

Name: Luzerne County Community College Board of Trustees Special Board Meeting
Date: Friday, May 24, 2013
Time: 12:05 p.m.
Location: President’s Conference Room, Campus Center Nanticoke, Pennsylvania

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
1. Roll Call	<p><u>Present:</u> Joan M. Blewitt, Ph.D., NCC; Elaine Cook, R.N., J.D., Board Chair; Frank Bognet; John Bryan,; Paul A. Halsey; George F. Hayden; John Kashatus; Carmen F. Magistro, Board Secretary; Paul M. Platukis (via conference call); John Serafin; Joseph Rymar; Barry Williams, J.D., C.P.A., and Joseph Kluger, J.D., College Solicitor (via conference call)</p> <p><u>Excused:</u> Lynn M. Distasio, Michael Tigue, III; and Susan Unvarsky.</p>	No action required.
2. Public Comments	2. No comments.	2. No action required.
	<p>Board Chair Cook stated the Special Board Meeting of the Luzerne County Community College Board of Trustee was scheduled to discuss approval for matching funds.</p> <p>President Leary stated on May 21, 2013, the College received notification that the Pennsylvania Department of Education approved funding for cash projects for the current fiscal year. Funding would be allocated to LCCC’s deferred maintenance program. Luzerne County Community College and Allegheny Community College were selected to receive funding.</p> <p>Mr. Joseph Gasper, Dean of Finance, stated the College submitted its application for capital projects to the Pennsylvania Department of Education in April, 2013, with Deferred Maintenance Projects as a “carry-Over project”</p>	

from the prior year. The estimated total amount for the seven (7) projects is \$722,000. Because there is not enough money to fund the projects for the two community colleges, the state is asking that we accept a proportional payment. The estimated total amount of the projects, with a 24% reduction, for new approximate total of \$548,720.

Board Chair Cook stated the minimum amount the college would have to match is \$274,360.00; and noted funding for the remainder of the projects can be done at a later date. Mr. Gasper confirmed that information is correct.

At this time, the Board reviewed the Capital Funding Projects for FY 2013-2014. Carmen F. Magistro noted the critical nature of some of the projects. Mr. Gasper stated at a recent Finance Sub Committee meeting, a list of capital requests and improvements were presented, with the intention to present the projects at the next Finance Committee meeting scheduled in June, 2013. Carmen F. Magistro stated he did recall at the sub-committee meeting they discussed the fund balance, and asked the administration about the capital, and confirmed we did receive a list of capital improvements were provided during the meeting.

George Hayden stated the estimates for the seven projects seemed rather high. Mr. Gasper concurred the pricing was estimated on the high side because they anticipated receiving approval next March 2014. Mr. Gasper noted an engineer will be required for the first four projects. George Hayden stated, in his opinion, we may be able to have all the projects completed for \$548,720.

Mr. Gasper noted there is an expedited component to the projects whereby, in order to adhere to bidding requirements, the bid documents must be available for advertising by June 5, 2013. As required by PDE guidelines, in order to receive the approved funding, the College must award and encumber the funds prior to June 30, 2013 with project completion within 90 days of June 30, 2013.

<p>3A. Authorization to Transfer Funds for Matching Funds for Campus Deferred Maintenance Projects</p>	<p>3A. 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 Campus Deferred Maintenance Projects approved the Pennsylvania Department of Education. The College would be responsible for approximately \$274,360.</p>	<p>3A. Approved. Motion made by George Hayden; seconded by Barry H. Williams, J.D., C.P.A.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>3B. Authorization to Transfer Funds for Remainder of Campus Deferred Maintenance Projects</p>	<p>3B. 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 completion of the remaining Campus Deferred Maintenance Projects approved by the Pennsylvania Department of Education. The College would be responsible for the entire amount, estimated at approximately \$173,280. This amount would be in addition to the \$274,360 in the prior motion.</p> <p>Board Chair Cook stated the Board had the discussion to approve the matching amount up to \$548,720; but not the additional estimated amount of \$173,280. George Hayden recommended deferring this item until a later date. John Serafin concurred with Trustee Hayden’s recommendation to defer this item to a later date.</p>	<p>3B. Deferred.</p> <p>Board Chair Cook presented the following revised motion: Motion to approve the authorization to match the funds up to the \$548,720 and to defer any amounts that would be over that amount until a later date when the Board has additional time to review. Motion was seconded by John Bryan.</p> <p>On the question, Carmen F. Magistro questioned if the Finance Committee receives information from the Administration regarding other capital projects that would total a much greater amount than the estimated \$173,280; are we holding that amount in a contingency fund? Board Chair Cook stated the Board is only authorizing projects up to \$548,720.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>3C. Award of Engineer for PDE Approved Campus Deferred Maintenance Projects.</p>	<p>3C. Recommend the Luzerne County Community College Board of Trustees award the Engineering services for Pennsylvania Department of Education approved Campus Deferred Maintenance Projects to Barry Isett & Associates, Inc. at a rate of 5.75% which includes construction management and design.</p> <p>At this time the Board conducted a conference call with Barry Isett & Associates representative, Gregory Pavlick. Mr. Pavlick confirmed the rate of 5.75% for the entire project which includes the design and construction management.</p>	<p>3C. Approved. Motion made by John Bryan and seconded by John Serafin.</p> <p>Vote was all “yes”. Motion carried.</p>

5.Adjournment		Motion made by Carmen F. Magistro, Board Secretary; seconded by Paul Platukis. Vote was all "yes". Motion carried.