

**Name:** Luzerne County Community College Board of Trustees Board Meeting  
**Date:** Tuesday, April 17, 2012  
**Time:** 6:30 p.m.  
**Location:** Dining Room, Educational Conference Center, Nanticoke, Pennsylvania

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
1.Roll Call	<p><u>Present:</u> Joseph A. Bauman; Joan M. Blewitt, Ph.D., NCC; John Bryan; Elaine Cook, R.N., J.D., Vice Chair; Lynn M. Distasio, Board Secretary; Paul A. Halesey; George F. Hayden Carmen F. Magistro; Paul M. Platukis; Joseph Rymar, Board Chair; Michael Tigue, III; Susan E. Unvarsky; Barry Williams, J.D., C.P.A.; Allison Bailey, Student Representative; and Joseph Kluger, J.D., College Solicitor.</p> <p><u>Excused:</u> John Kashatus</p>	
2.Public Comment	No comments.	No action required.
3. Approval of February 7, 2012 Board Minutes		<p>Approved. Paul Platukis made a motion to approve the February 7, 2012 Board minutes; seconded by Carmen F. Magistro.</p> <p>Vote was all "yes". Motion carried.</p>
4.Approval of April 17, 2012 Board Agenda		<p>Approved. Susan Unvarsky made a motion to approve the April 17, 2012 Board agenda; seconded by John Bryan.</p> <p>Vote was all "yes". Motion carried.</p>

<p>5. Report of Officers and Agents</p> <ul style="list-style-type: none"> <li>o Treasurer’s Report</li> </ul>	<p>Joseph Gasper, Dean of Finance, presented the monthly report for the period ending February 2012.</p> <p>Mr. Gasper stated when compared to the prior fiscal year the current fund income of \$27,800,000 is down 8.13% and expenses of \$23,245,000 are up 0.85%. Bookstore Income is down \$61,000, a decrease of 1.56% and the expenses have increased \$325,000, a 10.78% increase. Food Service Income is down \$6,000 or 2.26% and expenses increased \$19,000 or 7.25%. Plant Fund Income is down \$123,000 and expenditures have increased \$199,000.</p> <p>When compared to prior year the Tuition Income is down \$767,000 or 5.82% which is due to the registration reduction. This also accounts for decreases in the Technology and Course Fees. The \$2.00 increase accounts for the 12.16% increase in General Service Fees. As has been reported the decrease of 17.52% in the Commonwealth of Pennsylvania Appropriation is attributable to the loss of the Stimulus Funds. Luzerne County appropriation is down due to the timing of the payments and the Interest Income is down due to the reduction in the interest rate for the current fiscal year.</p> <p>The Current Fund Expenditures, Fringe Benefits are up due to the increase in the health care invoices for this period and a lump sum payment for Workmen’s Compensation. Seminar Expense reduction is related to enrollment. Legal fees are based on the amount of legal work outside of the retainer. Insurance expense is down due to a change in payment terms. The increase in phone expense is due to the building expansion. The variance in advertising is due to the timing of payments and an increase in legal advertising. The increase in maintenance line item is attributable to the new doors on three buildings and paving.</p> <p>The Bookstore Interest Income is down due to the reduction in the interest rate and this rate reduction applies to all of the funds. Other sales income is down due to the reduction in clothing sales and the enrollment decrease. The decrease</p>	

<ul style="list-style-type: none"> <li>○ Foundation Report</li> </ul>	<p>to Other Purchases is due to fewer supply purchases and the change to recording trade books which were expensed to this budget account but are now included in the textbook line item. The variance in the Textbook Expense is mainly due to the timing of the processing of invoices for payment and the change for expensing trade books.</p> <p>Food Service Interest Income is down which is due to the rate reduction. Food Sales increased slightly for this period. Vending Sales are down due to the contract revision. There were a few existing vacancies in the prior year which account for part of the increase in Salary expense. The increase in Salary Expense is also due to a payout of compensatory time to an employee.</p> <p>The Plant Fund Income is down for Luzerne County due to the timing of the payment for the February Debt Service. Interest Income has also decreased. The expenditures for Debt Service are up due to the 12 monthly payments for the Culinary Institute this fiscal year.</p> <p>Sandra Nicholas, Executive Director, Foundation reported the Foundation has received the signed pledge agreement for \$150,000 from Benco Dental Supply to name the Dental Clinic in the new Health Sciences Center. A dedication event is being planned for early summer with the Cohen Family, owners of the company, and the lab will be designated as the Benco Dental Clinic.</p> <p>April 16, 2012 was the Foundation deadline for receipt of scholarship applications for the Fall 2012/Spring 2013 semesters. The Foundation received over 300 applications. We plan on helping more students than ever in emergency money for books, bus passes.</p> <p>A Veterans Book Fund has been established within the Foundation with the purpose of providing assistance to veterans in the purchase of textbooks. This initiative was begun by two members in the Counseling Office and has been embraced by the LCCC Veterans Club which is actively</p>	
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<p>○ Student Representative Report</p>	<p>raising money for the fund. Although many veterans may receive assistance towards tuition, the money allotted may not cover the cost of textbooks needed in the classroom.</p> <p>The Regional Office of PPL has made a donation of \$3,000 to the Foundation in support of the area of greatest need for the College. PPL has been a loyal corporate partner with the College for many years and has contributed to the work of the PSTI and in 2005 established an endowed scholarship for LCCC students in financial need.</p> <p>The annual Legislative Information Session at the College is set for Friday, May 4<sup>th</sup> at 7:30am in the Educational Conference Center Dining Room.</p> <p>The next show in the Schulman Gallery will be the Annual Student Show which highlights the work of LCCC students featuring paintings, photography, graphics and portfolios by students of the Commercial Art Department. Opening reception on Friday, May 4<sup>th</sup> from 6-8pm. The exhibit will run through June 28<sup>th</sup>.</p> <p>Graduate reception will be held Tuesday May 22, from 6-8pm, in the Educational Conference Center Dining Room, and hosted by the Alumni Association for all graduates and their families.</p> <p>Dental Health Alumni Day, will be held Friday, May 11. Graduates from our Dental Health programs came back to campus and are required to take Continuing education credits. Last year over 230 graduates attending the program.</p> <p>This year the Foundation purchased pins for our scholarship recipients. They will be wearing the pins on their robes during the graduation ceremony to denote their status. For many of our students this will be the first time they will receive a scholarship. If you notice these students please take the time to recognize their accomplishments.</p> <p>No report.</p>	
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○ *President's Report*

President Leary stated the LCCC Health Sciences Division and Leadership LCCC Class of 2012 are sponsoring the LCCC Health Fair Thursday, April 19th, from 10 a.m. to 1 p.m. on the third floor of the Campus Center on the main campus in Nanticoke.

This event is student-driven with major exhibits by health sciences majors. Nursing students will provide a blood pressure screening and information on hypertension. Surgical technology students will unravel the "Mysteries of the Operating Room" with a major display that includes draping an operating room patient, surgical instrumentation, and laparoscopic surgery techniques. Emergency medical services students will display life-saving equipment used in the field, such as AED units, and will demonstrate intubation techniques. Physical Education students will provide BMI readings and promote a healthy lifestyle. The event will include other displays and activities and is open to the public.

The LCCC Diversity Council and the LCCC Hazleton Center will co-sponsor a Cinco de Mayo celebration on Thursday, May 3, from 2 p.m. to 4 p.m., at the College's Hazleton Center. The event will celebrate Spanish diversity and will feature free food samples, beverages, music, and entertainment and customs unique to Mexico. The event is free and open to the public.

April is Community College Month. President Leary stated we at Luzerne County Community College feel it is a perfect time to celebrate what community colleges are all about – our students and their achievements.

As part of that celebration, LCCC will be inducting students into the LCCC Phi Theta Kappa Honor Society Thursday, April 19, 2012. Thursday afternoon at the Honor's Luncheon we will honor students who have been nominated for Achievement Awards by their academic departments and, for off-campus students, by their site director. Students nominated for Who's Who will also be recognized at the

luncheon.

As another example of our students' achievements, Photography student Tori Johnson, Commercial Art Photography major, was selected as a finalist in the *Photographer's Forum* 32<sup>nd</sup> Annual College and High School Photography Contest sponsored by Nikon, USA. Tori's photo was selected as a finalist entry from over 17,700 photographs submitted from the around the world. Tori's photo can be viewed at the magazine's Web site at [www.pfmagazine.com](http://www.pfmagazine.com).

Several weeks ago LCCC joined with the other Pennsylvania community colleges to recognize the recipients of the All-Pennsylvania Academic Team in Harrisburg. The following day LCCC students participated in Lobby Day activities, meeting with legislators and advocating on behalf of community colleges.

In other advocacy efforts, the 14 community colleges from across the state have joined forces to promote the positive outcomes of our institutions. This year, the statewide campaign "AdvancePA" is sponsoring a video production contest, encouraging community college students to submit short videos about why the state's support of community colleges is important to their future. The contest entry deadline in May 1 and details are available on the Student and Staff Intranets.

The College has created a new forum for highlighting student outcomes such as a video developed for the AdvancePA campaign. Adding an additional element of communication to LCCC's social media efforts, the College has created a channel on the popular website, YouTube. The channel for LCCC can be found on YouTube under a search for LuzerneCCC. The new social site is hosting LCCC's television commercials and selected news packages created by students in the Mass Media and Communications department. The YouTube channel is linked directly to the department's Web page. LCCC plans to use the videos to showcase the College and the exemplary work our students

produce.

President Leary and Board Chair Joseph Rymar recognized LCCC's student leaders for their dedication and commitment to their education and the outstanding leadership skills they have demonstrated through their various committees and activities.

Student Government Association:  
Kourtney Winder, President, Student Government Association  
Nicole Labenski, Secretary, Student Government Association

Phi Theta Kappa  
Katie Smith, All Pennsylvania Academic Team and President of Phi Theta Kappa chapter  
Emily Lynch, All Pennsylvania Academic Team, and President, Psi Beta chapter

ACLU Student Club  
Richelle Smith, President, ACLU  
Andrew Klopotoski, Vice President, ACLU  
Alia Goodrich, Secretary, ACLU

Computer Club  
Mark Beleski, Vice President, Computer Club

Literary Arts Society  
Joseph Chilson, President, Literary Arts Society

Adult Learners Association  
Montie Perry, President, Adult Learners Association  
Douglas Alan Newton, Treasurer, Adult Learners Association

NAACP  
Shanice Thomas, President, NAACP

Pastry Arts Club  
Lori Carey, President, Pastry Arts Club

Science Club  
Jeffrey Feist, President, Science Club

Student American Dental Assistant Association  
Alexandra Martinez, President, Student American Dental Assistants' Association

	<p><u>Student American Dental Hygiene Association</u> Jill Keating, President Student American Dental Hygienists' Association</p> <p><u>Student Nursing Forum</u> Allison Bailey, President, Student Nursing Forum Anne Larson, Treasurer, Student Nursing Forum</p> <p>Allison Bailey, Student Representative, LCCC Board of Trustees Jeffrey Feist, National Community College Aerospace Scholar Nicole Labenski, Student Perspective, Professional - Development Day, October, 2011 Mark Beleski, Student Presentation, Professional Development Day, March 2012</p>	
6. Report/Action of the Executive Committee 6A. Ratification of Naming Gift	<p>6A. Board Chair Rymar stated each Board members were individually polled to approve acceptance of the naming gift and presented the following recommendation: Recommend the Luzerne County Community College Board of Trustees ratify and reaffirm the following Resolution:</p> <p><i>RESOLVED, that the new state-of-the-art dental clinic within the Health Science Building shall bear the name of "BENCO DENTAL CLINIC at Luzerne County Community College", provided that the conditions of the Pledge Agreement are satisfied.</i></p> <p><i>FURTHER RESOLVED, that in consideration of the gift, Luzerne County Community College shall install appropriate signage at the Dental Clinic in the Health Sciences facility within a reasonable period of time after the Pledge Agreement has been executed by the College and the Donor.</i></p>	<p>6A. Approved. Motion made by Susan Unvasky; seconded by Paul Halsey.</p> <p>Vote was all "yes". Motion carried.</p>
6B. Nomination Committee	<p>6B. Board Chair Rymar reported the Nomination Committee will consist of the entire membership of the Board of Trustees. Board Chair Rymar stated the present slate of officers terms will expire at the end of June, 2012. At the June meeting the entire board will offer nominations for the three officer positions. Nominations will take place at the public Board Meeting in June 12, 2012.</p>	<p>6B. No action required.</p>



<p>7. Report/Action of the Academic Committee</p> <p>7A. Administrative Policies:</p> <ul style="list-style-type: none"> <li>o Academic Planning Policy</li> <li>o Course Addition, Modification, and Deletion Policy</li> <li>o General Education Program and Competencies Policy</li> <li>o Program Addition, Modification, and Deletion Policy</li> </ul> <p>7B. Approval of Program Addition, Deletion and Modifications</p>	<p>Paul Platukis, Committee Chair presented the Academic Committee report.</p> <p>7A. Recommend the Luzerne County Community College Board of Trustees approve the following administrative policies: Academic Planning Policy; Course Addition, Modification, and Deletion Policy; General Education Program and Competencies Policy; and Program Addition, Modification, and Deletion Policy.</p> <p>7B. Recommend the Luzerne County Community College Board of Trustees approve the program addition, deletion and modifications as presented.</p>	<p>Paul Platukis asked for a motion to approve items 7A and 7B.</p> <p>Approved. Motion to approve items 7A-7B made by Joan Blewitt, Ph.D., NCC; seconded by Carmen F. Magistro.</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. Approval of Administrative Policies:  Auxiliary Department Commission Deposit Policy  Technology Planning Policy  Parking and Traffic Regulations and Violations Policy</p>	<p>Lynn Marie Distasio, Secretary and Committee Chair, Finance Committee presented the Finance Committee report.</p> <p>8A. Recommend the Luzerne County Community College Board of Trustees approve the summary of payments.</p> <p>8B. Recommend the Luzerne County Community College Board of Trustees approve the following administrative policies: Auxiliary Department Commission Deposit Policy  Technology Planning Policy; and  Parking and Traffic Regulations and Violations Policy.</p>	<p>8A. Approved. Motion made by Barry H. Williams, J.D., C.P.A.; seconded by Paul Platukis. Vote was all “yes”. Motion carried.</p> <p>8B. Approved. Motion made by Joan Blewitt, Ph.D., NCC; seconded by John Bryan.</p> <p>Elaine Cook, R.N., J.D., Vice Chair recommended an amendment to the “Parking and Traffic Regulations and Violations Policy” to include “Board of Trustees” where ever it is noted “students and employees”. Motion was seconded by Trustee George Hayden.</p> <p>Board Chair Rymar requested, by show of hands, a vote on the motion to approve the amendment to the policy.</p> <p>Vote was 12 “yes” and 1 “no” submitted by Trustee Paul Platukis.</p> <p>Board Chair Rymar requested a vote on the motion as amended.</p>

<p>8C. Bid # 414 – Health Sciences Center - CCTV Surveillance System</p>	<p>8C. Recommend the Luzerne County Community College Board of Trustees approve the award of BID #414 for Health Science Center, CCTV Surveillance System to PSX, Inc. in the amount of \$45,051.00.</p>	<p>Vote was all “yes”. Motion carried.</p> <p>8C. Approved. Motion made by Paul Halsey; seconded by Carmen F. Magistro.</p>
<p>8D. Quote 357 – 10 Document Centers</p>	<p>8D. Recommend the Luzerne County Community College Board of Trustees approve the award of QUOTE # 357 for 10 Copiers to Edwards Business Systems in the amount of \$100,280.00.</p>	<p>Vote was all “yes”. Motion carried.</p> <p>8D. Approved. Motion made by Elaine Cook, R.N., J.D., Vice Chair; seconded by Joan Blewitt, Ph.D., NCC.</p>
<p>8E. Business Management Advisory Services Year 2</p>	<p>8E. Recommend the Luzerne County Community College Board of Trustees approve the Employment Retraining Opportunities Program be continued for the Summer and Fall 2012 Semesters with a tuition offset for eligible individuals not to exceed a total value of \$50,000 that will cover both semesters. Particular focus will be placed on assisting unemployed Veterans who wish to attend Luzerne County Community College.</p>	<p>Vote was all “yes”. Motion carried.</p> <p>8E. Approved. Motion made by Joseph A. Bauman; seconded by George Hayden.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8F. Continuation of Employee Opportunity Retraining Program</p>	<p>8F. Recommend Luzerne County Community College Board of Trustees approve the second of three (3) years for Business Management Advisory Services to be continued with the Albert B. Melone Company. The annual fee for each of the three (3) year commitment is \$73,900.</p>	<p>8F. Approved. Motion made by Susan Unvasky; seconded by Carmen F. Magistro.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8G. Trustee Travel, 43<sup>rd</sup> Annual ACCT Leadership Congress, October 10-13, 2012</p>	<p>8G. Recommend the Luzerne County Community College Board of Trustees approve the use of budgeted trustee travel funds not to exceed \$6,000 for two (2) trustees to attend the 43<sup>rd</sup> Annual ACCT Leadership Congress in Boston Massachusetts, October 10-13, 2012.</p>	<p>8G. Approved. Motion made by Michael Tigue, III; seconded by Joan Blewitt, Ph.D., NCC.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8H. Change Order #1</p>	<p>8H. Recommend the Luzerne County Community College Board of Trustees approve Change Order #1 for the Campus Building Renovations project involving building 2 and 9 in the amount of \$15,000 for RAL Architecture + Design Inc. Funds for this increase in services fees are available in the 2008 bond.</p>	<p>8H. Approved. Motion made by Carmen F. Magistro; seconded by Joseph A. Bauman.</p> <p>Vote was eleven (11) “yes”. Two (2) “no” votes submitted by Michael Tigue, III and George Hayden. Motion carried.</p>

<p>9. Report/Action of the Human Resources Committee</p> <p>9A. Recommendation to approve Administrative Policies:</p> <ul style="list-style-type: none"> <li>o Community Service Leave Policy</li> <li>o Administrative Security Evaluation Policy</li> </ul>	<p>Paul Halesey, Committee Chair, presented the Human Resources Committee presented the following action item.</p> <p>Recommendation the Luzerne County Community College Board of Trustees approve the following administrative policies: Community Service Leave Policy and Administrative Security Evaluation Policy.</p> <p>In reference to the Community Service Leave Policy, Elaine Cook, R.N., J.D., Vice Chair, addressing the exemption of United Way Day of Caring. President Leary stated this day is a designated day in our community that brings a lot of organizations together including LCCC to donate their time.</p> <p>President Leary stated this event is long standing in the Community and should not be separate from the policy.</p>	<p>No action required.</p> <p>Approved. Motion made by Susan Unvarsky and seconded by John Bryan.</p> <p>Vote was twelve (12) “yes” and one (1) “no” submitted by Elaine Cook, R.N., J.D., Vice Chair for the Community Service Leave policy. Motion carried.</p> <p>Vote was all “yes” for the Administrative Security Evaluation Policy. Motion carried.</p>
<b><u>Informational Items</u></b>		
<p>1.Unfinished Business of Previous Meeting</p>	<p>No report.</p>	
<p>2.Informational Report of the Executive Committee</p>	<p>No report.</p>	
<p>3.Informational Report of the Human Resources Committee</p>	<p>Paul Halesey, Committee Chair, Human Resources Committee, presented the following informational report: INFORMATION ON RECENT APPOINTMENTS - New Hires since February 7, 2012: <u>Faculty</u>: Russell Bigus, FT Temporary Biology Instructor, \$30,739.00/yr, January 11, 2012; Edwina Soreth, FT Temporary Surgical Technology Instructor, \$30,739.00/yr, January 11, 2012; Susan Bevan, PT Temporary Reference Librarian, \$20.92/hr, February 27, 2012; Cindy Malkemes, FT Program Counselor, \$42,433.00/yr, March 14, 2012.</p> <p><u>Classified (Compensation in accordance with Classified Association Collective Bargaining Agreement)</u>: Kim Weaver, FT Custodian, \$20,862.40/yr, March 1, 2012.</p> <p>LEAVE REPORT STATUS: Sabbatical Leave for Faculty: Barry</p>	<p>No action required.</p>

	Cipala, Director, Distance Education & Experiential Programs, March – September 2012; Leaves of Absence: Renee Allardyce, FT Culinary Arts Technical Services Technician; Separations from Employment: James Johnson, FT Director of Paramedic Programs, February 3, 2012; Gary Peacock, FT Reference Librarian, February 10, 2012; Robin Golden, FT Biology Instructor, February 20, 2012; Erik Husa-Lietz, PT Food Service Utility Worker, March 12, 2012; Laura Siko, FT Director of Extension Center, Shamokin, March 23, 2012; and Judith Lewis, FT Custodian, March 23, 2012.	
4. Communications	No communications presented.	
	Board Chair Rymar thanked everyone for attending the Board meeting and invited everyone to enjoy the reception in honor of our students in attendance this evening.	
5. Adjournment		Motion made by Paul Platukis; seconded by Carmen Magistro.  Vote was all “yes”. Motion carried.