

**Name:** Luzerne County Community College Board of Trustees Board Meeting

**Date:** Tuesday, February 17, 2015

**Time:** 6:00 P.M

**Location:** Luzerne County Community College, Dining Room, Educational Conference Center, Nanticoke PA

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
<b>Swearing-In Ceremony</b>	At this time the Honorable Judge Joseph Sklarosky performed the swearing in of Trustee Erin K. Keating.	No action required.
<b>1. Roll Call</b>	<u>Present:</u> Frank Bognet, Esq.; Francis Curry; Brian D. Gill; Paul Halesey; Erin K. Keating; Carmen F. Magistro, Secretary; John R. Serafin, Vice Chair; Margaret Steele; Susan Unvarsky; Barry H. Williams, J.D., C.P.A., Board Chair; Serena Kozokas, Student Representative and Joseph Kluger, Esq., College Solicitor.  <u>Excused:</u> Joan Blewitt, Ph.D.; John Bryan; Elaine Cook, R.N., J.D.; Paul Platukis; Joseph Van Jura, Esq.	
	Barry H. Williams, J.D., C.P.A., Board Chair, noted an Executive Session was held prior to the start of the Board meeting to discuss personnel and litigation issues.	
<b>2. Public Comment</b>	Barry H. Williams, J.D., C.P.A., Board Chair, opened the floor for public comment.	No action required.
<b>3. Approval of December 16, 2014 Board Minutes</b>	Barry H. Williams, J.D., C.P.A., Board Chair, recommended approval of the December 16, 2014 Board minutes.	Approved. Motion made by John Serafin, Vice Chair; seconded by Francis Curry.

		Vote was all “yes”. Motion carried.
<b>4. Approval of February 17, 2015 Board Agenda</b>	Barry H. Williams, J.D., C.P.A., Board Chair, recommended approval of the February 17, 2015 Board agenda.	Approved. Motion made by Susan Unvasky; seconded by Francis Curry.  Vote was all “yes”. Motion carried.
<b>5. Report of Officers and Agents</b> ○ President’s Report	<p>President Leary reported in the Dall of 2014 President Leary reported to the Board our LCCC math department engaged in a partnership with the teachers in the Wilkes Barre Area School District which encompasses Coughlin, GAR, and Myers High Schools. The purpose of this engagement was for the college to start a pilot project to provide opportunities for students in that school district to engage in a remedial math program with the intention of upgrading the competencies and skills of those students to prepare them for college level math. The cooperation of the teachers at the Wilkes Barre Area School, in consultation and cooperation with our faculty, has resulted in a very successful pilot program. President Leary was pleased to report 56 students in the Wilkes Barre Area School District have returned and are now enrolled in a college level math course. We at Luzerne County Community College are committed to expanding these partnerships to other school districts so that LCCC can play an important role in preparing and enrolling in their pursuit for higher education.</p> <p>President Leary reported there has been an initiative by Susquehanna Education Council located in the Sunbury area to establish a community college in their region. With the Luzerne County Community College Shamokin Center approximately 12 miles away, the college has been involved in conversation with that</p>	

Council, and we are scheduled to meet with the Susquehanna Education Council later this month to make them aware of the programs and services we can provide to them as a college directly to the citizens to serve the Danville and Sunbury area.

A meeting was recently held with Senator John Yudichak, Luzerne County Transportation Authority, Hazleton Transit, local business representatives and representatives from the college to discuss pursuit of grants to support the opportunity for transportation to be provided from the Greater Hazleton area directly to the community college in Nanticoke.

In early March, President Leary will be meeting with superintendents from NEI U 19 in pursuit of our initiative in Lackawanna County. At that time I will have an opportunity to discuss programs and services that would be serve the citizens of Lackawanna county.

Students enrolled in the LCCC dental program recently attended the 90th Pennsylvania Dental Hygiene Association Annual Session at the Monroeville Convention Center in Pittsburgh. The second-year dental hygiene students participated in table clinic presentations which consisted of 75 displays from several dental hygiene schools across Pennsylvania. First place was awarded to LCCC students Scott Ashford and Megan Stayer for their presentation of "Getting to the Root of Periodontal Disease." Sixth place/honorable mention was awarded to LCCC students Summer Currier and Michele Macker for their presentation of "Spread the Cheer: Volunteer!"

First place award winners Scott Ashford and Megan Stayer are eligible to represent the state of

<ul style="list-style-type: none"> <li>○ Treasurer’s Report</li> </ul>	<p>Pennsylvania at the American Dental Hygiene Association in Nashville, mid June 2015.</p> <p>At this time President Leary introduced Megan Stayer and LCCC Associate Professor of Dental Hygiene, Barbara Montante. President Leary noted Scott Ashford was unable to be here this evening due to a prior commitment.</p> <p>Megan Stayer noted as a second year student in the dental hygiene program, students are required to do a table clinic presentation that involves extensive research on current and latest advances in the dental field. Ms. Stayer stated it was an honor to represent Luzerne County Community College in Pittsburgh and she and Mr. Ashford hope to be able to travel to Tennessee to compete nationally representing Luzerne County Community College and the state of Pennsylvania.</p> <p>Associate Professor Barbara Montante stated almost every dental hygiene school in the state of Pennsylvania was represented at the 90th Pennsylvania Dental Hygiene Association Annual Session at the Monroeville Convention Center in Pittsburgh.</p> <p>On behalf of the LCCC Board of Trustees, Board Chair Barry Williams extended his congratulations to Ms. Stayer, Mr. Ashford, and Ms. Montante on a job well done.</p> <p>Joseph Gasper, Dean of Finance presented the following Treasurer’s report for the period ending December 2014. When compared to the prior fiscal year the Current income of \$25,984,000 is up .51% and expenses of \$16,535,000 are down .99%.</p>	
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Bookstore income is down \$352,000, a decrease of 17.07% and the expenses \$357,000 a 15.51% decrease. Food service Income decreased \$18,000 and the expenses decreased \$17,000. Plant fund Income is up \$131,000 and Expenditures have increased \$3,000 for the same period compared to the prior year.

When compared to prior year Tuition Income decreased \$491,000 or 3.42%. General service fees increased 11.29%, Technology fees 23.14% and course fees 7.07% due to rate increases for the current year. Continuing Education revenue is down \$144,000 and a breakdown is listed on the report by category. The Commonwealth of Pennsylvania Appropriation increased \$91,000.

Fringe Benefits increased 7.26% due to an increase in retirement and medical invoices for this period. Salaries are down due to retirements, the timing of replacements and the ACA. The change to Blackboard Software Agreement accounts for the \$36,000 increase in Telecollege operating expense. Advertising expense is down due to the timing of the payment of invoices. Electric rates and usage account for the increase in the utility expense for this period.

Textbook sales are down 16.96% and other sales 18.14% due to on-line purchasing. The textbook purchases are down based on the sales which have declined due to on-line purchasing.

Food sales have decreased \$18,000 when compared to the prior year and is due to the enrollment and delays in opening and the enrollment. The food supply expenses are down 16.28%.

<ul style="list-style-type: none"> <li>○ Foundation Report</li> <li>○ Student Representative Report</li> </ul>	<p>The Commonwealth of Pennsylvania Appropriation is up due to the additional capital payment received this fiscal year. On the expense side equipment leases are down while our debt service and other lease payments increased slightly due to the annual changes in the debt payment schedule.</p> <p>No report.</p> <p>Serena Kozokas, Student Representative to the Board, reported on student activities held during the fall semester. Ms. Kozokas noted in December the Aids Quilts was on display; the Culinary students had Gingerbread houses were on display and prepared by the Culinary Students; BASIC club members went Christmas Caroling at the VA Hospitals. Despite the school delays and cancellations, the Welcome Back Bash was held at the beginning of the semester. The LCCC Alumni/Faculty Art Exhibit is on display in the Schulman Gallery; National Go Red Day was held on February 6th to bring attention to heart disease in women. On Thursday, February 19<sup>th</sup> the Ethnic Food Festival will be held, and on March 16-20 LCCC will celebrate Spirit Week.</p>	
<p><b>6. Report/Action of the Executive Committee</b></p> <p>6A. Ratification of Engagement Letter with Alan P. Rosen, Esq.</p> <p>6B. Ratification of Pennsylvania Department of Transportation Offer to Purchase</p>	<p>Board Chair Williams presented the Executive Committee report.</p> <p>6A. Recommend the Luzerne County Community College Board of Trustees ratify and reaffirm the entering of an engagement letter with Alan P. Rosen, Esq. for legal services and authorizing appraisal of the subject property.</p> <p>6B. Recommend the Luzerne County Community College Board of Trustees ratify and reaffirm acceptance of the Pennsylvania Department of</p>	<p>6A. Approved. Motion made by Paul Halesey; seconded by Susan Unvarsy.</p> <p>Vote was all “yes”. Motion carried.</p> <p>6B. Approved. Motion made by John R. Serafin, Vice Chair; seconded by Carmen F. Magistro, Board Secretary.</p>

	Transportation offer to purchase the right-of-way claim for the local transportation improvement in the amount of \$30,000.	Vote was all “yes”. Motion carried.
<b>7. Report/Action of the Academic Committee</b>	7. In the absence of Committee Chair Paul Platukis, Trustee Margaret Steele presented the Academic Committee report.	
7A. 2016-2019 Academic Calendars	7A. Recommend the Luzerne County Community College Board of Trustees approve the 2016-2019 Academic calendars as presented.	7A. Approved. Motion made by Carmen F. Magistro, Board Secretary; seconded by Francis Curry.  Vote was all “yes”. Motion carried.
7B. Program Additions, Deletions and Modifications	7B. Recommend the Luzerne County Community College Board of Trustees approve the Program Additions, Deletions and Modifications as presented.	7B. Approved. Motion made by John R. Serafin, Vice Chair; seconded by Susan Unvasky.  Vote was all “yes”. Motion carried.
7C. Approval of Administrative Policies <ul style="list-style-type: none"> <li>○ Admissions Policy</li> <li>○ Course Scheduling Preference for Veterans And Active Duty Students and Students Receiving GI Bill Educational Benefits Policy</li> </ul>	7C. Recommend the Luzerne County Community College Board of Trustees approve the following administrative policies: <u>Admissions Policy</u> ; and <u>Course Scheduling Preference for Veterans and Active Duty Students and Students Receiving GI Bill Educational Benefits Policy</u> .	7C. Approved. Motion made by Francis Curry; seconded by Susan Unvasky.  Vote was all “yes”. Motion carried.
<b>8. Report/Action of the Finance Committee</b>	8. Carmen F. Magistro, Committee Chair, presented the following Finance Committee report.	
8A. Summary of Payments	8A. Recommend the Luzerne County Community College Board of Trustees approve the summary of payments as presented.	8A. Approved. Motion made by John R. Serafin, Vice Chair; seconded by Paul Halsey.  Vote was all “yes”. Motion carried.

<p>8B. Administrative Policy: -Hotel and Restaurant Inventory Policy</p>	<p>8B. Recommend the Luzerne County Community College Board of Trustees accept and adopt the administration proposal of a policy revision for the use of the Hotel and Restaurant management department resources that they may not be used for any other purpose other than classroom learning activities special activities as approved by the Department Chairperson as outlined in the policy.</p>	<p>8B. Approved. Motion made by Francis Curry; seconded by Margaret Steele.</p> <p>Vote was all “yes”. Motion carried</p>
<p>8C. RFP, Professional Architectural and Engineering Services for Miscellaneous Projects on an As-Needed Basis</p>	<p>8C. Recommend that Luzerne County Community College Board of Trustees approve the proposal to A+E Group, JV based on the evaluation criteria and fee schedule that was presented in their proposal. The term of the contract is to commence upon award and continue through June 30, 2018 with an option, upon satisfactory performance and mutual agreement, to renew for a period of two (2) additional years to June 30, 2020.</p>	<p>8C. Approved. Motion made by Susan Unvasky; seconded by John R. Serafin, Vice Chair.</p> <p>Vote was nine (9) “yes”; and one (1) abstention by Carmen F. Magistro, Board Secretary.</p> <p>Motion carried.</p>
<p>8D. RFP, Energy Performance Contract</p>	<p>8D. Recommend the Luzerne County Community College Board of Trustees approve to proceed with the engagement of Ameresco based on evaluation criteria and the draft financial analysis that was presented in the proposal.</p>	<p>8D. Approved. Motion made by Francis Curry; seconded by John R. Serafin, Vice Chair.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8E. RFP, Architect for Facilities Master Plan</p>	<p>8E. Recommend Luzerne County Community College Board of Trustees approve the proposal to MKSD Architects in the amount of \$116,000 plus \$2,500 (reimbursable expenses) for a total fee of \$118,500.00.</p>	<p>8E. Approved. Motion made by Paul Halesey; seconded by Susan Unvasky.</p> <p>Vote was all “yes”. Motion carried</p>
<p>8F. Lab Fees for Nanotechnology Courses</p>	<p>8F. Recommend Luzerne County Community College Board of Trustees approve instituting lab fees in the amount of \$420 for each of the Nanotechnology Program courses.</p>	<p>8F. Approved. Motion made by John R. Serafin, Vice Chair; seconded by Susan Unvasky.</p> <p>Vote was all “yes”. Motion carried</p>



<p>8G. Board Resolution for Pennsylvania Department of Education Capital Applications</p>	<p>8G. Recommend Luzerne County Community College Board of Trustees approve the capital application(s) and authorize the matching funds (if approved for funding by the Pennsylvania Department of Education) for the approved Capital projects submitted in the April 2015 Capital Application with the estimated costs:</p> <ul style="list-style-type: none"> <li>• Deferred Maintenance Projects (roofs, paving, renovation, HVAC, etc.) -\$2,971,274</li> <li>• Capital Equipment (as requested in the budget process) -\$725,000</li> <li>• New Equipment Leases (copiers, technology replacement plans) -\$804,627</li> <li>• Increasing to existing Equipment Leases (copier, ryder trucks) -\$17,308</li> <li>• Increase to existing Facility Leases (Wilkes-Barre, Hazleton) -\$109,630</li> </ul> <p>Final Board of Trustees approval of the project(s) will be submitted with exact funding amounts when approved by the Pennsylvania Department of Education.</p>	<p>8G. Approved. Motion made by John R. Serafin, Vice Chair; seconded by Margaret Steele.</p> <p>Vote was all “yes”. Motion carried</p>
<p><b>9. Report/Action of the Human Resources Committee</b></p> <p>9A. Approval of Administrative Policies</p> <ul style="list-style-type: none"> <li>○ Portable Heating Devices Policy</li> <li>○ Protective Restraining Orders Policy</li> </ul>	<p>9. Paul Halesey, Committee Chair, presented the Following Human Resources Committee report.</p> <p>9A. Recommend the Luzerne County Community College Board of Trustees approve the following administrative policies: <u>Portable Heating Devices Policy</u>, and <u>Protective Restraining Orders Policy</u>.</p>	<p>9A. Approved. Motion made by Francis Curry; seconded by Joseph Van Jura, Esq.</p> <p>Vote was all “yes.” Motion carried.</p>
<b><u>Informational Items</u></b>		
<p><b>1.Unfinished Business of Previous Meeting</b></p>	<p>No report.</p>	<p>No action required.</p>

<b>2. Informational Report of the Executive Committee</b>	Board Chair Williams stated there are no informational items to present.	No action required.
<b>3. Informational Report of the Human Resources Committee</b>	Committee Chair Paul Halesy stated the Information on recent appointments and leave report status are located at the end of the Board agenda.	No action required.
<b>4. Communications</b>	<p>Board Chair Williams reported the LCCC Board of Trustees will conduct their annual Retreat on Monday, April 20, 2015, at 1:00 p.m. in the Dining Room of the Educational Conference Center.</p> <p>The Board of Trustees Board Meeting, originally scheduled for Tuesday, April 21, 2015, has been rescheduled and will take place on Monday, April 20, 2015, at 6:00 p.m. in the Dining Room of the Educational Conference Center.</p>	No action required.
<b>5. Adjournment</b>		<p>Motion made by Carmen F. Magistro, Board Secretary; seconded by Francis Curry.</p> <p>Vote was all “yes”. Motion carried.</p>