Call to Order

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

Pledge of Allegiance

Central Campus Peer Mentors Yannick Brown, Brittany Delaware and Brian Leposki led the attendees in reciting the Pledge of Allegiance.

Introduction of Guests

Vice President Schwartz introduced the guests in attendance.

Public Testimony

There was no public testimony.
**Presentation**

Chairperson D’Aniello presented Nicole Weising a student of West Campus and President of Doug’s Corner, with a Board of Trustees Resolution for her community service achievements and her recognition by the Tri-County Area YWCA as the 2011 Exceptional Young Woman of the Year winner.

**Consent Agenda**

Trustee Mullin made the motion to approve Consent Agenda Items A through L as presented. Mr. Cantor seconded the motion and the Board unanimously approved the Consent Agenda Items.

A. **Approval of October 24, 2011 Minutes**

B. **Treasurer’s Report Through October 31, 2011**

C. **Tuition Collections Update**

In-house collection efforts included several attempts to initiate email contact with students and an automatic phone message, followed by letters to the home and at least one personal phone call. After exhausting internal collection efforts, in August 2011, 526 delinquent accounts from the Spring 2011 term with balances totaling $444,522 were placed with AR Resources. This was the first group of accounts referred to one of the newly-approved collection agencies. As of October 18, $60,421 has been collected against these outstanding balances. As of November 1, these accounts will be eligible for reporting to credit bureaus.

In addition, last month, after exhausting internal collection efforts, the College placed 817 delinquent accounts totaling $878,846 from terms prior to Spring 2011 with AR Resources. AR Resources has been instructed that these accounts are not approved by the College to be reported to credit bureaus.

The default rate for academic year 2010-2011 for all student accounts is 3%. The default rate on student accounts that have payment plan arrangements over this same period is 7%.

This is an information item only.

D. **Deferred Payment Plan Update**

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. The plan requires 25% to be paid by the final payment due date and 25% due for each of the next three months. Historically, the fees collected from the Deferred Payment Plan (set-up and late fees) have helped to
offset the uncollectible payment plan accounts. Annually, the College reports the default rate to the Finance Committee. Use of the payment plan continues to grow, with the number of Fiscal Year (FY) 2011 enrollees increasing 14.8% over FY 2010 and by 77% since FY 2009. Default rates have not increased appreciably outside of a bump up in FY 2010 which appears to be due to poor collection efforts on the College’s part, rather than a fundamental change in the rate of default. Data updated through October 18, 2011 indicates Spring 2011 has 177 students owing $108,418 (a maximum potential 7% default rate). The final default rate will likely drop based on ongoing collection activity related to the Spring accounts. The Spring 2011 default amount of $108,419 is offset by $112,695 in set-up and late fees. The Fall 2011 activity is too recent to draw any conclusions related to the default rate and dollars.

This is an information item only.

E. Insurance Coverage’s Update

In September 2011, the Finance Committee directed Willis of Pennsylvania, Inc., the College’s supplier of liability and insurance broker services to investigate excess flood insurance for the West Campus properties which are in a flood plain and additional crime insurance.

The College was able to procure an additional $2.5 million of flood coverage for its West Campus properties for an annual premium of $25,775. This $2.5 million sits over the College’s previously existing flood coverage, providing a total of $4 million in flood protection for those properties.

This is an information item only.

F. Univest Performance Update

Overall investments appear to be on target to meet the blended benchmark return of 1.5% in the current year.

This is an information item only.

G. New Course

MUS 111 Popular Music in America (1900-present) – This three-credit course will explore the origins and development of popular music in America, from ragtime and blues, through rockabilly and the British invasion, to punk, rap, and heavy metal. Students will gain an understanding of a variety of popular styles and artists, as well as discover how popular music reflected and influenced the changing social and cultural norms of America. In addition to the in-class activities and assessments, every student will be required to write a research paper on a specific topic related to the course.

This is an information item only.
H. Faculty Accomplishments

The monthly update on faculty accomplishments is provided to give the Board of Trustees an ongoing glimpse of the many strengths of our academic community.

This is an information item only.

I. East House Emergency Repairs

An information item, additional background on this item is in the Board action portion of the minutes.

J. In Progress Construction Updates

Work on the new ATC parking lot is underway on the land previously used for the now completed Parkhouse Hall renovation. The parking lot should be completed and available for use in the spring of 2012.

Construction updates were provided to the Board of Trustees on the Parkhouse Hall renovations, College Hall renovations and 140 College Drive renovations.

This is an information item only.

K. AAA Property Update

The College has been working with Mr. Silvi, and the architect Ralph Fey to finalize the design of the renovated space. The College proposes to use the building as the site for our University Center. The University Center consists of four partner schools (Temple, Albright, Chestnut Hill and Villanova) whose academic programs will be housed in the AAA building beginning next September. The building will have space for six classrooms and offices which support the partner schools and the existing program.

This is an information item only.

L. Ratification of November Professional Appointments and Separations

- Administrative Appointments

  Full Time Administrative (2)

  Edward Flocco, Associate Director of Financial Aid
  Start Date: 11/28/11

  Lauren Chesmar, Development Assistant
  Start Date: 11/28/11
- **Faculty Appointments (1)**

  Kristin Fulmer, Counselor  
  Start Date: 11/28/11

- **Separations**

  Full Time Administrative (1)

  Lisa Altomare, Alumni Relations Coordinator  
  10/7/11

**President’s Report**

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

- **Student Success Indicators**

  On November 16, 22 cadets graduated from the College’s Municipal Police Academy, Class 1102.

- **Enrollment Summary**

  *Fall Enrollment*

  For the Fall 2011 semester, **total unduplicated headcount is up by .76%** (14,848) compared to last year at the same time (14,736). The **College’s returning student enrollment is up by .63%** (10,844) compared to same time last year (10,776). **New student enrollment is up by .76%** (3,964) compared to last year at this time (3,934). **Total credit hours is down 2.58%** (125,326) compared to last year (128,646). **Average credit load per student is 8.46**, compared to 8.75 at the same time last year.

  *Spring Enrollment*

  For the Spring 2012 semester, **total unduplicated headcount is up by .24%** (7,599) ahead of same day last year (7,581). **Total credit hours is up .40%** (71,599) compared to last year (71,313) and total **full-time students is down 6.67%** (3,194) compared to last year (3,386).

  *High School Dual Enrollment*

  **Total dual enrollment headcount is up by 20.55%** (1,349) ahead of the same time last year (1,119).

  The women’s volleyball team lost a hard fought contest in the District Championship and finished the season one win away from a birth to the NJCAA National Championship!
men’s and women’s basketball teams have started their 11-12 seasons. The women’s team is off to a 2-0 start and the men are 1-1.

- **Adopt an Entrepreneurial Approach**

Over $64,000 was raised from 255 faculty and staff who supported the 2011 Faculty and Staff Annual Giving Campaign. As a way of promoting the campaign a Nook e-reader was donated by Barnes and Nobles and a drawing was held during the College’s Music Wednesday with Anthropology Instructor, Lynn O’Brien the winner.

TD Bank has awarded the College $10,000 to offer a Green STEM camp in summer 2012. This will be a replica of the successful camp sponsored by TD Bank this past summer, which will be extended to two weeks and will focus on drawing underrepresented students.

**Create a High Performance Culture**

Significant improvements to the Foundation’s procedural and accounting infrastructures yielded a clean audit opinion for 2010-2011. Congratulations to Brent Parker and Sharon Beales for their leadership of significant behind the scenes work in cleaning up gift agreements/restrictions and getting net asset classifications in order. The Foundation received an unqualified opinion, the highest opinion possible with no management letter and no constructive comments from the auditors.

The Finance and Administration area is engaged in a significant re-build of the College’s chart of accounts with a goal of creating an infrastructure that supports improvement in building our financial analytical capacity.

The final portion of the President’s report was a presentation by Leon Hill on the FY 2010 Graduated Student Survey. The 2010 Graduated Student Survey report provides responses from College graduates on certain experiences, opinions, and thoughts regarding their enrollment at the College. The report also details graduated student responses regarding work and educational experiences post-graduation.

**Finance Committee**

Mr. Kretschman reported for the committee.

- **Independent Audit for 2010-11**

Mr. Terrance McMahon from ParenteBeard presented an overview of the College’s financial statements and noted it is the auditors’ opinion that the financial statements present fairly, in all material respects and in conformity with generally accepted accounting principles, the financial position of the College as of June 30, 2011. No deficiencies in internal control considered to be a control deficiency, significant deficiency, or material weakness were identified for the current period. The audit
results also note that prior year significant deficiencies and material weaknesses were corrected by management.

Mr. Kretschman made the motion to accept the 2010-2011 independent audit as presented. Mr. Cantor seconded and the Board unanimously approved.

Dr. Stout thanked Mr. Freitag and his team for moving at a rapid pace in making the recommended improvements that led to the clean audit opinion.

Curriculum Committee

- New Curriculum: Middle Years Education: Fourth through Eighth Grade (AA)

Mr. Shatzman gave a brief overview to the Board of Trustees on the new Middle Years Education program.

The Pennsylvania Department of Education (PDoE) has implemented a new policy, Chapter 49-2, which created new certification requirements for public school teachers. One of the new certificates for teachers is for the Elementary/Middle grades (grades 4 through 8, or ages 9 through 14). The new PDoE policy also requires public school teachers to successfully complete nine credits in special education and three credits in English Language Learning.

Four-year colleges and universities in Pennsylvania have rebuilt their Education certification programs to include preparation for the new Middle Years certificate. The College must implement a Middle Years Education: Fourth through Eighth Grade (AA) program so that students interested in that certification can transfer seamlessly to those four-year institutions.

In addition, other changes to Education program offerings at the College spurred by the changes in PDoE regulations have made the creation of this program a necessity. Previously, the Education faculty designed a new program, Education in the Early Years: Birth through Fourth Grade (AA). With the implementation of that new program, the College’s Early Childhood and Elementary programs were deleted. Therefore, College students who want a certificate to teach grades 4-8 will need a program in which to enroll. The creation of this new program also allows the College to fulfill the special education and English Language Learner (ELL) requirements with the creation of EDU 213 and EDU 240, a Special Needs course and an English Language Learning course respectively.

Ms. Austin made the motion to approve the new program, Middle Years Education: Fourth through Eighth Grade (AA) to be approved for Fall 2012 implementation. Mr. Mullin seconded and the Board unanimously approved.

Physical Plant Committee

Mr. Mullin reported for the Physical Plant Committee.
- **Turner Construction Update**

The College entered into an agreement with Turner Construction (Turner) one year ago to provide construction management services on the College Hall project. The engagement of Turner has been successful and Leonard Kolojejchick from Turner has been integrated into the team overseeing the complex College Hall renovation project. He has served the College in a full time capacity during this period.

The College Hall project is now in Phase 3A which is projected to end in December. The Final Phase (3B) is scheduled for completion in June. The College seeks to maintain the relationship with Turner through the end of April 2012. The College would like to keep Turner on a full time basis at $25,000/month, plus expenses until December 31, 2011. From January 1, 2012-April 30, 2012, we will continue to engage Turner (specifically Leonard Kolojejchick) on a three day/ week basis at $15,000/month, plus expenses.

Mr. Mullin motioned to recommend that the Board of Trustees continue the engagement of Turner Construction on the above described basis from October 16, 2011 through April 30, 2012. Ms. Lowrie seconded the motion and the Board unanimously approved.

**Bids**

Vice President Freitag reported on the bids.

- **College Hall Phase III - Furniture**

The College extended a request for proposals for miscellaneous furniture requirements for Phase III of the College Hall Renovation Project. The bid was advertised in the Times Herald on Friday, October 21, 2011, posted to the College’s webpage and 14 firms were directly notified. Proposals were received in the College’s Business Office by 2:00 PM on Friday, November 4, 2011. Seven proposals were received.

**RFP Results: Stylex Furniture – 144 meeting room chairs**

<table>
<thead>
<tr>
<th>Bidders</th>
<th>Sub-Total</th>
<th>Add: Inside Delivery</th>
<th>Add: Set-Up, Installation &amp; Trash Removal</th>
<th>Subtract: Additional Discount from contract (if offered)</th>
<th>Actual TOTAL</th>
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<tbody>
<tr>
<td>Advanced Office Environments</td>
<td>$30,519.36</td>
<td>$887.95</td>
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<td></td>
<td>$31,407.31</td>
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</table>
### RFP Results: Allermuir Furniture – 59 lounge chairs and 3 benches

<table>
<thead>
<tr>
<th>Bidders</th>
<th>Sub-Total</th>
<th>Add: Inside Delivery</th>
<th>Add: Set-Up, Installation &amp; Trash Removal</th>
<th>Subtract: Additional Discount from contract (if offered)</th>
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</thead>
<tbody>
<tr>
<td>Corporate Interiors</td>
<td>$63,908.69</td>
<td>$374.07</td>
<td>$675.33</td>
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<td>$64,958.09</td>
</tr>
</tbody>
</table>

### RFP Results: Arcadia Furniture – 22 lounge, 11 lounge seating units and 4 ottomans

| Corporate Interiors      | $56,140.21 | $265.47              | $1,082.66                                |                                                        | $57,488.34   |

### RFP Results: Coalesse Furniture – 8 café chairs, 6 café stools, 5 lounge chairs, and 10 side tables

| Interior Workplace Solutions | $16,735.76 | $16,735.76 |

### RFP Results: ERG Furniture – 6 tables and 9 side tables

| Corporate Interiors      | $20,899.14 | $70.02               | $170.73                                  |                                                        | $21,139.89   |

### RFP Results: HBF Furniture – 2 guest chairs, 4 lounge chairs, and 1 table

| Workplace Environments 2000 | $6,409.00 | $175.00          | $512.00                                  |                                                        | $7,096.00    |

### RFP Results: Knoll Furniture – 1 task chair

| Corporate Facilities of Lehigh Valley | $1,543.05 | $17.00            | $1,560.05                                |

### RFP Results: OFS Furniture – 2 guest chairs

| Corporate Interiors      | $2,433.44 | $44.44             | $72.02                                   |                                                        | $2,549.90    |

### RFP Results: Peter Pepper Products Furniture – 12 coat hooks

| Workplace Environments 2000 | $204.00   | $150.00            | $354.00                                  |

### RFP Results: Sit On It Furniture – 34 side chairs

| Advanced Office Environments | $7,960.42 | $470.81            | $8,431.23                                |

### RFP Results: Source Furniture – 64 task chairs, 9 stools, and 115 side chairs

| Office Furniture Partnership | $55,509.50 | $2,750.00          | $58,259.50                               |

### RFP Results: VS Furniture – 120 station chairs

| Workplace Environments 2000 | $18,360.00 | $1,776.00          | $975.00                                  |                                                        | $21,111.00   |

### RFP Results: Whalen Berez Furniture – library millwork and custom furniture

| Office Furniture Partnership | $606,741.88 | $78,434.48         | $685,176.36                              |
Mr. Mullin made the recommendation that the Board of Trustees approve the purchase of this furniture from the above suppliers, as the lowest responsive and responsible bidder for each of the recommended manufacturers. The total for the miscellaneous College Hall furniture package is $976,267.43.

- **East House Emergency Repairs**

  Under the College’s Procurement Policy, emergency purchases may be initiated by the College with the approval of the President in order to meet critical, time sensitive operational needs of the College. Such purchases must be brought to the Board of Trustees for their review and approval. We have been remediating environmental problems in East House on an Emergency basis. Recognizing the critical nature of the problem and the essential nature of the building to the operations of the College, the Vice President for Finance and Administration with the approval of the President authorized the engagement of a number of professional and service entities to remediate the environmental deficiencies in East House.

  The remediation of environmental problems in East House has resulted in expenditures of over $91,000 to date.

Mr. Mullin made the motion to approve the $91,492 emergency expenditure to remediate environmental problems discovered in the East House. Ms. Asutin seconded the motion and the Board unanimously approved.

**Chair’s Report**

Mr. D’Aniello announced the appointment of the Nomination Committee: Ed Mullin, Chair, Eric Kretschman, Jim Vlahos, Lynne Lechter and Lea Bramnick. He noted that they will work to reach a consensus for the 2012 slate of officers for the Board of Trustees. He asked Mr. Mullin to report back to the Board in December with the proposed slate of officers.

Mr. D’Aniello congratulated Trustee Cheryl Austin for being elected to the Court of Common Pleas. He also thanked Mr. Freitag and his team for a job well done on the audit. He thanked Mr. Mullin and the Physical Plant Committee for all their work on all the construction efforts to date.

Chairman D’Aniello reminded the Board to attend the Salute to Excellence Scholarship Dinner on November 30 at Normandy Farm and to attend the December 1 Employee Recognition ceremony

**Old Business**

There was no old business to report.

**New Business**

There was no new business to report.

**Adjournment**
Mr. Mullin made the motion to adjourn the meeting at 5:20 p.m. The next meeting is scheduled for Monday, December 19, 2011 in the East House Board Room, Central Campus at 4:00 p.m.

__________________________
Michael Paston
Assistant Secretary

Board Minutes, November 21, 2011