

Name: Luzerne County Community College Board of Trustees Board Meeting
Date: Tuesday, August 26, 2014
Time: 6:29 P.M
Location: Luzerne County Community College, Dining Room, Educational Conference Center, Nanticoke PA

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
<p>1. Roll Call</p>	<p>Present: Joan Blewitt, Ph.D. NCC; Frank Bognet, Esq.; John Bryan; Elaine Cook, R.N., J.D.; Francis Curry; Brian D. Gill; Paul A. Halesy; Carmen F. Magistro, Secretary; Paul Platukis; Joseph Rymar; John R. Serafin, Vice Chair; Margaret Steele; Barry H. Williams, J.D., C.P.A., Board Chair; and Richard Goldberg, Esq., College Solicitor.</p> <p>Excused: Susan Unvasky and Joseph Van Jura, Esq.</p>	
<p>2.Public Comment</p>	<p>Barry H. Williams, J.D., C.P.A., Board Chair, noted an Executive Session was held prior to the start of the Board meeting to discuss personnel and litigation issues.</p> <p>Barry H. Williams, J.D., C.P.A., Board Chair, opened the floor for public comment.</p>	<p>No action required.</p>
<p>3. Approval of June 17,2014 Board Minutes</p>	<p>Barry H. Williams, J.D., C.P.A., Board Chair, recommended approval of the June 17, 2014 Board minutes.</p>	<p>Approved. Motion made by John Serafin, Vice Chair; seconded by Elaine Cook, R.N., J.D.</p> <p>Vote was all "yes". Motion carried.</p>
<p>4.Approval of August 26, 2014 Board Agenda</p>	<p>Barry H. Williams, J.D., C.P.A., Board Chair, recommended approval of the August 26, 2014 Board agenda.</p>	<p>Approved. Motion made by Joan Blewitt, Ph.D. NCC; seconded by Elaine Cook, R.N., J.D.</p> <p>Vote was all "yes". Motion carried.</p>

<p>5. Luzerne County Community College & Bloomsburg University of Pennsylvania Dual Admissions Agreement</p>	<p>5. At this time Board Chair Williams introduced Dr. Ira Blake, Provost and Senior vice President for Academic Affairs at Bloomsburg University; Tom Fletcher, Associate Vice President and Dean of Extended Programs at Bloomsburg University; and Bonnie Martin, Manager, Communications/Media Relations for Bloomsburg University.</p> <p>President Leary noted with the many challenges students can face while pursuing an advanced degree -- financially, academically and personally – it is important for colleges and universities to work collaboratively to help students overcome those challenges and give them the support they need to meet their academic and career goals.</p> <p>LCCC and Bloomsburg University of Pennsylvania have a long history of doing just that - working collaboratively to enhance learning opportunities for our students. This agreement further enriches our collaborative partnership as it provides for a smooth transition for LCCC graduates to transfer from the community college to Bloomsburg to complete their bachelor’s degree.</p> <p>Bloomsburg University has proven to be a very popular choice for LCCC graduates who continue their education in pursuit of a bachelor’s degree. With our long and mutually beneficial relationship, and Bloomsburg’s high ratings among LCCC students, it is fitting that the first Dual Admissions Agreement LCCC has entered into with a state university is with Bloomsburg University of Pennsylvania.</p>	<p>5. No action required.</p>
<p>6. Report of Officers and Agents</p> <ul style="list-style-type: none"> ○ President’s Report 	<p>6. President Leary reported the LCCC’s Communication Arts Department recently received a national award for its weekly half-hour culinary series <i>Cooking Classic</i>. <i>Cooking Classic</i> was recognized with a Telly Award in the educational program category. Telly Awards showcase outstanding non-network and cable TV programming.</p> <p>The <i>Cooking Classic</i> series is designed by the</p>	

Communications Arts Department, led by Thomas McHugh, Department Chair and award winning television producer, in conjunction with the Hotel/Restaurant Management Department. This interdepartmental project, filmed at the LCCC Joseph A. Paglianite Culinary Institute, enables Communication Arts and Culinary students to work side-by-side with practicing professionals to produce and appear in a regionally broadcast television program.

In an effort to enhance the academic success and college readiness of Wilkes-Barre Area School District students, Luzerne County Community College and the district have joined forces to develop an innovative and engaging college math track project for senior students at GAR, Meyers and Coughlin. Through this program, students first completed a non-credited course designed to teach calculator-free mathematical concepts necessary for successful college level placement. After successfully completing the foundational math course, students can enroll in a college-level mathematics class where they will earn 3 college credits upon successful completion. As part of the agreement between the College and WBASD, LCCC will provide tuition assistance for the students who enroll in the college-level math class. 80 students have registered for the program. The College hopes to develop similar agreements with other local school districts.

The College has been approved by the Commonwealth to expand our Educational Improvement Tax Credit (EITC) program to additional school districts. Wilkes-Barre Area, Hanover Area, Berwick and Wyoming Valley West school districts now join Nanticoke, Pittston and Hazleton school districts as approved to receive EITC funding.

These funds are raised to support Early College initiatives, specifically, tuition assistance for students in the approved districts who are enrolled in LCCC's Early College program. The EITC program enables donors to contribute to LCCC's Early College fund and receive tax credit.

Luzerne County Community College's first Introduction to Welding class completed its training this month. The welding curriculum is the latest addition to LCCC's JobTrakPa program, funded by the Department of Labor TAACCCT grant. The Introduction to Welding course combines theory and applied shop practice to prepare JobTrakPa students for entry-level employment. The program complies with national standards established by the American Welding Society (AWS). According to O'NET online, a partner of the national job center, welding is one of the occupations expected to grow rapidly in the next several years.

The College will hold its opening in-service for the Fall semester on Thursday, August 28, 2014, for all college faculty and staff. In-service programs for adjunct faculty are also being held tonight in Shamokin, and Thursday night here on our main campus. In addition, all adjunct faculty who are new to the College are invited to attend a New Adjunct Orientation session.

Two Assessment Day events were held over the summer to allow staff to share the results of their assessments, to gain a broader perspective of how the assessment process works, and to get input from their colleagues to help them improve their plans. The Assessment Council is evaluating the current assessment practices at the College to identify any areas in need of improvement.

Both the Leadership Team and the Strategic Plan Design Team held retreats over the summer to review data on the College's achievement of goals and to plan for the coming years. The focus of planning this year is on enrollment and retention of students. Many good initiatives were discussed at these events. The College leaders are now reviewing proposed initiatives to determine feasibility and work into their division plans moving forward.

The follow College staff members have been selected to

<p>○ Treasurer's Report</p>	<p>participate in the Leadership LCCC program for 2014/2015:</p> <ul style="list-style-type: none"> • Noreen Brzozowski, Assistant Professor of Nursing; • Edwin Colon, Assistant to Registrar; and, • Linda Condusta, Title III Coordinator. • <p>In the fall the Board will be hearing a presentation by this year's Leadership graduating class on their group project and their experiences in the Leadership Program.</p> <p>Joseph Gasper, Dean of Finance presented the following Treasurer's report. When compared to the prior fiscal year the Current Fund Income of \$39,762,000 is up .62% and Expenses of \$38,540,000 are down 4.46%. Bookstore Income is down \$124,000, a decrease of 3.19% and the Expenses \$106,000, a 3.21% decrease. Food Service Income decreased \$37,000 and expenses increased \$16,000. Plant Fund Income is down \$419,000 and Expenditures have increased \$932,000.</p> <p>Tuition income increased \$1,185,000. The report does not reflect the final transfer of general service fees in the current fund to student activity fund which will reduce the variance listed. Continuing Education revenue is down \$99,000 and is detailed on the report. The decrease to the County Appropriation is related to timing of the payment. Non-Sponsor Local Income increased \$149,000 mainly due to the tuition increase.</p> <p>Current Fund Expenditures: Fringe Benefits down 6.77% which at this point is attributable to lower health care costs. The final adjustments for Compensated Absences and OPEB will be made once the calculation is completed for the fiscal year. Replacement salaries due to retirements and Administrative position vacancies account for the variance in salaries. Service Fees are up due to the ADP upgrade. Legal fees are based on the amount of legal work billed outside of the retainer. The Postage variance is related to the timing of replenishing the meter. Lower Winter Temperatures and an increase in the anticipated usage account for the increase in the Utilities Expense.</p>	
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<ul style="list-style-type: none"> ○ Foundation Report 	<p>Bookstore Report: Interest Income is down due to the long term investment that was made. Textbook sales are down and are in line with the enrollment. Expenses for Fringe Benefits and Salaries are down due to one full time staff reduction. Textbook and other related purchases were adjusted accordingly on the prior and current year enrollment.</p> <p>Food Service: Food Sales are level for the current period. The sign on bonus received in the prior year accounts for the decrease in Vending Machine Income. Fringe Benefits are up due to mandatory increases. Salaries increased due to less part time vacancies this fiscal year. Food Supplies increased slightly for this period.</p> <p>Plant Fund: The Commonwealth Appropriation is up this year due to the disbursement of Capital funds for the Equipment and Furniture that were approved this fiscal year. The variance in the County Appropriation is related to timing of the payment. Equipment and Furniture Purchases are up due to Capital Projects that were approved this fiscal year.</p> <p>Please note that this is a Preliminary Report for June 30th and is being compared to the final numbers from the previous fiscal year. There are still some adjusting journal entries that will be posted and will change these preliminary numbers presented this evening.</p> <p>At this time Mr. Gasper introduced the new Controller, Pamela Heard.</p> <p>Sandra Nicholas, Executive Director, Institutional Advancement, reported the college was approved by the Commonwealth of Pennsylvania to expand our EITC Solicitation program. We will be moving forward aggressively to solicit funds from area businesses to support this program. We will be giving to tuition assistance to those students who qualify for the program.</p>	
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The Foundation awarded \$203,000 in scholarship awarded this Fall semester. 299 students received assistance, and \$2,461 was provided in emergency aid before the start of the semester.

The Blue Ribbon Foundation of the Blue Cross awarded Luzerne County Community College \$7,000 in support of supplies for the dental clinic for preventive services to uninsured adults and children.

The Foundation audit is underway and being performed by Parente Beard.

The Foundation recently received an endowment gift by Anne Bedwick, widow of former trustee Paul Bedwick to permanently fund the Bedwick Family Endowed Scholarship.

The Foundation is seeking sponsorships for the 22nd Annual Scholarship Donor/Community Outreach Dinner, October 14, 2014 to be held at the Woodlands. Funds scholarships, book fund and equipment.

The college's website has been redesigned; it is now more colorful, more informational (recruiting, financial aid) easier to navigate.

Ms. Nicholas recognized Bob Bogdon, Director of Marketing and Connie Toporcer, Director of Technical and Internet Services for their hard work over the summer of in redesigning and executing the technical programming it took. This involved working with most departments across campus, validating information and adding many new features.

On September 11th the College will hold a ceremony at 3 pm at the Walk of Honor. A ceremony and dedication of bricks will be held.

<p>7. Report/Action of the Executive Committee 7A. 2014-2015 Board of Trustees Meeting Schedule</p>	<p>7. Board Chair Williams recommended the Luzerne County Community College Board of Trustees the 2014-2015 Board meeting schedule as presented.</p>	<p>7. Approved. Motion made by Board Chair Williams; seconded by Joan Blewitt, Ph.D., NCC. Vote was all “yes”. Motion carried.</p>
<p>8. Report/Action of the Academic Committee 8A. Recommendation to approve Program Additions, Deletions and Modifications.</p>	<p>8. Paul Platukis, Committee Chair, presented the following Academic Committee report. 8A. Recommend the Luzerne County Community College Board of Trustees approve the program additions, deletions, and modifications as presented in the packet. Committee Chair Platukis acknowledged Richard Goldberg, Esq. for his achievement as noted in the local paper.</p>	<p>8A. Approved. Motion made Paul Platukis, Committee Chair; seconded by Francis Curry. Vote was all “yes”. Motion carried.</p>
<p>9. Report/Action of the Finance Committee 9A. Summary of Payments 9B. RFP, Advertising Agency of Record 9C. Agreement Between City of Nanticoke and LCCC 9D. Blue Cross of NEPA Administration</p>	<p>9. Carmen F. Magistro, Committee Chair, presented the following Finance Committee report. 9A. Recommend the Luzerne County Community College Board of Trustees approve the summary of payments as of payments as presented. 9B. Recommend the Luzerne County Community College Board of Trustees the proposal to Interact, a company that will provide services to the College for three (3) year cost of \$55,500.00. 9C. Recommend the Luzerne County Community College Board of Trustees approve the Agreement Between the City of Nanticoke and Luzerne County Community College. The Agreement would allow Luzerne County Community College to be designated as the Access Channel Manager for the educational government access channel provided by Comcast to the city of Nanticoke. 9D, Recommend Luzerne County Community College Board of Trustees enter into a three (3) year contractual agreement</p>	<p>9A. Approved. Motion made by John R. Serafin, Vice Chair; seconded by Joseph Rymar. Vote was all “yes”. Motion carried. 9B. Approved. Motion made by Elaine Cook, R.N., J.D.; seconded by Joan Blewitt, Ph.D., NCC. Vote was all “yes”. Motion carried. 9C. Approved. Motion made by Joseph Rymar; seconded by John Bryan. Vote was all “yes”. Motion carried. 9D. Approved. Motion made by John Serafin, Vice Chair; seconded by John Bryan.</p>

9E. Wilkes Barre Center Lease	with Blue Cross of Northeastern Pennsylvania to provide administrative services related to Luzerne County Community College health insurance plan.	Vote was all “yes”. Motion carried.
	9E. Recommend the Luzerne County Community College Board of Trustees approve the seven (7) year lease proposal from Public Square Partners, LP for the Wilkes-Barre Center. The lease will include 12,000 square feet of space with a starting rate of \$15 per square foot and 3% annual increase. Acceptance of the lease will include approximately \$50,000 in renovations to be conducted and paid for by Public Square Partners, LP.	9E. Approved. Motion made by Carmen F. Magistro, Committee Chair; seconded by Francis Curry. Vote was all “yes”. Motion carried
9F. Bid # 443 for Health Sciences Center Exterior Signage	9F. Recommend the Luzerne County Community College Board of Trustees approve the award of Bid #443 for Health Sciences Center Exterior Signage to Fieseler Neon Sign Co. Inc. in the amount of \$20,183.40.	9F. Approved. Motion made by Elaine Cook, R.N., J.D.; seconded by Paul Halsey. Vote was twelve (12) “yes”. Brian Gill abstained from voting. Motion carried.
9G. RFP, Third Party Administration, Medical Services	9G. Committee Chair Magistro stated during the Board’s work session this evening, a recommendation was made by the administration to retain the services of Elite Brokerage who is the current provider for the College’s health insurance program, as per the terms the College outlined during the request for proposal process.	9G. Approved. Motion was made by John Bryan; seconded by Francis Curry. At this time Board Chair Williams requested a vote by roll call. Roll call vote: Joan Blewitt, Ph.D. NCC –yes; Frank Bognet, Esq. -no ; John Bryan - no; Elaine Cook, R.N., J.D. - no; Francis Curry -yes; Brian D. Gill -yes; Paul A. Halsey - yes; Carmen F. Magistro, Secretary -yes; Paul Platukis -no; Joseph Rymar -yes; John R. Serafin, Vice Chair -no; Margaret Steele -no; Barry H. Williams, J.D., C.P.A., Board Chair, yes. Vote was seven (7) “yes”, and six (6) “no”. Motion carried.
10. Report/Action of the Human Resources Committee	10. No report.	

	<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 June 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 are located at the end of the Board agenda.	No action required.
4. Communications	<p>Board Chair Williams noted communications were included in the board packets.</p> <p>Joseph Gasper, Dean of Finance, provided a collection report update; noting \$153,466 was paid on delinquent accounts.</p>	No action required.
	<p>Motion made by Paul Platukis to allow Benecon to re-calculate their numbers based upon current information available to all the bidders.</p> <p>Motion seconded by Elaine Cook, R.N., J.D.</p> <p>Board Chair Williams reiterated that the Board approved and appointed Elite Brokerage as the College’s broker for health care insurance. Board Chair Williams stated Trustee Platukis made a motion to allow Benecon recalculate their numbers based upon current information available.</p> <p>After further discussion by the members of the Board, Trustee Paul Platukis made a motion to withdraw his previous motion. Motion to withdraw Trustee Platukis’ motion was seconded by Elaine Cook, R.N., J.D.</p> <p>Margaret Steele suggested this issue should be revisited each year specific to the liabilities. Trustee Steele stated her discomfort this evening was that she was not clear on the weighted value of the specific costs on an annual basis compared to the potential liabilities over time.</p>	

	<p>At this time, John Serafin, Vice Chair, made a motion to enforce a one (1) year evaluation of the performance of Elite Brokerage in terms of their estimate versus actual and present it to the Board.</p> <p>Carmen F. Magistro stated this was the first time the Board has gone through this process. The Administration evaluates their performance annually.</p> <p>President Leary stated the College will provide to the Board the performance evaluation of Elite’s services within the 30 days of renewal.</p> <p>Motion was seconded by Carmen F. Magistro, Secretary.</p> <p>Vote was all “yes”. Motion carried.</p>	
<p>5.Adjournment</p>		<p>Motion made by Elaine Cook, R.N., J.D.; seconded by Carmen F. Magistro, Board Secretary.</p> <p>Vote was all “yes”. Motion carried.</p>