

Name: Luzerne County Community College Board of Trustees Board Meeting
Date: Tuesday, June 17, 2014
Time: 6:05 P.M
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> John Bryan; Elaine Cook, R.N., J.D.; Brian D. Gill; Paul A. Halesey; Carmen F. Magistro, Secretary; Paul Platukis; Joseph Rymar; John R. Serafin, Vice Chair; Margaret Steele; Joseph Van Jura, Esq.; Barry H. Williams, J.D., C.P.A., Board Chair; Kyle Magda, Student Representative, and Joseph Kluger, College Solicitor.</p> <p><u>Excused:</u> Joan Blewitt, Ph.D. NCC ; Frank Bognet, Esq.; and Francis Curry.</p>	
<p>2.Public Comment</p>	<p>Barry H. Williams, J.D., C.P.A., Board Chair, stated an Executive Session was held on Friday, June 13, 2014; and prior to the start of tonight’s Board meeting, to discuss personnel and litigation issues.</p> <p>Barry H. Williams, J.D., C.P.A., Board Chair, opened the floor for public comment.</p>	<p>No action required.</p>
<p>3. Approval of April 29, 2014 Board Minutes</p>	<p>Barry H. Williams, J.D., C.P.A., Board Chair, requested approval of the April 29, 2014 Board minutes.</p>	<p>Approved. Motion made by John Serafin, Vice Chair; seconded by John Bryan.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>4.Approval of June 17, 2014 Board Agenda</p>	<p>Barry H. Williams, J.D., C.P.A., Board Chair, requested approval of the June 17, 2014 Board agenda.</p>	<p>Approved. Motion made by Margaret Steele; seconded by Joseph Rymar.</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 ○ Treasurer’s Report 	<p>No report.</p> <p>Joseph Gasper, Dean of Finance, presented the monthly financial report for period ending April 30, 2014. When compared to the prior fiscal year the Current Fund Income of \$33,126,000 is down 5.15% and Expenses of \$27,931,000 are down 5.05%. Bookstore Income is down \$186,000, a decrease of 5.15% and the expenses \$50,000, a 1.59% decrease. Food Service Income decreased \$33,000 or 9.27% and expenses increased \$6,000 or 1.75%. Plant Fund Income is down \$1,027,000 and Expenditures have increased \$43,000.</p> <p>Compared to prior year tuition income increased \$1,294,000 or 8.977%. The Price and Volume Variances are listed. Continuing Education is about even when compared to prior year. Elimination of the program accounts for the Project RISE variance. General Service Fees increased 19.53% due to the rate increase. Non-Sponsor Income is up \$116,000 due to the tuition rate increases implemented this year. The decrease to the County Appropriation is related to timing of the payment, which was received last month.</p> <p>Supplement for Current Fund Expenditures: When compared to the prior year salaries are down 1.89% and Fringe Benefits are down 6.65%. The Early Retirement Incentive is being paid from the Restricted Fund this current fiscal year which accounts for the decrease in expense of \$999,000. As noted the ADP Upgrade for the HR Active Census component has increased the Bank Service /Collection expense. Postage is based on need and usage. Decrease in telephone expenses is due to the timing of payments and consultant recommendations. Advertising increased for this period due to the Cooking Show and an increase for the Spring and Summer Semesters. Increased usage and an increase in the market rates accounts for the variance in the utility expense.</p>	

<ul style="list-style-type: none"> ○ Foundation Report ○ Student Representative Report 	<p>Bookstore Report: Interest Income is down due to the long term investment that was made. Textbook sales are down and are in line with the enrollment. Expenses for Fringe Benefits and Salaries are down due to one full time staff reduction. Textbook and other related purchases were adjusted accordingly on the prior and current year enrollment.</p> <p>Food Service: Food Sales are level for the current period. The sign on bonus received in the prior year accounts for the decrease in Vending Machine Income. Increases in Fringe Benefits are due to mandatory increases. Salaries increased due to the filling of the part time vacancies. Food Supplies are down for this period.</p> <p>Plant Fund: Non-Sponsor students account for the capital fees and reflect the current enrollment. The County appropriation is down due to the timing of the payment as previously reported. Additional IT equipment accounts for the Equipment Lease variance.</p> <p>Trustee Joseph Rymar asked if the county appropriation is up to date. Mr. Gasper stated the county is paid up until March 2014. The next payment should arrive by July 2014.</p> <p>No report.</p> <p>President Leary stated a Student Representative will be appointed at the beginning of the fall semester.</p>	
<p>6. Budget FY 2014-2015</p>	<p>6. Board Chair Williams stated the budget is listing as a separate item. During the Finance Committee meeting after reviewing the budget it was determined the budget would be remanded to the full Board for action.</p> <p>At this time, Committee Chair Carmen F. Magistro stated the Board seeks a recommendation for the 2014-2015 Fiscal Year Operating and Capital budget as presented that shows an increase in tuition in the amount of \$8 per credit, and \$7 in related technical and general service fees to the College.</p>	<p>6. Approved. Motion made by Joseph Rymar; seconded by Paul Halesey.</p> <p>Roll Call: John Bryan, yes; Elaine Cook, R.N., J.D., yes; Brian D. Gill, yes; Paul A. Halesey, yes; Carmen F. Magistro, yes; Paul Platukis, yes; Joseph Rymar, yes; John R. Serafin, yes; Margaret Steele, yes; Susan Unvasky, yes; Joseph Van Jura, Esq., yes; and Barry H. Williams, J.D., C.P.A., yes.</p>

	Committee Chair Carmen F. Magistro requested approval of the Auxiliary Budgets for Fiscal Year 2014-2015.	<p>Vote was all “yes”. Motion carried.</p> <p>Approved. Motion made by Paul Platukis; seconded by Joseph Rymar to approve the Auxillary budgets.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>7. Report/Action of the Executive Committee</p> <p>7A. Approval of Administrative Policies:</p> <ul style="list-style-type: none"> ○ Open Flames Policy ○ Institutional Review Board Policy ○ Concussion Management for Student Athletes Policy 	<p>7. Board Chair Williams presented the Executive Committee report.</p> <p>7A. Recommend the Luzerne County Community College Board of Trustees approve the following three (3) Administrative policies: Open Flames Policy; Institutional Review Board Policy; and Concussion Management for Student Athletes Policy.</p>	<p>7A. Approved. Motion made by Board Chair Williams; seconded by John R. Serafin, Vice Chair.</p> <p>On the question, Elaine Cook, R.N., J.D. noted, in reference to the Open Flames Policy, exceptions include lighters and matches. It was her understanding cigarettes would fall under this area as an exception.</p> <p>Board Chair Wiliams amended the original motion to include an amendment to the Open Flames Policy to include cigarettes as an exception; provided cigarettes are used in designated smoking areas. Motion made by Carmen F. Magistro, Secretary; seconded by John R. Serafin, Vice Chair.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8. Report/Action of the Finance Committee</p> <p>8A. Summary of Payments</p> <p>8B. Bid #433 CCTV System Buildings 2 & 9</p>	<p>8. Carmen F. Magistro, Committee Chair, presented the following Finance Committee report.</p> <p>8A. Recommend the Luzerne County Community College Board of Trustees approve the summary of payments as presented.</p> <p>8B. Recommend the Luzerne County Community College Board of Trustees approve the award of Bid #433 for CCTV Surveillance System to STS007 LLC in the amount of \$26,400.00.</p>	<p>8A. Approved. Motion made by John R. Serafin, Vice Chair; seconded by Susan Unvasky.</p> <p>Vote was all “yes”. Motion carried.</p> <p>8B. Approved. Motion made by Susan Unvasky; seconded by Joseph Rymar.</p> <p>Vote was all “yes”. Motion carried.</p>

8C. Bid #434 -Graduate Day, Apparel, Diplomas, Announcements	8C. Recommend the Luzerne County Community College Board of Trustees approve the award of BID #434 for Graduate Day Apparel, Diplomas, Announcements to Herff Jones in the amount of \$3,483.15; Oak Hall Cap & Gown in the amount of \$18,200.00 and Jostens, Inc. in the amount of \$10,846.00 for a total amount of \$32,529.15.	8C. Approved. Motion made by Elaine Cook, R.N., J.D.; seconded by Susan Unvarsky. Vote was all “yes”. Motion carried.
8D. Bid #435 -Office Copier Laser Printer Paper	8D, Recommend Luzerne County Community College Board of Trustees approve the award of Bid #435 for Office Copier/Laser Printer Paper to Xpedx in the amount of \$25,700.00.	8D. Approved. Motion made by Elaine Cook, R.N., J.D.; seconded by John Bryan. Vote was all “yes”. Motion carried.
8E. Bid #437 - Outside Mass Alert System	8E. Recommend the Luzerne County Community College Board of Trustees approve the award of Bid #437 for an outside mass alert system to Keystone Communications in the amount of \$42,831.00.	8E. Approved. Motion made by John R. Serafin, Vice Chair; seconded by Margaret Steele. Vote was all “yes”. Motion carried.
8F. Bid #438 -Lynx Duress and Mass Notification System	8F. Recommend Luzerne County Community College Board of Trustees approve the award of Bid #438 for Lynx Duress and mass notification system to Simplex Grinnell LP in the amount of \$29,617.00. Trustee Paul Platukis questioned the use of the purchase. Don Nelson explained this system would allow faculty and staff to quickly notify Security, by a combination of buttons on their computer, if there is an issue in any of the offices. Board Chair Williams noted the computer does not need to be logged to send out an alert.	8F. Approved. Motion made by Paul Platukis; seconded by Susan Unvarsky. Vote was all “yes”. Motion carried.
8G. Bid #439 - Furniture	8G. Recommend the Luzerne County Community College Board of Trustees approve the award of Bid #439 – Furniture Package to W.B. Mason in the amount of \$28,795.61; Educational Furniture Solutions in the amount of \$45,476.83; Phillips Supply in the amount of \$17,339.55 for a total value of the furniture bid at \$91,611.99.	8G. Approved. Motion made by Paul Platukis; seconded by Elaine Cook, R.N., J.D. Vote was all “yes”. Motion carried.
8H. Bid #440 -Kubota Tractor	8H. Recommend the Luzerne County Community College Board of Trustees approve the award of Bid #440 for a Kubota Tractor to F & S Supply Co. Inc. in the amount of	8H. Approved. Motion made by John R. Serafin, Vice Chair; seconded by John Bryan.

<p>8I. Bid #441 -Heavy Duty Truck Wheel Alignment System</p> <p>8J. Bid #442 -Computers and Technology Hardware</p>	<p>\$35,500.00.</p> <p>Trustee John Bryan inquired as to how many bids were received. Len Olzinski, Director of Purchased, stated two responded; one vendor sent back a bid, the other sent back a “no” bid.</p> <p>8I. Recommend the Luzerne County Community College Board of Trustees approve the award of Bid #441 for a heavy duty truck wheel alignment system to Jack Williams Tire in the amount of \$44,604.76.</p> <p>8J. A. Recommend Luzerne County Community College Board of Trustees approve the award of Bid #442 - Dell Marketing for A)-Dell Computers in the amount of \$134,299.79; Apple for B)-Apple Equipment in the amount of \$61,939.76; Lightspeed Technologies for C)-Cisco Equipment & Services in the total amount of \$224,323.53; CDWG for D)-IBM Blade Center Hardware & E)- Miscellaneous Technology Hardware in the total amount of \$36,129.17. Global Gov/Ed only provided a partial bid for Section C which is why they were not selected. The total amount for sections A, B, C, D, & E is \$456,692.25. <i>Funding for a portion of this equipment will come from a Title III grant and the PA Department of Education. The remaining balance of \$369,489.57 will be covered through a lease agreement.</i></p> <p>B. Recommend Luzerne County Community College Board of Trustees approve the award of lease to the low leasing company, University Lease.</p>	<p>Vote was all “yes”. Motion carried.</p> <p>8I. Approved. Motion made by Joseph Rymar; seconded by Susan Unvarsky.</p> <p>Vote was all “yes”. Motion carried.</p> <p>8J. Approved. Motion made by Paul Platukis to approved part A & B of Bid #442; seconded by John R. Serafin, Vice Chair.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>9. Report/Action of the Human Resources Committee</p> <p>9A. Recommendation to Approve Administrative Policy - Anti-Harassment/Anti-Discrimination Policy.</p>	<p>9. Paul Halesy, Committee Chair, presented the following Human Resources Committee report.</p> <p>9. Recommend the Luzerne County Community College Board of Trustees approve the administrative policy, Anti-Harassment/Anti-Discrimination Policy.</p>	<p>9. Approved. Motion made by Paul Halesy, Committee Chair; seconded by John Bryan.</p> <p>Vote was all “yes”. Motion carried.</p>

9B. Slate of Officers	9B.Recommend the Luzerne County Community College Board of Trustees approve the current slate of officers for 2014-2015 as follows: Board Chair – Barry H. Williams, J.D., C.P.A.; Vice Chair – John R. Serafin; and Carmen F. Magistro, Secretary.	9B. Approved. Motion made by Elaine Cook, R.N., J.D.; seconded by John Bryan. Vote was all “yes”. Motion carried.
	Informational Items	
1.Unfinished Business of Previous Meeting	No report.	No action required.
2.Informational Report of the Executive Committee	Board Chair Williams noted the minutes of the June 2014 Executive Committee were included in the Board packets.	No action required.
3.Informational Report of the Human Resources Committee	Information on recent appointments and leave report status is located at the end of the Board agenda.	No action required.
4. Communications	<p>Board Chair Williams thanked everyone for their support in electing him to serve as second year as Board Chair.</p> <p>At this time Board Chair Williams asked Paula Labenski to send an email to the members of the Board requesting which committee they would like to serve for the upcoming academic year.</p> <p>Board Chair Williams stated the unofficial minutes from each committee will be forwarded to the full Board</p> <p>The Comcast Agreement will be presented at the August 2014 Board Meeting.</p>	No action required.
5.Adjournment		<p>Motion made by John R. Serafin, Vice Chair; seconded by Carmen F. Magistro, Board Secretary.</p> <p>Vote was all “yes”. Motion carried.</p>