

Name: Luzerne County Community College Board of Trustees Board Meeting
Date: Tuesday, April 29, 2014
Time: 6:30 P.M
Location: Luzerne County Community College, Dining Room, Educational Conference Center, Nanticoke PA

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
Swearing-In Ceremony	At this time the Honorable Judge Thomas Burke performed the swearing in of Trustees Brian D. Gill and Trustee Joseph Van Jura, Esq.	No action required.
1. Roll Call	<u>Present:</u> Frank Bognet, Esq.; John Bryan; Elaine Cook, R.N., J.D.; Francis P. Curry; Brian D. Gill; Paul A. Halesey; Carmen F. Magistro, Secretary; Paul Platukis; Joseph Rymar; John R. Serafin, Vice Chair; Margaret Steele; Joseph Van Jura, Esq.; Barry H. Williams, J.D., C.P.A., Board Chair; Kyle Magda, Student Representative, and Joseph Kluger, College Solicitor. <u>Excused:</u> Joan Blewitt, Ph.D. NCC ; and Susan Unvasky	
2. Public Comment	Barry H. Williams, J.D., C.P.A., Board Chair, opened the floor for public comment. Barry H. Williams, J.D., C.P.A., Board Chair, stated an Executive Session was held, prior to the start of tonight's Board meeting, to discuss personnel matters.	No action required.
8. Report/Action of the Finance Committee	8. Carmen F. Magistro, Committee Chair, presented the Finance Committee report.	
8A. Pennsylvania Department of Education E-Signature Resolution	8A. Recommend the Luzerne County Community College Board of Trustees ratify and reaffirm the E-Signature	8A. Approved. Motion made by Joseph Rymar; seconded by Elaine Cook, R.N., J.D.

<p>8B. Summary of Payments</p>	<p>Resolution as presented by the Pennsylvania Department of Education.</p> <p>8B. Recommend the Luzerne County Community College Board of Trustees approve the summary of payments as presented.</p>	<p>Vote was all “yes”. Motion carried.</p> <p>8B. Approved. Motion made John Serafin, Vice Chair; seconded by Paul Halesey.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8C. RFP, Business Management Advisory Services</p>	<p>8C. Recommend the Luzerne County Community College Board of Trustees award the RFP for Business Management Services to Albert B. Melone Company. The fee for fiscal year 2014-2015 is \$74,600, FY 2015-2016 \$75,700, and FY 2016-2017 \$77,200. Subject to an engagement letter satisfactory to the College.</p>	<p>8C. Approved. Motion made by Paul Halesey. Motion seconded by John Serafin, Vice Chair.</p> <p>Vote was twelve (12) “yes”. One (1) “no” vote submitted by Frank Bognet, Esq. Motion carried.</p> <p>Frank Bognet, Esq. stated he felt the contract should be for a one (1) year period. Committee Chair Magistro stated the RFP for all professional services is for a period of three (3) years.</p>
<p>8D. Continuation of Employee Retraining Opportunities Program</p>	<p>8D. Recommend the Luzerne County Community College Board of Trustees authorize the continuation of the Employment Retraining Opportunities Program into the Summer/Fall 2014 Semester with an amount not to exceed \$50,000 for both semesters (up to \$50,000 for both semesters combined).</p>	<p>8D. Approved. Motion made by Francis Curry; seconded by Elaine Cook, R.N., J.D.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8E. RFP, Annual Audit Services</p>	<p>8E. Recommend the Luzerne County Community College Board of Trustees approve the Request for Proposal for Annual Audit Services to be awarded to Maher Duessel. The annual fee for each of the three (3) year commitment is \$34,000 for year one, \$34,300 for year two, and \$34,600 for year three.</p>	<p>8E. Approved. Motion made by Elaine Cook, R.N., J.D.; seconded by John Bryan.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>3. Approval of February 27, 2013 Board Minutes</p>	<p>Barry H. Williams, J.D., C.P.A., Board Chair, requested approval of the February 27, 2014 Board minutes.</p>	<p>Approved. Motion made by Paul Platukis; seconded by John Serafin, Vice Chair;</p> <p>Vote was eleven (11) “yes”. Brian D. Gill and Joseph Van Jura, Esq. abstained from voting. Motion carried.</p>

<p>4.Approval of April 29, 2014 Board Agenda</p>	<p>Barry H. Williams, J.D., C.P.A., Board Chair, requested approval of the April 29, 2014 Board agenda.</p>	<p>Approved. Motion made by John Bryan; seconded by Elaine Cook, R.N., J.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>Thomas P. Leary, President, welcomed John Kulick, Instructional Technology Support Specialist, who is in attendance as a member of the LCCC Leadership Class of 2014.</p> <p>In March, the Middle States Commission on Higher Education acted to accept the College’s progress report that was submitted in December 2013. I would like to commend the following individuals for their leadership and hard work in preparing the Progress Report led by Dr. Dana Clark, Provost and Vice President of Academic Affairs; Graceann Platukus, Institutional Research and Planning Director; Dr. Janis Wilson Seeley, Social Science/History Department Chair/Faculty Associate for Student Learning; and Libby Yeager, Curriculum/Program Development Director.</p> <p>Middle States’ acceptance of the Progress Report is indicative of the great progress the College has made in successfully implementing its Institutional Outcomes Assessment process, among other things. Although our work on assessment was started in response to recommendations from Middle States, as we now know, our continued focus on these objectives is vitally important to our ongoing success and the success of our students. As we complete the final stages of our first five-year cycle for this plan, the Assessment Leaders and Assessment Council are reviewing the current process to identify areas of improvement. Changes to the process to address those areas will be implemented within the next five-year cycle. These process improvements, and other College outcomes, will be included in our Middle States Periodic Review Report that we will submit in Spring 2016.</p> <p>The College continues to work to enhance the Early College Program for regional high school juniors and seniors. The</p>	

President recently visited Northwest Area, Coughlin, Wilkes Barre Career Tech and West Side Career Tech schools to speak at student assemblies on the importance and value of higher education. The President encouraged students to pursue additional training and education beyond a high school diploma, and informed them of options available to them. In addition, college staff are in discussions with Lycoming Career & Technology Center officials regarding courses to offer at their institution, including Technical areas such as Automotive, Culinary, Medical Terminology, Electrical, Drafting and Plumbing.

A Student Open Forum will be held to seek student feedback on College programs and services, and also to share with students plans the College has in place for the next academic year, including tuition changes and enhanced support services.

The College will hold our annual Legislative Information Breakfast this Friday, May 2, 2014. Regional legislators will join with members of the College staff, the Board of Trustees, and Elizabeth Bolden, the recently appointed President/CEO of the Pennsylvania Commission for Community Colleges, to hear up-to-date information on community college budget and legislative needs. The Commission continues to advocate for an increase in operational funding for community colleges from the state. The proposed budget for 2014/2015 includes only level funding for community colleges. This is the 4th year in a row that the colleges are slated not to receive an increase.

The College will hold its 46th annual Commencement Ceremony on May 22, 2014, at the Mohegan Sun Arena. Approximately 900 students are scheduled to graduate this spring. Sandy Hook Elementary School first grade teacher Kaitlin Roig will serve as Principal Speaker. During the Sandy Hook Elementary School shooting in 2012, Ms. Roig acted quickly to lock her students and herself in a small bathroom, sparing the fifteen children in her first grade class from harm. Ms. Roig will address this year's graduates

on the importance of recognizing that each of us has the power to make a difference in the lives of others.

At this time President Leary expressed his appreciation to a number of staff for their expert handling of the recent situation involving a threat received against the College. In response to the incident, the College followed the established Emergency Response procedure and succeeded in evacuating the campus in a safe and orderly fashion. Thanks was extended to Security, Information Technology, College Relations and Marketing staff, who worked together to communicate to staff and students in a prompt and efficient manner on the College closing and subsequent updates. The College is in the process of reviewing the Response Procedure to identify any areas that can be improved upon. At this time, the investigation into the threat remains ongoing by law enforcement officials. No further updates have been provided to the College.

At this time Board Chair Williams and President Leary recognized LCCC student leaders and commended them for their dedication and commitment to their education and the outstanding leadership skills they have demonstrated through their various committees and activities.

LCCC Board of Trustees Student Representative - Kyle Magda, Student Representative, LCCC Board of Trustees.

All-Pennsylvania Academic Team - Tara Warnig, All-Pennsylvania Academic Team; and Merissa Sims, All-Pennsylvania Academic Team

Phi Theta Kappa Honor Society Leaders - Tara Warnig, President, Phi Theta Kappa, Beta Iota Rho; Merissa Sims, Vice President of Leadership, Phi Theta Kappa, Beta Iota Rho; Frederick Bodman, Vice President of Fellowship, Phi Theta Kappa, Beta Iota Rho; Victoria Washick, Vice President of Scholarship, Phi Theta Kappa, Beta Iota Rho; and Stephanie Swartz, Recording Secretary, Phi Theta Kappa, Beta Iota Rho.

<p>o Treasurer's Report</p>	<p><u>LCCC Student Government Association Leaders -</u> Merissa Sims, President, Student Government Association Michelle Gitkos - Vice President, Student Government Association; Victoria Washick, Secretary, Student Government Association; Vestina Stere, Treasurer, Student Government Association; Melissa Eipper, Sophomore Class Representative, Student Government Association; Kyle Magda, Freshman Class Representative, Student Government Association; and Christine Dougher, Part Time Student Representative, Student Government Association.</p> <p><u>LCCC Professional Development Day Student Speakers -</u> Kyle Magda, October 2013 In-Service Student Speaker Victoria Washick, January 2014 In-Service Speaker Melissa Eipper, March 2014 In-Service Speaker</p> <p>Joseph Gasper presented the February Monthly Report for the Period Ending February 28, 2014.</p> <p>Compared to the prior fiscal year the Current Fund Income of \$28,014,000 is up 2.21% and Expenses of \$22,071,000 are down 4.92%. Bookstore Income is down \$177,000, a decrease of 4.95% and the Expenses \$50,000, a 1.63% decrease. Food Service Income decreased \$22,000 or 7.75% and expenses increased \$12,000 or 4.44%. Plant Fund Income is down \$706,000 and Expenditures have increased \$47,000.</p> <p>As noted on page 1 of 6 of the Supplement Report when compared to prior year Tuition Income increased \$1,169,000 or 8.50% and the Price and Volume Variances are listed on the report. General Service Fees increased 19.42% due to the rate increase. Continuing Education net revenue is down \$20,000 due to a drop in Contract Training. Elimination of the RISE program accounts for the Project RISE variance. Non-Sponsor Income is up \$116,000 due to the tuition rate increase implemented this year. The timing of the payment accounts for the decrease to the county appropriation.</p>	
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<ul style="list-style-type: none"> ○ Foundation Report 	<p>Current Fund Expenditures- Salaries and Fringe Benefits are down when compared to the prior year. The decrease in expense of \$999,000 is due to the Early Retirement Incentive being paid from the Restricted Fund this fiscal year. The ADP Upgrade for the HR Active Census component has increased the Bank Service /Collection expense. The Postage decrease is due to the timing of payments. Telephone expense is down due to the rate reduction. Advertising increased for this period due to a heavier push for the Spring Semester and the Cooking Show. Utilities are up due to increased usage for this same period and an increase in the market rates.</p> <p>Bookstore Report: The long term investment accounts for the decrease in Interest Income. Textbook sales are in line with the current enrollment. Expenses for Fringe Benefits and Salaries are down due to the reduction of staff. Based on the prior and current year enrollment, textbook and other related Purchases were adjusted accordingly.</p> <p>Food Service: Food Sales have increased \$5,000 or 2.27%. The sign on bonus received in the prior year accounts for the decrease in Vending Machine Income. Fringe Benefits increased due to mandatory increases and the Salaries increased due to the filling of the part time vacancies. Price increases account for the Food Supplies variance.</p> <p>Plant Fund: Timing of the transfer accounts for the variance in Capital Fees. The variance in the County Appropriation is due to the timing of the payment for. Additional IT equipment accounts for the Equipment Lease variance.</p> <p>Sandra Nicholas noted funding for the Early College Program for our local high school students. We have done fundraising under the Educational Improvement Tax Credit program which has helped our students coming from Hazleton, Pittston, and Nanticoke school districts. The Foundation has been successful in their fundraising so this fall the program will be expanded to Hanover and Wilkes Barre city. In 2015 the program will be expanded to</p>	
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<ul style="list-style-type: none"> ○ Student Representative Report 	<p>Wyoming Valley West and the Berwick area school district.</p> <p>Ms. Nicholas noted two grants were recently approved for the Central Susquehanna Community Foundation. A \$4,000 grant will go towards the Berwick Industrial Development Authority that will help pay for the utility costs for our operations in their building. A \$19,000 for a CNA job training program which will be operated out of our Berwick Center, this will provide scholarships for 14 low income rural students that will be trained in geriatric CNA.</p> <p>The Foundation is in the process of reviewing scholarship applications. There are 136 scholarships that will be awarding and 80 renewal scholarships.</p> <p>Kyle Magda, Student Representative, provided an overview the 2013-2014 student activities. Activities included the 1st Annual Pride Day, LCCC Hunger Banquet, Beatles 50th Anniversary Celebration and the Welcome Back Bash.</p> <p>At this time, Mr. Magda thanked President Leary for appointing him to serve as the Student Representative on the Board of Trustees. Thanks were extended to the Board for giving Mr. Magda the opportunity to be a member of the Luzerne County Community College Board of Trustees.</p>	
<p>6. Report/Action of the Executive Committee</p> <p>6A. Ratification of Capital Projects Funding</p>	<p>6. Board Chair Williams presented the Executive Committee report.</p> <p>6A. Recommend the Luzerne County Community College Board of Trustees ratify and reaffirm the College’s capital cash project and, upon PDE approval of the capital cash project funding match, authorize a transfer of the Unallocated Net Assets in the Unrestricted Current Fund to the Plant Fund to be restricted for the matching funds required for the completion of the Capital Project approved by the Pennsylvania Department of Education, with the College being responsible for an amount not to exceed \$450,472.</p>	<p>6. Approved. Motion made by Board Chair Williams; seconded by John Bryan.</p> <p>On the question, Elaine Cook, R.N., J.D., inquired whether these projects would have to be done anyway; without the capital funding. Board Chair Williams confirmed that would be correct.</p> <p>Vote was all “yes”. Motion carried.</p>

6B. Ratification of Amendment to Contract	6B. Recommend that the Luzerne County Community College Board of Trustees approve an amendment to the President’s Contract.	6B. Approved. Motion made by Board Chair Williams; seconded by John Serafin. On the question, Elaine Cook, R.N., J.D., asked if there were any additional changes to the contract. Board Chair Williams stated there were no additional changes to the President’s contract. Vote was eleven (11) “yes”. Both Brian D. Gill and Joseph Van Jura, Esq. abstained from voting. Motion carried.
7. Report/Action of the Academic Committee		
7A. Approval of Honorary Doctorate 7B. Approval of Professor Emeritus 7C. Approval of Program Additions, Deletions, and Modifications	7. Paul Platukis, Committee Chair, presented the following Academic Committee report. 7A. Recommend the Luzerne County Community College Board of Trustees award the honorary degree of Doctor of Public Service (D.P.S.) to Kaitlin Roig to be presented at the 46 th Annual LCCC Commencement Ceremony on Thursday, May 22, 2014. 7B. Recommend the Luzerne County Community College Board of Trustees approve the title of Professor Emeritus 2014 be bestowed upon Deborah Boyson. 7C. Recommend the Luzerne County Community College Board of Trustees approve the Program Additions, Deletions and Modifications included in the Board packets.	7A-Approved. Motion made by Paul Platukis, Committee Chair; seconded by John Bryan. Vote was all “yes”. Motion carried. 7B. Approved. Motion made by Paul Platukis, Committee Chair; seconded by Francis Curry. Vote was all “yes”. Motion carried. 7C. Approved. Motion made by Paul Platukis, Committee Chair; seconded by John Bryan. Vote was all “yes”. Motion carried.
9. Report/Action of the Human Resources Committee		
9A. Approval of Faculty Promotions	Paul Halesey, Committee Chair, presented the following Human Resources Committee report. 9. Recommend the Luzerne County Community College approve the following faculty members for promotion: Professor: Mark Choman, Sheila Davis, Maryann Kovalewski Associate Professor: Tracy Glaser, Alexandria Hollock, Christina Simon Instructor: Robert Armillei	9. Approved. Motion made by Paul Halesey, Committee Chair; seconded by Francis Curry. Vote was all “yes”. Motion carried.

	<u>Informational Items</u>	
1.Unfinished Business of Previous Meeting	No report.	No action required.
2.Informational Report of the Executive Committee	Board Chair Williams noted the minutes of the April 2014 Executive Committee were included in the Board packets.	No action required.
3.Informational Report of the Human Resources Committee	Information on recent appointments and leave report status is located at the end of the Board agenda.	No action required.
4. Communications	<p>For informational purposes, Board Chair Williams directed the Board to the correspondence included in your packets as well as information regarding the annual ACCT Leadership Congress.</p> <p>On behalf of the Luzerne County Community College Board of Trustees, Board Chair Williams welcomed new Trustees Brian D. Gill and Joseph Van Jura, Esq. to the LCCC Board of Trustees.</p>	No action required.
5.Adjournment		<p>Motion made by Elaine Cook, R.N., J.D.; seconded by Francis Curry.</p> <p>Vote was all “yes”. Motion carried.</p>