

Name: Luzerne County Community College Board of Trustees Board Meeting

Date: Tuesday, December 17, 2019

Time: 6:00 PM

Location: Luzerne County Community College, Campus Center, Nanticoke PA

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
Pledge of Allegiance		Meeting opened with the Pledge of Allegiance.
1. Roll Call	<p>Present: Joan M. Blewitt, Ph.D.; George Brown; James P. Dennis; Lynn M. Distasio, Board Chair; Holly A. Evanoski; Brian D. Gill; Bernard W. Graham, Ph.D., Secretary; Erin K. Keating, ED.D.; Catherine R. O'Donnell, Esq.; Margaret Steele; Susan E. Unvarsky, Vice Chair; and Brian Stahl, Esq., College Solicitor.</p> <p>Excused: Paul A. Halesey; Joseph Lettiere; David James Usavage; Barry H. Williams, J.D., C.P.A.</p>	
	Lynn M. Distasio, Board Chair, reported an Executive Session of the Board of Trustees was conducted prior to the start of the Board meeting to discuss personnel and litigation issues.	
2. Public Comment	2. Lynn M. Distasio, Board Chair, opened the floor for public comment.	2. No public comments. No action required.
3. Approval of October 22, 2019, Board Minutes	3. Lynn M. Distasio, Board Chair, recommended approval of the October 22, 2019, Board minutes.	<p>3. Approved. Motion made by David James Usavage and seconded by George Brown.</p> <p>Vote was all "yes". Motion carried.</p>

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
4.Approval of December 17, 2019 Board Agenda	4.Lynn M. Distasio Board Chair, recommended the Luzerne County Community College Board of Trustees approval the December 17, 2019 Board agenda.	4. Approved. Motion made by Erin K. Keating, Ed.D.; seconded by Susan E. Unvarsky, Vice Chair Vote was all “yes”. Motion carried.
5. Report of Officers and Agents		
<ul style="list-style-type: none"> ○ Audit Report ○ President’s Report 	<p>Lisa Ritter, MaherDuessel, stated the Financial Statements, based on the audit and the report of the auditors, the financial statements reported fairly and that the College received an unmodified and clean opinion.</p> <p>Thomas P. Leary, President, Luzerne County Community College, was pleased to report the Associate in Applied Science Early Childhood Education degree program has earned continued National Association for the Education of Young Children accreditation. This program was awarded the full 7-year term, through July 2024.</p> <p>The Luzerne County Community College Career Fire Academy will honor the Wilkes-Barre Firefighter Academy graduates at an induction ceremony scheduled for Monday, December 23, 2019, at 10 a.m. at the LCCC Public Safety Training Institute. All Board members are welcome to attend.</p> <p>The LCCC Schulman Gallery held a special ceremony, in observance of National Pearl Harbor Remembrance Day, of an art display titled, “Never Forget” featuring the private World War II collection of George R. Shadie</p>	5. No action required.

	<p>and son, Alex G. Shadie. One of the images included in the exhibit is a portrait of the Pearl Harbor attack signed by 7 Pearl Harbor survivors. President Leary stated the display will conclude on Friday, December 20th.</p> <p>Over the past six-weeks, several LCCC student clubs and departments held a variety of holiday collections. The BASIC Club coordinated the Heroes Christmas Tree for our Veterans and a Diaper Drive for the McAuley House in Plymouth. The Student Government Association and Psi Beta Psychology Club collected winter jackets, scarves, hats, and gloves. The Communications Arts Department accepted donations of art supplies for children in need. The Wellness Committee collected sensory items for students with autism. The Adult Learners and NAACP Clubs accepted donations of new, unwrapped gifts for the U. S. Marine Corps' Toys for Tots campaign; and, the Criminal Justice Program collected donations of food new toys, clothing, gift cards, and health & beauty products for the local Domestic Violence Shelter. The 3rd Annual Head Start Gift Collection was once again a huge success. Through the generosity of our faculty, staff and students 54 children enrolled in Head Start at Luzerne County Community College will have a much brighter holiday. In addition, gifts were also provided to four Head Start families.</p> <p>President Leary expressed his appreciation to the students, faculty and staff at Luzerne County Community College for their generosity and support during this holiday season.</p>	
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<ul style="list-style-type: none"> ○ Treasurer's Report 	<p>Cheryl Baur, Vice President of Finance, reported the current fund income is running \$60,000 underbudget; tuition revenue is down \$394,000 from prior year. Seminar income is higher than projected, and interest income increased \$72,000.</p> <p>Expenses are running \$780,000 underbudget by due to salary decreases as a result of vacancies and retirements. Benefits are running slightly over projections, related to timing issues. Bookstore Income is \$90,000 underbudget; however, we received our quarterly commission report which indicates we are running as projected. Food Service is operating \$15,000 underbudget; expenditures are \$24,000 underbudget, and Plant Fund is \$150,000 over budget.</p>	
<ul style="list-style-type: none"> ○ Foundation Report 	<p>Rebecca Brominski, Executive Director, Institutional Advancement and Foundation, reported through the generosity of donors, trustees, foundation board, faculty and staff, the Foundation was able to assist 436 students with scholarships, textbook purchases and bus passes in the amount of \$306,000 during the Fall 2019 semester. In addition, the Peter J. Lello Food Bank served 425 visitors throughout the Fall 2019 semester.</p> <p>The Foundation received \$1,000 EITC Funds from Fidelity Bank, UGI Utilities, and Medico Industries to support LCCC's Early College program, STEM summer camps and Math Ready program.</p> <p>Scholarship Updates: An additional gift in the amount of \$5,000 from Mr. Joseph A. Paglianite was made in an effort to increase his scholarship endowment to \$20,000.</p>	

<ul style="list-style-type: none"> ○ Foundation Report <i>(continued)</i> 	<p>A new scholarship will be created, by the current nursing staff and friends, to honor the memory of Peggy Sosnak, long-time member of the College’s nursing staff.</p> <p>As President Leary reported, the LCCC Schulman Gallery held a special ceremony, in observance of National Pearl Harbor Remembrance Day, of an art display titled, “Never Forget” featuring the private World War II collection of George R. Shadie and son, Alex G. Shadie. We thank Mr. Shadie and son for sharing their collection with LCCC.</p> <p>The next show will be the Faculty and Alumni Art Show scheduled for January 24, 2020 and will run until the month of February.</p> <p>On behalf of the Foundation and the Students we serve, Mrs. Brominski thanked the LCCC Board of Trustees for their continued support.</p>	
<p>6. Report of the Executive Committee</p>		
	<p>6. Board Chair Distasio stated there were no action items to present at this time.</p>	<p>6. No action required.</p>
<p>7. Report of the Academic Committee</p>		
<p>7A. Recommendation to Approve Program Additions, Deletions and Modifications</p>	<p>7A. Bernard W. Graham, Ph.D., Chair, LCCC Academic Committee, recommend the Luzerne County Community College Board of Trustees approve the Program Additions, Deletions, and Modifications report approving the addition of the Digital Marketing (CS.DMA) program.</p>	<p>7A. Approved. Motion made by Joan M. Blewitt, Ph.D; seconded by George Brown.</p> <p>Vote was all “yes”. Motion carried.</p>

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
8. Report of the Finance Committee		
<p>8A. Summary of Payments</p> <p>8B. RFP for Lease and or Sale of Radio Frequencies</p> <p>8C. Ratification of Educational Conference Center Change Order #9</p> <p>8D. Recommendation to Approve Administrative Policy</p>	<p>Susan E. Unvarsky, Vice Chair, presented the Finance Committee report.</p> <p>8A. Recommend the Luzerne County Community College Board of Trustees approve the summary of payments as presented.</p> <p>8B. Recommend Luzerne County Community College Board of Trustees approve the proposal to Soniq Wave in the amount of \$3,000,000.00.</p> <p>8C. Recommend the Luzerne County Community College Board of Trustees ratify and reaffirm approval of change order #9 to Champion Builders, Inc. in the amount of \$66,471.00 for additional work identified during renovation, additional architectural fees associated with the new project cost in the amount of \$3,988.26. The total costs associated with the change order total \$70,459.26 and will be covered by the savings associated with previously approved funds. The Board of Trustees, by majority vote, approved the change order by poll vote on November 18, 2019.</p> <p>8D. Recommend the Luzerne County Community College Board of Trustees approve the administrative policy, Direct Deposit Policy.</p>	<p>8A. Approved. Motion made by Bernard W. Graham, Ph.D., Secretary ; seconded by George Brown.</p> <p>Vote was all “yes”. Motion carried.</p> <p>8B. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by Brian Gill.</p> <p>Vote was all “yes”. Motion carried.</p> <p>8C. Approved. Motion made by Erin K. Keating, Ed.D.; Joan M. Blewitt, Ph.D.</p> <p>Vote was all “yes”. Motion carried.</p> <p>8D. Approved. Motion made by Holly Evanoski; seconded by Erin K. Keating, Ed.D.</p> <p>Vote was all “yes”. Motion carried.</p>

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
9. Report of the Human Resources Committee		
9A. Approval of the Revised Administrative Policies - Animals on Campus Policy - Drug Free Workplace Policy	9A. Committee Chair Halsey recommended the Luzerne County Community College Board of Trustees approve the revised Animals on Campus and Drug Free Workplace administrative policies.	9A. Approved. Motion made by Susan E. Unvarsky, Vice Chair; seconded by Brian Gill. Vote was all “yes”. Motion carried.
10. Report of the Legislative, Economic and Public Affairs Committee		
	10. Committee Chair O’Donnell noted there was no action items/report to present at this time.	10. No action required.
	<u>Informational Items</u>	
1.Unfinished Business-Previous Meeting	1.N/A	1. No action required.
2.Informational-Executive Committee	2. N/A	2. No action required.
3.Informational- Human Resources Committee	3. Information on appointments and leave reports are included with the Board agenda.	3. No action required.
4. Communications	4. Lynn M. Distasio, Board Chair noted all communications were included in the Board meeting packets. On behalf of the Board of Trustees, Board Chair Distasio wished President Leary and the President’s Leadership	4. No action required.

	<u>Informational Items</u>	
	<p>Team a very Merry Christmas and a Happy New Year and look forward to 2020.</p> <p>To the Board of Trustees, Board Chair Distasio thanked the Trustees for their work, dedication, through trials and tribulations, we see the positive that comes out for all of our students.</p> <p>The Board of Trustees is extremely thankful to the LCCC faculty, administration and support staff who have done an amazing job throughout the year.</p>	
5.Adjournment	5. Board Chair Distasio asked for a motion to adjourn.	<p>5. Motion made Joan M. Blewitt, Ph.D.; seconded by Bernard Graham, Ph.D., Secretary.</p> <p>Vote was all “yes”. Motion carried.</p>