

Name: Luzerne County Community College Board of Trustees Board Meeting
Date: Tuesday, August 30, 2016
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
1. Roll Call	<p><u>Present:</u> Joan M. Blewitt, Ph.D.; John J. Bryan; Lynn M. Distasio; Michael J. Dubinski; Brian D. Gill, Vice Chair; Paul Halesy; Erin K. Keating; John R. Serafin, Secretary; Susan E. Unvasky, Board Chair; David James Usavage; Barry H. Williams, J.D., C.P.A., and Brian Stahl, Esq., College Solicitor.</p> <p><u>Excused:</u> Elaine Cook, R.N., J.D.; Francis P. Curry; Sheila L. Saidman, Esq.;and Margaret Steele</p>	
	Susan E. Unvasky, 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	Susan E. Unvasky, Board Chair, opened the floor for public comment.	No action required.
3. Approval of June 22, 2016, Board Minutes	Susan E. Unvasky, Board Chair, recommended approval of the June 22, 2016, Board minutes.	<p>Approved. Motion made by David James Usavage; and seconded by John Bryan.</p> <p>Vote was all "yes". Motion carried.</p>
4.Approval of August 30, 2016 Board Agenda	Susan E. Unvasky, Board Chair, recommended the Luzerne County Community College Board of Trustees approve an amendment to the August 30, 2016 Board agenda to include Project 12 Change Order #1.	<p>Approved. Motion made by John R. Serafin, Secretary; seconded by Joan M. 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 reported Luzerne County Community College became the first college in Luzerne County to become a Tobacco-Free Campus. The Tobacco-Free Campus Policy went into effect Monday, August 29th. This policy was initiated by the College’s Wellness Committee, under the guidance of Dr. Kate Clemente and Miranda Costa. President Leary expressed his appreciation to the members of the Wellness Committee, student body, faculty, administration and staff for their cooperation and support of this new policy.</p> <p>On Tuesday, August 23rd, Luzerne County Community College hosted a Ribbon Cutting and Grand Opening Ceremony of the LCCC Scranton Center, at Marketplace at the Steamtown. Participating in the ceremony and providing opening remarks were Mr. Joseph Gibbons, spokesman for John Basalyga, owner of The Marketplace at Steamtown; a Welcome Address from the Honorable William Courtright, Mayor of the City of Scranton; and Trustee Greetings from Board Chair Susan E. Unvarsky. Also attending on behalf of the Board of Trustees were Trustees John Bryan, Dr. Joan Blewitt, Atty. Sheila Saidman, and Margaret Steele.</p> <p>Tuition for LCCC’s Scranton Center is \$250 per credit for Lackawanna County residents. The tuition rate is the lowest within the Lackawanna County area and offers students the opportunity to receive a quality education at an affordable tuition.</p> <p>President Leary expressed his thanks to several individuals who were instrumental in bringing this initiative to fruition. To the LCCC Board of Trustees for believing in the President’s vision to bring Luzerne County Community College into Lackawanna County; Don Nelson, Vice President of Operations and Chief Technology Officer, Chair of the Dedicated Site Expansion Committee, for his leadership in overseeing the project and leadership with this committee. Robert Bogdon, Director of Marketing and Jim Domzalski, Director of Enrollment Management for their advising and marketing efforts; Sandra Nicholas for organizing an advisory group early on to generate support in Scranton; and Rosana Reyes, Vice President of Enrollment Management and Student Development, for her leadership in organizing the service component of the new center.</p>	

<ul style="list-style-type: none"> ○ Foundation Report 	<p>President Leary recently participated in the dedication of the West Berwick Elementary School. The Berwick School District and the College have expanded collaboration with the Early College Program as well as a new community relationship program to assist students at our Berwick dedicated site with the purchase of textbooks. The Berwick Elks Club has been instrumental in raising a significant amount of funds to support our students in the purchase of their books.</p> <p>Today, August 30, 2016, King’s College and Luzerne County Community College entered into an agreement for a Bachelor of Nursing Degree 1-2-1 Dual Admission Program. An exciting opportunity for our two colleges which have collaborated in many dual admissions program and now expanding into the 1-2-1 nursing program.</p> <p>The College will host a program of Remembrance of 9-11 on Monday, September 12th. The College will be joined by Senator John Yudichak as our principal speaker.</p> <p>Board Chair Susan E. Unvarsky commented that for those who had an opportunity to attend the opening of the Scranton Center it was very exciting event. A very large crowd was in attendance as well as media/press representation. Board Chair Unvarsky noted it was certainly a positive for both the Scranton community and for Luzerne County Community College.</p> <p>On behalf of the Board of Trustees, Board Chair Unvarsky congratulated President Leary for his vision and for the staff for putting the plans in place; amazing what was accomplished in very short period of time. Board Chair Unvarsky also noted it appears the College will achieve the projections that were set forth relative to the initial opening of the facility.</p> <p>Sandra Nicholas, Executive Director of Institutional Advancement, reported the annual Scholarship Donor Dinner will be held on October 18, 2016. The dinner raises money for our students, going directly into scholarship, emergency book funds, bus passes, etc. Your attendance would be greater appreciated. Ms. Nicholas thanked Trustee Lynn Distasio, Chair of the Legislative Affairs and Community Outreach Committee and Trustees; Sheila L. Saidman, Esq., and Brian Gill, Vice Chair for their leadership and support.</p>	
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For the 2016-2017 academic year, the Luzerne County Community College Foundation has awarded \$325,000 in scholarships to more than 300 students. This is a \$75,000 increase from last year's amount.

Board Chair Unvasky inquired as to whether the College gives out all the scholarships each year. Ms. Nicholas stated the College gives out all of the money for scholarships each and every year.

In addition, Ms. Nicholas stated we spend \$20,000-\$25,000 over the \$325,000 to assist with the purchase of textbooks.

President Leary and Ms. Nicholas met with the Berwick's Elk Club who provided an initial donation of \$2,000 to help our students in the Berwick Center with their books. The only stipulation is the students be residents of the Berwick School District. They were so impressed with our Berwick operation and what we do for our students that they are most likely going to fund an additional \$2,000 to help our veteran students in Berwick.

The LCCC Food Bank is up and running and ready for our students. Last year the Food Bank served over 600 students. The Food Bank is open five days a week from 11 a.m. to 2 p.m.; and two of those nights we are open 4 p.m. to 5 p.m. Thanks was extended to the food bank individual donors for participating in the Empty Bowl Projects.

On Saturday, September 24, 2016, Senator John Yudichak is sponsoring a recognition ceremony at LCCC's Walk of Honor. This event will recognize are Luzerne county residents who are veterans of the Vietnam War.

Ms. Nicholas noted a plaque recognizing ESSA Bank and Trust and the LCCC Alumni Association Board for their donation to the renovations of the dining room, is displayed at the entrance of the facility.

Luzerne County Community College received approval from the Commonwealth of Pennsylvania for the Educational Improvement Tax Credit program. The funds raised supports the Early College Program, Summer Camp Programs, and Math Counts programs. For the past three years we have raised over \$78,000 and assisted over 1,000

	<p>students.</p> <p>At this time Board Chair Unvarsky and President Leary thanked Ms. Sandra Nicholas for her leadership.</p> <p>President Leary expressed his thanks and appreciation to Lisa Nelson, Director of College Relations, for her hard work and organization for all of the publications, particularly in the city of Scranton.</p> <p>At this time President Leary introduced and welcomed the College’s new Controller, Mrs. Cheryl Baur.</p>	
<p>6. Report/Action of the Executive Committee 6A. Recommendation to Approve Project 12 Change Order #1</p>	<p>6A. Board Chair Susan E. Unvarsky recommended the Luzerne County Community College Board of Trustees approve Change Order #1 for Project 12, Electrical Upgrades for Labs 201 and 212 at Building 2 in the amount of \$27,975.00 to Apollo Group, Inc.</p>	<p>6A. Approved. Motion was made by Barry H. Williams, J.D., C.P.A.; and seconded by David James Usavage.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>7. Report/Action of the Academic Committee</p>	<p>7. No report.</p>	
<p>8. Report/Action of the Finance Committee</p> <p>8A. Summary of Payments</p> <p>8B. Recommendation to Accept Facilities Master Plan</p>	<p>8. Barry H. Williams, J.D., C.P.A., Chair, Board of Trustees Finance Committee, presented the following action items.</p> <p>8A. Recommend 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 accept the Facilities Master Plan as presented by MKSD, LLC.</p>	<p>8A. Approved. Motion made by John Bryan; seconded by Joan M. Blewitt, Ph.D.</p> <p>Vote was all “yes”. Motion carried.</p> <p>8B. Approved. Motion made by Michael J. Dubinski; seconded by John R. Serafin, Secretary.</p> <p>Vote was all “yes”. Motion carried.</p>

8C. Recommendation to Accept the Guaranteed Energy Savings Act Project	8C. Recommend Luzerne County Community College Board of Trustees to accept presentation for future recommendation of the Guaranteed Energy Savings Act Plan.	8C. Approved. Motion made by Brian D. Gill, Vice Chair; seconded by John R. Serafin, Secretary. Vote was all "yes". Motion carried.
9. Report/Action of the Human Resources Committee	9. No report.	9. N/A
	<u>Informational Items</u>	
1.Unfinished Business of Previous Meeting	1. N/A.	1. No action required.
2.Informational Report of the Executive Committee	2. Board Chair Susan E. Unvasky noted stated the Board of Trustees Executive Committee meeting originally scheduled for Thursday, October 13, 2016 will be rescheduled to Monday, October 10, 2016 at 5 p.m. in the President's Conference Room, Campus Center.	2. No action required.
3.Informational Report of the Human Resources Committee	3. Paul Halesey, Committee Chair, noted the information on appointments and leave report status is attached to the board agenda.	3. No action required.
4. Communications	4. Board Chair Susan E. Unvasky noted for informational purposes refer to board packets for enclosed communications which include the August 2016 edition of the President's Newsletter.	4. No action required.
5.Adjournment		5. Motion made by Joan M. Blewitt, Ph.D.; seconded by Erin K. Keating. Vote was all "yes". Motion carried.