

Name: Luzerne County Community College Board of Trustees Board Meeting
Date: Tuesday, June 25, 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.Swearing-In Ceremony | | The Honorable Michael Vough performed the swearing in of new Trustee, Francis P. Curry. |
| 2.Roll Call | <p><u>Present:</u> Frank Bognet, Esq.; John Bryan, Elaine Cook, R.N., J.D., Board Chair; Francis P. Curry; Lynn Marie Distasio; Paul A. Halesey; George Hayden; John Kashatus; Carmen F. Magistro, Secretary; Paul Platukis; Joseph Rymar John R. Serafin; , Barry H. Wiliams, J.D., C.P.A., Vice Chair; and Richard Goldberg, Esq., College Solicitor.</p> <p><u>Excused:</u> Joan Blewitt, Ph.D. NCC; and ; Susan Unvasky</p> | |
| 3.Public Comment | No comments. | No action required. |
| 4. Approval of April 23, 2013 Board Minutes and May 24, 2013 Board Minutes | Board Chair Cook requested approval of the April 23, 2013 Board minutes, and May 24, 2013 Board minutes. | <p>Approved. John R. Serafin made a motion to approve the April 23 and May 24, 2013 Board minutes. Motion was seconded by Carmen F. Magistro, Secretary.</p> <p>Vote was “yes”. Motion carried.</p> |
| 5.Approval of June 25, 2013 Board Agenda | At this time Board Chair Cook requested approval of the June 25, 2013 Board agenda. | <p>Approved. Motion made by Lynn Marie Distasio; seconded by George Hayden.</p> <p>Vote was all “yes”. Motion carried.</p> |

| | | |
|--|--|--|
| | | |
| <p>6. Report of Officers and Agents</p> <ul style="list-style-type: none"> ○ President’s Report <ul style="list-style-type: none"> - PSTI Update | <p>President Leary stated Denee Nichols, Student Representative to the Board of Trustees, has completed her term on the Board. The President will appoint a new student representative prior to the start of the Fall semester.</p> <p>President Leary reported the College’s Health Science Center received the 2013 Greater Wilkes Barre Chamber of Commerce Pride of Place award for Environmental Enhancement. The award was presented to the College at the Chamber’s annual luncheon held on June 25, 2013. This award recognizes organizations that have improved the physical environment of the Greater Wilkes-Barre area.</p> <p>Luzerne County Community College was named one of the Top 100 Associate Degree Producers for Communication, Journalism, and Related Programs by Community College Week. These programs are offered through the Communication Arts Department at the College.</p> <p>LCCC hosted the third annual Relay For Life of South Valley Saturday, June 1, through Sunday, June 2. A total of 94 individuals in 7 teams participated and raised \$13,877 for the Cancer Society. The teams will continue to raise money through the end of August.</p> <p>The Continuing Education department is offering a host of Summer Camps this year for children. The Broadcast Camp and Rock Star Academy programs were held last week. Four Lego Robotics Camps will be held, one this week and three in July. Arts in the Afternoon and Computers for Kids will both be held in July.</p> <p>At this time President Leary introduced the new Director of the Public Safety Training Institute, Mark Hilpp. Mr. Hilpp comes to LCCC with 13 years’ experience as a police officer and 19 years in the military. Mr. Hilpp previously taught as an adjunct for the PSTI.</p> | |

| | | |
|--|--|--|
| <ul style="list-style-type: none"> ○ Treasurer's Report | <p>Joseph Gasper, Dean of Finance presented the Monthly Financial Report for the period ending April 30, 2013.</p> <p>The Current Fund Income of \$34,923,000 is up 7.64% and Expenses of \$29,439,000 are down 0.88%. Bookstore Income is down \$267,000, a decrease of 6.88% and the Expenses decreased \$170,000 or 5.13%. Food Service Income is up \$30,000 or 9.20% and expenses decreased \$12,000 or 3.38%. Plant Fund Income increased \$192,000.00 (5.58%) and Expenditures have increased \$4,000.</p> <p>Tuition Income increased \$1,382,000 over prior year or 10.59%, due to the tuition increase. Contract Training, Con-Ed and PSTI Truck Driving account for the 15.98% increase in Seminar Income. Due to a decrease in enrollment and locations RISE Income is down \$19,000. General Service Fees increased 10.94% due to the \$1 increase and Technology Fees are up \$288,000 due to the \$2.00 increase. One additional monthly payment accounts for the increase in Income from Luzerne County. Interest Income increased \$19,000 this period due to the rate increase for the current fiscal year.</p> <p>Fringe benefits are down 2.07% mainly due to the Health Care Costs. The 1.46% decrease in Salaries is attributable to a decrease in Administrative Salaries and Classified OT. The increase in the ERI expense is due to an increase in the number of eligible participants for the current year and the payments made. Consultants/Contracted Services are down due to the timing of payments and more centralized control over Disability Services. Electric/Gas/Water expenses are down mainly due to electrical usage. The variances for the majority of the other expense listed are attributable to the timing of the payments.</p> <p>Bookstore Report: Interest Income is up due to the Interest Rate increase. Textbook sales are down 6.29% due to the enrollment decline and on-line purchases. All Other Sales Income is also down due to the enrollment decrease and a</p> | |
|--|--|--|

| | | |
|--|--|--|
| <p>○ Foundation Report</p> | <p>drop in sales. In the expense section, Other Purchases decreased 17.21% due to decline in sales. The enrollment decline and more on-line purchases account for decrease in Textbook purchases.</p> <p>Food Service: Food Sales are up \$14,000 due to price increases and the increase in vending income is due to the Pepsi “Sign On” bonus. As for expenses the increase in Fringe Benefits is due to a change in the status of health benefits for a staff member. The salaries are down due to deferring of part-time hires until August and a vacancy.</p> <p>Plant Fund: Capital fees are down 8.42% due to a decline in the enrollment of non-sponsor students. The Comm. of PA appropriation increase is attributable to the approval of funding for the Health Science lease this fiscal year. Income for Luzerne County is up due to the timing of the payment.</p> <p>No report.</p> | |
| <p>7. Executive Committee 7A. Ratification of Professor Emeritus 2013</p> | <p>7A. Elaine Cook, R.N., J.D., Board Chair recommended the Luzerne County Community College Board of Trustees ratify and reaffirm the title of Professor Emeritus be bestowed upon Dr. Joanne Chipego.</p> | <p>7A. Approved. Motion made by Carmen F. Magistro; seconded by Paul Platukis.</p> <p>Vote was all “yes”. Motion carried.</p> |
| <p>8. Report/Action of the Academic Committee</p> <p>8A. Recommendation to approve Administrative Policies: -Student Classroom Conduct Policy -Student Withdrawal for Military Deployment or Reassignment Policy</p> <p>8B. Program Additions, Deletions, and Modifications</p> | <p>Paul Platukis, Committee Chair, presented the Academic Committee report.</p> <p>8A. The Academic Committee recommends the Luzerne County Community College Board of Trustees approves the administrative policies: Student Classroom Conduct Policy -Student Withdrawal for Military Deployment or Reassignment Policy</p> <p>8B. The Academic Committee recommends the Luzerne County Community College Board of Trustees approves the Program Additions, Deletions, and Modifications as presented.</p> | <p>8 A-8B. Approved. Motion made by John R. Serafin seconded by Lynn Marie Distasio to approve the Student Classroom Conduct Policy, Student Withdrawal for Military Deployment or Reassignment Policy; and Program Additions, Deletions and Modifications.</p> <p>Vote was all “yes”. Motion carried.</p> |
| | | |

| | | |
|---|---|--|
| 9. Report/Action of the Finance Committee | Barry H. Williams, J.D., C.P.A., Vice Chair and Chair of the Finance Committee presented the following report. | |
| 9A. Summary of Payments | 9A. Recommend the Luzerne County Community College Board of Trustees approve the Summary of Payments. | 9A. Approved. Motion made by George F. Hayden; seconded by John R. Serafin. Vote was all thirteen (13) “yes”; and one (1) “no” vote submitted by Elaine Cook, R.N., J.D., Board Chair. Motion carried. |
| 9B. RFP, Two (2) Technical Support and Computer Support Consultants | 9B. Recommend the Luzerne County Community College Board of Trustees approve the proposal for two (2) Audio/Video Technical Support and Apple/Macintosh Computer Support Consultants; David J. McSweyn at the rate of \$15.00 per hour and Carl Budrecki at a rate of \$13.00 per hour for the contract period July 1, 2013 thru June 30, 2016. | 9B. Approved. Motion made George F. Hayden; seconded by John Bryan. Vote was all “yes”. Motion carried. |
| 9C. Bid #426 – Fire Alarm Annual Systems Inspection & Certification | 9C Recommend the Luzerne County Community College Board of Trustees approve the award of Bid # 426 for Fire Alarm Annual Systems Inspection and Certification to Eastern Time Inc., in the amount of \$19,200.00. | 9C. Approved. Motion made by Paul Platukis; seconded by Francis P. Curry. Vote was all “yes”. Motion carried. |
| 9D. Bid #428 – Office Copier/Laser Printer Paper | 9D.Recommend the Luzerne County Community College Board of Trustees approve the award of Bid # 428 for Office Copier/Laser Printer Paper to Contract Paper Group in the amount of \$25,850.00. | 9D. Approved. Motion made by Carmen F. Magistro, Board Secretary; seconded by John Bryan. Vote was all “yes”. Motion carried. |
| 9E. Approval of Business Management Advisory Services | 9E.Recommend the Luzerne County Community College Board of Trustees approve the third of three (3) years for Business Management Advisory Services to be continued with the Albert B. Melone Company. The annual fee for each of the three (3) year commitment is \$73,900. | 9E. Approved. Motion made by John R. Serafin; seconded by John Kashatus. Vote was all “yes”. Motion carried. |
| 9F. Acceptance of Donation/Naming of Health Science Center | 9F. Recommend the Luzerne County Community College Board of Trustees accept the following donation and approve the Resolution as presented: | 9F. Approved. Motion made by George F. Hayden; seconded by Carmen F. Magistro, Board Secretary. Vote was all “yes”. Motion carried. |

| | | |
|---|---|---|
| <p>1I. Ratification of Matching Funds</p> <p>1A. Bid #427 Computers and Technical Hardware</p> | <p><i>RESOLVED, that the Health Sciences Building located on East Main Street, Nanticoke shall bear the name of “Francis S. and Mary Gill Carrozza, R.N. Health Sciences Center” at Luzerne County Community College.</i></p> <p><i>FURTHER RESOLVED, that the nursing and health sciences programs bear the name of Mary Gill Carrozza, R.N. School of Nursing and Health Sciences”.</i></p> <p><i>FURTHER RESOLVED, that in consideration of the Gift, Luzerne County Community College shall install appropriate signage at the health sciences center within a reasonable period of time in form and substance reasonably satisfactory to Luzerne County Community College and the donor evidencing the naming of the Center as set forth above.</i></p> <p>At this time Committee Chair Williams presented items 1A-1I which were presented for review during the Board of Trustees Work Session.</p> <p>1I. Recommend the Luzerne County Community College Board of Trustees ratify and reaffirm approval to accept and match the additional \$86,640 from the Pennsylvania Department of Education which will allow the College to complete all deferred maintenance projects submitted to the State for approval.</p> <p>1A. Recommend Luzerne County Community College Board of Trustees approve the award of Bid # 427 - Apple for B-Apple Computers in the amount of \$53,426.00; Lightspeed Technologies for C- Equipment & Services in the total amount of \$139,289.75; CDWG for D-IBM Blade Center Equipment & E-Miscellaneous Technology Hardware in the total amount of \$46,050.80. For section A-Dell Equipment, the College has rejected both bids and elected to purchase the equipment directly from Dell under the COSTARS contract in the total amount of \$135,537.22. The total amount for sections A, B, C, D, & E is \$374,303.77.</p> <p>Recommend Luzerne County Community College Board of</p> | <p>1I. Approved. Motion made by George F. Hayden; seconded by Francis P. Curry.</p> <p>Vote was all “yes”. Motion carried.</p> <p>1A. Approved. Motion made by John R. Serafin; seconded by John Kashatus.</p> <p>Vote was all “yes”. Motion carried.</p> |
|---|---|---|

| | | |
|---|---|---|
| <p>1B.. Construction Change Order #3 for Campus Buildings Renovations Project 2 & 9</p> | <p>Trustees approve the award of lease to the low leasing company, University Lease.</p> <p>1B. Recommend the Luzerne County Community College Board of Trustees approve Construction Change Order #3 for Campus Building Renovations project involving buildings 2 & 9 in an amount of \$10,000 credit from Yannuzzi, Inc.</p> | <p>1B. Approved. Motion made by George F. Hayden; seconded by Carmen F. Magistro, Board Secretary.</p> <p>On the question: George F. Hayden stated in the future any construction change orders over \$5,000 include a detailed description of what that entails.</p> <p>Vote was all “yes”. Motion carried.</p> |
| <p>IC. C.D. Recommendation</p> | <p>1C. Recommend the Luzerne County Community College Board of Trustees approve the transfer of cash in the amount of \$10 million from the College’s Unrestricted, Plant and/or Auxiliary Fund(s) into a 370 Day Certificate of Deposit at First National Community Bank earning an interest rate of .50% (50 basis points).</p> | <p>1C. Approved. Motion made by Carmen F. Magistro, Board Secretary; seconded by Lynn Marie Distasio.</p> <p>Vote was all “yes”. Motion carried.</p> |
| <p>1D. Building #14-Campus Center Chiller and Pump Replacement</p> | <p>1D. Recommend the Luzerne County Community College Board of Trustees approve the award of Building #14, Campus Center Chiller and Pump Replacement to Yannuzzi, Inc. in the amount of \$240,780.00.</p> | <p>1D. Approved. Motion made by Paul Platukis; seconded by Carmen F. Magistro, Board Secretary.</p> <p>On the questions, George F. Hayden stated the low bidder must comply with the specifications and that they are the most responsible bidder and must follow the specifications and manufacturer’s equipment.</p> <p>Vote was twelve (12) “yes” and one (1) “no” vote submitted by Frank Bognet, Esq.</p> <p>Motion carried.</p> |
| <p>1E. Buildings 2 & 3 Circuit Breaker Replacement</p> | <p>1E. Recommend the Luzerne County Community College Board of Trustees approve the award of Buildings 2 & 3 – Circuit Breaker Replacement to Apollo Group Inc. in the amount of \$39,111.00.</p> | <p>1E. Approved. Motion made by John Bryan; seconded by Lynn Marie Distasio.</p> <p>Vote was all “yes”. Motion carried.</p> |

| | | |
|--|--|---|
| <p>1F. Buildings 4,8,10, 12 – Lighting Fixture Replacement</p> <p>1G. Bid #430 – Interior/Exterior Door Upgrade – Buildings #5,#8, and Campus Center</p> <p>1H. Bid #431, Building #8 Gymnasium Hot Water Heater Replacement Project</p> | <p>1F. Recommend the Luzerne County Community College Board of Trustees approve award of Buildings #4, #8, #10, and #12 – Lighting Fixture Replacement to Apollo Group, Inc. in the amount of \$196,000.00.</p> <p>1G. Recommend the Luzerne County Community College Board of Trustees approve award of Bid #430 for Interior/Exterior Door Upgrade for Buildings #5, #8, and Campus Center to Torbik Safe and Lock, Inc. in the amount of \$82,855.00.</p> <p>1H. Recommend the Luzerne County Community College Board of Trustees approve award of Building #8 Gymnasium Hot Water Heater Replacement Project to O&M Multi Trade Inc. in the amount of \$66,936.00.</p> | <p>1F. Approved. Motion made by John Kashatus; seconded by Carmen F. Magistro, Board Secretary.</p> <p>On the question, George F. Hayden stated the College should verify whether there are any energy rebates we can receive from PPL available to the College.</p> <p>Vote was all “yes”. Motion carried.</p> <p>1G. Approved. Motion made by John Kashatus; seconded by John R. Serafin.</p> <p>Vote was twelve (12) “yes”. Carmen F. Magistro, Board Secretary, abstained from voting.</p> <p>Motion carried.</p> <p>1H. Approved. Motion made by Francis P. Curry; seconded by Carmen F. Magistro, Board Secretary.</p> <p>Vote was all “yes”. Motion carried.</p> |
| <p>10. Report/Action of the Human Resources Committee</p> <p>9A. Slate of Officers</p> | <p>Paul Halsey, Committee Chair, presented the Human Resources Committee report.</p> <p>9A. Committee Chair Halsey opened the floor for nomination of Board Chair, Vice Chair, and Board Secretary.</p> <p>At this time Committee Chair Halsey expressed his thanks and expressed his appreciation to Board Chair Elaine Cook for service as Board Chair and to the college.</p> <p>Board Chair Elaine Cook expressed her thanks and appreciation to the members of the Board of Trustees who have all been wonderful to work with.</p> | <p>9A. Approved. Motion made by George F. Hayden; to nominate Barry H. Williams, J.D., C.P.A. as Board Chair. Motion was seconded by Paul Platukis.</p> <p>Vote was all “yes” to appoint <u>Barry H. Williams, J.D., C.P.A., to serve as Board Chair.</u></p> <p>Motion made by George F. Hayden to nominate John R. Serafin as Vice Chair. Motion was seconded by John Bryan.</p> |

| | | |
|--|---|--|
| | Board Chair Cook expressed her appreciation to Administration, acknowledging Natalie Staron and Amy Colwell, and personal favorite Joseph Gasper, who has more knowledge in him than anyone walking on earth. Board Chair Cook stated that the face of our Foundation, Sandy Nicholas, is somebody we wish we can clone. President Leary, who we all know bleeds blue; and Paula Labenski, nobody can do their job without her. | Vote was all “yes” to appoint <u>John R. Serafin to serve as Vice Chair</u> . Motion carried. Motion made by Barry H. Williams, J.D., C.P.A. to appoint Carmen F. Magistro to continue to serve as Board Secretary. Motion was seconded by George F. Hayden. Vote was all “yes” to appoint <u>Carmen F. Magistro to continue to serve as Board Secretary</u> . Motion carried. |
| | <u>Informational Items</u> | |
| 1.Unfinished Business of Previous Meeting | N/A | |
| 2.Informational Report of the Executive Committee | No Report. | No action required. |
| 3.Informational Report of the Human Resources Committee | Paul Halesey, Committee Chair, Human Resources Committee, noted recent appointments and leave report is included with the agenda. | No action required. |
| 4. Communications | | No action required. |
| 5.Adjournment | | Motion made by John Bryan; seconded by Lynn Marie Distasio. Vote was all “yes”. Motion carried. |