

Name: Luzerne County Community College Board of Trustees Board Meeting
Date: Tuesday, August 28, 2012
Time: 6:30 p.m.
Location: Dining Room, Educational Conference Center, Nanticoke, Pennsylvania

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
Swearing-In Ceremony	The Honorable Richard Hughes performed the swearing in of Trustees John R. Serafin and Frank Bognet, Esq.	
1.Roll Call	<u>Present:</u> Joan Blewitt, Ph.D. NCC; Frank Bognet, Esq.; John Bryan; Elaine Cook, R.N., J.D., Board Chair; Lynn Marie Distasio; Paul A. Halesey; George F. Hayden; John Kashatus; Carmen F. Magistro, Secretary; Paul Platukis; Joseph Rymar; John R. Serafin; Michael Tigue, III; Susan Unvarsky; Barry H. Williams, J.D., C.P.A., Vice Chair; Denee Nichols, Student Representative; and Joseph Kluger, Esq., College Solicitor.	
2.Public Comment	N/A	
3. Approval of June 12, 2012 Board Minutes	At this time Board Chair Cook requested approval of the June 12, 2012 Board minutes.	Approved. Carmen F. Magistro made a motion to approve the June 12, 2012 Board minutes; seconded by Barry H. Williams, J.D., C.P.A., Vice Chair. Vote was all "yes". Motion carried.
4.Approval of August 28, 2012 Board Agenda	At this time Board Chair Cook requested approval of the August 28, 2012 Board agenda.	Approved. Joan Blewitt, Ph.D., NCC, made a motion to approve the August 28, 2012 Board agenda; seconded by John Serafin. Vote was all "yes". Motion carried.

<p>5. Report of Officers and Agents</p> <p>○ Math Lab Presentation</p> <p>○ Treasurer's Report</p>	<p>President Leary introduced the newly appointed Board of Trustees Student Representative, Ms. Denee Nichols. Ms. Nichols stated she is a second year Culinary Arts student and happy to have been appointed to the Board. Ms. Nichols expressed her thanks to President Leary for giving her this opportunity.</p> <p>President Leary introduced the new Dean of Enrollment Management and Student Development, Rosana Reyes.</p> <p>President Leary introduced faculty members Ms. Nicole Saporito, Department Chairperson, and Joanne Kawczenski, Professor, who have instituted exciting new initiatives in the math department. Department Chairperson Saporito and Professor Joanne Kawczenski presented an overview of LCCC's Math Lab, describing the new approach in the Math department to work with developmental students.</p> <p>Ms. Saporito reported students coming out of high school or coming out of the workforce and entering into our program, take a placement test to determine which math class would be most appropriate for them. Currently LCCC is running half of the math classes at a developmental level. The student's goal is to get to a college level math course. The idea was to re-design the course by decreasing lecture time and running it in a computer lab that would deliver web-based activities.</p> <p>Joseph Gasper, Dean of Finance, presented the following Treasurer's Report. As compared to the prior fiscal year the Current Fund Income of \$37,125,000 is down 7.12% and Expenses of \$37,413,000 are up 5.73%. Bookstore Income is down \$132,000, a decrease of 3.03% and the Expenses have increased \$4,000, a .11% increase. Food Service Income is down \$30,000 or 7.77% and expenses increased \$21,000 or 5.53%. Plant Fund Income is down \$33,000 and Expenditures have increased \$382,000.</p> <p>The Supplement Tuition Income is down \$969,000 or 7.07%, Technology Fees 5.96% and Course Fees 4.56% when compared to prior year. These decreases are due to the</p>	
--	---	--

registration reduction this past fiscal year. The \$2.00 increase to the General Service Fee accounts for the 14.56% increase but will be slightly lower once the final adjusted journal entry is made for the transfer to Student Activity. Continuing Education revenue is down \$350,000 and Project RISE is also down due to enrollment reduction. The loss of the Stimulus Funds accounts for the 10.00% decrease in the Commonwealth of Pennsylvania Appropriation. Miscellaneous Income is down due to decreases in Grant Indirect Costs and lower agreement billings. Interest Income is down due to the reduction in the interest rate this fiscal year and this reduction applies to all funds.

In reference Current Fund Expenditures Fringe Benefits are down 17.28% but this will change once the final adjusted journal entries for the year end run-out are posted to the various accounts. The prior year Post Retirement Adjustment was \$2.8 million and it is estimated that the final amount will show an approximate 10% increase over the prior year. The variance in Acquisitions is due to available dollars being spent in the prior fiscal year and due to anticipated enrollment decline no dollars were expended in 2011-2012. 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. The increase in Phone expense is due to the Health Science expansion. The variance in Advertising is due to an increase in both Marketing and HR legal advertising. Emergency Electrical repairs account for the variance in the Maintenance Plan. Finally mild temperatures account for the decrease in Utilities Expense.

Bookstore- Interest Income is down due to the reduction in the interest rate. All Other Sales Income is down due to the reduction in clothing sales and the enrollment decrease. Moving to expenses, the decrease to Other Purchases is due to the change of expensing trade books to the textbook line item and fewer supply purchases. The variance in Textbook Expense will change once the year-end Inventory adjusted journal entry is posted.

<p>○ Foundation Report</p>	<p>Food Service -Food Sales have decreased due to students now attending classes' downtown and the enrollment decline. Vending Sales are down due to the contract revision but the amounts will change once the year end adjusted journal entries for final commission checks are posted. The variance in salaries is due to the current year salary increments, additional part time hours for the Chef and a payout of compensatory time (which is a one-time occurrence). The Fringe Benefits are up due to increments and a change in the status of health benefits for a staff member.</p> <p>Plant Fund-The Commonwealth Appropriation is up this year due to the late disbursement of Capital funds for the Paving and Concrete projects. To date the College has not received the February Debt Service from Luzerne County. Interest Income is also down. Equipment Purchases are up due to the Paving and Concrete projects this fiscal year. The increase in Debt Service Expense is due to the 12 monthly payments related to the Culinary Institute this fiscal year.</p> <p>Trustee Joseph Rymar stated, recognizing this was the preliminary report, can you tell him the difference between fiscal year 2011-2012 and the budget (income vs. expenses) and the previous fiscal year.</p> <p>Mr. Gasper stated as of June 30, 2012 we had income over expenditures in the amount of \$284,000. Preliminary figures and expenses exceed revenue by \$288,000 for 2011-2012.</p> <p>Carmen F. Magistro, Board Secretary asked Mr. Gasper what the anticipated date the numbers the numbers would be finalized. Mr. Gasper stated they will be finalized and reviewed in November and the final report will be presented to the board in December. Trustees Joseph Rymar and Carmen F. Magistro, Board Secretary requested information on the College budget.</p> <p>Sandra Nicholas, Executive Director, Institutional Advancement, reported invitations will be mailed to attend the Remembrance Ceremony on Tuesday, September 11,</p>	
-----------------------------------	---	--

<ul style="list-style-type: none"> ○ President's Report ○ Student Representative Report 	<p>2012, to be conducted at the Walk of Honor. Students, staff, trustees and community will be invited to attend, to mark this solemn anniversary. At this event the College will also dedicate memorial bricks that are placed inside of the walk.</p> <p>The Foundation has seen an increase in requests for book funds. For fiscal year 2011-2012, \$7,989 was awarded. For this semester, in two days, \$7,911 was awarded in emergency book funds.</p> <p>Six homeless students and veterans are being served through the V-RAP (Veterans Employment Retraining Assistance) Program which is run by the Department of Veterans Affairs.</p> <p>Four new scholarships have been established: Stephen G. Semanek Scholarship for Health Sciences students; Kathryn Theresa O'Haire Musto Memorial Scholarship for health care; the Ani Art Academics Waichulis Scholarship in Communication Arts; and the Peter and Cynthia Mahalick Endowed Scholarship.</p> <p>The ribbon-cutting for the Benco Dental Clinic will be held on September 19, 2012. The Foundation has raised \$277,000.00 for supplies, computers, and equipment for the dental clinic.</p> <p>The Empty Bowls Project will be hosted by Luzerne County Community College in the Dining Room of the Educational Conference Center on October 28, 2012. The project is a cooperative effort with King's College, Wilkes University, and Misericordia University. Proceeds will benefit the LCCC Food Bank and other local food banks and soup kitchens.</p> <p>President Leary reported the College experienced a 97% pass rate on the nursing state boards and a 100% pass rate on the dental hygiene state board exam.</p> <p>No report.</p>	

<p>7. Report/Action of the Academic Committee</p> <p>7A. Administrative Policies:</p> <ul style="list-style-type: none"> ○ Verification of GED and High School Diplomas/Certificates/Credentials Policy ○ Electronic Recording in the Classroom Policy <p>7B. Approval of Program Addition, Deletion and Modifications</p>	<p>Paul Platukis, Committee Chair, presented the Academic Committee report.</p> <p>7. Recommend the Luzerne County Community College Board of Trustees approve the (7A) administrative policies; and (7B) Program Addition, Deletion and Modifications.</p>	<p>7 A-B. Approved. Motion made by Joan M. Blewitt, Ph.D., NCC; and seconded by Susan E. Unvasky.</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. Administrative Policy:</p> <ul style="list-style-type: none"> ○ Resource Allocation for Budget and Personnel Requests Policy <p>8C. Acceptance of Grants</p>	<p>Barry H. Williams, J.D., C.P.A., Vice Chair and Chair of the Finance Committee presented the following report.</p> <p>8A. Recommend the Luzerne County Community College Board of Trustees approve the summary of payments as presented.</p> <p>8B. Recommend the Luzerne County Community College Board of Trustees approve the administrative policy, Resource Allocation for Budget and Personnel Requests Policy.</p> <p>8C. Recommend the Luzerne County Community College Board of Trustees approve the acceptance of the following grant awards: The Perkins renewal grant from the PA Department of Education was increased slightly this year to \$566103; The Act 101 renewal grant from the PA Department of Education will be level funded from last year’s grant of \$66,600; the three (3) ALTA renewal grants from the PA Department of Education were level funded as follows: #041 Adult Education Grant was increased to \$397,927; #054 Family Literacy grant was increased to \$304,500; and #059 Adult Education Literacy grant was increased to \$295,497.</p> <p>The new Hazleton Multicultural Youth Program Grant from the PA Commission on Crime and Delinquency grant will provide \$180,000 over the next two years.</p>	<p>8A. Approved. Motion made by Michael Tigue, III; seconded by Carmen F. Magistro, Board Secretary.</p> <p>Vote was all “yes”. Motion carried.</p> <p>8B. Approved. Motion made by Carmen F. Magistro, Board Secretary; seconded by Michael Tigue, III.</p> <p>Vote was all “yes”. Motion carried.</p> <p>8C. Approved. Motion made by Michael Tigue, III; seconded by Paul Platukis.</p> <p>Vote was all “yes”. Motion carried.</p>

8D. Bid #417-Office Copier/Laser Printer Paper	8D. Recommend the Luzerne County Community College Board of Trustees approve the award of Bid # 411 for Office Copier/Laser Printer Paper to Xpedx in the amount of \$26,700.00.	8D. Motion made by Carmen F. Magistro, Board Secretary; seconded by George F. Hayden. Vote was all "yes". Motion carried.
9. Report/Action of the Human Resources Committee 9A. Recommendation to approve Administrative Policy: o Recruitment, Search and Selection Policy	Paul Halesey, Committee Chair, presented the Human Resources Committee presented the following action item. 9A. Recommendation the Luzerne County Community College Board of Trustees approve the administrative policy- Recruitment, Search and Selection Policy.	9A. Approved. Motion to approve the Social Media Policy was made by Susan E. Unvasky; seconded by John Bryan. Approved. Vote was all "yes". Motion carried.
	<u>Informational Items</u>	
1.Unfinished Business of Previous Meeting	Trustee Frank Bognet, Esq., asked about a previous tie vote regarding a media buyer. President Leary stated after the tie vote he met with the Director of Marketing Robert Bogdon and agreed he would carry the responsibilities on a temporary basis and bring the proposal back to the Board of Trustees Finance Committee and Board of Trustees for their review and approval. Mr. Bogdon will attend the next Finance Committee meeting to address this issue.	
2.Informational Report of the Executive Committee	No report.	
3.Informational Report of the Human Resources Committee	Paul Halesey, Committee Chair, Human Resources Committee, presented the following informational report: INFORMATION ON RECENT APPOINTMENTS- New Hires since June 12, 2012: <u>Administration</u> - Melanie Ferris, PT Career Coach; Wendy Saxe, FT Title III Specialist; and Nicole Edmondson, FT Director, Extension Center Shamokin. <u>Faculty</u> - Mark Ercolani, FT Director of Emergency Medical Services Program; Lisa Galico, FT Reference Librarian; Russell Bigus, FT Temporary Biology Instructor (Academic Year 2012-2013); Noreen Brzozowski, FT Nursing Instructor, Main Campus/Kulpmont; Rebecca Morgan, FT Nursing Instructor, Main Campus/Kulpmont; Andrea Pabon, FT	No action required.

	<p>Human Services/Sociology Instructor; Thomas Shubilla, FT Temporary Speech Instructor (Academic Year 2012-2013); Stacy Walent, FT Counselor of Special Needs; Sondra Ferraro, FT Director of Surgical Technology.</p> <p><u>Classified (Compensation in accordance with Classified Association Collective Bargaining Agreement)</u> Alyssa Gayeski, PT Food Service Utility Worker (30 hours); Mary Ellen Dooley, FT Faculty Secretary, Computer Information Systems, Business, Trades & Technology and Court Reporting.</p> <p><u>LEAVE REPORT STATUS - Sabbatical Leave for Faculty:</u> Barry Cipala, Director, Distance Education & Experiential Programs, March – September 2012; Anne Holmes, Faculty, Physical Education, Fall, 2012; Jeffrey Schultz, Faculty, History/Social Science, Fall, 2012; Donald Weidner, Faculty, Computer Information Systems, Fall, 2012.</p> <p><u>Separations from Employment</u> - Matthew Anderson, FT Temporary Culinary Arts Technical Services Technician, June 25, 2012; John Reilly, PT Temporary Fitness Center/Gymnasium Attendant, June 29, 2012; Marie Gill, FT Faculty Secretary, July 20, 2012; Monica Delucca, FT Faculty, Nursing, July 27, 2012; William Thubbron, FT Campus Security Officer, July 27, 2012; Deborah Ginocchietti, FT Secretary for Physical Plant, July 30, 2012; Kimberly Wojciechowski, FT Custodian, August 6, 2012; Cynthia Mahalick, FT Faculty, Respiratory Therapy, August 10, 2012; Victoria Rood, PT Custodian, August 13, 2012; Samuel Brosso, FT Faculty, Construction Electrician, August 17, 2012; Dorothy Craig, FT Faculty, Nursing, August 17, 2012; Jean Barney, FT Faculty, History/Social Science, August 22, 2012.</p>	
4. Communications	Board Chair Elaine Cook reported thank you notes were included in the Board's information as well as the College Calendar, Catalog, and President's Newsletter.	
5. Adjournment		Motion made by John Serafin; seconded by Paul Platukis. Vote was all "yes". Motion carried.

