

Board of Governors  
Action Items  
December 7, 2004

In attendance were Dr. Darrell Cummings, Frank Gilmore, Orphy Klempa, Tom Danford, Jeanne Richter, and Zac Wycherley.

Following the President's Yuletide Luncheon, the attending members of the Board of Governors met. Since a quorum was not present, the members agreed to listen to presentations on two issues and to offer motions on them, which would be voted upon by the members present and then would be voted upon by other members either by phone or e-mail subsequent to the meeting.

A *Sources and Uses List* was presented to the Board of Governors for the College Square Project and additional capital improvement items for the college. There was some discussion and explanation of the various items presented in the document and the President indicated that the Sources and Uses list would be distributed with the regular Board packet. The bidding process was explained to the Board and the President requested that the Board authorize the administration to move forward with the process if the bids were acceptable.

**Dr. Cummings moved that the Board authorize the President and his designee to proceed with awarding the contract to the most qualified, lowest bidder provided that the bids are less than the proceeds from the bond issue. Mr. Danford seconded the motion and all present voted in favor of it.**

Larry Bandi and Bob DeFrancis presented the Board with the results of recent negotiations with Xerox Corporation in regards to a proposal to renew the existing contract. Two options were presented. The first option is a 48-month renewal at a monthly cost of \$12,571 resulting in a savings of \$75,000 over the length of the contract. The second would result in a renewal contract of 60 months at a monthly cost of \$12,085 resulting in a savings of \$96,000 over the length of the contract. Both options include an increase in the color copy usage allowance from the current 10,000 to 15,000. In addition to the contract discussions, the local representatives have agreed to provide a \$250 allowance to have the carpet removed in the Xerox center, that has been cited as a safety hazard by the insurance carrier, and donate \$750 to the College Square capital campaign as well as assist the College in determining what the parameters of the Xerox Foundation grant are and to submit a letter to accompany any requests by the College to aid them in their bid for additional funding opportunities.

**Mr. Danford moved that the College enter into the 60-month agreement with Xerox. Dr. Cummings seconded the motion and all members present voted in favor of it.**

Minutes Respectfully Submitted By,

Minutes Approved By,

Sue Pelley

Anne Dieckmann Harman  
Board of Governors Secretary