

ATTACHMENT 3

**Name:** Luzerne County Community College Board of Trustees Board Meeting  
**Date:** Monday August 22, 2011  
**Time:** 6:35 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; Elaine Maddon Curry; Lynn M. Distasio, Board Secretary; Mahmoud H. Fahmy, Ph.D.; Paul A. Halesey, ; John Kashatus, Agapito López, M.D.; August Piazza; Paul M. Platukis; Joseph Rymar, Board Chair;; Susan E. Unvarsky; Barry Williams, J.D., C.P.A., and Joseph Kluger, J.D., College Solicitor.</p> <p><u>Excused:</u> George F. Hayden; Mary Hinton, Ph.D.; and Michael Tigue, III.</p>	No action required.
2. Public Comments	No comments.	No action required.
3. Approval of June 16, 2011 Board Minutes	No comments.	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 August 22, 2011 Board Agenda	No comments.	Approved. Motion made by August Piazza; and seconded by Agapito López, M.D.. Vote was all “yes”. Motion carried.
5. Report of Officers and Agents:		
<ul style="list-style-type: none"> <li>○ <b>Treasurer’s Report</b></li> </ul>	Joseph Gasper, Dean of Finance, presented the preliminary report for the period ending June 2011. Mr. Gasper noted the additional year end closing entries continue to be posted as the adjusting entries are prepared. This report also includes	

encumbrances as of June 30, 2011.

Page 1 of 6 is the Summary Page for all of the funds. The Current Fund Income is \$39,980,000 down 0.87% and Expenses total \$38,475,000 which is up 1.25% when compared to the prior year. Bookstore Income of \$4,355,000 is down 2.77% and Expenses of \$3,421,000 are down 3.50%. Food Service Income of \$381,000, up 4.96% and Expenses of \$388,000 are up 3.19%. Finally the Plant Fund Income is \$3,854,000, which is down 0.08% and Expenditures of \$3,920,000, up 3.76%.

As noted on Page 1 of 4 of the Attachment Supplement when compared to prior year the Seminar Income is up \$180,000 based on seminars and training to date. Currently Miscellaneous Income is down \$130,000 but additional A/R is anticipated. The Application Fee decrease is due to the elimination of the fee. The variation for the State Appropriation is due to Prior Year Final Settlements that were received last year. Interest Income is down due to the lower interest rate and Conference Center Income is down due to a reduction in the bookings in the ECC.

Page 2 of 4 is the Current Fund Expenditures. Fringe Benefits are down because additional Year End entries will be made. The Equipment lease line item includes software licensing fees and the variance is due to an increase for the Datatel Software, smaller technology leases and the Adobe Software License. The increase in Seminar expense is variable and is related to the volume in the Non-Credit and PSTI Departments. The variance for Culinary and Pastry Art Supplies is attributable to the startup costs at the new facility and also an enrollment increase in the program. The increase in Acquisitions is due to utilizing current year funds to

<ul style="list-style-type: none"> <li>○ <b>Foundation's Report</b></li> </ul>	<p>offset 2011-2012 budget requests for small equipment purchases. The Maintenance Plan variance is due to a decrease in the amount expended and also a decrease in the current year budget amount. Continuing on Page 3 the variance for Catalogs is due to a budget transfer to advertising. Maintenance Agreements include Building Repairs &amp; Renovations and account for the variance listed.</p> <p>Continuing on Page 3 the Bookstore Income from textbooks is down 4.57% while other sales have increased 10.12%. The expenditures are down 6.87% for textbooks and final year end entries account for the other two variances in Inventory Change and Bad Debt Expense.</p> <p>Page 4 the Food Service Vending Machine Income is up \$10,000 which is due to the new vending machine contract that began this fiscal year. New cash registers were purchased this fiscal year which accounts for the variance for Other Expenses.</p> <p>Continuing on page 4 is the comparison of the Plant Fund. The income does not include the transfer from the Foundation. Interest Income is down due to a decrease in the account balance and rate. Equipment purchases are for the New Autoclave for the Science Department and the Culinary Payments account for the variance in Debt Service.</p> <p>Sandra Nicholas, Executive Director, Resource and Alumni Development, noted the College will mark the 10<sup>th</sup> anniversary of the terrorist attacks on September 11, 2011, at 1 p.m., with a remembrance ceremony at the Walk of Honor. The PSTI obtained an artifact from the World Trade Center which will become a permanent part of the</p>	
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Walk of Honor. Robb Carlo, brother of Michael Scott Carlo who was killed on 9-11, has made a donation toward the installation of the artifact. A ribbon-cutting for the Goldman Sachs Learning Center at the Northumberland Regional Center is set for Tuesday, September 13, at 11 a.m. The dedication will acknowledge the \$650,000 investment by Goldman Sachs toward improving the educational experience for students in that region. In addition, Jennifer Wheary and Paul Walker will be honored for their donation to endow a scholarship fund for students pursuing a career path in health sciences.

The ribbon-cutting for the Health Sciences Center will be held on Friday, September 23, at 2 p.m. Goldman Sachs Gives has made a donation of \$30,000 to fund the extension of the Dual Enrollment program in Shamokin. The Goldman Sachs Young Scholars Program will provide a scholarship through the Foundation to qualified high school students attending classes in Shamokin.

Three new scholarships have been established: the Donald A. Whitt '84 Memorial Scholarship has been endowed by his family and will assist a student in the Plumbing, Heating, and Air Conditioning program; the Fred Kase Annual Memorial Scholarship will benefit a student majoring in fire science; and the Grainger annual scholarship will provide assistance for students in the trades and technologies programs.

The Foundation is working with the Student Life Office to pilot a Student Ambassador program which will kick-off in the fall. The Foundation has awarded 196 scholarships to date for a total of \$143,500.00 for the fall semester

○ **President's Report**

President Leary stated renovations on the College's new Health Sciences Center in downtown Nanticoke have been completed, and we are in the process of moving the remaining faculty and staff into the facility. The building was outfitted with the latest technology including 19 smart classrooms, IP Phones, digital signage and computer lab equipment which will enhance the staff's ability to function seamlessly with main campus. Thank you to everyone who worked hard over the past few weeks to get faculty and staff moved into the new facility and get all systems and equipment up and running.

A ribbon cutting ceremony for the Health Sciences Center will be held on Friday, September 23<sup>rd</sup> 2011, at 2 p.m. Light refreshments will be served and tours of the building conducted for those attending.

Graduates of LCCC's Nursing, Surgical Technology, Respiratory Therapy and Emergency Medical Services are invited to a reunion of Health Sciences alum at the new Health Sciences Center on Friday, September 30<sup>th</sup> 2011, from 6:00 to 9:00 p.m. Retired LCCC faculty member Marie Robine and LCCC Trustee Lynn Distasio are honorary co-chairs for the event. Graduates are invited back to see their favorite faculty, tour the new facility, and reconnect with classmates.

The President's Leadership Team participated in a day-long retreat, and the Strategic Plan Design Team held its annual Retreat, both in July. Both retreats were focused on Middle States Commission for Higher Education accreditation issues. The College will continue this work at its Professional Development Day program this coming Thursday. Adjunct faculty in-service programs will

also be held Thursday evening and tomorrow evening in Shamokin.

Thank you to all involved for their participation, including Board Chair Joseph Rymar who joined us for the Strategic Planning Retreat.

Board Chair Joseph Rymar questioned when the next student representative to the Board will be appointed.

President Leary stated a student representative will be appointed for the next Board of Trustees Board meeting.

Trustee August Piazza noted the concern expressed over the last few weeks over the parking situation for the LCCC Joseph A. Paglianite Culinary Institute and Health Sciences Center.

President Leary stated the parking area located on Lower Broadway houses approximately 275 parking spaces. After reviewing the class schedules, the parking spaces should accommodate our Health Science and Culinary students. President Leary noted the College continues to pursue additional parking through a variety of entities including the Nanticoke Municipal Authority for the Health Sciences Building. Presently, the College is looking at a lot located across from our current facility as well as a building currently for sale adjacent to the Health Science facility.

Trustee August Piazza noted parking for our students/staff has been one of the critical issues for participating in the downtown area. President Leary stated we were in always pursuing additional parking spaces. We have had numerous

	discussions of how important parking spaces are to the students.	
6. Report/Action of the Executive Committee	Board Chair Rymar noted the Executive Committee meeting minutes from July 25, 2011, were included in your Board packets.	No action required.
7. Report/Action of the Academic Committee	August Piazza, Committee Chair, presented the Academic Committee report.	
7A. Approval of Administrative Policy <i>Student Rights of Privacy and Access Policy</i>	7A. Recommend the Luzerne County Community College Board of Trustees approve the following administrative policy, Student Rights of Privacy and Access Policy.	Approved. Motion to approve items 7A and 7B made by Elaine Maddon Curry; seconded by Paul Platukis. Vote was all "yes." Motion carried.
7B. Approval of Program Additions, Deletions and Modifications	7B. Recommend the Luzerne County Community College Board of Trustees approve Program Additions, Deletions and Modifications.	
8. Report/Action of Finance Committee	Lynn Marie Distasio, Committee Chair, presented the Finance Committee report items 8A through 8D	
8A. Summary of Payments	8A. Recommend the Luzerne County Community College Board of Trustees approve the Summary of Payments.	8A. Approved. Motion made by Susan Unvarsky; seconded by August Piazza. Vote was all "yes." Motion carried.
8B. Authorization of Trustee Travel	8B. Recommend the Luzerne County Community College Board of Trustees authorize the use of budgeted travel funds not to exceed \$7500 for two trustees to attend the 2011 42 <sup>nd</sup> Annual ACCT Leadership Congress, Dallas, Texas, October 2011; and the PA Commission for Community Colleges All Trustees Assembly, September, 2011.	8B. Approved. Motion made by Agapito Lopez, M.D.; seconded by Barry H. Williams, J.D., C.P.A.. Vote was all "yes." Motion carried.
8C. Bid #410 – Graduate Day Apparel, Diplomas, Announcements	8C. Recommend Luzerne County Community College Board of Trustees approve the award of BID	8C. Approved. Motion made by John Kashatus and seconded by Elaine Cook, R.N., J.D., Vice Chair;

<p>8D. Bid #411 – Officer Copier/Laser Printer Paper</p>	<p>#410 for Graduate Day Apparel, Diplomas, Announcements to Oak Hall Cap &amp; Gown in the amount of \$19,894.60 and Herff Jones in the amount of \$10,670.00 for a total amount of \$30,564.60.</p> <p>8D. Recommend Luzerne County Community College Board of Trustees approve the award of Bid # 411 for Office Copier/Laser Printer Paper to Whiteman Tower Co. in the amount of \$28,310.00.</p> <p>Committee Chair Lynn Distasio noted the Board packet contained additional action items to be presented for formal approval. The additional actions items were not reviewed at the Finance Committee meeting.</p>	<p>seconded by Elaine Maddon Curry. Vote was all “yes.” Motion carried.</p> <p>8D. Approved. Motion made by Elaine Cook, R.N., J.D., Vice Chair; seconded by Elaine Maddon Curry. Vote was all “yes.” Motion carried.</p>
<p>8E. Acceptance of Grants</p>	<p>8E. Recommend that the Luzerne County Community College Board of Trustees approve the acceptance of the following grant awards: The <u>Perkins renewal grant</u> from the PA Dept of Ed was increased slightly this year to \$557,699. (+\$20,223); <u>Act 101 renewal grant</u> from the PA Dept of Ed will be level funded from last year’s grant of \$62,100. The 3 ALTA renewal grants from the PA Dept of Ed were increased as a result of increasing the size of the territory, the number of partners, and number of program participants as follows: #041 Adult Education Grant was increased to \$397,927 from last year’s grant of \$173,750. (+\$224,177); #054 <u>Family Literacy grant</u> was increased to \$350,000 from last year’s grant of \$197,620. (+\$52,380); #059 <u>Adult Education Literacy grant</u> was increased to \$295,497 from last year’s grant of \$86,713. (+208,784); <u>PPL has decided to provide \$3,000 annually to the Nuclear Technology Department for supplies, equipment or other activities which provide support to the</u></p>	<p>8E. Approved. Motion made by Elaine Cook, R.N., J.D., Vice Chair; seconded by Elaine Maddon Curry. Vote was all “yes.” Motion carried.</p>



<p>8F. Bid #412 – HSC Surgical Technology Mock Surgical Suite Package</p>	<p>students or faculty in furtherance of the program academically. The Vice President of Academic Affairs will approve the budget for this program in advance.</p> <p>8F. Recommend Luzerne County Community College Board of Trustees approve the award of BID #412 for Health Science Center Surgical Technology Mock Surgical Suite Package to Resource Surgical Equipment LLC in the amount of \$18,869.00 and Colcom Surgical Inc. in the amount of \$17,900.00 for a total amount of \$36,769.00.</p>	<p>8F. Approved. Motion made by Agapito Lopez, M.D.; seconded by Susan Unvasky. Vote was all “yes.” Motion carried.</p>
<p>8G. Bid #413 – HSC Dental Health Department Plan Meca Pro One Digital Plan</p>	<p>8G. Recommend Luzerne County Community College Board Board of Trustees approve the award of BID #413 for Health Science Center Dental Health Department Plan Meca Pro One Digital on Dental Co. in the amount of \$29,091.00.</p>	<p>8G. Approved. Motion made by Agapito Lopez, M.D.; seconded by August Piazza. Vote was all “yes.” Motion carried.</p>
<p>8H. RFP, Architectural/Engineering Service for Master Plan Phase II, Building Renovations on 2, and 9.</p>	<p>8H. Recommend Luzerne County Community College award the RFP for Architectural/Engineering Service for Master Plan Phase II for building 2 and 9, to MKSD, LLC in the amount of \$82,000.</p>	<p>8H. Motion was made by Mahmoud H. Fahmy, Ph.D.; seconded by Agapito Lopez, M.D.</p> <p>On the question, Elaine Cook, R.N., J.D., Vice Chair, stated the members of the Finance Committee had several questions regarding the RFP. Elaine Cook, R.N., J.D., Vice Chair noted the recommendation stated MKSD, LLC, had a very good understanding of the college and was the only bidder who has worked at the college in the past; however, zmkds, LLC was \$20,000 higher than the other bidders. This was one of the concerns of the Finance Committee. Elaine Cook, R.N., J.D., Vice Chair, stated Administration did not recommend the bidder for \$59,000 because they charged additional costs for travel. The anticipated cost for travel was not available at the time of the Finance Committee meeting.</p>

		<p>Committee Chair Distasio stated a response to each of the questions raised at the Finance Committee meeting was included in the Board packets.</p> <p>Mr. Leonard Olzinski, Director of Purchasing noted MKSD, LLC, worked at the college previously but that was not why they were selected.</p> <p>Mr. Joseph Gasper, Dean of Finance, stated the selection committee was comprised of Dr. Joseph Grilli, Amy Colwell and Brian Overman. Mr. Gasper stated MKSD, LLC worked had experience working at community colleges, were receptive Mr. Gasper noted Mr. Overman’s concern was the timeline may not be met unless the college continued with the firm that did the original study and space plan. Any other firm will need to spend significant time orienting to the building, reviewing the faculty, staff and administration input and reviewing the space plan and master plan report. Having already performed the work for the first phase, MKSD LLC is intimately familiar with the project and has established a working relationship with the college and faculty.</p> <p>Elaine Cook, R.N.,J.D., Vice Chair noted one of the questions asked about the change orders and whether this particular firm being recommended at a higher rate had ever submitted change orders for the work they have done with the college for the first phase and the answer was yes they did. In looking at all the other bidders, they noted change orders are inevitable it was agreed, yes even with this particular entity change orders are inevitable.</p> <p>President Leary noted the chances of change</p>
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		<p>orders with this particular firm (MKSD, LLC) is due to their familiarity with developing the entire scheme.</p> <p>August Piazza questioned the number of firms who bid on this project. Elaine Cook, R.N., J.D., Vice Chair stated four bids ranging from \$59,000 to \$82,000. Mr. Joseph Gasper stated there were 17 firms that submitted proposals. These proposals were narrowed down to four firms.</p> <p>Elaine Maddon Curry asked if MKSD, LLC is still working at the college. Mr. Gasper stated they did the design for Phase I. Committee Chair Distasio noted the rationale stated MKSD, LLC performed the first phase of this project, space planning and programming, and their performance exceeded expectations.</p> <p>Committee Chair Distasio asked Mr. Gasper if there are actual architectural designs and drawings. Mr. Gasper confirmed yes but noted the drawings were not but very detailed.</p> <p>Trustee Paul Halsey asked if each architect had a different concept or were they given a specific design. Mr. Gasper stated they were given the initial concept.</p> <p>Trustee Barry H. Williams stated the first drawings done were the layout of the plan - they have not done the structural portion of it. This is the phase to do the drawings that would go out for bid for the contractors to bid for the job.</p> <p>President Leary informed the Board of Trustees a great deal of the work will be done by our college staff.</p>
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		<p>Board Chair Rymar looked at comments from MKSD, LLC, noted \$82,000 included travel expenses and no extra costs.</p> <p>Trustee Barry H. Williams, J.D., C.P.A., stated the RFP section notes MKSD, LLC would be reimbursed for travel expenses.</p> <p>Mr. Gasper read the following document which from MKSD, LLC provided to the college, dated July 14, 2011: "As discussed last week I have clarified the proposed fee will include all normal reimbursable expenses including printing of the bid documents, travel expenses and mailing expenses therefore we do not anticipate any additional costs to the college."</p> <p>After further discussion, Board Chair Rymar asked for a roll call vote to approve the recommendation to award the RFP to MKSD, LLC.</p> <p><u>Roll Call Vote:</u> Elaine Cook, R.N., J.D., Vice Chair, no; Elaine Maddon Curry, no; Lynn Distasio, no; Paul Halesey, no; John Kashatus, no; Mahmoud H. Fahmy, Ph.D., yes; Agapito Lopez, M.D., yes; August Piazza, no; Paul Platukus, no; Susan Unvarsky, no; and Barry H. Williams, J.D., C.P.A., no.</p> <p>Vote was nine (9) no; and two(2) yes. Motion defeated.</p> <p>Motion made by Elaine Cook, R.N., J.D., Vice Chair to award the RFP for Architectural/Engineering Service for Master Plan Phase II for building 2 and 9, to RAL Architecture and Design, Inc., in the amount of \$59,000. Motion was seconded by</p>
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8I. HSC Delay Claims	8I. Recommendation to approve the Health Science Center Delay Claims in the amount of \$78,955.06 to Marx Sheet Metal and Mechanical Inc. for delay claims as due to relocation of Verizon lines, subsurface undermining during foundation construction and adverse weather conditions.	<p>Elaine Maddon Curry.</p> <p>Vote was ten (10) yes; and one (1) no by Paul Halesey. Motion carried.</p> <p>8I. Approved. Motion made by John Kashatus and seconded by Paul Halesey.</p> <p>At this time, Board Chair Joseph Rymar requested a roll call vote be conducted.</p> <p><u>Roll Call Vote:</u> Elaine Cook, R.N., J.D., Vice Chair, no; Elaine Maddon Curry, no; Lynn Distasio, yes; Paul Halesey, yes; John Kashatus, yes; Mahmoud H. Fahmy, Ph.D., yes; Agapito Lopez, M.D., yes; August Piazza, yes; Paul Platukus, yes; Susan Unvarsky, yes; and Barry H. Williams, J.D., C.P.A., no.</p> <p>Vote was eight (8) yes and three (3) no. Motion approved.</p>
9. Report/Action of the Human Resources Committee Items	9. August Piazza referenced the Leave Status Report, and asked the procedure for "Leave of Absence." John Sedlak, Dean of Human Resources, stated there are various methods pertaining to federal law/contractual and confidential in nature.	N/A
	<b><u>INFORMATIONAL ITEMS</u></b>	
1. Unfinished Business of Previous Meeting	1. No report.	1. N/A
2. Informational Report of the Executive Committee.	2. Board Chair Rymar asked everyone to look over the Executive Committee summary which highlights	2. N/A

3. Information Report of the Human Resources Committee	the goals established for 2011-2012. 3. No report.	3. N/A
4. Communications	No communications.	
5. Adjournment		Motion made by Mahmoud H. Fahmy, Ph.D.; seconded by Elaine Curry. Vote was all “yes”. Motion carried.
		Board Chair Rymar announced the LCCC Board of Trustees would reconvene the Executive Session and noted there would not be a public meeting after the Executive Session.