

Name: Luzerne County Community College Board of Trustees Board Meeting

Date: Tuesday, April 20, 2015

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
Signing of Luzerne County Community College and East Stroudsburg University Dual Admissions Agreement	<p>Barry H. Williams, J.D., C.P.A., Board Chair, welcomed the following representatives from East Stroudsburg representatives in attendance. Dr. Marcia Welsh, President; Atty. Joanne Z. Bruno, Provost and Vice President of Academic Affairs; Candice Pellegrinio, Assistant Registrar for Transfer Articulation.</p> <p>President Leary expressed his appreciation to President Welsh and the senior team at East Stroudsburg University who worked diligently on the dual admission agreement which will benefit LCCC students planning to transfer to East Stroudsburg University. This agreement will provide an opportunity for our students to have a defined curriculum, to make sure they transfer with no loss of credit, as well as an opportunity towards scholarships that otherwise would not be available to them.</p> <p>President Welsh stated East Stroudsburg University (ESU) is thrilled to partner with Luzerne County Community College. Prseident Welsh noted, for East Stroudsburg University, this is the first dual admission program and reverse transfer program. President Welsh noted students who achieve their associates degree will most likely go to receive their</p>	

	<p>baccalaureate degree. President Welsh noted she was asked how students who transfer to East Stroudsburg do academically. Dr. Welsh stated students do very well. The impression is students who come from community colleges may be will struggle. Dr. Welsh stated that is not true. Students coming from Luzerne County Community College will do as well as any student who started at East Stroudsburg University and sometimes even better. This is an opportunity for ESU to take the strength of this institution and help LCCC students receive their baccalaureate degree.</p>	
1. Roll Call	<p><u>Present:</u> Joan Blewitt, Ph.D.; John Bryan; Elaine Cook, R.N., J.D.; Lynn M. Distasio; Joseph Van Jura, Esq.; Paul Halesey; Carmen F. Magistro, Secretary; John R. Serafin, Vice Chair; Margaret Steele; Susan Unvarsky; Barry H. Williams, J.D., C.P.A., Board Chair; and Joseph Kluger, Esq., College Solicitor.</p> <p><u>Excused:</u> Frank Bognet, Esq.; Francis Curry; Brian D. Gill; Erin K. Keating; and Serena Kozokas, Student Representative to the Board</p>	
	<p>Barry H. Williams, J.D., C.P.A., Board Chair, reported an Executive Session of the Board was held prior to the start of the Board meeting and also on April 9 and April 16, 2015 to discuss personnel and litigation and contractual issues.</p>	
2. Public Comment	<p>Barry H. Williams, J.D., C.P.A., Board Chair, opened the floor for public comment.</p> <p>Rebecca Seaman, 254 East Noble Street, Nanticoke. Rebecca Seaman Co-founder and Coordinator of the Greater Nanticoke Area Community Garden addressed the Board. Ms. Seaman stated part of the mission of</p>	<p>No action required.</p>

	<p>the Community Garden is helping Nanticoke become a more sustainable place. They have established a main garden and various additional gardens throughout Nanticoke in an effort to beautify the town.</p> <p>In a recent meeting with the Nanticoke City Manager, Ms. Seaman stated they discussed community outreach and Luzerne County Community College. The GNA Community Garden would like an opportunity to partner with LCCC in an effort to get the students involved. They would like to offer LCCC's culinary program a plot in their Community Garden. Ms. Seaman also noted the GNA Community Garden does activities within the city including the upcoming Wing Fest and Farmers Market.</p> <p>If there is any interest please feel free to contact Ms. Seaman directly.</p> <p>President Leary informed Ms. Seaman he is scheduled to meet with the Mayor of Nanticoke, City Administrator in order to solidify more ties and will be pleased to discuss this initiative.</p>	
Swearing-In Ceremony	At this time the Honorable Judge Tina Gartley performed the swearing in of Trustee Lynn M. Distasio.	No action required.
3. Approval of February 17, 2015 Board Minutes	Barry H. Williams, J.D., C.P.A., Board Chair, recommended approval of the February 17, 2015 Board minutes.	<p>Approved. Motion made by John Serafin, Vice Chair; seconded by John Bryan.</p> <p>Vote was seven (7) "yes". Elaine Cook, R.N., J.D.; Lynn M. Distasio; Joseph Van Jura, Esq., abstained from the vote.</p> <p>Motion carried.</p>

<p>4.Approval of April 20, 2015 Board Agenda</p>	<p>Barry H. Williams, J.D., C.P.A., Board Chair, recommended approval of the April 20, 2015 Board agenda.</p>	<p>Approved. Motion made by Elaine Cook, R.N., J.D.; seconded by Joan Blewitt, Ph.D.</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 stated, in honor of our celebration of Community College month, we celebrate what community colleges are all about, our students and their achievements.</p> <p>Board Chair Williams and President Leary invited everyone to join in recognizing the LCCC student leaders in attendance and commended them for their dedication and commitment to their education as well as their outstanding leadership skills they have demonstrated through their various committees and activities. Recognized students are as follows:</p> <p>LCCC Board of Trustees Student Representative, Serena Kozokas.</p> <p>Ariel Harro and Jamie Derr, recipients of the All-Pennsylvania Academic Team. Phi Theta Kappa Honor Society Leaders: Rosemary Salamone and Jamie Derr co-presidents, Phi Theta Kappa, Beta Iota Rho; Jessica Caramanna-Santos, Vice President of Leadership; Stephanie Swartz- secretary; Victoria Washick, Vice President of Scholarship; Ariel Harro, Vice President of Service; Kierney Hess, Vice President of Fellowship. Psi Beta: Amanda Paci, President, Psi Beta; Matt Brostoski, Vice President, Psi Beta; Nichole Duden, Treasurer, Psi Beta; Rosemary Salamone, Secretary, Psi Beta.</p> <p>Student Government Association Leaders: Victoria Washick, President; Robert Antolik III, Vice President; Nicholas Holl, Secretary; Maria Marianacci,</p>	

Sophomore Class Representative; Isaura Olivares, Freshman Class Representative; and Alyssa Wincek, Part Time Student Representative.

Outstanding Athletes, Damian Pierontoni, Baseball; and Coreen Lingle, Volleyball.

Luzerne County Community College Student Ambassadors: Maria Marianacci; Luanne Russin; Patricia Dixon; Alisa Karsko; Todd Mancuso; Charlotte Mead; Enmanuel Nunez; Amanda Rodriguez Teutonico; Brianna Romiski; Laura St. Preux; and George Stetlz III.

First place award recipients at the 90th Pennsylvania Dental Hygiene Association Annual Session on their presentation: "Getting to the Root of Periodontal Disease"; Scott Ashford & Megan Stayer. Sixth place honorable mention recipients at the 90th Pennsylvania Dental Hygiene Association Annual Session on presentation: "Spread the Cheer: Volunteer"; Summer Currier & Michele Macker.

President Leary reported WSFX-FM Radio Station took home 2 National College Radio Awards at the IBS Convention held in New York City on March 7th, 2015. Students placed second in two (2) categories: Best College Radio Promo Series and Best Community College Radio Station in the country. Over 700 entries from college radio stations across the country are divided into 30 categories. The competition includes both 4 year and 2 year institutions from coast to coast. This is the 4th year in a row that WSFX-FM brought back at least two trophies for their efforts in the competition. John Hall and Marcella Kester represented the 2014-2015 staff at WSFX-FM Radio Station. WSFX staff include: Kyle Davis, Leo Flynn,

<ul style="list-style-type: none"> ○ Treasurer’s Report 	<p>Trystin Lamereaux, Travis Slovacek, Don Kirchner, Rachel Vitale, Ari Ohaion, Derek Bohn, Ryan Dunsmuir, Marcus Avery, Rebecca Martine, John Carlos Ventura, Tyler Peterson, and Andrew Blank.</p> <p>Board Chair Williams stated one of the great honors of serving on the Board of Trustees is when the students attend the board meeting to be honored for everything the students have accomplished during their time at Luzerne County Community College. At this time Board Chair Williams thanked the students for their hard work and dedication to the college, yourself, and your family.</p> <p>Joseph Gasper, Dean of Finance, presented the following Treasurer’s Report. Mr. Gasper reported, when comparing the prior fiscal year Current Fund Income of is up 1.08% or \$303,000 and Expenses down 0.56% or \$124,000. Bookstore Income is down 17.27% or \$587,000 and Expenses 17.86% or \$540,000. Food Service Income decreased \$34,000 while the expenses decreased \$26,000. Income in the Plant Fund is up \$122,000 while Expenditures have decreased \$62,000.</p> <p>Supplement for Variance Review: When compared to prior year Tuition Income decreased \$404,000 or 2.71%. The estimated Price Variance and the Volume Variance are listed on the report. Continuing Education revenue is down \$160,000 and the categories are also listed. General Service Fees increased 7.92%, Technology Fees 24.87% and Course Fees 8.19% due to the rate increases. The Comm. of PA Appropriation increased \$91,000. Finally the Non-Sponsor Local Income increased \$169,000 which is attributable to the increase in Out of State Tuition for this period.</p>	
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<ul style="list-style-type: none"> ○ Foundation Report 	<p>Current Fund Expenditures: ERI payments and an increase in the medical invoices paid to date account for the 11.11% increase in Fringe Benefits. Timing of replacements, reduction in part time hours (ACA) and Non-Credit account for the decrease in Salaries. The modification to the Blackboard Software Agreement accounts for the \$36,000 increase in Telecollege Operating. Advertising expense is down due to the timing of payments. Finally the decrease in the utility expense is due to Electric Costs for this period.</p> <p>Supplement for the Bookstore Report: Due to on-line purchasing and the current enrollment Textbook sales are down 17.22% and other sales 18.18%. Purchases have been adjusted accordingly as evidenced by the decrease of 21.22% or \$531,000 in Textbook purchases and \$10,000 in Other Purchases.</p> <p>Food Service Report: Food Sales have decreased \$32,000 when compared to the prior year and is due to the enrollment, less events and the weather. Salaries are down slightly and purchases have been adjusted accordingly as reflected by the \$20,000 or 17.24% decrease in Food Supplies.</p> <p>Plant Fund: The additional Non-Mandated Capital Payment accounts for the increase in the Commonwealth of Pennsylvania Appropriation. The decrease in Capital Fees reflects the Non-Sponsor population. The timing of payments and the renewal lease amounts are the reason for Equipment Leases and Other Lease variances. The Annual Debt Service payments vary based on the payment schedules.</p> <p>Sandra Nicholas, Executive Director, Institutional Advancement, reported many of the students present this evening are also scholarship recipients. A quarter</p>	
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of a million dollars in scholarship aid was distributed during the fall and spring semesters helping 335 students. \$25,000 in emergency aid assisted with books and bus passes.

\$38,000 was raised in support of Early College program. Beginning in the fall the college will continue to go out to raise money in support of this program so that the college can expand into Lackawanna county.

LCCC's final food bank contribution was received in the amount of \$4,500. This money helps support our food bank. LCCC participates with Wilkes University, King's College and Wyoming Seminary fundraising for hungry residents in our area.

The Annual Legislative Breakfast is scheduled for Friday, April 23, at 7:30 a.m. in the Educational Conference Center. Ms. Nicholas thanked Board Chair Williams for his participation in the upcoming program. Approximately 45 individuals will be in attendance.

Dental Health Alumni Day is scheduled for May 8, 2015. Approximately 230 attendees will be participating in Continuing Education Day. Proceeds from this event help initiatives in the Dental program.

Ms. Nicholas is pleased to report the Foundation will be assisting in sending Scott Ashford and Megan Stayer to represent the state of Pennsylvania at the American Dental Hygiene Association in Nashville, in June 2015.

The 40th Anniversary of the graduation class of nursing will be celebrated on Wednesday, June 3, 2015.

<p>○ Student Representative Report</p>	<p>Ms. Nicholas thanked the members of the Board who will be participating in the upcoming Alumni Golf Tournament scheduled for Monday, May 18, 2015.</p> <p>Beginning preparation of Luzerne County Community College's 50th Anniversary has begun. The College opened its doors October of 1967. Ms. Nicholas welcomed input from the members of the Board.</p> <p>No report.</p>	
<p>6. Report/Action of the Executive Committee</p>	<p>No report.</p>	<p>No report.</p>
<p>7. Report/Action of the Academic Committee</p> <p>7A. Program Additions, Deletions and Modifications</p>	<p>7. Susan Unvasky, Committee Chair, presented the Academic Committee report.</p> <p>7A. Recommend the Luzerne County Community College Board of Trustees approve the Program Additions, Deletions and Modifications as presented.</p>	<p>7A. Approved. Motion made by Joan Blewitt, Ph.D.; seconded by John Bryan.</p> <p>Vote was all "yes". Motion carried.</p>
<p>8. Report/Action of the Finance Committee</p> <p>8A. Summary of Payments</p> <p>8B. Bid #444-Diesel Tool Package</p>	<p>8. John Serafin, Vice Chair, presented the following 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 award of Bid # 444 for Diesel Tool Package to <u>Snap-On Industrial</u> in the amount of <u>\$31,595.16</u>. The equipment will be funded through the TAACCCT IV Grant, a United States Department of Labor Grant.</p>	<p>8A. Approved. Motion made by Susan Unvasky; seconded by Joan Blewitt, Ph.D.</p> <p>Vote was all "yes". Motion carried.</p> <p>8B. Approved. Motion made by Susan Unvasky; seconded by Joan Blewitt, Ph.D.</p> <p>Vote was all "yes". Motion carried</p>

8C. Bid #445-Diesel Engine Performance Trainer	8C. Recommend Luzerne County Community College Board of Trustees approve the award of Bid # 445 for Diesel Engine Performance Trainer to Atech Automotive Technology Co. Inc. in the amount of \$143,470.00. The equipment will be funded through the TAACCCT IV Grant, a United States Department of Labor Grant.	8C. Approved. Motion made by Joan Blewitt, Ph.D.; seconded by Margaret Steele. Vote was all "yes". Motion carried.
8D. Bid #446-CNC Router and Plasma Cutter Package	8D. Recommend Luzerne County Community College Board of Trustees approve the award of Bid # 446 for CNC Router and Plasma Cutter Package to Allegheny Educational Systems, Inc. in the amount of \$148,337.00. The equipment will be funded through the TAACCCT IV Grant, a United States Department of Labor Grant.	8D. Approved. Motion made by Susan Unvasky; seconded by Joan Blewitt, Ph.D. Vote was all "yes". Motion carried.
8E. Bid #447-CNC Mill and CNC Lathe/Dual Simulator	8E. Recommend Luzerne County Community College Board of Trustees approve the award of Bid # 447 for CNC MILL AND CNC LATHE / DUAL SIMULATOR to Haas Factory Outlet/Division of Lance Factory Outlet/Division of Lance Co. in the amount of \$208,347.00. The equipment will be funded through the TAACCCT IV Grant, a United States Department of Labor Grant.	8E. Approved. Motion made by Joan Blewitt, Ph.D.; seconded by Susan Unvasky. Vote was all "yes". Motion carried
8F. Bid#448-Welding Equipment	8F. Recommend Luzerne County Community College Board of Trustees approve the award of Bid # 448 for Welding Equipment to AirGas USA LLC in the amount of \$178,090.74. The equipment will be funded through the TAACCCT IV Grant, a United States Department of Labor Grant.	8F. Approved. Motion made by Paul Halesey; seconded by Joan Blewitt, Ph.D. Vote was all "yes". Motion carried
8G. Continuation of the Employee Retraining Opportunities Program	8G. Recommend the Luzerne County Community College Board of Trustees authorize the continuation of the Employment Retraining Opportunities Program into the Summer/Fall 2015 Semester with an amount not to exceed \$50,000 for both semesters (Up to \$50,000 for both semesters combined).	8G. Approved. Motion made by Lynn M. Distasio; seconded by Joan Blewitt, Ph.D. Vote was all "yes". Motion carried

9. Report/Action of the Human Resources Committee	9. Paul Halesey, Committee Chair, presented the following Human Resources Committee report.	
9A. Faculty Promotions	9A. Recommend the Luzerne County Community College Board of Trustees approve faculty promotions as presented to the Board.	9A. Approved. Motion made by John R. Serafin, Vice Chair; seconded by Joan Blewitt, Ph.D. Vote was all “yes.” Motion carried.
	<u>Informational Items</u>	
1.Unfinished Business of Previous Meeting	No report.	No action required.
	<i>In memory the late Trustee Paul Platukis who recently passed away, Board Chair Williams asked everyone to stand for a moment of silence in memory of the late Paul Platukis.</i>	
2.Informational Report of the Executive Committee	Board Chair Williams stated there are no informational items to present.	No action required.
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	Board Chair Williams stated all communications were included in the Board packets.	No action required.
5.Adjournment		Motion made by Susan Unvarsky; seconded by Joan Blewitt, Ph.D. Vote was all “yes”. Motion carried.