

Name: Luzerne County Community College Board of Trustees Board Meeting
Date: Thursday, February 23, 2017
Time: 6:00 PM
Location: Luzerne County Community College, Dining Room, Educational Conference Center, Nanticoke PA

| AGENDA ITEM | NOTES | ACTION TAKEN/FOLLOW UP ACTION NEEDED |
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| Swearing-In Ceremony of New Trustee George Brown | The Honorable Judge Rick Cronauer performed the swearing in ceremony of newly appointed trustee, George Brown. | |
| 1. Roll Call | <u>Present:</u> Joan M. Blewitt, Ph.D.; George Brown; Elaine Cook, R.N., J.D.; Francis P. Curry; Lynn M. Distasio; Michael J. Dubinski; Brian D. Gill, Board Chair; Paul Halesy; Erin K. Keating; John R. Serafin, Secretary; Margaret Steele; Michelle Ortiz, Student Representative to the Board; and Joseph E. Kluger, Esq., College Solicitor. <u>Excused:</u> John J. Bryan; Sheila L. Saidman, Esq.; David James Usavage; and Barry H. Williams, J.D., C.P.A. | |
| | Brian D. Gill, Board Chair, reported that an Executive Session of the Board of Trustees was held prior to the start of the Board meeting to discuss personnel and litigation issues. | |
| 2. Public Comment | Brian D. Gill, Board Chair, opened the floor for public comment. | No action required. |
| 3. Approval of December 20, 2016, Board Minutes | Brian D. Gill, Board Chair, recommended approval of the December 20, 2016, Board minutes. | Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by Margaret Steele. Vote was all "yes". Motion carried. |
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| <p>4. Nomination of Board of Trustees Vice Chair</p> | <p>Brian D. Gill, Board Chair, stated in December 2016, Susan Unvarsky’s term of appointment expired. At that time Ms. Unvarsky was serving as Chair of the Board. Board Chair Gill now assumes those duties which created an opening for the Board officer position of Vice Chair.</p> <p>Brian D. Gill, Board Chair, opened the floor to accept nominations to fill the vacancy of Vice Chair.</p> <p>Paul Halesey made a motion to nominate Lynn Distasio to the Vice Chair position. Motion to nominate Lynn Distasio as Vice Chair was seconded by Joan M. Blewitt, Ph.D.</p> <p>Brian D. Gill, Board Chair, asked if there were any additional nominations from the floor.</p> <p>No additional nominations from the floor were presented.</p> <p>Brian D. Gill, Board Chair, made a motion to close nominations. Motion to close nominations from the floor was seconded by Francis P. Curry.</p> <p>Vote was all “yes” to appoint Lynn Distasio as Vice Chair.</p> <p>Motion carried.</p> | <p>4. Approved. Motion made by Board Chair Gill; seconded by Francis Curry to appoint Lynn Distasio as Vice Chair of the LCCC Board of Trustees.</p> <p>Vote was all “yes”. Motion carried.</p> |
| <p>4.Approval of February 23, 2017 Board Agenda</p> | <p>Brian D. Gill, Board Chair, recommended the Luzerne County Community College Board of Trustees approve the February 23, 2017, Board agenda.</p> | <p>Approved. Motion made by John R. Serafin, Secretary; seconded by Erin K. Keating.</p> <p>Vote was all “yes”. Motion carried.</p> |
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5. Report of Officers and Agents

- President's Report

President Leary reported, on February 13th, 2017, Eileen Cipriani, Deputy Secretary for Workforce Development at the Pennsylvania Department of Labor and Industry, visited Luzerne County Community College, to learn more about the college's efforts to train the workforce of tomorrow. During the visit, Ms. Cipriani discussed Luzerne's new Welding Program, Diesel Technology Program, and Engineering Design and Manufacturing Technology Program. She and other state officials toured the renovated labs and facilities funded by the PATH Program, a federal grant that is a partnership between Luzerne County Community College, Northampton Community College and Lehigh Carbon Community College. Additionally, Ms. Cipriani discussed micro-credentials, an educational practice enabling students to quickly earn a certification that has labor market value and that they can return to school to build on later.

Luzerne County Community College has entered into a strengthen partnership with the Crestwood school district via our Early College program. In this Early College Pathways, Crestwood juniors and seniors will follow a career path and enroll in college courses for a maximum of 3 classes per semester. In most cases, students will attend LCCC from 8 am until 11 am Monday through Thursday. The goal of this partnership is to increase college participation, completion and success for all students in the district.

For the third time in the history of the College, Luzerne County Community College has three (3) basketball players, Jaleel Parlin, Lenny Radziak and Lynorris Hamilton, scored over 1,000 points during their basketball career at LCCC from 2015-2017. All three players achieved over 1000 points during the same week their basketball career.

In Cross Country, student Kayla Schlauch placed first in the women's division and Karissa Olander placed second.

The College recently signed a Dual Admission agreement with the University of Scranton giving our students the opportunity to be dual-admitted with the University prior to completing 30 college credits at Luzerne. Students will have the opportunity to take 3 college courses at 50% the cost at the University towards their bachelor's degree. Upon completion of their associates' degree, LCCC graduates will receive a \$10,000 annual scholarship at the University.

The College will be hosting the *Looking Forward Conference* on Saturday, March 11, 2017 from 9 a.m. to 3 p.m. This is a regional career and academic planning event gear toward over 350 for 8th-12th graders and their parents.

President Leary provided the following update on the Pittston Center. Representatives from the College have met with The Greater Pittston Land Revitalization Corporation to begin moving forward. We are anticipating the completion of the Center by June 15, 2018. The Operations division met with the project architects, toured the Scranton Center and made adjustments to the initial Pittston Center layout. Academic Affairs and Enrollment Management have reviewed the layout and are preparing programming to meet the needs. The Expansion Committee will be meeting to provide input on the layout as well as discuss programming and operational details.

At the April 25, 2017 Board of Trustees Work Session, there will be a brief presentation regarding the Facilities Master Plan. MKSD Architects presented the Facilities Master Plan, the administration reviewed the plan and created a Critical Needs Package. The purpose of the Critical Needs Package was to prioritize projects in order to complete the most necessary items within a more reasonable budget. MKSD Architects worked with the college and prepared an addendum to the Facilities Master Plan which incorporates the Critical Needs Package; both will be presented during the April 2017 Work Session of the Board. After Board of Trustee approval, the

documents will be provided to Luzerne County and the State for their funding consideration and support.

Luzerne County Community College will once again host the *2017 Annual Legislative Information Session and Breakfast* on Friday, April 28th, 2017. The Board of Trustees will be invited to attend and interact with local legislators.

President Leary reported the College has been working closely with Vice Chair Distasio and members of the Legislative, Economic and Public Affairs Committee on key talking points and finalization of the agenda for the upcoming breakfast. President Leary reported each Trustee was provided with a copy of LCCC's 50th Anniversary Calendar of Events scheduled for this year. It is noted the *50th Anniversary Golden Gala* will be held at Mohegan Sun Pocono on Saturday, October 7th. President Leary was pleased to report former Trustee, Pat Solano, will serve as Honorary Chair of the 50th Anniversary Golden Gala event.

Board Chair Gill thanked President Leary for his report.

Board Chair Gill noting the Crestwood Early College Program received excellent media coverage - it shined a nice light on both Luzerne County Community College and the Crestwood School District. Board Chair Gill expressed his appreciation to all involved in this initiative. President Leary expressed his appreciation to Rosana Reyes, Vice President of Enrollment Management and Student Development, who led the meetings, communications with Crestwood School District.

Joseph Gasper, Dean of Finance, presented the Financial Report for December 2016. Mr. Gasper noted, when compared to the prior fiscal year the Current Fund Income of \$26,901,000 is up \$6,737,000 or 33.41% and Expenses of \$17,837,000 increased \$820,000 or 4.82%. Bookstore Income decreased \$160,000, down 10.24% while Expenses decreased

○ Treasurer's Report

\$237,000 or 12.99%. Food Service Income decreased \$19,000 and expenses increased \$4,000. The Plant Fund Income increased \$598,000 while Expenditures decreased \$1,126,000 as of December 2016.

Tuition Income increased \$116,000 and the Price and Volume variance is listed for both the fall and spring semesters. Continuing Education is up \$117,000. The Truck Driving Contract accounts for the increase while Non-Credit Seminars are down. The increases in General Service Fees and Technology Fees is due to the \$2 increase, The Commonwealth of PA Appropriation increased \$6,002,000 as scheduled payments were received. Non-Sponsor Income increased with the changes to Distance Learning Tuition and the Scranton site. Out of County Tuition rose \$288,000 while Out of State Tuition increased \$61,000.

Current Fund Expenditures - Fringe Benefits are up \$328,000 which is attributable to Early Retirement and Health Care Costs. Dental Expense is down. Salaries increased \$282,000. Leases increased \$97,000 due to price increases for software licenses and expiration of grant funding. Consultants / Contracted Services expense increased \$63,000 in the categories identified on the report.

Bookstore Report: Textbook sales decreased \$154,000 when compared to prior year. Salaries decreased \$15,000, Textbook Expense decreased \$202,000 and other purchases are down \$16,000.

Food Service Report: Food Sales have decreased \$16,000 and Vending Machine Income decreased \$3,000 when compared to the prior year. Salaries increased \$8,000, Fringe Benefits decreased \$5,000 and Food Supply expense increased \$2,000.

Plant Fund: This fiscal year scheduled payments were made and the Comm. of PA Appropriation is up \$578,000.

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| <ul style="list-style-type: none"> ○ Foundation Report | <p>Equipment Leases are down due to the reduction in the Computer Replacement Plan, Other Leases are down with the payoff of the Health Science Building and Debt Service Expense variance is due to the final payment on the Series 1997 Bond.</p> <p>Sandra Nicholas, Executive Director of Institutional Advancement, reported Fox 56 News attended the recognition ceremony held on our campus to recognize our basketball players achievements. Each of the three players were interviewed and will be aired February 23, 2017 at 10 p.m. and Friday, February 24, 2017 during the 11 p.m. broadcast.</p> <p>Ms. Nicholas reported the Foundation has awarded \$325,000 in scholarships, \$34,400 in emergency book funds, for a total of \$359,400 to assist the students at Luzerne County Community College for the 2016-2017 academic year.</p> <p>The Appleseed Foundation has given the College an additional \$30,000 grant to help our nursing scholarship program. They are providing two (2) full scholarships for two students for two-years. This two year scholarship will cover the cost of tuition, books and fee expenses.</p> <p>The 50th Anniversary Celebration includes a campus campaign portion. Professor Emeritus Brooke Yeager and wife, Libby Yeager are supporting a challenge to our alumni, faculty and staff that they will match, dollar for dollar, every increased gift or every new gift that comes into the Foundation up to \$5,000.</p> <p>The 50th Anniversary Gala will be held on Saturday, October 7, 2017, at Mohegan Sun. Eddie Day and the Starfires will provide the musical entertainment and as President Leary reported, former Trustee Pat Solano will serve as honorary Chairman of the 50th Anniversary Gala Committee. The annual scholarship dinner will be replaced this year with a Scholarship Donor luncheon on November 6th, 2017 at The</p> | |
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| <ul style="list-style-type: none"> ○ Student Representative to the Board | <p>Woodlands Inn and Resort.</p> <p>The annual Legislative Information Session and Breakfast will be held Friday, April 28, 2017. Trustee Lynn Distasio and the Legislative, Economic and Public Affairs Committee are in the process of developing talking points for those trustees interested in attending this annual event.</p> <p>The annual Alumni Golf Tournament will be held in May and the college looks forward to continued trustee participation.</p> <p>A new Foundation Board directory was distributed to the trustees for informational purposes.</p> <p>Michelle Ortiz, Student Representative to the Board, reported Luzerne County Community College student clubs have been very active with up and coming events. The Drama Club is hosting “Disney-Dreamwork Cabaret” scheduled for Tuesday, February 28, 2017, from 11 a.m. to 1 p.m. in the Campus Center Rotunda.</p> <p>The newly formed student club, “Treble Blazers” will hold its first meeting on March 2, 2017. The agenda for the acapella club will include a discussion of the possibility to be a competitive acapella team.</p> <p>The Student Gaming Club has several events planned for the spring semester including a tournament scheduled for March 17, 2017.</p> <p>The Student Government Association will host “Spirit Week” March 13-17, 2017. The annual Alumni versus Student/Staff Basketball games was conducted Thursday, February 16, 2017 with the score of Students/Staff 98, Alumni 67. The Culinary Institute is planning Cupcake Wars event and the Photography Club is sponsoring a Washington DC Trip in April.</p> | |
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| <p>7. Report/Action of the Executive Committee</p> | <p>7. Brian D. Gill, Board Chair, reported the Executive Committee met on February 2, 2017. One agenda item was related to the search for the position of Vice President of Academic Affairs. During this meeting the Executive Committee authorized the College to develop and release an RFP for the first step in the process to secure an executive search firm and that was is currently underway.</p> | |
| <p>8. Report/Action of the Academic Committee</p> <p>8A. Program Addition, Deletions and Modifications</p> | <p>8. Joan M. Blewitt, Ph.D., Chair, Board of Trustees Academic Committee, presented the following recommendation.</p> <p>8A. Recommend the Luzerne County Community College Board of Trustees approve the attached program additions, deletions and modifications, detailed in the attachment.</p> <p>Committee Chair Blewitt stated the additions focus on change to the Pre-Professional (AS.PRO) program which will better prepare students for transfer into pre-professional programs. There were modifications in the Computer Science (AS.COM), Dental Hygiene (AAS.DHY), and Nursing (AAS.NUR) programs; and deletions in the Pre-Pharmacy (AS.PHA), Pre-Chiropractic (AS.CHI) and Pre-Optometry (AS.OPT) programs which will be addressed with the new Pre-Professional program.</p> | <p>8A. Approved. Motion made by Francis Curry; seconded by George Brown.</p> <p>Vote was all “yes”. Motion carried.</p> |
| <p>9. Report/Action of the Finance Committee</p> <p>9A. <u>Summary of Payments</u></p> | <p>9. John R. Serafin, Secretary, and member, LCCC , Board of Trustees Finance Committee, presented the following recommendation.</p> <p>9A. Recommend the Luzerne County Community College Board of Trustees approve the summary of payments as presented.</p> | <p>8A. Approved. Motion made by Elaine Cook, R.N., J.D.; seconded by Joan M. Blewitt, Ph.D</p> <p>Vote was all “yes”. Motion carried.</p> |

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| <p>9B. <u>Recommendation to Approve RFP, Library Services Platform</u></p> | <p>9B. Recommend that Luzerne County Community College Board of Trustees approve the Library Services Platform agreement to <u>SirsiDynix</u> at the amount of <u>\$252,499</u> in total for the contract period September 1, 2017 through September 1, 2024.</p> | <p>9B. Approved. Motion made by Erin K. Keating; seconded by Lynn M. Distasio, Vice Chair.</p> <p>Vote was all “yes”. Motion carried.</p> |
| <p>9C. <u>Recommendation to Approve Board Resolution for Pennsylvania Department of Education Capital Application(s)</u></p> | <p>9C. Recommend that Luzerne County Community College Board of Trustees approve the capital application(s) and authorize the matching funds (if approved for funding by the Pennsylvania Department of Education for the approved capital projects submitted in the April 2017 Capital Application with the estimated costs:</p> <ul style="list-style-type: none"> ➤ Replace Underground Oil/Gas Tanks (new tanks above ground) - \$60,000 ➤ Building 4 Floor abatement/removal and replacement - \$321,942 ➤ Deferred Maintenance Projects (roofs, paving, pole barns, library renovation) - \$1,076,379 ➤ Capital Equipment (as requested in the budget process) - \$549,276 ➤ Furniture Replacement Plan (throughout campus) - \$105,000 ➤ Public Safety Training Institute Propane Training Props Repair - \$125,450 ➤ Public Safety Training Institute Firing Range (outdoor firing range) - \$300,000 ➤ Public Safety Training Institute Pond Repair - \$369,300 ➤ New Equipment Leases (copiers, Technology Replacement Plan, Ryder trailers) - \$283,189 ➤ Increase to Existing Equipment Leases (copiers, Ryder trucks) - \$51,689 ➤ New Facility Lease (Scranton Center) - \$299,896 ➤ Increase to Facility Leases (Hazleton Center) - \$61,336 | <p>9C. Approved. Motion made by Elaine Cook, R.N., J.D.; seconded by George Brown.</p> <p>Vote was all “yes”. Motion carried.</p> |

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| <p>9D. <u>Recommendation to Approve Trustee Travel</u></p> | <p>Final Board of Trustee approval of the project(s) will be submitted with exact funding amounts when approved by Pennsylvania Department of Education. All College policies and procedures will be followed.</p> <p>9D. Recommend the Luzerne County Community College Board of Trustees approve the use of budgeted trustee travel, not to exceed \$400 per attendee, for trustees to attend the 2017 PACCC Annual Meeting and All-PA Academic Awards Program, on April 3, 2017, in Harrisburg, PA.</p> | <p>9D. Approved. Motion made by Paul Halsey; seconded by Joan M. Blewitt, Ph.D.</p> <p>Vote was all “yes”. Motion carried.</p> |
| <p>10. Report/Action of the Human Resources Committee</p> | <p>10. Paul Halsey, Chair, LCCC Board of Trustees Human Resources Committee, reported on February 2the Human Resources Committee conducted its regularly scheduled meeting. John Sedlak, Dean of Human Resources, reviewed with the committee the Information of Appointments and Leave Report Status. This informational item can be located on the last page of your Board agenda.</p> <p>The Human Resources Committee coordinates the annual Board of Trustees Self-Assessment which is completed through the use of Survey Monkey. I encourage those Trustees who have yet to complete their self-assessment to do so at their earliest opportunity in order to have the Board’s 100% participation. The results of the Board Self-Assessment will be reviewed at the next meeting of the Human Resources Committee and shared with the full Board at its’ April Executive Session.</p> | |
| <p>11. Report/Action of the Legislative, Economic and Public Affairs Committee</p> | <p>11. Lynn M. Distasio, Vice Chair, Chair of the Legislative, Economic and Public Affairs Committee, reported the committee met on Tuesday, February 7, 2017. That afternoon Governor Tom Wolf announced his budget request for 2017-2018. His announcement included a 2% for the PASSHE system and level funding for community colleges.</p> | |

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| <i>(continued)</i> | <p>The committee agreed LCCC is providing a great opportunity for everyone to voice their concern about level funding for community colleges. On Tuesday, April 4, 2017, there will be a PA Lobby Day where we encourage our students to be as active and vocal as they can be expressing the positives the community college has given them to our legislators so that they can understand the impact LCCC has on their lives.</p> <p>Committee Chair Distasio stated both President Leary and Sandy Nicholas noted an area for the Board to express our concern about level funding would be at the annual Legislative Breakfast scheduled for Friday, April 28, 2017. This event is well attended by the state, county and local representatives. Funding will always be a challenge. The committee, in coordination with Sandy Nicholas, will be developing talking points so that when trustees presents themselves we are all speaking in one voice. Together we can all make a difference.</p> | |
| Informational Items | | |
| 1.Unfinished Business of Previous Meeting | 1. N/A. | 1. No action required. |
| 2.Informational Report - Executive Committee | 2. N/A | 2. No action required. |
| 3.Informational Report - Human Resources Committee | 3. Paul Halesey, Committee Chair, noted the information on appointments and leave report status is included with the board agenda. | 3. No action required. |
| 4. Communications | 4. Brian D. Gill, Board Chair, asked that the Board refer to the communications included in the Board packets under "Informational Items". Board Chair encouraged Trustees to attend the upcoming Legislative Breakfast. | 4. No action required. |
| 5.Adjournment | | 5. Motion made by John R. Serafin, Secretary; seconded by Joan Blewitt, Ph.D. All in favor. Motion carried. |