

Name: Luzerne County Community College Board of Trustees Board Meeting

Date: Thursday, October 30, 2014

Time: 6:00 P.M

Location: Luzerne County Community College, Dining Room, Educational Conference Center, Nanticoke PA

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
<p>1. Roll Call</p>	<p>Present: Joan Blewitt, Ph.D. NCC; Frank Bognet, Esq.; John Bryan; Elaine Cook, R.N., J.D.; Francis Curry; Brian D. Gill; Paul Platukis; John R. Serafin, Vice Chair; Margaret Steele; Joseph Van Jura, Esq; Barry H. Williams, J.D., C.P.A., Board Chair; Serena Kozokas, Student Representative, and Joseph Kluger, Esq., College Solicitor.</p> <p>Excused: Paul Halesey, Carmen F. Magistro, Secretary; Joseph Rymar; and Susan Unvarsky.</p>	
<p>2. Public Comment</p>	<p>Barry H. Williams, J.D., C.P.A., Board Chair, noted an Executive Session was held prior to the start of the Board meeting to discuss personnel and litigation issues.</p> <p>Barry H. Williams, J.D., C.P.A., Board Chair, opened the floor for public comment.</p>	<p>No action required.</p>
<p>3. Approval of August, 2014 Board Minutes</p>	<p>Barry H. Williams, J.D., C.P.A., Board Chair, recommended approval of the August 26, 2014 Board minutes.</p>	<p>Approved. Motion made by John Serafin, Vice Chair; seconded by John Bryan.</p> <p>Vote was all "yes". Motion carried.</p>
<p>4. Approval of October 30, 2014 Board Agenda</p>	<p>Barry H. Williams, J.D., C.P.A., Board Chair, recommended approval of the October 30, 2014 Board agenda.</p>	<p>Approved. Motion made by John Bryan; seconded by Elaine Cook, R.N., J.D.</p> <p>Vote was all "yes". Motion carried.</p>

<p>5. Report of Officers and Agents</p> <ul style="list-style-type: none"> ○ President’s Report <i>TAACCCT Grant</i> 	<p>President Leary reported the college recently celebrated a rededication of the LCCC Wilkes Barre Center in recognition of several new initiatives at the Center. Working together with our longtime partner, the Wilkes Barre Chamber of Business and Industry, the College recently renewed our lease agreement for the site for 7 years, and we were pleased to present the recently renovated and upgraded site to the community.</p> <p>In addition to the facility renewal, another new development at the LCCC Wilkes Barre Center is the creation of new scholarships specifically for students who attend this site. Beginning with the fall 2015 semester, the College will offer two new scholarships for students; one will be awarded to a full-time student and one to a part-time student. President Leary expressed his appreciation to the LCCC Foundation Board of Directors for their support of this initiative.</p> <p>In addition, under the leadership of Rebecca Brominski, who was recently appointed as the site director, the schedule at the Wilkes Barre Center will now include courses scheduled at times that are more convenient for high school students who take part in LCCC’s Early College program. Through the Early College program, high school students can earn college credits at a reduced tuition rate while enrolled in high school.</p> <p>The Wilkes Barre Center also hosts ESL training (English as a Second Language) and GED preparation courses, in addition to the numerous credit courses offered each semester.</p> <p>President Leary reported the College is entering into a five-year Dual Admission agreement with King’s College that will enhance transfer opportunities for LCCC students who plan to attend King’s after completing their associate’s degree at LCCC. Earlier today several LCCC officials and I met with King’s College President Father John Ryan and members of his staff to officially endorse this agreement, which</p>	

guarantees admission to King's College for eligible LCCC students who complete specific associate degree programs. To qualify for this dual admission program, students must complete at least 12, but not more than 20, credits of post-secondary academic course work and must maintain a 2.30 grade point average for all college courses. Also, the student must enroll at King's College within one year of graduation from LCCC.

In addition to the guaranteed admission into King's upon graduation from LCCC, students accepted into this program will receive other benefits. For example, King's College will waive the admissions application fee and will award academic scholarships to qualified students. King's will guarantee each student enrolled in the program a minimum of \$10,000 annually in institutional aid upon full-time enrollment as well.

Furthermore, students enrolled in the Dual Admission Program but not yet matriculated at King's will be eligible to register free of charge for a maximum of nine credit hours in courses offered by King's. These courses must be applied to the specific degree program that the student intends to pursue at King's.

President Leary stated both he and Father Ryan are pleased that our institutions are working together to improve the transfer process and benefit students. King's College is one of our top transfer schools, and this agreement will help make it easier for LCCC graduates who wish to pursue a bachelor's degree to continue their education and achieve their goal.

The President reported that the College continues to strengthen our Safety and Security measures to ensure a safe learning and working environment for our students and employees. Most recently, the College's Campus Safety and Security and Information Technology departments installed several new emergency alert systems. The first system, Alertus, allows Security to issue an immediate warning to

faculty and staff through LCCC computers. In the event of an emergency, Security will send out messages that will appear on computer screens, overriding whatever is currently being viewed on the screen.

The second system, the LynxKeyPro Panic/Duress Notification System, allows staff to send a silent panic alarm to Security using their computer keyboard. These systems are up and running and are available on the main campus in Nanticoke and all dedicated sites.

An external Mass Alerting System has also been set up on the main campus. Through this system Security can send out emergency messages using voice and tone across the campus, reaching students, staff and visitors who are walking from building to building, or who are located in other outside areas.

President Leary stated these new systems add additional layers to the existing emergency communications procedures the College has in place.

At this time, President Leary introduced Sue Spry, Vice President of Workforce and Community Development. Vice President Spry provided a brief report on the TAACCCT Grant the college recently received; noting the grant kick-off event will be held November 11, 2014, at Northampton Community College who is the lead agent of this grant initiative.

Vice President Spry stated the TAACCT grant is funded through the United States Department of Labor. Initially we received the grant as part of the 14 community colleges in Pennsylvania. We are now in our final year. All versions of this grant were developed to address the skills gap we see in many of our higher and middle skills employment type opportunities. This final award, received by Northampton Community College, Lehigh Carbon Community College and Luzerne County Community College, was the only consortium in the state of Pennsylvania to receive the

<ul style="list-style-type: none"> ○ Treasurer's Report 	<p>\$10 million grant for the three colleges. Luzerne's portion is \$1.8 million. \$4 million will be shared activities among the three colleges. We are dedicating the money toward curriculum development, equipment and supply acquisitions. The three programs that will be enhanced or developed which are: welding program, diesel technology program, and engineering design and manufacturing program. At this time Vice President Spry introduced Bob Conner, faculty member, who works in the automotive area and was instrumental in the development of the diesel program.</p> <p>Mr. Conner stated for the past five years, the college has offered two diesel classes at the college. The Pennsylvania Department of Labor has the identified diesel as a high priority job. This fall semester the college offered a diesel diploma program. The program was very successful. It is the college's goal to move the program into a certificate program and ultimately a two year associate's degree program.</p> <p>Vice President Spry stated all three programs the college is developing are all high priority occupations. The U.S. Department of Labor's focus is whether our students can find sustaining employment at the conclusion of their training. Vice President Spry stated it is her belief after finishing our program they will find sustainable employment.</p> <p>At this time Vice President Spry extended an invitation to the Board of Trustees to attend the November 11th kick-off event at Northampton Community College in Bethlehem. Transportation will be arranged by the campus.</p> <p>Joseph Gasper, Dean of Finance, presented the Treasurer's Report of August 2014. When compared to the prior fiscal year the Current Fund income of \$14,792,000 is up 2.03% and expenses of \$3,679,000 are down .16%. Bookstore Income is down \$188,000, a decrease of 19.48% and the expenses are down 12.47% decrease. Food Service Income</p>	
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decreased \$3,000 and the expenses also decreased \$3,000. Plant Fund income is up \$144,000 and Expenditures have increased \$101,000.

On Page 1 of 6 of the Supplement when compared to prior year tuition Income decreased \$36,000 or .40% and the price and volume variance is listed on the report. General service fees increased 8.78%, Technology Fees 25.86% and course Fees 7.28% due to rate increases. Continuing education revenue is down \$71,000. The Commonwealth of Pennsylvania Appropriation increased \$46,000.

Fringe Benefits are slightly up at 3.36% due to an increase in medical claims for this period. Salaries are down slightly due to vacancies and a delay in the beginning pay date. The auditing fees are up due to the timing of the initial payment. The variance for bank service and collection fees is due to the timing of payments. Telecollege operating is up \$36,000 because of the change for Blackboard software.

Bookstore Report: Textbook sales are down and are in line with the current enrollment. On the expense side other purchases are up \$39,000 based on the timing of the purchases and the textbook sales are down and are in line with the current enrollment.

Food Service Report: Food Sales have decreased \$3,000 when compared to the prior year and that is due to the enrollment reduction and the September start date for classes. The expenses are down by the same amount.

Plant Fund: The Commonwealth of Pennsylvania appropriation is up due to the additional capital payment. On the expense side debt service as well as lease payments are up slightly due to the annual changes in the debt payment schedules and timing of payments.

Trustee Paul Platukis was concerned about the decreases noted in the report presented by Mr. Gasper. Mr. Gasper stated the current fund is on target as compared to prior year. The auxiliary fund is down as a result of starting after

Serena Kozokas thanked President Leary and the Board of Trustees for allowing her to serve in this position.

At this time, Ms. Kozokas distributed a copy of the student events that were recently held at the college and presented the following report.

Ms. Kozokas stated a guest speaker on the topic of Homelessness was presented by Kristen Topolski, Director of Ruth's Place who discussed issues that women in Luzerne County face in terms homelessness. Mr. Bill Jones from the United Way came to speak on homelessness. The Times Leaders wrote an article about Bill Jones, and in it, he spoke about a meaningful question a student from LCCC asked and included that information in the article. Dr. Regina Lewis came to campus to discuss poverty.

October is mental health month. Several guest speakers were on hand to address topics such as depression/suicide prevention, autism, addiction, and anxiety.

A Welcome Back Bash was held at the beginning of the semester which allowed students to sign up for clubs and interact with one another.

Pride Fest was held the week of October 13. This was a huge success. Media and outside agencies were on hand.

The History Conference was held on Friday, October 17. The theme was Crime and Punishment. The movie "Kids for Cash" was shown, and a panel discussion on the Luzerne County Juvenile Justice System was held. Approximately 140 students in attendance.

Bullying Awareness was held on October 22, 2014, and sponsored by the Student Government Association and Human Services Club. The theme for the event was "Acts of Kindness".

The BASIC club sponsored "Treats for Troops" collecting

	<p>candy all over campus to send to our troops.</p> <p>At the Schulman Gallery, there is a new art exhibit entitled “Chicks with Balls”. The opening reception was held October 25, 2014.</p> <p>Spirit Week is being held this week with many activities held for the students.</p> <p>Board Chair Williams welcomed Ms. Kozokas to the Board of Trustees.</p>	
6. Report/Action of the Executive Committee	6. Board Chair Williams stated there was no report to present at this time.	6. N/A
7. Report/Action of the Academic Committee	7. Paul Platukis, Committee Chair, presented the following Academic Committee report.	
7A. Recommendation to approve Administrative Policy - Academic Honesty Policy	7A. Recommend the Luzerne County Community College Board of Trustees approve the administrative policy: Academic Honesty policy.	7A. Approved. Motion made Joseph VanJura, Esq.; seconded by Joan Blewitt, Ph.D. NCC. Vote was all “yes”. Motion carried.
7B. Endorsement of Scranton Initiative	7B. Recommend the Luzerne County Community College Board of Trustees formally endorse the College’s administration’s plan to research the feasibility of establishing a dedicated site in the Scranton area. This site will serve residents of Lackawanna County and the surrounding region by providing academic offerings that meet the needs of the greater Lackawanna community.	7B. Approved. Motion made by John R. Serafin, Vice Chair; seconded by Francis Curry. Vote was all “yes”. Motion carried.
8. Report/Action of the Finance Committee	8. Elaine Cook, R.N., J.D., presented the following Finance Committee report.	
8A. Summary of Payments	8A. Recommend the Luzerne County Community College Board of Trustees approve the summary of payments.	8A. Approved. Motion made by John R. Serafin, Vice Chair; seconded by Joseph VanJura, Esq.. Vote was all “yes”. Motion carried.

<p>8B. Acceptance of Grants</p>	<p>8B. Recommend that the Luzerne County Community College Board of Trustees approve the acceptance of the following grant awards:</p> <p>The Pennsylvania Department of Labor and Industry awarded a <u>new grant for \$150,000</u> to purchase equipment and supplies for the new Diesel Program.</p> <p>The <u>Act 101 renewal grant</u> from Pennsylvania Higher Education Assistance Agency (PHEAA) was increased from \$48,488 to \$49,575.</p> <p>The <u>Perkins renewal grant</u> from the Pennsylvania Department of Education was decreased from \$462,351 last year to \$441, 615 for this year.</p> <p>The <u>ALTA renewal grants</u> from the Pennsylvania Department of Education were funded as follows:</p> <ul style="list-style-type: none"> ▪ #054 Family Literacy grant was level funded at \$304,500; ▪ #064 (combined the two previous grants #041 & #059 at \$671, 617) increased to \$698,398; ▪ The United States Department of Labor awarded a <u>new TAACCCT #4 grant</u> to the consortium Northampton Community College is lead applicant, Lehigh Carbon Community College, and Luzerne County Community College. Luzerne County Community College will receive \$1,836,214 for equipment and continuing staff. Northampton Community College will receive \$6,354,436 (a portion of which is consortium wide funding that will benefit all three colleges). 	<p>8B. Approved. Motion made by Joan Blewitt, Ph.D. NCC; seconded by Joan Blewitt, Ph.D., NCC.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8C. Authorization to Explore Alternate Site Locations, Hazleton area</p>	<p>8C. Recommend the Luzerne County Community College Board of Trustees authorize the College to actively pursue and explore alternate sites in the Hazleton area for the LCCC Hazleton Center. Included is the recommendation to approve the extension of the Hazelton Center Lease between LCCC and Management Enterprises, Inc. for a period of eleven (11) months at the current rate of</p>	<p>8C. Approved. Motion made by Paul Platukis; seconded by John Bryan.</p> <p>Vote was all “yes”. Motion carried.</p>

8D. PDE 2014-2015 Cash Outlay Award for Deferred Maintenance	<p>\$11,202 per month. Additional information: With this year extension, the lease will be in effect from August 1, 2014 through June 30, 2015 at the current lease rate. Either party shall be required to provide written notice for removal at least thirty (30) days prior to the end of the term. If no termination notice is received, the lease shall continue upon the terms, covenants and conditions then in force, for a month to month term until notice is provided thirty (30) days prior the end of the then current term.</p> <p>8D. Recommend the Luzerne County Community College Board of Trustees authorize a transfer of the Unallocated Net Assets in the Unrestricted Current Fund to the Plant Fund to be restricted for the matching funds required for the completion of the Deferred Maintenance Projects – paint, replace furniture and Library carpeting approved by the Pennsylvania Department of Education. The College will be responsible for an amount not to exceed \$150,000.</p>	<p>8D. Approved. Motion made by John Bryan; seconded by John Serafin, Vice Chair.</p> <p>Vote was all “yes”. Motion carried.</p>
9. Report/Action of the Human Resources Committee	9. Joan Blewitt, Ph.D., NCC, stated there was no report to present.	9. N/A
Informational Items		
1.Unfinished Business of Previous Meeting	No report.	No action required.
2.Informational Report of the Executive Committee	Board Chair Williams stated there are no informational items to present.	No action required.
3.Informational Report of the Human Resources Committee	Information on recent appointments and leave report status are located at the end of the Board agenda.	No action required.
4. Communications	Board Chair Williams noted communications were included in the board packets.	No action required.
5.Adjournment		<p>Motion made by Elaine Cook, R.N., J.D.; seconded by John Bryan.</p> <p>Vote was all “yes”. Motion carried.</p>