

Name: Luzerne County Community College Board of Trustees Board Meeting

Date: Tuesday, August 28, 2018

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 |
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| | Board Chair Gill welcomed everyone to the meeting and requested everyone stand for the Pledge of Allegiance. | |
| 1. Roll Call | <u>Present:</u> Joan M. Blewitt, Ph.D.; George Brown; Francis P. Curry-via conference call; James P. Dennis; Lynn M. Distasio, Vice Chair; Brian D. Gill, Board Chair; Bernard W. Graham, Ph.D.; Paul Halsey; Erin K. Keating; Catherine R. O'Donnell, Esq.; Margaret Steele; Susan E. Unvarsky, Secretary; and Joseph Kluger, Esq., College Solicitor. <u>Excused:</u> Christopher B. Slusser, Esq., and David James Usavage | |
| | Brian D. Gill, Board Chair, reported an Executive Session of the Board of Trustees was conducted prior to the start of the Board meeting to discuss personnel and litigation issues. | |
| 2. Public Comment | 2. Brian D. Gill, Board Chair, opened the floor for public comment. | 2. No public comments. No action required. |
| 3. Approval of June 19, 2018, Board Minutes | 3. Brian D. Gill, Board Chair, recommended approval of the June 19, 2018, Board minutes. | 3. Approved. Motion made by Joan M. Blewitt, Ph.D; and seconded by Catherine R. O'Donnell, Esq. Vote was all "yes". Motion carried. |

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| <p>4.Approval of August 28, 2018 Board Agenda</p> | <p>4.Brian D. Gill, Board Chair, recommended the Luzerne County Community College Board of Trustees approve the August 28, 2018 Board agenda.</p> | <p>4.Approved. Motion made by Susan E. Unvarsky, Board Secretary; seconded by George Brown to approve the agenda as presented.</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>President Leary reported classes officially resumed to begin the 2018 Fall Semester. New and returning students and staff were greeted by the Student Government Association, who provided coffee, tea, fruit and breakfast bars the first two days of classes.</p> <p>The College received official notification that the Pennsylvania Department of Education has approved the College's Capital Project, submitted in April 2017, to provide funding to lease the LCCC Scranton Center facility, at an estimated projected amount of \$4,042,583. The Department of Education will provide 50 percent of the annual capital expense of the 15-year lease with our Scranton Dedicated Center.</p> <p>On August 16th, LCCC held a Ribbon Cutting Ceremony for the new LCCC Pittston Center – M & T Educational Center. President Leary, Board Chair Gill and members of the Board, were joined by elected officials and a representative from M & T Bank for the grand opening. At the end of the ceremony Pittston Mayor Lombardo unveiled a sculpture, Pathmarker, presented to LCCC and which will be located in front of the LCCC Pittston Center.</p> | <p>5.N/A</p> |

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| | <p>At the Pittston Center, the College will be piloting its guided pathways program for students who are undecided about their major or career. Many of these students are interested in a certain area or discipline and will be able to choose a pathway that would allow them to take the initial classes for a degree and explore careers in the area.</p> <p>The LCCC Pittston Center will offer a pathway for students to explore health and wellness, leading to over 12 degree and certificate programs. Students would attend the campus in Nanticoke to finish their degrees in our state-of-the-art facilities for the hands-on and more advanced components of these degree programs.</p> <p>During the summer, two Career Exploration Camps were held in the Advanced Technology Center. The concept of Career Exploration Camps is closely aligned with the guided pathway model of career development. Students in these camps were rising juniors and seniors from the Crestwood Area School District. One camp was held for high school students interested in exploring careers in <u>Manufacturing</u> and the type of education and training that supports those careers. The second camp was held for high school students interested in exploring communication arts. <u>Communication Arts</u> is a combination of Broadcast Communication, Journalism, Advertising, Graphic Communication, Music Recording, and Visual Arts. The Manufacturing Camp expenses were underwritten by a local manufacturer who is seeking to expand the pipeline of young people interested in pursuing careers in manufacturing. The significance of</p> | |

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| | <p>these camps is that it is public/private sector partnership. Underwritten by a private sector, it is with the school district and college to develop the students' talents in these fields and enhance their interest to pursue their college education.</p> <p>The Applied Technology Department, specifically the Engineering, Design, and Manufacturing Technology Program and the Computerized Numerical Control Program received news this summer of successful accreditation from the National Institute of Metal-Working Standards (NIMS). Congratulations to Applied Technology Chairperson Brandon Babbish and his team for successfully meeting the NIMS Accreditation Standards.</p> <p>This accreditation allows Luzerne County Community College students to test for industry-recognized certifications along with their academic credentials. The NIMS Credentials certify an individual's skills as measured against the NIMS Standards. NIMS currently offers 52 metalworking credentials.</p> <p>Under the direction of Vice President Cheryl Lesser, beginning this Fall semester LCCC will begin to lay the groundwork for our Middle States Commission on Higher Education (MSCHE) self-study. Our Self Study Team visit is scheduled for Spring 2021.</p> <p>The self-study is a time to reflect on LCCC and document how we meet the 7 Standards for Accreditation</p> | |

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| <ul style="list-style-type: none"> ○ <i>President's Report continued</i> | <p>Maintaining accreditation is an ongoing process and our Middle States Core Team which works year round and will be meeting with departments and documenting how the College meets the Standards. The Core team and the work groups will put together a self-study that reflects the best of LCCC.</p> <p>President Leary thanked Dr. Janis Wilson-Seeley, Department Chair, Social Science and History and Natalie Staron, Operations Analyst, who have agreed to serve as our Middle States Self-Study Co-Chairs.</p> <p>Don Nelson, Vice President of Operations and Information, who provided an update on the college's capital improvement projects.</p> <p>Vice President Nelson reported \$360,000 was invested into the College's Technology Replacement Plan. During the summer, 180 computers were installed within academic labs. In addition, networking equipment, enterprise servers, CCTV equipment, and smart classroom equipment was purchased and installed. This equipment will replace older equipment at the main campus and dedicated centers in order to keep our technology resources up to date for both our students and staff.</p> <p>The Pittston Center LCCC M&T Educational Center was the former M&T Bank building was completely renovated and is now the College's sixth dedicated center. This facility has 9 traditional classrooms, 2 computer labs, 1 science</p> | |

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| | <p>lab, a student lounge and reception area, staff offices, and a conference room.</p> <p>The funding based on the bond re-finance allowed the College to take care of the capital equipment expenditures. Many of the academic departments received equipment and included infrastructure and capital projects such as paving, roof replacements, and new science lab in Building 4 and numerous campus improvements. Building 11 was the renamed Community Educational Partnership Center. This building houses the LIU, Head Start and ALTA program. Our maintenance staff did an excellent job with the improvements to this building. Campus improvements included Campus Center upgrades with carpeting and paint, new archives room in the Library, and painting of classrooms. A new scoreboard was installed in the gym, and the dental department received new equipment and upgrades.</p> <p>The \$7.9 GESA project will be completed within two weeks. This project involved changing all the lighting and HVAC throughout the campus. This project will be paid by the lower utility costs.</p> <p>President Leary thanked Vice President Nelson for his leadership. There were many time projects going on and time constraints involved in order to accomplish these projects and meet the funding guidelines. Vice President Nelson and his staff did a wonderful job completing these projects.</p> | |

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| <ul style="list-style-type: none"> ○ <i>Treasurer's Report</i> ○ <i>Foundation Report</i> | <p>N/A</p> <p>Sandy Nicholas, Executive Director, Institutional Advancement/Foundation reported the Foundation Office has set aside \$50,000 to assist students with textbooks needs.</p> <p>LCCC will hold a September 11th Remembrance Ceremony and Brick Dedication on Tuesday, September 11, at 11 a.m. The program will be held at the College's Walk of Honor.</p> <p>Included within your Board packets as an informational item are thank you letters from students who have received "Presidential Scholarships", these are Board scholarships that have been approved by the Board and named after Trustees who have passed away: Frank Crossin, Atty. Charles Gelso, Joe Kurpis, Dr. James Toole, James Wachtler, and Albert Wasley. They range from full tuition scholarships to set amount.</p> <p>Trustee Catherine O'Donnell, Esq., Co-Chair of the Scholarship Donor Dinner reminded the Board of Trustees the Scholarship Donor Dinner will be held Tuesday, October 30 at the Woodlands Inn. The Scholarship Donor Dinner is the primary gala for the College so it is important to have 100% participation from the entire Board. We are honoring everyone who has donated a scholarship, had a building named in their honor or other contribution. As a results, the first part of the dinner includes at 4:30 p.m. the Board is invited to a reception with the visionaries,</p> | <p>No action required.</p> |

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| | <p>5 pm cocktail hour with dinner following at 6 p.m.</p> <p>Trustee O'Donnell encouraged the Board to review the solicitation material as well as purchase a ticket for the event.</p> | |
| <p>6. Report/Action of the Nomination Committee 6A. 2018-2019 Slate of Officers</p> | <p>6A. On behalf of the Nomination Committee, Margaret Steele presented the following recommendation:</p> <p>The Nomination Committee recommends the current slate of officers: Board Chair Brian Gill; Vice Chair Lynn Distasio; and Secretary-Susan Unvasky, be reappointed to serve a second term as the 2018-2019 LCCC Board of Trustees Officers.</p> <p>It is recommended the LCCC Board of Trustees approve the 2018-2019 Slate of Officers as presented.</p> | <p>6A. Board Chair Gill opened the floor to nominations.</p> <p>No nominations presented from floor. Board Chair Gill asked for a motion to close nominations.</p> <p>Motion made by Paul Halesey; seconded by Francis Curry to close nomination from the floor.</p> <p>All in favor. Opposed. Motion carried.</p> <p>Board Chair Gill asked for a motion to approve the 2018-2019 as presented.</p> <p>Approved. Motion made by George Brown; seconded by Joan M. Blewitt, Ph.D.</p> <p>All in favor. Opposed. Motion carried.</p> |
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| <p>7. Report/Action of the Executive Committee</p> <p>7A. Trustee Travel, PACCC All Trustees Assembly</p> <p>7B. Trustee Travel, 2018 ACCT Leadership Congress</p> | <p>7A. Board Chair Gill recommends the Luzerne County Community College Board of Trustees approve the use of budgeted trustee travel funds, not to exceed \$400, for one Trustee to attend the 2018 Pennsylvania Commission for Community Colleges All-Trustees Assembly in Harrisburg, September 14, 2018.</p> <p>7B. Recommend the Luzerne County Community College Board of Trustees approve the use of budgeted trustee travel funds, not to exceed \$5,600 for two (2) Trustees to attend the 2018 ACCT Leadership Congress in New York City, October 24-27, 2018.</p> | <p>7A. Approved. Motion made by Susan E. Unvarsky; seconded by Joan M. Blewitt, Ph.D.</p> <p>Vote was all “yes”. Motion carried.</p> <p>7B. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by Erin K. Keating.</p> <p>Vote was all “yes”. Motion carried.</p> |
| <p>8. Report/Action of the Academic Committee</p> | <p>8. No report.</p> | <p>8. N/A</p> |
| <p>9. Report/Action of the Finance Committee</p> | <p>9. No report.</p> | <p>9. N/A</p> |
| <p>10. Report of the Human Resources Committee</p> | <p>10. No report.</p> | <p>10. N/A</p> |
| <p>11. Report of the Legislative, Economic and Public Affairs Committee</p> | <p>11. No report.</p> | <p>11. N/A</p> |

| | <u>Informational Items</u> | |
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| 1.Unfinished Business of Previous Meeting | 1.N/A | 1. No action required. |
| 2.Informational Report - Executive Committee | 2. N/A | 2. No action required. |
| 3.Informational Report - Human Resources Committee | 3. Information on recent appointments and leave reports is included with the Board agenda. | 3. No action required. |
| 4. Communications | <p>4. Brian D. Gill, Board Chair, noted all communications to the Board were included in the packets.</p> <p>Board Chair Gill stated the upcoming Foundation Scholarship Dinner, as previously reported, is an opportunity for the Board to recognize our visionaries as well as an opportunity to show our financial support; and our collective presence is, more than ever, important.</p> | 4. No action required. |
| 5.Adjournment | | <p>5. Motion made George Brown; seconded by Susan E. Unvarsky.</p> <p>Vote was all “yes”. Motion carried.</p> |