

Name: Luzerne County Community College Board of Trustees Board Meeting
Date: Thursday, June 16, 2011
Time: 6:35 p.m.
Location: Dining Room, Educational Conference Center, Nanticoke, Pennsylvania

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
Swearing in Ceremony	The Honorable Judge Tina Gartley swore in new trustees Paul M. Platukis and Susan E. Unvarsky.	
1.Roll Call	<u>Present:</u> Elaine Cook, R.N., J.D., Vice Chair; Elaine Maddon Curry; Lynn M. Distasio, Board Secretary; Mahmoud H. Fahmy, Ph.D.; Paul A. Halsey, Mary Hinton, Ph.D.; George F. Hayden; John Kashatus, Paul M. Platukis; Joseph Rymar, Board Chair; Michael Tigue, III; Susan E. Unvarsky; Barry Williams, J.D., C.P.A., and Richard Goldberg, J.D., College Solicitor. <u>Excused:</u> Agapito López, M.D.; August Piazza and and Belinda Coulibaly, Student Representative	No action required.
2. Public Comments	No comments.	No action required.
3. Approval of April 12, 2011 Board Minutes	No comments.	Approved. Motion made by Mahmoud H. Fahmy, Ph.D., and seconded by Paul M. Platukis. Vote was all “yes”. Motion carried.
4. Approval of June 16, 2011 Board Agenda	No comments.	Approved. Motion made by Elaine Cook, R.N., J.D., Vice Chair; and seconded by John Kashatus. Vote was all “yes”. Motion carried.
5. Report of Officers and Agents:		
o Treasurer’s Report	Mr. Gasper presented the proposed 2011-2012 Fiscal Year Budgets. The budgets consist of the College’s Operating Budget, Capital Budget and the	

three Auxiliary Budgets. These budgets were reviewed in detail at the June 7, 2011 Finance Committee Meeting.

Mr. Gasper stated the budget process begins in November when budget packets are sent to all department and division heads. Additional amounts requested over the present fiscal year budget for operating expenses, personnel, new initiatives and capital expenditures are then compiled on a college wide basis for review and prioritization first by the Division Head and then by the President's Leadership Team.

Mr. Gasper stated the Operating Budget is \$39,620,062; Capital Budget \$4,218,750 for a combined total of \$43,838,812.

Salaries are built from the list of current staff. Benefits are built from positions and rates. Non-Discretionary line items are based on experience and trends. Department requests are based on the budget hearing, enrollment, trends and reallocation of non-contractual line items.

These budgets were prepared projecting, as of May 2011, the Current Year Income and Expenditures for comparison to the Proposed Budget. The projections for the current year do not include the total year-end closing adjustments (i.e. Post Retirement Benefits, Accounts Receivable, Inventory Adjustments or other unanticipated items such as a Health Care Catastrophic Claim or an emergency repair).

The Revenues for the Operating Budget are derived from student tuition and fees, seminars, interest income, Luzerne County, the Commonwealth of

Pennsylvania, and Other Income. The proposed budget includes a decrease in funding from the Comm. of PA due to the loss of \$1,122,145, the ARRA Stimulus Allocation. The proposed budget includes level funding from Luzerne County. Level enrollment is projected and is based on 166,770 credit hours. No increase is proposed to the Tuition and Technology Fee but does include a \$2.00 increase in the General Service Fee. Grants are Restricted Funds and are not included in the budgets.

The \$2.00 increase in general service fees equates to \$334,403. There is no proposed increase in tuition or technology fees.

The variance between budget and projection in Tuition is attributable to a portion of the June 30th accounts receivable adjustment being included in the projection. Non Sponsor Income is the amount of Out of County and State tuition and includes the anticipated increase to this population. Other Income of \$150,000 is the transfer from the Bookstore to the current fund. There is a slight increase Seminar Income (non-credit). The increase to Miscellaneous Income represents anticipated increases in Indirect Costs from grants and from the Spectrum Lease Agreement that is currently under review. The decrease in interest income is due to anticipated lower interest rates. Finally the Tuition Stabilization represents a transfer from the College's Restricted Reserve negating the need for a tuition increase.

The net increase in salaries is \$167,187 a 0.75% increase from the 2010-2011 projection. Fringe benefits increased \$461,145 a 5.11% increase from the 2010-2011 projection. The

increase is mainly due to an 8.5% increase in Health Care Costs. The Early Retirement Incentive reflects a decrease of \$91,107 or 79.22% and is based on payments as of May 2011. For the 2010-2011 fiscal year a number of retirees received their final payment.

Next are the other Non Discretionary Line Items in the budget which are fixed or contractual expenditures.

The following are some of the line items that contain higher percentage changes when comparing the proposed budget 2011-2012 to the 2010-2011 projection. Accreditation: Increased \$2,100 or 6.18%. Respiratory Therapy, Dental Hygiene and Assisting, Business, CIS and EMS are scheduled for accreditation in FY 2011-2012.

The variance for Consultants and Honoraria is due to the fact that the amount expended for Contracted training this year was down but it is anticipated to increase next year.

Freight: \$5,000, a 38.46% change due to anticipated increases in shipping costs due to increasing fuel costs.

Gas & Water: \$57,500 a 24.95% increase and Heat Light & Power: \$360,000 a 29.39%. The variances are due to anticipated rate increases in Utility Costs plus the addition of the new facilities.

Independent Contractors / Disability Services reflect a \$57,171 increase or 16.77% mainly attributable to the increase for disability services.

The increase in Maintenance Agreements is due to

the college expansion.

Vehicle Operating Costs increased \$7,350 or 29.22% due to the aging of the current fleet of College Vehicles and anticipated increases in repair costs.

The final group in the operating budget is the Discretionary Line Items

The following are some of the line items that contain higher percentage changes when comparing the proposed budget 2011-2012 to the 2010-2011 projection.

Acquisitions decreased \$174,000 or 77.68%. This year costs included one-time purchases for the new buildings. This also includes small equipment purchases (items that are less than \$4,000) that previously were capital purchases as defined by the Commonwealth but now are operating costs.

The variances for Advertising and for Catalogs and Brochures are attributable to a budget transfer made in the current fiscal year.

Repairs / Renovations show an increase of \$110,043 or 52.75% and primarily due to lower than anticipated costs for HVAC repairs for the current year by Physical Plant since this was the first year that the repairs were done by College personnel rather than an outside contractor.

Supplies reflect a 42.62% increase from current year projection which is lower due to the delay in opening the new facilities and unexpended budgeted funds in some departments. In addition the proposed budget includes anticipated price

increases as well as additional supplies needed for various labs.

In summary Salaries and Benefits total \$31,988,913 and make up 80.74% of the Operating Budget. Other Non-Discretionary Expenses total \$4,768,462 and are 12.03% of the Operating Budget and Discretionary Items total \$2,862,681 for the remaining 7.23% of the Budget.

The proposed Operating Budget totals \$39,620,062.

The Capital Budget. Capital Expenditures include Facility Leases, Equipment Purchases and Leases and Debt Service. This is page 6 in your packet.

Income for the Capital Budget is derived from the following sources: the Commonwealth will contribute \$2,165,200, Luzerne County will contribute \$1,256,065, Bookstore transfer of \$145,285, Foundation \$100,000 and Capital Fees \$552,200.

Capital Expenditures include Facility Leases in the amount of \$629,342, Equipment Purchases and Leases total \$541,031 and Debt Service is \$3,048,377.

The proposed Capital Budget totals \$4,218,750.

The final three budgets are the Bookstore, Food Services and the Student Activities which are the College's Auxiliary Budgets.

The proposed 2011-2012 bookstore budget is comprised of \$4,267,250 in income and Expenditures of \$3,811,082 for a total Net income of \$456,168. Part of this net income is used to

support the revenue for college operating expenses, capital expenses and the small operating loss in Food Service.

The proposed 2011-2012 food service budget is comprised of \$398,000 in income and Expenditures of \$401,111. The Net Loss for proposed budget 2011-2012 is expected to be (\$3,111) which will be covered with a transfer from the Bookstore.

The final budget to be presented this evening is the Student Activities Budget and is comprised of \$344,607 in income and Expenditures of \$344,607. The Revenue for this budget comes from a portion of the general services fees collected from the students each fiscal year.

Mr. Gasper extended his thanks and appreciation to Mary Lou Yerke, Natalie Staron and Robert Linskey for all their help, support and assistance provided in preparing these budgets.

President Leary commended Mr. Gasper. President Leary stated this budget represents a balanced budget. For the second consecutive year Luzerne County Community College will not be raising tuition. President Leary noted across the state, ranked high to low in tuition ratings, LCCC is second to the lowest in rate of tuition. Mr. Gasper was commended for his work and for the fact that he has worked so diligently in preparing the 2011-2012 budget.

Trustee Barry H. Williams, J.D., C.P.A., asked Mr. Gasper to highlight the slide with the revenue percentages. Trustee Williams pointed out the percentage the students pay to the community college for tuition is 35.36%; the technology fee

<p>○ President’s Report/Foundation Report</p>	<p>general services fee and courses fees, equates to 46.74%. Trustee Williams stated Mr. Gasper, the finance team, and administration did a fabulous job this year constraining expenditures, but we have to stay vigilant because as we move forward in the next year –with the state of the economy and the state of governance our support is going to be stagnant. We can always hope for more money but if its’ stagnant any additional monies or costs we have to spend next year or the year after could end up coming out of tuition. So we have to be ever vigilant to make sure that if we have a way to save money we go ahead and do that.</p> <p>Trustee Mahmoud H. Fahmy, Ph.D., commended the President and Finance staff for a job well done in the budget preparation.</p> <p>Board Chair Rymar congratulated Joseph Gasper and his Finance staff for the excellent job in preparing the budget. Board Chair Rymar stated, to present a balanced budget, after losing \$1.1 million in stimulus money was a remarkable achievement.</p> <p>President Leary welcomed a member of this year’s Leadership LCCC program, Class of 2011, Jackie Stash, Tech Prep Program Coordinator.</p> <p>The College recently received an Americorp grant from Campus Compact to start an AmericCorp Community Fellows Program on campus. The grant provides \$1,200 in funding for up to 15 LCCC students to serve as mentors. The academically successful students who are selected will provide tutoring and mentoring to students who are experiencing academic difficulties, particularly those students who are enrolled in the Adult Learners Training and Assistance Program (ALTA).</p>	
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The ALTA students include high school dropouts, English as a Second Language students, and returning veterans. President Leary commended the faculty for securing for the first time in LCCC history, the Americorp Grant.

Jim Burke, Senior Vice President/Regional Executive of Luzerne Bank, has assumed the Presidency of the Foundation Board of Directors. Mr. Burke will serve out the remaining 2011 term of Sue Unvarsky, who was appointed to our Board of Trustees, and will serve his full year's term in 2012.

The Foundation has received an endowment gift of \$10,000 to fund a scholarship in memory of Donald A. Whitt a 1984 alumnus in the Plumbing, Heating and Air Conditioning program. The donation was made by Mr. Whitt's family.

Planning for a ribbon cutting ceremony and open house for the Health Sciences Center are underway. The date has not been decided, but it will be held sometime in late September.

At the Finance Committee meeting of the Foundation's Board of Directors in May, reports were presented that verify that the Foundation and Alumni Assets have grown significantly over the past two years. The combined total of \$3.5 million at the end of FY 2009-2010 represents an increase of \$1,087,359 over FY 2008/09.

Work is moving rapidly in establishing the Goldman Sachs Learning Center at the Northumberland Regional Center. This resource is the result of the investment by Goldman Sachs and private donation from Jennifer Wheary and Paul Walker. A ribbon cutting and plaque dedication will be set soon.

<p>○ Student Representative Report</p>	<p>President Leary reported the PHEAA Board has approved an additional \$50 million to the state grant program. This money is on top of the state appropriations for the fiscal year and comes from the previous fiscal earnings. Part of the additional allocation will be dedicated to community college students by changing the application deadline from May 1 to August 1. Students that applied late this year after May 1 are automatically reconsidered for the potential state grant. Any student now through August 1 will be considered eligible for the state grant. In addition the funding will increase the state grant award for all students potentially by about \$700. President Leary stated this is a remarkable achievement. The PA Commission for Community College and Presidents have been lobbying to change this deadline date. As an example, approximately 1,750 students last year applied to Luzerne County Community College after May 1st. This means that those 1,750 students, if they are eligible financially, will qualify for additional monies and will be eligible for a Pell Grant.</p> <p>President Leary stated completed her service as student representative to the Board. A new representative will be in place for the August Board of Trustees Board meeting.</p>	
<p>6. Report/Action of the Executive Committee 6A. Nomination Committee Recommendation</p>	<p>Board Chair Rymar noted, in accordance with the Board of Trustees By-Laws, we are required to present a slate of officers to the full Board of Trustees. These slates of officers are to be considered at the meeting at which the election of officers will be held. Dr. Mahmoud H. Fahmy served as chair of the Nomination Committee.</p>	<p>Approved. Motion made by Mary Hinton, Ph.D. and seconded by Elaine Curry. Vote was all “yes”. Motion carried.</p> <p>Nomination Committee members, Paul Halesey and John Kashatus stated as one of the goals for the Board of Trustees Executive Committee is to establish a new process to nominate the slate of</p>

	<p>At this time, Mahmoud H. Fahmy, Ph.D., thanked John Kashatus and Paul Halesey for serving on the Nomination Committee. The following slate of officers was presented to the full Board of Trustees: Board Chair, Joseph Rymar; Vice Chair, Elaine Cook, R.N., J.D.; and Board Secretary, Lynn Marie Distasio.</p> <p>Board Chair Joseph Rymar opened the floor for any additional nominations.</p>	<p>officers. This would be more on the basis of actual nominating and voting.</p> <p>Board Chair Rymar extended his thanks to the nomination committee.</p>
7. Report/Action of the Academic Committee	No report	
8. Report/Action of Finance Committee	Lynn Marie Distasio, Committee Chair, presented the following Finance Committee Report.	
8A. Recommendation to approve College Budget for Fiscal Year 2011-2012	8A. Recommend the Luzerne County Community College Board of Trustees approve the Luzerne County Community College Operating and Capital Budget for Fiscal Year 2011-2012; and the Auxiliary Budgets.	8A.Approved. Motion made by Michael Tigue, III., and seconded by Elaine Cook, R.N., J.D., Vice Chair. Vote was all “yes”. Motion carried.
8B. Summary of Payments	8B.Recommend the Luzerne County Community College Board of Trustees approve the summary of payments.	8B. Approved. Motion made by Paul Halesey, and seconded by Barry H. Williams, J.D., C.P.A. Vote was all “yes”. Motion carried.
8C. Acceptance of Grants	8C.Recommend that the Luzerne County Community College Board of Trustees approve the acceptance of the following grant awards: <u>The Americorp Community Fellows grant</u> from Campus Compact will provide 15 students to serve on average 300 hours each at LCCC as mentors/tutors to students experiencing academic difficulties and at risk freshman to help increase their retention rates. The students who become the Americorp Community Fellows will each receive \$1,132 for serving the 300 hours of service. Thus the value of the grant will be approximately \$16,980.	8C. Approved. Motion made by Elaine Maddon Curry, and seconded by Elaine Cook, R.N., J.D., Vice Chair. Vote was all “yes”. Motion carried.

<p>8D. Health Science Center Delay Claims</p>	<p>8D. Committee Chair Distasio stated item 8D was not recommended by the Finance Committee; however this item was discussed during the Board of Trustees Session and is being presented as follows: Recommend the Luzerne County Community College Board of Trustees approve the following delay claim change orders as listed below, approval pending the signatures on the change orders by the appropriate parties.</p> <ul style="list-style-type: none"> ❖ Change Order 04 to Panzitta Enterprises in the amount of \$247,748; ❖ Change Order 01 to G.C. Wall in the amount of \$5,410.66; ❖ Change Order 01 to Brennan Electric (data) in the amount of \$12,544; ❖ Change Order 02 to Brennan Electric (electric) in the amount of \$63,935.68; ❖ Change Order 02 to Teck III Painting in the amount of \$5,031.25; and, ❖ Change Order 01 to Precept Associates LLC in the amount of \$60,000. 	<p>8D. Motion to approve made by Michael Tigue, III; and seconded by Elaine Maddon Curry.</p> <p>Board Chair Rymar asked if there were on questions.</p> <p>Lynn Marie Distasio, Board Secretary, directing her comments to Dr. Joseph Grilli, Vice President, Training Institutes, External Affairs and Planning, asked if he would confirm that he and his staff reviewed every change order, not only for the appropriateness of the need for the change order but also the time and every charge of the change order.</p> <p>Dr. Joseph Grillis confirmed yes.</p> <p>Trustee Distasio asked if Dr. Grilli and his staff agree that the change orders were necessary, appropriate based on time and cost for each individual contractor; and that he has no questions or concerns for any of these being presented this evening.</p> <p>Dr. Joseph Grilli stated he has no concerns in reference to the change orders being presented this evening.</p> <p>Dr. Grilli noted, as Trustee Distasio may recall, Marx Sheet Metal and Mechanical who is the HVAC contractor submitted an estimate in the sum of \$40,000. His actual costs, as of a few days ago were much higher than \$40,000. Dr. Grilli stated he did not bring this to the Board because he and his staff have not conducted their review as of yet. Dr. Grilli stated he will come in the future with their recommendation.</p>
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		<p>change order. Trustee Hinton stated her concern is that nearly 10% of the capital budget is being spent on these change orders. Trustee Hinton stated this is well beyond excessive and feels we need to cap how much of a variance we are going to have in capital budget for change orders. It is necessary to strike some balance or else we are not being proper stewards of the college.</p> <p>Board Chair Rymar stated the comments made are all valid, the points were all well made. We will move forward and put together an agenda and schedule to allow us to look at all of these and come forward with solutions that are satisfactory.</p> <p>Dr. Grilli, addressing the Board, stated the capital budget referred by Trustee Hinton, did not fund the construction project. Trustee Hinton acknowledged that she is aware the funding was a bond. However, she understands that when you look at the capital budget as a whole this is a significant amount of money.</p> <p><u>Roll Call Vote:</u> Elaine Cook, R.N., J.D., Vice Chair, no; Elaine Maddon Curry, yes; Lynn Marie Distasio, Board Secretary, yes; Dr. Mahmoud H. Fahmy, yes; Paul Halesey, yes; George F. Hayden, no; Mary Dana Hinton, Ph.D., yes; John Kashatus, yes; Paul M. Platukis, no; Michael Tigue, III, yes; Susan E. Unvarsky, abstain.</p> <p>Vote was seven (7) yes; four (4) no; and one (1) abstention.</p> <p>Motion carried.</p>
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8E. RFP for Annual Audit Services	8E. Recommend Luzerne County Community College Board of Trustees approve the Request for Proposal for Annual Audit Services to be awarded to Prociak & Associates. The annual fee for each of the three (3) year commitment is \$46,200 for year one, \$47,125 for year two, and \$48,075 for year three.	8E. Approved. Motion made by Michael Tigue, III, and seconded by Paul Halesey. Vote was eleven (11) "yes"; and one (1) abstention by Trustee Lynn Marie Distasio. Motion carried.
8F. RFP for Business Management Advisory Services	8F.Recommend the Luzerne County Community College Board of Trustees approve the Request for Proposal for Business Management Advisory Services to be awarded to the Albert B. Melone Company. The annual fee for each of the three (3) year commitment is \$73,900.	8F. Approved. Motion made by Michael Tigue, III, and seconded by John Kashatus. Elaine Maddon Curry asked if this was the only proposal received. Trustee Barry Williams, J.D., C.P.A. stated as noted in the documentation, thirteen (13) companies were provided the RFP and only one (1) responded to the RFP. Vote was all "yes". Motion carried.
8G. Health Science Project Paving Change Order #1	8G.Recommend the Luzerne County Community College Board of Trustees approve Health Science Center Paving Change Order #1 to Penn Earthworks, Inc. in the amount of \$18,624.00.	8G. Approved. Motion made by Michael Tigue, III, and seconded by Elaine Maddon Curry. Vote was all "yes". Motion carried
8H. Bid #399-Exterior Door Replacement for Buildings 3,4, and 7	8H.Recommend Luzerne County Community College Board of Trustees approve the award of Bid #399 for Exterior Door Replacement for Buildings 3,4,and 7 to Torbik Safe & Lock, Inc. in the amount of \$32,500.00, for Buildings.	8H. Approved. Motion made by Elaine Cook, R.N., J.D., Vice Chair; seconded by Michael Tigue, III. Vote was all "yes". Motion carried.
8I. Bid #400-Health Science Center Technology Hardware/Software	8I.Recommend the Luzerne County Community College Board of Trustees approve the award of Bid # 400 to CDWG (Section A) in the amount of \$38,475.57; Sanyer Technologies (Section B) in the amount of \$4,770.00; CDWG (Section C) in the amount of \$6,226.00; Integra One (Section D) in the	8I. Approved. Motion made by John Kashatus; seconded by Barry H. Williams, J.D., C.P.A. Vote was all "yes". Motion carried.

<p>8J. Bid #401-Heath Science Center Nursing Simulator Technology</p>	<p>amount of \$13,822.00; GovConnection (Section E) in the amount of \$5,435.84; CDWG (Section F) in the amount of \$6,780.00; Dell (Section G) in the amount of \$54,839.09. The total amount of the purchase is \$130,348.50.</p> <p>8J.Recommend the Luzerne County Community College Board of Trustees approve the award of Bid #401 to Educational Management Solutions (EMS) in the amount of \$160,270.00.</p>	<p>8J. Approved. Motion made by Elaine Maddon Curry; seconded by Elaine Cook, R.N., J.D., Vice Chair. Vote was all “yes”. Motion carried.</p>
<p>8K. Bid #402-Health Science Center High Fidelity Nursing Simulation Technology</p>	<p>8K.Recommend the Luzerne County Community College Board of Trustees approve the award of Bid #402 to Medical Education Technologies Inc, (METI) in the amount of \$149,163.00.</p>	<p>8K. Approved. Motion made by Elaine Cook, R.N., J.D., Vice Chair; seconded by George F. Hayden. Vote was all “yes”. Motion carried.</p>
<p>8L. Bid #403-Campus Furniture Replacement</p>	<p>8L.Recommend the Luzerne County Community College Board of Trustees approve the award of Bid #403 to Educational Furniture Solutions (EFS) in the amount of \$93,325.00 and One Point in the amount of \$2,205.00 for a total amount of \$95,530.00.</p>	<p>8L. Approved. Motion made by Paul Halesey; seconded by Elaine Cook, R.N., J.D., Vice Chair. Vote was all “yes”. Motion carried.</p>
<p>8M. Bid #405-Scientific Laboratory Steam Sterilizer (Autoclave)</p>	<p>8M. Recommend the Luzerne County Community College Board of Trustees approve the award of Bid # 405 to Steris Corporation in the amount of \$39,058.00.</p>	<p>8M. Approved. Motion made by Elaine Cook, R.N., J.D., Vice Chair; seconded by Michael Tigue, III. Vote was all “yes”. Motion carried.</p>
<p>8N. Bid #406-2011 Ford Escape Hybrid</p>	<p>8N.Recommend the Luzerne County Community College Board of Trustees approve the award of Bid #406 to Hertrich Fleet Services, Inc. in the amount of \$29,766.00.</p>	<p>8N. Approved. Motion made by John Kashatus; seconded by Mary Dana Hinton, Ph.D.</p> <p>Elaine Maddon Curry questioned who would be receiving this vehicle. Board Chair Rymar stated security.</p> <p>Vote was all “yes”. Motion carried.</p>

8O. Dual Enrollment Program	8O.Recommend the Luzerne County Community College Board of Trustees approve the continuation of Dual Enrollment Program agreements (excluding the grant funding) during Fiscal Year 2011-2012. Agreements must be signed by the College and School District prior to students being registered in order for the reduced tuition to be in effect.	8O. Approved. Motion made by Mary Dana Hinton, Ph.D.; seconded by Susan E. Unvarsky. Vote was all “yes”. Motion carried.
8P. Apple Computer Purchase	8P.Recommend Luzerne County Community College Board of Trustees approve the award of the Apple Computer purchase in the amount of \$23,783.00 to Apple Computers.	8P. Approved. Motion made by Elaine Cook, R.N., J.D., Vice Chair; seconded by Michael Tigue, III. Vote was all “yes”. Motion carried.
8Q. Adobe Software Purchase	8Q.Recommend Luzerne County Community College Board of Trustees approve the award of the Adobe Software purchase in the amount of \$83,572.97 to CDWG.	8Q. Approved. Motion made by Elaine Cook, R.N., J.D., Vice Chair; seconded by Paul Halesey. Vote was all “yes”. Motion carried.
8R. Bid #409- Computers and Technology Hardware	<p>8R.Recommend Luzerne County Community College Board of Trustees approve the award of Bid #409 - Computers & Technology Hardware to Dell Marketing for A-Dell Computers & Notebooks in the total amount of \$179,697.06; Global Gov/Ed Solutions for B-HP Networking Equipment & Printers, D-IBM Servers & Hardware, and E-Network Storage in the total amount of \$50,108.05; Apple Computers for C-Apple Computers in the amount of \$27,837.00. The bid received by Integra was determined to be invalid since it was a partial bid for Section B. The total amount for items A, B, C, D, & E being purchased from this bid is \$257,642.11.</p> <p>Recommend Luzerne County Community College Board of Trustees approve the award of lease to the low leasing company, University Lease. The exact annual payment cost will be less than the estimated \$71,103.24 since the principal balance</p>	<p>8R. Approved. Motion made by Paul M. Platukis; seconded by Elaine Maddon Curry. Vote was all “yes”. Motion carried.</p>

<p>8S. 2011 Ford Stake Body Truck</p>	<p>was actually \$257,642.11. The same lease rate of 2.39% will apply. Four annual payments will be made.</p> <p>8S.Recommend Luzerne County Community College Board of Trustees approve the purchase of a 2011 Ford Stake Body Truck to Hondru Fleet – Hondru Ford in the amount of \$38,630.02.</p>	<p>8S. Approved. Motion made by Michael Tigues, III; seconded by Paul Halesey.</p> <p>Elaine Maddon Curry asked who will be using this vehicle. Board Chair Rymar stated the Physical Plant.</p> <p>Elaine Cook, R.N., J.D., Vice Chair, questioned since this was originally put out for a bid as a new vehicle first, and then we put out an RFP for a use, did we have to put out a new RFP for a new vehicle.</p> <p>Mr. Gasper stated the college sent out a bid for a new vehicle and received no quotes. We then went for quotes on a used vehicle; the response was they did not have used but submitted quotes for a new vehicle. This particular bid falls under the State Contract Costars 25, Municipal Work Vehicles, and received a Costars preferred customer discount. There is no violation of the college policy.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>9. Report/Action of the Human Resources Committee Items</p> <p>9A.Recommendation to Approve Faculty Promotions</p>	<p>Paul Halesey, Committee Chair, presented the following Human Resources Committee report.</p> <p>9A. Recommendation the Luzerne County Community College Board of Trustees approve the following seven (7) faculty members for Faculty Promotion:</p>	<p>9A. Approved. Motion made by Mahmoud H. Fahmy, Ph.D.; seconded by Mary Dana Hinton, Ph.D.</p> <p>Vote was all “yes”. Motion carried.</p>

	<u>Instructor:</u> <ul style="list-style-type: none"> ▪ Connie Toporcer <u>Assistant Professor to Associate Professor:</u> <ul style="list-style-type: none"> ▪ Lynne Pabst <u>Associate Professor to Professor:</u> <ul style="list-style-type: none"> ▪ Dr. Murali Panen ▪ Lori Major ▪ Dr. Kathleen Clemente ▪ Marianne Ostrowsky ▪ Ronald Reino 	
	<u>INFORMATIONAL ITEMS</u>	
1.Unfinished Business of Previous Meeting	1. Board Chair Rymar noted each trustee received a packet of informational items containing thank you notes from students, employees, etc.	1.N/A
2. Informational Report of the Executive Committee.	2. No report.	2. N/A
3. Information Report of the Human Resources Committee	3. No report.	3. N/A
4. Communications		
5.Adjournment		Motion made by Elaine Cook, R.N., J.D., Vice Chair, seconded by Michael Tigue, III. Vote was all “yes”. Motion carried.