

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

**Date:** January 27 2016

**Time:** 6:15 P.M.

**Location:** Luzerne County Community College, Dining Room, Educational Conference Center, Nanticoke PA

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
<b>1. Roll Call</b>	<u>Present:</u> John J. Bryan; Elaine Cook, R.N., J.D.; Francis P. Curry; Lynn M. Distasio; Michael J. Dubinski; Brian D. Gill; Paul A. Halsey; Erin K. Keating; Carmen F. Magistro, Board Chair; John R. Serafin, Secretary; Margaret Steele; Susan E. Unvarsky, Vice Chair; Barry H. Williams, J.D., C.P.A., Curtis Bates, Student Representative to the Board, and Brian Stahl, Esq., College Solicitor. <u>Excused:</u> Joan M. Blewitt, Ph.D., and David James Usavage	
	Carmen F. Magistro., Board Chair, reported that an Executive Session of the Board of Trustees was held, prior to the start of the Board meeting, to discuss personnel and litigation issues.	
<b>2. Public Comment</b>	Carmen F. Magistro, Board Chair, opened the floor for public comment.	No action required.
<b>3. Approval of December 17, 2015, Board Minutes</b>	Carmen F. Magistro, Board Chair, recommended approval of the December 17, 2015 Board minutes.	Approved. Motion made by John R. Serafin, Secretary; seconded by John J. Bryan.  Vote was all "yes". Motion carried.
<b>4. Approval of January 27, 2016 Board Agenda</b>	Carmen F. Magistro, Board Chair, recommended approval of the January 27, 2016 Board agenda.	Approved. Motion made by Francis P. Curry; seconded by Erin K. Keating.  Vote was all "yes". Motion carried.
<b>5. Report of Officers and Agents</b> <ul style="list-style-type: none"><li>○ President's Report</li></ul>	President Leary reported the Luzerne County Community College's Commercial Driving License Program, which operates through our Public Safety Training Institute, has entered into a substantial training contract with Wegmans, awarded via a competitive bidding process. Through this	

program, LCCC will provide 480 hours of instruction to Wegman's truck drivers, which will be conducted at the PSTI and at the Wegman's Distribution Center in Schuylkill County. The program began earlier this month for the first group of Wegmans employees. We look forward to working with Wegmans on this project and to continuing to support their workforce training needs. I would like to commend our CDL Coordinator Harold Fisher and PSTI Director John Leonard for their work in securing this contract.

President Leary reported he will be meeting over the next several weeks, with Lackawanna County School District superintendents over the next few weeks to discuss how LCCC can serve their students through our Early College program and other initiatives. I will also be sharing with them information on LCCC's plans to open a dedicated site in Lackawanna County and discussing ways in which our College can partner with them to serve unmet higher education needs throughout Lackawanna County and the surrounding areas.

The College's Staff Development and Safety and Security staff will be presenting an Active Shooter response training for students at the end of February during the student activity period. This training will be open to all students, and will be recorded and posted on the Student Intranet for students who are unable to attend.

While of course we hope to never encounter such a situation, the reality is that any one of us can be faced with an active shooter occurrence any time we are in a public setting. Our goal is to ensure that our students are prepared and knowledgeable on how best to react to active shooter incidents in a manner that places their safety and security first. We have provided this training in the past to College staff, and will continue to do so periodically. In addition, an Active Shooter Response Procedure and training video are posted on the College's website and staff and student Intranets.

President Leary was pleased to report the College will have \$20,000 in scholarships available for the LCCC Early College program this Spring 2016 semester. These funds will help students enrolled in Early College with tuition assistance, books and supplies.

○ Treasurer's Report

Joseph Gasper, Dean of Finance, presented the Treasurer's Report. When compared to the prior fiscal year the Current Fund Income of \$16,529,000 is down 21.09% and Expenses of \$13,390,000 increased 1.67%. Bookstore Income decreased \$163,000, down 9.57% while Expenses decreased \$229,000 or 12.30%. Food Service Income decreased \$13,000 and expenses increases \$2,000. Plant Fund Income decreased \$1,250,000 and Expenditures have increased \$28,000 as of November 2015.

Supplement Tuition Income decreased \$1,382,000. Course Fees are down 8.44%. Non-Sponsor Income is down \$121,000.00 which is attributable to a decline in the Out of County and State students. The largest variance is the Commonwealth of Pennsylvania Appropriation which is due to the budget impasse. This has also had a negative effect on Interest Income as noted on the report.

Current Fund Expenditures- Fringe Benefits are down \$67,000 which is based on usage and the timing of the Health Care payments. Salaries increased \$99,000 and the ERI payments total \$76,000. Travel and Conference expense is up \$32,000. Consultant expense is down \$20,000 and the variance for Bank Service /Collection fees is due to the timing of Journal Entry postings. Advertising Costs are up \$17,000 for this period while utilities are down \$83,000.

Bookstore Report: Textbook sales decreased 10.13% decrease and other sales income is down 5.81%. The related expenses s for Textbooks purchases decreased 13.39% and expenses for Other Purchases are down 12.65%.

Food Service Report: Food Sales have decreased \$13,000 when compared to the prior year. Salary expense is down \$4,000, Food Supplies expense is down \$7,000 and Fringe Benefits have increased \$9,000 due to a change in the status of an employee.

Plant Fund: Capital Fees are down 11.79% due to a decline in the Out of County and State enrollment. The Commonwealth of Pennsylvania Appropriation is down due to the budget impasse as no Payments were received this fiscal year. The Debt Service Expense variance reflects the annual change in the debt service payment schedule. Equipment Lease

expense is up due to the timing of the payments and the change to the annual upgrade lease.

Mr. Gasper was pleased to report the College received \$1,041,970.00 from the Commonwealth of Pennsylvania for its capital budget.

Trustee Barry H. Williams, J.D., C.P.A., noted on Attachment 2 of the monthly report the number discussed is showing we are off budget by \$957,000; so the question is, is this an indication we may be under-budget for the Fall semester by this amount? Looking at that number we could be down \$1 million. Robert Linskey, Director of Finance and Accounting, stated the way the budget number is calculated, we look at how much tuition was actually earned by November 30<sup>th</sup> last year, divided by the total tuition for the entire year to come up with this percentage and apply that percentage to the current budget. We are look at the actual tuition divided by the total tuition for the full year. Joseph Gasper, Dean of Finance, stated the budget is based on billable hours, stating he will verify the comparison what was approved last year for billable hours for the fall versus the spring.

Board Chair Carmen F. Magistro requested a revenue projection for the remaining fiscal year be provided to the Board. The Board is concerned what type of deficit the College may or may not be facing at this point. Joseph Gasper, Dean of Finance, stated the College can provide a projection for what the revenue is going to be to the Board at the next meeting of the Board's Finance Committee.

Trustee Michael J. Dubinski, Trustee, noted the Bookstore continuously seems to be lose money in regards to textbooks and questioned whether this was due to ordering too many books that cannot be returned. Joseph Gasper, Dean of Finance, stated the biggest competitor is online purchasing. Dean Gasper stated certain books have key codes and they are opened cannot be sent back. However, books that are unopened can be returned. Over the last few years the College's competition is online purchases. Trustee Dubinski stated his biggest concern is why we seem to be losing money in the Bookstore and what can be done to correct this.

Robert Linskey, Director of Finance and Accounting, stated the College normally does not see a loss in the Bookstore. Mr. Linskey stated this is

<ul style="list-style-type: none"> <li>○ Student Representative Report</li> </ul>	<p>the first time he has seen, during the month of November 2015, the College saw a loss. Mr. Linskey explained loss was attributed to the large purchase of books and very little revenue during the month of November. Mr. Linskey stated if he were to run a report for December 2015 you would see a profit in the Bookstore.</p> <p>Trustee Erin K. Keating stated she did not realize the number of students that have to purchase their books from the bookstore. Mr. Linskey stated students with financial aid can only be purchased at the College Bookstore.</p> <p>Curtis Bates, Student Representative to the Board, provided an update on student life. Mr. Curtis reported the Spring semester got off to a great start. The Student Government Association hosted the Welcome Back Bash, which was a huge success. A massive amount of students attended the event and enjoyed great food and have fun. Club sign-ups were also occurring during the week. A student can select from the 37 different clubs a student to participate in, many of these clubs are very specific to the majors offered at LCCC. Carrying over from last fall, the men’s basketball team is doing a great job. A “Fan Appreciate Night” will be held on Tuesday, February 2, 2016, at 5:30 p.m. everyone is welcome to attend. Both the men’s and women’s basketball team will be up against Harrisburg Area Community College – both games will be featured on Fox 56. As the basketball season comes to an end the LCCC Golf Team, Softball and Baseball teams are all preparing for their upcoming season. There are a lot of events and activities planned throughout the semester for the students at LCCC.</p> <p>President Leary reported Curtis Bates also made a presentation at the College’s In-Service to the faculty and staff speaking about what it means to be a student at Luzerne County Community College.</p>	
<p><b>6. Report/Action of the Executive Committee</b></p> <p>6A. Modification to Board Schedule</p> <p>6B. Approval of Administrative Policy</p> <ul style="list-style-type: none"> <li>- Purchasing Policy (revised)</li> </ul>	<p>6A. Board Chair Carmen F. Magistro recommended the Board of Trustees approve a modification to the remaining LCCC Board of Trustees meeting calendar for fiscal year 2015-2016 and a revised schedule will be distributed to the full Board on Thursday, January 28, 2016.</p> <p>6B. Board Chair Carmen F. Magistro recommended the Board of Trustees approve the revised administrative policy, Purchasing Policy.</p>	<p>6A. Motion was made by John R. Serafin, Secretary; seconded by Francis P. Curry.</p> <p>Vote was all “yes”. Motion carried.</p> <p>6B. Motion was made by Susan E. Unvarsky, Vice Chair; seconded by Barry H. Williams, J.D., C.P.A.</p>

		Vote was all “yes”. Motion carried.
<b>7. Report/Action of the Academic Committee</b>	7. Susan E. Unvasky, Chair, Board of Trustees Academic Committee, stated there was no report for the month of January, 2016.	7. No action required.
<b>8. Report/Action of the Finance Committee</b>	8. Barry H. Williams, J.D., C.P.A., Chair, Board of Trustees Finance Committee, presented the following action items.	
8A. Bid #454-Welding Simulator Training System Package	8A. Recommend the Luzerne County Community College Board of Trustees approve the award of Bid # 454 for Welding Simulator Training System Package to Allegheny Educational Systems Inc. in the amount of \$58,996.00.	8A. Approved. Motion made by Susan E. Unvasky, Vice Chair; seconded by Paul A. Halesey.  Vote was all “yes”. Motion carried.
8B. Acceptance of Grants	8B. Recommend the Luzerne County Community College Board of Trustees approve the acceptance of grant awards: <ul style="list-style-type: none"> <li>▪ The <b>Northeast PA Health Care Foundation</b> awarded \$3,000 to the Dental Hygiene Department for a Teen Dental Health Educational Program. The grant will purchase educational supplies. There is no match, no personnel, and no salaries for this grant.</li> <li>▪ The <b>Alcoa Foundation</b> has awarded to the LCCC Workforce Division \$75,000 for the 21<sup>st</sup> Century Skills for NEPA Manufacturers which will support the activities in Mechatronics, EDM, and Skilled Trades such as ECT, PLH, Building Maintenance, and welding.</li> <li>▪ <b>Luzerne County Community College</b> has received the <b>ALTA Technology Grant</b> – a new grant from the Pennsylvania Department of Education totaling \$28,550 for computer hardware and software for the adult basic and family literacy programs. LCCC will receive \$18,000 and our partner, the Schuylkill IU, will receive \$10,550. No match.</li> </ul>	8B. Approved. Motion made by John R. Serafin, Secretary; seconded by Erin K. Keating.  Vote was all “yes”. Motion carried.

8C. Summary of Payments	8C. Recommend the Luzerne County Community College Board of Trustees approve the summary of payments.	8C. Approved. Motion made by Brian D. Gill; seconded by Margaret Steele.  Vote was all “yes”. Motion carried.
8D. Approval of Administrative Policy: - Direct Deposit Policy	8D. Recommend the Luzerne County Community College Board of Trustees approve the administrative policy, Direct Deposit policy.	8D. Approved. Motion made by Michael J. Dubinski; seconded by John J. Bryan.  Vote was all “yes”. Motion carried.
<b>9. Report/Action of the Human Resources Committee</b>	9. Paul A. Halsey, Chair, Board of Trustees Human Resources Committee, stated there was no report for the month of January, 2016.	9. No action required.
<b>Informational Items</b>		
<b>1.Unfinished Business of Previous Meeting</b>	1. N/A.	1. No action required.
<b>2.Informational Report of the Executive Committee</b>	2. Board Chair Carmen F. Magistro noted the December 2015 Executive Committee meeting minutes were included in the Board packets.	2. No action required.
<b>3.Informational Report of the Human Resources Committee</b>	3. Paul Halsey, Committee Chair, noted the information on appointments and leave report stated is located on page 4 of the Board agenda.	3. No action required.
<b>4. Communications</b>	4. Board Chair Carmen F. Magistro noted all communications were included in the Board packet.	4. No action required.
<b>5.Adjournment</b>	5. Board Chair Magistro requested a motion to adjourn the meeting.	Motion made Elaine Cook, R.N., J.D.; seconded by John J. Bryan.  Vote was all “yes”. Motion carried.