The meeting of the Montgomery County Community College Board of Trustees was held on Monday, May 16, 2011 at 4:00 p.m. in the Rotelle Family Board Room, East House, Central Campus.

Board of Trustees – Present:
Michael D’Aniello, Chairperson; Andy Cantor, Vice Chairperson (arrived 4:20); Regina Lowrie, Treasurer; Trudy Mann, Secretary; Michael Paston, Assistant Secretary; Susan Arnhold, Cheryl Lynne Austin, Lea Bramnick, Geoffrey Brandon, Marcel Groen, Eric Kretschman, Lynne Lechter, Richard Montalbano

Absent: Ed Mullin, Jim Vlahos

Also Present:
Karen Stout, President; Marc Davis, Solicitor; Thomas Freitag, Vice President for Finance and Administration; Alana Mauger, Director of Communications; Lynn Rothman, Director of Marketing; Peggy Lee-Clark, Assistant to the President; Celeste Schwartz, Vice President for Information Technology; Kathrine Swanson, Vice President for Institutional Effectiveness and Enrollment Management; Diane O’Connor, Executive Director of Human Resources; Rose Makofskie, Director of Equity and Diversity Initiatives; Victoria Bastecki-Perez, Interim Vice President and Provost, Academic Affairs; Sharon Beales, Vice President for Development and External Relations; Rhoda McFadden, History Professor and Faculty Union President; Suzanne Holloman, Dean for Workforce Development and Continuing Education; Aaron Shatzman, Dean of Social Sciences; Amit Singh, Dean, Business and Computer Science; Deb Rogers, Office Manager for the President; Fadwa Ferradji, Student, President of Honors Club, Paul Goraczko, Student, Staff writer for the Montgazette; Antonio Marrero, Student, President, Central Campus Student Government Association; Patricia Markey, Drexel Student in the Ed.D program for Governance in Higher Education; Michele Tinsman, Alumni, Student at West Chester University.

Call to Order
Chairperson D’Aniello called the meeting to order at 4:05 p.m.

Pledge of Allegiance
Antonio Marrero, Fadwa Ferradji and Paul Goraczko led the meeting attendees in reciting the Pledge of Allegiance.

Introduction of Guests
Ms. Schwartz introduced the guests in attendance.

Approval of Minutes
The minutes from April 25, 2011 were approved as presented.
Public Testimony

There was no public testimony.

Presentation of BOT Resolution

Chairperson D’Aniello recognized Fadwa Ferradji, Paul Goraczko and Antonio Marrero with a Board resolution recognizing their academic achievements and their selection to the All-Pennsylvania Academic Team.

Treasurer’s Report

Ms. Lowrie reported for the Committee.

- For the Ten Months Ending April 30, 2011

Total tuition revenue collected remains higher than last year by $2.75 million, but is expected to fall short of budget by nearly $1 million due to lower than expected enrollment. Revenue from Commonwealth and County appropriations are both on target with their $17.2 and $17.7 million respective budgets. On the expense side in the General Fund, both salary expense and non-compensation expense are running about $500,000 ahead of the same period last year, while benefits costs are flat. All expense categories are expected to come in better than budget.

The General Fund is expected to finish Fiscal Year 2011 within a half a percent of break-even, with the numbers as of April 30 forecasting a modest surplus from operations of just under $297,000. Achieving or improving upon this figure is dependent on the level of non-compensation operating expense that occurs in May and June – if all areas of the College fully spent out their budgets, the College would finish the year with a modest deficit. Assuming expenditures track to their historical level (approximately 94% of budget), finishing better than break-even will happen. This appears likely, since as of April 30th, the ratio of actual expenditures to budgeted expenditures is comparable to last year.

Ms. Lowrie made the motion to approve the Treasurer’s Report for the ten months ending April 30, 2011. Mr. Kretschman seconded the motion. The Board unanimously approved the Treasurer’s Report.

President’s Report

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

- Student Success Indicators

ACT 101
ACT 101 provides individual academic and counseling support services to students who receive financial aid or who meet certain income guidelines and are also underprepared for college-level work. As of fall 2010, for those ACT 101 students who started at the College in fall 2006, 12.5 percent had graduated; 5 percent had transferred; and 22.5 percent were still enrolled. In comparison, 14 percent of the total cohort had graduated; 23.5 percent of the cohort had transferred, and 9.9 percent were still persisting at the College.

The cumulative progression and completion rate for all ACT 101 students was 40 percent, approximately seven percentage points lower than that for the total 2006 cohort which was 47.4 percent. Although outside of the scope of the study, a number of factors may contribute to the overall lower success rates. The lower levels of academic preparation of these students may affect students’ graduation rates. It should be noted that these students, while not graduating or transferring in large numbers, are still enrolled at the College, possibly indicating that it is just taking them longer to finish and they may eventually graduate or transfer.

**KEYS**

A second study analyzed the progression and completion of students who were part of the KEYS program, which is designed for students who have children and are receiving some type of public assistance (e.g., Food Stamps and/or Temporary Assistance to Needy Families). As of fall 2010, for those KEYS students who started at the College in fall 2006, 15.2 percent had graduated; 6.1 percent had transferred; and 9.1 percent were still enrolled. In comparison, 14 percent of the total cohort had graduated; 23.5 percent of the cohort had transferred, and 9.9 percent were still persisting at the College.

The cumulative progression and completion rate for students in the KEYS program was 30.3 percent, roughly 17 percentage points lower than that for the total 2006 cohort which was 47.4 percent. Although outside the scope of the study, a number of factors may lead to an overall lower success rate. These students may face possible restrictions on what types of programs of study in which they can enroll. For example, they may be required to graduate from a career-related program and subsequently work, as opposed to transferring to another college/university.

- **Student Transfer Successes**

Six students – James Brown, Gemma Dugan, Bethany Grandy, Andrew Mastrocola, Joon Ha Park and Nicholas Salvo – were selected to participate in the Bucknell Community College Scholars residency program this summer at Bucknell University. During the six-week program, which includes free tuition, room and board, and books, the students will live on campus and will enroll in two courses. Three of the College’s students who participated in last year’s summer residency program will transfer to Bucknell in the fall on full scholarships. The students – Alyin Dincer,
Brian Fischer, and Richelle Kozlusky – will all graduate with their associate’s degrees later this month.

The College has also entered into a similar program with Bryn Mawr College, funded by a three-year, $400,000 grant from the Jack Kent Cooke Foundation. Bryn Mawr will accept up to 10 transfer students per year from Montgomery County Community College and the Community College of Philadelphia, with the goal of maintaining a community college transfer enrollment of 30 students per year after the term of the grant expires.

- **Student Service Learning and Leadership**

  The College’s first-ever Relay for Life raised close to $25,000 for the Montgomery County chapter of the American Cancer Society, setting the national record for a first-year community college relay. The student-run event included more than 200 participants and 28 teams. Kudos to student event co-chairs Joshua Schwartz and Grace Pusey for their leadership.

  Liberal Studies major Grace Pusey was one of 135 students in the country to receive the Newman Civic Fellow Award from Campus Compact. The award recognizes inspiring college student leaders who have demonstrated an investment in finding solutions for challenges facing communities throughout the country. Grace served as the Student Government Association President at the West Campus this year, and she is very engaged in service work, both in the community and abroad. She spent time last summer teaching language skills to children at an orphanage in India.

  The Student Government Associations at both campuses held officer elections for next year. The 2011-2012 slate of officers are: Central President Christine Chiodo (Psychology); West President Traveon Henry (Psychology); Central Vice President Arthur Mongrande (Psychology); West Vice President Danielle Kennel (Nursing); Central Secretary Aly Murray (Liberal Studies); and West Secretary Natasha McIntyre (Medical Assisting).

- **Build a Model and Modern Workplace**

  The Office of Human Resources conducted five video-conference training sessions in March and April as part of the implementation plan for the Employee Conflict of Interest Policy. A total of 43 people participated in the training. On April 18, all College employees were prompted to read and sign off on the policy when they logged in to the College’s website.

- **Invest in Campus Renewal**

  The College's West and Central campuses are ranked second and third in Pennsylvania for their cumulative recycling rates of 38.64 percent and 34.68 percent, respectively, in the Benchmark Division of the 2011 RecycleMania competition.
When compared to Benchmark Division institutions nationally, the West Campus is ranked 27th in the country and the Central Campus is ranked 33rd.

On May 10, the College unveiled the name of the new café located in Parkhouse Hall which will open in August. The name “Park Place” was submitted by Professor Anne Colvin as part of a campus-wide naming competition that resulted in more than 150 entries from 63 participants. Professor Colvin was presented with a $250 gift card from Culinart to use at any of the College’s food service centers.

- **Staff Outreach**

Dr. Steady Moono, Vice President of Student Affairs, was presented with the 2011 Yaffe-Smith Civil Rights Award for Outstanding Contributions in Education by the Montgomery County Advisory Council to the Pennsylvania Human Rights Commission on May 11.

**Become an Entrepreneurial College**

- **Foundation**

As of April 30, the Foundation has raised a total of gifts and pledges of $896,706. The total at this time last year was $694,758.

Two new scholarships have been added to the Foundation: the Paul “Mike” Bitner Endowed Scholarship ($20,000) and the Phyllis Dickert Dental Hygiene Annual Scholarship ($5,300).

The Foundation has launched its Senior Class Challenge, soliciting funds from 2011 graduates to benefit the Alumni Association Scholarship. Graduates are being asked to donate $20.11 and will receive a 2011 alumni t-shirt. To date, $500 has been raised.

At the end of the President’s report, Dr. Stout presented Celeste Schwartz, Vice President of Information Technology, with the Environmental Leadership Award the College received from Greater Valley Forge Transportation (GVF) for the College’s commitment to the American College and University President’s Climate Commitment. The presentation to Vice President Schwartz was to thank her for her leadership in the College’s sustainability commitment.

**Finance Committee**

Mr. Kretschman reported for the Committee:

- **Fox Rothschild Proposal for 2011-2012**

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 Rothschild’s proposed 2011-2012 fee schedule is divided into three categories which are highlighted below:

1. **Quarterly Retainer:** The proposed 2011-2012 quarterly retainer of $4,950 is unchanged from the 2010-2011 rate. A listing of the items covered by the retainer are found in the enclosure.

2. **Items Not Covered Under the Retainer:** The proposed 2011 - 2012 hourly rate for items not covered under the retainer of $195.00 represents a $5.00 or 2.6% increase over 2010 – 2011 rates. A listing of the items not covered by the retainer and requiring an hourly charge are found in the enclosure.

The proposed items covered and not covered by the retainer are the same as last year.

3. **Miscellaneous Matters:** These include matters not covered by the quarterly retainer or by the hourly rate described above. Examples may include financing or bond arrangements; tax consulting; specialized contracts such as energy savings, Section 125 and 457 plans, construction litigation, immigration advice, audit responses and matters covered by insurance. The hourly cost for the majority of these matters is $245 a $5 increase or 2.1%. Other unique or non-customary litigation will be calculated based on a 20% discount compared to the customary hourly rates charged.

Mr. Cantor made the motion to recommend the Board approval to retain the services of Fox Rothschild as the College’s Legal Counsel for 2011 - 2012 at the quarterly retainer fee of $4,950, the hourly rate of $195.00 and miscellaneous hourly rates up to $245.00 or calculated at a 20% discount compared to the customary hourly rates. Ms. Lechter seconded, Mr. Groen and Mr. Kretschman abstained from voting and the remaining Board members approved.

- **Proposed Tuition Increase for 2011-2012**

The College has prepared and the Board approved the draft 2011-2012 Operating Budget at its March meeting. This budget includes a tuition increase of $7 per credit hour (from $96 per credit to $103 per credit). The technology fee increase of $1 (from $14 to $15 per credit) was approved in April with the Board’s adoption of the Technology Fee budget.

While the final amount of State and County support remains uncertain, it is important that students registering, now, for Fall 2011, understand the costs of attendance. The Board typically sets the next academic year tuition rate in May.

The budget is built on the assumption that the cut to Commonwealth support requested by Governor Corbett will pass as proposed and that funding from Montgomery County will be identical to 2010-11. Should changes result in either,
County or State funding, the College will adjust the approach required to balance the budget.

Other community colleges have, or are in the process of, increasing their tuition rates for 2011-12. A survey of proposed tuition increases of some other community colleges in our area shows that our increase is in line with others, and keeps our tuition rates favorable compared to the other Commonwealth community colleges.

Mr. Kretschman made the motion to recommend approval of the proposed tuition increase of $7 per credit hour beginning with the Fall 2011 semester. Ms. Groen seconded and the Board unanimously approved.

The remaining items, 2010-11 Pre-Audit Meeting and Univest Monthly Performance Review are information items only and require no action from the Board of Trustees.

**Curriculum Committee**

Ms. Austin reported for the Committee.

- **Academic Program Review**

  The Accounting A.A.S. degree program, in place since the College’s inception, prepares students upon graduation for entry-level positions as bookkeepers, accounting clerks, payroll clerks and audit trainees. Employment projections for graduates with an Accounting A.A.S. degree are predicted to continue to rise nationally and for the country over the next 10 years.

  With input of the program faculty and members of the Business Advisory Committee, the program is continually updated to ensure that it meets local industry needs. The proposed modification to the program outcomes and to the program’s curriculum, as identified in this report’s recommendations, were developed through discussion with faculty and committee members, in order to better align the program with employer expectations.

  Based on the findings of the Academic Program Review, the division faculty and Dean recommend that the Accounting A.A.S. program be continued with the following curricular modifications:

  1. Modify the Accounting A.A.S. program to replace ACC 231 - Managerial Cost Accounting and ACC 232 - Budgeting and Forecasting with a single course, ACC 230 - Cost Accounting, to strengthen the Accounting A.A.S. curriculum.

  2. Improve persistence and graduations rates by decreasing the program credits from 62 to 60 in line with the College-wide effort to limit programs to 60 credits.
3. Update program learning outcomes in order to align them with the current program assessment plan.

**Other Recommendations**

Further, the division faculty and Dean recommend the following additional action items:

1. Enhance the Business Advisory Board by inviting Montgomery County industry leaders to join the committee.

2. Improve the on-line registration process for new students so that the correct program (A.S., A.A.S., Certificate of Accounting, Specialty Certificate) is selected by the student.

3. Improve the graduation rate in Accounting A.A.S. through meetings with Student Success advisors and counselors and with currently enrolled students to provide early advising on appropriate program selection.

- **Curriculum Modification: Accounting A.A.S.**

In follow-up to the APR recommendations, program modification as presented above was recommended.

Ms. Austin made the motion to recommend acceptance of the Academic Program Review for the Accounting A.A.S. program and the Curriculum Modification for the Accounting A.A.S. program to be effective for Fall 2012 implementation. Mr. Cantor seconded and the Board unanimously approved.

- **Delete Curriculum: Accounting (A.S.)**

Discussion regarding making Accounting a concentration option within Business Administration similar to the International option has been in development over the last year.

Deleting the Accounting Program (A.S.) will result in a single Business Administration (A.S.) program listing. This would be a logical change as the course offerings between the two programs are nearly identical with the exception of two courses.

Ms. Austin made the motion to delete the Accounting Program (A.S.) and make it an option in the Business Administration program for Fall 2012 implementation. Mr. Cantor seconded and the Board unanimously approved.

- **Curriculum Modification: Hotel and Restaurant Management (A.A.S.)**

Event planning is a rapidly growing sector in the hospitality industry, impacting local, national and global markets. According to the Department of Labor Statistics, there
were over 51,000 meeting and event managers working in the United States in areas such as traveler accommodations, business services, colleges and universities, schools, local government, and other consulting fields. Jobs in the overall industry are expected to grow at a rate of 16%, which is higher than average in 2008-2018. There has been a strong interest among students, with 37% stating that they intend to transfer and concentrate on this aspect in the industry.

The Principles of Tourism course (HOS 116) has not yielded the results expected by faculty and students. Students had requested this course in 2007, as many planned to transfer to Temple University’s School of Tourism and Management. Although we reviewed many textbooks, we chose to adopt the one used by Temple in order to facilitate seamless transfer. Unfortunately, the depth and breadth of this textbook, and the study of Tourism in one all-inclusive course, has proven to be extremely challenging for students in a two-year program. Furthermore, students’ interest in Special Event Management has outweighed their interest in the study of Tourism. Lastly, inquiries have revealed that the majority of our partner schools have curriculum in Event Planning.

Survey of Accounting (ACC 105) will provide a more comprehensive overview (a management perspective) of the role of accounting, than Accounting Principles I (ACC 111) to non-Accounting majors. The Hospitality program currently requires ACC 111. Students who complete ACC 111 without the second semester Accounting Principles II (ACC 112) do not receive an introduction to the basic principles of managerial accounting, financial statement analysis, cost-volume-profit analysis, or budgeting, planning and control. ACC 105 will provide the necessary knowledge and skills of the principles of Accounting without going into the technical details required for the Accounting majors. Students planning to transfer should continue to register for ACC 111.

The changes to the curriculum include adding a new Accounting course, Survey of Accounting (ACC 105) as a course option for this A.A.S. program degree. Also, Principles of Tourism (HOS 116) will be replaced by Special Event Management (HOS 214).

Ms. Austin made the motion to recommend approval of the curricular modifications for Hotel and Restaurant Management (AAS) for Fall 2012 implementation. Ms. Bramnick seconded and the Board unanimously approved.

- **Delete Curriculum: Elementary Education (A.A.)**

The Pennsylvania Department of Education has changed the certification standards for teachers in the state effective May 2013. Any student who has not earned a bachelor’s degree by that date will be unable to finish in the old programs. The existing curricula in Elementary Education do not meet those new standards. As a result, Education in the Early Years: Birth through Fourth Grade and Education: The Middle years have been created. The new programs meet the new state certification standards and have been very carefully aligned with the local four-year transfer
institutions. New students to the College are unable to choose Elementary Education and Early Childhood Education as majors. Existing students are being moved into the new majors.

Elementary Education is an A.A. program that allows a student to transfer to a four-year institution. The program is aligned with the Pennsylvania Department of Education certification standards for teachers in the state.

The curriculum has been replaced by the Education in the Early Years: Birth through Fourth Grade Program (AA), which fully complies with state certification standards and is National Association for the Education of Young Children (NAEYC) accredited.

Ms. Austin made the motion to recommend that the Elementary Education Program (A.A.) be deleted effective Fall 2011. Mr. Kretschman seconded and the Board unanimously approved.

- **Delete Curriculum Early Childhood Education (A.A.S.)**

  The Pennsylvania Department of Education has changed the certification standards for teachers in the state effective May 2013. The existing curricula in Early Childhood Education (AAS) do not meet those new standards. As a result, Education in the Early Years: Birth through Fourth Grade and Education: The Middle years have been created. The new programs meet the new state certification standards and have been very carefully aligned with the local four-year transfer institutions. New students to the College are unable to choose Elementary Education (AA) and Early Childhood Education (AAS) as majors. Existing students are being advised into the new majors.

  The curriculum has been replaced by the Education in the Early Years: Birth through Fourth Grade Program (AA), which fully complies with state certification standards and is National Association for the Education of Young Children (NAEYC) accredited.

Ms. Austin made the motion to recommend that the Early Childhood Education Program (A.A.S.) be deleted effective Fall 2011. Ms. Lechter seconded and the Board unanimously approved.

- **Student Academic Code of Ethics Policy**

  After extensive research and stakeholder discussion during this academic year, Academic Affairs has put forth this updated Student Academic Code of Ethics Policy, a revision to the 2002 policy. Research into this policy included but was not limited to an environmental scan of similar policies at peer community colleges as well as various national institutions of higher education. Extensive discussion has taken place with students, faculty, administration, President’s Leadership Council, All-College Student Life Committee, and All-College Committees to hone this policy. As part of the vetting process, a Readability Exercise was completed on the final
version draft by a sample of MAT 011 students that further guided language
clarifications.

The changes to the policy are as follows:

• Clarifying language. The updated policy is clearer and more concise than the
  2002 policy. It has a higher level of readability, which is intended to enhance
  understanding of this high stakes policy.

• Policy alignment. The procedures in the updated policy align with the Grade
  Appeal Policy with the inclusion of a common in-take Appeal Form.

Ms. Austin made the motion to recommend that the Board approve the revised Student
Academic Code of Ethics Policy for Fall 2011 implementation. Mr. Kretschman seconded and
the Board unanimously approved.

- **Honorary Degree Recommendation**

The President recommended that the Trustees approve the granting of an honorary
degree to Dr. Jill Biden who has dedicated her professional life to student success and
as a community college advocate. Dr. Biden has spent the past 18 years teaching
English at community colleges. She served as the Chair of the first-ever White House
Summit on Community Colleges. Under Dr. Biden’s leadership, the Summit brought
national attention to the important work community colleges perform across the
Country, in helping to produce an educated workforce. Since arriving at the White
House, Dr. Biden has visited and promoted several community college job training
programs and continues to work on reform to improve college completion for
students.

Further, Dr. Biden has worked diligently to ensure veterans receive the necessary
support in achieving their educational goals. She continues to work with First Lady,
Michelle Obama on the Joining Forces initiative designed to provide support for
veterans and their family members with educational attainment.

Dr. Biden serving as Montgomery County Community College’s Commencement
speaker supports the College’s work in student success, its completion agenda and
veteran’s programs.

Ms. Austin made the motion to recommend granting Dr. Jill Biden the Honorary degree of
Associate in Letters (A.L.) in accordance with the Board policy for granting Honorary degrees.
The degree will be awarded at the 2011 Commencement Ceremony. Mr. Cantor seconded and
the Board unanimously approved.

The remaining items, update to the Social; Sciences 2008 A.P.R., new, modified and deleted
courses, and faculty accomplishments are information items only and require no action from the
Board of Trustees.
Physical Plant Committee

Dr. Stout reported for the Committee.

- Proposed Montgomery County Culinary Institute

Dr. Stout asked Dr. Amit Singh, Dean, Business and Computer Sciences to give a brief PowerPoint overview of the proposed Culinary Institute.

The College is considering the development of a Culinary Arts Institute with a private developer, Philadelphia Suburban Development Corporation (PSDC) in the Towamencin Town Square (TTS) complex. The development of the Culinary Institute would include the leasing of two floors of a new building planned by the PSDC at TTS and developing a culinary program which would compete with programs such as the Restaurant School, The Culinary School at the Art Institute of Philadelphia and college-based programs. Under the leadership of Amit Singh, Dean of Business and Computer Science, the College team has been working in conjunction with external consultants to test the assumptions and fine-tune the model proposed for the Culinary Institute. The College has engaged an expert from the Culinary School at the Art Institute of Philadelphia to:

- Help with curriculum design and schedule
- Review the proposed building design to ensure it would meet the goals of the credit and non-credit programs
- Evaluate the financial pro forma
- Review the proposed organization structure, job descriptions, and all the wrap-around services (financial aid, job placement, academic advising) that will ensue program success
- Identify potential leaders who could serve on an advisory board

In addition, the College has engaged Kathi Swanson from the CLARUS Corporation to work with our Institutional Research and IT departments to perform appropriate market analysis to identify demand for a Culinary Arts Institute in the specific region proposed in Towamencin.

Our due diligence reveals that there is a market for a Culinary Institute operated by Montgomery County Community College at the Towamencin location, and that the institute should be financially viable within three years. The market analysis by CLARUS indicates that through a combination of: increasing marketing and advertising, working with high schools in the county, improving conversion rates of existing MCCC applicants, and improving retention of existing MCCC students, the program can attract 100 enrollees within two years from inception. Our own pro forma and business plan, which have been carefully scrutinized, indicate that with an appropriate investment in start-up costs of $400,000-$500,000 the Institute will be able to achieve a surplus by year three and repay the start up costs by the end of year five. The pro forma calls for enrollment to grow from 50 to 200 over the first five years. CLARUS estimates are 94 and 114 for the first and second years.
After much discussion, Ms Mann made the motion to endorse the conceptual plan and to move forward to develop a self-standing and self-sufficient Culinary Arts Institute and asked that the administration review and come up with detailed plans for curriculum, financial and facilities approvals to be presented to the curriculum, finance and Plant committees respectively as well as the full Board. Ms. Lowrie seconded the motion and the Board unanimously approved.

The remaining items on construction updates are information items only and require no action from the Board of Trustees.

**Personnel Committee**

Ms. Mann reported for the Committee.

- **Professional Hires for May 2011**
  
  **Appointments**
  
  Full Time Administrative (2)
  
  Tracey Richards, Director of Financial Aid  
  Start Date: 5/17/11  
  
  Deanna Vokes, Enrollment Services Team Supervisor  
  Start Date: 5/17/11  
  
  **Separations (1)**
  
  Aaron Krassner, Director of Testing and Assessments  
  5/20/11

Ms. Mann made a motion to ratify the administrative appointment and separations. Mr. Cantor seconded the motion and the Board unanimously approved.

The remaining item, Early Retiree Reinsurance Program is an information item only and requires no action from the Board of Trustees.

**Bids**

Vice President Freitag reported on the Bids.

- **Asphalt Sealing and Repair Program**
  
  Mr. Cantor made the motion to recommend that S.A. Macanga of West Chester, PA be awarded a contract in the amount of $98,671.52 as the lowest responsive and responsible bidder. Mr. Kretschman seconded the motion and the Board unanimously approved.
Chair’s Report

Mr. D’Aniello reminded everyone about the Student Awards Banquet being held at 6:00 at the Presidential Caterers and that he would see everyone at Commencement on May 19. He also noted that he would like the Board to move towards a consent agenda beginning in the Fall.

Old Business

There was no old business to report.

New Business

There was no new business to report.

Adjournment

The meeting was unanimously adjourned at 5:20 p.m. The next meeting is scheduled for Monday, June 20, 2011 in the Rotelle Family Board Room, East House at 4:00 p.m.

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Trudy Mann
Secretary

Board Minutes, May 16, 2011