

Name: Luzerne County Community College Board of Trustees Board Meeting

Date: Tuesday, October 24, 2017

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 |
|---|---|---|
| <p>1. Roll Call</p> | <p><u>Present:</u> Joan M. Blewitt, Ph.D.; George Brown; John J. Bryan; Francis P. Curry; Lynn M. Distasio, Vice Chair; Michael J. Dubinski; Brian D. Gill, Board Chair; Paul Halesey; via conference call; Margaret Steele; and Brian Stahl, Esq., College Solicitor.</p> <p><u>Excused:</u> Elaine Cook, R.N., J.D.; Erin K. Keating; Sheila L. Saidman, Esq.; Susan E. Unvarsky, Secretary; David James Usavage; and Barry H. Williams, J.D., C.P.A.</p> | |
| | <p>Brian D. Gill, Board Chair, reported an Executive Session of the Board of Trustees was held prior to the start of the Board meeting to discuss personnel and litigation issues.</p> | |
| <p>2. Public Comment</p> | <p>Brian D. Gill, Board Chair, opened the floor for public comment.</p> | <p>No action required.</p> |
| <p>3. Approval of August 29, 2017, Board Minutes</p> | <p>Brian D. Gill, Board Chair, recommended approval of the August 29, 2017, Board minutes.</p> | <p>Approved. Motion made by John Bryan; seconded by Michael J. Dubinski.</p> <p>Vote was all "yes". Motion carried.</p> |

| AGENDA ITEM | NOTES | ACTION TAKEN/FOLLOW UP ACTION NEEDED |
|---|--|--|
| <p>4.Approval of October 24, 2017 Board Agenda</p> | <p>Brian D. Gill, Board Chair, recommended the Luzerne County Community College Board of Trustees approve the October 24, 2017 Board agenda.</p> | <p>Approved. Motion made by Joan M. Blewitt, Ph.D.; 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 reported the College’s celebrated its 50th Anniversary week with the opening of the Time Capsule on October 3rd, Wilkes Barre Center Food Bank ribbon cutting ceremony on October 4th, and ribbon cutting ceremony for the Fitness Walking Trail was held on October 5th. The week’s festivities concluded with the 50th Anniversary Gala which you will hear more about during Sandy Nicholas’ remarks this evening.</p> <p>The College held its Professional Development Day program on Wednesday, October 18th. Heather Jones, Coordinator of Human Services, served as emcee. The focus of the professional development day program was on the opioid epidemic signs and symptoms of drug use which concluded with a panel discussion. Participants in the panel discussion included: Michael Donahue, Executive Director of Wyoming County Human Services; William Stauffer, Executive Director of Pennsylvania Recovery Organization Alliance, John Fabieski, Student; Bill Barrett, Director of Campus Security & Safety; Andrea Pabon, LCSW; and Heather Jones, M.S..</p> | |

| AGENDA ITEM | NOTES | ACTION TAKEN/FOLLOW UP ACTION NEEDED |
|---|--|---|
| <ul style="list-style-type: none"> ○ President's Report (<u>continued</u>) | <p>During the program's afternoon session, in an effort to ensure a safe learning and working environment, an active shooter presentation and discussion was provided to college administration, staff and faculty.</p> <p>On Thursday, October 26 at 11 a.m., the President extended an invitation to the Board to join him as Luzerne County Community College will join with local M&T Bank representatives and Pennsylvania state leaders to break ground on the upcoming Luzerne County Community College M&T Bank Educational Center. The property, formerly an M&T Bank branch, was donated by the bank's Northern Pennsylvania region, and will offer classroom and study space for Luzerne County Community College students.</p> <p>President Leary reported he has accepted the invitation to serve as the Keynote Speaker at the Pittston Chamber of Commerce Autumn Breakfast scheduled for 7:30 a.m. on Friday, November 3, 2017 at St. Anthony's Parish in Exeter. If any member of the Board would like to attend this event, please let Paula Labenski know so that she can affirm your attendance. On Friday, November 3, at the Wilkes-Barre Chapter NAACP's Annual Freedom Fund Banquet, will present a proclamation to Luzerne County Community on its 50th Anniversary and its contribution over the years towards NAACP initiatives. The College is very proud to have the only chapter of NAACP on its' College campus.</p> | |

| AGENDA ITEM | NOTES | ACTION TAKEN/FOLLOW UP ACTION NEEDED |
|--|--|---|
| <ul style="list-style-type: none"> ○ Treasurer's Report | <p>Joseph Gasper, Dean of Finance, presented the following Treasurer's Report.</p> <p>When compared to the prior fiscal year the Current Fund Income of \$15,347,000 is down 1.56% and Expenses of \$4,043,000 increased 35.58%. Bookstore Income decreased \$78,000 and Expenses decreased \$31,000. Food Service Income decreased \$4,000 and expenses decreased \$8,000. The Plant Fund Income increased \$4,000 and Expenditures decreased \$425,000 when compared to the prior year.</p> <p>Tuition Income decreased \$300,000 and the Price and Volume variance is listed on your report. General Service Fees and Technology Fees are down slightly from the prior year. The increase in Course Fees \$71,000 is attributable to the adjustment made for the current fiscal year. The first scheduled payment of the Commonwealth of Pennsylvania Appropriation was received and the transfer of Out of County and Out of State tuition from the Tuition Account to Non-Sponsor Income is made at the end of September.</p> <p>Current Fund Expenditures – Last year's Health Care invoices were not received/posted until September 2017 due to the Highmark Conversion which accounts for most of the \$837,000 increase in Fringe Benefits along with increases to Retirement Expense. Salary Expense has increased \$230,000. Institutional Dues increased due to the timing of payments. The closing costs related to the GESA</p> | |

| AGENDA ITEM | NOTES | ACTION TAKEN/FOLLOW UP ACTION NEEDED |
|---|---|---|
| <ul style="list-style-type: none"> <li data-bbox="142 217 590 250">○ Treasurer’s Report (continued) <li data-bbox="142 1110 436 1143">○ Foundation Report | <p data-bbox="726 217 1425 250">Project account for the increase in Legal Fee Expense.</p> <p data-bbox="726 297 1425 483">Bookstore Report: Textbook Sales and Other Sales in total are down \$78,000 from the prior year. When compared to prior year Salary Expense has decreased \$8,000 and Other Purchases increased \$31,000 and Textbook Expense decreased \$55,000.</p> <p data-bbox="726 531 1425 717">Food Service Report: Food Sales have increased \$1,000. Vending Income is down \$5,000 due to the fact that the Pepsi Commission check has been delayed. Total Food Service Expense in total decreased 4.76%.</p> <p data-bbox="726 764 1425 1065">Plant Fund: The Commonwealth of Pennsylvania Appropriation is up \$12,000 related to the additional lease reimbursement that was approved for the current fiscal year. The Equipment Purchase Expense variance is related to the one-time Capital Projects approved by PDE last fiscal year. The Scranton Lease accounts for the increase in expense line item for “Other Leases”.</p> <p data-bbox="726 1112 1425 1411">Sandra Nicholas, Executive Director, Institutional Advancement/Foundation, stated it has been an amazing year celebrating our 50th Anniversary. We started in January 2017 with kick-off of 50 Acts of Kindness initiated by the Student Government Association which has been carried through this entire year. Culminated with our anniversary week of events. Ms. Nicholas extended her thanks and</p> | |

| AGENDA ITEM | NOTES | ACTION TAKEN/FOLLOW UP ACTION NEEDED |
|-------------|--|---|
| | <p>appreciation to President Leary who attending each event held both on and off campus.</p> <p>Ms. Nicholas expressed her sincerest appreciation to everyone who attended or supported the Gala. More than 431 individuals attended this event. Those individuals who attended the Gala but did not really know the College were amazed of everything the College accomplished in our 50 years. They were there to show their support us and this event made them feel good investing in the Gala and in LCCC. For those of us who work at LCCC, including our Alumni, are very proud to be affiliated and proud to have graduated from Luzerne County Community College.</p> <p>Ms. Nicholas expressed her appreciation and thanks to Mr. Patrick J. Solano, Honorary Chair of the Gala; donors, Board of Trustees, Foundation and Alumni Boards.</p> <p>At this time, Ms. Nicholas acknowledged the following staff members for their work on the 50th Anniversary events and Gala. Bob Bogdon, Director of Marketing, who creating the video and taking pictures throughout the evening; Lisa Nelson, Director of College Relations, for the incredible publicity the College received being featured on the front and third pages of the newspapers, on primetime television – this was all attributed to the work of Lisa Nelson. Thanks was extended to Kathy Goeringer is the Director of Printing and Publications</p> | |

| AGENDA ITEM | NOTES | ACTION TAKEN/FOLLOW UP ACTION NEEDED |
|-------------|--|---|
| | <p>from the invitations you received to the program that evening, that was all of Kathy's work. Joanne Yuhas, Institutional Advancement Assistant, who is Ms. Nicholas's right and left hand, knows everything about the division; Bonnie Lauer, Director of Alumni, helped organize the wrestling reunion, and secured major participation by the alumni association towards the Gala; and Mary Dolon, Grants, our legislative liaison who worked with the legislators to secure and coordinate the proclamations; Lori Eartley for her staff support; and lastly, Connie Toporcer, Director of Technical and Internet Services, for technical support of the Foundation website for allowing donors to make a gift to the college.</p> <p>The 50th Anniversary Gala raised \$150,250 and over \$104,000 will benefit scholarships for our first time, first generation students and veterans. This event was a wonderful recognition of LCCC as well as helping our future students.</p> <p>President Leary remarked Ms. Nicholas mentioned everyone who contributed to the success of the Gala; one of our most important events of our College history; President Leary stated it was the leadership Sandy Nicholas provided, her commitment to ensure the evening was excellent as well as inspiring deserves recognition and at this time President Leary thanked Sandy Nicholas.</p> | |

| AGENDA ITEM | NOTES | ACTION TAKEN/FOLLOW UP ACTION NEEDED |
|---|--|--|
| | <p>The Scholarship Donor Luncheon will be held on Monday, November 6, 2017 at noon at The Woodland Inn and Resort. The Time Capsule will be (re)buried on Tuesday, December 5, 2017. Suggestions are being accepted across campus as to what should be included in the capsule. The items that were in the capsule are on display in the Schulman Gallery.</p> <p>The Veterans Center dedication ceremony will be held on Monday, November 13, 2017, at 4 p.m. in the Campus Center.</p> <p>Board Chair Gill stated the impact of the 50th Anniversary Gala is a real long-term tangible income. The \$150,000 raised translates into an endowment providing a full time scholarship for a student to receive a two-year associate degree for the life of this College every year. Board Chair Gill stated the Gala was a wonderful way to highlight the anniversary of Luzerne County Community College.</p> | |
| | | |
| 6. Report/Action of the Executive Committee | 6A. Board Chair Gill reported there were no action items to present at this time. | 6. N/A |
| | | |
| 7. Report/Action of the Academic Committee 7A. Recommendation to Approve Program Additions, Deletions and Modifications | <p>7. Joan M. Blewitt, Ph.D., Chair, Board of Trustees Academic Committee, presented the following recommendation.</p> <p>7A. Recommend the Luzerne County Community College Board of Trustees approve the Program Modifications to the Plumbing & Heating Technology Program to align with industry requirements by</p> | 7A. Approved. Motion made by Francis Curry; seconded by Margaret Steele. |

| AGENDA ITEM | NOTES | ACTION TAKEN/FOLLOW UP ACTION NEEDED |
|---|--|---|
| <p>8. Report/Action of the Finance Committee</p> <p>8A. Summary of Payments</p> <p>8B. Employment Retraining Opportunities Program</p> <p>8C. Building 4 Flooring Abatement Contract</p> <p>8D. Acceptance of Grants</p> | <p>changing those competencies to include air conditioning to better graduates for employment.</p> <p>8. Brian D. Gill, Board Chair, presented the following recommendation.</p> <p>8A. Recommend the Luzerne County Community College Board of Trustees approve the summary of payments.</p> <p>8B. Recommend the Luzerne County Community College approve the continuance of the LCCC Employment Retraining Opportunities Program for the Spring 2018 Semester with a tuition offset for eligible individuals not to exceed a total value of \$25,000.</p> <p>8C. Recommend the Luzerne County Community College Board of Trustees approve the award of the Building 4 Flooring Project Asbestos Abatement to the lowest responsible bidder, Prism Response, Inc. in the amount of \$89,305.</p> <p>8D. Recommend the Luzerne County Community College Board of Trustees approve acceptance of the following grant awards:</p> <ul style="list-style-type: none"> • The ALTA renewal grants from the PA Department of Education were funded as Follows: | <p>Vote was all “yes”. Motion carried.</p> <p>8A. Approved. Motion made by Michael Dubinski; seconded by Joan M. Blewitt, Ph.D .</p> <p>Vote was all “yes”. Motion carried.</p> <p>8B. Approved. Motion made by Francis Curry; seconded by Lynn Distasio.</p> <p>Vote was all “yes”. Motion carried.</p> <p>8C. Approved. Motion made by George Brown; seconded by Michael Dubinski.</p> <p>Vote was all “yes”. Motion carried.</p> <p>8D. Approved. Motion made by Michael Dubinski; Joan M. Blewitt, Ph.D.</p> <p>Vote was all “yes”. Motion carried.</p> |

| AGENDA ITEM | NOTES | ACTION TAKEN/FOLLOW UP ACTION NEEDED |
|---|---|---|
| | <ul style="list-style-type: none"> ✓ #054 Family Literacy grant received an increase of \$35,500 to be funded at \$340,000. LCCC was only one of 15 agencies to be awarded an increase. ✓ #064 Adult Basic Education was level funded at \$698,398. • The Perkins grant from the PA Department of Education was funded at \$462,556. Of this amount, LCCC will receive \$423,406. This is a decrease of \$4,096 over last year. The balance goes to our partners in the Hazleton Area Career Center and Schuylkill Technology Center. • The Act 101 grant program received a decrease of \$1,875 to \$46,650 in funding. • The Mapping Upward Technical Assistance program from the U.S. Department of Education was funded at \$11,800 for travel costs to the agency conference for several faculty. | <p>8D. Approved. Motion made by Susan E. Unvarsky; seconded by George Brown.</p> <p>Vote was all “yes”. Motion carried.</p> |
| <p>9. Report/Action of the Human Resources Committee</p> | <p>9. No report.</p> | |
| <p>10. Report/Action of the Legislative, Economic and Public Affairs Committee</p> | <p>10. Lynn Distasio, Vice Chair, Chair of the Legislative, Economic and Public Affairs Committee, on behalf of the committee, thanked everyone for this past year’s 50th Anniversary activities. It was a great culmination of the College’s past, present, and this evening, President Leary presentation of his Vision for the College.</p> | |

| AGENDA ITEM | NOTES | ACTION TAKEN/FOLLOW UP ACTION NEEDED |
|---|--|---|
| Report/Action of the Legislative, Economic and Public Affairs Committee <i>(continued)</i> | Committee Chair Distasio stated all Trustees are encouraged to attend the PACCC Northeast Regional Trustees meeting on Wednesday, November 15, 2017. The annual Trustees meeting will be hosted at Reading Area Community College. LCCC will provide transportation to the event. If you are interested in attending, please notify the President's Office no later than October 27, 2017. | |
| | | |
| | <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. Information is 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. | 4. No action required. |
| 5.Adjournment | | 5. Motion made by John Bryan; seconded by Francis Curry. Vote was all "yes". Motion carried. |
| | | |