The meeting of the Montgomery County Community College Board of Trustees was held on Monday, September 16, 2013 at 4:00 p.m. in the East House Rotelle Family Board Room, Central Campus.

Board of Trustees – Present:
Michael D’Aniello, Chairperson; Andy Cantor, Vice Chairperson; Regina Lowrie, Treasurer; Trudy Mann, Secretary; Marcel Groen, Assistant Secretary; Moon Ahn, Susan Arnhold, Geoffrey Brandon, Margot Clark, Sean Kilkenny, Eric Kretschman (4:20), Ed Mullin, Ellen Toplin

Absent: Richard Montalbano, John Rafferty

Also Present:
Karen Stout, President; Marc Davis, Solicitor; Thomas Freitag, Vice President for Finance and Administration; Peggy Lee-Clark, Executive Director of Government Relations & Special Projects; Sharon Beales, Vice President for Development and External Relations; Kathrine Swanson, Vice President for Student Affairs and Enrollment Management; Celeste Schwartz, Vice President of Information Technology; Vicki Bastecki-Perez, Vice President of Academic Affairs and Provost; Rose Makofske, Director of Equity and Diversity Initiatives; Diane O’Connor, Executive Director of Human Resources; Aaron Shatzman, Dean of Social Sciences and Interim Dean of Arts and Humanities; Beverly Welhan, Dean of Health Sciences; Rhoda McFadden, History Professor, President, Faculty Union; Alana Mauger, Director of Communications; Suzanne Holloman, Interim Dean of STEM; Joan Brookshire, Part-Time Associate Vice President of Academic Affairs; Martina Ware, Nursing Associate Professor; Shannon Schmidt, Human Resource Generalist – Recruitment; Linda Kristekas, Associate Controller; Deborah Rogers, Executive Assistant to the Board of Trustees; Joshua Schwartz, Executive Assistant to the President; Jeremiah Garcia, Student Government President, Central Campus; Matthew Handwerk, Student Government Treasurer, Central Campus

Call to Order

Chairperson D’Aniello called the meeting to order at 4:03 p.m.

Pledge of Allegiance

Central Campus Student Government Association (SGA) President Jeremiah Garcia and Treasurer of the Central Campus SGA Matthew Handwerk, led the attendees in reciting the Pledge of Allegiance.

Introduction of Guests

Vice President Beales introduced Martina Ware, Nursing Associate Professor; Shannon Schmidt, Human Resource Generalist – Recruitment, and Linda Kristekas, Associate Controller.
Public Testimony

There was no public testimony.

Consent Agenda

Trustee Mullin made the motion to approve Consent Agenda Items A through L for the month of September as presented. Trustee Lowrie seconded the motion and the Board unanimously approved Consent Agenda Items A through L.

A. Approval of June 17, 2013 Minutes

B. Approval of Special Meeting on August 28, 2013 Minutes

C. Treasurer’s Report through August 31, 2013

D. Willis of PA Comprehensive Insurance Update
   An overview of the College’s current insurance programs, claim experience and upcoming premium expenses for 2013-2014 was provided to the Board.

E. Review of FY13 Purchases in Excess of $100,000
   All goods, equipment or services of $100,000 or greater must be brought to the Board of Trustees as an informational item. These approval limits apply to individual purchases and also to cumulative purchases from the same vendor during the same fiscal year.

F. College Hall LEED and Commissioning Update
   The College continues progress toward the completion of LEED recognition for College Hall.

G. Campus Readiness/Emergency Preparedness
   The Presidential Task Force on Campus Readiness was charged with making recommendations to improve the College’s overall level of campus safety and emergency preparedness. Four (4) of the recommendations were identified as high priorities, requiring immediate attention:
   1. Changes to hardware on classroom doors to allow locking capability from inside.
   2. Use of numbering and/or lettering on all primary campus building exterior doors for easier identification for communication and identification by first responders.
   3. Improvement in communication coordination with Whitpain Township, and
   4. Enhancing audio communications in classroom buildings and external spaces.
   Work has begun or has been completed on several of the recommendations. Options for communications are being reviewed.

H. World Energy/Natural Gas Auction
   In June, the College worked with World Energy to auction the natural gas requirements for FY 2014. PPL submitted the low price of $4.621 per MMBTU. Based on this price, the College secured another 12 month natural gas contract with PPL that will expire on July 31, 2014. Due to market conditions, the price for natural gas was higher than the previous year. These prices are still significantly lower than the price the College was paying prior to using World Energy Auction services.
I. **Faculty Evaluation Initiative**
   The Board was provided with an update on progress in developing and launching a revised faculty evaluation process including a comparison of the current system with the revised system.

J. **Faculty Accomplishments**

K. **Ratification of June, July, August and September Professional Appointments, Separations and Retirements**

   - **Administrative Appointments (4)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joshua Eckenrode</td>
<td>Instructional Designer for Virtual Campus</td>
<td>7/25/2013</td>
</tr>
<tr>
<td>Kelly Trahan</td>
<td>Virtual Campus Programs and Services Resource Specialist</td>
<td>8/12/2013</td>
</tr>
<tr>
<td>Justin Machain</td>
<td>Coordinator of Veterans Services</td>
<td>9/03/2013</td>
</tr>
<tr>
<td>Camille Dickson-Deane</td>
<td>Instructional Designer for Virtual Campus</td>
<td>9/03/2013</td>
</tr>
</tbody>
</table>

   - **Faculty Appointments (5)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Douglas Powell</td>
<td>History Instructor, West Campus</td>
<td>9/01/2013</td>
</tr>
<tr>
<td>Timothy Gallagher</td>
<td>Theatre Arts Instructor, Central &amp; West Campuses</td>
<td>9/01/2013</td>
</tr>
<tr>
<td>Monica Osborne</td>
<td>Criminal Justice Instructor, Central &amp; West Campuses</td>
<td>9/01/2013</td>
</tr>
<tr>
<td>Paul Johnson</td>
<td>Marketing/Management Instructor, Central &amp; West Campuses</td>
<td>9/01/2013</td>
</tr>
<tr>
<td>Gayathri Moorthy</td>
<td>Faculty Diversity Fellow – Engineering</td>
<td>9/01/2013</td>
</tr>
</tbody>
</table>

   - **Separations**

   **Full Time Administrative (8)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Brookstein</td>
<td>Dean of STEM</td>
<td>5/30/2013</td>
</tr>
<tr>
<td>Jian Zhang</td>
<td>Assistant Vice President of Academic Affairs, West Campus</td>
<td>6/30/2013</td>
</tr>
<tr>
<td>Joan Brookshire</td>
<td>Associate Vice President of Academic Affairs</td>
<td>8/27/2013</td>
</tr>
<tr>
<td>Tara Wainwright</td>
<td>Perkins/Spoc/Keys Coordinator, West Campus</td>
<td>7/19/2013</td>
</tr>
<tr>
<td>Pamela Borkowski-Valentin</td>
<td>Research Analyst</td>
<td>7/26/2013</td>
</tr>
<tr>
<td>Leanne Finnigan</td>
<td>Interim Assistant Director of Libraries</td>
<td>7/31/2013</td>
</tr>
<tr>
<td>Charles Prichett</td>
<td>Deputy Director Municipal Police Academy</td>
<td>8/23/2013</td>
</tr>
<tr>
<td>Glenn Woehrel</td>
<td>Network Software Engineer</td>
<td>8/18/2013</td>
</tr>
</tbody>
</table>
Board Meeting  9/16/2013

**Full time Faculty (3)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laura Taddei</td>
<td>Director of Faculty Development</td>
<td>8/2/2013</td>
</tr>
<tr>
<td>Janice Willis</td>
<td>Assistant Professor of Psychology, West Campus</td>
<td>8/2/2013</td>
</tr>
<tr>
<td>Chad Durkin</td>
<td>Culinary Arts Instructor</td>
<td>8/4/2013</td>
</tr>
</tbody>
</table>

- **Retirements (1)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jean Berston</td>
<td>Administrative Support Secretary Health Sciences</td>
<td>8/30/2013 (22 ½ yrs.’)</td>
</tr>
</tbody>
</table>

**Emeritus Status Recommendations**

The following faculty and professional/administrative staff are granted Emeritus Status in accordance with the approved Emeritus Status Policy:
- Diane Lovelace, Director of Libraries – 1989–2013
- Nancy Mellon, Director of New Choices/New Options – 1997-2012
- Thomas Moyer, Professor – Math – 1974-2013
- Saul Finkle, Director of Services for Students with Disabilities – 1995-2013
- Allan Lander, Professor – Accounting – 1967-2013
- James Cooney, Professor – English – 1973-2013

**President’s Report**

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

- **Student Success Indicators**

This past spring, the Institutional Research Office administered the nationally benchmarked Community College Survey of Student Engagement (CCSSE). The College participates in this survey every other year to assess the level of student engagement both in and out of the classroom, with their faculty, their academic work, and their peers. This year’s results indicate that there is still work to be done to improve student engagement.

A few highlights from this year’s results:
- Trend lines for the benchmarks of Active & Collaborative Learning and Student Effort increased.
- The score for Academic Challenge remained nearly identical as it was during Spring 2011.
- The Student-Faculty Interaction score decreased slightly and was on par with the Spring 2009 benchmark score.
- The Support for Learners score continues to increase with four continuous cycles of improvement growth. This is reflective of our work related to the Achieving the Dream initiative.
- **Athletics**
  The student-athletes at the College show academic progress and improvement in performance over the past five years. The average Term Grade Point Average (GPA) of student-athletes has increased 7.4 percent, from 2.364 in 2008-2009 to 2.539 in 2012-2013. The average Cumulative GPA of student-athletes has increased 7.9 percent, from 2.486 in 2008-2009 to 2.677 in 2012-2013. The completion rate has increased 3.9 percent, from 88.57 percent in 2008-2009 to 92.02 percent in 2012-2013 and the success rate has increased 8.9 percent, from 71.46 percent in 2008-2009 to 77.82 percent in 2012-2013. The number of graduates per year has increased 440 percent, from 5 in 2008-2009 to 27 in 2012-2013. There have been 90 total graduated student athletes out of a total enrollment of 380 student-athletes between fall 2008 and spring 2013, meaning 23.68 percent of all student-athletes have graduated, higher than the overall College graduation rate.

- **Enrollment Summary**
  **Summer 2013 Final Enrollment Summary**
  Across all three summer terms the total duplicated headcount was up 6.63 percent (9,074) compared to last year (8,510). Total credit hours were up 4.48 percent (35,778) compared to last year (34,243).

  **Fall 2013**
  As of September 13, fall 2013 unduplicated headcount is down 4.96 percent (12,599) compared to last year (13,257). Credits generated are down. 5.05 percent (110,255) compared to last year (116,125). New student enrollment is down 7.25 percent (3,417) compared to last year (3,684). The average credit load per student is 8.75.

  On a campus by campus comparison, Central Campus duplicated headcount is down 4.71 percent (8,889) compared to last year (9,328). West Campus duplicated headcount is down 11.23 percent (2,284) compared to last year (2,573). E-Learning duplicated headcount is down 5.07 percent (3,407) compared to same day last year (3,589). Currently, the Culinary Arts Institute has a duplicated headcount of 123 students.

- **Success**
  In August, 100 percent of the students who graduated from the Medical Assisting Program, passed the national Registered Medical Assistant examination.

- **College Readiness/Access**
  On July 21 through 24, a team of faculty and staff from our Gateway to College program were joined by partner representatives from Norristown, Pottstown, Upper Merion and Upper Moreland school districts for the Gateway to College Peer Learning Conference in St. Louis. In addition to learning from established programs and other new programs preparing to launch, the team used the time together on additional program planning and curriculum development. The Gateway to College program launched on September 9, with the start of orientation for the first cohort of 22 students. Gateway to College students, parents, faculty, staff, and school district partners gathered at the West Campus for the formal kick-off at the start of the orientation program.
- **Build Curricular Relevance, Innovation in Delivery and Supportive Faculty Development Systems.**
  On August 23, over 200 people attended the ribbon cutting for the College’s Culinary Arts Institute (CAI), which opened to students on August 27. More than 120 students are enrolled in the culinary arts and baking and pastry arts programs. Both local and state legislators were in attendance and included: State Representatives Matthew Bradford, Madeleine Dean, Kate Harper, Warren Kampf, Stephen McCarter, and Mark Painter; Congressman Patrick Meehan; Senators Stewart Greenleaf and Bob Mensch; and Commissioner Leslie Richards.

  As part of Dr. Stout’s presentation she presented to the Board, two brief YouTube videos on the Gateway to College program and the Culinary Arts Ribbon cutting. Dr. Stout thanked Alana Mauger for her work on “The Buzz” and for her help with producing the videos.

- **Develop an Engaged Community**
  This summer the College and the John Hopkins University Whiting School of Engineering held the JHU-WSE Engineering Innovation Summer Program for 21 high school students. Engineering Innovation is an intensive summer course designed to introduce high school students to the field of engineering with hands-on laboratory experiences. PECO, the Dow Chemical Company, and the Montgomery County Workforce Investment Board provided funding for student scholarships.

  The College hosted the third G-STEM (Green-Science, Technology, Engineering, and Mathematics) Program at the College’s West Campus in Pottstown. G-STEM is a one-week, academically-intensive summer camp for middle school students with a goal of improving scientific literacy, environmental stewardship, and appreciation of humanity’s responsibility in sustaining the environment. With funding from the TD Bank Foundation, 17 middle school students from low-to-moderate income families experienced an engaging, academically rigorous and fun G-STEM program at no cost to the student.

- **Staff Outreach**
  Dean of Social Sciences, Dr. Aaron Shatzman's new book, The Old World, the New World, and the Creation of the Modern World, 1400-1650, was published this summer by Anthem Press. Dr. Stout congratulated Dr. Shatzman on his accomplishment.

- **President’s Outreach**
  This summer, Dr. Stout wrote three articles that gained national exposure.

  1. “Lessons in Leadership… The Age of Accountability is Now.” Published in the *Community College Journal*. She also wrote the following article for a blog on student success:

  2. “VFA will tell the community college story,” *Community College Times*

  3. “Lessons from my Father: Advice for First-Generation Students,” *First Generation Student* (a blog on student success)

  Dr. Stout’s social media work was also profiled in these article: “Social media help college presidents reach new audiences,” *Community College Times*. 
- **Adopt an Entrepreneurial Approach**
  As part of the College’s partnership with the Montgomery County Workforce Investment Board (WIB) and Pennsylvania CareerLink of Montgomery County, the College’s Testing Center will administer the WorkKeys exam as a pre-employment test for prospective candidates for entry-level positions at ArcelorMittal, Coatesville Division. There are 65 individuals to be tested, with initial testing beginning on September 13. ArcelorMittal is the oldest continuously operated steel mill in the country. The Coatesville plant employs 840 people and produces carbon and alloy plates. Expansion of the College’s Testing Center to include workforce development and certification testing is part of our entrepreneurial initiatives to generate revenue from testing fees and to expose adult learners to the College’s campuses.

**Foundation/Alumni Highlights**
The Foundation finished FY 2013, posting total asset gains of over $1.1 million. Total assets as of June 30 stand at $7,118,747. Gifts and bequests are up 68 percent with gifts to endowment (permanently-restricted funds, where principal is to be maintained in perpetuity) up 124 percent from FY 2012. The Foundation awarded nearly $280,000 in scholarships in FY 2013 compared to $193,000 in FY 2012. This increase is in keeping with our strategic goal to advance our private fundraising work to address issues of student affordability.

The College’s Application for the Earned Income Tax Credit (EITC) was accepted for the Dual Enrollment Program and the Engineering Innovations Camp. We have ten school districts that provided a letter of support for our submission. For businesses who contribute to an approved organization, tax credits may be applied against the tax liability of a business for the tax year in which the contribution was made.

Several questions arose from the report on how we will be marketing EITC to corporations. It was noted that currently there is no approved list, however the Foundation has identified the top twenty-five corporations that we currently have an existing relationship with and we will approach them to see if they are approved for EITC. It was also noted that if they are not approved, the College will encourage them to apply for EITC in the spring.

As part of the President’s Report, Trustee D’Aniello noted that the Special Board meeting which was held on August 28, was to approve the revised Bond Resolution to fund the Health Sciences Center and for the refunding of the 2005 Bonds.

**Finance Committee**
Trustee Kretschman reported for the Committee.

- **Investment Transition and Performance**
  Trustee Kretschman provided the Board of Trustees, with a brief overview of the transition of funds from Univest Bank and Trust Company to Wilmington Trust Investment Advisors. At the Board’s June meeting, Wilmington Trust Investment Advisors (WTIA) was selected as the College’s investment advisor, replacing Univest Bank and Trust Company, who had performed this role since 2006. Following the selection, College management began working with both firms and M&T Bank, the institution WTIA partners with for custodial services.
This was an information item and required no action by the Board of Trustees.

- **Core Financial Rations and Composite Financial Index**
  Trustee Kretschman provided the Board of Trustees with an overview of the annual review of the College’s core financial ratios and composite financial index. The report included the primary reserve ratio, net operating revenues ratio, return on net assets ratio and viability ratios. These four ratios are used to calculate the institution’s composite financial index (CFI).

This was an information item and required no action by the Board of Trustees.

**Physical Plant Committee**

Trustee Mullin reported for the Committee.

- **Health Science Center Architect Recommendation**
  In 2010, the College engaged the Architecture Firm, Kimmel Bogrette to complete the Feasibility Study for the repurposing of the existing Physical Education Building as a new integrated Health Sciences Center.

  The College has been engaged in the process of selecting an Architectural and Engineering firm for the project since June. As result of the overall process, four (4) firms were interviewed by the Physical Plant Committee.

  1. Kimmel Bogrette
  2. KCBA Architects + DLR Group
  3. Environetics + RCG Architects
  4. MKSD Architects

  Based on the strengths of each firm and their presentations, the Physical Plant Committee asked the College to conduct additional background checks on Kimmel Bogrette/Kahler Slater firms for the Health Sciences Architect. Based on those reports, Kimmel Bogrette provided the best outcomes and options for the Health Sciences Center project.

  Trustee Mullin made the recommendation that the Board of Trustees authorize the College, with advice of College Counsel, to enter into an agreement with Kimmel Bogrette to serve as the architect for the Health Sciences Center project at a cost not to exceed $1,785,000. Trustee Cantor seconded and the Board unanimously approved.

  Chair D’Aniello thanked Trustee Mullin and his Committee for the long hours they put in for the architect interviews and for their work on bringing the best architectural firm forward.

**Curriculum Committee**

Trustee Groen Reported for the Committee.

- **Academic Program Review: Engineering Technology (A.A.S.)**

  The current catalog lists two separate programs dealing with Engineering Technology: Engineering Technology (A.A.S.) and Engineering Technology, Nanofabrication Option (A.A.S.)
It is now proposed that the following specific Engineering Technology degree concentrations be offered to students electing to study Engineering Technology: 1) Mechanical Concentration, 2) Electrical Concentration and 3) Nanofabrication Concentration. By having the Engineering Technology (A.A.S.) and the Engineering Technology, Nanofabrication Option trifurcated into three concentrations, students can either concentrate their studies on mechanical engineering technology, electrical engineering technology, or nanofabrication technology. It is important to note that no new courses need to be developed for any of these concentrations.

The STEM faculty are confident that the proposed mechanical, electrical, and nanofabrication concentrations meet the curricular requirements for accreditation from ABET’s Technology Accreditation Commission (TAC).

With the revised engineering technology programs that will eventually be accredited by TAC/ABET, it is firmly believed that the programs will be more attractive to students desiring to become part of the engineering workforce and as such enrollment should substantially increase and students will have improved career pathways.

The following are the curricular revisions and other recommendations to the program:

**Curricular:**
1. Create three distinct concentrations in Engineering Technology: mechanical, electrical and nanofabrication. No new courses are required to be developed and offered.
2. Require PHI 101 – Fundamentals of Ethics as the Core Goal 12 and 13 requirements for all concentrations.
3. Revise program description and student learning outcomes as specified in the supporting documentation.
4. Delete the Engineering Technology – Nanofabrication Option (A.A.S) degree program.
5. Replace MAT 162 – Precalculus II for MAT 131 – Introduction to Statistics for the Engineering Technology, (A.A.S.) Nanofabrication Concentration as a Core Goal 3 requirement (threaded with PHY 121 and PHY 122) so that first two semesters for all three concentrations have the same or harmonized curricular requirements.

**Other Recommendations:**
1. Communicate program status to all stakeholders (internal and external).
2. Implement the proposed marketing initiatives.
3. Develop a student advising engineering/engineering technology webpage as per recommendation by the external consultant from Montgomery College.
4. Encourage students to join a professional organization such as the American Society of Mechanical Engineers (ASME), Institute for Electrical and Electronic Engineers (IEEE), American Society of Civil Engineering (ASCE), Society of Women Engineers (SWE) and the National Society of Black Engineers (NSBE).
5. Update Program Student Learning Outcomes as detailed in Part 1 of the APR.
6. Apply for TAC/ABET accreditation in spring of 2015.
7. Depending on anticipated enrollment growth, submit request for new FT faculty during the budget cycle for AY 2014-2015.

Trustee Groen made the recommendation to accept the Academic Program Review for Engineering Technology (A.A.S.). Trustee Arnhold seconded and the Board unanimously approved.
- **Curriculum Modification: Engineering Technology A.A.S.**
  Trustee Groen provided an overview of the curriculum modifications which are highlighted in the Engineering Technology A.A.S. Academic Program Review. It was noted that no new courses will need to be developed. The current Engineering Technology, Nanofabrication Option (A.A.S.) curriculum will remain essentially unchanged except for slight change in the first two semesters of study so that the three proposed concentration’s first two semesters of study are harmonized, thus enabling students to elect a concentration at the end of their 2nd semester. The Engineering faculty are confident that the proposed mechanical, electrical, and nanofabrication concentrations meet the curricular requirements for accreditation from ABET’s Technology Accreditation Commission (TAC).

Trustee Groen made the motion to recommend that the curriculum modification to the Engineering Technology (A.A.S.) be approved for fall 2014 implementation. Trustee Arnhold seconded and the Board unanimously approved.

- **Curriculum Deletion: Engineering Technology, Nanofabrication Option (A.A.S.)**
  It is proposed that the separate Engineering Technology, Nanofabrication Option (A.A.S.) be deleted and at the same time that a new concentration be offered titled “Engineering Technology – Nanofabrication Concentration.”

Trustee Mullin motioned to approve the Engineering Technology, Nanofabrication Option (A.A.S.) be deleted immediately in view of the approval of the curricular modification to add a nanofabrication concentration to Engineering Technology (A.A.S.) for fall 2014 implementation. Trustee Arnhold seconded and the Board unanimously approved.

- **Curriculum Suspension: Child Development Associate (Certificate of Completion)**
  Originally created in 2009, the Child Development Associate (CDA) Certificate of Completion consists of three 3-credit courses and was designed for students currently enrolled at the College in the Education in the Early Years: Birth through Fourth Grade (AA) (formerly the Early Childhood Education [AAS]) or Child Care (Certificate) Programs.

  CDA preparation is available at other local institutions. It is offered periodically through the College’s Workforce Development and Continuing Education Division.

Trustee Groen motioned to recommend that the Child Development Associate (Certificate of Completion, CDA) be suspended as a credit certificate and deleted after the strategy for delivery and marketing of the CDA as a credential is developed and implemented. Trustee Arnhold seconded and the Board unanimously approved.

**Personnel Committee**

Trustee D’Aniello Reported for the Committee.

- **Independence Blue Cross**
  Independence Blue Cross recently released its 2014 prospective rates for the College’s medical program.
Effective October 1, 2013 the Affordable Care Act stipulates that employers provide a notice to all employees making them aware of the Health Exchanges that will provide coverage options available in each state.

The College will keep the Board of Trustees informed of any changes in health care related costs and changes.

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

**Bids**

Vice President Freitag reported on the Bids.

- **Sign Language Interpreting Services**
  Trustee Mullin made the motion to approve awarding a contract to the Communication Connection of Norristown, PA in the amount of $51.00 per hour and $.565 per mile for the period from October 1, 2013-through June 30, 2014. Trustee Clark seconded and the Board unanimously approved.

- **South Hall Café Furniture**
  Trustee Mullin made the motion to approve awarding a contract to Educational Furniture Solutions of Norristown, PA in the amount of $32,396.00 as the lowest responsive and responsible bidder. Trustee Arnhold seconded and the Board unanimously approved.

- **Dental Hygiene Chairs**
  Trustee Mullin made the motion to approve the summer emergency purchase of four dental chairs and authorize the additional purchase of eight dental chairs from Parkway Dental Service for a total amount of $23,520.00. Trustee Toplin seconded and the Board unanimously approved.

**Chair’s Report**

As part of the Chair’s report, Chairperson D’Aniello noted that there was 100% Trustee participation on the Presidential evaluation tool. Per Board policy, the Personnel Committee and Dr. Stout met to review the completed results. Trustee Montalbano will present the results to the Board at the October Board meeting in an Executive session.

He also noted that fourteen out of the fifteen Board members completed the Board self-assessment. These results will also be discussed in an Executive session at the October Board meeting.

Trustee D’Aniello reminded Trustees to RSVP for the Alumni Hall of Fame which is being held on Friday, October 11 in the Parkhouse Hall Atrium.

He thanked Trustees for their participation this past year in College events.

**Old Business**

There was no old business to report.

**New Business**
There was no new business to report.

**Adjournment**

The meeting was adjourned at 4:57 p.m.

The next meeting is scheduled for Monday, October 21, 2013, 4:00 p.m. at the West Campus (16 High Street, Pottstown), North Hall Room 106.

_________________________
Trudy Mann
Secretary

Board Minutes, September 16, 2013