

Name: Luzerne County Community College Board of Trustees Board Meeting

Date: March 24, 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
Swearing In of New Trustee Sheila L. Saidman, Esq.	<p>Judge Gelb stated as an attorney, Sheila L. Saidman, Esq., was honored by her colleagues being named the first woman President of the Luzerne County Bar Association. Atty. Saidman continues to work very hard the numerous charitable associations. Judge Gelb also noted, with the work Atty. Saidman has done with the PSEA., Atty. Saidman has a true understanding of issues that are of concern for both the teachers and the administration. And she will bring her experience and serve as an asset to the Luzerne County Community College Board of Trustees.</p> <p>At this time, the Honorable Judge Lesa S. Gelb performed the swearing in of Sheila L. Saidman, Esq.</p> <p>On behalf of the Luzerne County Community College Board of Trustees, Susan E. Unvarsky, Board Chair, extended her sincere appreciation to the Honorable Judge Lesa S. Gelb for performing the swearing in ceremony and welcomed Sheila L. Saidman, Esq., to the Luzerne County Community College Board of Trustees.</p>	
1. Roll Call	<p><u>Present:</u> Joan M. Blewitt, Ph.D.; John J. Bryan; Francis P. Curry; Lynn M. Distasio; Michael J. Dubinski; Brian D. Gill, Vice Chair; Paul A. Halesey; Erin K. Keating; Sheila L. Saidman, Esq.; John R. Serafin, Secretary; Margaret Steele; Susan E. Unvarsky, Board Chair; David James Usavage; Barry H. Williams, J.D., C.P.A.; Curtis Bates, Student Representative to the Board, and Joseph E. Kluger, Esq., College Solicitor.</p> <p><u>Excused:</u> Elaine Cook, R.N., J.D.</p>	
	<p>Susan E. Unvarsky, 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.</p>	

2.Public Comment	Susan E. Unvasky, Board Chair, opened the floor for public comment.	No action required.
3. Approval of January 27, 2016, Board Minutes	Susan E. Unvasky, Board Chair, recommended approval of the January 27, 2016, Board minutes.	Approved. Motion made by John Bryan; seconded by Michael J. Dubinski. Vote was all “yes”. Motion carried.
4.Approval of March 24, 2016 Board Agenda	Susan E. Unvasky, Board Chair, recommended the Luzerne County Community College Board of Trustees approve the amended March 24, 2016 Board agenda. Board Chair Unvasky reported the amended agenda includes the addition of Finance action item 8H-ratification of letter of intent for the expansion project; and the deletion of the Treasurer’s Report.	Approved. Motion made by John Bryan; seconded by Joan M. Blewitt, Ph.D.. Vote was all “yes”. Motion carried.
5. Report of Officers and Agents <ul style="list-style-type: none"> ○ President’s Report 	<p>President Leary reported he attended the Association for Community Colleges National Legislative Summit in Washington DC. President Leary had the opportunity to attend sessions with members of Congress as well as attend policy sessions on current legislative issues. The main focus was to advocate for an increase in the student Pell Grant and the reauthorization of the Perkins Grant for our technical Career Programs. On the recent evaluation of the Perkins Grant, President Leary reported Luzerne County Community College received a commendation for our report.</p> <p>On Saturday, April 2, 2016, the College will conduct an Open House at the main campus in Nanticoke, providing course and financial aid information as well as tours throughout campus for prospective students and their families.</p> <p>On April 4th, 2016, President Leary and members of the College staff, will attend the Pennsylvania Commission for Community College Annual Meeting in Harrisburg. The evening will feature the annual All-Pennsylvania Academic Team Banquet. On Tuesday, April 5th, President Leary will join LCCC Students and Staff for the Lobby Day.</p> <p>The Leadership LCCC Class of 2016 participants, Paula Labenski, Laura Kapalka, Janine Kelley and Lisa Novitski, will sponsor the First Annual LCCC Cares Community Fair on Saturday, April 9, from 10 a.m. to 2 p.m., at Patriot Square in Nanticoke. The Community Fair will include music,</p>	

games, a petting zoo, pony rides, face painting, health screenings, food vendors, crafts, financial aid and admissions information and much more. We encourage everyone to come out to support this community wide event.

The College will hold our annual Legislative Information Breakfast on Friday, April 15th. Regional legislators will join with members of the College staff, the Board of Trustees, and Elizabeth Bolden, the President and CEO of the Pennsylvania Commission for Community Colleges, to hear up-to-date information on community college budget and legislative needs. The Commission continues to advocate for an increase in operational funding for community colleges from the state.

Luzerne County Community College entered into a new type of partnership with Greiner Packaging of Pittston. The Greiner Gold program benefits employees by providing educational funding and full-time wages for classroom time. The first Open House for Greiner Gold is scheduled in mid-April and the new employees will begin the Mechatronics program in Fall of 2016.

Students from our Social Science department under the guidance of faculty members Dr. Janis Wilson Seeley and Ms. Kate Zielinski are partnering with Nanticoke Area Elementary School to provide an after-school tutoring program for students.

Congratulations was extended to LCCC WSFX-FM Radio Station which took home two (2) National College Radio Awards at the Intercollegiate Broadcasting System National college awards Convention held in New York City in March. For the 3rd year in a row, our students won: Best Promo Series. WSFX-FM placed as a finalist as Best Community College Radio Station in the country.

Luzerne County Community College will hold its 48th annual Commencement ceremony, conferring over 800 degrees, certificates and diplomas on our graduates, on Thursday, May 26th, at 6 p.m., at the Mohegan Sun Arena in Wilkes-Barre. The principal address for this year's ceremony will be presented by Sergeant Bryan Anderson, a military policeman and recipient of the Purple Heart, who lost three limbs while serving in Iraq when the army vehicle he was in was hit by improvised explosive devices. Sergeant. Anderson provided the

<ul style="list-style-type: none"> ○ Foundation Report 	<p>Commencement Address in 2007 and we are proud to have him return to LCCC and address the Class of 2016 and discuss his experiences and his pursuit for life after military services.</p> <p>President Leary reported Trustee Francis Curry participated in The Salvation Army fundraising event which recognized Luzerne County Community College placing 2nd in terms of fundraising in our region.</p> <p>Sandra Nicholas, Executive Director, institutional Advancement, encouraged the LCCC Board of Trustees to attend the upcoming Legislative Breakfast scheduled for Friday, April 15, 2016. Under the Legislative Affairs and Community Outreach Chairmanship of Trustee Distasio, we discussed the agenda and developed talking points for those Trustees attending the breakfast. Each Board member will be seated with a legislator and a student. This year's M.C. will be Sean Reilly, President of the Student Government Association, and main speaker will be Student Representative to the Board, Curtis Bates.</p> <p>Ms. Nicholas reported the Educational Opportunity Tax Credit program which helps fund Luzerne County Community College's Early College program received approval from the state to allow the College to solicit and receive \$30,000 for this program. Ms. Nicholas reported, from Fall to Spring semester the College served 764 students and scholarships amounted to \$22,000.</p> <p>We had evaluators on our ALTA Program and TAACCCT IV grant and both program evaluations came back excellent.</p> <p>Friday, April 15, 2016 is the deadline for our scholarship applications for Fall 2016 and Spring 2017. We have approximately \$320,000 available to be awarded. Students can apply online through the college's website.</p> <p>The Foundation is in the process of soliciting for those donors who have not established an endowment fund (annual donors). We have 19 donors who have agreed to continue their scholarship.</p> <p>Ms. Nicholas reported the College retains from the fall semester to the spring semester approximately 57% of those students who come to the Foundation for emergency assistance.</p> <p>The College Family Campaign raised just over \$8,000. This campaign</p>	
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benefits scholarships, food bank, and emergency fund. The Alumni Association just approved \$16,152 towards the Dental Assisting program to help them buy equipment in the Benco Dental Clinic.

The Alumni Phonathon raised just over \$10,000. A special thank you was extended to Curtis Bates who was part of the Phonathon marketing campaign appearing on front cover of the post card. Thanks was also extended to Trustee Curry who volunteered his time at the Alumni Phonathon.

The LCCC Food Bank provides items for a quick lunch to carry those students throughout the day, some limited grocery items are also located in the food bank. Since September 2015, the College served over 517 students, many returning with just over 1,000 visits.

Ms. Nicholas extended her welcome to new Trustee Sheila L. Saidman, Esq..

Susan E. Unvarsky, Board Chair, thanked Ms. Nicholas for her report. Board Chair Unvarsky encouraged the members of the Board to gather the data and statistics Ms. Nicholas provided as well as the information Dean Reyes shared a few months ago. Board Chair Unvarsky stated it is one of the most important things we as trustees can do to prove the purpose of what we are accomplishing and make better informed decisions about where we should consider doing or not doing. It will benefit us as a Board to make better decisions.

○ Student Representative Report

Curtis Bates, Student Representative to the Board, provided an update on student life. Mr. Bates reported approximately 60 students and staff participating in Wilkes-Barre's St. Patrick's Day parade. The week of March 14th featured Spirit Week. The week's activities included, music, games and health fair. The Health Fair featured students from the Dental Health and Nursing areas who provided valuable information to our students. Approximately ten (10) students participated each night during the annual Alumni Association Phonathon. This is a great opportunity for the LCCC students give back to our Community College.

Students will also participating in the upcoming LCCC Cares Community Fair, hosted by the Leadership LCCC Class of 2016, scheduled for Saturday, April 9, 2016. This is a great opportunity for the College to

	<p>show the residents in Nanticoke that we care about our community. It is also a great way to have the community learn what we have to offer and encourage individuals to attend Luzerne County Community College.</p> <p>Board Chair Unvasky asked Curtis as to what he will be doing following graduation from LCCC. Mr. Bates stated he will continue his education in the field of mechanical engineering at SUNY Maritime College in New York.</p>	
<p>6. Report/Action of the Executive Committee 6A. RFP, Identity Protection Services Purchase</p>	<p>6A. Board Chair Susan E. Unvasky recommended the Luzerne County Community College Board of Trustees the emergency purchase of Identity Protection Services from Intersections, Inc. in the total amount of \$31,296.50. This service will provide Identity Protection Services to the 1,257 individuals affected by the March 2nd, 2016 privacy breach. Those affected will be provided with the Identity Guard® solution for a period of one year. The College’s Chief Technology Officer researched the top rated providers of this service and obtained quotes. The Identity Guard solution was selected since the research showed this vendor was consistently rated as one of the top providers of this service and the quote obtained from Intersections was the lowest of the top rated providers.</p>	<p>6A. Approved. Motion was made by Francis Curry; seconded by John Bryan.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>7. Report/Action of the Academic Committee</p>	<p>7. Joan M. Blewitt, Ph.D., Chair, Board of Trustees Academic Committee, stated there was no report for the month of March, 2016.</p>	<p>7. No action required.</p>
<p>8. Report/Action of the Finance Committee</p> <p>8A. Ratification, RFP-Elevator Maintenance Agreement</p> <p>8B. Ratification, Bid #455-Waste Removal</p>	<p>8. Barry H. Williams, J.D., C.P.A., Chair, Board of Trustees Finance Committee, presented the following action items.</p> <p>8A. Recommend Luzerne County Community College Board of Trustees approve the maintenance agreement to Schindler at the rate of \$753.00 per month for the contract period May 1, 2016 through May 1, 2021; five (5) year contract total of \$45,180.00</p> <p>8B. Recommend Luzerne County Community College Board of Trustees approve the award of Bid #455 in the amount of \$21,660.00 per year to County Waste of PA, LLC.</p>	<p>8A. Approved. Motion made by David James Usavage; seconded by Joan M. Blewitt, Ph.D.</p> <p>Vote was all “yes”. Motion carried.</p> <p>8B. Approved. Motion made by John R. Serafin, Secretary; seconded by Lynn M. Distasio.</p>

<p>8C. Ratification, Bid #454-Forklift</p>	<p>8C. Recommend the Luzerne County Community College Board of Trustees approve the award of Bid #456 for a Forklift to Technology International Inc. in the amount of \$33,559.00.</p>	<p>Vote was all "yes". Motion carried</p> <p>8C. Approved. Motion made by Erin K. Keating; seconded by John Bryan.</p> <p>Vote was all "yes". Motion carried.</p>
<p>8D. Ratification, Change Order #1</p>	<p>8D. Recommend the Luzerne County Community College Board of Trustees approve Change Order #1 for Bognet, Inc., in the amount of \$8,644.50.</p>	<p>8D. Approved. Motion made by Francis Curry; seconded by Paul Halesey.</p> <p>Vote was all "yes". Motion carried.</p>
<p>8E. Ratification of Board Resolution for PA Department of Education-Capital Applications</p>	<p>8E. Recommend the Luzerne County Community College Board of Trustees approve the Capital application(s) and authorize the matching funds (if approved for funding by the PDE) for the approved Capital projects submitted in the April 2016 Capital Application with the estimated costs:</p> <p><u>Deferred Maintenance Projects</u> (roofs, paving, baseball field, furniture) - \$655,902;</p> <p><u>Replace Underground Oil/Gas Tanks</u> (new tanks above ground) - \$55,125;</p> <p><u>Public Safety Training Institute Firing Range</u> (firing range & training simulator)-\$73,500;</p> <p><u>Public Safety Training Institute Pond Repair</u> - \$250,000</p> <p><u>Public Safety Training Institute Propane Training Props Repair</u> - \$60,000</p> <p><u>Capital Equipment</u> (as requested in the budget process) - \$878,684</p> <p><u>New Equipment Leases</u> (copiers, Technology Replacement Plan) - \$412,404</p> <p><u>Increase to Existing Equipment Leases</u> (copiers, Ryder Trucks) - \$56,313</p> <p>Increase to Facility Leases (Wilkes Barre Center, Hazleton Center) - \$109,199.</p> <p>Final Board of Trustees approval of the project(s) will be submitted with exact funding amounts when approved by Pennsylvania Department of Education. All College policies and procedures will be followed.</p>	<p>8E. Approved. Motion made by Margaret Steele; seconded by John R. Serafin, Secretary.</p> <p>Vote was all "yes". Motion carried.</p>

<p>8F. Trustee Travel, 2016 PACCC Annual Meeting, Harrisburg PA</p> <p>8G. Transfer and Restriction of Matching Funds</p> <p>8H. Recommendation to Approve Ratification of Letters of Intent for the Expansion project</p>	<p>8F. Recommend the Luzerne County Community College Board of Trustees approve the use of budgeted travel funds not to exceed \$1200 for two (2) trustees to attend the Pennsylvania Commission for Community Colleges Annual Meeting 2016 and Awards Banquet on Monday, April 4, 2016 through Tuesday, April 5, 2016, in Harrisburg PA.</p> <p>8G. Recommend 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 purchase of Capital Equipment upon final approval by the Pennsylvania Department of Education. The College will be responsible for an amount not to exceed \$362,500.</p> <p>8H. Recommend the Luzerne County Community College Board of Trustees approve the College proceeding with the expansion projects in Lackawanna county and Pittston city based upon the term sheets negotiated between the Landlords and the College. With the College Solicitor being authorized to negotiate the language of the leases consistent with the terms of the term sheets.</p> <p>President Leary expressed his deep appreciation for all the work that was done by the College’s Expansion Committee. President Leary extended his sincere appreciation to Don Nelson, Expansion Committee Chairperson, Joseph Gasper for financial planning, Rosana Reyes for enrollment planning, and Trustee Erin K. Keating, for guidance in the educational planning for the College’s expansion.</p>	<p>8F. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by Sheila L. Saidman, Esq.</p> <p>Vote was all “yes”. Motion carried.</p> <p>8G. Approved. Motion made by Brian Gill, Vice Chair; seconded by Joan M. Blewitt, Ph.D.</p> <p>Vote was all “yes”. Motion carried.</p> <p>8H. Approved. Motion made by Paul Halsey; seconded by Francis Curry.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>9. Report/Action of the Human Resources Committee</p>	<p>9. Paul A. Halsey, Chair, Board of Trustees Human Resources Committee, stated there was no report for the month of March, 2016.</p>	<p>9. No action required.</p>

	<u>Informational Items</u>	
1.Unfinished Business of Previous Meeting	1. N/A.	1. No action required.
2.Informational Report of the Executive Committee	2. Board Chair Susan E. Unvasky noted Committee meeting minutes were included in the Board packets.	2. No action required.
3.Informational Report of the Human Resources Committee	3. No report.	3. No action required.
4. Communications	4. Board Chair Susan E. Unvasky noted all communications were included in the Board packet.	4. No action required.
5.Adjournment		Meeting adjourned 6:40 p.m.