg. Dr. Stout is the Governor’s appointed community college representative to this Board which advises the Treasury on 529 plan issues.

  The County Commissioners reappointed Dr. Stout to the Montgomery County Workforce Investment Board through 2011. Dr. Stout also serves on the WIB’s Executive Committee.

- **State Legislative Update**
The keynote speaker at the Pennsylvania Commission for Community Colleges’ upcoming Annual Meeting is Arthur Rothkopf, Senior Vice President at the US Chamber of Commerce, and Executive Vice President of the Institute for a Competitive Workforce. Rothkopf published a feature column about the importance of community colleges in the recent edition of *Change* magazine. The Annual Meeting will take place on March 30 and 31st in Harrisburg and several of our Trustees are attending.

The Governor proposed a 2% increase in operating funding for community colleges and a 4% increase in capital funding (about $1.8 million to meet existing obligations). He also proposed $10 million in dedicated PHEAA grants for community college students along with a new tuition relief plan for students attending community colleges or state system universities. This funding (tuition relief) would come from legalizing video poker machines.

Senate Republican Education Committee Chair, Jeff Piccola, has also announced his plan for higher education. The Senator proposes a 5% increase in community college operating funding and $145 million to PHEAA for grants to any eligible college students. Funding for his proposal would come from elimination of the tax credit for the film industry and select cuts in some other funding areas.

At the end of the President’s Report, Dr. Stout encouraged Trustees to attend the Evening with the Arts Gala on Saturday, April 25.

Also, as part of the President’s report, Dr. Stout asked Alana Mauger, Director of Communications to give a brief overview of the “In the News” process improvement. Starting this month, the College’s high-impact media clips are available online by visiting [http://www.mc3.edu/ithenews](http://www.mc3.edu/ithenews).

Dr. Stout asked Dr. Kathrine Swanson, Vice President for Institutional Effectiveness and Enrollment Management to give a brief power point presentation on the Children’s Center.

At the end of the President’s report, Chairperson Bitner congratulated Dr. Stout for being honored on March 11, as a 2009 Montgomery County Woman of Distinction.

**Finance Committee**

Mr. Kretschman reported for the Committee.

- **2009-2010 Student Aid Budget**

  The 2009-2010 Student Aid budget details the array of aid available to students from Title IV Federal financial aid including programs such as federal work study, Pell grants, Academic Competitiveness grants, and the Federal Family Education Loan programs as well as state PHEAA grants and College Foundation grants.
The proposed budget projects that Federal Funding programs, collectively labeled as Title IV Programs, will increase 7.1% compared to the 2008-2009 projections.

The maximum Federal Pell Grant for 2009-10 is $5,350, a $619 increase over the Pell maximum in 2008-2009. With more students applying for financial aid and meeting Pell eligibility requirements, the College expects to see a 10% increase in Pell expenditures for the 2009-2010 academic year.

Mr. D’Aniello made a motion to approve the Student Aid budget for 2009-2010. Mr. Kretschman seconded, and the Board unanimously approved.

- 2009-2010 Technology Fee and Budget

In 1995, the Board of Trustees established the Technology Fee to support the initial purchase of software and the replacement of computers and peripherals used to support the learning environment. The 2008-2009 fee is $11 per credit hour. The proposed per credit hour fee for 2009-2010 is $12. Neighboring colleges charge per credit hour fees ranging from $14 (Northampton) to $22 (Bucks) to $28 (CCP).

The proposed budget for the 2009-2010 Technology Fee was developed within the context of the Technology Plan and considered input from a variety of College stakeholders. After consideration and review of technology requirements relative to supporting several upcoming capital projects, including the expansion to the 2nd floor of 16 High Street, College Hall and Parkhouse Hall, a modest $1 increase is required to diffuse the impact of upcoming 2009-2010 technology investments relative to these projects.

Mr. Kretschman made a motion to approve the increase in the Technology Fee to $12 per credit hour effective for the Fall 2009 semester and the approval of the proposed 2009-2010 Technology Fee budget. Mr. Mullin seconded, and the Board unanimously approved.

- 2009-2010 Student Activities Budget

The 2009-2010 Student Activities budget is supported primarily through the student activities fee as well as, fundraising activities initiated and managed by the student clubs. The $3 per credit hour fee is charged to students enrolled in fall and spring classes, and not summer classes. No fee increase is proposed for Fall 2009. The fee supports the provision of co-curricular learning, club, athletic, intramural and service activities to all students. In 2008-2009, approximately 7,400 students have participated in some way with one of these opportunities.

Total Revenues are projected to increase by $36,849 compared to the 2008-2009 budget.

Mr. Kretschman made a motion to approve the proposed Student Activities budget for 2009-2010. Mr. Cantor seconded, and the Board unanimously approved.
- **2009-2010 College Bookstore and Children’s Center Budget**

The Auxiliary Enterprises budget details the anticipated revenues and expenditures attributable to the Bookstore and the Children’s Center.

**College Bookstore:**

The College bookstore - Barnes and Noble - offers an aesthetically pleasing environment for students. In addition to traditional textbooks, there is a wide variety of College spirit wear available, as well as a nice seating area for both enjoyment and classroom settings. These enhancements will continue to have a positive effect on revenue. Anticipated projected commissions for 2009-2010 are of $573,629 a $20,589 or 3.7% increase compared to the 2008-2009 budget.

**Children’s Center:**

The Children’s Center provides a first-class early childhood care and education program for young children. The Center is a valuable resource for College students and staff who need childcare while studying, working, or pursuing other responsibilities. The Center also serves as a learning laboratory for the Early Childhood Education majors. The College is currently serving as the Lead Agency for the Pennsylvania Pre-K Counts Program. This program provides funding for pre-kindergarten at-risk children ages 3-4. Current proceeds from the grant are $153,075 which includes administrative fees of $35,325. In addition, after a review of current rates and budget requirements, the Children’s Center plans to implement an increase in 2009-2010 fees ranging from 5% to 7%.

Mr. Kretschman made a motion to approve the Auxiliary Enterprises budgets for 2009-2010. Ms. Bramnick seconded, and the Board unanimously approved.

- **Children’s Center Financing Proposal**

The College will use annual earnings from the Children’s Center to pay for the cost to construct the Children’s Center. The cost of the Center is $2.6 million with $500,000 funding from the College Hall Project. The College could either borrow from its designated Auxiliary fund balance and set a 15 year re-payment schedule for the Children’s Center or take advantage of low interest rates to leverage the use of the Auxiliary fund balance.

The Pennsylvania State Public School Building Authority option is recommended. At the current low interest rate the College proposes borrowing of $3 million to take advantage of the current interest rate climate. The funds would apply to the Children’s Center and 140 College Drive parking lot and underground utility improvements. The College would re-pay the annual debt payments on the 5 year loan from its current Auxiliary fund balance. At the same time, the Auxiliary fund
balance would be replenished on an annual basis from 2009-2010 forward thru proceeds generated from the Children’s Center over a 15 year period.

Mr. Kretschman made a motion to approve the resolution entering into a revolving loan agreement with the Pennsylvania’s State Public School Building Authority for $3 million. Ms. Bramnick seconded, and the Board unanimously approved.

**Curriculum Committee**

Ms. Austin reported for the Committee.

- There were no action items. Ms. Austin reminded everyone to read the information item in the packet for faculty accomplishments.

**Personnel Committee**

Mr. DiSandro reported for the Committee.

- **Institutional Review Board (IRB) Policy**

  In response to an increase in requests by doctoral students and faculty from area universities to conduct research at the College, the Research Review Board was established in 2005. External persons, entities, agencies, and/or organizations are required to request and receive permission from the Research Review Board prior to conducting any studies involving students, staff, or faculty of the College. Examples of studies approved since that time include a study on the impact of the accreditation process on program quality; a study on learning theory in psychology classes, and a survey on college governance systems. Recently, the College has become more active with grant proposals and awards from the National Science Foundation and other federal funding agencies that require approval of proposed projects and evaluation plans through a registered Institutional Review Board.

  In order to be in compliance with external grantors’ requirements for Institutional Review Board (IRB) approvals and to continue to be competitive for federal funding, the IRB must be registered with the U.S. Department of Health and Human Services in the Office for Human Research Protections and meet specific requirements as proposed in the policy. The establishment of an IRB will strengthen the requirements of the protection of human subjects (individuals asked to participate in studies) as codified in federal regulation 45 CFR 46.

  Mr. DiSandro made a motion to approve the policy for establishing an Institutional Review Board as presented. Mr. D’Aniello seconded, and the Board unanimously approved.

- **Ratification of February 2009 to March 2009 Professional Appointments**
Full-Time Administrative Hires (3)

Rosalind Johnson, Program Coordinator & West Campus Supervisor
Start Date: 3/9/09

Jenna Meehan, Coordinator of Civic and Community Engagement
Start Date: 3/9/09

Rodney Altemose, Associate Dean of Student Affairs
Start Date: 3/30/09

Faculty Appointments (1)

Lianne Hartman, Government Documents Loan Librarian
Start Date: 2/9/09

Separations

Administrative Full-Time (1)

Christina Hennessey, Executive Director of Development
3/19/09
Supervisor: Susan Adams

Full Time Retirements (1)

Gilbert Cohen
Accounting Associate Professor
2/1/09 (Employed 34 years: started 1/1/75)
Supervisor: Amit Singh

Mr. DiSandro made a motion to ratify the new hires and separations. Mr. Kretschman seconded the motion and the Board unanimously approved to ratify the new hires and separations.

Physical Plant Committee

Mr. Mullin reported for the Committee.

- J.R. Reynolds Settlement of Claims

The firm of Jay R. Reynolds entered into a $725,200 contract with the College in the fall of 2005 to perform required plumbing and fire protection work on the Advanced Technology Center project. During the course of the project Reynolds came to dispute two claim decisions made by the project architect, STV, both decisions denying Reynolds’ claims for additional compensation in the following matters:
• **Damage to Sanitary Main, West Side of ATC** ($2,488 claim amount) – Reynolds claimed poor subsurface soil conditions for a shifting sanitary main, while STV and Turner Construction (the construction manager) claimed failure to protect work-in-place that resulted in damage when another of the prime contractors began work in the area.

• **Internal Piping of Four Fume Hoods in Biotechnology Labs** ($5,680 claim amount) – Reynolds claimed the drawings, specifications, and industry practice did not call for them to perform this necessary work, while STV believed, regardless of industry practice, that the drawings and specifications clearly called for this work to be performed by Reynolds.

The total of Reynolds’ two claims is $8,168.

Mr. Mullin made a motion that the Board of Trustees authorize staff to reach settlement with Jay R. Reynolds in the amount of $8,168 to close out their contract and all outstanding and possible future claims on the ATC project. College counsel will prepare an appropriate release form to effect the desired end. Mr. Cantor seconded, and the Board unanimously approved.

**Legislative Update**

Dr. Stout reported on legislative issues.

**Local**

The Board approved operating and capital budget requests were sent to the Commissioners on February 27. As in the past, we have requested a meeting between the Finance Committee and the Commissioners. Our 2009-2010 operating request includes projected flat funding from the state, a $3 per credit hour tuition increase, and a request for the County to restore their share of funding to approved 2008-2009 approved levels (this requires restoration of this year’s $1 million mid-year budget cut). Our capital request projects a modest increase in state funding and no increase from the County.

**State**

Since the February Board meeting, Dr. Stout hosted meetings with Representatives Taylor, Murt, and Harper and Senators Rafferty and Leach. In addition, many of our members have joined the House and Senate community college caucuses. Kate Harper co-chairs the House caucus and Rob Wonderling co-chairs the Senate caucus.

Several Trustees are attending the Commission’s Annual Meeting on March 30 and 31 (Trustees Bitner, Austin and Bramnick). The annual meeting includes a dinner honoring the Pennsylvania All Academic Team, a breakfast meeting with our legislators and Lobby Day activities on March 31.
Individual meetings with legislators will continue in the coming weeks and Trustees will be invited to a legislative breakfast for the entire delegation in late May or early June.

**Federal**
The federal 2009 omnibus budget bill passed early this month and it included two legislative initiatives for the College. Senator Specter sponsored our request for $95,000 to begin to plan for the renovation of the Physical Education Building into a Health Sciences and Wellness Center. Congressman Gerlach sponsored a request for $237,500 for West Campus expansion.

Four of our students are attending the American Student Association of Community Colleges annual meeting on March 21 to 23 and will visit with members of our delegation to seek continued support for Pell grants, the leveling of textbook prices, and Perkins funding.

**Foundation Update**
Ms. Lowrie reported on the Foundation.

This is the first of a series of reports on the work of the College’s Foundation to be delivered after each Foundation Board meeting to the Board of Trustees by the Board of Trustee designee to the College’s Foundation Board of Directors. Trustee Regina Lowrie has been designated by Trustee Bitner to serve in that role as she comes to the Board of Trustees after serving more than five years as a member of the Foundation’s Board of Directors.

Ms. Lowrie reported on Foundation activities in four areas: Special Events, Major Gifts and Annual Giving. She also offered a Financial update.

- **Special Events**

The Foundation raises funds from a variety of special events. Event proceeds are typically targeted to scholarships and programs, however, some proceeds from two events in 2008-2009 will directly benefit our capital campaign to raise money for the Art Barn renovation and expansion project.

Proceeds from the upcoming April 25 event, *Evening With the Arts*, will benefit the capital campaign.

Planning is also underway for the fourth annual Leading Women golf outing and symposium at Blue Bell Country Club on June 4, 2009. Proceeds from this event will benefit scholarships and programs primarily for women including programs such as New Choices/New Options.
- **Major Gifts**

In the current economic climate, major gift activity is limited compared to past years. This has had an impact on activity related to the capital campaign; yet efforts to secure major gifts in support of the campaign continue. Total capital campaign contributions remain slightly over $1.1 million.

- **Annual Giving**

The College and the Foundation are relative newcomers to annual giving. In our fifth year of employee annual giving, even with the economy’s downturn, forty percent of the College’s own faculty and staff have contributed close to $36,000 for 2008-2009, well above our goal of $25,000. Retirees have contributed an additional $8,000 to this year’s annual giving efforts.

- **Financial and Administrative Update**

Financials for the period ending December 31, 2008 noted that net assets had decreased by $1,210,000 to $4,585,214 and have since declined further due to market related losses. In the face of one of the toughest markets on record, the combined plan posted a negative year-to-date return of -23.97%, behind the target benchmark return of -21.98%. Plan returns were also behind the secondary benchmark of -22%. Current investment allocation is 50.9% in equities, 41.7% in fixed income and 7.4% in cash.

Two new members joined the Foundation Board – Dolore Lare, Chief Operating Officer of Continental Bank; and, Jack Koury, senior partner at O'Donnell, Weiss and Mattei, a law firm in Pottstown. Other new board members who joined the board this past year include George Marin, President of Data Tech Solutions, John Cannon, Executive Vice President of Capmark Finance, Akanksha Kalra with Elliott Greenleaf and Siedzikowski and Ken Baker, Chief Executive Officer of NewAge Industries.

This is an information item only and requires no action from the Board of Trustees.

**Bids**

George Mulligan reported on the bids.

- **Upgrade Kit for the SimMan Nursing Manikin**

  **Sole Source Procurement**

On motion by Mr. D’Aniello and seconded by Ms. Bramnick the recommendation to award approval of a sole source purchase from the Laerdal Medical Corporation for the purchase of the SimMan Upgrade Kit and the Nursing Education Scenario Package in the amount of $18,485.00 (includes $100.00 shipping & handling) for the use in the College’s Nursing Program. The Board unanimously approved.
- **Live to Learn (Non-Credit) Community Mailers 2009-2010**
  The College extended an invitation to bid for the 2009-2010 Live to Learn Community Mailer.

  The Community Mailer is a College guide which describes the non-credit course offerings, their times and locations for upcoming terms at both campuses. Specifications were developed by the College’s Coordinator of Publications. This year, the College asked the bidders to submit pricing on two quantities: **250,000** and **275,000** as well as two page count options:

  - **Option 1**: Summer ‘09 – 24 Pages, Fall ‘09 – 32 Pages & Winter/Spring ‘09/10 – 32 Pages
  - **Option 2**: Summer ‘09 – 28 Pages, Fall ‘09 – 36 Pages & Winter/Spring ‘09/10 – 36 Pages

  Mr. Cantor made a motion to award Bartash Printing, Inc. of Philadelphia, PA for Option 1 (with 24 pages for the summer issue and 32-pages for the fall and winter/spring issues) a contract in the amount of $87,704.00 as the lowest responsive and responsible bidder. Mr. D’Aniello seconded and the Board unanimously approved.

- **Children’s Center Project**

  The Children’s Center Project consists of construction of a 9,136 square foot, free-standing center located in the area behind the College Store. Relocation of the Children’s Center from College Hall to this site became necessary and desirable due to program space limitations identified during the College Hall Renovation Feasibility Study. The new facility will permit an increase in the number of children accommodated, from a current population of 42 to a future maximum of 84 children. The project is expected to take 180 days to construct. Land development approvals are already in place.

  Bid documentation has been reviewed by counsel, Twenty seven bidders responded and 20 were deemed responsible.

  Mr. Cantor made a motion to approve the following contractors in the four prime areas noted as the lowest responsive and responsible bidder in each of the prime areas:

<table>
<thead>
<tr>
<th>Prime Area</th>
<th>Contractor</th>
<th>Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Contractor</td>
<td>Branch Valley Associates, Harleysville</td>
<td>$ 1,303,600</td>
</tr>
<tr>
<td>Electrical</td>
<td>Lederach Electric, Inc., Lederach, PA</td>
<td>$ 262,500</td>
</tr>
<tr>
<td>Plumbing &amp; FP</td>
<td>Apex Plumbing &amp; Heating, Philadelphia</td>
<td>$ 165,500</td>
</tr>
<tr>
<td>HVAC</td>
<td>Myco Mechanical, Inc., Harleysville</td>
<td>$ 171,300</td>
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  **Total Construction Cost** $ 1,902,900

  Ms. Braminck seconded and the Board unanimously approved.
- Parkhouse Hall Renovation

George Mulligan gave a brief overview of the Parkhouse Hall renovation. The Parkhouse Hall Renovation Project consists of a variety of facility enhancements intended to elevate Parkhouse Hall to current standards. Among the more prominent features of the project are enclosure of the existing outdoor courtyard to create an indoor atrium with skylight and cafe, upgrading of classrooms and office areas, establishment of a Center for Entrepreneurial Studies, creation of an entrance identity for Workforce Development & Continuing Education, and entrance enhancements on the Quad and 202 sides of the building. There will also be a significant investment made in upgrading building systems to improve user comfort and energy efficiency. The project will be conducted in seven phases and is expected to be completed by early summer 2011. Land development approvals are already in place.

Bid documentation has been reviewed by counsel, and the determination made that the bids of each prime contractor are responsive. Due diligence has not uncovered any information that would result in any of the bidders being judged not responsible. Award amounts shown are stated as not-to-exceed amounts, as review of deduct alternates continues and may result in subsequent reductions in award amounts.

Mr. D’Aniello made a motion to approve the following contractors in the five prime areas noted as the lowest responsive and responsible bidder in each of the prime areas:

<table>
<thead>
<tr>
<th>Prime Area</th>
<th>Contractor</th>
<th>Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Contractor</td>
<td>E.R. Stuebner, Reading, PA</td>
<td>$7,253,000</td>
</tr>
<tr>
<td>Electrical</td>
<td>BSI, Inc., Montgomeryville, PA</td>
<td>$2,313,250</td>
</tr>
<tr>
<td>Plumbing</td>
<td>Worth &amp; Company, Inc., Pipersville, PA</td>
<td>$809,040</td>
</tr>
<tr>
<td>HVAC</td>
<td>Guy M. Cooper, Willow Grove, PA</td>
<td>$4,724,000</td>
</tr>
<tr>
<td>Fire Protection</td>
<td>Apex Plumbing &amp; Heating, Philadelphia</td>
<td>$501,800</td>
</tr>
<tr>
<td><strong>Total Construction Cost</strong></td>
<td></td>
<td><strong>$15,601,090</strong></td>
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</tbody>
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Ms. Braminick seconded, Mr. Groen abstained from voting for the plumbing contract and the Board unanimously approved the remaining contractor bids.

**Chair’s Report**

The Chair had no business to report.

**Old Business**

There was no old business.

**New Business**

There was no new business.
Adjournment

The meeting was unanimously adjourned at 5:45 p.m. The next meeting is scheduled for Monday, April 20, 2009 in The Rotelle Family Board Room.

_____________________________ Andy Cantor
Secretary

Board Minutes, March 23, 2009