

Name: Luzerne County Community College Board of Trustees Board Meeting
Date: Tuesday, December 6, 2011
Time: 6:35 p.m.
Location: Dining Room, Educational Conference Center, Nanticoke, Pennsylvania

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
1.Swearing In Ceremony	<p>The Honorable Judge Tina Gartley thanked the Luzerne County Community College Board of Trustees for inviting her to participate in the swearing-in ceremony; noting it was a great honor we are here today. Luzerne County Community College is a great asset to our community; all of our goals are to build stronger and better adults from Luzerne county and all over who come and stay here.</p> <p>Judge Gartley stated we face great times and noted she has spoken at many places over the years of her career. Judge Gartley stated she has often quoted Yehuda Bauer, Professor of Holocaust Studies at the University of Jerusalem. Professor Yehuda Bauer said there are three additional commandments we should follow to be better citizens of the world. First, "Thou Shalt Not Be a Victim; second, "Thou Shalt Not Be A Persecutor; and third, "Thou Shalt Never But Never Be A By-Stander".</p> <p>In the days that we live, in the times that we live in, as we read the paper every day, the job that you do, protecting this institution, guiding it; her wish to you is that of Professor Yehuda Bauer, Thou Shalt never but never be a by-stander. Judge Gartley stated she has</p>	<p>The Honorable Judge Tina Gartley performed the swearing in of new trustees, Joseph A. Bauman and John Bryan.</p>

	never been a by-stander, you seek justice, you do what's right, and never but never be a by-stander.	
2.Roll Call	<p><u>Present:</u> Joseph A. Bauman; John Bryan; Elaine Cook, R.N., J.D., Vice Chair; Lynn M. Distasio, Board Secretary; Mahmoud H. Fahmy, Ph.D.; Paul A. Halsey; George F. Hayden; Mary Hinton, Ph.D.; John Kashatus; Paul M. Platukis; Joseph Rymar, Board Chair; Michael Tigue, III; Susan E. Unvarsky; Barry Williams, J.D., C.P.A., Allison Bailey, Student Representative; and Joseph Kluger, J.D., College Solicitor.</p> <p><u>Excused:</u> Agapito López, M.D.</p>	No action required.
3. Public Comments	2. No comments.	2. No action required.
4. Approval of the October 4, 2011 Board Minutes	3. No comments.	3. Approved. Motion made by Michael Tigue, III; and seconded by John Bryan. Vote was all "yes". Motion carried.
5. Approval of December 6, 2011 Board Agenda	4. Board Chair Rymar stated the Board of Trustees Executive Committee reviewed and made a recommendation to revise the Board of Trustees Travel Policy. Therefore, Board Chair Rymar has the authority to change the Board agenda, under item 7, Executive Committee Action item "Change in the Board of Trustees Travel Policy".	<p>4. Approved. Motion made by Elaine Cook, R.N., J.D.; and seconded by John Kashatus.</p> <p>Vote was all "yes". Motion carried.</p> <p>Michael Tigue, III, questioned why this policy was being recommended by the Executive Committee and not the Finance Committee, since it involves money.</p> <p>Board Chair Rymar stated it was brought to the attention of the Executive Committee by a member of the Board of Trustees and the recommendation made by the Executive Committee was to modify the policy and take it directly to the Board.</p>

		<p>Elaine Cook, R.N., J.D., stated it was discussed immediately following the Finance Committee and flowed from one committee to the other committee.</p> <p>Committee Chair Distasio confirmed the Finance Committee will present the recommendation to approve of the trustee travel and the use budgeted travel funds.</p>
<p>6. Report of Officers and Agents:</p>		
<ul style="list-style-type: none"> ○ President’s Report 	<p>President Thomas P. Leary welcomed three members of this year’s Leadership LCCC program, Class of 2012, who are here this evening as part of their program requirements to observe the LCCC governance system in action. Welcome to <u>Sandy Cumberland</u>, Information Technology Technician, Brian Mihneski, Desktop System Manager, and <u>Mark James</u>, Photographic Tech/Marketing and News Assistant. President Leary congratulated the members of the Leadership Class and assured them they will have a very rewarding experience this year.</p> <p>President Leary thanked the Health Awareness Club and Human Services Program, together with Student Life and Athletics, for working with the Northeast Regional HIV Planning Coalition, LCCC recently had the honor of bringing The AIDS Memorial Quilt to our main campus in recognition of World AIDS Day. The QUILT was displayed in the Glass-Enclosed Area of the Campus Center from December 1st through the 3rd. The QUILT is used to promote awareness and memorialize those who lost their lives to HIV. Each section or “block” of the QUILT is about 12 square feet, comprising individual panels contributed by</p>	

Continuation of President's Report...

volunteers, most of whom submit a panel in the name of a loved one who died from this dreadful disease. In conjunction with the display, the College also hosted a reflection ceremony and a personal experience presentation, and the Student Government Association hosted a production of the AIDS Theatre Project New York entitled "Between the Seams". Thank you to Heather Jones, Human Services Coordinator, for her leadership on this project.

Student Jeff Feist has been selected for the National Community College Aerospace Scholars Program, through which he will participate in interactive web-based activities and an on-site experience at NASA and will have the opportunity to work with NASA engineers, astronauts and educators. Jeff Feist is currently president of the LCCC science club and is scheduled to graduate in May 2012 with his Associates in Science.

The current exhibit at the Schulman Gallery features artwork by current LCCC faculty and invited alumni artists. Participating artists include Jenna Bauer, Sam Cramer, Diane Grant Czajkowski, Denise Evans, Jim Gavenus, Bernadette Harrison, Bill Karlotski, Michelle Leonard, Darrell McGinness, Debbie Molnar, Michael Molnar, Teri Moore, Kathy J. Moyer, Melinda Nardone, Peter Nardone, Kelly Olszyk, Len Stankunas, Bill Stritzinger, Chris Vida, and Delores Vida. The exhibit will be on display through Saturday, January 7.

The College will provide free GED training to area homeless and at-risk individuals through a project titled "Hope for the Homeless" started by Francis Curry, Director of Admissions. The College is working with several area non-profit agencies help these individuals develop the skills and knowledge necessary

<ul style="list-style-type: none"> ○ Treasurer's Report 	<p>to find employment and become self-sufficient. Other organizations involved include the Catherine McAuley House, Catholic Social Services, Domestic Violence Service Center, Ruth's Place, Luzerne Intermediate Unit 18's Homeless Children Initiative and the Salvation Army's Kirby Family House. Thank you to Francis Curry and our partners in the community for their work on this important initiative.</p> <p>At this time, Francis Curry expressed his appreciation to President Leary for his leadership, direction and compassion that attributed to the success of this program.</p> <p>The College is hosting a Festival of Trees throughout December here in the Educational Conference Center. The tree display will be available for viewing Monday through Friday, from 9 a.m. to 5 p.m., through Wednesday, December 21. Please take a few minutes after the meeting to enjoy the uniquely decorated trees.</p> <p>Joseph Gasper, Dean of Finance, presented the monthly report is for the period ending September 2011.</p> <p>The Current Fund Income of \$14,007,000 is down 8.92% and Expenses of \$7,340,000 are up 5.16% when compared to the prior fiscal year. Bookstore Income is up \$80,000 for an increase of 3.68% and the Expenses have increased \$600,000, a 44.48% increase. Food Service Income is down \$10,000 and expenses increased \$5,000. Plant Fund Income is up \$9,000 and Expenditures have increased \$115,000.</p> <p>When compared to prior year the Tuition Income is down \$289,000 or 4.34% which is due to the</p>	
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registration reduction. The increase of \$66,000 in Seminar income is attributable to the conversion to Datatel in PSTI and Continuing Education which now records the Accounts Receivable at time of registration. The 12.62% increase in General Service Fees is attributable to the \$2.00 increase. The largest decrease for this period is the Commonwealth of Pennsylvania Appropriation which is due to the loss of the Stimulus Funds, which was paid in September last fiscal year. Interest Income is down due to a reduction in the interest rate for the current fiscal year.

The Current Fund Expenditures, Fringe Benefits are up due to the increase in the Health Care Invoices for this period and the timing of the retirement payments. The salary adjustments for the current fiscal year were not made until October which accounts for the slight decrease in Salaries.

Institutional Dues are down due to the timing of the payment to the PA Commission. The insurance variance is attributable to the posting of the Journal Entry for recognition of the Pre-Paid portion this fiscal year. The Telecollege Operating cost variance is due to the timing of the payment for software licensing fees.

The Bookstore Interest Income is down due to a reduction in the interest rate, and this applies to all of the funds. The large variance in the Textbook Expense is due to the timing of the processing of invoices for payment.

Sales in Food Service are down \$10,000, and is due to the College being closed during the flood crisis and less tour lunches that were funded by grants in the prior year. Also there were a few existing vacancies in

<ul style="list-style-type: none"> ○ Middle States Update 	<p>the prior year which account for the increase of Salary expense.</p> <p>Mr. Gasper concluded expenditures for Debt Service is up due to the monthly payments for the Culinary Institute.</p> <p>Dr. Dana Clark, Provost and Vice President of Academic Affairs, noted the President and his leadership team has been reviewing progress that is made on each standard at its' bi-weekly meetings. Staff members have attended training sessions to be better informed on accreditation issues. Periodic updates on progress have been sent to all college staff and reports have been made to the Board of Trustees.</p> <p>Standard 5 – The college has created three new positions, Dean of Nursing and Health Sciences, Dean of Institutional Effectiveness and Assessment, and Dean of Enrollment Management and Student Development. The positions will fill leadership vacancies in key operational areas. A national search has been conducted on all three positions and currently all three positions are in the final round of interviews. The appointments should be announced by January 15, 2012, which would be the start of the Spring 2012 semester.</p> <p>The Dean of Institutional Effectiveness and Assessment will be responsible for ensuring that the College's assessment program and review process is meeting accreditation requirements. Providing leadership and implementing the institution's college-wide assessment program. The Dean will also assist college staff in the identification of the appropriate indicators and evaluation methods for student learning.</p>	
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The Dean of Enrollment Management and Student Development will oversee the Student Development division which includes Admissions, Registrar Office, Financial Aid, Counseling, and Student Support Services, Student Life and Athletics, Career Services and the Keys Program. The Dean will develop and implement recruitment and enrollment strategies to attract new markets.

The Dean of Nursing and Health Sciences will be responsible for the planning, implementing and assessing and using assessment data to make improvements directed at academic progress in nursing and health sciences area.

Standard 7 Institutional Assessment – A formal plan policy and procedure has been drafted to document the assessment process of the college to evaluate overall effectiveness in our mission.

The Assessment Council has been reviewing the processes used for assessment to assure compliance with the accreditation standards and identify areas of improvement and measurers to assist the staff in their assessment work. The updated college mission, goals and assessment plans have been used to measure overall assessment and effectiveness. A plan has been designed and implemented to collect and distribute data. Consultants have been brought on board to review the college's outcomes outcome assessment plan, the effectiveness and advice on improvements needed.

Standard 12 – General Education. The general education competencies have been aligned with the new institutional goals. Programs of study are being

<ul style="list-style-type: none">○ Foundation's Report	<p>updated to reflect the revised general education requirements. The General Education Committee has identified the process to better incorporate gen. ed. competencies in each program and all student course and program evaluations are being investigated as methods of assessment.</p> <p>Standard 14- Assessment of Student Learning. The Assessment Leadership Team is working with each department to add content in all courses and programs. The consultant is working with faculty to facilitate the process. Integration between student learning outcomes and general education courses has improved with identification and implementation of the linkage.</p> <p>Academic Program Audit has been linked to program learning outcomes and institutional outcomes in a multi-year strategic assessment plan by division have been developed. First draft of March 1, 2012, report due will be complete by January 30th for your review.</p> <p>Dr. Clark concluded her report by noted the Middle States Team will come for the site visit March 12 and March 13, 2012.</p> <p>Sandra Nicholas, Executive Director, Resource and Alumni Development, welcomed Trustees Joseph A. Bauman and John Bryan to the Board.</p> <p>Ms. Nicholas reported the Foundation held the 19th Annual Scholarship Donor Dinner on November 2, 2011 at The Woodlands Inn. Over 300 donors and students received their scholarships were in attendance, raising over \$27,000 for student emergency funds.</p>	
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The Title III Endowment Challenge received \$110,000 to date towards 3-year \$ 180,000 goal. We have requested a drawdown of \$55,000 from the Department of Education.

On a yearly basis the Foundation conducts the annual Campus Family Campaign. The campaign, which kicked off in October, is where we ask our employees to contribute to the College. To date the campaign has raised almost \$15,000.

The College celebrated the Fifth anniversary of the Schulman Art Gallery with a reception on October 20, 2011 and public opening on October 21, 2011. Over 100 attended with visit by Dr. Eugenio Boldrini, Vice Consul, Consulate General of Italy. The current exhibit is the LCCC Faculty and Alumni show which runs through January 7, 2012.

The Foundation received a donation from Brooke and Libby Yeager which completes their pledge to endow a fund to establish an arboretum on campus. The Yeager Arboretum will help the college maintain existing plants, plant new trees and shrubs and label some of the significant specimens. It will also create an educational experience for LCCC students as well as the community through walking trails and educational opportunities.

The annual audit of the Foundation has been successfully completed by Parente Beard for the 2010-2011 fiscal year. The audit has been submitted to the College.

The Foundation has awarded scholarships and emergency funds to 265 students for a total of \$158,000 for the fall semester

	Sandra Nicholas expressed thanks to Trustees Mahmoud Fahmy and Susan Unvarsky for donating recipes to the Alumni cookbook project.	
7. Report/Action of the Executive Committee	Board Chair Rymar presented the report of the Executive Committee.	
7A. Recommendation to approve Administrative Policies	7A. Board Chair Rymar recommended the Luzerne County Community College Board of Trustees approve the following administrative policies: Institutional Effectiveness Policy and LCCC Mission and Goals Policy.	7A. Approved. Motion made by Paul Platukis, and seconded by John Bryan. Vote was all “yes”. Motion carried.
7B. Recommendation to approved revised Trustee Travel Policy	7B. Board Chair Rymar recommended the Luzerne County Community College Board of Trustees approve the following revision to the Trustee Travel Policy: No trustee can travel to a conference within 6-months expiration of term of appointment.	7B. Approved. Motion made by Elaine Cook, R.N., J.D., Vice Chair; and seconded by George Hayden. Vote was all “yes”. Motion carried.
8. Report/Action of the Academic Committee	Joseph Ryman, Board Chair, presented the Academic Committee report.	
8A. Recommendation to approve Administrative Policies	8A. Board Chair Rymar recommended the Luzerne County Community College approve the following administrative policies: Academic Honesty Policy, Grading System Policy, Final Examination Policy, and Honorary Doctorate Award Policy.	8A. Approved. Motion made by John Kashatus; seconded by Lynn Marie Distasio. Vote was all “yes.” Motion carried.
9. Report/Action of the Finance Committee	9. Lynn Marie Distasio, Committee Chair, presented the Finance Committee report. Patricia Prociak, reported Prociak and Associates, LLC, performed two audits at the College and rendered an unqualified opinion on the financial statements. The	

	<p>auditors issued a report on compliance with federal programs and issued an unqualified opinion on the compliance of federal programs. They did some internal control comments to management which have been and are being addressed by the college.</p>	
9A. Audit Report	9A. Recommend the Luzerne County Community College Board of Trustees approve the Audit Report ending June 30, 2011, as provided by Prociak and Associates, LLC.	9A. Approved. Motion made by Michael Tigie, III; seconded by Susan Unvarsky. Vote was all "yes." Motion carried.
9B. Quote #350-Document Center-Print Shop	9B.Recommend the Luzerne County Community College of Trustees approve the award of Quote #350-for one copier to Golden Business Machines, Inc., in the amount of \$75,575.20.	9B. Approved. Motion made by Michael Tigie, III; seconded by Elaine Cook, R.N., J.D., Vice Chair; Vote was all "yes." Motion carried.
9C. Employment Retraining Opportunities Program Extension	9C.Recommend the Luzerne County Community College Board of Trustees Finance Committee approve the LCCC Employment Retraining Opportunities Program be continued for the Spring, 2012 Semester with a tuition offset for eligible individuals not to exceed a total value of \$50,000.	9C. Approved. Motion made by Michael Tigie, III; seconded by Mary Dana Hinton, Ph.D. Vote was all "yes." Motion carried.
9D. Trustee Travel, 2012 ACCT National Legislative Summit	9D. Recommend the Luzerne County Community College Board of Trustees approve the use of budgeted trustee travel funds not to exceed \$4,000 for two (2) trustees to attend the ACCT Community College National Legislative Summit, Washington, D.C., February 13-16, 2012.	9D. Approved. Motion made by Michael Tigie, III; seconded by John Kashatus. Vote was all "yes." Motion carried.
9E. Approval of Summary of Payments	9E.Recommend the Luzerne County Community College Board of Trustees approve the summary of payments.	9E. Approved. Motion made by Michael Tigie, III; seconded by Barry H. Williams, J.D., C.P.A.. Vote was all "yes". Motion carried.
9F. Acceptance of Grant	9F. Recommend the Luzerne County Community College Board of Trustees approve the acceptance of the following Grant: The PA Personnel Development	9F. Approved. Motion made by Michael Tigie, III; seconded by Susan Unvarsky. Vote was all "yes". Motion carried.

	Grant program has awarded LCCC \$10,000 to help expand and market the newly developed Special Education Paraprofessional program.	
10. Report/Action of the Human Resources Committee Items	<p>10. Paul Halsey, Committee Chair presented the following Human Resources Committee report.</p> <p>At this time, Committee Chair Halsey asked that the following correspondence be included in the Board minutes.</p> <p><i>Dear Trustees:</i> <i>On behalf of the Classified and Faculty Associations at Luzerne County Community College, we would like to take this opportunity to express our support for President Tom Leary. Under President Leary's leadership, there is an open and respectful atmosphere which serves the best interests of the College.</i></p> <p><i>Sincerely,</i> <i>Susan Walkowiak, President, Classified Association;</i> <i>Angela Gutkowski, Vice President, Classified Association;</i> <i>Brian Overman, President, Faculty Association,</i> <i>Sujanet Mason/Robert Komnath, Vice Presidents, Faculty Assoc.</i></p>	
10 A. Recommendation to approve President's Contract	10A. Recommend the Luzerne County Community College Board of Trustees approve the contract of the President.	<p>10A. Approve. Motion made by Paul Halsey, Committee Chair; and seconded by Mahmoud H. Fahmy, Ph.D.</p> <p>Michael Tigue, III, questioned the language in the contract; stating he was originally in favor of a two-year contract. However, as you read the language it is really a four-year contract. If nothing is done by June 30, 2013, it will automatically renew for an additional two years.</p> <p>Board Chair Rymar stated at any time without cause the Board has the authority to terminate the President's contract.</p>

<p>10B. Recommendation to approve Administrative policy – Children on Campus Policy</p>	<p>10B. Recommend the Luzerne County Community College Board of Trustees approve the administrative policy, Children on Campus policy.</p>	<p>At this time Board Chair Rymar requested a vote by roll call be taken.</p> <p><u>Roll Call Vote:</u> Joseph A. Bauman, yes; John Bryan, yes; Elaine Cook, R.N., J.D., Vice Chair, no; Lynn Marie Distasio, Board Secretary, yes; Mahmoud H. Fahmy, Ph.D., yes; Paul Halesey, yes; George Hayden, yes; Mary Dana Hinton, Ph.D., yes; John Kashatus, yes; Paul Platukis, yes; Michael Tigue, III, no; Susan Unvarsky, yes; Barry H. Williams, J.D., C.P.A., yes.</p> <p>Board Chair Rymar presented the following results of the roll call vote. Eleven (11) yes; two (2) no.</p> <p>Motion passed.</p> <p>Thomas P. Leary, President, stated he would like to stress his deep appreciation to the Board of Trustees for their expression of confidence and guaranteed to uphold that confidence. President Leary also thanked the faculty and staff for their dedication to the students and promised the students of Luzerne County Community College that the College will continue to provide an education that is both affordable and accessible.</p> <p>10B. Approved. Motion made by Susan E. Unvarsky; seconded by Joseph A. Bauman. Vote was all “yes”. Motion carried.</p>

	<u>INFORMATIONAL ITEMS</u>	
1.Unfinished Business of Previous Meeting	1. No report.	1.N/A
2. Informational Report of the Executive Committee.	2. Board Chair Joseph Rymar noted that an informational report by the Executive Committee was provided to the Board.	2. N/A
3. Information Report of the Human Resources Committee	<p>3. Paul Halesey, Committee Chair, presented the following report: Information on Recent Appointments Administration: Mark Carpentier, FT Assistant Director of Financial Aid, \$46,603.52/yr, November 1, 2011 Faculty: George Lutz, FT Temporary Emergency History/Social Science Instructor, \$30,739.00/yr, August 25, 2011 (Fall, 2011 Semester) Michael Senyk, FT Temporary Emergency Biology Instructor, \$30,739.00/yr, August 25, 2011 (2011-2012 Academic Year). Classified: Janet Griffith, FT Custodian, \$22,240.00/yr, October 3, 2011; Sharon Shea, FT Secretary for Public Safety Institute, \$19,201.00/yr, October 24, 2011; Stanley Sokolowski, FT Custodian, \$18,324.80/yr, October 26, 2011; Gary Swartz, FT Custodian, \$19,593.60/yr, October 26, 2011 Michelle Zaleski, FT Microbiology/Biology Lab Assistant, \$16,644.00/yr, October 26, 2011; Saadia Pietrzyk, PT Secretary, ALTA (Bilingual Spanish/English), \$9.15/hr, November 16, 2011 Security: Keith Frederick, PT Security Guard, \$12.33/hr, October 24, 2011; Anthony Waichulis, PT Security Guard, \$12.33/hr, November 9, 2011</p> <p>LEAVE REPORT STATUS- Sabbatical Leave for Faculty Francis Curry, FT Director of Admissions, Fall, 2011 Semester. Leaves of Absence - Renee Allardyce, FT Culinary Arts Technical Services Technician Separations from Employment - Randall Light, FT</p>	3. N/A

	Director Counseling and Student Support Services, November, 11, 2011; Michael Johnson, PT Fitness Center/Gymnasium Attendant, November 17, 2011; and Amy Kline, FT Coordinator Continuing Professional Education, December 2, 2011	
4. Communications	<p>Trustee John Kashatus acknowledged Sal Shandra and students and staff in the culinary department for their help, support and sponsorship of “Sharing the Tradition” a Thanksgiving Day Meal project.</p> <p>Board Chair Rymar noted that Dr. Mary Hinton would be leaving the Board and thanked her for her service. Board Chair Rymar stated that Dr. Hinton was a valuable asset to the LCCC Board.</p> <p>Trustee Fahmy also acknowledged Dr. Hinton and made the following motion: We, the Trustees of Luzerne County Community College, hereby acknowledge Dr. Mary Dana Hinton’s contributions in her capacity as a member of the Board of Trustees. Trustee Hinton upheld the Mission of Luzerne County Community College and wish her all the best. Motion was seconded by Trustee John Kashatus.</p> <p>Dr. Mary Hinton expressed her thanks for having been able to serve on the Board and noted her strong support for Luzerne County Community College.</p> <p>Board Chair Rymar wished happy holidays to all.</p>	N/A
5. Adjournment		Motion made by Mahmoud H. Fahmy, Ph.D.; seconded by John Byran. Vote was all “yes”. Motion carried.