

Name: Luzerne County Community College Board of Trustees Board Meeting
Date: Tuesday, August 27, 2019
Time: 6:00 PM
Location: Luzerne County Community College, Campus Center Rotunda, Nanticoke PA

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
Pledge of Allegiance	Meeting opened with the Pledge of Allegiance.	
1. Roll Call	<p>Present: Joan M. Blewitt, Ph.D.; George Brown, James P. Dennis, Lynn M. Distasio, Vice Chair; Holly A. Evanoski; Brian D. Gill, Board Chair; Bernard W. Graham, Ph.D.; Paul Halesey; Margaret Steele, Susan E. Unvarsky, Secretary; David James Usavage; Barry H. Williams, J.D., C.P.A.; and Brian Stahl, Esq., College Solicitor.</p> <p>Excused: Erin K. Keating, ED.D.; Joseph F. Lettiere; Catherine R. O'Donnell, Esq.</p>	
	Brian D. Gill, Board Chair, reported, prior to the start of the Board meeting, an Executive Session was conducted to discuss personnel and litigation issues.	
2.Public Comment	2. Brian D. Gill, Board Chair, opened the floor for public comment.	2. No public comments. No action required.
3. Approval of June 18, 2019, Board Minutes	3. Brian D. Gill, Board Chair, recommended approval of the June 18, 2019, Board minutes.	3. Approved. Motion made by Susan E. Unvarsky, Board Secretary; seconded by Joan M. Blewitt, Ph.D. Vote was all "yes". Motion carried.
4.Approval of August 27, 2019, Board Agenda	4.Brian D. Gill, Board Chair, recommended the Luzerne County Community College Board of Trustees approve the August 27, 2019 Board agenda.	4. Approved. Motion made by David James Usavage; seconded by Bernard W. Graham, Ph.D., to approve the Board agenda as presented. Vote was all "yes". Motion carried.

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
5. Report of Officers and Agents		
President's Report	<p>Thomas P. Leary, President of Luzerne County Community College, reported the College held a ribbon cutting ceremony for the College's new dedicated center in Northumberland County on August 21, 2019. The Greater Susquehanna Center is located at the former Watsontown Elementary School, and will offer classes in English, math, speech, biology, sociology, art, First Year Experience, computer information technology and CPR. The first day of classes are slated for September 16th, 2019. The College was honored to have Vice Chair Lynn Distasio, provide remarks on behalf of the Board of Trustees. Remarks were also provided by Elizabeth Bolden, President and CEO of the Pennsylvania Commission for Community Colleges. The College received a warm welcome from officials from the Greater Susquehanna Chamber of Commerce, Warrior Run School District, Central Susquehanna Valley Intermediate Unite, Watsontown Business Association and from long-time supporter of the community college, the Honorable Senator John Gordner. An open house and tours were provided for our guests in attendance.</p> <p>To kick-off the start of the Fall semester, the College will conduct a college-wide Professional Development Day program on August 29th, 2019. A review of the College's Strategic Plan and Middle States Self Study process will be presented during the morning session.</p> <p>A Student and Faculty Fine Art Exhibit and Open House will be held this Saturday August 31st, 2019, at the LCCC Scranton Center located at the Marketplace at Steamtown. This is the beginning of the College's new partnership in the</p>	

arts in Lackawanna County.

On Tuesday, September 4th, classes will begin at the main campus. The College administration, faculty and staff look forward to welcoming new students and returning students to the community college. As of August 27, 2019, the College's has experienced a 7% increase in headcount; and realized a 3% increase in credit.

Prudential Business Careers Pathway Grant increased to \$6,500.00. This is a \$1,500 increase in additional funding from prior year. President Leary expressed his appreciation to Trustee Susan Unvarsky for supporting this important initiative for our students over the summer, and for her leadership.

Through a partnership with CanDo, Inc., and the Hazleton Area School District, LCCC will be offering courses leading to a Specialized Diploma in Industrial Maintenance Technician at the Hazleton Area Career Center. Students will have the opportunity to complete this program and earn academic credentials and industry-recognized certifications. The Industrial Maintenance Technician Program was requested by existing businesses and industries due to the high demand for workers with this skill set in the Hazleton Area.

President Leary stated this is an important achievement because this is the first time the College will establish a program at an off-campus site, in order to meet the technology and trade training needs in the CANDO sector. The College plans to replicate this type of initiative in other areas of the community college's service region.

President's Report *(continued)*
Middle States Self-Study Update
(Attachment "A")

President Leary introduced Middle States Co-Chairs Dr. Janis Wilson Seeley, Department Chair, Social Science and History, and Natalie Staron, Operations Analyst, who provided the Middle States self-study process, and progress to date.

Dr. Seeley provided an overview of the Middle States Self-Study process which began, Spring 2018. The CORE Team was identified and serve to guide the Middle States process. This is an opportunity for the College to tell our story, what we are doing and to create an evidence inventory that houses the data that supports and show the College is effective in our work and activities. The next step was to identify individuals who will serve on work groups to assist in developing the self-study report. The last step was the development of the self-study design.

The Middle States Liaison will be visiting the campus on September 30, 2019. The intended outcomes of the self-study is the reaffirmation of our self-study, comprehensive and collaborative review, continue to have the institution think about and reflect what we are doing and where we are going to keep improving and renewing what we do. Our theme is Recruitment, Retention and Completion focusing on student success. The Middle States visit will occur Spring 2021.

Natalie Staron stated the three institutional priorities to be addressed in the self-study are recruitment, retention, and completion; emerged from the College's Strategic Plan process that connects the mission, vision and institutional goals that creates the college-wide culture. The self-study process provides direction to the planning, renewal.

<p>Treasurer's Report</p> <p>Foundation Report</p>	<p>President Leary expressed his appreciation to Dr. Seeley and Mrs. Staron for their leadership, and emphasized the importance of having the extensive engagement of the College faculty and staff participating in the Middle States process.</p> <p>No report.</p> <p>President Leary introduced Rebecca Brominski, Executive Director, Foundation.</p> <p>Mrs. Brominski The Foundation has awarded over \$300,000 in scholarship aid to 270 students for the Fall 2019 and 2020 Spring semesters. The Office of Institutional Advancement will continue to work throughout the semester with students who have financial need that has not been met by their current financial aid package for books, tuition, and transportation.</p> <p>Mrs. Brominski highlighted the following upcoming events. The September 11 Remembrance Ceremony and Brick Dedication will be held at the Walk of Honor located at Public Safety Training Institute at 11 a.m. Mrs. Brominski welcomed everyone to attend the event which is open to the public.</p> <p>The annual Scholarship Donor Dinner will be held Wednesday, October 16th at The Woodlands, beginning at 5 p.m. This year's theme "A Night to Celebrate Our Stars," will highlight the College's current students, donors, alumni, and area businesses that employ our graduates.</p> <p>Mrs. Brominski expressed her appreciation to dinner liaisons Atty. Catherine R. O'Donnell, LCCC Board of Trustees; Traci</p>	
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	<p>Donahue, Foundation Board First Vice President; and Deborah Mozal, Foundation Board Executive Secretary. The liaisons will be assisting with sponsorship and dinner participation. This year's goal is raise \$75,000 to support student scholarships and the student emergency book fund.</p> <p>Board Chair Gill thanked Mrs. Brominski and welcomed her to her new position.</p>	
6. Report of the Executive Committee		
6. Presidential Compensation	6. Board Chair Brian Gill stated agenda item 6 will be tabled at this time.	6. No action required.
7. Report of the Academic Committee		
7. Report Update.	<p>7. Joan M. Blewitt, Ph.D., Chair, Academic Committee, noted there were no action items to present at this time.</p> <p>Committee Chair Blewitt reported, during the committee's recent meeting, Bill Barrett presented the newly redesigned Fire Training packages currently being promoted and marketed throughout the area. The new training packages will allow fire departments to customize training packages specific to their department needs. Committee Chair Blewitt stated she was pleased to report the Wilkes-Barre career fire fighters will be receiving their training at LCCC's PSTI in September.</p> <p>Committee Chair Blewitt echoed her gratitude on the strategic plan status update and the detailed data presented by Graceann Platukus, Dean of Institutional Effectiveness and Planning. In addition, Committee Chair Blewitt expressed her appreciation to Dr. Janis Wilson Seeley and</p>	7. No action required.

	Natalie Staron, Middle States Co-Chairs, for their informative presentation regarding the Middle States process and progress update, noting the College is in the exemplar category.	
8. Report of the Finance Committee		
8A. Summary of Payments	<p>Susan E. Unvarsky, Chair, Finance Committee, presented for Board approval, the following action items which were reviewed and approved by the committee at its' most recent meeting.</p> <p>8A. Committee Chair Susan E. Unvarsky recommended the Luzerne County Community College Board of Trustees approve the summary of payments.</p>	<p>8A. Approved. Motion made by David James Usavage; seconded by George Brown.</p> <p>Vote was all "yes". Motion carried.</p>
8B. Authorize Transfer and Restriction of Matching Funds	<p>8B. Committee Chair Unvarsky recommended the Luzerne County Community 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 completion of the prioritized capital projects and equipment purchases. The College will be responsible for an amount not to exceed \$237,946.88 in fiscal year 2019-2020. The savings from the bond refinanced by Luzerne County will provide the initial funding to address the capital projects and equipment purchases.</p>	<p>8B. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by Bernard W. Graham, Ph.D.</p> <p>Vote was all "yes". Motion carried.</p>
8C. Ratification of Campus Center Roof Replacement Project Change Order	<p>8C. Committee Chair Unvarsky recommended the Luzerne County Community College Board of Trustees ratify and reaffirm approval of the change order for the Campus Center roof replacement project to replace the fiber board with a new plywood substrate. The Board of Trustees approved, via poll vote, an anticipated \$12,000 change order by majority vote on July 29, 2019. The final change order cost is</p>	<p>8C. Approved. Motion made by David James Usavage; seconded by Paul Halesey.</p> <p>Vote was all "yes". Motion carried.</p>

<p>8D. Ratification of Shamokin Center Science Lab Renovation</p> <p>8E. Change Order, Educational Conference Center Renovations</p>	<p>\$11,772.00.</p> <p>8D. Committee Chair Unvasky recommended the Luzerne County Community College Board of Trustees ratify and reaffirm approval of Shamokin Center Science Lab renovation award to: <u>General Contractor</u> – LR Costanzo in the amount of \$42,300.00; <u>Plumbing Contractor</u> – Don Cooper Plumbing in the amount of \$48,700.00; and <u>Electrical Contractor</u> – Mariano Construction Inc., in the amount of \$10,400 for a total construction cost of \$101,400.00. The Board of Trustees approved, via poll vote, by majority vote on June 28, 2019.</p> <p>8E. Committee Chair Unvasky recommended the Luzerne County Community College Board of Trustees approve the ECC Renovation change order to Champion Builders, Inc. in the amount of \$729,894 for additional work identified during renovation, additional architectural fees associated with the new project cost total \$29,006.49, and a contingency (which may or may not be fully utilized) in the amount of \$75,731.20. The costs associated with the change order total \$834,631.69.</p>	<p>8D. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by Margaret Steele.</p> <p>Vote was all “yes”. Motion carried.</p> <p>8E. Approved. Part A Motion made by Holly Evanski; seconded Bernard W. Graham, Ph.D.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>9. Report of the Human Resources Committee</p>		
<p>9. Report Update.</p>	<p>9. Paul Halesey, Chair, Human Resources Committee, noted there were no report updates to present at this time.</p>	<p>9. No action required.</p>
<p>10. Report of the Legislative, Economic and Public Affairs Committee</p>		
<p>10. Report Update</p>	<p>10. Lynn Distasio, Chair, Legislative, Economic and Public Affairs Committee, noted there was no report to present at this time.</p> <p>Committee Chair Distasio took this opportunity to speak</p>	<p>10. N/A</p>

about the LCCC Greater Susquehanna Center and ribbon cutting ceremony she had the opportunity to attend.

Committee Chair Distasio congratulated President Leary on an amazing job establishing the center; noting that it has been a long-time coming through conversation, and it was amazing to hear from the people of this community.

Committee Chair Distasio stated the people in this community worked so hard to try and gain the opportunity to have higher education accessible. They worked hard with President Leary and his team, to be sure they can bring this initiative forward in order to promote a better future for their community. Everyone in attendance at the ribbon cutting ceremony was so thankful.

Committee Chair Distasio asked the Board to take this opportunity to think about the impact we just made to another area in Pennsylvania and be proud. And, to the LCCC faculty, we would not have had this opportunity if we didn't have their excellence; and the Greater Susquehanna community recognize that.

Committee Chair Distasio thanked President Leary and his staff for the great job getting the facility up and running in such a short period of time. Committee Chair Distasio is very positive this center will be successful.

To the Board of Trustees, thank you for giving the administration the opportunity to move forward with the expansion and to President Leary for his leadership.

On behalf of the LCCC team, President Leary thanked Committee Chair Distasio for her remarks.

11. Nomination of the Slate of Officers for Fiscal Year 2019-2020		
	<p>11. Paul Halesey, Nomination Committee representative, presented on behalf of Catherine O'Donnell, Chairperson, in unison with fellow Nomination Committee members Paul Halesey and Susan Unvarsky respectfully submit the following slate of officers: Lynn Distasio-Board Chair; Susan Unvarsky-Vice Chair; Dr. Bernard Graham – Secretary.</p> <p>Board Chair Gill accepted nominations from the floor for board chair, for vice chair, for secretary.</p> <p>No nominations were presented.</p> <p>Motion to close the nominations were made by David James Usavage; seconded by Joan M. Blewitt, Ph.D.</p>	<p>11. Approved. Motion made by David James Usavage to approve the slate of officers as presented. Motion was seconded by Joan M. Blewitt, Ph.D.</p> <p>Vote was all “yes”. Motion carried.</p>
	<u>Informational Items</u>	
1.Unfinished Business-Previous Meeting	1. Board Chair Gill stated there was no unfinished business.	1. No action required.
2.Informational-Executive Committee	2. N/A.	2. No action required.
3.Informational- Human Resources Committee	3. Board Chair Gill requested the Board refer to the Information on appointments and leave reports included with the Board agenda.	3. No action required.
4. Communications	4. Board Chair Gill directed the Board to review the communications which include the invitations to some of the upcoming events at the College including the annual scholarship dinner.	4. No action required.
5.Adjournment	5. Board Chair Gill asked for a motion to adjourn.	<p>5. Motion made by James Dennis; seconded by Joan M. Blewitt, Ph.D..</p> <p>Vote was all “yes”. Motion carried.</p>

