

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

**Date:** Tuesday, December 18, 2018

**Time:** 6:00 PM

**Location:** Luzerne County Community College, Campus Center, Nanticoke PA

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
Pledge of Allegiance		Meeting opened with the Pledge of Allegiance.
Oath of Office Ceremony	Board Chair Gill welcomed the Honorable Judge Lesa Gelb who performed the Oath of Office ceremony for newly appointed Board member, Joseph F. Lettiere.	
1. Roll Call	<b>Present:</b> Joan M. Blewitt, Ph.D.; George Brown; James P. Dennis; Lynn M. Distasio, Vice Chair; Holly A. Evanoski; Brian D. Gill, Board Chair; Paul Halesy; Erin K. Keating, Ph.D.; Joseph F. Lettiere; Catherine R. O'Donnell, Esq.; Margaret Steele; David James Usavage; Barry H. Williams, J.D., C.P.A., and Brian Stahl, Esq., College Solicitor. <b>Excused:</b> Bernard Graham, Ph.D.; and Susan E. Unvasky	
	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.
Moment of Silence	On behalf of the Luzerne County Community College Board of Trustees, faculty, staff and administration,	A moment of silence was held in remembrance of Mayor Wiaterowski.

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	<p>President Leary expressed the College's deepest sympathies on the recent passing of the Richard Wiaterowski, Mayor of the City of Nanticoke, who lost his battle with cancer. Mayor Wiaterowski leaves behind his wife of 21 years, Wendy, and their four children.</p>	
<p><b>3. Approval of October 23, 2018, Board Minutes</b></p>	<p>3. Brian D. Gill, Board Chair, recommended approval of the October 23, 2018, Board minutes.</p>	<p>3. Approved. Motion made by David James Usavage and seconded by Joan M. Blewitt, Ph.D.</p> <p>Vote was all "yes". Motion carried.</p>
<p><b>4. Approval of December 18, 2018 Board Agenda</b></p>	<p>4. Brian D. Gill, Board Chair, recommended the Luzerne County Community College Board of Trustees approval to amend the December 18, 2018 Board agenda to include one additional Finance Committee action item referenced as 8-E.</p>	<p>4. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by George Brown to approve the amended agenda as presented.</p> <p>Vote was all "yes". Motion carried.</p>
<p><b>5. Report of Officers and Agents</b></p> <ul style="list-style-type: none"> <li>○ President's Report</li> <li>- <i>Luzerne County Community College and Wilkes University Articulation Agreement</i></li> </ul>	<p>President Leary and Dr. Patrick, President of Wilkes University announced and officially signed a new agreement with Wilkes University that would assist LCCC students who earn an associate degree in applied science in Early Childhood Education can seamlessly transfer into Wilkes University's bachelor's degree in the Elementary and Early Childhood Education (Pre-K) with third year junior status at Wilkes.</p> <p>President Leary noted the agreement further strengthens the College's cooperative educational partnership with Wilkes University which ranks among the most popular</p>	<p>5. No action required.</p>

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	<p>choices for our transfer students. President Leary introduced Lynne Pabst, Associate Professor, Social Science/History and Coordinator of Early Childhood Education; Dr. Janis Wilson Seeley, Professor and Chairperson, Social Science/History; and Kate Zielinski, Associate Professor, Social Science/History, who collaborated with the Wilkes Department of Education on this agreement.</p> <p>Remarks were provided by Dr. Patrick Leahy, President of Wilkes University, Dr. Anne Skleder, Provost and Senior Vice President, Rosana Reyes, Vice President of Enrollment Management and Student Development, LCCC; and Dr. Rhonda Rabbitt, Dean of the School of Education.</p> <p>Dr. Rabbitt acknowledged the following individuals who collaborated with LCCC 's Early Childhood Education department, and were unable to attend the Board meeting: Dr. Suzanne Murray Galella, Chair, School of Education, Dr. Lori Cooper, and Ann Nicastro. Dr. Rabbitt noted when Governor Wolf announced the crisis with Early Childhood Education she learned her colleagues at LCCC and Wilkes University are part of Higher Ed Consortium for the State of Pennsylvania and have been identified as the leaders and innovators within the State addressing early childhood education; in addition, serve as the NEPA Representatives. Kudos were extended to Ms. Pabst, Dr. Seeley, Ms. Zielinski, Dr. Galella, Dr. Cooper, Ms. Nicastro.</p>	



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<ul style="list-style-type: none"> <li>○ <i>Foundation Report (continued)</i></li> </ul>	<p>The Foundation Office is accepting applications for the 2019 scholarships. It is our process to monitor the academic progress of our current scholarship recipients to ensure they are maintaining academic progress in order to keep the scholarship for the second part of the year. Ms. Nicholas noted 75% of the scholarship recipients maintain a GPA of 3.5 or above.</p> <p>At this time, Ms. Nicholas thanked the Trustees for participating in the annual Scholarship Donor Dinner and asked Dinner Co-Chair, Catherine O’Donnell, Esq. to say a few words.</p> <p>Trustee O’Donnell thanked the Board for their 100% participation and support of the Scholarship Donor Dinner. The event was one of the most successful dinners held, raising more \$60,000. Trustee O’Donnell thanked Co-Chair Becky Brominski, Sandy Nicholas and staff for all of their support and assistance.</p>	
<b>6. Report of the Executive Committee</b>		
6A. Ratification of RFP for Remediation and Installation of Chilled Water Pipe Insulation	6A. Board Chair Gill presented the Executive Committee report and recommended the Luzerne County Community College Board of Trustees ratify and reaffirm the RFP contract awarded to Therm-All Insulation Inc., in the amount of \$32,274, to remediate existing fiberglass insulation and install new chilled water pipe insulation in the Educational Conference Center.	6A. Approved. Motion made by David James Usavage; seconded by Joan M. Blewitt, Ph.D.  Vote all “yes”. Motion carried.
6B. Ratification of Renewal of Agreements for the PA Safety	6B. Recommend the Luzerne County Community College Board of Trustees ratify and reaffirm the renewal of	6B. Approved. Motion made by David James Usavage; seconded by Holly

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<p>Inspection Training and Certification Testing and Emissions Inspection Training and Certification Testing.</p>	<p>Agreements with PennDOT for PA Safety Inspection Training and Certification Testing, as well as Emissions Inspection Training and Certification Testing. There is no cost to the College for the renewal of the PA Safety Inspection Training and Certification Testing nor for the faculty training required for Emissions Inspection Training Certification. Training is offered through PennDOT at no charge to the College. And further:</p> <p>BE IT RESOLVED, by authority of the Board of Trustees of the Luzerne County Community College in Luzerne County, and it is hereby resolved by the authority of the same, that the President be authorized and directed to sign the [Safety Inspector Certification Training Program Performance Agreement and Emissions Inspector Certification Program Performance Agreement] on its behalf and that the Executive Assistant to the President and Board of Trustees be authorized to attest the same.</p>	<p>Evanoski.</p> <p>Vote was all “yes”. Motion carried.</p>
<b>7. Report of the Academic Committee</b>		
<p>7A. Recommendation to Approve Program Additions, Deletions and Modifications</p> <p>7B. Recommendation to Approve Administrative Policies</p>	<p>7A. Recommend the Luzerne County Community College Board of Trustees approve the Program Additions, Deletions and Modifications as follows: to modify the Accounting (CS.ACC) program by changing required program courses to include accounting software and cost accounting to align with current industry standards; approve the deletion of the Customer Service/Data Entry (D.CSD) program.</p> <p>7B. Recommend the Luzerne County Community College Board of Trustees approve the following revised</p>	<p>7A. Approved. Motion made by Erin K. Keating, Ph.D.; seconded by Lynn Distasio, Vice Chair.</p> <p>Vote was all “yes”. Motion carried.</p> <p>7B. Approved. Motion made by Paul Halesey; seconded Erin K. Keating, Ph.D.</p>

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	Administrative Policies: LCCC Interlibrary Loan Policy, Prior Learning Advanced Standing Policy, and Writing Competency Exam Policy.	Vote was all "yes". Motion carried.
<b>8. Report of the Finance Committee</b>		
8A. Recommendation to Approve Summary of Payments	8A. Barry H. Williams, J.D., C.P.A., Finance Committee, presented the Finance report and recommended the Luzerne County Community College Board of Trustees approve the summary of payments.	8A. Approved. Motion made by David James Usavage; seconded George Brown.
		Vote was all "yes". Motion carried.
8B. RFP, Property and Liability Insurance Proposal	8B. Recommend Luzerne County Community College Board of Trustees approve the award of the Property and Liability Insurance Contract, in the amount of \$178,995.00, to Joseph J. Joyce Associates, Inc.	8B. Approved. Motion made by Margaret Steele; seconded Catherine O'Donnell, Esq..
		Vote was all "yes". Motion carried.
8C. RFP, Worker's Compensation Insurance Proposal	8C. Recommend Luzerne County Community College Board of Trustees approve the award of the Worker's Compensation Insurance Contract, in the amount of \$104,455.00, to Arthur J. Gallagher & Co.	8C. Approved. Motion made by Holly Evanoski; seconded Erin K. Keating, Ph.D.
		Vote was all "yes". Motion carried.
8D. Authorize the Transfer and Restriction of Matching Funds	8D. Recommend the Luzerne County Community College Board of Trustees authorize a transfer of the Unallocated net Assets in the Unrestricted Current Fund to the Plant Fund to be restricted for the matching funds required for the completion of the prioritized capital projects and equipment purchases. The College will be responsible for an amount not to exceed \$618,675 in fiscal year 2018-	8D. Approved. Motion made by Paul Halesey; seconded Joan M. Blewitt, Ph.D.
	2019. The savings from the bond refinanced by Luzerne	Vote was all "yes". Motion carried.

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	County will provide the initial funding to address the capital projects and equipment purchases.	
8E. Authorize Letter of Intent to Award Contract for Bookstore Management Services	8E. Recommend the Luzerne County Community College Board of Trustees authorize a “Letter of Intent” to negotiate a contract with Follett Higher Education Group, for the operation and management of Luzerne County Community College’s bookstore.	8E. Approved. Motion made by George Brown; seconded James Dennis.  Vote was all “yes”. Motion carried.
<b>9. Report of the Human Resources Committee</b>		
9A. Approval of the Revised Administrative Policies	9A. Committee Chair Halesey recommended the Luzerne County Community College Board of Trustees approve the following revised administrative policies: Anti-Discrimination & Anti-Harassment Policy; Closed Circuit Television Video Monitoring Policy; College Audio/Visual Recording Services Policy; and Policy and Procedure Development Policy.	9A. Approved. Motion made by David James Usavage; seconded by Joan M. Blewitt, Ph.D.  Vote was all “yes”. Motion carried.
<b>10. Report of the Legislative, Economic and Public Affairs Committee</b>		
	10. Committee Chair Distasio noted there was no action items/report to present at this time.	10. No action required.
	<b><u>Informational Items</u></b>	
1.Unfinished Business-Previous Meeting	1.N/A	1. No action required.



	<u>Informational Items</u>	
2. Informational-Executive Committee	2. N/A	2. No action required.
3. Informational- Human Resources Committee	3. Information on appointments and leave reports are included with the Board agenda.	3. No action required.
4. Communications	4. Board Chair Gill noted all communications and Informational items were included in the meeting packets.  On behalf of the Board of Trustees, Board Chair Gill wished everyone Happy Holidays.	4. No action required.
5. Adjournment	5. Board Chair Gill asked for a motion to adjourn.	5. Motion made David James Usavage; seconded by Margaret Steele. Vote was all "yes". Motion carried.