

Name: Luzerne County Community College Board of Trustees Board Meeting

Date: Tuesday, December 16, 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.; Frank Bognet, Esq.; John Bryan; Elaine Cook, R.N., J.D.; Francis Curry; Brian D. Gill; Paul Halesey; Paul Platukis; Joseph Rymar; John R. Serafin, Vice Chair; Margaret Steele; Joseph Van Jura, Esq; Barry H. Williams, J.D., C.P.A., Board Chair; and Joseph Kluger, Esq., College Solicitor.</p> <p>Excused: Carmen F. Magistro, Secretary; and Serena Kozokas, Student Representative</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 October 30, 2014 Board Minutes</p>	<p>Barry H. Williams, J.D., C.P.A., Board Chair, recommended approval of the October 30, 2014 Board minutes.</p>	<p>Approved. Motion made by John Serafin, Vice Chair; seconded by Paul Platukis.</p> <p>Vote was all "yes". Motion carried.</p>
<p>4. Approval of December 16, 2014 Board Agenda</p>	<p>Barry H. Williams, J.D., C.P.A., Board Chair, recommended approval of the December 16, 2014 Board agenda.</p>	<p>Approved. Motion made by Susan Unvasky; seconded by John Bryan.</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 	<p>President Leary reported the pass rate for first-time national licensing exam nursing candidates for 2013-2014 nursing graduates is 91.4%, and the overall pass rate for all LCCC first-time examinees for the reporting year, regardless of graduation date, is 90.09%.</p> <p>LCCC's nursing program achieved the second-highest pass rate among all Pennsylvania community colleges, and ranks 5th out of all of Pennsylvania's Associate Degree in Nursing programs for the academic year. President Leary commended LCCC's nursing faculty for preparing its' students for success in their national licensing exam.</p> <p>Dr. Janis Seeley, Social Science/History Professor and Department Chair, and Andrea Pabon, Department Faculty, have been invited to present at the 2015 League for Innovations in the Community College Conference in Boston, Massachusetts, this coming March. Their presentation will focus on how the department utilized assessment data to develop a new resource for students that has positively impacted student competency in critical thinking skills.</p> <p>Through the Outcomes Assessment process, Social Science/History faculty discovered that students were not sufficiently competent in knowledge and application of research methods in the social sciences. As a result, the department developed an online supplemental research companion module that was initiated in the fall of 2013 and spring of 2014 in psychology and sociology courses. The project worked to improve critical thinking in the social sciences through mastery of knowledge of research methodology. Through the use of the modules students were able to demonstrate improved competency in critical thinking skills.</p> <p>This presentation highlights the significant improvements the College has achieved in its assessment practices.</p>	

<p><i>LCCC Leadership Class of 2014 Graduation Presentation</i></p>	<p>In addition to the academic achievements, LCCC students and staff have also been busy over the past month or two, organizing and participating in numerous pre-holiday community service projects in the region. Twenty faculty and staff covered a full day's shift at the two Salvation Army Red Kettle Bell Ringing stations at the Wal-Mart in Wilkes Barre Township. The BASIC Club traveled to the Veteran's Hospital in Wilkes Barre to entertain patients with some holiday caroling, and the Adult Learners Association, LCCC's NAACP Student Chapter, and LCCC Circle K Club sponsored a TOYS FOR TOTS collection. The Communication Arts Department staff and students collected gifts for children to be distributed to young residents of Sherman Hills, Interfaith Heights, and Schooley Avenue Apartments. Calling their project "Creative Christmas," the Department encouraged donors to contribute art supplies such as paint sets, craft kits, and other supplies to help the children develop an appreciation for art. Also, the criminal justice program collected donations for the many women and children who will spend the Holiday Season in the local domestic violence shelter, noting that domestic violence shelters are often filled to capacity during the holidays. President Leary stated he is proud that our College family consistently demonstrates an appreciation for giving back to the community.</p> <p>I would like to introduce two of the Leadership Class of 2014 graduates who will be making a brief presentation on their program: Helene Flannery, TAACCCT program director, and Sandra Norton, network manager. The third graduate of this year's program, John Kulick, is not able to be here as he is giving a final exam in Berwick.</p> <p>Helene Flannery and Sandra Norton presented their LCCC Leadership Class project, 911 Cell Phone Bank.</p> <p>Ms. Flannery and Ms. Norton reported the 911 Cell Phone Bank was created to provide an ongoing and readily available source of emergency cell phones to meet the urgent needs of law enforcement and victim services</p>	
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<ul style="list-style-type: none"> ○ Treasurer’s Report ○ Foundation Report 	<p>agencies nationwide. The used cell phones are refurbished and provided free of charge. For every phone sent to the 911 Bank, the College will receive reimbursement. All proceeds from this project will be given to the LCCC Foundation to benefit our LCCC students.</p> <p>The Leadership Class is in the process of collected used cell phones across campus and throughout businesses in the city of Nanticoke. The cell phones are distributed through law enforcement agencies and social service agencies in the community. Trustee Platukis suggested having the drop off boxes located at each of the off-campus sites.</p> <p>No report.</p> <p>Sandra Nicholas, Executive Director, Institutional Advancement, reported the Foundation reached its’ \$500,000 goal for the general College endowment fund with the help of the United States Department of Education Title III grant, which provided match money. The College raised \$500,450.00 in the general endowment fund.</p> <p>The College received a \$6,000 donation from Air Products in support of a program at the Public Safety Training Institute; and Proctor & Gamble donated \$5,000 to help support our dental clinic.</p> <p>The Foundation Audit was completed and will be presented to the Foundation Board in January 2015.</p> <p>Six (6) new members have been appointed to the Foundation Board. A new listing of the Foundation Board was distributed to the members of the Board of Trustees.</p> <p>The Empty Soup Bowl project is underway. The College is working with King’s College, Wilkes University, and Wyoming Seminary. As part of our participation, the LCCC Food Bank will receive a monetary donation of \$2,000.</p> <p>The Alumni Office is planning the 40th Anniversary of the</p>	
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<ul style="list-style-type: none"> ○ Student Representative Report 	<p>first nursing graduating class. More information will be provided over the next few months.</p> <p>At this time Ms. Nicholas extended her sincere appreciation to Trustee Joseph Rymar in securing a \$5,000 donation towards a scholarship in culinary.</p> <p>Ms. Nicholas thanked, on behalf of the LCCC Foundation Board, for all of the LCCC Board of Trustees support throughout the year.</p> <p>No report.</p>	
<p>6. Report/Action of the Executive Committee</p> <p>6A. Ratification of Administrative Policy - Course Scheduling Preference for Veteran and Active Duty Students and Students Receiving GI Bill Educational Benefits Policy</p>	<p>Board Chair Williams presented the Executive Committee report.</p> <p>6A. Board Chair Williams recommended the Luzerne County Community College Board of Trustees ratify and reaffirm Course Scheduling Preference for Veteran and Active Duty Students and Students Receiving GI Bill Educational Benefits Policy.</p>	<p>6A. Approved. Motion made by Francis Curry; seconded by Joan Blewitt, Ph.D.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>7. Report/Action of the Academic Committee</p>	<p>7. Committee Chair Platukis stated there was no report to present.</p>	<p>7. N/A</p>
<p>8. Report/Action of the Finance Committee</p> <p>8A. Audit Report</p> <p>8B. Summary of Payments</p>	<p>8. Elaine Cook, R.N., J.D., presented the following Finance Committee report.</p> <p>8A. Recommend the Luzerne County Community College Board of Trustees approve the Audit Report ending June 30, 2014, as presented by MaherDuessel, Certified Public Accountants.</p> <p>8B. Recommend that the Luzerne County Community College Board of Trustees approve the summary of payments as presented.</p>	<p>8A. Approved. Motion made by Susan Unvasky; seconded John R. Serafin, Vice Chair.</p> <p>Vote was all “yes”. Motion carried.</p> <p>8B. Approved. Motion made by Margaret Steele; seconded by Joseph Van Jura, Esq.</p> <p>Vote was all “yes”. Motion carried</p>

<p>8C. Employment Retraining Opportunities Program</p> <p>8D. Trustee Travel, ACCT National Legislative Summit</p> <p>8E. RFP for Agencies Providing Educational Interpreting Services for the Deaf and Hard of Hearing</p>	<p>8C. Recommend the Luzerne County Community College Board of Trustees continue the LCCC Employment Retraining Opportunities Program for the Spring 2015 Semester with a tuition offset for eligible individuals not to exceed a total value of \$50,000.</p> <p>8D. Recommend that the Luzerne County Community College Board of Trustees approve the use of budgeted trustee travel funds not to exceed \$4,500 for two (2) trustees to attend the ACCT Community College National Legislative Summit, Washington, D.C., February 8-12, 2015.</p> <p>8E. Recommend that the Luzerne County Community College Board of Trustees approve the proposal to Interpretek at the standard rate of \$65.00 an hour.</p> <p>At this time, Joseph Gasper, Dean of Finance, thanked the following members of the Finance staff for their work with the audit: Robert Linskey, Pamela Heard, Len Olzinski, Natalie Staron, and Barbara Choma.</p> <p>President Leary commended the leadership of Joseph Gasper, Dean of Finance, for all of his efforts.</p>	<p>8C. Approved. Motion made by Francis Curry; seconded by Joseph Rymar.</p> <p>Vote was all “yes”. Motion carried.</p> <p>8D. Approved. Motion made by Joan Blewitt, Ph.D.; seconded by Margaret Steele.</p> <p>Vote was all “yes”. Motion carried.</p> <p>8E. Approved. Motion made by John Serafin, Vice Chair; seconded by Susan Unvarsky.</p> <p>Vote was all “yes”. Motion carried</p>
<p>9. Report/Action of the Human Resources Committee</p> <p>9A. Approval of Administrative Policy - Sexual Assault, Domestic Violence, Dating Violence and Stalking Policy</p>	<p>9. Paul Halesey, Committee Chair, presented the following Report.</p> <p>9A. Recommend the Luzerne County Community College Board of Trustees approve the following administrative policy: Sexual Assault, Domestic Violence, Dating Violence and Stalking Policy.</p>	<p>9A. Approved. Motion made by Francis Curry; seconded by Joseph Van Jura, Esq.</p> <p>Vote was thirteen (13) “yes” and one (1) vote to abstain made by Elaine Cook, R.N., J.D.</p> <p>Motion carried.</p>
	Informational Items	
<p>1.Unfinished Business of Previous Meeting</p>	<p>No report.</p>	<p>No action required.</p>
<p>2.Informational Report of the Executive Committee</p>	<p>Board Chair Williams stated there are no informational</p>	<p>No action required.</p>

	items to present.	
3. Informational Report of the Human Resources Committee	Committee Chair Paul Halesey stated the Information on recent appointments and leave report status are located at the end of the Board agenda.	No action required.
4. Communications	<p>Board Chair Wiliams noted communications were included in the board packets.</p> <p>At this time, Paul Halesey recognized Trustee Joseph Rymar for his years of service to the college; noting Trustee Rymar’s term will be expiring December 31, 2014.</p> <p>Trustee Joseph Rymar stated it has been an honor to work with the present board and all former members of the Board. Trustee Rymar extended his thanked to College Solicitor Joseph Kluger and his firm for their guidance; to President Leary and his administration – a job well done. Trustee Rymar extended his appreciation to the LCCC administration, faculty, and staff.</p>	No action required.
5. Adjournment		<p>Motion made by Joseph Rymar; seconded by Elaine Cook, R.N., J.D.</p> <p>Vote was all “yes”. Motion carried.</p>