

Name: Luzerne County Community College Board of Trustees Board Meeting
Date: Tuesday, April 25, 2017
Time: 6:45PM
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.; George Brown; John J. Bryan; Elaine Cook, R.N., J.D.; Francis P. Curry; Lynn M. Distasio, Vice Chair; Michael J. Dubinski; Brian D. Gill, Board Chair; Paul Halesey; Erin K. Keating; Margaret Steele; Barry H. Williams, J.D., C.P.A.; and Richard Goldberg, Esq., College Solicitor.</p> <p><u>Excused:</u> Sheila L. Saidman, Esq.; David James Usavage; and Michelle Ortiz, Student Representative to the Board.</p>	
	Brian D. Gill, 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	Brian D. Gill, Board Chair, opened the floor for public comment.	No action required.
3. Approval of February 23, 2017, Board Minutes	Brian D. Gill, Board Chair, recommended approval of the February 23, 2017, Board minutes.	<p>Approved. Motion made by Elaine Cook, R.N., J.D.; seconded by Erin K. Keating.</p> <p>Vote was all "yes". Motion carried.</p>

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
4. Approval of April 25, 2017 Board Agenda	Brian D. Gill, Board Chair, recommended the Luzerne County Community College Board of Trustees approve the April 25, 2017, Board agenda with the following modification that the presentation of the College Budget will replace the Treasurer’s Report.	Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by Francis Curry. 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 the College Radio Station, WSFX-FM won the IBS National College Radio "Best Promo Series" award in New York City. This is the 5th out of 6 year WSFX-FM has won this award. An accomplishment not matched by any other college radio station, 2 or 4 year, in the country for any of the awards. The President noted there were over 700 entries from around the country for the 40 annual awards presented to student productions and other categories. WSFX-FM also won 2nd place in the "Community Outreach" award for their United Way project that raised \$1,000 for the Dolly Parton Imagination Library.</p> <p>In recognition of the LCCC’s 50th Anniversary, the College continues to host a series of events and activities on campus. President Leary stated copies of the 50th Anniversary edition of the Alumni newsletter, <u><i>The Bridge</i></u> were distributed to the Trustees this evening. The President thanked Bonnie Lauer, Director of Alumni Relations, Bob Bogdan, Director of Marketing, Sandy Nicholas and her staff for producing</p>	

<p>this excellent publication.</p> <p>President Leary noted, in honor of April as Community College month, Luzerne County Community College celebrates what community colleges are all about – its’ students and their achievements.</p> <p>At this time, Board Chair Brian Gill and President Leary recognized the following students for their dedication and commitment to their education, outstanding leadership skills they have demonstrated through their various committees, activities and athletic programs.</p> <p>Michelle Ortiz, 2016-2017 Student Representative to the Board Stephanie Novitski, All-Pennsylvania Academic Team, Phi Theta Kappa Chapter, Beta Iota Rho Alyssa Dombek, All-Pennsylvania Academic Team, Phi Theta Kappa Chapter, Beta Iota Rho. Stephanie Swartz, President, Phi Theta Kappa, Beta Iota Rho, and Nathaniel Dyanick, Secretary, LCCC Psi Beta National Psychology Honor Society Leader. Skylar Rae Montgomery, President, Student Government Association Floyd Fauber, Vice President, Student Government Association; Irlanda Olivares, Secretary, Student Government Association; John Marianacci, Treasurer, Student Government Association; Brian Kelly, Sophomore Class Representative, Student</p>	
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Government Association;
 Zoey Spak, Freshman Class Representative, Student Government Association;
 Trish Dixon, Part Time Student Representative, Student Government Association.
 Luanne Russin, President, Adult Learners Association;
 Bart James, Chaplain, B.A.S.I.C.;
 Rebecca Wolfe, Vice President, B.A.S.I.C.
 Amanda Moyer, Secretary, Computer Club;
 Alec Dupras, Vice President, History Club;
 Brian Kelly, Vice President, Music Club;
 Joy White, President, Nursing Forum;
 Lauren Moyer, Treasurer, Nursing Forum
 Alisha Fehr, Chair, Photo Club;
 Christian Legath, President, Science Club.
 Ann Margaret Gownley, Class President, Student American Dental Assisting Association;
 Nneka Kennedy, Class Representative, Student American Dental Assisting Association;
 Kelsey Williams, Class Representative, Student American Dental Assisting Association
 Patrick Snyder, Vice President, Student Alliance for Equality;
 Brianna Wyda, WSFX-FM Public Affairs Coordinator;
 Bryan Valez, WSFX-FM Production Producer.

Outstanding Student Athletes:
 Women's Basketball: Olivia Piestrak, Rebecca Wolfe, and Bailey Taylor.

Men's Basketball: Jahlil Ortiz

President Leary stated, for the third time in the history of the College, Luzerne County Community College has three (3) basketball players who scored over 1,000 points during their basketball career at LCCC from 2015-2017. All three of the following players achieved over 1000 points during the same week of their basketball career. At this time, President Leary and Board Chair Gill presented personalized basketballs and certificates to Lynorris Hamilton, Jaleel Parlin, and Len Radziak.

Baseball: Matt Benyo, Zackery Hinkle, Eric Kerr, Joseph Klimek, Cody Paraschak, and Michell Romanowski.

Softball: Hope Crawn, Ariana Drayton, Bridgit Obando-Wilson, Toni Prynn, and Julie Yachimovicz.

Cross Country: April Panas, Jonathan Santana, and Raphael Verdetto.

Women's Volleyball:
Hope Crawn, Briana Eipper, Rachel Henrie, Precious Medley, and Samantha Peterson.

At this time, President Leary and Board Chair Brian Gill, presented Dr. Dana Clark, Vice President of Academic Affairs, with an arrangement, and expressed their sincere appreciate to her for her years of dedicated service to the College and to the students of Luzerne County Community College.

<ul style="list-style-type: none"> ○ College Budget Presentation 	<p>Joseph Gasper, Dean of Finance, presented a brief overview of the proposed 2017-2018 Fiscal Year Budgets which include the College's Operating Budget, the Capital Budget and the three Auxiliary Budgets. Mr. Gasper noted the Board of Trustees Finance Committee reviewed the budgets at its' April 11, 2017 meeting.</p> <p>Mr. Gasper reported budget meetings were conducted with the Finance Division, the Department Head, and their respective Division Head. The Finance Division compiled the information. Department requests are based on enrollment trends and reallocation of non-contractual line items. Salaries and benefits are built from the list of current staff, employee positions and rates. Non-Discretionary budget amounts are based on experience and trends. Additional amounts for operating expenses, personnel, new initiatives and capital expenditures were compiled on a college-wide basis for review and prioritization first by the Division Head and then by the President's Leadership Team.</p> <p>The College's proposed 2017-2018 Operating Budget is \$43,791,881 and the Capital Budget is \$2,349,423 for a combined total of \$46,141,304.</p> <p>The Operating Revenues are derived from the Commonwealth of Pennsylvania, Luzerne County, Student Tuition and Fees, Seminars, Interest Income, and Other Income. The proposed budget includes level funding from the Commonwealth of Pennsylvania and Luzerne County. The tuition and</p>	
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fees are based on 116,896 billable credit hours which represents no increase to the current fiscal year projection.

Administration is proposing a per credit increase of \$2.00 to Tuition, a \$1.00 increase to the General Service Fee and a \$1.00 increase to the Technology Fee, which are included in the Proposed Budget.

Grants are Restricted Funds and are not included in the budgets.

Operating Revenue Source of Funds - Tuition, General Service Fees and the Technology Fees are calculated at the proposed 2017-2018 fiscal year rates. The proposed budget also includes adjustments to some course fees. The Administration is recommending that the Designated Fund Reserve in the amount of \$717,838 be utilized in order to minimize the proposed tuition increase.

Non-Sponsor Income is the amount for Out of County and Out of State Tuition. Other Income of \$90,000 is the transfer from the Bookstore to the current fund. Other adjustments to revenue were made in the proposed budget to reflect current conditions and projections.

CGF Operating Expenditures - starts with the Non-Discretionary Operating Expenditures.

Non-Discretionary Items - Expenditures for current salaries and fringe benefits total \$37,053,796 and

represent 84.61% of the Operating Budget. 2017-2018 fiscal year estimated amount for the Early Retirement Incentive is \$250,000. Other Non-Discretionary Line Items are the fixed or contractual expenditures. These expenses total \$3,935,534 and represent 8.99 % of the Operating Budget. The agreements with UGI Energy Services for the Gas & Water and Heat Light & Power for lower utility costs continue. Insurance costs have decreased while software leases are projected to increase.

Discretionary Line Items – the expenditures total \$2,802,551 and equate to 6.40% of the Operating Budget. Acquisitions include small equipment items with a unit cost of less than \$4,000 and are operating costs as defined by the Commonwealth. The President’s Leadership Team reviewed this category of expenses and made reductions based on an analysis of the current budget and a review of prior year history. Other line item changes were made through reallocation of other budget line items and the adjustment to Course Fees.

The proposed 2017-2018 Fiscal Year Operating Budget is \$43,791,881.

Capital Budget include Facility Leases, Equipment Purchases and Leases and Debt Service. Income for the Capital Budget is derived from the following sources: Luzerne County will contribute \$272,500, the Commonwealth of Pennsylvania will contribute \$1,168,660, Bookstore transfer of \$200,000, sale of assets \$15,000, the Foundation contribution of

\$100,000, Capital Fees of \$446,552 and the Fund Reserve of \$146,711. Capital Expenditures include Facility Leases in the amount of \$766,377, Equipment Purchases and Leases total \$632,911 and Debt Service is \$950,135.

The proposed Capital Budget totals \$2,349,423.

The final 3 budgets are the College's Auxiliary Budgets which include the Bookstore, Food Services and the Student Activities.

Bookstore budget - the proposed 2017-2018 budget is comprised of \$2,822,800 in income and Expenditures of \$2,383,981 for a total Net income of \$438,819. Part of this net income will support the revenue for college operating expenses, capital expenses and Food Service.

Food Service budget: the proposed 2017-2018 budget is comprised of anticipated Revenue of \$243,332 and Vending Commissions of \$40,733. Expenditures total \$338,611.

Student Activities Budget: The final budget to be presented this evening is the Student Activities Budget which is comprised of \$396,348 in income and Expenditures of \$396,348. The revenue for this budget comes from a portion of the general services fees collected from the students each fiscal year.

<ul style="list-style-type: none"> ○ Foundation Report 	<p>At this time Mr. Gasper extended his thanks and appreciation to Cheryl Baur, Bob Linskey, Kami Hemminger, Natalie Staron and Don Nelson for all their help, support and assistance in preparation of these budgets.</p> <p>Sandra Nicholas, Executive Director of Institutional Advancement, reported Luzerne County Community College recently hosted the Perkins Onsite Visit Team. Perkins provides financial aid loans for students. The Perkins Team report was very positive in the College’s administration of all aspects of the grant assurances, financial, narrative and risk assessment questions. Ms. Nicholas noted the Perkins staff appreciated all the courtesies extended to them by LCCC staff.</p> <p>Ms. Nicholas stated, for the Fall 2016 and Spring 2017 academic year, the Foundation awarded \$351,200 in scholarships and emergency requests assisted 427 students, which included \$35,000 in book funds. The Foundation anticipates awarding \$350,000 in Fall 2017 and Spring 2018 academic year.</p> <p>The 50th Anniversary Campus Campaign officially kicked off during the College’s In Service program recently held on March 29, 2017. Ms. Nicholas reported, to date, faculty and staff contributed \$7,500.00.</p> <p>The 50th Anniversary Golden Gala will be held Saturday, October 7, 2017, at Mohegan Sun at Pocono Downs, Plains Township. A Save the Date announcement is scheduled to go out in early May.</p>	
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<ul style="list-style-type: none"> ○ Student Representative to the Board 	<p>The annual Scholarship Donor Dinner will be replaced by a Scholarship Donors Luncheon, slated for November 6, 2017 at The Woodlands Inn and Resort, Plains, PA.</p> <p>The annual Legislative Information Session and Breakfast will be held on Friday, April 28, 2017, at the College’s Educational Conference Center. All Board members are welcome and encouraged to attend.</p> <p>The Alumni Association will once again host the 3rd Annual Alumni Gold Tournament on Monday, May 22, 2017. Anyone interested in participating in the golf tournament may do so by contact Bonnie Lauer, Director of Alumni Relations.</p> <p>No report.</p>	
<p>6. Report/Action of the Executive Committee</p> <p>6A. Ratification of RFP, Executive Search Firm, Vice President of Academic Affairs</p> <p>6B. Ratification of RFP, Hot Water System, Culinary Institute</p>	<p>6. Brian D. Gill, Board Chair, presented the following report of the Executive Committee.</p> <p>6A. Recommend Luzerne County Community College Board of Trustees ratify and reaffirm approval to award the American Association of Community College Trustees (ACCT) as the Executive Search firm, for the position of Vice President of Academic Affairs, at the following rate of \$26,000.00.</p> <p>6B. Recommend the Luzerne County Community College Board of Trustees ratify and reaffirm the award of RFP for Hot Water System for the Culinary Institute, to G. Ritsick & Sons, Inc., in the amount of</p>	<p>6A. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by Lynn M. Distasio, Vice Chair.</p> <p>Vote was all “yes”. Motion carried.</p> <p>6B. Approved. Motion made by George Brown; seconded by Michael Dubinski.</p>

	\$54,400.00. The award includes replacing two (2) large hot water heaters as well as a new plumbing design required to install a better system	Vote was all “yes”. Motion carried.
7. Report/Action of the Academic Committee	7. Joan M. Blewitt, Ph.D., Chair, Board of Trustees Academic Committee, presented the following recommendation.	
7A. Program Addition, Deletions and Modifications	7A. Recommend the Luzerne County Community College Board of Trustees approve the attached program additions, deletions and modifications, detailed in the attachment. Committee Chair Blewitt stated modifications were made to the courses in the Early Childhood Education and Paraeducator programs to closely align the programs with the National Association for the Education of Young Children standards.	7A. Approved. Motion made by Francis Curry; seconded by Lynn M. Distasio, Vice Chair. Vote was all “yes”. Motion carried.
8. Report/Action of the Finance Committee	8. Barry H. Williams, Chair, LCCC Board of Trustees Finance Committee, presented the following recommendation.	
8A. College Budgets Fiscal Year 2017-2018	8A. Recommend the Luzerne County Community College Board of Trustees approve the Luzerne County Community College Fiscal Year 2017-2018 Operating and Capital Budgets totaling \$46,141,304.00 as well as the Auxiliary Budgets (Bookstore, Food Service and Student Activities). By adopting the budget the Board of Trustees authorizes a \$2.00 tuition increase, \$1.00 general service fee increase, and a \$1.00 technology fee increase.	8A. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by George Brown. Vote was all “yes”. Motion carried.

<p>8B. Summary of Payments</p>	<p>8B. Recommend the Luzerne County Community College Board of Trustees approve the summary of payments as presented.</p>	<p>8B. Approved. Motion made by Erin K. Keating; seconded by John Bryan.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8C. Approval of Trustee Travel, ACCT Leadership Congress</p>	<p>8C. Recommend the Luzerne County Community College Board of Trustees approve the use of budgeted use of budgeted trustee travel funds not to exceed \$5500 for two (2) trustees to attend the 2017 ACCT Leadership Congress, Las Vegas, Nevada, September 25-28, 2017.</p>	<p>8C. Approved. Motion made by John Bryan; seconded by Francis Curry.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8D. RFP, Third Party Administrator</p>	<p>8D. Recommend Luzerne County Community College Board of Trustees approve the proposal to Elite Brokerage Services at the following rate of Year one (1) per member of \$6.00=\$23,040 or flat rate of \$22,200 per year; Year two (2) and Year three (3) per member of \$6.25=\$24,000 or flat rate of \$23,100 per year.</p>	<p>8D. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by Michael Dubinski.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8E. RFP, Collection Agency Service</p>	<p>8E. Recommend the Luzerne County Community College Board of Trustees approve the proposals of Eastern Revenue, Inc. and AR Resources Inc. to provide collection agency services to the College for the fiscal years ending June 30, 2018, June 30, 2019, and June 30, 2020. Primary placement fees are 20% and 18% respectfully.</p>	<p>8E. Approved. Motion made by Elaine Cook, J.D., R.N.; seconded by George Brown.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8F. RFP, Audit Services</p>	<p>8F. Recommend the Luzerne County Community College Board of Trustees approve the proposal of MaherDuessel to provide audit services to the College for the fiscal years ending June 30, 2017, June 30, 2018, and June 30, 2019. Total fees amount to</p>	<p>8F. Approved. Motion made by Elaine Cook, J.D., R.N.; seconded by John Bryan.</p> <p>Vote was all “yes”. Motion carried.</p>

	\$34,900 for year 1, \$35,300, for year 2, and \$35,600 for year 3.	
9. Report/Action of the Human Resources Committee	9. Paul Halesey, Chair, LCCC Board of Trustees Human Resources Committee, presented the following report.	
9A. Recommendation to Approve Faculty Promotions	9A. Recommend the Luzerne County Community College Board of Trustees approve, in accordance with the Faculty Association Contract, the following faculty members for promotion: <u>Professor</u> : Dr. Gary Mrozinski and Norman Honeywell; <u>Associate Professor</u> : Gina Schwartz, Rehrig, and Cindy Malkemes; <u>Assistant Professor</u> : Irena Mira, Edward Hennigan, and Dr. Steven Visiniski.	9A. Approved. Motion made by Francis Curry; seconded by Margaret Steele. Vote was all “yes”. Motion carried.
10. Report/Action of the Legislative, Economic and Public Affairs Committee	10. Lynn M. Distasio, Vice Chair, Chair of the Legislative, Economic and Public Affairs Committee, reported she, as well as Board Chair Brian Gill, Trustee Michael Dubinski and Trustee Francis Curry attended the PA Commission for Community Colleges Annual Meeting in Harrisburg on Monday, April 3, 2017. The Opening General Session speaker Chuck Underwood, Founder/Principal of The Generational Imperative, Inc. Mr. Underwood is one of a handful of people who developed and then popularized the discipline of generational study and is the host of the public television series America’s Generations with Chuck Underwood, the first multigenerational presentation in the history of national television. Two simultaneous breakout sessions topics included: <i>Career Pathways</i> which consisted of a panel comprised of Community College of Philadelphia, Montgomery County Community College, and	

Northampton Community College discussed the movement to improve services and opportunities with the goal of improving student persistence and degree completion. The second breakout session *Prior Learning/Competency Based Education*: A panel comprised of Montgomery County Community College and two guests from Lorain County Community College in Ohio discussed what a high-functioning PLA looks like, key barriers, student stories/outcomes, and an opportunity to share new angles for expanding PLA enrollment.

Committee Chair Distasio reported on Friday, April 28th, 2017, the College will host its' Annual Legislative Information Session and Breakfast in the Dining Room of the Educational Conference Center. Breakfast will begin at 7:30 a.m; with the program beginning at 8 a.m. Trustee Michael Dubinski will serve as Master of Ceremonies, remarks will be provided by Elizabeth Bolden, President and CEO of the Pennsylvania Commission for Community Colleges; and alumnus Gerard Durling, Founder of Coalcreative.com, a locally based web design and marketing company.

Committee Chair Distasio extended an invitation to the membership of the Board to attend the Legislative Information Session and Breakfast. Talking points have been prepared and will be provided to the members of the Board in an effort to assist in conversation with the legislators.

Committee Chair Distasio stated this event is an opportunity for Trustees to speak to Pennsylvania

	legislators on budget issues facing community colleges.	
	<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. Paul Halesey, Committee Chair, presented the information on appointments and leave report status that was 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. On behalf of the Board of Trustees, Board Chair Gill expressed his appreciation to Dr.Dana Clark, Provost and Vice President of Academic Affairs, for her years of dedicated service to Luzerne County Community College, and wishing Dr. Clark a very happy and healthy retirement.	4. No action required.
5.Adjournment		5. Motion made by Erin K. Keating; seconded by Joan M. Blewitt, Ph.D. Vote was all “yes”. Motion carried.