

Name: Luzerne County Community College Board of Trustees Board Meeting
Date: Tuesday, April 12, 2011
Time: 6:45 p.m.
Location: Dining Room, Educational Conference Center, Nanticoke, Pennsylvania

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
1. Roll Call	<p><u>Present:</u> Elaine Cook, R.N., J.D., Vice Chair; Belinda Coulibaly, Student Representative; Elaine Maddon Curry; Lynn M. Distasio, Board Secretary; Mahmoud H. Fahmy, Ph.D.; Paul A. Halesy, Mary Hinton, Ph.D.; Joseph M. Lombardo, M.D., Agapito López, M.D.; Thomas F. O'Donnell; Ed.D.; August Piazza; Joseph Rymar, Board Chair; Michael Tigue, III; and Joseph Kluger, J.D., College Solicitor.</p> <p><u>Excused:</u> George F. Hayden; John Kashatus; and Barry Williams, J.D., C.P.A.</p>	No action required.
2. Public Comments	No comments.	No action required.
3. Approval of February 8, 2011 Board Minutes		Approved. Motion made by Mahmoud H. Fahmy, Ph.D., and seconded by Agapito López, M.D. Vote was all "yes". Motion carried.
4. Approval of April 12, 2011 Board Agenda		Approved. Motion made by Agapito López; seconded by Thomas F. O'Donnell, Ed.D. Vote was all "yes". Motion carried.
5. Report of Officers and Agents:		
<ul style="list-style-type: none"> ○ Foundation Report 	Sandra Nicholas, Executive Director, Resource and Alumni Development, announce the Foundation received a \$ 5,000 commitment from Goldman Sachs Gives in support of the Northumberland Regional Center's learning assistance center. This is a result of the previous gifts from Goldman Sachs Jennifer Wheary and Paul Walker which established	

the resource center and funded a scholarship endowment for students at this off campus site. Total now donated is \$655,000. A ribbon cutting ceremony will be held for the new room.

Shawn Bly, president of the LCCC Student Government Association has joined the Foundation Board as a voting member. The Foundation Board passed two policies: Whistleblower Policy and a Records Retention Policy. Several Foundation Board members will speak to students in a classroom setting including: Bob Stanley, Financial Advisor for Merrill Lynch; and David Hawk, Gertrude Hawk Chocolates.

Foundation board member, Dr. John Definnes and his wife, Joanne have made a \$15,000 pledge to the new Dental Clinic.

The Alumni Phonathon kicked off with a goal of raising \$30,000 for the Health Sciences Center. The Alumni Association has pledged \$125,000 to the Health Sciences Center and will coincide with the 2011 Health Sciences Alumni Reunion . Trustee Lynn Marie Distasio and retired nursing faculty member, Marie Robine will serve as honorary co-chairs of the Health Sciences Alumni reunion which is set for September 30, 2011.

Foundation Board President, Susan Unvasky '86 was chosen from among 14 PA community colleges to be the alumni speaker at the PA All-Academic Team banquet held in Harrisburg.

Trustee Mahmoud H. Fahmy, Ph.D. commended the Foundation Board and staff for their good work and praised Goldman Sachs for the scholarship money donated to the College.

<ul style="list-style-type: none">○ Student Representative's Report	<p>Belinda Coulibaly noted the Smoking Policy is not enforced on campus. She also noted suggested that students from the Culinary Institute provide food for students to purchase in the College Cafeteria. Ms. Coulibaly mentioned some students have commented on the need for improved customer service in some departments. She also noted some students have stated our College faculty is amazing and professional. Ms. Coulibaly announced that the Student Government Association is raising money for Japan by making 100 paper cranes.</p> <p>August Piazza asked about the process for the student representative reporting to the Board. President Leary explained the process of the student report, noting the representative to the board can report on any issue she feels is material from a student perspective. Many of these issues are discussed at a Student Government Association meeting each Tuesday in an open forum where they can discuss any and all of these issues. Mary Sullivan, Director of Student Life and Athletics is the advisor of Student Government Association.</p> <p>Elaine Maddon Curry emphasized the importance of the student representative coming to the Board unfiltered.</p> <p>Trustee Hinton's concern is making sure the issues the Student Representative brought to the attention of the Board are addressed.</p>	
<ul style="list-style-type: none">○ Treasurer's Report	<p>Mr. Joseph Gasper noted the Monthly Financial Report is a summary of the Budgeted and Actual Income and Expenses as of February 2011. For comparison purposes the report also lists the prior year financial information for the same period.</p>	

Previously the budget was simply spread equally by the month but now the 8 month budget is spread based on Prior Year Actual activity. Actual Year to Date Expenditures are compared to the 8 month budget and a percentage variance is calculated based on the budget spread. Current year to date amounts are also compared to prior year to date amounts.

The front page, page 1 of the report, is a summary of the total income and expense for each fund. The Current Fund Income is \$30,223,000 and Expenses total \$23,139,000. Compared to the prior year income is up 4.31% and expenditures are up 5.35% in the current fund. Bookstore Income is \$3,903,000 down 3.84% and Expenses total \$3,005,000 which is down 12.54%. Food Service Income is \$266,000, up 6.40% and Expenses of \$248,000, down 4.25%. Finally the Plant Fund Income is \$2,277,000, which is up 3.74% and Expenditures of \$3,319,000, up 1.13%.

Page 2 of the report is the summary of Current Fund Income. As previously reported included in the Commonwealth appropriation line item is the college's stimulus payment of \$1,122,000, which accounts for the variance. This past July the Commonwealth began making monthly payments rather than quarterly but then reverted back to the quarterly payment schedule. Course fees have increased 5.44% from the prior year and Non-Sponsor Local Income, which is the Out of County and State Tuition, is up 5.09%. Seminar income is also up.

Page 3 of 6 is the summary of Current Fund Expenditures. In the Current Fund fringe benefits have increased mainly due an increase in the

amount of medical claims that have been paid to date. Advertising is higher due to the timing of the bills paid. More was expended in the early part of the fiscal year and included more television ads. Seminar expense has increased when compared to prior year. There has been an increase in the demand for student tutors and the increase for Consultants / Contracted Services is mainly due to the increase for required disability services. The variance for postage is due to timing, \$55,000 was expended to replenish the account in early March.

Page 4 of 6 is the summary of the Bookstore Income and Expenditures. Once again the Bookstore Income from textbooks is down 5.67% and the expenditures are down 16.64% for the current year. This variance is mainly due to the Higher Education Opportunity Act which requires that the Bookstore provide the students with the barcodes for the required texts resulting in the students purchasing the books from other sources. A larger starting inventory also accounts for the drop in textbook expenditures.

Page 5 is the summary of the Food Service Income and Expenditures. Sales are up 2.37% and the Vending Machine Income \$10,000 which is due to the new vending machine contract that began this fiscal year. The salaries and fringe benefits are less than the prior year due to staff transfers and existing vacancies throughout the year in Food Service.

Finally page 6 is the summary of the Plant Fund Income and Expenditures. Income for the capital fees is up \$40,000 over the prior year. This fee is assessed to all Out of County and Out of state Students. Interest Income is down due to a

<ul style="list-style-type: none">○ President's Report	<p>decrease in the account balance. There are no major variances in the Plant Fund Expenditures.</p> <p>Mahmoud H. Fahmy, Ph.D. asked about the Commonwealth appropriation for the College. Mr. Gasper reported that the Commonwealth contribution is 30% and the County contribution is 15.5%.</p> <p>President Leary welcomed three members of this year's Leadership LCCC program, Class of 2011, are in attendance as part of their program requirements to observe the LCCC governance system in action. Welcome to Joseph Nester, Technology Support Specialist; Ann Saxton, Title III Coordinator; and Julie Schechter, PSTI coordinator.</p> <p>The College will recognize outstanding students this week at the annual LCCC Honor's Luncheon. Over 160 students will receive awards for academic and extracurricular excellence. The College is recognizing more students this year than ever in our history, which demonstrates the increase in scholarship, athletic achievement and community service our students are pursuing and accomplishing.</p> <p>Several College administrators and faculty attended the Pennsylvania Commission for Community Colleges annual dinner last week to recognize LCCC's All-Pennsylvania Academic Team award recipients, who were joined by recipients from our other community colleges in Pennsylvania.</p> <p>The two-day event ended with a Lobby Day activity, during which LCCC Broadcast Communication students joined students from across the state to meet with their legislators and advocate on behalf</p>	
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<ul style="list-style-type: none"> ○ Highlight, Student Honors 	<p>of community colleges.</p> <p>LCCC is collaborating with the 13 other Community Colleges in Pennsylvania to submit a state-wide grant application to the Employment and Training Administration of the U.S. Dept. of Labor. The emphasis of the grant is on developing strategies to accelerate basic skills attainment, to increase retention to the completion of a credential, to advance career pathways and stackable credentials, and to assist in job placement for low-skilled adults. The grant will focus on capacity building in three industry clusters - advanced manufacturing, energy, and healthcare information technology - and the funding will enable the Community Colleges in Pennsylvania to develop a statewide platform to include advancements in recruitment, assessment, coaching, academic planning, career planning, and job placement for the adult population target. The grant is entitled the Trade Adjustment Assistance Community College and Career Training Grant and this submission represents the first time that the Pennsylvania Community Colleges have collaboratively responded to a grant solicitation of this magnitude.</p> <p>President Leary stated Luzerne County Community College provides learning and training to prepare our students for entry into the workforce or to transfer to four-year institutions. Part of our mission as well is to develop contributing members of society, students who will give back to their community, and provide our students with the education and skills they need to realize their leadership potential.</p> <p>Joseph Rymar, Board Chair, and President Leary presented certificates of achievement to the</p>	
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	<p>following students in recognition of their academic, athletic, and leadership accomplishments: Stephen Swicklik and Mary Buckley were honored for being selected to the All-PA Academic Team. Mr. Swicklik and Ms. Buckley were honored for their leadership with the College's Phi Theta Kappa chapter.</p> <p>Belinda Coulibaly was honored for her service as secretary of the Student Government Association and for serving as the first student representative to the LCCC Board of Trustees. Stacy Dunkle was recognized for representing the student body at the College's Professional Development Day. Kimberly Penetra was honored for her service as treasurer of the Student Government Association and Marc Incitti was recognized for his service as president of Phi Theta Kappa. Student-athlete Brian Kevin Karwaski was recognized for his outstanding performance on the cross country team. Meredith Capuano was honored for her service as president of the Adult Learners Association and as vice president of Alpha Sigma Lambda.</p> <p>President Leary invited everyone to stay for light refreshments immediately following the board meeting.</p>	
<p>6. Report/Action of the Executive Committee 6A. Nomination Committee Appointment</p>	<p>Board Chair Rymar noted, in accordance with the Board of Trustees By-Laws, the officers of the Board of Trustees shall be elected each year at the annual June organizational meeting. The Chairperson shall appoint a nomination committee which shall recommend a slate of officers to the full Board of Trustees to be considered at the meeting at which the election of officers will be held. The Board of Trustees will be given the opportunity to submit names not included on the slate, either in writing or</p>	

	<p>through a motion on the floor.</p> <p>Board Chair Rymar noted Trustee Mahmoud H. Fahmy, Ph.D., served as Chair of the 2010 Nomination Committee. At this time, Board Chair Rymar appointed Mahmoud H. Fahmy, Ph.D., to serve once again as Chair and reconvene the same committee members. Board Chair Rymar noted there is one slight change; there is an opportunity for additional trustees to serve on the committee. Hearing none, the nomination committee will consist of the same members as last year.</p>	
<p>7. Report/Action of the Academic Committee</p> <p>7A. Recommendation to Approve Administrative Policies</p> <ul style="list-style-type: none"> ○ Credit Course Waitlist Policy ○ Health Sciences Admissions Background Check Requirement Policy 	<p>August J. Piazza, Committee Chair, presented the following report of the Academic Committee:</p> <p>7A. Recommend the Luzerne County Community College Board of Trustees approve the following administrative policies: Credit Course Waitlist Policy and Health Sciences Admissions Background Check Requirement Policy.</p>	<p>7A Approved. Motion made by Thomas F. O’Donnell, Ed.D., to approve the Credit Course Waitlist Policy and Health Sciences Admissions Background Check Requirement Policy. Motion was seconded by Agapito López, M.D.</p> <p>In reference to the Health Sciences Admissions Background Check Requirement Policy, Trustee Elaine Maddon Curry questioned whether the Board should wait to approve this policy until the College Solicitor provides a summary on “criminal history”.</p> <p>Joseph Kluger, Esq., College Solicitor stated the Health Sciences Admissions Background Check Requirement Policy is legal and enforceable.</p> <p>Elaine Cook, R.N., J.D., Vice Chair and Elaine Maddon Curry voted “no” for the Health Sciences Admissions Background Check Requirement Policy.</p> <p>College Solicitor Kluger stated the motion was</p>

		<p>made to approve both policies, therefore, the vote Cannot be split.</p> <p>Elaine Cook, R.N., J.D., Vice Chair and Elaine Maddon Curry voted “no” for both policies as presented.</p> <p>Vote was eleven (11) “yes” and two (2) “no”. Motion carried.</p>
8. Report/Action of Finance Committee	Lynn Marie Distasio, Committee Chair, presented the following Finance Committee Report.	
8A. Recommendation to approve Summary of Payments	8A. Recommend the Luzerne County Community College Board of Trustees approve the summary of payments	8A.Approved. Motion made by Thomas F. O’Donnell, Ed.D., and seconded by Michael Tigie, III. Vote was all “yes”. Motion carried.
8B. Continuation of Employment Retraining Opportunities Program	8B.Recommend the Luzerne County Community College Board of Trustees approve the Employment Retraining Opportunities Program be continued for the Summer and Fall 2011 Semester with a tuition offset for eligible individuals not to exceed a total value of \$50,000 that will cover both semesters.	8B. Approved. Motion made by Mary Dana Hinton, Ph.D., and seconded by August Piazza. Vote was all “yes”. Motion carried.
8C. Acceptance of Grants	8C. Recommend the Luzerne County Community College Board of Trustees approve the acceptance of following grant award \$5,000 to purchase children’s supplies for the LCCC Dental Clinic.	8C. Approved. Motion made by Elaine Cook, R.N., J.D., Vice Chair; and seconded by Elaine Maddon Curry. Vote was all “yes”. Motion carried.
8D. RFP for National Council Licensure Review Seminar	8D. Recommend the Luzerne County Community College Board of Trustees approve the proposal to Kaplan Inc. at the rate of \$375.00 per student for the contract period April 15, 2011 thru April 15, 2014.	8D. Approved. Motion made by Paul Halesey and seconded by Agapito López, M.D. Vote was all “yes”. Motion carried. Elaine Cook, R.N., J.D., Vice Chair, requested the Luzerne County Community College include in all College publications that the National Council Licensure Review Seminar is part of the lab fees.

<p>8E. Recommendation to Approve Otis Elevator Maintenance Agreement</p>	<p>8E. Recommend the Luzerne County Community College Board of Trustees approve the maintenance agreement to Otis Elevator at the following discounted rate of \$1,740.00 per month for the contract period April 1, 2011 thru March 31, 2016; five (5) year contract total of \$104,400.00.</p>	<p>8E. Approved. Motion made by Thomas F. O’Donnell, Ed.D., and seconded by Michael Tigue, III. Vote was all “yes”. Motion carried.</p>
<p>8F. Recommendation to Approve Health Sciences Center Exterior Signage Change Order</p>	<p>8F. Recommend the Luzerne County Community College Board of Trustees approve the Health Science Center Exterior Signage Change Order in the amount of \$17,997.</p>	<p>8F. Approved. Motion made by Michael Tigue, III, and seconded by Thomas F. O’Donnell, Ed.D.. Vote was twelve “yes” and one “no” by Elaine Cook, R.N., J.D., Vice Chair. Motion carried.</p>
<p>8G. Recommendation to approve Electrical Change Order</p>	<p>8G. Recommend the Luzerne County Community College Board of Trustees approve the Health Sciences Center Electrical Change Order in the amount of \$7,780.</p>	<p>8G. Approved. Motion made by Michael Tigue, III, and seconded by Thomas F. O’Donnell, Ed.D.. Vote was all “yes”. Motion carried</p>
<p>8H. Recommendation to approve Administrative Policies:</p> <ul style="list-style-type: none"> ○ Capital Project Planning Policy ○ Lost and Found Policy ○ Proposed Revision of the Construction Change Order Policy 	<p>8H. Committee Chair Lynn Distasio recommended the Luzerne County Community College Board of Trustees approve Capital Project Planning Policy and Lost and Found Policy.</p> <p>Committee Chair Distasio presented for approval the revisions to the Construction Change Order policy.</p> <p>At this time Thomas F. O’Donnell, Ed.D. , recommended a roll vote of the full Board be conducted.</p> <p>Board Chair Rymar accepted the recommendation. Board Chair Rymar stated it is his belief the revisions to the Construction Change Order policy are not necessary; the President is responsible for processing and approving change orders; and it is</p>	<p>8H. Approved. Motion made by Committee Chair Distasio to approve the Capital Project Planning Policy and Lost and Found Policy. Motion was seconded by Agapito López, M.D. Vote was all “yes”. Motion carried.</p> <p>Motion made by Elaine Curry and seconded by Agapito López, M.D. to approve the revisions to the Construction Change Order policy.</p> <p><u>Roll Call Vote:</u> Elaine Cook, R.N., J.D., Vice Chair, yes; Elaine Maddon Curry, yes; Lynn M. Distasio, Board Secretary, no; Mahmoud H. Fahmy, Ph.D., no; Paul A. Halesey, no; Mary Hinton, Ph.D., no; Joseph M. Lombardo, M.D., no; Agapito López, M.D., yes; Thomas F. O’Donnell, ED.D., yes; August Piazza, no; and Michael Tigue, III, no. Vote was four (4) yes; and seven (7) no.</p>

his belief the revision as it is written requires change orders as low as a few dollars will require the attention of both the President and Board of Trustees review and approval. Board Chair Rymar stated he is opposed of the recommendation.

Elaine Cook, R.N., J.D., Vice Chair, stated the only reason this came about was because of the cosmetic change order in repainting bathroom stalls a different color. It brought to light, even though it is a few dollars, it is purely an esthetics/cosmetics and nothing necessary. When the Board is looking at budget constraints, and whether tuition needs to be increased in the future, and in this case it was a several thousand dollars; can mean a lot. As long as it is purely cosmetic changes, Vice Chair Cook feels the Board does need to explore this issue.

August Piazza addressed President Leary regarding the particular reasons for the change order. President Leary stated there was a determination made after accessing the new Health Sciences building that the color of the restrooms were objectionable and a decision was made that they be repainted. The money would be allocated from the current bond issue which is specifically for facility development and expansion; as compared to waiting until the building opened, and spending college money to repaint the restrooms, which would have basically caused a reduction in the capital money for the college.

Thomas F. O'Donnell, Ed.D. stated at this time the debate should cease and a roll call be taken.

Motion defeated.

<p>9. Report/Action of the Human Resources Committee Items</p> <p>9A.Recommendation to Approve Administrative Policies: Confined Space Policy; and Recruitment Search and Selection Policy.</p>	<p>Paul Halesey, Committee Chair, presented the following Human Resources Committee report.</p> <p>9A. Recommendation the Luzerne County Community College Board of Trustees approve the Confined Space Policy and Recruitment Search and Selection Policy.</p>	<p>9A. Approved. Motion made by Committee Chair Halesey and seconded by Joseph M. Lombardo, M.D. Vote was all “yes”. Motion carried.</p>
	<u>INFORMATIONAL ITEMS</u>	
<p>1.<u>Unfinished Business of Previous Meeting</u></p> <p>2. Informational Report of the Executive Committee.</p> <p>3. <u>Information Report of the Human Resources Committee</u></p> <p>3A. Information on Appointments/Leave Report</p>	<p>1.Board Chair Rymar noted there was no unfinished business from the previous meeting.</p> <p>2. Board Chair Rymar stated the minutes of the last Executive Committee were enclosed in the Board packet.</p> <p>3A. Committee Chair Halesey presented the Information on Recent Appointments , New Hires since February 8, 2011: Administration: FT Director of Counseling and Student Support Services, Randall Light, \$62,088.75/yr, 3/21/11; PT Assistant Chef, Brian Kravitz, \$16.89/hr, 3/14/11; PT Student Computer Lab Manager, Justin Woychik, \$18.18/hr, 2/28/11</p> <p>Classified: PT Fitness Center/Gymnasium Attendant, Michael Johnson, \$9.15/hr, 3/16/11; FT Custodian, Gary Swartz, \$18,325.00/yr, 3/8/11; FT Microbiology/Biology Lab Assistant, Brian Madajewski, \$16,644.00/yr, 2/28/11; PT Custodian, John Weron, \$8.81/hr, 2/22/11; and PT Custodian, Kimberly Parsons, \$8.81/hr, 2/17/11 LEAVE REPORT STATUS - No report.</p>	<p>1.N/A</p> <p>2. N/A</p> <p>3A. No action required.</p>

<p>4. Communications- School of Alcohol and Other Drug Studies</p>	<p>Board Chair Rymar announced the upcoming 5th Annual NEPA School of Alcohol and other Drug Studies will be conducted in June, 2011. All Trustees are encouraged Trustees to attend.</p> <p>Trustee Mahmoud H. Fahmy, Ph.D., commended the Substance Abuse Education and Training Institute and those who put together the NEPA School and the Institute.</p>	
<p>4.Adjournment</p>		<p>Motion made by Thomas F. O'Donnell, Ed.D. and seconded by August Piazza. Vote was all "yes". Motion carried.</p>