

Name: Luzerne County Community College Board of Trustees Board Meeting

Date: Tuesday, December 19, 2017

Time: 6:14 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 via conference call; Lynn M. Distasio, Vice Chair; Michael J. Dubinski; Brian D. Gill, Board Chair; Paul Halesey; Erin K. Keating; Margaret Steele; Susan E. Unvarsky, Secretary; David James Usavage; Barry H. Williams, J.D., C.P.A.; and Brian Stahl, Esq., College Solicitor.</p> <p><u>Excused:</u> Elaine Cook, R.N., J.D.; and Sheila L. Saidman, Esq.</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>1. Brian D. Gill, Board Chair, opened the floor for public comment.</p>	<p>2. No action required.</p>
<p>3. Approval of October 24, 2017, Board Minutes</p>	<p>3. Brian D. Gill, Board Chair, recommended approval of the October 24, 2017, Board minutes.</p>	<p>3. Approved. Motion made by David James Usavage; and seconded by Joan M. Blewitt, Ph.D. Vote was all "yes". Motion carried.</p>

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<p>4.Approval of December 19, 2017 Board Agenda</p>	<p>4.Brian D. Gill, Board Chair, recommended the Luzerne County Community College Board of Trustees approve the amending the December 19, 2017 Board agenda to have the Executive Committee Report precede the Report of Officers and Agents.</p>	<p>4.Approved. Motion made by Susan E. Unvarsy, Secretary; seconded by Joan M. Blewitt, Ph.D.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>5. Executive Committee Report</p>	<p>5. Brian D. Gill, Board Chair Board of Trustees of Luzerne County Community College approve the extension of Thomas Leary's employment contract as President of Luzerne County Community College for a term expiring December 11, 2022. All of the other terms and conditions of the current employment contract shall continue without modification.</p> <p>Motion made by Paul Halesey; and seconded by David James Usavage.</p> <p>Board Chair Gill requested Mrs. Labenski conduct a roll call vote.</p> <p>Joan M. Blewitt, Ph.D. – yes; George Brown – yes John J. Bryan – yes; Francis P. Curry – yes Lynn M. Distasio, Vice Chair – yes; Michael J. Dubinski – yes; Brian D. Gill, Board Chair – yes; Paul Halesey – yes; Erin K. Keating – yes; Margaret Steele – yes Susan E. Unvarsy, Secretary – yes; David James Usavage – yes; Barry H. Williams, J.D., C.P.A. - yes</p> <p>Board Chair Gill reported a unanimous vote of approval to extend the President’s contract to</p>	<p>5. Approved. Motion made by Paul Halesey; seconded by David James Usavage.</p> <p>Vote was all “Yes”. Motion carried.</p>

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5.Executive Committee Report (continued)	<p>5. December 11, 2022. The Board will move forward to have the appropriate confirming documents prepared.</p> <p>President Leary expressed his sincere appreciation to the Board of Trustees for their expression of confidence in his administration, and most importantly the Leadership Team at the College, to guaranteed that the administration can continue continue to make the progress established over the last several years; and guarantee the commitment to our students that we will continue to provide quality, accessible, and affordable education in a very supportive learning environment.</p>	
6. Report of Officers and Agents <ul style="list-style-type: none"> ○ President's Report 	<p>6. President Leary introduced the Leadership LCCC Class of 2018: Russ Bigus, Learning Support Assistant; Kevin Jones, Associate Professor, Communication Arts; Melissa Wassel, Director, Keys Program; and Kate Cummings, Electronic Resources Librarian.</p> <p>The LCCC Criminal Justice program sponsored an Active Shooter Response Training program for the college and community at the Educational Conference Center this past October.</p> <p>Luzerne County Community College's Public Safety Training Institute recently invited several members of law enforcement to participate in a hands-on high definition firearms simulator acquired by the College's Public Safety Training Institute as a new</p>	6. N/A

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<ul style="list-style-type: none"> ○ President's Report (<u>continued</u>) 	<p>training tool. The system features hundreds of scenarios that will help police and other trainees choose the best course of action as well as sharpen their shooting skills. Bill Barrett, Director of Campus Security and Safety, oversees the operations of the Public Safety Training Institute.</p> <p>The Pittston Center groundbreaking ceremony took place on October 27th, at the M&T Educational Center located at South Main St., Pittston. Renovations of the 13,000 square feet of space are in full swing and are being funded through grants obtained by the Pittston Redevelopment Authority. The space will be improved with nine (9) classrooms - two (2) of which are computer labs and one (1) is a multi-purpose lab. There will be three (3) offices, a lobby, student lounge as well as common area, and supporting areas for storage, conferencing. Designated parking spaces will be located within a five (5) minute walking distance to the building. It is anticipated that the renovations will be completed by June, 2018. Classes will begin by the Fall 2018 semester.</p> <p>The LCCC EMS Paramedic Program was recently evaluated by the Accreditation Team from the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). The evaluation performed on November 2nd and 3rd included a comprehensive assessment of the students, graduates, faculty, and staff. The findings identified no Potential Standard Violations</p>	

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<ul style="list-style-type: none"> ○ President's Report (<u>continued</u>) 	<p>during the visit and the program should receive a Five-Year Accreditation.</p> <p>The LCCC and Greater Nanticoke Area Second Grade Reading Collaboration held this semester was a great success. The last meeting culminated with a short program providing the students and their parents the opportunity to visit Luzerne County Community College. The Reading Collaboration will continue during the Spring semester.</p> <p>The President's Office hosted the annual All Faculty and Staff Winter Gathering at the ECC. A collection of non-perishable food items and monetary donations were generously donated by staff to the LCCC Food Bank.</p> <p>LCCC faculty, staff and students have been very active during the pre-holiday season participating in volunteer activities to serve our community. In addition to staffing the Salvation Army Red Kettle Bell Ringing stations at the Wyoming Valley Mall on December 16th, collections were organized for Toys for Tots, LCCC Head Start Center and St. Francis of Assisi Homeless Veterans Center. The President noted he is frequently reminded of the generosity and good will of members of the College family, and am proud that they are out in the community representing our College.</p> <p>President Leary reflected on this past year of the</p>	

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<ul style="list-style-type: none"> ○ President's Report (continued) ○ Treasurer's Report 	<p>College's 50th Anniversary. The events brought awareness and increased commitment to the College. The President noted he would be remiss if he did not recognize one individual whose leadership proved so valuable to the College.</p> <p>At this time, President Leary presented to the Executive Director of Institutional Advancement, Sandra Nicholas, a 50th Anniversary Gala collage, of the College's historic event.</p> <p>Joseph Gasper, Dean of Finance, extended his congratulations to President Leary on the extension of his contract. As reported, the Treasurer's Report is for the period ending October 31, 2017.</p> <p>Compared to the prior fiscal year the Current Fund Income variance is \$2,488,000 and for Expenses \$98,000. The variance for Bookstore Income is \$205,000 and for the Expenses \$16,000. Food Service Income varied \$11,000 and expenses \$28,000. The variance for Plant Fund Income is \$11,000 and Expenditures \$725,000 as summarized on page 1 of the report.</p> <p>Supplement Tuition Income decreased \$442,000, details provided on the Price and Volume variance listed on your report. Seminar Income has decreased as noted on the report. General Service Fees and Technology Fees are down slightly from the prior year. Adjustments made this Fiscal Year account for</p>	

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<ul style="list-style-type: none"> ○ Treasurer's Report (continued) 	<p>the increase in Course Fees of \$64,000. The decrease to the County Appropriation is related to timing of the payment. Bob has been in touch with the County on this matter and the County is aware of the amounts due.</p> <p>Current Fund Expenditures - Fringe Benefits increased \$107,000 of which \$63,000 is related to Retirement Expense. Supplies Expense has decreased \$54,000, Telecollege Operating \$23,000 and Utilities \$54,000. The increase in Institutional Dues expense is due to the timing of payments. The variance in Legal Fee Expense include the closing costs related to the GESA Project and the monthly billings related to the required monthly legal work.</p> <p>Bookstore Summary: Textbook Sales decreased \$177,000 and Other Sales \$29,000 when compared to the prior year. Under Expenditures the Salary Expense decreased \$19,000 and Fringe Benefits \$21,000. Other Purchases increased \$8,000 and Textbook Expense \$16,000.</p> <p>Food Service Summary: Food Sales increased \$4,000. Vending Income is down \$16,000 as the Pepsi Commission check is delayed. Fringe Benefit Expense decreased \$11,000, Salaries \$16,000 and Food Supplies \$1,000 compared to the prior year.</p> <p>Plant Fund: The Commonwealth of Pennsylvania Appropriation is up \$20,000 attributable to the</p>	

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<ul style="list-style-type: none"> ○ Foundation Report 	<p>service. Your involvement has been stiller. You have attended ribbon cuttings, gala event, and the financial support. It is very important to have the support of the Board of Trustees. It is so important to our faculty, staff and students, to know you are interested and committed and you have certainly done so, making it a very wonderful year.</p> <p>Board Chair Gill stated a way in which the Board and College as a whole could recognize and elevate the profile and work of the Luzerne County Community College Foundation Board. Their influence with particularly the Gala is noticeable.</p>	
<p>7. Report/Action of the Academic Committee</p> <p>7A. Recommendation to Approve Program Additions, Deletions and Modifications</p>	<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 Additions, Deletions and Modifications to the Web and Mobile Development Technology and Welding.</p>	<p>7A. Approved. Motion made by Paul Halesey; seconded by Erin K. Keating. Vote was all “yes”. Motion carried.</p>
<p>8. Report/Action of the Finance Committee</p> <p>8A. Summary of Payments</p>	<p>8. Barry H. Williams, Chair, Board of Trustees Finance Committee presented the following recommendations.</p> <p>8A. Recommend the Luzerne County Community College Board of Trustees approve the summary of payments.</p>	<p>8A. Approved. Motion made by David James Usavage; seconded by Paul Halesey. Vote was all “yes”. Motion carried.</p>

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8B. Approval of Trustee Travel 8C. Ratification of Approval for Building 4 Flooring Procurement and Prep Work Contract	8B. Recommend the Luzerne County Community College Board of Trustees approve the use of budgeted trustee travel, not to exceed \$5,600, for two (2) trustees to attend the 2018 Association for Community College Trustees National Legislative Summit in Washington DC, February 10-February 14, 2018. 8C. Recommends the Luzerne County Community College Board of Trustees ratify and reaffirm approval of the award of the <u>Building 4 Flooring 8C. Project Flooring Procurement & Prep Work</u> to the lowest responsible bidder, <u>Hi-Tech Flooring</u> in the amount of <u>\$93,600</u> .	8B. Approved. Motion made by Lynn Distasio, Vice Chair; seconded by Vote was all “yes”. Motion carried. 8C. Approved. Motion made by David James Usavage; seconded by George Brown. 8C. Vote was all “yes”. Motion carried.
9. Report of the Human Resources Committee	9. No report.	9. N/A
10. Report of the Legislative, Economic and Public Affairs Committee	10. No report.	10. N/A
<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 the Board to communications included in their packets.	4. No action required.
5. Adjournment		5. Motion made by Joan M. Blewitt, Ph.D.; seconded by Erin K. Keating. Vote was all “yes”. Motion carried.

