

Name: Luzerne County Community College Board of Trustees Board Meeting

Date: Tuesday, February 20, 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
Trustee Oath/Swearing In Ceremony	The Honorable Judge Correale F. Stevens performed the Oath of Office and swearing in ceremony of Trustees Joan M. Blewitt, Ph.D., James P. Dennis; Bernard W. Graham, Ph.D.; Catherine R. O'Donnell, Esq., and Christopher B. Slusser, Esq.	
1. Roll Call	<u>Present:</u> Joan M. Blewitt, Ph.D.; George Brown; Francis P. Curry; James P. Dennis; Lynn M. Distasio, Vice Chair; Michael J. Dubinski; Brian D. Gill, Board Chair; Bernard W. Graham, Ph.D.; Paul Halesey; Erin K. Keating; Catherine R. O'Donnell, Esq.; Christopher B. Slusser, Esq.; Margaret Steele; David James Usavage; and Joseph Kluger, Esq., College Solicitor. <u>Excused:</u> Susan E. Unvarsky, Secretary	
	Brian D. Gill, Board Chair, reported an Executive Session of the Board of Trustees was held 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 action required.
3. Approval of December 19, 2017, Board Minutes	3. Brian D. Gill, Board Chair, recommended approval of the December 19, 2017, Board minutes.	3. Approved. Motion made by David James Usavage; and seconded by Joan M. Blewitt, Ph.D. Vote was all "yes". Motion carried.

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
4.Approval of February 20, 2018 Board Agenda	4.Brian D. Gill, Board Chair, recommended the Luzerne County Community College Board of Trustees approve the February 20, 2018 Board agenda as presented.	4.Approved. Motion made by Erin K. Keating; seconded by George Brown. Vote was all “yes”. Motion carried.
5. Report of Officers and Agents ○ President’s Report	<p>5. In recognition of Black History Month, President Leary reported the College’s Schulman Gallery opened a photography exhibit “Selma to Montgomery: A March for the Right to Vote” on January 19th, 2018.</p> <p>The College welcomed a large group of people to the exhibit which features photographs by Spider Martin, the world-renowned photojournalist who covered the Selma to Montgomery March on Black Sunday and the Civil Rights Movement starting in 1965. The photographs are being exhibited along with more recent photographs of Selma “foot soldiers” by Jim Gavenus, LCCC assistant professor and internationally-recognized documentary photographer.</p> <p>The exhibit on display is courtesy of the Spider Martin Civil Rights Collection and Arts Revive Cultural Arts Center in Selma, Alabama. Several items from the National Voting Rights Museum located in Selma also are on display including shoes and other clothing worn by the “foot soldiers”, arrest records, photographs, newspaper and magazine articles, a billy club and handwritten notes from some of the marchers.</p> <p>Sponsors and partners for this exhibit include the local chapter of the NAACP, LCCC Diversity Council, Northeast PA Diversity Education Consortium, Alumni Association,</p>	5.N/A

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<ul style="list-style-type: none"> ○ President's Report (<u>continued</u>) 	<p>Geisinger Health Foundation, Student Government, PNC Bank and the Luzerne Foundation.</p> <p>President Leary reported Luzerne County Community College received the 2018 CUPPIE Award for Creative Excellence in Marketing and Communications from the College and University Public Relations and Associated Professionals (CUPRAP) organization for special event promotion for the 50th Anniversary. Congratulations to Lisa Nelson, Director of College Relations and Bob Bogdon, Director of Marketing, for their hard work throughout the College's anniversary year. The <i>Honorable Mention</i> award will be presented in March 2018 at the annual meeting in Lancaster, PA.</p> <p>The Benco Dental Clinic will be the focus of WBRE-TV's morning show on Wednesday, February 28 in observance of Dental Health Month. This is a great opportunity for the College to promote the Clinic and highlight the upcoming Kids' Cavity Prevention Day.</p> <p>President Leary extended his congratulation to one of LCCC's English majors, Paula Rittenhouse, for having her poem "The Past" recently published in the Word Fountain, The Literary Magazine of the Osterhout Free Library's fall/winter 2017 edition. In Student Athletics, congratulations was also extended to Megan Manglaviti who has placed on the 2017-2018 EPAC (Eastern Pennsylvania Athletic Conference) Women's Basketball DIII All Conference Team.</p>	

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<p>. Report/Action of the Academic Committee</p> <p>7A. Recommendation to Approve Program Additions, Deletions and Modifications</p> <p>7B. Recommendation to Approve Administrative Policy - Additional Degree Policy</p>	<p>7. Joan M. Blewitt, Ph.D., Chair, Board of Trustees Academic Committee, presented the following recommendation.</p> <p>7A. Recommend the Luzerne County Community College Board of Trustees approve the Program Addition on the Human Services Addiction Recovery program and the modifications to the Psychology program to better prepare students for transfer.</p> <p>7B. Recommend the Luzerne County Community College Board of Trustees approve the administrative policy, Additional Degree Policy.</p>	<p>7A. Approved. Motion made Francis Curry; seconded by Michael Dubinski.</p> <p>Vote was all “yes”. Motion carried.</p> <p>7B. Approved. Motion made David James Usavage; seconded by Michael Dubinski.</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. Approval of Administrative Policy - New Online Content and Functionality Policy</p>	<p>8. Brian D. Gill, Board Chair, Interim Chair, Board of Trustees Finance Committee presented the following recommendations.</p> <p>8A. Recommend the Luzerne County Community College Board of Trustees approve the summary of payments.</p> <p>8B. Recommend the Luzerne County Community College Board of Trustees approve administrative policy, New Online Content and Functionality Policy.</p>	<p>8A. Approved. Motion made by George Brown; seconded by Joan M. Blewitt, Ph.D.</p> <p>Vote was all “yes”. Motion carried.</p> <p>8B. Approved. Motion made by Michael Dubinski; seconded by Margaret Steele.</p> <p>Vote was all “yes”. Motion carried.</p>

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8C. RFP, Website Auditor	8C. Recommend the Luzerne County Community College Board of Trustees approve the award of the Website Auditor to the lowest responsible proposal provider, <u>Siteimprove</u> , in the amount of <u>\$22,380</u> .	8C. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by Lynn Distasio, Vice Chair. Vote was all “yes”. Motion carried.
8D. Board Resolution for 2018 PDE Capital Application	8D. Recommend the Luzerne County Community College Board of Trustee approve the capital application(s) and authorize the matching funds (if approved for funding by the PDE) for the approved Capital projects submitted in the April 2018 Capital Application with the estimated costs: <ul style="list-style-type: none"> ➤ New Facility Lease (Scranton Center) - \$299,896 ➤ Main Parking Lot Paving - \$1,200,000 ➤ Roof Replacement (Buildings 14 and 6) - \$472,876 ➤ Public Safety Training Institute Firing Range (outdoor firing range) - \$300,000 Final Board of Trustees approval of the project(s) will be submitted with the exact funding amounts when approved by the Pennsylvania Department of Education. All College policies and procedures will be followed.	8D. Approved. Motion made by Francis Curry; seconded by Erin K. Keating. Vote was all “yes”. Motion carried.
8E. Capital Projects (County Bond Refinancing)	8E. Recommend the Luzerne County Community College (“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 \$744,490 in fiscal year 2017-2018. The savings from the bond refinanced by Luzerne County will provide the initial funding to address the capital projects and equipment purchases.	8E. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by David James Usavage. Vote was all “yes”. Motion carried.

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9. Report of the Human Resources Committee	9. No report.	9. N/A
10. Report of the Legislative, Economic and Public Affairs Committee	10. Lynn Distasio, Chair, Legislative, Economic and Public Affairs Committee, informed the Board that the annual Legislative Breakfast is tentatively scheduled for Friday, April 20, 2018. Trustee Distasio encouraged the Board's attendance and participation at the upcoming breakfast.	10. N/A
	<u>Informational Items</u>	
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 is included with the Board agenda.	3. No action required.
4. Communications	4. Brian D. Gill, Board Chair, acknowledged and thanked the newly appointed Trustees for joining the Board. Board Chair Gill informed the members to review the communications enclosed in the Board packets.	4. No action required.
5.Adjournment		5. Motion made by David James Usavage; seconded by George Brown. Vote was all "yes". Motion carried.