

Name: Luzerne County Community College Board of Trustees Board Meeting
Date: Tuesday, December 18, 2012
Time: 6:55 p.m.
Location: Luzerne County Community College, Dining Room, Educational Conference Center, Nanticoke PA

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
1. Roll Call	<p><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; John Kashatus; Carmen F. Magistro, Secretary; Paul Platukis; Michael Tigue, III; Susan Unvarsky; Barry H. Williams, J.D., C.P.A., Vice Chair; and Joseph Kluger, Esq., College Solicitor.</p> <p><u>Excused:</u> George F. Hayden; Joseph Rymar; John R. Serafin, and Denee Nichols, Student Representative.</p>	
2. Public Comment	No comments.	No action required.
3. Approval of November 8 2012 Board Minutes	At this time Board Chair Cook requested approval of the November 8, 2012 Board minutes.	<p>Approved. Michael Tigue, III, made a motion to approve the November 8 2012 Board minutes; seconded by Carmen F. Magistro.</p> <p>Vote was all "yes". Motion carried.</p>
4. Approval of December 18, 2012 Board Agenda	At this time Board Chair Cook requested approval of the December 18, 2012 Board agenda with two amendments from the Finance Committee Chairperson.	<p>Approved. Joan Blewitt, Ph.D., NCC, made a motion to approve the November 8, 2012 Board agenda; seconded by John Bryan.</p> <p>Vote was all "yes". Motion carried.</p>

5. Report of Officers and Agents ➤ President's Vision	Thomas P. Leary, President, presented his vision for Luzerne County Community College. (Exhibit 1)	
6. Executive Committee	Board Chair Cook noted the rescheduling of Board Committee meeting for the month of February are as follows: Academic and Finance Committees rescheduled to February 5; Human Resources Committee and Executive Committee rescheduled to February 6.	
7. Report/Action of the Academic Committee	Paul Platukis, Committee Chair, presented the Academic Committee report.	
7A. Recommendation to approve Program Additions, Deletions, and Modifications	7A. Recommend the Luzerne County Community College Board of Trustees approve the Program Addition, Deletion and Modifications.	7 A. Approved. Motion made by John Kashatus; seconded by Joan M. Blewitt, Ph.D., NCC . Vote was all "yes". Motion carried.
8. Report/Action of the Finance Committee:	Barry H. Williams, J.D., C.P.A., Vice Chair and Chair of the Finance Committee presented the following report.	
8A. Audit Report	8A. Recommend the Luzerne County Community College Board of Trustees approve the Audit Report ending June 30, 2012, as provided by Prociak and Associates, LLC.	8A. Approved. Motion made by Carmen F. Magistro; seconded by Paul Platukis. Vote was all "yes". Motion carried.
8B. Summary of Payments	8B. Recommend the Luzerne County Community College Board of Trustees approve the summary of payments.	8B. Approved. Motion made by Michael Tigue, III; seconded by Carmen F. Magistro, Board Secretary. Vote was all "yes". Motion carried.
8C. Trustee Travel, ACCT National Legislative Summit	8C. Recommend Luzerne County Community College Board of Trustees approve the use of budgeted use of budgeted trustee travel funds not to exceed \$4,500 for two (2) trustees to attend the ACCT Community College National Legislative Summit, Washington, D.C., February 10-14, 2013	8C. Approved. Motion made Joan Blewitt, Ph.D., NCC; seconded by Michael Tigue, III.
8D. RFP Property and Liability Insurance	8D. Recommend Luzerne County Community College Board of Trustees approve the award of the Property and Liability Insurance Contract in the amount of \$199,571.00 to Joseph J. Joyce Associates Inc.	8D. Approved. Motion made by Michael Tigue, III; seconded by Susan Unvarsky. Vote was all "yes". Motion carried.

<p>8E. RFP Worker’s Compensation Insurance</p>	<p>8E. Recommend Luzerne County Community College Board of Trustees approve the award of the Worker’s Compensation Insurance Contract in the amount of \$139,658.00 to Joseph J. Joyce Associates Inc.</p>	<p>8E. Motion made by Carmen F. Magistro, Board Secretary; seconded by Michael Tigie, III. Vote was all “yes”. Motion carried.</p>
<p>8F. RFP – Two (2) Full Service 2014 Truck Lease Renewal</p>	<p>8F. Tabled.</p>	<p>8F. Tabled.</p>
<p>8G. Continuation of Employment Retraining Opportunities Program</p>	<p>8G. Recommend that Luzerne County Community College Board of Trustees Finance Committee continue the LCCC Employment Retraining Opportunities Program for the Spring 2013 Semester with a tuition offset for eligible individuals not to exceed a total value of \$50,000.</p>	<p>8G. Approved. Motion made by Michael Tigie, III; seconded by John Bryan. Vote was all “yes”. Motion carried.</p>
<p>8H. Quote 371 Four (4) Office Copiers</p>	<p>8H. Recommend Luzerne County Community College Board of Trustees approve the award of QUOTE # 371 for 4 Copiers to Edwards Business Systems in the amount of \$30,336.00. This pricing would result in a savings of \$3,924.00 from the previous five years.</p>	<p>8H. Approved. Motion made by Susan Unvasky; seconded by Carmen F. Magistro, Board Secretary. On the question, Frank Bognet, Esq. stated he felt the this item should be re-bid , stating the copiers should be purchased not leased. Vote was ten “yes”; and two “no” by Trustees Frank Bognet, Esq., and John Bryan. Motion carried.</p>
<p>8I. <u>Approval of Administrative Policies:</u></p> <ul style="list-style-type: none"> o Never Attended Student Policy o Student Usage of Bookstore Accounts Established Through LCCC Financial Aid Office Policy 	<p>8I. Recommend the Luzerne County Community College Board of Trustees approve the following administrative policies: Never Attended Student Policy; and Student Usage of Bookstore Accounts Established Through LCCC Financial Aid Office Policy.</p>	<p>8I. Approved. Motion made by Joan Blewitt, Ph.D., NCC; seconded by Michael Tigie, III. Vote was all “yes”. Motion carried.</p>
<p>8J. <u>Addendum to the construction contract documents</u></p>	<p>8J. Recommend the Luzerne County Community College Board of Trustees approve additional addendum to the construction contract documents for inclusion of delay damages provision.</p>	<p>8J. Approved. Motion made by Joan Blewitt, Ph.D., NCC; seconded by John Kashatus. On the question, Carmen F. Magistro, Board Secretary, asked whether this was going forward. Board Chair stated yes. Vote was eleven (11) “yes”; and four (4) no vote by</p>

<p>8K. <u>Addendum to construction bid packages</u></p> <p>8L. <u>Change to Check Signature Policy</u></p>	<p>8K. Recommend the Luzerne County Community College Board of Trustees approve addendum to construction bid packages for inclusion of delay damages provision and future contracts.</p> <p>8L. Recommend the Luzerne County Community College Board of Trustees the following change to the Check Signature Policy: The only persons authorized to sign checks for Luzerne County Community College shall be:</p> <p>The President of the College and the Dean of Finance; however the Provost & Vice-President of Academic Affairs can sign in the absence of the President. The Vice-President of Workforce and Community Development can sign in the absence of the President; the Comptroller can sign In the absence of the Dean of Finance; and the Director of Finance and Accounting can sign in the absence of the Dean of Finance.</p>	<p>Trustee Michael Tigue, III, Carmen F. Magistro, Board Secretary, Lynn Marie Distasio, and Paul Halesey. Motion carried.</p> <p>8K. Approved. Motion made by Carmen F. Magistro, Board Secretary; seconded by John Bryan.</p> <p>Vote was eleven (11) “yes”; and one (1) no vote by Trustee Michael Tigue, III. Motion carried.</p> <p>8L. Approved. Motion made by Carmen F. Magistro, Board Secretary; seconded by Susan Unvasky.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>9. Report/Action of the Human Resources Committee</p> <p>9A. Approval of Administrative Policies:</p> <ul style="list-style-type: none"> ○ Academic Rank Policy ○ Code of Ethics Policy ○ Mandatory Reporting of Suspected Child Abuse or Neglect and Student Abuse Policy ○ LCCC Safety and Security Department Use of Force Policy ○ Firearms and Other Prohibited Weapons Policy 	<p>Paul Halesey, Committee Chair, presented the Human Resources Committee action item.</p> <p>9A. Committee Chair Halesey asked for a motion to approve the following administrative policies: Academic Rank Policy, Code of Ethics Policy; Mandatory Reporting of Suspected Child Abuse or Neglect and Student Abuse Policy, LCCC Safety and Security Department Use of Force Policy, and the Firearms and Other Prohibited Weapons Policy.</p>	<p>9A. Approved. Motion made by Paul Platukis seconded by Carmen F. Magistro, Board Secretary, to approve the Academic Rank Policy.</p> <p>Vote was all “yes”. Motion carried.</p> <p>Approved. Motion made by Lynn Marie Distasio, seconded by John Bryan, to approve the Code of Ethics Policy</p> <p>Vote was all “yes”. Motion carried.</p> <p>Approved. Motion made by Susan Unvasky</p>

		<p>seconded by Carmen F. Magistro, Board Secretary, to approve the Mandatory Reporting of Suspected Child Abuse or Neglect and Student Abuse Policy.</p> <p>Vote was all “yes”. Motion carried.</p> <p>Approved. Motion made by Michael Tigue, III seconded by Joan Blewitt, Ph.D., NCC, to approve Firearms and Other Prohibited Weapons Policy.</p> <p>Vote was all “yes”. Motion carried.</p> <p>Approved. Motion made by Carmen F. Magistro, Board Secretary, seconded by Michael Tigue, III, to approve Firearms and Other Prohibited Weapons Policy.</p> <p>Vote was all “yes”. Motion carried.</p>
		<u>Informational Items</u>
1.Unfinished Business of Previous Meeting	John Kashatus thanked President Leary for allowing the Culinary Arts Department participate in the Thanksgiving Day Dinner program.	
2.Informational Report of the Executive Committee	No report.	No action required.
3.Informational Report of the Human Resources Committee	Paul Halesey, Committee Chair, Human Resources Committee, stated the information on recent appointments and leave report is attached to the agenda.	No action required.
4. Communications	<p>Susan Unvarsky commended President Leary on his presentation, noting she is pleased to see College moving forward.</p> <p>Board Chair Cook noted communication was included in the Board packets for the Trustees to read.</p> <p>Board Chair Cook wished the students, faculty, staff, administration and members of the Board a very Happy Holiday season.</p>	No action required.

5.Adjournment		Motion made by Carmen F. Magistro, Board Secretary; seconded by Paul Platukis. Vote was all "yes". Motion carried.