

Name: Luzerne County Community College Board of Trustees Board Meeting
Date: Thursday, October 24, 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.; Francis P. Curry; Lynn Marie Distasio; Paul A. Halesey; John Kashatus; Carmen F. Magistro, Secretary; Paul Platukis; Joseph Rymar John R. Serafin, Vice Chair; Barry H. Williams, J.D., C.P.A., Board Chair; Kyle Magda, Student Representative, and Joseph Kluger, Esq., College Solicitor.</p> <p><u>Excused:</u> Frank Bognet, Esq.; John Bryan; George Hayden; and Susan Unvasky.</p>	
2.Public Comment	No comments.	No action required.
3. Approval of August 27, 2013 Board Minutes	Barry H. Williams, J.D., C.P.A., Board Chair, requested approval of the August 27, 2013 Board minutes.	<p>Approved. Motion made by John Serafin, Vice Chair; seconded by Elaine Cook, R.N., J.D.</p> <p>Vote was "yes". Motion carried.</p>
4.Approval of October 24, 2013 Board Agenda	Barry H. Williams, J.D., C.P.A., Board Chair, requested approval of the October 24, 2013 Board agenda.	<p>Approved. Motion made by Joseph Rymar; seconded by Carmen Magistro, Secretary.</p> <p>Vote was all "yes". Motion carried.</p>

<p>5. Report of Officers and Agents</p> <ul style="list-style-type: none"> ○ President’s Report President’s Vision ○ Treasurer’s Report ○ Foundation Report 	<p>President Leary stated, in consultation with the Chairman of the Board, the President’s Report and Treasurer’s Report will be deferred until the next Board meeting.</p> <p>Sandra Nicholas, Executive Director, Resource Development reported on the three major events: Francis S. and Mary Gill Carrozza R.N. Health Science Center building dedication was held on September 21, 2013, Crayons and Care II Art Exhibit Children of Lietska Hospital with the Polish Ambassador on September 13, 2013; and lastly the 21st Scholarship Donor Dinner, conducted on October 22, 2013. Ms. Nicholas reported more than 300 students, donors and alumni attended the event. Thanks was extended to everyone who attended or supported the event financially. Ms. Nicholas extended her appreciation to Board Chair Barry Williams for providing remarks on behalf of the Board of Trustees, and to President Leary.</p> <p>Ms. Nicholas noted each Trustee received a copy of the Foundation brochure regarding the Educational Improvement Tax Credit Program. LCCC was approved by the Commonwealth of Pennsylvania to offer tax credits to corporations and businesses. Donations received during the period of July 1, 2013 and June 30, 2014 are eligible under this program. This program will be renewed for next year. Ms. Nicholas stated that we must pinpoint several programs that we want to support with the funds. One program is Team Pink Summer Camps. Team Pink is a STEM summer camp (which ties into the President’s Vision) initiative for girls in grades 4-9 who attend middle and high schools in Hazleton and Pittston. The other program is the Early College Program in the Hazleton and Pittston High Schools. This program will allow high school students to earn LCCC college credits at a reduced rate which are transferable to other colleges and universities.</p> <p>Ms. Nicholas reported on the marketing effort you will notice an increase in television and radio advertisements to</p>	
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<ul style="list-style-type: none"> ○ Student Representative Report 	<p>tie into our upcoming Open House which is November 2, 2013. We will be on the three major channels as well as cable television, radio and print ads.</p> <p>Ms. Nicholas stated during this fall semester, the Foundation has spent almost \$8,000 in book money to help our students in need.</p> <p>Board Chair Barry Williams stated he had the opportunity to attend two of the three events Ms. Nicholas reported; noting they were the two nicest events he has attended.</p> <p>At this time, Board Chair Williams congratulated Ms. Nicholas, the Foundation team, and members of the Foundation Board. They should be very proud of a job well done.</p> <p>Ms. Nicholas stated she appreciates the Board's support, noting it is very important that Trustees show their interest; it is very important to our donors and creates a wonderful relationship as well.</p> <p>President Leary introduced the new Student Representative to the Board, Kyle Magda. Mr. Magda is a Journalism/Broadcasting major. Mr. Magda recently addressed the faculty and staff at October 16 Inservice program; is a member of Phi Theta Kappa Honor Society and Sigma Kappa Delta English Honor Society, Freshman Representative to Student Government Association, and a member of the LCCC Cross Country team. Mr. Magda has been selected to participate in Intercollegiate Wilkes Barre, and has been on both the President's List and Dean's List.</p> <p>Kyle Magda thanked President Leary for the opportunity to serve as the Student Representative to the Board.</p> <p>Mr. Magda reported on recent activities of the Student Government Association.</p> <p>At the beginning of the semester, the Student Government</p>	
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	<p>hosted stations throughout the campus providing free coffee for our students. A Welcome Back Bash was held with President Leary volunteering for the dunk tank with all proceeds benefitting Marley's Mission. An inaugural Pride Fest was a huge success and featured on the front page of <u>The Times Leader</u>. Spirit Week will be held the week of October 28th, 2013. To kick-off Spirit Week, on Monday, October 28, outside the Campus Center everyone is invited to be a part of the next LCCC TV Commercial. Students, staff, and faculty will form a giant "LCCC " while a videographer will film from the top of the gym. The week's activities will include game day, music provided by LCCC Radio Station WSFX, the original Dracula movie will be featured as well as a Halloween Bash, and gaming club tournament. On Sunday, November 10, Student Government Association will be participating in the annual Veterans' Day parade in Wilkes-Barre.</p> <p>At a recent Student Government Association meeting Mr. Magda reported students suggested the cafeteria consider offering a taco bar during the semester. Another suggestion was to consider staffing the "filling station" located in the Advanced Technology Center. Mr. Magda noted having the TV Station proposal go through would be incredible for the students. Another issue brought to his attention of the Student Government Association is recycling awareness, noting to his knowledge there is no policy to address this issue.</p> <p>At this time, Board Chair Williams welcomed and congratulated Mr. Magda on his appointment to the Board.</p>	
6. Executive Committee	6. No report.	6. N/A
7. Report/Action of the Academic Committee	7. No report.	7. N/A
8. Report/Action of the Finance Committee	Carmen F. Magistro, Committee Chair of the Finance Committee presented the following report.	

8A. Summary of Payments	8A. Recommend the Luzerne County Community College Board of Trustees approve the summary of payments.	8A. Approved. Motion made by John R. Serafin, Vice Chair; seconded by Elaine Cook, R.N., J.D. Vote was all “yes”. Motion carried.
8B. Ratification of Change Order-Building2 Ceiling Tiles	8B. Recommend the Luzerne County Community College Board of Trustees ratify and reaffirm approval of change order in the amount of \$13,900 to G.C. Wall, Inc. to replace Building 2 ceiling tiles and necessary grid adjustments.	8B. Approved. Motion made Francis Curry; seconded by Joan Blewitt, Ph.D. NCC. Vote was all “yes”. Motion carried.
8C. Ratification of Change Order Request – Campus Chiller and Pump Replacement Project	8C. Recommend the Luzerne County Community College Board of Trustees ratify and reaffirm approval of change order in the amount of \$12,191.76 which will complete the installation of the chiller unit being installed by Yannuzzi, Inc..	8C. Approved. Motion made by Francis Curry; seconded by John Serafin, Vice Chair. Vote was all “yes”. Motion carried.
9. Report/Action of the Human Resources Committee	Paul Halesey, Committee Chair, presented the Human Resources Committee report.	
9A. Administrative Policy: <ul style="list-style-type: none"> o Definition of Employee Employment Categories Policy 	9A. Recommend the Luzerne County Community College Board of Trustees approve the following administrative policy: Definition of Employee Employment Categories Policy.	9A. Approved. Motion made by Joseph Rymar; seconded by Francis Curry. Vote was all “yes”. Motion carried.
	<u>Informational Items</u>	
1.Unfinished Business of Previous Meeting	No report.	No action required.
2.Informational Report of the Executive Committee	Board Chair Williams noted a dinner with the Faculty Association Leadership will be held Tuesday, October 29, 2013. The PACCC Northeast Regional Trustees meeting will be hosted at Luzerne County Community College on Wednesday, November 13, 2013. All Trustees are encouraged to attend.	No action required.
3.Informational Report of the Human Resources	Paul Halesey, Committee Chair, Human Resources	No action required.

Committee	Committee, noted recent appointments and leave report is included with the agenda.	
4. Communications		No action required.
5.Adjournment		Motion made by Carmen F. Magistro, Board Secretary; seconded by John Serafin, Vice Chair. Vote was all “yes”. Motion carried.