

**Name:** Luzerne County Community College Board of Trustees Board Meeting  
**Date:** Tuesday, June 12, 2012  
**Time:** 6:30 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> Joseph A. Bauman, Joan Blewitt, Ph.D. NCC; Frank Bognet, Esq.; John Bryan; Elaine Cook, R.N., J.D., Vice Chair; Lynn Marie Distasio, Secretary; Paul A. Halsey; George F. Hayden; Carmen F. Magistro; Joseph Rymar, Board Chair; Michael Tigue, III; Barry H. Williams, J.D., C.P.A.; and Richard Goldberg, Esq., College Solicitor.</p> <p>Excused: John Kashatus, Paul Platukis, and Susan Unvarsky. Trustees Kashatus and Unvarsky will participate by conference call for all action items.</p>	
2.Public Comment	<p>Tim Westhoff, Vice President of Sales and Marketing for BCM Solutions, Inc., addressed the Board concerning the possibility to enhance the quality of the security by contracting with a private company for security details. Mr. Westhoff stated hiring an outside agency could save the college hundreds of thousands of dollars a year. Mr. Westhoff requested authorization to have access to Mr. Joseph Gasper, Dean of Finance, to obtain expenditures on the security department. Mr. Westhoff stated he would like the opportunity to make a present his proposal of his analysis of his findings at the next Board meeting.</p> <p>Board Chair Rymar asked Mr. Westhoff if BCM Solutions provides security at any other college or university. Mr. Westhoff stated no, they provide provide security in the</p>	Mr. Westhoff was instructed to complete the Right-To-Know request.

	<p>motor sports industry.</p> <p>Barry H. Williams, J.D., C.P.A., stated the information requested is a matter of public record, obtainable under Right-To-Know.</p> <p>Lynn Marie Distasio, Finance Committee Chair, suggested the proposal be reviewed at committee level.</p> <p>President Leary stated, in accordance with College policies and procedures and Board By-Laws, any proposal should be made to the administration. The proposal would be processed through the administration, to the Board of Trustees Finance Committee, and ultimately to the Board.</p> <p>-----</p> <p>William Barrett, Director of Campus Safety and Security at Luzerne County Community College. Mr. Barrett stated over the last ten years the Security Department has evolved into a Safety and Security Department. This department is extremely safety oriented in emergency medical response, preparedness, and disaster planning. Noting the staff is trained accordingly. At this time Mr. Barrett distributed information pertaining to the Security Department.</p> <p>Mr. Barrett extended an invitation to visit the Campus Safety and Security Department on campus.</p>	
3. Approval of April 17, 2012 Board Minutes	At this time Board Chair Rymar requested approval of the April 17, 2012 Board minutes.	<p>Approved. Carmen F. Magistro made a motion to approve the April 17, 2012 Board minutes; seconded by George F. Hayden.</p> <p>Vote was all "yes". Motion carried.</p>
4. Approval of June 12, 2012 Board Agenda	At this time Board Chair Rymar requested approval of the June 12, 2012 Board agenda.	<p>Approved. Joan Blewitt, Ph.D., NCC, made a motion to approve the June 12, 2012 Board agenda; seconded by John Bryan.</p> <p>Vote was all "yes". Motion carried.</p>
5. Report of Officers and Agents <ul style="list-style-type: none"> <li>o <b>Treasurer's Report</b></li> </ul>	Joseph Gasper, Dean of Finance, presented the following overview of the proposed 2012-2013 Fiscal Year Budgets.	

These budgets were reviewed in detail at the May 31<sup>st</sup>, 2012 Finance Committee Meeting.

The College's Proposed 2012-2013 Operating Budget is \$41,137,010 and the Capital Budget is \$4,176,710 for a combined total of \$45,313,720.

Salaries are built from the list of current staff. Benefits are built from actual employee positions and rates. Non-Discretionary line items are based on experience and trends. Department requests are based on the budget hearing, enrollment, trends and reallocation of non-contractual line items.

The Revenues for the Operating Budget are derived from Student Tuition and fees, Seminars, Interest income, Luzerne County, the Commonwealth of Pennsylvania, and Other Income. The proposed budget includes level funding from the Comm. of PA and Luzerne County. Level enrollment is projected and is based on 155,830 Credit Hours. A \$12.00 per Credit increase is proposed to the Tuition. Also proposed are a \$2.00 increase per Credit to the Technology Fee and a \$1.00 increase in the General Service Fee. Grants are Restricted Funds and are not included in the budgets.

The budgets were prepared projecting (as of May 2012) the Current Year Income and Expenditures for comparison to the Proposed Budget. The projections for the current year do not include the total year-end closing adjustments for line items as Post Retirement Benefits, Inventory Adjustments or other unanticipated items such as a Health Care Catastrophic Claim or an emergency repair.

Operating Revenue Source of Funds -The \$12.00 tuition increase equates to \$2,019,960, the \$2.00 increase in the technology fee equates to \$311,660 and the \$1.00 increase in general service fees equates to \$136,889. The budget also includes increases to some of the Course Fees.

Non Sponsor Income is the amount of Out of County and

Out of State tuition and includes the anticipated increase to this population. Other Income of \$187,598 is the transfer from the Bookstore to the current fund. There is a slight increase in Seminar Income (non-credit). The increase to Miscellaneous Income represents the anticipated increase from the Spectrum Lease Agreement that is under review. Finally the Tuition Stabilization represents a transfer from the College's Restricted Reserve to offset a larger tuition increase.

Non – Discretionary items of Salaries and Fringe Benefits - The net increase in salaries is \$494,770 a 2.18% increase from the 2011-2012 projection. Fringe benefits increased \$806,791 an 8.42% increase from the 2011-2012 projection. The increase is mainly due to a 9.68% increase in Health Care Costs. The Early Retirement Incentive reflects an increase of \$196,909 or 211.14% and is based on anticipated payments as of May 2012.

Non-Discretionary Line Items in the budget which are fixed or contractual expenditures-Some of the line items that contain higher percentage changes when comparing the proposed budget 2012-2013 to the 2011-2012 projection are: Accreditation: This increased \$15,600 or 156.00%. The academics programs for Business, Computer Information Systems, Emergency Medical Services and Early Childhood Education are scheduled for accreditation in FY 2012-2013. Freight: \$5,000, a 50.00% change due to anticipated increases in shipping costs. Gas & Water: \$29,100 a 14.26% increase and Heat Light & Power: \$30,000 a 2.20%. The variances are due to anticipated increase in usage from the current year. Postage is up due to anticipated rate increases. Vehicle Operating Costs increased \$15,500 or 91.18% due to the aging of the current fleet of College Vehicles and anticipated increases in repair and maintenance costs.

Discretionary Line Items -Some of the line items that contain higher percentage changes when comparing the proposed budget 2012-2013 to the 2011-2012 projection are: Acquisitions were decreased \$10,000 for budgetary

reasons. This line item includes small equipment purchases (items that are less than \$4,000) that previously were capital purchases as defined by the Commonwealth but now are operating costs. Repairs / Renovations show a slight decrease of \$10,500 which is primarily due to lower than anticipated costs for HVAC repairs. Most repairs are now done by College personnel rather than an outside contractor. Supplies reflect a 23.50% increase from current year projection which is due to reducing current year costs for supplies. In addition the proposed budget includes anticipated price increases as well as additional supplies needed for various labs.

In summary Salaries and Benefits total \$33,874,685 and make up 82.35% of the Operating Budget. Other Non-Discretionary Expenses total \$4,469,239 and are 10.86% of the Operating Budget and Discretionary Items total \$2,793,086 for the remaining 6.79% of the Budget. The proposed Operating Budget totals \$41,137,010.

Capital Budget -Capital Expenditures include Facility Leases, Equipment Purchases and Leases and Debt Service.

Income for the Capital Budget is derived from the following sources: the Commonwealth will contribute \$2,085,769, Luzerne County will contribute \$1,251,123, Bookstore transfer and sale of assets of \$214,618, Foundation \$100,000 and Capital Fees \$525,200. Capital Expenditures include Facility Leases in the amount of \$635,345, Equipment Purchases and Leases total \$497,361 and Debt Service is \$3,044,004. The proposed Capital Budget totals \$4,176,710.

The final three budgets are the College's Auxiliary Budgets which include the Bookstore, Food Services and the Student Activities.

Bookstore - The proposed 2012-2013 budget is comprised of \$4,383,500 in income and Expenditures of \$3,885,675 for a total Net income of \$497,825. Part of this net income is used to support the revenue for college operating expenses,

<ul style="list-style-type: none"> <li>○ <b>Foundation Report</b></li> </ul>	<p>capital expenses and the small operating loss in Food Service.</p> <p>Food Service - The proposed 2012-2013 budget is comprised of \$392,473 in income and Expenditures of \$413,017. (A projected Net Loss of \$20,544.)</p> <p>Student Activities - The Student Activities Budget which is comprised of \$363,548 in income and Expenditures of \$363,548. The Revenue for this budget comes from a portion of the general services fees collected from the students each fiscal year.</p> <p>At this time, Joseph Gasper extended a very special thank you to Mary Lou Yerke and Natalie Staron for all their help, support and assistance provided in preparing these budgets.</p> <p>At this time President Leary expressed his appreciation to Joseph Gasper for his leadership and thanks to Mary Lou Yerke, Natalie Staron and the entire Finance team for all of their hard work with the budget.</p> <p>Sandra Nicholas, Executive Director, Foundation reported that the ribbon-cutting for the Benco Dental Clinic will be held on September 19, 2012 at the Health Sciences Center. The Foundation received three new scholarships: the Courtney L. Engle Memorial Scholarship, which is now an endowed scholarship; the Peter and Cynthia Mahalick Scholarship; and the Jesse Sterowski Memorial Scholarship. Scholarships are renewed as a retention effort.</p> <p>For fiscal year 2011-2012, the Foundation awarded 265 scholarships for a total of \$173,000, the highest amount ever awarded.</p> <p>The General College Endowment Fund, established with the assistance of the Title III Grant, has raised \$114,000 toward the multi-year goal of \$180,000. The College has requested the first match draw down from the federal government of \$55,000.</p>	
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<ul style="list-style-type: none"> <li>○ President’s Report</li> </ul>	<p>The College has received three new grants: Proctor and Gamble Foundation - \$5,000 to purchase dental and educational supplies for children being served by the Benco Dental Clinic; Central Susquehanna Community Foundation - \$13,000 to help establish a CAN geriatric job training program for residents of the Columbia/Luzerne County area; and the Blue Ribbon Foundation - \$8,000 to purchase dental supplies to serve an additional 520 low income residents of Luzerne, Lackawanna, and Wyoming Counties.</p> <p>More than 230 participants attended the annual Dental Alumni Day on May 11. The program is a continuing education opportunity for area dental professionals.</p> <p>Joan Blewitt, Ph.D., NCC, noted enclosed in the Board packets were copies of thank you notes from the students who have received scholarships and who were extremely grateful for their scholarships.</p> <p>President Leary reported the College will receive the Pride of Place award at the Greater Wilkes Barre Chamber of Commerce annual luncheon on June 26, 2012. The Joseph A. Paglianite Culinary Institute won in the new construction category.</p> <p>Luzerne County Community College will host the second annual 2012 Relay For Life of South Valley from Saturday, June 23, at 10 a.m. until Sunday, June 24, at 10 a.m., at the LCCC campus.</p> <p>An opening ceremony will be held on Saturday, June 23, at 10 a.m., in front of the College's Advanced Technology Center. A survivor celebration and luncheon will be held at 11:30 a.m. on June 23, followed by a survivors' lap. A candle ceremony will be held at 8:30 p.m. and a midnight memories ceremony will be held at midnight, in front of the College's Advanced Technology Center. The event will end with a closing ceremony on June 24, at 10 a.m.</p>	
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	<p>Various fundraisers are being held by participant teams to raise money for the event. The college has doubled the number of teams participating this year. Last year the total amount raised was \$10,396.00. Already this year the amount raised has totaled \$12,384.00.</p> <p>The Relay For Life event is free and open to the public. We hope everyone can come out to the campus to show their support for the Relay for Life and more importantly, for those the event is held in honor and memory of. President Leary expressed his appreciation to Maureen Ryneski who has lead for the past two years.</p> <p>The College will hold two management retreats in the upcoming week. Tomorrow, June 13<sup>th</sup>, all administrative staff and some 12-month faculty will participate in the third of a three-part Conflict Resolution training series. The program will consist of hands on activities designed to allow staff to brainstorm and cooperatively identify best practices for handling difficult situations. The week of June 20<sup>th</sup>, the President’s Leadership Team will hold its annual retreat with one half of the program dedicated to planning and the other half to professional leadership training.</p>	
<p>6. Report/Action of the Executive Committee 6A. Ratification of Professor Emeritus 2012</p>	<p>6A. Recommend the Luzerne County Community College Board of Trustees ratify and reaffirm the title of Professor Emeritus 2012 be bestowed upon Dr. Jean Barney, Professor, Social Science/History.</p> <p>Elaine Cook, R.N., J.D., Vice Chair, noted Trustees John Kashatus and Susan Unvarsky were going to participate by conference call for one action item on the agenda. It was recommended, due to the importance of all the action items on the agenda, that Trustee Kashatus and Unvarsky participate by conference call for all action items.</p> <p><i>At this time Trustees John Kashatus and Susan Unvarsky participated via conference call.</i></p>	<p>6A. Approved. Motion made by Elaine Cook, R.N., J.D., Vice Chair; seconded by John Bryan.</p> <p>Vote was all “yes”. Motion carried</p>



<p>7. Report/Action of the Academic Committee</p> <p>7A. Administrative Policies:  <ul style="list-style-type: none"> <li>○ Strategic Planning Policy</li> </ul> </p> <p>7B. Approval of Program Addition, Deletion and Modifications</p>	<p>Joan Blewitt, Ph.D., NCC, presented the Academic Committee report.</p> <p>7A. Recommend the Luzerne County Community College Board of Trustees approve the administrative policy, Strategic Planning Policy.</p> <p>7B. Recommend the Luzerne County Community College Board of Trustees approve the program addition, deletion and modifications as presented.</p>	<p>7A. Approved. Motion made by Barry H. Williams, J.D., C.P.A., seconded by Carmen F. Magistro.</p> <p>Vote was all “yes”. Motion carried.</p> <p>7B. Approved. Motion made by Joan Blewitt, Ph.D., NCC; seconded by George F. Hayden.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8. Report/Action of the Finance Committee:</p> <p>8A. College Budget 2012-2013</p> <p>8B. Summary of Payments</p> <p>8C. Approval of Administrative Policy  <ul style="list-style-type: none"> <li>○ Current Deposit and Transport Policy</li> </ul> </p> <p>8D. RFP Media Buyers Services</p>	<p>Lynn Marie Distasio, Secretary and Committee Chair, Finance Committee presented the Finance Committee report.</p> <p>8A. Recommend the Luzerne County Community College Board of Trustees approve the Luzerne County Community College Operating and Capital Budget for Fiscal Year 2012-2013; and the Auxiliary Budgets.</p> <p>8B. Recommend the Luzerne County Community College Board of Trustees approve the summary of payments.</p> <p>8C. Recommend the Recommend the Luzerne County Community College Board of Trustees approve the administrative policy, Currency Deposit and Transport policy.</p> <p>8D. Recommend the Luzerne County Community College Board of Trustees approve Media Buyer Services and Advertising Production to Brandstorm Advertising at the three year cost of \$38,450.01.</p>	<p>8A. Approved. Motion made by Carmen F. Magistro; seconded by Barry H. Williams, J.D., C.P.A</p> <p>Vote was all “yes”. Motion carried.</p> <p>8B. Approved. Motion made by Carmen F. Magistro; seconded by Joan Blewitt, Ph.D., NCC.</p> <p>Vote was all “yes”. Motion carried.</p> <p>8C. Approved. Motion made by George F. Hayden; seconded by Joseph Bauman.</p> <p>Vote was all “yes”. Motion carried.</p> <p>8D. Motion made by Joan Blewitt, Ph.D., NCC; seconded by Paul Halesy.</p> <p>On the question. Elaine Cook, R.N., J.D., Vice Chair, wanted all the trustees to know this was not the lowest bid. At the Finance Committee there was not a unanimous vote of approval. The reason to use this company seemed more of a familiarity of a company</p>

		<p>they have been using.</p> <p>Sandra Nicholas stated the Marketing Department has been using this company for the past three years. Mr. Bogdon has followed-up with his national surveys, group meetings with our students, and discussing the marketing with his class. Ms. Nicholas stated it was more an experience level than comfort level, and that we have been pleased with their performance, reaching the publics, social media, and extensions for our students. We have been very pleased with what they have accomplished for LCCC.</p> <p>Sandra Nicholas stated the lower bidder does not have experience with educational institutions.</p> <p><u>Poll Vote:</u> Joseph A. Bauman-no; Joan Blewitt, Ph.D. NCC-yes; Frank Bognet, Esq.-no; John Bryan,-no; Elaine Cook, R.N., J.D., Vice Chair,-no; Lynn Marie Distasio, Secretary,-yes; Paul A. Halesey-yes; George F. Hayden-no; Carmen F. Magistro,-yes; Joseph Rymar, Board Chair-no; Michael Tigue, III,-no; Barry H. Williams, J.D., C.P.A.-yes; John Kashatus-yes; and Susan Unvarsky-yes</p> <p>Vote was seven (7) “yes” and seven (7) “no”. The motion did not pass and will go back to the Finance Committee for further review.</p>
<p>8E. RFP Beverage Vending</p>	<p>8E. Recommend the Luzerne County Community College Board of Trustees approve the proposal to Pepsico, Inc., at the following commission rate of approximately \$46,900.00 annually.</p>	<p>8E. Approved. Motion made by Michael Tigue, III; seconded by Elaine Cook, R.N., J.D., Vice Chair.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8F. RFP Banking and Financial Services</p>	<p>8F. Recommend the Luzerne County Community College Board of Trustees approve FNCB to provide the College with banking and financial services for the period July 1, 2012 through June 30, 2015.</p>	<p>8F. Approved. Motion made by Michael Tigue, III; seconded by Paul Halesey.</p> <p>On the question, John Bryan asked whether the Finance Committee looked at other financial institutions.</p>

<p>8G. RFP Medical Director, Respiratory Therapy</p>	<p>8G. Recommend the Luzerne County Community College Board of Trustees approve the proposal to Dr. Pramthesh K. Desai, M.D., at the following rate of \$15,000.00 per year for 3 years.</p>	<p>President Leary stated the college did an RFQ for professional services; it was reviewed by the Finance Committee.</p> <p>Vote was twelve “yes”. George F. Hayden voted “no” and Carmen F. Magistro abstained from voting.</p> <p>Motion carried.</p> <p>8G. Approved. Motion made by Elaine Cook, R.N., J.D., Vice Chair; seconded by Michael Tigue, III.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8H. Matching Gifts, Paving Project</p>	<p>8H. Recommend the Luzerne County Community College Board of Trustees approve the utilization of a portion of the Plant Fund Restricted Net Assets as the matching funds required for the completion of the Campus Deferred Maintenance Project related to Paving and sidewalk repairs in an amount not to exceed \$187,500.</p>	<p>8H. Approved. Motion made by Barry H. Williams, J.D., C.P.A.; seconded by Joseph Bauman.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8I. Bid 415-Computer and Technology Hardware</p>	<p>8I. A. Recommend Luzerne County Community College Board of Trustees approve the award of Bid # 415 - Dell Marketing for A-Dell Computers, Servers &amp; Notebooks in the total amount of \$124,884.48; Apple for B-Apple Computers in the amount of \$112,698.00; CDWG for C-Hewlett Packard Printers &amp; F-IBM BladeCenter Hardware in the total amount of \$36,370.87; LightSpeed for D-Cisco Network Hardware &amp; E-Cisco Engineering Services in the total amount of \$97,725.05. The total amount for items A, B, C, D, E &amp; F being purchased from this bid is \$371,678.40.</p> <p>B. Recommend the Luzerne County Community College Board of Trustees approve the award of lease to the low leasing company, University Lease.</p>	<p>8I. Approved. Motion made by Michael Tigue, III; seconded by Barry H. Williams, J.D., C.P.A.</p> <p>Vote was “yes”. Motion carried.</p>
<p>8J. Bid 416-Solar PV Installation and Troubleshooting Learning Systems</p>	<p>8J. Recommend Luzerne County Community College Board of Trustees approve the Allegheny Educational Systems, Inc. to provide the Solar PV Installation and Troubleshooting Learning System. This system will support the instruction</p>	<p>8J. Approved. Motion made by Joseph Bauman; seconded by Elaine Cook, R.N., J.D., Vice Chair.</p> <p>Vote was all “yes”. Motion carried.</p>

<p>8K. Bid 418-Campus Handicap Ramp and Rail Replacement</p> <p>8L. Bid 419-Campus Paving and Line Painting</p> <p>8M. Dual Enrollment Program for FY 2012-2013</p> <p>8N. Classified Council Educational Support Personnel Association Agreement.</p>	<p>for student preparation for the NABCEP (North American Board of Certified Energy Practitioners) test for Certified Solar Photovoltaic System Installer. The learning system will include a mobile workstation, component panels, student curriculum, and teacher's guide. The system will be funded through the TAACCCT Grant, a U.S. Dept. of Labor Grant awarded to the Community Colleges in Pennsylvania.</p> <p>8K. Recommend the Luzerne County Community College Board of Trustees approve award of BID #418 for Campus Handicap Ramp and Rail Replacement to Stracka Construction Co. in the amount of \$16,704.00.</p> <p>8L. Recommend the Luzerne County Community College Board of Trustees approve the award of BID #419 for Campus Paving and Line Painting to Pennsy Supply Inc. in the amount of \$193,878.00.</p> <p>8M. Recommend the Luzerne County Community College Board of Trustees approve the continuation of dual enrollment program agreements during FY 2012-2013. Agreements must be signed by the College and School District prior to students being registered in order for the reduced tuition to be in effect.</p> <p>8N. Recommend the Luzerne County Community College Board of Trustees approve the extension of the Classified Council Educational Support Personnel Association Agreement from July 1, 2012 through June 30, 2015.</p>	<p>8K. Approved. Motion made by Elaine Cook, R.N., J.D., Vice Chair; seconded by Carmen F. Magistro.</p> <p>Vote was thirteen (13) "yes" and one "no" vote submitted by Michael Tigie, III. Motion carried.</p> <p>8L. Approved. Motion made by Joseph Bauman; seconded by Carmen F. Magistro.</p> <p>Vote was all "yes". Motion carried.</p> <p>8M. Approved. Motion made by Michael Tigie, III; seconded by Elaine Cook, R.N., J.D., Vice Chair.</p> <p>Vote was all "yes". Motion carried.</p> <p>8N. Approved. Motion made by Michael Tigie, III; seconded by George F. Hayden.</p> <p>Vote was twelve "yes" and two "no" votes submitted by Elaine Cook, R.N., J.D., Vice Chair; and Carmen F. Magistro.</p> <p>Motion carried.</p>
<p>9. Report/Action of the Human Resources Committee</p> <p>9A. Recommendation to approve Administrative Policies:</p> <ul style="list-style-type: none"> <li>○ Social Media Policy</li> </ul>	<p>Paul Halsey, Committee Chair, presented the Human Resources Committee presented the following action item.</p> <p>9A. Recommendation the Luzerne County Community College Board of Trustees approve the Social Media Policy.</p>	<p>9A. Approved. Motion to approve the Social Media Policy was made by John Bryan; seconded by Joan Blewitt, Ph.D., NCC.</p>

<p>○ In-House Dissemination Policy</p> <p>9B. Faculty Promotions</p> <p>9C. Recommendation to approve Slate of Officers</p>	<p>Recommendation the Luzerne County Community College Board of Trustees approve the In-House Dissemination Policy.</p> <p>9B. Recommendation the Luzerne County Community College Board of Trustees approve the promotion for the following seven (7) faculty members: Associate Professor to Professor: Julie Cleary and John Kulick; Assistant Professor to Associate Professor: Norman Honeywell, William Kashatus, Edward Kuehner, and Kathy Goeringer; Instructor to Assistant Professor: Lynn Grilli</p> <p>9C. Recommend the Luzerne County Community College Board of Trustees approve the following slate of officers: Chair: Lynn Marie Distasio and Elaine Cook, R.N., J.D. Vice Chair: Barry H. Williams, J.D., C.P.A. Secretary: Carmen F. Magistro.</p> <p>Board Chair Rymar asked Ms. Labenski and Atty. Goldberg to monitor the votes and summarize the findings.</p>	<p>Vote was all “yes. Motion carried.</p> <p>Approved. Motion to approve the In-House Dissemination Policy was made by Joan Blewitt, Ph.D., NCC; seconded by Joseph Bauman.</p> <p>Vote was all “yes. Motion carried.</p> <p>9B. Approved. Motion made by Michael Tigue, III; seconded by George F. Hayden.</p> <p>Vote was all “yes”. Motion carried.</p> <p>9C. Roll Call Vote for the position of Board Chair. Candidates: Trustee Cook and Trustee Distasio.</p> <p>Joseph Bauman – Elaine Cook, R.N., J.D. Joan Blewitt, Ph.D., NCC - Elaine Cook, R.N., J.D. Frank Bognet, Esq. - Elaine Cook, R.N., J.D. John Bryan - Elaine Cook, R.N., J.D. Elaine Cook, R.N., J.D. - Elaine Cook, R.N., J.D. Lynn Marie Distasio – Lynn Marie Distasio Paul Halesey – Lynn Marie Distasio George F. Hayden - Elaine Cook, R.N., J.D. John Kashatus – Lynn Marie Distasio Carmen F. Magistro - Elaine Cook, R.N., J.D. Joseph Rymar – Lynn Marie Distasio Michael Tigue, III - Elaine Cook, R.N., J.D. Susan Unvarsky – Lynn Marie Distasio Barry H. Williams, J.D., C.P.A. - Elaine Cook, R.N., J.D.</p> <p>Results for Board Chair: Elaine Cook, R.N., J.D. received nine (9) votes. Lynn Marie Distasio received five (5) votes.</p> <p>Elaine Cook, R.N., J.D., elected Board Chair. Motion carried.</p>
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	Recommendation to appoint Barry H. Williams, J.D., C.P.A. as Vice Chair.	Approved. Vote was all “yes”. Motion carried.
	Recommendation to appoint Carmen F. Magistro as Secretary to the Board.	Approved. Vote was all “yes”. Motion carried.
	<b><u>Informational Items</u></b>	
1.Unfinished Business of Previous Meeting	No report.	
2.Informational Report of the Executive Committee	Board Chair Rymar noted the minutes of the last Executive Committee were enclosed in the Board packet.	
3.Informational Report of the Human Resources Committee	<p>Paul Halesey, Committee Chair, Human Resources Committee, presented the following informational report:  INFORMATION ON RECENT APPOINTMENTS New Hires since April 17, 2012: Administration-Helene Flannery, FT Project Manager TAACCCT Grant, \$42,581.16/yr, May 21, 2012; Rosana Reyes, FT Dean of Enrollment Management/Student Development, \$76,058.02/yr, June 25, 2012.</p> <p>Classified (Compensation in accordance with Classified Association Collective Bargaining Agreement) -  Joan Beyer, FT Temporary Fitness Center/Gymnasium Attendant, \$16,644.00/yr, April 10, 2012;  John Reilly, PT Temporary Fitness Center/Gymnasium Attendant, \$9.15/hr, April 10, 2012;  Linda Kotch, FT Custodian, \$18,325.00/yr, April 16, 2012;  Richard Olshefski, FT Custodian, \$18,325.00/yr, April 30, 2012; Victoria Rood, PT Custodian, \$8.81/hr, May 14, 2012;  Michael Pac, PT Custodian, \$8.81/hr, May 21, 2012.  LEAVE REPORT STATUS- Sabbatical Leave for Faculty:  Barry Cipala, Director, Distance Education &amp;Experiential Programs, March – September 2012.  Leaves of Absence: Renee Allardyce, FT Culinary Arts Technical Services Technician.</p> <p>Separations from Employment: Mikkilina Prednis, PT Food Service Utility Worker, April 11, 2012;  Lisa Mikula, Title III Specialist, April 27, 2012;  Gayle Slezak, FT Faculty, Speech/Fine Arts/Philosophy, May</p>	No action required.

	25, 2012; and Anna Mary McHugh, FT Learning Support Assistant, June 1, 2012.	
4. Communications	No communications presented.	
5. Remarks	<p>Board Chair Rymar stated this being his final Board meeting as Chair of the Board, thanked all of the members of the Board of Trustees for giving him guidance and support during his two-year term.</p> <p>Board Chair Rymar thanked President Leary for his assistance and cooperation which was invaluable and he will forever remember the help given to him.</p> <p>Board Chair Rymar thanked College Solicitors Joseph Kluger, Esq.; Richard Goldberg, Esq. and Brian Stahl, Esq. for all of their legal advice.</p> <p>Board Chair Rymar extended a personal thank you Paula Labenski for being instrumental in keeping him on track and on schedule.</p> <p>Lastly, Board Chair Rymar thanked the Administration, Faculty and Classified employees for all of their help and cooperation extended to him.</p>	
5.Adjournment		<p>Motion made by Paul Halsey; seconded by Carmen Magistro.</p> <p>Vote was all "yes". Motion carried.</p>