

Name: Luzerne County Community College Board of Trustees Board Meeting
Date: Monday, October 17, 2016
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
1. Roll Call	<p><u>Present:</u> Joan M. Blewitt, Ph.D.; John J. Bryan; Lynn M. Distasio; Michael J. Dubinski; Brian D. Gill, Vice Chair; Paul Halesey; Erin K. Keating; John R. Serafin, Secretary; Susan E. Unvarsy, Board Chair; David James Usavage; Barry H. Williams, J.D., C.P.A., and Joseph Kluger, Esq., College Solicitor.</p> <p><u>Excused:</u> Elaine Cook, R.N., J.D.; Francis P. Curry; Sheila L. Saidman, Esq.; and Margaret Steele</p>	
	Susan E. Unvarsy, 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.	
2. Public Comment	Susan E. Unvarsy, Board Chair, opened the floor for public comment.	No action required.
3. Approval of August 30, 2016, Board Minutes	Susan E. Unvarsy, Board Chair, recommended approval of the August 30, 2016, Board minutes.	<p>Approved. Motion made by John R. Serafin, Secretary; and seconded by David James Usavage.</p> <p>Vote was all "yes". Motion carried.</p>
4. Approval of October 17, 2016 Board Agenda	Susan E. Unvarsy, Board Chair, recommended the Luzerne County Community College Board of Trustees approve the October 17, 2016 Board agenda.	<p>Approved. Motion made by Joan M. Blewitt, Ph.D., and seconded by John Bryan.</p> <p>Vote was all "yes". Motion carried.</p>

<p>5. Report of Officers and Agents</p> <ul style="list-style-type: none"> ○ President’s Report 	<p>President Leary introduced the upcoming Leadership LCCC Class of 2017: Bonny Laneski, Extension Center Administrator; Ann Marie Schraeder, Assistant to the Executive Director of Institutional Advancement; and Mary Sullivan, Director of Student Activities and Athletics. On behalf of the Leadership LCCC Class of 2017, Mary Sullivan stated the Class of 2017 is looking forward to learning more about the overall operations of the College as well as leadership best practices.</p> <p>President Leary reported Luzerne County Community College recently partnered with East Stroudsburg University on a \$4,039,527 million dollars NSF STEM grant. This Clear Path grant seeks to provide support and scholarship for community college students into STEM bachelor's degree programs at ESU. We are one of three community colleges who submitted the application as Principal Investigator (members) of this grant: LCCC, Northampton Community College and Lehigh Carbon. LCCC students will receive up to \$3,000 annual scholarship to complete their LCCC degree and up to \$10,000 annual scholarship to complete their Bachelor's degrees at East Stroudsburg in areas such as: Biochemistry, Biotechnology, Chemical Biotechnology, Chemistry, Computer Science, Computer Security, Environmental Science, Marine Science, Mathematics, and Physics.</p> <p>LCCC Early College program recently hosted the first gathering of the Hanover School District College Math Ready group. As of this year the College has expanded this successful program to Wilkes Barre Area, Nanticoke Area School District, Hanover Area and Scranton School District.</p>	
<ul style="list-style-type: none"> - Pathways Program – Brandon Hynes 	<p>President Leary introduced LCCC student Brandon Hynes. Brandon Hynes enrolled at LCCC in 2009 and pursued his education in General Studies. In 2015, Brandon shifted his studies to our Diesel Technology degree, where he earned a Diploma and Certificate. In addition, Brandon is now enrolled in Welding Program and will graduate this fall with a diploma.</p> <p>Brandon was recently featured in some promotional videos prepared for the Pennsylvania's Advanced Training and Hiring (PATH) Grant</p>	

<ul style="list-style-type: none"> ○ Treasurer’s Report 	<p>(TAACCCT IV).</p> <p>Brandon Hynes expressed his appreciation and thanks to Luzerne County Community College for making the Pathways program possible for the students. Mr. Hynes stated this program gives the student the opportunity to learn a trade or skill, and addressed the need for skilled workers in trades and technology and the role of LCCC in that training.</p> <p>President Leary congratulated LCCC’s Women’s Cross Country runners who are the Women’s Cross Country Champion for the Eastern Pennsylvania Athletic Conference. LCCC Cross Country runners Kayla Schlauch took first place; second place, Karissa Olander, and third place April Panas.</p> <p>Joseph Gasper, Dean of Finance, presented the Treasurer’s Report for a period ending August 2016. When compared to the prior fiscal year the Current Fund Income of \$14,988,000 is up 35.91% and Expenses of \$4,303,000 increased 8.72%. Bookstore Income increased \$96,000, up 11.74% while Expenses decreased \$108,000 or 13.43%. Food Service Income increased \$6,000 and expenses increased \$8,000. Finally Plant Fund Income decreased \$586,000 and Expenditures decreased \$998,000 as of August.</p> <p>Supplement Tuition Income increased \$613,000 and the Price and Volume variance is listed on your report. Continuing Education is up \$29,000 due to the Truck Driving Contract. The increases in General Service Fees and Technology Fees is due to the \$2 increase, The Commonwealth of Pennsylvania Appropriation increased \$3,001,000 due to the budget being passed. The transfer for Non-Sponsor Income which is the Out of County and State students is made at the end of September.</p> <p>Supplement for Current Fund Expenditures - Fringe Benefits are up \$365,000 which is due to Retirement and Health Care Costs. Salaries decreased \$144,000. Travel and Conference expense is up \$39,000. Institutional Dues are down and is due to the timing of payments. Utilities are down \$16,000.</p>	
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<ul style="list-style-type: none"> ○ Foundation Report 	<p>The Bookstore Report: Textbook sales increased \$78,000 for a 10.60% increase and other sales income increased \$18,000. Textbook Expense decreased \$134,000 or 18.41%.</p> <p>Food Service Report: Food Sales have increased \$3,000 as well as Vending Machine Income when compared to the prior year. Food Supply expense increased \$4,000 and so did Fringe Benefits.</p> <p>Plant Fund: The Commonwealth of Pennsylvania Appropriation is up \$578,000 as payments were received this fiscal year. The Debt Service Expense variance reflects the annual change in the debt service payment schedule.</p> <p>Sandra Nicholas, Executive Director of Institutional Advancement, reported the Alumni Association Craft Festival was held on Saturday, October 15, 2016. Over 2,250 people were on campus and attended the event.</p> <p>Board Chair Unvasky inquired as to what areas at the college benefit from the funds raised from the festival. Sandra Nicholas reported the Craft Festival raises money for student programs and supports alumni scholarships.</p> <p>The Annual Scholarship Donor Dinner is scheduled for Tuesday, October 18, 2016. Trustee Michael Dubinski will serve as Emcee for the event. Ms. Nicholas thanked the Board of Trustees for their leadership and support.</p> <p>Toyota Motorworld will once again provide a \$20,000 scholarship to support students in the diesel and automotive programs.</p>	
<p>6. Report/Action of the Executive Committee</p> <p>6A. Recommendation to Approve Administrative Policy</p>	<p>Board Chair Susan E. Unvasky presented the following Executive Committee report.</p> <p>6A. Recommend the Luzerne County Community College Board of Trustees approve the revised administrative policy, Board of Trustees Conflict of Interest policy.</p>	<p>6A. Approved. Motion was made by David James Usavage and seconded by John Bryan.</p> <p>Vote was all “yes”. Motion carried.</p>

<p>6B. Recommendation to Amend Luzerne County Community College Board of Trustees Board By-Laws</p> <p>6C. Recommendation to Approve College President Salary Increment</p>	<p>6B. Recommend the Luzerne County Community College Board of Trustees approve amending the Board of Trustees Board By-Laws to include the addition of the Legislative, Economic and Public Affairs Committee as a Standing Committee of the Board.</p> <p>6C. Recommend the Luzerne County Community College Board of Trustee approve a salary increment for the College President, in alignment with the faculty contract, through June 30, 2016.</p>	<p>6B. Approved. Motion was made by Joan M. Blewitt, Ph.D., seconded by John R. Serafin, Secretary.</p> <p>Vote was all “yes”. Motion carried.</p> <p>6C. Approved. Motion was made by Paul Halsey; and seconded by Joan M. Blewitt, Ph.D.</p> <p>Board Chair Unvasky noted one trustee, not in attendance, voted no.</p> <p>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, provided a committee update. Committee Chair Blewitt reported at their October meeting, Vice President Reyes provided a comprehensive report on enrollment and retention, noting the final numbers would not be available until the end of October. Dr. Deborah Veligi-Payne notified the committee the College received notification of the College’s Surgical Technology program receiving reaccreditation status. The College also received a preliminary response from Middle States regarding the Periodic Review Report which was quite positive. A formal report will not be available until November 2016. Committee Chair Blewitt also stated the College is in the process of gathering additional information on the project areas the noted the College is working diligently and appreciate all of the support.</p>	<p>7. N/A</p>
<p>8. Report/Action of the Finance Committee</p> <p>8A. Summary of Payments</p>	<p>8. Barry H. Williams, J.D., C.P.A., Chair, Board of Trustees Finance Committee, presented the administrations recommendation of the following action items.</p> <p>8A. The Administration recommends the Luzerne County Community College Board of Trustees approve the summary of payments as presented.</p>	<p>8A. Approved. Motion made by Erin K. Keating; seconded by John R. Serafin, Secretary.</p>

9. Report/Action of the Human Resources Committee	9. No report.	9. N/A
	<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. N/A	2. No action required.
3.Informational Report of the Human Resources Committee	3. Paul Halesy, Committee Chair, noted the information on appointments and leave report status is attached to the board agenda.	3. No action required.
4. Communications	4. Board Chair Susan E. Unvarsky noted for informational purposes refer to board packets for enclosed communications which include the August 2016 edition of the President’s Newsletter.	4. No action required.
5.Adjournment		5. Motion made by Barry H. Williams, J.D., C.P.A.; seconded by Lynn Distasio. Vote was all “yes”. Motion carried.