Name: Luzerne County Community College Board of Trustees Board Meeting

Date: Thursday, February 27, 2014

<u>Time</u>: 6:30 P.M

Luzerne County Community College, Dining Room, Educational Conference Center, Nanticoke PA

NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
At this time the Honorable Judge Jennifer Rogers performing the swearing in of new trustee Margaret Steele.	No action required.
Present: Joan Blewitt, Ph.D. NCC; Frank Bognet, Esq.; Elaine Cook, R.N., J.D.; Francis P. Curry; Paul A. Halesey; Carmen F. Magistro, Secretary; Paul Platukis; Joseph Rymar; John R. Serafin, Vice Chair; Margaret Steele; Susan Unvarsky; Barry H. Wiliams, J.D., C.P.A., Board Chair; Kyle Magda, Student Representative, and Joseph Kluger, College Solicitor. Excused: John Bryan and George Hayden	
Barry H. Williams, J.D., C.P.A., Board Chair stated prior to the start of the public Board Meeting an Executive Session was held to discuss personnel matters.	No action required.
Barry H. Williams, J.D., C.P.A., Board Chair, requested approval of the December 20, 2013 Board minutes.	Approved. Motion made by John Serafin, Vice Chair; seconded by Paul Platukis. Vote was "yes". Motion carried.
Barry H. Williams, J.D., C.P.A., Board Chair, requested approval of the February 27, 2014 Board agenda.	Approved. Motion made by Francis Curry; seconded by Susan Unvarsky. Vote was all "yes". Motion carried.
	At this time the Honorable Judge Jennifer Rogers performing the swearing in of new trustee Margaret Steele. Present: Joan Blewitt, Ph.D. NCC; Frank Bognet, Esq.; Elaine Cook, R.N., J.D.; Francis P. Curry; Paul A. Halesey; Carmen F. Magistro, Secretary; Paul Platukis; Joseph Rymar; John R. Serafin, Vice Chair; Margaret Steele; Susan Unvarsky; Barry H. Wiliams, J.D., C.P.A., Board Chair; Kyle Magda, Student Representative, and Joseph Kluger, College Solicitor. Excused: John Bryan and George Hayden Barry H. Williams, J.D., C.P.A., Board Chair stated prior to the start of the public Board Meeting an Executive Session was held to discuss personnel matters. Barry H. Williams, J.D., C.P.A., Board Chair, requested approval of the December 20, 2013 Board minutes.

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
6. Report of Officers and Agents O President's Report	Thomas P. Leary, President, stated CNN Money reported on recent research that shows associate's degree graduates right out of school, on average, are making more than their 4-year counterparts. As noted in the article "nearly 30% of Americans with associate's degrees now make more than those with bachelor's degrees, according to Georgetown University's Center on Education and the Workforce." While the pay scale for those with bachelor's degrees eventually evens out, this article demonstrates the higher value being placed on workers "with so-called 'middle-skills' that often require no more than an associate's degree, such as lab technicians, teachers in early childhood programs, computer engineers, draftsmen, radiation therapists, paralegals, and machinists." The article further points out that "associate's degree recipients, on average, end up earning about \$500,000 more over their careers than people with only high school diplomas." This story, which was produced by The Hechinger Report, a nonprofit education-news outlet based at Teachers College, Columbia University, provides good news for our two-year career program students and emphasizes the need for transfer students to complete their degrees before transferring to their four-year institutions.	
	As we have talked about in the past, students don't need to wait until they graduate high school to get started on earning college credits. Through the Early College program, high school students can earn college credits at the reduced tuition of \$33.00 a credit. Students may attend classes taught on site at their high schools or at LCCC's main campus or any of its off-campus locations. Over the past few months, President Leary noted he has been meeting with the superintendents of area school districts to discuss ways that LCCC can enhance our services to their students through our Early College program. In the upcoming months he will be speaking to student assemblies at six school districts about the opportunities available to them.	

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
President's Report (continued)	To further enhance services to high school students, the College is reaching out to the region's high school counselors, inviting them to campus for a luncheon program that includes workshops and campus tours. The event is designed to make area counselors more familiar with LCCC's campus and our programs and services, as well as to provide them with information on assisting their students in transitioning to college. This event will be held in early April. Another initiative the College is hard at work on is finalizing dual admissions agreements with several area colleges and universities. Students have already expressed interest in pursuing their four-year degree through the LCCC dual admissions program with Misericordia University that we finalized last month. This agreement between our two institutions offers many benefits to students, and we look forward to expanding these opportunities for students. Through a new program developed in partnership with Hazleton Area School District, LCCC will provide in-school GED preparation for Hazleton students identified as lacking sufficient credits to graduate on time with a high school diploma. These students will stay enrolled in school and continue to attend classes, but their school week will now include ten hours of instruction geared toward preparation for the GED test. The goal of this program is to prepare those students who are at risk of aging out of high school without earning a diploma to successfully complete their GEDs, so they can earn a basic skills credential, which is needed for most employment opportunities. These are some of the efforts the college is currently pursuing for the residents of Northeastern Pennsylvania.	
 Treasurer's Report Foundation Report Student Representative Report 	Barry H. Williams, J.D., C.P.A., Board Chair noted the Treasurer's Report, Foundation Report and Student Representative Report was presented in the work session.	

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AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
7. Report/Action of the Executive Committee	7. No report.	7. N/A
8. Report/Action of the Academic Committee	8. Paul Platukis, Committee Chair, presented the following Academic Committee report.	
8A. Approval of Administrative Policies: - Early College Policy - Promotion of College-Related Public Information Policy	8A. Recommend the Luzerne County Community College Board of Trustees approve the following administrative policies: - Early College Policy and Promotion of College- Related Public Information Policy.	8A-8B. Approved. Motion made by Paul Platukis, Committee Chair to approve items 7A-7B. Motion was seconded by Joan Blewitt, Ph.D., NCC. Vote was all "yes". Motion carried.
8B. Approval of Program Additions, Deletions, and Modifications	8B. Recommend the Luzerne County Community College approve the program additions, deletions, and modifications.	
9. Report/Action of the Finance Committee	9. Carmen F. Magistro, Committee Chair, presented the following report.	
9A. Summary of Payments	9A. Recommend the Luzerne County Community College Board of Trustees approve the summary of payments.	9A. Approved. Motion made by Carmen F. Magistro, Committee Chair/Board Secretary; seconded by Joseph Rymar. Vote was all "yes". Motion carried.
9B. Approval of Trustee Travel	9B. Recommend the Luzerne County Community College Board of Trustees approve the use of budgeted use of budgeted trustee travel funds not to exceed \$650 for one (1) trustee to attend the Pennsylvania Commission for Community Colleges Annual Meeting, All-PA Academic Team Banquet and Lobby Day, Harrisburg PA, March 31-April 1, 2014.	9B. Approved. Motion made Carmen F. Magistro, Committee Chair/Board Secretary; seconded by Francis Curry. Vote was all "yes". Motion carried.
9C. Retention of Law Firm	9C. Recommend the Luzerne County Community College Board of Trustees will retain the Law Firm of Pugliese, Finnegan, Shaffer & Ferentino, LLC, at a negotiated rate of \$195 per hour. The law firm will be retained for conflict resolution pertaining to a Luzerne County Community College personnel matter.	9C. Approved. Motion made by Carmen F. Magistro, Committee Chair/Board Secretary. Motion seconded by John Serafin, Vice Chair. Vote was all "yes". Motion carried.

NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
Paul Halesey, Committee Chair, presented the following Human Resources Committee report.	
10A. Recommend the Luzerne County Community College Board of Trustees approve the following Administrative policies: Campus Sex Crimes Prevention Act Policy; and Equal Employment Opportunity Policy.	10A. Approved. Motion made by Elaine Cook, R.N., J.D.; seconded by Susan Unvarsky. Vote was all "yes". Motion carried.
<u>Informational Items</u>	
No report.	No action required.
No report.	No action required.
The information on appointments and leave report status was included with the agenda.	No action required.
Barry H. Williams, J.D., C.P.A., Board Chair noted the Spring 2014 Continuing Education brochure was included in your packets, as well as the results of the Board of Trustees Self Evaluation. Committee Chair Halesey stated the results will be reviewed at the upcoming Board Leadership Forum. Board Chair Williams noted the Board Leadership Forum will be held Monday, May 5, beginning at 10 a.m. Board Chair Williams also noted the minutes from the December 2013 Executive Committee meeting were included in the board packets.	No action required.
	Motion made by Carmen F. Magistro, Board Secretary; seconded by Paul Platukis. Vote was all "yes". Motion carried.
	Paul Halesey, Committee Chair, presented the following Human Resources Committee report. 10A. Recommend the Luzerne County Community College Board of Trustees approve the following Administrative policies: Campus Sex Crimes Prevention Act Policy; and Equal Employment Opportunity Policy. Informational Items No report. No report. The information on appointments and leave report status was included with the agenda. Barry H. Williams, J.D., C.P.A., Board Chair noted the Spring 2014 Continuing Education brochure was included in your packets, as well as the results of the Board of Trustees Self Evaluation. Committee Chair Halesey stated the results will be reviewed at the upcoming Board Leadership Forum. Board Chair Williams noted the Board Leadership Forum will be held Monday, May 5, beginning at 10 a.m. Board Chair Williams also noted the minutes from the December 2013 Executive Committee meeting were