

**MIDDLE BUCKS INSTITUTE OF TECHNOLOGY**  
***EXECUTIVE COUNCIL AGENDA***  
**November 11, 2013**

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Introductions and Public Comment
- V. Chairperson's Report
- VI. Executive Council Comments
- VII. Approval of Minutes of the October 14, 2013 Meeting - Attachment 1 (pg. 1-1)
- VIII. Routine Business:
  - A. Administrative Report
    - 1. Recognition of Outgoing Executive Council Member – Mrs. Kathryn Strouse
    - 2. Presentation of the 2014/15 Preliminary Budget – Mr. Robert Vining (Enclosure)
  - B. A motion to receive and file MBIT's update including activities/events, correspondence and related matters as per Attachment 2 (pg. 2-1).
  - C. Committees Reports
    - 1. Professional Advisory Council – Dr. Raymond Boccuti, Chairperson. Attachment 3 (pg. 3-1)
    - 2. Building, Security and Technology Committee – Mrs. Bernadette Heenan, Chairperson. Attachment 4 (pg. 4-1)
    - 3. The Program, Policy and Personnel Committee meeting scheduled on Wednesday, November 6, 2013 at 5:15 PM was cancelled. – Mrs. Betty Huf, Chairperson. Attachment 5 (pg. 5-1)
    - 4. Finance Committee – Ms. Katherine Driban, Chairperson. Attachment 6 (pg. 6-1)

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- D. A motion to approve the Cash Payments Report – October. Attachment 7 (pg. 7-1)
- E. A motion to receive and file the Treasurer's Report – September. Attachment 8 (pg. 8-1)

### IX. Current Agenda Items

#### A. Personnel Items

- 1. A motion to approve the qualifying leave of absence consistent with Policy #435.1 – Family and Medical Leave for Angela Egge, Special Needs Coordinator, effective December 19, 2013.
- 2. A motion to approve the membership of the Middle Bucks Local Advisory Council for the 2014 calendar year. Attachment 9 (pg. 9-1)

#### B. Policies

##### 1. ADOPTION

The administration request the Executive Council accept for adoption the following revised Administrative Regulations. Attachment 10 (pg. 10-1)

- a. Revised Administrative Regulation 335.1-R - Family and Medical Leaves – Eligibility/Types of Leaves in the Administrative Employees Section.
- b. Revised Administrative Regulation 435.1-R - Family and Medical Leaves – Eligibility/Types of Leaves in the Professional Employees Section.
- c. Revised Administrative Regulation 535.1-R - Family and Medical Leaves – Eligibility/Types of Leaves in the Classified Employees Section.

#### C. Other Matters for Consideration

- 1. A motion to receive and file the calendar of the Executive Council public meeting dates for the 2014 year. Attachment 11 (pg. 11-1)
- 2. A motion to receive and file the October 18, 2013 Local Advisory Council Minutes. Attachment 12 (pg. 12-1)
- 3. A motion to receive and file the MBAVTS Authority Audit Report prepared by Dreslin and Co., Inc. for the fiscal year ending June 30, 2013. Enclosure

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4. A motion to receive and file the MBIT Independent Audit Report prepared by Dreslin and Co., Inc. for the fiscal year ending June 30, 2013.  
Enclosure
5. A motion authorizing the Business Manager to execute a 60 month FMV lease at cost of \$614 per month for Canon 5235 copier/printer/scanner for main office and Canon 8400 wide format printer for Commercial Art program replacing and canceling current FMV leases for Canon 5030 and Canon 3480 with combined monthly cost of \$385. In replacing current leases, maintenance cost for new printers is \$0.0547 cost per copy compared to \$0.0787 and \$0.0972 per color copy. All leases and maintenance are via Canon Solutions. Attachment 13 (pg. 13-1)
6. A motion to approve a 1-year contract with Burns Mechanical Inc. to provide comprehensive HVAC maintenance services at a cost of \$44,750.00. Attachment 14 (pg.14-1)
7. A motion to authorize the Administration to advertise and solicit sealed bids for the sale of the student-built house project, at a price not to be less than \$82,500. Attachment 15 (pg. 15-1)
8. A motion to approve budget transfers. Attachment 16 (pg. 16-1)
9. A motion to cancel the December public meeting and authorize the Administration to pay bills to be ratified at the January meeting.

## X. Adjournment