

**Name:** Luzerne County Community College Board of Trustees Board Meeting

**Date:** April 25, 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
<b>1. Roll Call</b>	<p><u>Present:</u> Joan M. Blewitt, Ph.D.; John J. Bryan; Elaine Cook, R.N., J.D.;; Lynn M. Distasio; Michael J. Dubinski; Brian D. Gill, Vice Chair; 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.; Curtis Bates, Student Representative to the Board, and Joseph E. Kluger, Esq., College Solicitor.</p> <p><u>Excused:</u> Francis P. Curry; Paul A. Halsey; 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.	
<b>2. Public Comment</b>	Susan E. Unvarsky, Board Chair, opened the floor for public comment.	No action required.
<b>3. Approval of January 27, 2016, Board Minutes</b>	Susan E. Unvarsky, Board Chair, recommended approval of the March 24, 2016, Board minutes.	Approved. Motion made by John R. Serafin, Secretary; seconded by Sheila L. Saidman, Esq.  Vote was all "yes". Motion carried.
<b>4. Approval of March 24, 2016 Board Agenda</b>	Susan E. Unvarsky, Board Chair, recommended the Luzerne County Community College Board of Trustees approve the April 25, 2016 Board agenda.	Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by John Bryan.  Vote was all "yes". Motion carried.

**5. Report of Officers and Agents**

- President's Report

President Leary reported the College hosted its Annual Legislative Information Session and Breakfast on Friday, April 15<sup>th</sup> with approximately 60 people in attendance including trustees, Foundation Board members, state and federal legislators or their representatives, staff and students.

This year the program was conducted by Sean Reilly 2016, President of the Student Government Association and the student speaker was Trustee Curtis Bates. Both students did an outstanding job.

Presenters included Kim Hawk, Human Resource Manager at Grenier Packaging in Pittston who talked about the Grenier Gold Program which involves a partnership with Luzerne County Community College that combines a two year technical degree with a three year paid apprenticeship leading to employment with the company. Grenier is an international company that manufactures plastic containers and they are working with LCCC for classes leading to an Advanced Mechatronics degree.

Elizabeth Bolden, Executive Director & CEO of the PA Commission for Community Colleges represented the State's 14 community colleges.

Special thanks to Lynn Distasio and Brian Gill for taking part in the program and to everyone who attended this very successful event which provides us with an opportunity to interact with and exchange ideas and information with the legislators.

Trustee Distasio extended her thanks and appreciation to everyone who attended the Legislative Breakfast. Our voice was unified, having one voice with everyone around the table. Special thanks was extended to Trustees Michael Dubinski, John Bryan, Margaret Steele, Paul Halesey, Brian Gill, Vice Chair, and Board Chair Susan E. Unvarsky for attending. Trustee Distasio stated the event was very successful, many legislators and community leaders stayed after the breakfast having a strong conversation about where the school is going and where the funding is coming from. Once again, Trustees Distasio thanked Sean Reilly who did an outstanding job as MC and Student Representative to the Board Curtis Bates.

President Leary was pleased to announce that the Pennsylvania Community Colleges have received an increase of 5% in the state allocation for the current fiscal year ending June 30, 2016. This increase equates to a sum of approximately \$500,000 for Luzerne County Community College.

President Leary reported, in honor of our celebration of Community College month, as we do each year, tonight we celebrate what community colleges are all about – our students and their achievements.

At this time President Leary invited Board Chair Unvarsky to join him in recognizing Luzerne County Community College’s student leaders who are in attendance as we commend each of them for their dedication and commitment to their education and the outstanding leadership and sportsmanship skills they have demonstrated through their various committees, athletics and activities.

Curtis Bates, Student Representative to the LCCC Board of Trustees  
Richelle Hess, All-Pennsylvania Academic Team, Vice President of Service, Theta Kappa Chapter, Beta Iota Rho

Sean Kyle Reilly, President, Student Government Association

Curtis Bates, Vice President, Student Government Association  
Richelle Hess, Vice President of Fellowship, LCCC Chapter of Phi Theta Kap

Hallie Withhar, President of Great Expectations Respiratory Therapy Club

Amanda Simonson, Vice President of Great Expectations Respiratory Therapy Club

Jessica Evans, Secretary of Great Expectations Respiratory Therapy Club

Megan McFadden, President of the LCCC Pastry Arts Club

Marquis Morris, Vice President of the LCCC Pastry Arts Club

Cassandra Swan, Secretary of the LCCC Pastry Arts Club

Gabriela Luna, Treasurer of the LCCC Pastry Arts Club

Richelle Hess, President of the LCCC Art Club

Jeremy Nenstiel, Vice President of the LCCC Student Alliance for Equality Club

<p>Treasurer's Report</p>	<p><u>David Matcho</u>, President of the LCCC Computer Club  <u>April Owen</u>, Secretary of the LCCC Computer Club  <u>Robert Leshko</u>, Special Activities of the LCCC Computer Club</p> <p><u>Bailey Eipper</u>, LCCC Women's Volleyball Team  <u>Briana Eipper</u>, LCCC Women's Volleyball Team  <u>Curtis Bates</u>, dedication and participation on the 2015 LCCC Cross Country Team and selection as All American 3<sup>rd</sup> Team – 12<sup>th</sup> Place Finish in the National Meet  <u>Austin Abild</u>, LCCC Men's Baseball Team  <u>Michael Bugonowicz</u>, LCCC Men's Baseball Team  <u>Zach Kollar</u>, LCCC Men's Baseball Team  <u>Troy Shurites</u>, LCCC Men's Baseball Team</p> <p>At this time, Board Chair Unvasky, extended her thanks and appreciation to all the members in the audience who came out in support of their students.</p> <p>Joseph Gasper, Dean of Finance, presented the following Treasurer's Report for the period ending February 2016. As of February compared to the prior fiscal year the Current Fund Income of \$26,292,000 the variance is (7.029%) and Expenses of \$21,824,000 is (1.04%). The Bookstore Income of \$2,472,000 is (12.09%) and Expenses of \$2,312,000 is (6.92%). Food Service Income increased \$2,000 or 0.088% and expenses \$14,000 or 5.47%. Plant Fund Income decreased \$229,000 or (13.95%) and Expenditures increased \$23,000 or 0.65%.</p> <p>The Supplement the Tuition Income variance is \$1,509,000 and the Price and Volume variance is listed on the report. Seminar Income shows a (8.07%) variance due to reasons listed on the report. The variance for Course Fees is (9.22%) and for Non-Sponsor Income is (12.77%), attributable to a decline in the Out of State students. The variance in Interest Income is primarily due to the Comm. of PA budget impasse. Please note that the College received Sponsor payments through September 2015 in March and April.</p> <p>Fringe Benefits variance is (5.59%) for reasons noted on the report. 0.81% is the variance for Salaries and ERI variance is \$141,000. The variance for Travel and Conference is 28.00% and 97.92% for Legal Fees for reasons listed. As noted current year ADP Charges are included</p>	
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<ul style="list-style-type: none"> <li>○ Foundation Report</li> <li>○ Student Representative Report</li> </ul>	<p>under the Consultant expense which decreased this year through the efforts of Pam and Don Nelson. The remaining Consultant Expense is down \$56,000. Advertising Costs show a variance of 17.95%. Utilities are down \$80,000.</p> <p>Bookstore Report - The Textbook sales variance is (12.41%) and Other Sales (10.37%). The related expense variance for Textbooks purchases is (7.76%) and for Other Purchases is (8.72%).</p> <p>Food Service Report - The variance for Food Sales is (3.50%) compared to the prior year. Fringe Benefits show a 30.77% variance due to a change in the status of an employee. The Salary expense variance is (4.85%) and 2.08% for Food Supplies.</p> <p>Plant Fund -The Capital Fees variance is (12.50%) and (15.28%) for the Commonwealth of Pennsylvania Appropriation as explained on the report. The Debt Service Expense variance reflects the annual change in the debt service payment schedule. The annual change to the annual replacement equipment lease and the timing of the payments account for the Equipment Lease variance of 8.78%. We continue to work on the 2016-2017 college budget.</p> <p>No report.</p> <p>Curtis Bates, Student Representative to the Board, stated there are two more weeks of classes in the semester. Throughout the year the student body has accomplished a significant amount – we helped increase awareness of poverty, raised money for various charitable organizations, and gave assistance to those in needs, along with much much more. We have been able to better ourselves, our college and our community. We are so thankful for all of the opportunities we have been given, and also for such a diligent staff, a heavily discounted college tuition and ultimately the opportunity to succeed. This semester isn't even over yet but there are a number of plans in the making for the following year. Many students will be graduating in May and I know all of us would be able to count it as a blessing for the impact that LCCC will have on us will stick with us for the rest of our lives. I personally have had so many incredible opportunities at LCCC.</p>	
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	<p>At this time, Mr. Bates thanked the members of the Board for all the do for Luzerne County Community College. On behalf of the LCCC Student Body, Mr. Bates expressed his appreciation to the members of the Board for their sacrifice of time and commitment to the College. Mr. Bates stated serving as Student Representative to the Board was a wonderful opportunity and experience and thanked the Board for this amazing opportunity.</p> <p>On behalf of the Board of Trustees, Board Chair Unvasky wished Curtis Bates success in all of his future endeavors.</p>	
<p><b>6. Report/Action of the Executive Committee</b>  6A. Approval of Administrative Policy  - Segregation of Duties for Financial Transactions Policy</p>	<p>6A. Board Chair Susan E. Unvasky recommended the Luzerne County Community College Board of Trustees the administrative policy – Segregation of Duties for Financial Transactions policy.</p>	<p>6A. Approved. Motion was made by John Bryan; seconded by Michael J. Dubinski.</p> <p>Vote was all “yes”. Motion carried.</p>
<p><b>7. Report/Action of the Academic Committee</b></p> <p>7A. Program Additions, Deletions, and Modifications</p> <p>7B. Professor Emeritus 2016</p> <p>7C. Approval of Administrative Policy  - Placement Policy</p>	<p>7. Joan M. Blewitt, Ph.D., Chair, Board of Trustees Academic Committee, presented the following Academic Committee report.</p> <p>7A.Recommend the Luzerne County Community College Board of Trustees approve the Program Additions, Deletions and Modifications as presented.</p> <p>7B.Recommend the Luzerne County Community College Board of Trustees approve candidates, Dr. David Stout and Linda Walters, for rank of Professor Emeritus 2016.</p> <p>7C.Recommend the Luzerne County Community College Board of Trustees approve the administrative policy, Placement policy.</p>	<p>7A. Approved. Motion made by John R. Serafin, Secretary; seconded by John Bryan.</p> <p>Vote was all “yes”. Motion carried.</p> <p>7B. Approved. Motion made by Margaret Steele; seconded by Erin K. Keating.</p> <p>Vote was all “yes”. Motion carried.</p> <p>7C. Approved. Motion made by Sheila L. Saidman, Esq.; seconded by Brian Gill, Vice Chair.</p> <p>Vote was all “yes”. Motion carried.</p>

<p><b>8. Report/Action of the Finance Committee</b></p> <p>8A. Summary of Payments</p> <p>8B. RFP, Portable Fire Extinguishers Inspection and Maintenance</p> <p>8C. RFP, Campus Security Services for LCCC Facilities (Hazleton, Berwick, Kulpmont, WB, Main Campus-As Needed)</p> <p>8D. RFP, Game Room Services</p> <p>8E. RFP, Athletic Trainer/Medical Services</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 the Luzerne County Community approve the summary of payments as presented.</p> <p>8B. Recommend Luzerne County Community College Board of Trustees approve the proposal for Portable Fire Extinguishers Inspection and Maintenance to Cintas at the following rates:</p> <table border="0" data-bbox="787 495 1333 714"> <tr> <td></td> <td style="text-align: right;"><u>Cintas</u></td> </tr> <tr> <td>Annual Inspection per NFPA</td> <td style="text-align: right;">\$1.95</td> </tr> <tr> <td>5lb. dry extinguisher recharge</td> <td style="text-align: right;">\$9.95</td> </tr> <tr> <td>10 lb dry extinguisher recharge</td> <td style="text-align: right;">\$9.95</td> </tr> <tr> <td>Hydrostatic testing</td> <td style="text-align: right;">\$6.00</td> </tr> <tr> <td>CO2 Recharge</td> <td style="text-align: right;">\$8.75</td> </tr> <tr> <td>6 year check</td> <td style="text-align: right;">\$2.00</td> </tr> </table> <p>8C. Recommend Luzerne County Community College Board of Trustees approve the proposal for Campus Security Services for LCCC facilities in Berwick, Hazleton, Wilkes-Barre, Kulpmont, and Main Campus (as needed) to <u>Legion Security</u> at the following rates: Hourly rates first year; \$16.50/hr., second year; \$17.00/hr., third year \$17.50/hr.</p> <p>8D. Recommend Luzerne County Community College Board of Trustees approve the proposal for Game Room Services to <u>Kingston Amusement Co. Inc.</u> where the College will be paid 50% of all proceeds from the equipment monthly.</p> <p>8E. Recommend the Luzerne County Community College Board of Trustees approve the proposal for Athletic Trainer/Medical Services to <u>Geisinger Wyoming Valley Medical Center</u> in the amount of \$24,597.47 for year 1; \$25,335.39 for year 2 and \$26,095.45 for year 3.</p> <p>Trustee John Bryan questioned whether this item was sent out to bid. Mr. Len Olzinski confirmed the RFP was sent out to four newspapers and on the College's website. It was also sent to Star Therapy and Old Forge Chiropractic Therapy with no response.</p>		<u>Cintas</u>	Annual Inspection per NFPA	\$1.95	5lb. dry extinguisher recharge	\$9.95	10 lb dry extinguisher recharge	\$9.95	Hydrostatic testing	\$6.00	CO2 Recharge	\$8.75	6 year check	\$2.00	<p>8A. Approved. Motion made by John R. Serafin, Secretary; seconded John Bryan.</p> <p>Vote was all "yes". Motion carried.</p> <p>8B. Approved. Motion made by Elaine Cook, R.N., J.D.; seconded by Lynn M. Distasio.</p> <p>Vote was all "yes". Motion carried</p> <p>8C. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by Sheila L. Saidman, Esq..</p> <p>Vote was all "yes". Motion carried.</p> <p>8D. Approved. Motion made by Michael J. Dubinski; seconded by Joan M. Blewitt, Ph.D.</p> <p>Vote was all "yes". Motion carried.</p> <p>8E. Approved. Motion made by John R. Serafin, Secretary; seconded by Lynn M. Distasio.</p> <p>Vote was all "yes". Motion carried.</p>
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<p>8F. RFP, Food Vendor Services</p> <p>8G.RFP, Remote Captioning Services for the Deaf and Hard of Hearing</p> <p>8H. RFP, Educational Interpreter Services for the Deaf and Hard of Hearing</p>	<p>8F. Recommend Luzerne County Community College Board of Trustees approve the proposal for Food Vendor Services to <u>Canteen</u> at the commission rate of 25.0 % on all proceeds.</p> <p>8G. Recommend the Luzerne County Community College Board of Trustees approve the proposal for Remote Captioning Services for the Deaf and Hard of Hearing to Karasch and Associates at the following rate of \$84.00 an hour.</p> <p>8H.Recommend the Luzerne County Community College Board of Trustees approve the proposal for Educational Interpreter Services for the Deaf and Hard of Hearing to Interpretek at the at the following rate of \$65.00 an hour with a one hour minimum.</p>	<p>8F. Approved. Motion made by Elaine Cook, R.N., J.D.; seconded by John Bryan.</p> <p>Vote was all “yes”. Motion carried.</p> <p>8G. Approved. Motion made by Margaret Steele; seconded by Sheila L. Saidman, Esq.</p> <p>Vote was all “yes”. Motion carried.</p> <p>8H. Approved. Motion made by John R. Serafin, Secretary; seconded by Elaine Cook, R.N., J.D..</p> <p>Vote was all “yes”. Motion carried.</p>
<p><b>9. Report/Action of the Human Resources Committee</b></p> <p>9A. Recommend Approval of Faculty Promotions</p>	<p>9. Board Chair Unvarsky presented the following report.</p> <p>9A. Recommend the Luzerne County Community College Board of Trustees approve, in accordance with the Faculty Association Contract, the following seven (7) faculty members for promotion:</p> <p><u>Professor:</u> Barbara Montante, Thomas McHugh and Marisue Rayno</p> <p><u>Associate Professor:</u> Noreen Brzozowski, Timothy Campbell, Deborah Flynn and Jeffrey Schultz</p>	<p>9A. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by Brian Gill, Vice Chair.</p> <p>Vote was all “yes”. Motion carried.</p>
	<p><b><u>Informational Items</u></b></p>	
<p>1.Unfinished Business of Previous Meeting</p>	<p>1. N/A.</p>	<p>1. No action required.</p>
<p>2.Informational Report of the Executive Committee</p>	<p>2. Board Chair Susan E. Unvarsky noted Committee meeting minutes were included in the Board packets.</p>	<p>2. No action required.</p>
<p>3.Informational Report of the Human Resources Committee</p>	<p>3. No report.</p>	<p>3. No action required.</p>



4. Communications	4. Board Chair Susan E. Unvasky noted all communications were included in the Board packet.	4. No action required.
5. Adjournment	5. Meeting adjourned 6:40 p.m.	5. Motion made by Margaret Steele; seconded by Barry H. Williams, J.D., C.P.A.  Vote was all "yes". Motion carried.