

Name: Luzerne County Community College Board of Trustees Board Meeting
Date: Tuesday, February 26, 2013
Time: 6:30 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.; Elaine Cook, R.N., J.D., Board Chair; Paul A. Halesey; George F. Hayden; Carmen F. Magistro, Secretary; Paul Platukis; Joseph Rymar John R. Serafin ; and Michael Tigue, III; and Joseph Kluger, Esq., College Solicitor.</p> <p><u>Excused:</u> John Bryan, Lynn Marie Distasio, John Kashatus, Susan Unvarsky, Barry H. Williams, J.D., C.P.A., Vice Chair; and Denee Nichols, Student Representative.</p>	
2.Public Comment	No comments.	No action required.
3. Approval of December 18, 2012 Board Minutes	At this time Board Chair Cook requested approval of the December 18, 2012 Board minutes.	<p>Approved. Michael Tigue, III, made a motion to approve the December 18 2012 Board minutes; seconded by Carmen F. Magistro, Secretary.</p> <p>Vote was nine (9) “yes” and one (1) vote to abstain by Joseph Rymar. Motion carried.</p>
4.Approval of February 26, 2013 Board Agenda	At this time Board Chair Cook requested approval of the February 26, 2013 Board agenda.	<p>Approved. Joan Blewitt, Ph.D., NCC, made a motion to approve the February 26, 2013 Board agenda; seconded by Carmen F. Magistro, Secretary.</p> <p>Vote was all “yes”. Motion carried.</p>

<p>5. Report of Officers and Agents President's Report</p> <ul style="list-style-type: none"> ➤ Department Chairperson Report ➤ Leadership LCCC ➤ Foundation Report 	<p>President Leary introduced Thomas McHugh, chair, Communication Arts. Mr. McHugh reported on the merging of the Broadcast Communications and Commercial Art Departments. He also discussed the College's new cooking show, <i>Cooking Classics</i>, which will begin in April on WOLF-TV, FOX 56. He also noted that the College will have a full-time cable channel by September.</p> <p>Sandy Cumberland, Mark James, and Brian Mihneski, members of the Leadership LCCC Class of 2012, gave a report on their experience in the Leadership program. President Leary congratulated Mark, Sandy, and Brian on completing the program.</p> <p>Sandra Nicholas thanked Tom McHugh for his work on the cooking show. She noted that the Foundation is looking for sponsors for the cooking show and that alumni will be featured as guest chefs. Sponsors secured thus far for the cooking show are Grotto Pizza, Mohegan Sun, Cross Valley Federal Credit Union, FNCB, and Wilkes-Barre General Hospital.</p> <p>Four new scholarships have been established: the Citizens' Voice Endowed Scholarship, the Jeff Woytowich and Family Culinary Scholarship, the Computer Information Systems Scholarship, and the Elaine Lyons Scholarship. For fall 2012, 248 students received scholarship assistance for a total of \$148,000. Of those who received the scholarship assistance, 94% of those students were retained. In addition, 56 students were helped with emergency funds for a total of \$18,509. Of those students assisted, 80% were retained. For the spring 2013 semester, 22 new students were assisted for a total of \$5,243, which includes 11 veterans.</p> <p>The Alumni Phonathon will begin on March 18. The phonathon will include two weeks of calling alumni to raise funds for unrestricted use and the Health Sciences Center.</p>	
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	The annual Legislative Breakfast will be held on April 12, 2013, in the Dining Room of the Educational Conference Center. The Alumni <i>Bridge</i> was distributed to Trustees. New Foundation Board members have been appointed. Robert Tamburro is the new president. Ms. Nicholas thanked the Trustees who attended the Scholarship Donors Dinner. The dinner raised \$30,000 and included 295 attendees. The Foundation audit for 2011-12 has been completed.	
6. Executive Committee	Board Chair Elaine Cook asked Trustees to save the date for the upcoming Trustees Retreat scheduled for Thursday, April 25, 2013.	
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. The Academic Committee recommends the Luzerne County Community College Board of Trustees approve the Program Addition, Deletion and Modifications. Board Chair Cook noted several typographical and grammatical errors, minus that she did not see any modifications necessary.	7 A. Approved. Motion made by John Serafin; seconded by Joseph Rymar . Vote was all “yes”. Motion carried.
8. Report/Action of the Finance Committee	Board Chair Cook presented the report of the Finance Committee.	
8A. Summary of Payments	8A. The Finance Committee recommends the Luzerne County Community College Board of Trustees approve the summary of payments.	8A. Approved. Motion made by Michael Tigue, III; seconded by Carmen F. Magistro, Secretary. Vote was all “yes”. Motion carried.
8B. Bid #423-Waste Removal	8B. The Finance Committee recommends the Luzerne County Community College Board of Trustees approve the award of Bid # 423 to Ellsworth Disposal Inc., in the amount of \$23,736.00 per year.	8B. Approved. Motion made by Carmen F. Magistro, Secretary; seconded by Joan Blewitt, Ph.D., NCC. Vote was all “yes”. Motion carried.
8C. Bid #424-Microsoft Open Value Subscription Education Solution Agreement	8C. The Finance Committee recommends the Luzerne County Community College Board of Trustees approve the award of BID #424 for Microsoft Open Value Subscription	8C. Approved. Motion made by John Serafin; seconded by Carmen F. Magistro, Secretary. Vote was all “yes”. Motion carried.

8D. RFP-Two Full Service 2014 Truck Lease Renewal	Education Solution Agreement to PCMG, Inc. in the amount of \$21,328.00. 8D The Finance Committee recommends the Luzerne County Community College Board of Trustees approve the award of RFP for two (2) Full Service 2014 Truck Lease Renewal to Ryder in the amount of \$189,521.40 per tractor for the two (2) Full Service Truck Leases for a term of 84 months. Total cost of the contract for two (2) tractors is \$379,042.80.	8D. Approved. Motion made by Michael Tigue, III; seconded by Carmen F. Magistro, Secretary. Vote was nine (9) yes; and one (1) no vote by Frank Bognet, Esq. Motion carried.
9. Report/Action of the Human Resources Committee	No report.	N/A
<u>Informational Items</u>		
1.Unfinished Business of Previous Meeting		
2.Informational Report of the Executive Committee	Board Chair Cook encouraged all members of the Board to make yourself available to attend the Retreat.	No action required.
3.Informational Report of the Human Resources Committee	Paul Halsey, Committee Chair, Human Resources Committee, stated the information on recent appointments and leave report is attached to the agenda.	No action required.
4. Communications	Board Chair Cook noted there are several communications included in the Board packets as well as the Foundation Board member guide.	No action required.
5.Adjournment		Motion made by Michael Tigue, III; seconded by Carmen F. Magistro, Secretary. Vote was all "yes". Motion carried.