

Name: Luzerne County Community College Board of Trustees Board Meeting
Date: Friday, December 20, 2013
Time: 12:36 P.M
Location: Luzerne County Community College, Dining Room, Educational Conference Center, Nanticoke PA

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
<p>Audit Presentation</p>	<p>Patti Prociak, Prociak and Associate, LLC, presented the Audit Report.</p> <p>Mrs. Prociak stated Prociak and Associates, LLC performed the Audit of Financial Statements, issuing an unqualified opinion on the financial statements. The operating results of the College resulted in net expense over revenue of a negative \$400,000. In the general fund, there was a net expense over revenue of \$1.1 combined with a \$1.5 transfer to the restricted fund. The overall was a net change in position, negative \$2.6. A Single Audit was performed and an unqualified opinion was issued. As a result of both audits, we management is addressing the internal control comments.</p> <p>Board Chair Williams directed the Board’s attention to the revenue of expense entitled, “Luzerne County Community College Financial Statements”. Board Chair Williams stated this year in total of all the funds (auxilliary, plant, restricted, unrestricted current funds) the College had revenue under expenses or a deficit, of \$415,966. In the unrestricted fund, before our transfers, the College had a revenue under expenses or a deficit of \$1,110,589. When we take away the Board authorized transfer out of the unrestricted fund we had a negative \$2,662,991. In total we have shown a significant improvement. In 2012 we had a deficit of \$2,682,000; in 2013 we had a deficit in total of \$416,000.</p>	

	<p>Board Chair Williams noted under the section “Student Financial Aid Assistance Programs”, under “revenue recognized” \$19.5 in student financial aid comes into the College.</p> <p>Board Secretary Carmen Magistro asked for an update on the position of Controller. President Leary stated the College is following the search process and anticipate the College will be offering an applicant the position of Controller within the next few months.</p> <p>Trustee George Hayden questioned how the student financial aid assistance program compared to the previous year. Ms. Prociak stated it was slightly down.</p> <p>President Leary stated he will be attending the 2014 ACCT National Legislative Summit in Washington DC in February and lobbying for an increase in the student financial aid assistance programs.</p>	
1.Roll Call	<p><u>Present:</u> Joan Blewitt, Ph.D. NCC ; Frank Bognet, Esq.; John Bryan Elaine Cook, R.N., J.D.; Francis P. Curry; Lynn Marie Distasio; Paul A. Halesey; George Hayden, John Kashatus; Carmen F. Magistro, Secretary; Paul Platukis; Joseph Rymar John R. Serafin, Vice Chair; Susan Unvarsky ; Barry H. Williams, J.D., C.P.A., Board Chair; Kyle Magda, Student Representative, and Richard Goldberg, Esq., College Solicitor.</p> <p><u>Excused;</u> Lynn Marie Distasio, and Paul Halesey</p>	
2.Public Comment	Board Chair Williams stated prior to the start of the public Board Meeting an Executive Session was held to discuss personnel matters.	No action required.
3. Approval of October 24, 2013 Board Minutes	Barry H. Williams, J.D., C.P.A., Board Chair, requested approval of the October 24, 2013 Board minutes.	Approved. Motion made by John Kashatus; seconded by John Bryan. Vote was “yes”. Motion carried.

<p>4.Approval of December 20, 2013 Board Agenda</p>	<p>Barry H. Williams, J.D., C.P.A., Board Chair, requested approval of the December 20, 2013 Board agenda.</p>	<p>Approved. Motion made by Susan Unvarsky; seconded by Joseph Rymar.</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 Dental Hygiene Presentation ○ Treasurer’s Report ○ Foundation Report 	<p>President Leary introduced Julie Cleary, Professor of the Dental Hygiene, who provided an overview of the Dental Hygiene program. Board Chair Williams extended his thanks and appreciation to Ms. Cleary on her presentation.</p> <p>Joseph Gasper, Dean of Finance, noted the Treasurer’s Report was included in the packets.</p> <p>Sandra Nicholas, Executive Director, Resource Development noted since 2008, the Foundation and Alumni have provided \$871,000 in support to the Dental program. Ms. Nicholas stated the first type of support came through grants to establish the EFDA program; approximately \$500,000 has been contributed by community groups, business and industry who recognize the very good work of the students and services they provide.</p> <p>Ms. Nicholas stated efforts to raise contributions through the Educational Income Tax Credit Program has come to fruition. The Team Pink Summer Camp and our Early College Program have been extended in Hazleton, Pittston and Nanticoke High Schools for this coming year. The Annual College Family Campaign was kicked off in October and to date approximately \$15,000 has been raised from our faculty and staff.</p> <p>The Foundation received a major gift from a retired faculty member to purchase assisted technology and equipment for students who have learning, disabilities, physical disabilities and who are visually impaired. The equipment will go into every lab on campus and at all of our off campus sites.</p> <p>Ms. Nicholas noted that the Empty Bowl Project , `LCCC participated in with Wilkes University, King’s College, and Misericordia University, was held to raise awareness to</p>	

<ul style="list-style-type: none"> ○ Student Representative Report 	<p>hunger. LCCC will receive \$2,500 in support of this project.</p> <p>Ms. Nicholas thanked the members of the LCCC Board of Trustees for their support throughout the year.</p> <p>Kyle Magda, Student Representative to the Board, provided an update on the student activities held during the fall semester. It was reported Student Government Association conducted Spirit Week during the month of October. Members of the Student Government Association, President Leary, faculty and staff participated in the annual Ruth's Place Walk and Veterans Day Parade. The Student Government Association and Phi Theta Kappa also conducted the 1st Annual Hunger Banquet which was a great success.</p> <p>Mr. Magda stated a meeting was held with the Director of Food Services, Mr. Sheldon Owens regarding the possibility of having a filling station in the Advanced Technology Center (ATC). It was explained students did not utilize the previous filling station; however a microwave will be provided on each level of the ATC. Also discussed was the possibility of a refrigerated vending machine for the facility.</p> <p>Mr. Magda noted the following issues and concerns are being addresses: establishing a track and field team, child care, editing room, equipment for WSFX Radio Station, DVD Studio Pro program, and a printer.</p> <p>February will mark the 50th Anniversary of the Beatles on the Ed Sullivan Show. The Student Government Association and TV Club have arranged several Beatles themed events throughout the month. Spirit Week and Green Week are also planned for the Spring semester.</p>	
<p>6. Executive Committee</p>	<p>6. Board Chair Williams stated the October 2013 Executive Committee summary report was included in the Board packets as an informational item.</p>	<p>6. N/A</p>

<p>7. Report/Action of the Academic Committee</p> <p>7A. Approval of Administrative Policies - Accessibility Service Policy - Early Alert Policy</p>	<p>7. Paul Platukis, Committee Chair, presented the following Academic Committee report.</p> <p>7A. Recommendation to approve the Administrative Policies: Accessibility Service Policy and Early Alert Policy</p>	<p>7A. Approved. Motion made by Carmen F. Magistro, Board Secretary; seconded by Paul Platukis.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8. Report/Action of the Finance Committee</p> <p>8A. Audit Report</p> <p>8B. Summary of Payments</p> <p>8C. Continuation of LCCC Employment Retraining Opportunity Program</p> <p>8D. Trustee Travel, 2014 ACCT National Legislative Summit</p> <p>8E. Approval of Administrative Policy - Disposal of Equipment and Materials Purchased with Student Activities Funds Policy</p>	<p>8. Carmen F. Magistro, Committee Chair, presented the following report.</p> <p>8A. Recommend the Luzerne County Community College Board of Trustees approve the Audit Report ending June 30, 2013, as presented by Prociak and Associates, LLC.</p> <p>8B. Recommend the Luzerne County Community College Board of Trustees approve the summary of payments as Presented.</p> <p>8C. Recommend the Luzerne County Community College Board of Trustees continue the LCCC Employment Retraining Opportunities Program for the Spring 2014 Semester with a tuition offset for eligible individuals not to exceed a total value of \$50,000.</p> <p>8D. Recommend the Luzerne County Community College Board of Trustees approve the use of budgeted trustee travel funds not to exceed \$4,500 for two (2) trustees to attend the ACCT Community College National Legislative Summit, Washington, D.C., February 10-13, 2014.</p> <p>8E. Recommend the Luzerne County Community College Board of Trustees approve the following Administrative policy: Disposal of Equipment and Materials Purchased with Student Activities Funds Policy.</p>	<p>8A. Approved. Motion made by Carmen F. Magistro, Board Secretary; seconded by Joan Blewitt, Ph.D., NCC.</p> <p>Vote was all “yes”. Motion carried.</p> <p>8B. Approved. Motion made John Serafin, Vice Chair; seconded by Joseph Rymar.</p> <p>Vote was all “yes”. Motion carried.</p> <p>8C. Approved. Motion made by Carmen F. Magistro, Board Secretary; seconded by Francis Curry.</p> <p>Vote was all “yes”. Motion carried.</p> <p>8D. Approved. Motion made by Joseph Rymar; seconded by Elaine Cook, R.N., J.D.</p> <p>Vote was all “yes”. Motion carried.</p> <p>8E. Approved. Motion made by Carmen F. Magistro, Board Secretary; seconded by Paul Platukis.</p> <p>Vote was all “yes”. Motion carried.</p>

<p>9. Report/Action of the Human Resources Committee</p> <p>9A. Administrative Policy:</p> <ul style="list-style-type: none"> - LCCC Alumni Privacy Policy - Tuition Reimbursement for Administrators Policy 	<p>Susan Unvasky presented the following Human Resources Committee report.</p> <p>9A. Recommend the Luzerne County Community College Board of Trustees approve the following Administrative policies: Luzerne County Community College Alumni Privacy Policy, and the Tuition Reimbursement for Administrators Policy.</p>	<p>9A. Approved. Motion made by John Serafin, Vice Chair; seconded by Joseph Rymar.</p> <p>Vote was all “yes”. Motion carried.</p>
Informational Items		
<p>1.Unfinished Business of Previous Meeting</p>	<p>No report.</p>	<p>No action required.</p>
<p>2.Informational Report of the Executive Committee</p>	<p>No report.</p>	<p>No action required.</p>
<p>3.Informational Report of the Human Resources Committee</p>	<p>No report.</p>	<p>No action required.</p>
<p>4. Communications</p>	<p>Board Chair Williams noted there was one (1) communication piece included in the Board packets.</p> <p>Board Chair Williams acknowledged Trustee John Kashatus is completing his term of appointment after serving several years as a member of the LCCC Board of Trustees.</p> <p>Board Chair Williams also acknowledged Trustee Lynn Marie Distasio who was unable to attend today’s meeting. Trustee Distasio is completing her term of appointment as a member of the LCCC Board of Trustees.</p> <p>On behalf of the LCCC Board of Trustees, Board Chair Williams thanked Trustee Kashatus and Trustee Distasio for their tremendous service and efforts to the College. Serving on the LCCC Board is serving as one of the trustees of the future of the county. Both Trustees displayed an understanding of that; the education of our youth and citizens of the Luzerne County is paramount to the future success of this county.</p>	<p>No action required.</p>

	<p>To the faculty, staff, administration and students of LCCC, Board Chair Williams wished everyone a very happy and safe holiday season and new year.</p> <p>Board Chair Williams also stated, on behalf of the LCCC Board of Trustees we very much appreciate the hard work and dedication of everyone that is a part of Luzerne County Community College. We would not be the College we are without the faculty, without the staff, without the administration and without the students who are a tremendous asset to this institution.</p>	
5.Adjournment		<p>Motion made by Paul Platukis; seconded by John Serafin.</p> <p>Vote was all “yes”. Motion carried.</p>