

**Name:** Luzerne County Community College Board of Trustees Board Meeting  
**Date:** Tuesday, February 25, 2020  
**Time:** 6:00 PM  
**Location:** Luzerne County Community College, Campus Center, Nanticoke PA

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
<b>Pledge of Allegiance</b>		Meeting opened with the Pledge of Allegiance.
<b>Oath of Office Ceremony</b>	The Honorable Judge Michael T. Vough administered the oath of office to newly appointed trustees: August J. Piazza; Daniel C. Rodgers; and Anthony Seiwell.	No action required.
<b>1. Roll Call</b>	<b>Present:</b> Joan M. Blewitt, Ph.D.; Lynn M. Distasio, Board Chair; Holly A. Evanoski; Bernard W. Graham, Ph.D., Secretary; Paul Halesey; Erin K. Keating, ED.D.; Joseph Lettiere; Catherine R. O'Donnell, Esq.; August J. Piazza; Daniel C. Rodgers; Anthony Seiwell; David James Usavage; Brian Stahl, Esq., College Solicitor. <b>Excused:</b> George Brown, James Dennis, Susan E. Unvasky, Vice Chair	
	Lynn M. Distasio, Board Chair, reported an Executive Session was held prior to the start of the Board meeting to discuss personnel and litigation issues.	
<b>2. Approval of December 17, 2019, Board Minutes</b>	2. Lynn M. Distasio, Board Chair, recommended approval of the December 17, 2019, Board minutes.	2. Approved. Motion made by David James Usavage; seconded by Erin K. Keating, Ed.D.  Vote was all "yes". Motion carried.
<b>3. Approval of February 25, 2020 Board Agenda</b>	3. Recommendation to approve the Board agenda as presented.	3. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by Holly A. Evanoski.  Vote was all "yes". Motion carried.

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<b>4. Report of Officers and Agents</b>		
<b>President's Report</b>	<p>Thomas P. Leary, President, Luzerne County Community College, reported Thursday, February 20, 2020, State Representative Eddie Pashinski hosted a House Democratic Policy Committee public hearing on his Delayed Payment Plan legislation (H.B. 2287) at Luzerne County Community College. The President was joined by LCCC student Endy Santos, and Elizabeth Bolden, president and CEO of the Pennsylvania Commission for Community Colleges, had the opportunity to participate in the panel to discussion which focused on issues of community college affordability, student debt, and the current and projected future skills gap in Pennsylvania.</p> <p>On February 13, WNEP-Channel 16 reporter, Ryan Leckey, broadcast live at LCCC's Public Safety Training Institute (PSTI) to promote the Luzerne County Bar Association's Wills for Heroes program that was held at the PSTI on Saturday, February 22, 2020. President Leary attended the program and welcomed Trustee, Atty. Cathy O'Donnell, President of the Luzerne County Bar Association, to addressed about the value of the Wills for Heroes program.</p> <p>Trustee O'Donnell stated the Wills for Heroes program assisted with 50 estate plans for first responders and veterans. Trustee O'Donnell explained the Wills for Heroes program originated shortly after September 11<sup>th</sup> attack. Many of those first responders who responded to 9/11 did not have estate plans and unfortunately, what happened to their property was determined by the state of New York. As a result, the Wills for Heroes program evolved.</p> <p>Trustee O'Donnell expressed her appreciation to President Leary, Becky Brominski, and all the staff at Luzerne County Community College Public Safety Training Institute.</p>	4. No action required.

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<p><b>President’s Report (continued)</b></p> <p>○ <b>Communication Arts Department Update</b></p>	<p>Participating in the panel discussion include Trustees LCCC Trustee <u>Dr. Joan Blewitt</u>, Associate Professor of Business and Management, King’s College, McGowan School of Business; Board Chair <u>Lynn Distasio</u> LPT, Chief Operating Officer &amp; Clinical Director Pro Rehabilitation; Trustee <u>Atty. Catherine R. O’Donnell</u> of O’Donnell Law Offices and President of the Wilkes-Barre Law and Library Association; <u>Rosana Reyes</u>, Vice President of Enrollment and Student Affairs, LCCC; <u>Margaret Steele</u>, Chief Development Officer, Advancement, Wilkes University, and Vice Chair of the LCCC Board of Trustees, <u>Susan E. Unvasky</u>, Vice President of U.S. Customer Service Operations at Prudential.</p> <p>On Saturday, March 28<sup>th</sup>, the Wilkes-Barre Law and Library Association and the Office of District Attorney Stefanie Salavantis in partnership with North Penn Legal Services will conduct a Free Criminal Record Expungement Clinic in Founders Hall. Trustee O’Donnell reported a general public session will be held on March 28<sup>th</sup> beginning at 9 a.m. In 2018, the Expungement Law of the Commonwealth of Pennsylvania was greatly expanded. As a result, it enables many people to have their records expunged or sealed allowing them to get first jobs or promotions that they were not able to have previously.</p> <p>Thomas McHugh, Department Chair for Communication Arts, presented an overview of Communication Arts which came about with the merging of the commercial arts and journalism departments.</p> <p>Department Chair McHugh explained, approximately five years ago, with the changing industry, they understood the skill sets that are necessary for our students to be successful lie within all of the programs.</p>	

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	<p>We took a look as to what media was doing today. As an example, with journalism, not only do you need to be a journalist you need to know how to shoot, edit video and upload to the web. The College developed a new curriculum that would allow the college to merge a variety of courses that would provide our students with a strong background in this field.</p> <p>Commercial Arts Department consists of six (6) majors: Audio/Video Communications, Advertising/Graphic Design; Computer Graphis/New Media (Virtual, Augmented Reality); Music Recording Technology; Painting Illustration; and Photography.</p> <p>The course offerings total 59 course, 188 credit hours. There are 9 core department courses that each one of our students must take in order to be successful. The department has expanded with other departments incorporating computer information systems and business courses into its curriculum. Working with the computer information systems and business departments to be able to develop new programs and new certificate programs.</p> <p>Department Chair McHugh stated what we have going for us at Luzerne County Community College our faculty are all professionals, they are in the industry, they are working in the industry and they are also teaching at LCCC, whether teaching full time or part time. They know what is necessary to be successful in their respective fields.</p> <p>LCCC has great technology and wonderful facilities. Communication Arts ha two high definition television studio, one in the Advanced Technology Center and a high definition studio in the Culinary Center were our students produce a cooking show that airs on Fox 56.</p>	<p>Board members publicly thanked Mr. Evans for his service to our country.</p>

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	<p>There are three radio studios, including a full time radio station and a recording studio that allow our students to do multi-track recordings. In addition, there are six MAC labs, and three editing/video suites that are students can utilize. Our full time radio station, WSFX which is on 24/7. The radio station is run and programmed by our students. WSFX is one of the top stations in the country and named, and two years ago was named the Number 1 most listened to radio station. The CUBE Television Station is the television station located on Comcast Channel 9. This student media outlet allows our students to produce and air on this station and promote the College. Our students are being trained on new and emerging technologies that employers want our students to have.</p> <p>Department Chair McHugh noted, most recently to provide our students with an opportunity to be involved in all aspects of employment, our students worked with Tech-Bridge in Lackawanna County. They produced an Entrepreneur Institute Conference last November and aour students to participated in the taping of programs, that our students were involved in. They taped programs, made presentations, and our faculty were invited to present on augmented reality that we are currently providing at LCCC.</p> <p>Department Chair McHugh stated our students are getting employed and have students working in local radio at WKRZ/FROGGY 101 and television stations such as WNEP,</p> <p>Eyewitness News. Two of our sophomores were hired by two of our local television stations, one at WNEP and a videographer and one as an editor for Channel 28. We have graduates working at CNN, MSNBC, syndicated series, Wendy Williams, Martha Stewart; tech companies, etc.</p>	

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<ul style="list-style-type: none"> <li>○ <b>Student Government Association Update</b></li> </ul>	<p>To address recruitment, our faculty have done speaking engagements we visit high schools and invite high schools to come here, we have summer campus and creative boot camps to look at our facilities. Through Career Readiness Program, we work with our General Education students to see that there are benefits to picking a major and see where that will take you. Most proudly, most of the ideas as to how we should promote our programs come directly from the students themselves in order to reach various demographics. Our students came up with a slogan "<i>Come see for yourself</i>" which we have been using, the one great thing we need to be able to do is to have potential students come onto campus, see the place, the environment, meet the faculty.</p> <p>Ryan Evans, Freshman Student Government Association representative, reported two students attended a Latin Needs Conference in Jersey City, New Jersey, with Andrea Pabon and will be presenting on the conference on March 11<sup>th</sup>. On March 4<sup>th</sup>, five students will be attending the Young Professional Conference, sponsored by the Wilkes-Barre Chamber of Commerce. Two students have been nominated for the PA-Academic Team. This award will pay the tuition for the students to transfer to a state college or university of their choosing to complete their bachelor's degree. We have one male and one female cross-country athlete joining the National Junior College Athletes Association Cross Country Academic Team. Mr. Evans stated that the College has some incredible students at Luzerne County Community College.</p> <p>LCCC students will be participating in the annual St. Patrick's Day parade. Finals Fest will be held on April 30, followed by a Stress -Free Week from May 4-8, to help student decompress before the end of the semester.</p>	

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<ul style="list-style-type: none"> <li>○ <b>Treasurer's Report</b></li> </ul>	<p>SGA will be participating with the League for Women's Voters for a Voter Registration drive.</p> <p>Mr. Evans, announced the re-establishment of Veterans Club on campus. One of the Veteran's Club goals is to assist those individuals coming out of the military and readjusting into society. We want LCCC's Veteran's Club to be one of the most veteran friendly clubs in the country. It is small group and we want to give back to our community. Mr. Evans noted one of the first projects the club is planning is a powerlifting competition tentatively scheduled for May 2. Proceeds will benefit the Hope for the Warriors Service Organization.</p> <p>Trustee August J. Piazza extended his thanks and appreciation for Mr. Evans service to the United States of America.</p> <p>Mr. Evans reported he made the decision to join the United States Navy when he was 21; noting that the Navy changed his life. When he completed his military service, he came to LCCC, which afforded him every opportunity to succeed. Mr. Evans is a journalism student, plans to complete his degree and continue his education at a four-year institution.</p> <p>Board Chair Distasio thanked Mr. Evans for his service to our country and extended an invitation to attend a future Board meeting.</p> <p>Cheryl Baur, Vice President of Finance, reviewed the Treasurer's Report through December 2019.</p> <p>As of December 2019, Tuition Revenue was under budget by \$400,000; however, through January we have booked \$1.6 million of tuition revenue generated through spring and summer registrations. Our daily enrollment report indicates our</p>	

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<ul style="list-style-type: none"><li data-bbox="142 230 449 293">○ <b>Treasurer’s Report</b> <i>(continued)</i></li>          <li data-bbox="142 740 449 771">○ <b>Foundation Report</b></li></ul>	<p data-bbox="632 230 1440 703">enrollment decline is not anywhere near what was projected last Spring 2019 when we created the budget. Continuing Education Seminars are running above budget, from the additional revenues from PSTI in the amount of \$134,000. General Service Fees and Course fees running not as well due to early college registrations that do not include the additional fees. Fringe Benefits are running above budget due to high claims; our Salaries are currently running \$30,000 under budget. Trustee Dr. Erin Keating, questioned whether Stop Loss comes in on the high claims. Kim Hogan, Director of Human Resources, stated that could be the case. Vice President Baur stated an updated report will be presented at the Board’s next meeting in April. Under Expenditures the College is running underbudget for the six-month period.</p> <p data-bbox="632 740 1440 1382">Rebecca Brominski, Executive Director of Institutional Advancement, welcomed the new members of the Board of Trustees. On behalf of the Foundation, they look forward to working together and providing the best opportunity for our students to succeed and achieve their academic and career goals. This past January the Foundation kicked off their new fundraising initiative, Ignite the Future 202. We started with a campus campaign and a new opportunity for faculty and staff to support students with financial need. To date we have secured gifts totally over \$7,000 to support our overall campus campaign and over \$2,000 is for the LCCC Family Scholarship. The Ignite the Future Campaign will have many opportunities for all members of our campus family to our students. The Foundation received several endowed scholarships commitments including UGI Utilities, the Kenneth John Musto and Catherine O’Hare Musto Endowed Scholarship and a multi-year gift valued at \$40,000 for full tuition, books and fees from True Value. In addition, Motor World Toyota continues to support their scholarship with a recent gift of \$15,000.</p>	



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	<p>The LCCC Board of Trustees are invited to attend the breakfast to the Foundation Board Retreat, scheduled for March 27<sup>th</sup> at the Mary Stegmaire Mansion in Wilkes Barre.</p> <p>The Foundation Board has elected new Foundation Board Officers. The Annual Legislative Breakfast will be held April 24, 2020; and the annual Scholarship Dinner will be held on October 21.</p> <p>The College has seen an increased amount of hunger issues and food insecurities on campus. We realize we need to help our evening students in addition to our day students. The Foundation has created a “Heat and Eat” area located on the 2<sup>nd</sup> Floor of the Campus Center which feature food items available Monday through Friday beginning at 4:30 p.m. The Foundation is reviewing a request to set up food items at multiple locations on campus. The Peter J. Lello Food Bank seeing more than 400 requests for food each semester.</p>	
<b>5. Report of the Executive Committee</b>	Lynn Distasio, Board Chair, presented the following Executive Committee report.	
5A. Board Resolution – Pennsylvania Department of Education Capital Application	<p>5A. Recommend Luzerne County Community College (“LCCC”) Board of Trustees approve the capital projects to be submitted in March 2020 via the Pennsylvania Department of Education (“PDE”) capital application process.</p> <p>Additionally, LCCC Board of Trustees approve the authorization of matching funds for any capital project submitted via the PDE capital application process and approved for funding by PDE for Fiscal Year 2020-2021.</p> <p>The capital projects approved to be submitted to PDE in the March 2020 capital application process and the estimated costs are:</p>	<p>5A. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by Bernard W. Graham, Ph.D., Secretary.</p> <p>Vote was all “yes”. Motion carried.</p>

5B. Ratification of Summary of Payments	<ul style="list-style-type: none"> <li>• Upgrade Campus Restrooms (Buildings 4, 5, 8 and 12) - \$240,000;</li> <li>• Main Parking Lot Paving - \$1,200,000</li> </ul> <p>Final Board of Trustee approval of the project(s) will be submitted with exact funding amounts when approved for funding by PDE.</p> <p>5B. Luzerne County Community College Board of Trustees recommends the ratification of the summary of payments report.</p>	<p>5B. Approved. Motion made by David James Usavage; seconded by Holly A. Evanski.</p> <p>Vote was all “yes”. Motion carried.</p>
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<b>6. Report of the Academic Committee</b>	6. Bernard W. Graham, Ph.D., Chair, LCCC Academic Committee presented the following report.	
6A. Program Additions, Deletions and Modifications	<p>6A. Recommend the Luzerne County Community College Board of Trustees approve the Program Additions, Deletions, and Modifications report.</p> <p><b>Additions:</b> <b>Applied Behavior Analysis (D.ABA)</b> program and <b>Computer Numerical Control (D.CNC)</b> program – designed as a short-term educational opportunity for immediate entry into workforce to address a community and industry need.</p> <p><b>Modifications:</b> The <b>Business Management (A.A.S. BUM)</b> program and <b>Business Management (CS.BMT)</b> program - modified to align programs to current industry standards by changing required courses.</p>	<p>6A. Approved. Motion made by Erin K. Keating, Ed.D.; seconded by Joseph Lettiere.</p> <p>Vote was all “yes”. Motion carried.</p>
6B. Approval of Administrative Policy - Academic Use of Copyright Policy	6B. Recommend the Luzerne County Community College administrative policy, Academic Use of Copyright Policy.	<p>6B. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by Paul Halesey.</p> <p>Vote was all “yes”. Motion carried.</p>

<b>7. Report of the Finance Committee</b>	7. No report.	
<b>8. Report of the Human Resources Committee</b>	8. No report	
<b>9. Report of the Legislative, Economic and Public Affairs Committee</b>	9.. No report.	
<b>10.Public Comment</b>	10. Board Chair Distasio opened the floor to public comments.	10. No comments.
<b><u>Informational Items</u></b>		
1.Unfinished Business-Previous Meeting	1.N/A	1. No action required.
2.Informational-Executive Committee	2. N/A	2. No action required.
3.Informational- Human Resources Committee	3. Information on appointments and leave reports are included with the Board agenda.	3. No action required.
4. Communications	<p>4. Lynn M. Distasio, Board Chair noted all communications were included in the Board meeting packets. At this time Board Chair Distasio recognized the following three individuals who completed their term of appointment in December 2019: Brian Gill, Margaret Steele and Dr. Barry Williams.</p> <p>Brian Gill was appointed to the Board in 2014 and completed his five-year term in December of 2019. Mr. Gill served as a member of the Board’s Academic Committee, Human Resources Committee, Legislative Affairs Committee, Chair of the Board’s Executive Committee, and Board Chair from 2017 through 2019, serving as the well as Foundation Board representative.</p>	4. No action required.

<b>INFORMATIONAL ITEMS CONTINUED</b>		
<p>4. <i>Continued</i></p>	<p>Margaret Steele was appointed to the Board in 2014, completing her five-year term December 2019. Mrs. Steele served on the Board's Academic Committee, Finance Committee, Legislative Committee, and Board's representative of the Construction Committee.</p> <p>Dr. Barry Williams was appointed to the Board in 2011, completing his six-year term December of 2017. Dr. Williams was later reappointed in August 2018 to complete the term of a trustee.</p> <p>During his terms of appointment Dr. Williams served as Finance Committee Chair, Vice Chair of the Board of Trustees, Board Chair from 2013 - 2015, and Chair of the Board's Executive Committee. In September of 2019, Dr. Williams was appointed Chair of the Finance Committee and served as a member of the Board's Executive Committee.</p> <p>On behalf of the LCCC Board of Trustees, we thank Mr. Gill, Mrs. Steele and Dr. Williams for their years of dedicated service to Luzerne County Community College.</p> <p>At this time, on behalf of the Board of Trustees, Board Chair Distasio welcomed newly appointed Trustees Anthony Siewell, August Piazza, and Daniel Rodgers. This evening we had an amazing presentations this evening.</p>	
<p>5. Adjournment</p>	<p>5. Board Chair Distasio asked for a motion to adjourn.</p>	<p>5. Motion made Catherine R. O'Donnell, Esq. seconded by Bernard Graham, Ph.D., Secretary.</p> <p>Vote was all "yes". Motion carried.</p>