

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

**Date:** August 27, 2013

**Time:** 6:30 p.m.

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

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
<b>1.Roll Call</b>	<u>Present:</u> Joan Blewitt, Ph.D. NCC ; Frank Bognet, Esq.; John Bryan, Elaine Cook, R.N., J.D.; Francis P. Curry; Lynn Marie Distasio; Paul A. Halesey; George Hayden; John Kashatus; Carmen F. Magistro, Secretary; Paul Platukis; Joseph Rymar John R. Serafin, Vice Chair; Susan Unvasky; Barry H. Williams, J.D., C.P.A., Board Chair; and Richard Goldberg, Esq., College Solicitor.	
<b>2.Public Comment</b>	No comments.	No action required.
<b>3. Approval of June 25, 2013 Board Minutes</b>	Barry H. Williams, J.D., C.P.A., Board Chair, requested approval of the June 25, 2013 Board minutes.	Approved. Elaine Cook, R.N., J.D., made a motion to approve the June 25, 2013 Board minutes. Motion was seconded by John Bryan.  Vote was "yes". Motion carried.
<b>4.Approval of August 27, 2013 Board Agenda</b>	Barry H. Williams, J.D., C.P.A., Board Chair, requested approval of the August 27, 2013 Board agenda.	Approved. Motion made by Susan Unvasky; seconded by Joseph Rymar.  Vote was all "yes". Motion carried.
<b>5. Report of Officers and Agents</b> <ul style="list-style-type: none"> <li>o President's Report</li> <li>-</li> </ul>	President Leary reported the College will hold its opening in-service for the Fall semester on Thursday, August 29, 2013. Lynn Grilli, Psychology Instructor, will serve as Emcee,	

and the officers of the Student Government Association will present the Student Perspective. A representative of Blue Cross/Blue Shield will give a presentation on Blue Health Solutions, the wellness resource for Blue Cross/Blue Shield participants. Various breakout sessions will be held following the opening segment, including several related to health and wellness topics.

In-service programs for adjunct faculty are also scheduled this week. This evening a program is being held at the Shamokin site for Northumberland Regional Center adjuncts, and on Thursday evening, an Adjunct In-Service will be held on the main campus.

The College conducted an Orientation program for new full-time faculty who were hired for the Fall semester. Thirteen new faculty members were appointed. The orientation program was held over a three-day period and included effective teaching training, technology training, information on accreditation and outcomes assessment, and various presentations about the programs and services offered at the College. Several orientation sessions for new adjunct faculty appointed for the Fall are taking place this week.

Two Assessment Day events were held during the summer, one for academic departments and one for non-academic. Both were well attended and provided participants with an opportunity to share information about their assessment data and outcomes. This is an important activity to strengthen the culture of assessment at the College.

College staff have been selected to participate in the Leadership LCCC program for 2013/2014. Members of the Class of 2014 are: Helene Flannery, TAACCCT Grant Project Manager; John Kulick, Instructional Technology Support Specialist; Sandra Norton, Network Manager; and Wendy Saxe, Title III Specialist. Each member will be attending a Board meeting over the coming year, and the group will provide a report to the Board on their community service project at the completion of the program.

<ul style="list-style-type: none"> <li>○ Treasurer’s Report</li> </ul>	<p>President Leary stated he will provide at the October Board meeting, an update on progress to date on the vision he outlined to the Board at the December 2012 Board meeting.</p> <p>Joseph Gasper, Dean of Finance, presented the Preliminary June 2013 Monthly Report.</p> <p>As compared to the prior fiscal year the Current Fund Income of \$37,978,000 is up .38% and Expenses of \$36,778,000 are down 8.90%. Bookstore Income is down \$338,000, a decrease of 8.01% and the Expenses are down \$166,000, a 4.77% decrease. Food Service Income increased \$24,000 or 6.54% and expenses decreased \$11,000 or 2.74%. Plant Fund Income is up \$53,000 and Expenditures have increased \$53,000.</p> <p>The Tuition Income increased \$1,061,000 or 7.95%, and General Service Fees increased 4.69% when compared to prior year which and are attributable to the rate increases that were approved the current year. The \$2.00 increase to the Technology Fee accounts for the 22.46% increase. Continuing Education revenue is up \$85,000. Project RISE is down due to enrollment reduction. The decrease to the County Appropriation is related to timing of the payment. Interest Income is up due to the increase in the interest rate this fiscal year and applies to all funds.</p> <p>Fringe Benefits are down 26.90% but will increase once the final adjusted journal entries are posted to the various accounts for Compensated Absences and OPEB. The prior year Post Retirement was \$2.8 million and will be adjusted once the calculation is completed this fiscal year. Unrecorded faculty Salary accrual (estimated to be \$810,000 additional), retirements and a reduction in overtime account for the variance in salaries. Fewer payments for Disability Services account for the decrease for Consultants/Contracted Services. Legal fees are based on the amount of legal work billed outside of the retainer.</p>	
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Trustee Susan Unvarsky inquired, once the timing difference is resolved, does the college expect the salaries to be where they should be? Dean Gasper stated they will be comparable to previous year.

Trustee Joseph Rymar addressed the county appropriation payment. Dean Gasper stated the county submits its portion of their appropriation on a quarterly basis. Trustee Rymar questioned whether the payment will be reflected on the 2012-2013 budget. Dean Gasper confirmed the payments would be reflected in the 2012-2013 budget.

Trustee Joseph Rymar asked about the time frame for the audit. Dean Gasper stated the audit report will be reviewed by the Board of Trustees Finance Committee, then presented to the Board for formal approval at the December Board meeting.

The Postage variance is related to the timing of replenishing the postage meter. Equipment Repairs have increased due to the age of equipment. Lower than anticipated temperatures and usage account for the decrease in Utilities Expense.

Bookstore Report: Interest Income increase is due to the rate increase for this fiscal year. Textbook Sales are down due to the enrollment reduction and on-line purchases. All Other Sales are also due to the enrollment decrease and a drop in clothing sales. Expense side: Salaries are down due to a vacancy. The decrease to Other Purchases is related to declining sales. The decrease in Textbook Expense is due to the enrollment decline and the on-line purchases.

Food Service: Food Sales have increased 4.67% due to the price increases implemented this fiscal year. Vending Sales are up due to the sign-on bonus this fiscal year. On the expense side Fringe benefits increased due to a change in the status of health benefits for a staff member. The salaries are down due to deferring the hiring of part time

<ul style="list-style-type: none"> <li>○ Foundation Report</li> </ul>	<p>staff and replacing a vacancy.</p> <p>Plant Fund: The Commonwealth Appropriation is up this year due to the late disbursement of Capital funds for the Capital Projects that were approved late May and the approval of funding for the Health Science lease. The variance in the County Appropriation is related to timing of the payment. Equipment Purchases are up due to Capital Projects that were approved this fiscal year.</p> <p>Board Chair Williams suggested the finance committee review the bookstore debt at their next meeting.</p> <p>Sandra Nicholas, Executive Director of Institutional Advancement, reported the dedication of the Francis S. and Mary Gill Carrozza, R.N. Health Sciences Center and the Mary Gill Carrozza R.N. School of Nursing and Health Sciences will be held Saturday, September 21<sup>st</sup> 2013, at 11:30 am. A luncheon will follow in the Campus Center.</p> <p>Mrs. Nicholas reported the City of Nanticoke did not expend part of their administrative funds from the original grant of \$1,023,331, and transferred \$26,281.00 to Luzerne County Community College which was used to purchase equipment for the EMS program which will assist in accreditation standards.</p> <p>The Grants Office has been notified that the Bureau of Career and Technical Education for Pennsylvania Department of Education is planning a site visit to Luzerne County Community College to review the use of Perkins funds. This is part of the 5 year site visit cycle to perform an administrative audit as well as a financial audit.</p> <p>With the start of the academic year, the Foundation has assisted 337 students to bring them to LCCC and assist them with scholarships. The Foundation granted a total of \$ 174,638 for the Fall 2012 and Spring 2013, in tuition assistance.</p>	
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	<p>Mrs. Nicholas reported the 21<sup>ST</sup> Scholarship Donor Community Outreach Dinner will be held October 22, 2013, at The Woodlands Inn located in Plains. Invitations were also distributed for the upcoming 9/11 Ceremony, on September 11, 2013 at the Walk of Honor.</p> <p>President Leary stated there was a recent news article on college endowments and college foundations which referenced Luzerne County Community College. Over the past four years, under the leadership of Sandy Nicholas, we have increased our Foundation from \$500,000 to \$5.9 million which is a remarkable achievement. This is a reflection of so many people in the community who are looking at Luzerne County Community College and saying it is a good investment for our future.</p> <p>At this time President Leary thanked Sandy Nicholas and her staff. Sandy Nicholas stated it is always a team effort and extended her thanks to the members of the Board of Trustees who have supported the College.</p>	
<p><b>6. Executive Committee</b> 6A. 2013-2014 Board of Trustees Schedule</p>	<p>6A. Barry H. Williams, J.D., C.P.A., Board Chair, recommended the Luzerne County Community College Board of Trustees approve the 2013-2013 meeting schedule as presented.</p>	<p>6A. Approved. Motion made by John Serafin, Vice Chair; seconded by Francis Curry.</p> <p>Vote was all "yes". Motion carried.</p>
<p><b>7. Report/Action of the Academic Committee</b> 7A. Recommendation to approve Administrative Policy: -Additional Degree Policy</p>	<p>Paul Platukis, Committee Chair, presented the Academic Committee report.</p> <p>7A. The Academic Committee recommends the Luzerne County Community College Board of Trustees approves the administrative policy, Additional Degree Policy.</p>	<p>7A. Approved. Motion made by Francis Curry; seconded by John Bryan.</p> <p>Vote was all "yes". Motion carried.</p>
<p><b>8. Report/Action of the Finance Committee</b> 8A. Summary of Payments</p>	<p>Carmen F. Magistro, Committee Chair of the Finance Committee presented the following report.</p> <p>8A. Recommend the Luzerne County Community College Board of Trustees approve the summary of payments.</p>	<p>8A. Approved. Motion made by John R. Serafin, Vice Chair; seconded by George F. Hayden.</p>

<p>8B. Acceptance of Grants</p>	<p>8B. Recommend the Luzerne County Community College Board of Trustees approve the acceptance of the following Grant awards: The Perkins renewal grant from the Pennsylvania Department of Education in the amount of \$462,351; three (3) ALTA renewal grants from the Pennsylvania of Education are as follows: Adult Education Grant in the amount of \$397,927; Family Literacy grant in the amount of \$304,500; Adult Education Literacy grant in the amount of \$295,497.</p>	<p>Vote was all “yes”. Motion carried.</p> <p>8B. Approved. Motion made Elaine Cook, R.N., J.D.; seconded by Joseph Rymar.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8C. Administrative Policies:  8C1. Check Signature Policy;  8C2. Reimbursement of Expenses/Charges Made on Employee’s Personal Credit Card Policy;  8C3. Fuel Pump Operation and Management Policy</p>	<p>8C. Recommend the Luzerne County Community College Board of Trustees approve the following Administrative policies: Check Signature Policy; Reimbursement of Expenses/Charges Made on Employee’s Personal Credit Card Policy; and Fuel Pump Operation and Management Policy.</p> <p>Susan Unvasky questioned whether the signature stamps are secured in the appropriate office. Joseph Gasper, Dean of Finance, confirmed the signature stamps are secured in the appropriate offices.</p>	<p>8C.1 Approved. Motion to approve the Check Signature Policy was made by George Hayden; seconded by John Bryan.</p> <p>Vote was all “yes”. Motion carried.</p> <p>8C.2 Approved. Motion to approve the Reimbursement of Expenses/Charges Made on Employee’s Personal Credit Card Policy was made by Paul Platukis; seconded by Joan Blewitt, Ph.D., NCC.</p> <p>Vote was all “yes”. Motion carried.</p> <p>8C.3 Approved. Motion to approve the Fuel Pump Operation and Management Policy was made by John Bryan; seconded by Joan Blewitt, Ph.D., NCC.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8D. Change Order for Buildings 2 &amp; 9 Renovations- Floors Materials</p>	<p>8D. Recommend the Luzerne County Community College Board of Trustees approve GC Wall Inc.’s change order request #2 in the amount of \$9,866.27, for installation of floor leveling materials.</p>	<p>8D. Approved. Motion made by Francis Curry; seconded by Joan Blewitt, Ph.D., NCC.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8E. Change Order for Building 2 &amp; 9 Renovations- Receptacles</p>	<p>8E. Recommend the Luzerne County Community College Board of Trustees approve Apollo Group Inc.’s</p>	<p>8E. Approved. Motion made by John R. Serafin, Vice Chair; seconded by Elaine Cook, R.N., J.D.</p>

	change order request #6 in the amount of \$6,888.00 for installation of 31 teaching receptacles.	Vote was all "yes". Motion carried.
<b>9. Report/Action of the Human Resources Committee</b>	Paul Halesey, Committee Chair, presented the Human Resources Committee report.	
9A. Administrative Policies: <ul style="list-style-type: none"> <li>o Tuition Waiver for LCCC Credit Course Policy</li> <li>o Tuition Waiver for LCCC Non-Credit Courses Policy</li> </ul>	9A. Recommend the Luzerne County Community College Board of Trustees approve the following administrative policies: Tuition Waiver for LCCC Credit Courses Policy, and Tuition Waiver for LCCC Non-Credit Courses Policy.	9A. Approved. Motion made by Francis Curry; seconded by Joan Blewitt, Ph.D., NCC.  Vote was all "yes". Motion carried.
	<b><u>Informational Items</u></b>	
<b>1.Unfinished Business of Previous Meeting</b>	No report.	No action required.
<b>2.Informational Report of the Executive Committee</b>	No Report.	No action required.
<b>3.Informational Report of the Human Resources Committee</b>	Paul Halesey, Committee Chair, Human Resources Committee, noted recent appointments and leave report is included with the agenda.	No action required.
<b>4. Communications</b>	Board Chair Williams acknowledged the several items of communication are included in the Board packets.	No action required.
<b>5.Adjournment</b>		Motion made by Carmen F. Magistro, Board Secretary; seconded by George Hayden.  Vote was all "yes". Motion carried.