

Name: Luzerne County Community College Board of Trustees Board Meeting
Date: Tuesday, December 20, 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; : Elaine Cook, R.N., J.D.; Francis P. Curry;; Michael J. Dubinski; Brian D. Gill, Vice Chair; Paul Halsey; Erin K. Keating; Sheila L. Saidman, Esq.; John R. Serafin, Secretary; Margaret Steele; Susan E. Unvarsky, Board Chair;; Barry H. Williams, J.D., C.P.A., Michelle Ortiz, Student Representative to the Board, and Brian Stahl, Esq., College Solicitor.</p> <p><u>Excused:</u> Lynn M. Distasio and David James Usavage</p>	
	Susan E. Unvarsky, 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. Unvarsky, Board Chair, opened the floor for public comment.	No action required.
3. Approval of October 17, 2016, Board Minutes	Susan E. Unvarsky, Board Chair, recommended approval of the October 17, 2016, Board minutes.	<p>Approved. Motion made by Margaret Steele; seconded by John Bryan.</p> <p>Vote was 12 “yes”, and one abstention by Elaine Cook, R.N., J.D.</p> <p>Motion carried.</p>

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<p>4. Approval of December 20, 2016 Board Agenda</p>	<p>Susan E. Unvarsky, Board Chair, recommended the Luzerne County Community College Board of Trustees approve the December 20, 2016 Board agenda.</p>	<p>Approved. Motion made by John R. Serafin, Secretary; seconded by Sheila L. Saidman, Esq.</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>At this time President Leary introduced to the Board of Trustees the newly appointed Student Representative to the Board of Trustees, Michelle Ortiz. Miss Ortiz is a 2016 graduate of Hanover Area High School is a full time freshman student, majoring in Theatre.</p> <p>President Leary reported, in a survey of Online College Options in Pennsylvania, Luzerne County Community College was ranked #9 among 117 Pennsylvania colleges and universities with online programs. Colleges were ranked according to a number of metrics including total courses offered, tuition costs, access to library resources, access to academic counseling, and career placement services. According to Ann Saxton, Distance Education/Off Campus Coordinator, students enrolling in online courses and programs has increased in recent years and retention of online students has steadily increased over the last three (3) years.</p> <p>Luzerne County Community College developed a Health Care Management Associate Degree program which combines a number of pre-health science general education courses providing another option to earn an associate degree. The program is dual designed for immediate entry into the workforce or students may choose to transfer to a baccalaureate program. The College is currently working on an articulation agreement with a four-year institution for this program.</p> <p>Luzerne County Community College, along with Lehigh Carbon Community College and Northampton Community College</p>	

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	<p>were one of four College Networks in the U.S. awarded an opportunity to participate in a year-long technical assistance project through the U.S. Department. of Education Office of Career, Technical, and Adult Education. The project, called <u>Mapping Upward</u>, provides the Colleges with resources to strengthen the approach of embedding “stackable” credentials aligned to industry certifications within associate degree programs. This approach has proven to be a practical way of helping students progress toward their goals to obtain employment. By organizing programs into a series of certificates that build on each other, colleges can offer incremental milestones on the path to associate degree completion. Stackable certificates are intended to represent exit (and entry) points designed to maximize skill acquisition, employability, and seamless transitions to a career. Ideally, learners can exit a program for full-time employment and resume where they left off when they’re ready to pursue the next level of credential or degree attainment, or leverage their newly earned credential to secure an entry-level position in their chosen career field while continuing their education.</p> <p>Sandy Nicholas, Executive Director of Institutional Advancement/Foundation, Bob Conner, Instructor, Automotive Technology, accompanied President Leary to accept a donation in the amount of \$20,000 from Motorworld Toyota to support scholarships for students enrolled in the LCCC Automotive and Diesel Technology Program. The scholarships are available for the Spring 2017 semester and support tuition, books and fees as well as tools for full or part time students enrolled in the Automotive or Diesel curriculum.</p>	

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<ul style="list-style-type: none"> ○ Treasurer’s Report ○ Foundation Report ○ Student Representative to the Board 	<p>President Leary also reported Luzerne County Community College received approval by the Commonwealth of Pennsylvania for the Educational Improvement Tax Credit (EITC) program. The EITC program through the Foundation is soliciting donations from businesses who are eligible under the EITC program for tax credits. To date, the Foundation has raised \$20,500 to support the Summer Camps and Early College Programs.</p> <p>No report.</p> <p>No report.</p> <p>Michelle Ortiz, Student Representative to the Board, reported that throughout the semester student clubs have been very active and involved in community service throughout helping those less fortunate, raising funds to support student initiatives.</p>	
6. Report/Action of the Executive Committee	No report.	
7. Report/Action of the Academic Committee	<p>7. Joan M. Blewitt, Ph.D., Chair, Board of Trustees Academic Committee, reported LCCC received notification from the Chair of Middle States Commission on Higher Education that the Commission accepted the Periodic Review Report, reaffirmed our accreditation and has commended Luzerne County Community College on the quality of that report.</p>	
7A. Program Addition, Deletions and Modifications	7A. Recommend the Luzerne County Community College Board of Trustees approve the attached program additions, deletions and modifications, which focuses on the new Health Care Management Associate Degree program.	<p>7A. Approved. Motion made by Francis Curry; seconded by Erin K. Keating.</p> <p>Vote was all “yes”. Motion carried.</p>

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7B. Strategic Plan 2017-2021	7B. Recommend the Luzerne County Community College Board of Trustees approve the Luzerne County Community College Strategic Plan 2017-2021	7B. Approved. Motion made by John R. Serafin, Secretary; seconded by Elaine Cook, R.N., J.D. Vote was all "yes". Motion carried.
8. Report/Action of the Finance Committee 8A. Summary of Payments 8B. Trustee Travel, 2017 ACCT National Legislative Summit 8C. Continuation of Employee Retraining Opportunities Program 8D. Approval of Administrative Policy: Cash Management Policy	8. Barry H. Williams, J.D., C.P.A., Chair, Board of Trustees Finance Committee, presented the recommendation of the following action items. 8A. Recommend the Luzerne County Community College Board of Trustees approve the summary of payments as presented. 8B. Recommend the Luzerne County Community College Board of Trustees approve the use of budgeted trustee travel, not to exceed \$5,600, for two (2) trustees to attend the 2017 Association for Community College Trustees National Legislative Summit in Washington DC, February 12- 16, 2017. 8C. Recommend that Luzerne County Community College Board of Trustees continue the LCCC Employment Retraining Opportunities Program for the Spring 2017 Semester with a tuition offset for eligible individuals not to exceed a total value of \$25,000. 8D. Recommend the Luzerne County Community College Board of Trustees approve the following administrative policy, Cash Management Policy.	 8A. Approved. Motion made by Margaret Steele; seconded by Michael Dubinski. Vote was all "yes". Motion carried. 8B. Approved. Motion made by Paul Halesey; seconded by Sheila L. Saidman, Esq.. Vote was all "yes". Motion carried. 8C. Approved. Motion made by Francis Curry; seconded by Elaine Cook, R.N., J.D.. Vote was all "yes". Motion carried. 8D. Approved. Motion made by John Bryan; seconded by Michael Dubinski. Vote was all "yes". Motion carried.

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9. Report/Action of the Human Resources Committee	9. No report.	9. N/A
10. Report/Action of the Legislative, Economic, Publics Affairs Committee	10. No report.	10. No report.
Informational Items		
1.Unfinished Business of Previous Meeting	1. N/A.	1. No action required.
2.Informational Report of the Executive Committee	2. N/A	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 included with the board agenda.	3. No action required.
4. Communications	4. N/A	4. No action required.
5.Adjournment		5. Motion made by Elaine Cook, R.N., J.D.; seconded by John Bryan. Vote was all “yes”. Motion carried.