

Name: Luzerne County Community College Board of Trustees Board Meeting

Date: Tuesday, June 20, 2017

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
	Brian D. Gill, Board Chair, welcomed everyone in attendance; noting it was his privilege to welcome back to the Board newly appointed Trustee, Susan E. Unvarsky.	
1. Roll Call	<p><u>Present:</u> Joan M. Blewitt, Ph.D.; George Brown; John J. Bryan; Elaine Cook, R.N., J.D.; Lynn M. Distasio, Vice Chair; Michael J. Dubinski; Brian D. Gill, Board Chair; Erin K. Keating; Margaret Steele; Susan E. Unvarsky; David James Usavage; Barry H. Williams, J.D., C.P.A.; and Richard Goldberg, Esq., College Solicitor.</p> <p><u>Excused:</u> Francis P. Curry; Paul Halesey and Sheila L. Saidman, Esq.</p> <p>Board Chair Gill stated Trustee Saidman was present for the Executive/Work Sessions held prior to the Board meeting.</p>	
	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.	

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2.Public Comment	Brian D. Gill, Board Chair, opened the floor for public comment.	No action required.
3. Approval of April 25, 2017, Board Minutes	Brian D. Gill, Board Chair, recommended approval of the April 25, 2017, Board minutes.	Approved. Motion made by Elaine Cook, R.N., J.D.; seconded by Michael J. Dubinski. Vote was all “yes”. Motion carried.
4.Approval of June 20, 2017 Board Agenda	Brian D. Gill, Board Chair, recommended the Luzerne County Community College Board of Trustees approve the revised June 20, 2017 Board agenda to include additional items to be presented in the Finance Committee report.	Approved. Motion made by David James Usavage; seconded by Joan M. Blewitt, Ph.D.. Vote was all “yes”. Motion carried.
<i>Swearing In Ceremony</i>		The Honorable Judge David Lupas performed the swearing in ceremony of Trustee, Susan E. Unvarsy.
5. Report of Officers and Agents ○ President’s Report	President Leary reported Luzerne County Community College and Luzerne County Head Start will begin a partnership beginning in the Fall 2017. The partnership will establish a Learning Laboratory with two classrooms for thirty-six children. This collaboration will provide an opportunity for faculty and our students in the Early Childhood Program to gain learning experiences in a positive educational environment for the children. LCCC hosted a press conference recently to highlight the release of a report prepared by ReadyNation	

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<ul style="list-style-type: none"> ○ President's Report (<u>continued</u>) 	<p>entitled "Community Colleges Are the Sturdiest Bridge to a Successful Workforce."</p> <p>The ReadyNation report notes that the United States faces an estimated shortfall of five million workers by 2020, due to a lack of employees with the proper credentials or education to fill open positions. The report points out that community colleges are particularly adept at giving students the skills they need to fill many of those roles in the modern workforce.</p> <p>George Rando from Advanced Metals Machining in Olyphant, PA spoke of the partnership between his company and LCCC. Noting the frequent challenges that employers face in finding skilled labor, Mr. Rando complimented LCCC for the caliber of their students that are well poised to succeed in manufacturing and other careers in his company.</p> <p>The President's remarks detailed how community colleges are unique in meeting the needs of business and industry in the region by providing students options in community college degrees, transferability of credits, and various workforce-training programs. The President also emphasized the critical importance of financial aid in boosting access to and completion of community college programs.</p>	

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<ul style="list-style-type: none"> ○ President's Report (<i>continued</i>) 	<p>Specifically, the ReadyNation report advocates for:</p> <ul style="list-style-type: none"> • Simplification of the Free Application for Federal Student Aid (FAFSA); • Making summer Pell Grant funding available to students; • Ensuring more accessible and continuous financial aid counseling. <p>Congressman Lou Barletta was a speaker at the event and he added his support for higher education reform, and was quoted, "For the student of today, non-traditional is the new traditional." Congressman Barletta added that, "A four-year college degree is simply not for everyone. However, our laws on career and technical education have not been updated in over a decade. The Perkins Act reauthorization will allow us to identify in-demand skills and connect students with the opportunities to develop them so that they can compete for jobs."</p> <p>The third annual Alumni Association Golf Tournament was held in May at Blue Ridge Golf Course. President Leary expressed his thanks and appreciation to the alumni, staff and friends who volunteered to organize the event and to Board Chair Gill who participated in the event.</p> <p>On June 13, 2017, the Greater Wilkes-Barre Chamber of Commerce held its' annual EPIC Awards ceremony at the F.M. Kirby Center of the Performing Arts. President Leary was honored to accept, on behalf of the Board of Trustees, administration, faculty and</p>	

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<ul style="list-style-type: none"> <li data-bbox="142 212 588 251">○ President’s Report (<i>continued</i>) <li data-bbox="142 446 430 485">○ Treasurer’s Report 	<p data-bbox="730 212 1430 402">staff, the Epic Award recognizing Luzerne County Community College’s 50th Anniversary. Attending on behalf of the Board of Trustees were Board Chair Brian Gill, Vice Chair Lynn Distasio, Trustees John Bryan, George Brown and Barry Williams.</p> <p data-bbox="730 446 1430 560">Robert Linskey, Director of Accounting, presented a the Treasurer’s Report is for the period ending April 30, 2017.</p> <p data-bbox="730 604 1430 950">Compared to the prior fiscal year the Current Fund Income of \$36,710,000 is up \$1,480,000 or 4.20% and Expenses of \$31,318,000 increased \$1,990,000 or 6.79%. Bookstore Income decreased \$286,000, down 11.41% while Expenses decreased \$371,000, down 15.67%. Food Service Income decreased \$39,000, down 13.88% and expenses decreased \$25,000, down 7.27%. As of April Plant Fund Income decreased \$2,202,000 while Expenditures decreased \$1,079,000.</p> <p data-bbox="730 993 1430 1377">Tuition Income increased \$26,000, the Price and Volume variance is listed on the report for the fall and spring semester. Continuing Education is up \$34,000, the Truck Driving Contract accounts for the increase as Non-Credit Seminar income is down. The \$2 increase accounts for the General Service Fee and Technology Fee increases. The annual Commonwealth of PA Appropriation increased \$261,756 and payments were received on time this fiscal year. The increase in Non-Sponsor Income</p>	

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<ul style="list-style-type: none"> ○ Treasurer's Report (continued) 	<p>consists of Out of County Tuition, up \$650,000 and Out of State Tuition up \$117,000 due to the tuition increase, the amount charged for Distance Learning Tuition and Scranton.</p> <p>Health Care and Early Retirement account for most of the \$1,079,000 increase in Fringe Benefits. Dental Expense is down. Salary expense increased \$677,000. Price increases for software licenses and expiration of grant funding account for the \$109,000 increase in Lease expense. Consultants / Contracted Services expense increased \$87,000 in the categories identified on the report.</p> <p>Bookstore Summary: This fiscal year Textbook sales decreased \$276,000. Salaries decreased \$32,000, Fringe Benefits \$19,000, Textbook Expense \$242,000 and other purchases \$22,000.</p> <p>Food Service Report: Food Sales decreased \$31,000 and Vending Machine Income \$9,000 this fiscal year. Salaries increased \$1,000, while Fringe Benefits decreased \$18,000 and Food Supply expense \$6,000.</p> <p>Plant Fund: The decrease in the Commonwealth of Pennsylvania Appropriation of \$1,266,000 is due to the reduction in Debt Service and Leases. The County variance is due to timing. Equipment Lease expense is down due to the reduction in the Computer Replacement Plan, Debt Service expenses down since the final payment was made on the Series 1997 Bond</p>	

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<ul style="list-style-type: none"> ○ Treasurer’s Report (continued) ○ Foundation Report 	<p>and the payoff of the Health Science Building Lease/Purchase Agreement accounts for the decrease in Other Lease expense.</p> <p>Sandra Nicholas, Executive Director of Institutional Advancement, reported the Foundation has awarded \$300,000 in scholarships. Award letters have gone out to 280 students, 85 of which are returning students. \$50,000 have been reserved and earmarked to help out those students who may have special circumstances that may require assistance during the upcoming semester.</p> <p>The 50th Anniversary Golden Gala is in the solicitation phase for sponsors. Sponsorship materials were distributed to the Board as well as Foundation Board. To date, \$25,000 has been raised in support of student scholarships.</p> <p>Ms. Nicholas reported the Board will be addressing the recommendation to approve a project at the PSTI, for the repairing a gas line. The Foundation is pleased to provide support for that project and provide matching funds in the amount of \$70,000.</p> <p>The College is awaiting approval from the Pennsylvania Department of Community and Economic Development to approve Luzerne County Community College as a recipient for the Educational</p>	

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<ul style="list-style-type: none"> ○ Foundation Report (continued) 	<p>Tax Credit Program which supports the Early College Program.</p> <p>As President Leary noted, the Alumni Association 3rd Annual Golf Tournament was held in May and raised approximately \$5,000 which will benefit student scholarships.</p> <p>Ms. Nicholas extended an invitation to the Board of Trustees to attend the Schulman Gallery art opening of the Susquehanna Women’s Imaging Society scheduled for Friday June 23, 2107.</p> <p>The 50th Anniversary edition of the Alumni directory will be available to all LCCC alumni at the end of August, 2017.</p>	
<p>6. Nomination Committee</p>	<p>6. Nomination Committee Chair Barry H. Williams, J.D., C.P.A., recommended to the Luzerne County Community College Board of Trustees the 2017-2018 Luzerne County Community College Board of Trustees slate of officers as follows: Brian D. Gill, Board Chair; Lynn M. Distasio, Vice Chair; and Susan E. Unvarsky, Secretary.</p> <p>At the time, Board Chair Gill opened the floor for nominations. No nominations were presented.</p> <p>Board Chair Gill asked for a motion to approve the slate of officers as presented.</p>	<p>6. Approved. Motion made by David James Usavage; seconded by Erin K. Keating.</p> <p>Vote was all “yes”. Motion carried.</p>

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<p>7. Report/Action of the Executive Committee</p> <p>7A. Ratification of Professor Emeritus</p>	<p>7. Brian D. Gill, Board Chair, presented the following report of the Executive Committee.</p> <p>7A. Recommend the Luzerne County Community College Board of Trustees ratify and reaffirm the title of Professor Emeritus presented to Dr. William Camp, Dr. Dana Clark, Joseph DeSanto, and Donna Lepkosk. The title of Professor Emeritus was formally bestowed upon the recipients at the May 25, 2017 Commencement ceremony.</p>	<p>7A. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by Susan E. Unvarsky.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8. Report/Action of the Academic Committee</p> <p>8A. Program Addition, Deletions and Modifications</p>	<p>8. Joan M. Blewitt, Ph.D., Chair, Board of Trustees Academic Committee, presented the following recommendation.</p> <p>8A. Recommend the Luzerne County Community College Board of Trustees approve the attached program additions, deletions and modifications, detailed in the attachment.</p> <p>Committee Chair Blewitt reported under “Additions” the Criminal Justice program addresses the changing need and will prepare students for transfer into the criminal justice programs and meets TAOC requirements. An exciting addition is the Forensic Science program will prepare students for transfer into forensic science programs. The Science Department is currently working with transfer institutions to develop articulation agreements. In terms of modifications the Computer Systems Technology program has been modified to more</p>	<p>8A. Approved. Motion made by Susan E. Unvarsky; seconded by John Bryan.</p> <p>Vote was all “yes”. Motion carried.</p>

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	<p>closely align with current industry requirements by incorporating required cybersecurity competencies to better prepare the graduate for employment.</p> <p>The deletion of the Cybersecurity Management program no longer adequately addressed an industry need and the required competencies have been incorporated into the modified Computer Systems Technology program.</p>	
<p>8. Report/Action of the Finance Committee</p> <p>9A. Summary of Payments</p> <p>9B. Employment Retraining Opportunities Program</p> <p>9C. Bid #470, Office Copier/Laser Printer Paper</p>	<p>9. Barry H. Williams, Chair, LCCC Board of Trustees Finance Committee, presented the following recommendation.</p> <p>9A. Recommend the Luzerne County Community College Board of Trustees approve the summary of payments as presented.</p> <p>9B. Recommend the Luzerne County Community College Board of Trustees continue the LCCC Employment Retraining Opportunities Program for the Summer 2017 Semester and Fall 2017 Semester with a tuition offset for eligible individuals not to exceed a total value of \$25,000.</p> <p>9C. Recommend Luzerne County Community College Board of Trustees approve the award of Bid # 470 for Office Copier/Laser Printer Paper to Contract Paper Group in the amount of \$23,730.00.</p>	<p>9A. Approved. Motion made by David James Usavage; seconded by Michael J. Dubinski.</p> <p>Vote was all “yes”. Motion carried.</p> <p>9B. Approved. Motion made by Elaine Cook, R.N., J.D.; seconded by Margaret Steele.</p> <p>Vote was all “yes”. Motion carried.</p> <p>9C. Approved. Motion made by Susan E. Unvarsky; seconded by Lynn M. Distasio, Vice Chair.</p>

<p>9D. Bid #471, Graduation Day Apparel and Diplomas</p>	<p>9D.Recommend Luzerne County Community College Board of Trustees approve the award of Bid #471 for Graduation Day Apparel and Diplomas to Herff Jones Inc., in the amount of \$28,669.00 per year.</p>	<p>Vote was all “yes”. Motion carried.</p> <p>9D. Approved. Motion made by Margaret Steele; seconded by John Bryan.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>9E. Bid #472, Computers & Technology Hardware</p>	<p>9E. Recommend the Luzerne County Community College Board of Trustees approve the the award of Bid # 472:</p> <p><u>Section B</u> - Apple Inc. for Apple Computers in the amount of \$56,205.00;</p> <p><u>Section C</u> - Shadow Technologies for Networking Hardware & Software in the total amount of \$38,999.80;</p> <p><u>Section D</u> - CDW Government, LLC. for Lenovo BladeCenter Hardware in the total amount of \$28,333.48;</p> <p><u>Section E</u> - CDW Government, LLC. for Miscellaneous Technology Hardware in the total amount of \$61,828.01;</p> <p><u>Section F</u> – Computer Visionaries for CCTV Equipment in the total amount of \$9,390.90; and</p> <p><u>Section G</u> - Shadow Technologies for Wireless CCTV Equipment in the total amount of \$4,820.62.</p> <p>For <u>Section A</u>, the College has elected to purchase the Dell Computers & Servers directly from Dell, Inc. since they provided the lowest price in the amount of \$123,100.09. The total amount for sections A, B, C, D, E & F is \$322,677.90; and to approve the award of the equipment financing to University Lease.</p>	<p>9E. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by John Bryan.</p> <p>Vote was all “yes”. Motion carried.</p>

<p>9F. RFP, Beverage Vending Services</p>	<p>In reference to the Dell Computers section, Trustee John Bryan expressed his appreciation to Don Nelson for securing a savings of \$121,000.</p> <p>9F. Recommend the Luzerne County Community College Board of Trustees award RFP for Beverage Vending Services to Pepsico, Inc. in the amount of \$36,000.00 per year.</p>	<p>9F. Approved. Motion made by Susan E. Unvasky; seconded by John Bryan.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>9G.A. GESA Project – RFP, Financing/B. Energy Savings Agreement/C.Bond Counsel Resolution</p>	<p>9G.A. The Administration recommends the Luzerne County Community College Board of Trustee approve the financing proposal received from US Bancorp Government Leasing and Finance, Inc. for the GESA Project at an amortization rate of 2.53% and premium rate of 3%.</p> <p>9G.B. The Administration recommends the Luzerne County Community College Board of Trustee approve the Energy Services Agreement (“ESA”) with Ameresco, Inc., for the GESA Project.</p> <p>9G.C. The Administration recommends the Luzerne County Community College Board of Trustees approve the GESA Project Bond Counsel Resolution.</p>	<p>9GA. Approved. Motion made by Susan E. Unvasky; seconded by David James Usavage.</p> <p>Vote was all “yes”. Motion carried.</p> <p>9G.B. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by John Bryan.</p> <p>Vote was all “yes”. Motion carried.</p> <p>9G.C. Approved. Motion made by Susan E. Unvasky; seconded by John Bryan.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>9H. Approval/Board Resolution –Use of CD’s Accrued Interest-Flooring & Parking Lot Projects</p>	<p>9H. Recommend the Luzerne County Community College Board of Trustees approve the use of interest gained from four (4) CD’s the College has invested for completing abatement/replacement of flooring in</p>	<p>9H. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by Lynn M. Distasio, Vice Chair.</p>

	building 4. Any available funds remaining after the flooring project is complete would be used to seal cracks in the main parking lot. Final Board of Trustees approval of the project(s) will be submitted with exact funding amounts after bids are opened and evaluated. All College policies and procedures will be followed.	Vote was all “yes”. Motion carried.
9I. Recommend Luzerne County Community College Board of Trustees authorize the transfer and restriction of matching funds	9I. The Administration recommends 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 PSTI Propane Training Props Repair Project approved by the Pennsylvania Department of Education. The College will be responsible for an amount not to exceed \$30,000. The Luzerne County Community College Foundation will provide additional funding to cover the remaining project expenses.	9I. Approved. Motion made by Erin K. Keating; seconded by John Bryan. Vote was all “yes”. Motion carried.
9J. Recommend approval of PSTI Propane Training Props Repair	9J. The Administration recommends the Luzerne County Community College Board of Trustees approve the award to Bognet, Inc. to perform the work related to the Pennsylvania Department of Education (“PDE”) approved for funding project of the PSTI Propane Training Props Repair in the contracted amount of \$115,000.	9J.Approved. Motion made by Susan E. Unvarsky; seconded by Elaine Cook, R.N., J.D. Vote was all “yes”. Motion carried.
10. Report/Action of the Human Resources Committee	10. No report.	

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<p>11. Report/Action of the Legislative, Economic and Public Affairs Committee</p>	<p>11. Lynn M. Distasio, Vice Chair, Chair of the Legislative, Economic and Public Affairs Committee, reported the Legislative Breakfast was well-attended. Special thanks was extended to Sandy Nicholas and her staff for coordinating the Legislative Breakfast. Key talking points were provided and great conversations were conducted with the legislators with whom we are thankful for their support.</p> <p>Committee Chair Distasio reported on June 8, 2017, President Leary and Committee Chair Distasio participated in a conference call with the PA Commission for Community Colleges which focused on the Commonwealth’s fiscal year 2017-2018 budget. The goal for community colleges is to maintain level funding.</p> <p>Committee Chair Distasio noted the 50th Anniversary Gala Committee is seeking sponsorships at all level and encouraged the Board to do what they can to assist in securing sponsorships for the Gala in support of student scholarships.</p> <p>During the Committee’s meeting, a review of The Institute for Public Policy and Economic Development Indicator’s Report was presented by Graceann Platukus, Director of Institutional Research and Planning.</p> <p>Committee Chair Distasio thanked Bob Bogdon, Director of Marketing, for presenting an overview of</p>	

	the marketing plan for the College.	
	<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, asked that the Board refer to the communications included in their Board packets.	4. No action required.
5.Adjournment		5. Motion made by Elaine Cook, R.N. J.D.; seconded by Joan M. Blewitt, Ph.D. Vote was all “yes”. Motion carried.