

**Name:** Luzerne County Community College Board of Trustees Board Meeting  
**Date:** Tuesday, April 23, 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
1.Roll Call	<p><u>Present:</u> Joan Blewitt, Ph.D. NCC; Frank Bognet, Esq.; John Bryan, Elaine Cook, R.N., J.D., Board Chair; Lynn Marie Distasio; Paul A. Halesey;; John Kashatus; Carmen F. Magistro, Secretary; Paul Platukis; Joseph Rymar John R. Serafin ; Susan Unvarsky; , Barry H. Williams, J.D., C.P.A., Vice Chair; Denee Nichols, Student Representative; and Joseph Kluger, Esq., College Solicitor.</p> <p><u>Excused:</u> George F. Hayden; and Michael Tigue, III</p>	
2.Public Comment	No comments.	No action required.
3. Approval of February 26, 2013 Board Minutes	At this time Board Chair Cook requested approval of the February 26, 2013 Board minutes.	<p>Approved. John R. Serafin made a motion to approve the February 26, 2013 Board minutes; seconded by Barry H. Williams, J.D., C.P.A., Vice Chair.</p> <p>Vote was "yes". Motion carried.</p>
4.Approval of April 23, 2013 Board Agenda	At this time Board Chair Cook requested approval of the April 23, 2013 Board agenda.	<p>Approved. Motion made by Joan Blewitt, Ph.D., NCC; seconded by Joseph Rymar.</p> <p>Vote was all "yes". Motion carried.</p>
5. Report of Officers and Agents	President Leary stated in recognition of April as Community	

<p>President's Report</p> <p>➤ <b>Student Highlights</b></p>	<p>College Month, we at Luzerne County Community College feel it is a perfect time to celebrate what community colleges are all about – our students and their achievements.</p> <p>At this time the President Leary and Board Chair Cook recognized the College's student leaders and commended them for their dedication and commitment to their education and the outstanding leadership skills they have demonstrated through their various committees and activities.</p> <p><u>Student Representative</u>, LCCC Board of Trustees Denee Nichols</p> <p>President Leary stated for the <u>All-PA Academic Team</u>, these are students that are selected by each of the fourteen community colleges in the state, only 28 out of the thousands are selected for this honor. Recipients of this award are, Leah Kowalski and David Fox.</p> <p><u>Student Government Association</u> - David Fox, President, Student Government Association; Michelle Gitkos, Vice President, Student Government Association; Marcus Grudzinski, Treasurer, Student Government Association; Ryan Joyce, Sophomore Class Representative, Student Government Association; Michael Maul, Freshman Class Representative, Student Government Association; and Nicole Maximowicz, Secretary, Student Government Association, who was unable to attend the Board meeting.</p> <p>President Leary stated Luzerne's Phi Theta Kappa Chapter, was presented with the 5-Star Award at the national convention in April, 2013. This is the highest award bestowed on a chapter. At this time, President Leary and Board Chair Cook presented Certificates of Appreciation to Leah Kowalski, President, Phi Theta Kappa Chapter; and David Fox, Vice President of Leadership, Phi Theta Kappa Chapter.</p>	
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➤ **Foundation Report**

Certificate of Achievement , LCCC Women’s Basketball Team  
- Michelle Gitkos and Nicole Maximowicz. President Leary noted Ms. Maximowicz was unable to attend the Board meeting.

Certificate of Achievement, LCCC Softball Team - Vestina Stere. President Leary noted Ms. Stere was unable to attend the Board meeting.

Sandy Nicholas, Executive Director, Institutional Advancement, stated a new endowed scholarship has been established. The late Elaine Lyons, former member of LCCC Faculty, gifted the college a \$30,000, which will establish the Elaine Lyons scholarship.

The Foundation received 325 scholarship applications have been received. Scholarships will be given out in time for the Fall 2013 semester. This past fall and spring semester the Foundation has assisted over 337 students and gifted just over \$174,000 to our students.

Trustee Susan Unvarsky questioned the ratio of students that apply for the scholarship versus students that do not get them. Ms. Nicholas stated the Foundation funds approximately 97% of those students who apply.

Ms. Nicholas stated five sponsors have been secured to underwrite the cost of the production of LCCC’s Cooking Classics show.

The Alumni Phonathon was recently conducted raising approximately \$25,000. This money is earmarked for the college’s endowment account and the Health Sciences Center.

Ms. Nicholas extended her appreciation to everyone who attended the recent Legislative Breakfast held on Friday, April 12, 2013.

The 21<sup>st</sup> Scholarship Donor Dinner will be held on October

<p>➤ <b>Student Representative Report</b></p>	<p>22, 2013.</p> <p>Each Trustee received an invitation to attend the Student’s Art Exhibit scheduled for Friday, May 10, 2013.</p> <p>Denee Nichols, Student Representative to the Board, thanked President Leary and the Board of Trustees for giving her the opportunity to serve as the Student Representative to the Board. Ms. Nichols reported LCCC students have been involved in numerous activities and events at the college. From athletics games to fun-filled parties, to serious events, LCCC students have contributed much time and effort to their extracurricular activities. At this time Ms. Nichols presented a power point presentation highlighting some of the athletic, social and educational events held throughout the 2012-2013 academic year.</p> <p>Board Chair Cook and President Leary thank Ms. Nichols for her presentation.</p>	
<p>6. Executive Committee</p>	<p>No report.</p>	<p>N/A</p>
<p>7. Report/Action of the Academic Committee</p> <p>7A. Recommendation to approve Administrative Policies: -Disciplinary Action for Students Policy -Student Code of Conduct 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 approve the administrative policies: Disciplinary Action for Students Policy; and Student Code of Conduct Policy.</p>	<p>7 A. Approved. Motion made by Joseph Rymar seconded by Susan Unvasky.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8. Report/Action of the Finance Committee</p> <p>8A. College Budget FY 2013-2014</p>	<p>Barry H. Williams, J.D., C.P.A., Vice Chair and Chair of the Finance Committee presented the following report.</p> <p>8A. Recommend the Luzerne County Community College Board of Trustees approve the Luzerne County Community College Operating and Capital Budget for Fiscal Year 2013-2014 in the amount of \$46,398,852.00.</p>	<p>8A. Approved. Motion made by Barry H. Williams, J.D., C.P.A., Committee Chair; seconded by Carmen F. Magistro, Secretary.</p> <p>Vote was all “yes”. Motion carried.</p>

<p>8B. Summary of Payments</p>	<p>8B. Recommend the Luzerne County Community College Board of Trustees approve the summary of payments.</p>	<p>8B. Approved. Motion made Joan Blewitt, Ph.D., NCC; seconded by John R. Serafin.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8C. Approval of Administrative Policies: - Change Order Policy</p>	<p>8C. Recommend the Luzerne County Community College Board of Trustees approve the administrative policy: Change Fund Policy.</p>	<p>8C. Approved. Motion made by John R. Serafin; seconded by Carmen F. Magistro, Board Secretary.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8D. Trustee Travel, ACCT Leadership Congress, Seattle Washington</p>	<p>8D. Recommend the Luzerne County Community College Board of Trustees approve the use of budgeted trustee travel funds not to exceed \$6500 for two (2) trustees to attend the ACCT Leadership Congress in Seattle, Washington, October 1-5, 2013.</p>	<p>8D. Approved. Motion made by John Bryan; seconded by Joan Blewitt, Ph.D., NCC.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8E. Continuation of Employment Retraining Opportunities Program</p>	<p>8E. Recommend the Luzerne County Community College Board of Trustees authorize the continuation of the Employment Retraining Opportunities Program into the Summer/Fall 2013 Semester with an amount not to exceed \$50,000 for Both Semesters (Up to \$50,000 for both semesters combined).</p>	<p>8E. Approved. Motion made by Carmen F. Magistro, Board Secretary; seconded by Joseph Rymar.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8F. RFP – Educational Interpreting Services</p>	<p>8F. Recommend the Luzerne County Community College Board of Trustees approve the proposal to NEPA Center for Independent Living at the following rate of \$48.00 an hour.</p>	<p>8F. Approved. Motion made by John R. Serafin; seconded by John Bryan.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8G. RFP - Remote Captioning Services</p>	<p>8G. Recommend the Luzerne County Community College Board of Trustees approve the proposal to Aegis Rapid Text, Inc. at the following rate of \$62.00 an hour.</p>	<p>8G. Approved. Motion made by John Bryan; seconded by Joan Blewitt, Ph.D., NCC.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8H. RFP - Food Vending Service</p>	<p>8H. Recommend the Luzerne County Community College Board of Trustees approve the proposal to Canteen at the commission rate of 25.0 % on all proceeds.</p>	<p>8H. Approved. Motion made by Carmen F. Magistro, Board Secretary; seconded by Lynn Marie Distasio.</p> <p>Vote was all “yes”. Motion carried.</p>

<p>8I. RFP - Campus Security for Berwick, Hazleton, Corporate Learning Center, Kulpmont</p>	<p>8I. Recommend the Luzerne County Community College Board of Trustees approve the proposal to Prestige Security at the following rates: Hourly rates first year; \$15.69/hr., second year; \$16.09/hr., third year \$16.49/hr.</p>	<p>8I. Approved. Motion made by John Bryan; seconded by Paul Platukis.  Vote was all "yes". Motion carried.</p>
<p>8J. Authorization of College Credit Card</p>	<p>8J. Recommend the Luzerne County Community College Board of Trustees approve the authorization for the College to open an account for a major credit card for use by the President for college-related travel expenses.</p>	<p>8J. Approved. Motion made by John Bryan; seconded by Joan Blewitt, Ph.D., NCC.  Vote was all "yes". Motion carried.</p>
<p>8K. Bid 425 - Furniture Package for Buildings 2 &amp; 9</p>	<p>8K. Recommend the Luzerne County Community College Board of Trustees approve the award of Buildings 2 and 9 – Furniture Package to Creative Business Interiors in the amount of \$3,985.80; Stone Office, Inc. in the amount of 17,834.13; Educational Furniture Solutions in the amount of \$164,213.83; One Point in the amount of \$10,197.25 for a total value of the furniture bid at \$196,231.01.</p>	<p>8K. Approved. Motion made by John Bryan; seconded by Joan Blewitt, Ph.D., NCC.  Vote was all "yes". Motion carried.</p>
<p>8L. RFP - Athletic Trainer/Medical Services</p>	<p>8L. Recommend the Luzerne County Community College Board of Trustees approve the proposal to Geisinger Wyoming Valley Medical Center in the amount of \$23,500.00 for year 1; \$24,205.00 for year 2 and \$24,931.15 for year 3.</p>	<p>8L. Approved. Motion made by John Bryan; seconded by Carmen F. Magistro, Board Secretary.  Vote was all "yes". Motion carried.</p>
<p>8M. Transfer of Funds</p>	<p>8M. Recommend the Luzerne County Community College Board of Trustees approve Trustees authorize a transfer of the Unallocated Net Assets in the Unrestricted Current Fund to the Current Restricted Fund in the amount not to exceed \$1.74 million. Monies are restricted and are to be used exclusively for the payment of 2013-2014 and 2014-2015 Fiscal Year Early Retirement Incentive (ERI) and bonus payments.</p>	<p>8M. Approved. Motion made by Joan Blewitt, Ph.D., NCC; seconded by Carmen F. Magistro, Board Secretary.  Vote was all "yes". Motion carried.</p>
<p>8N. Early College Program for Young Scholars Reduced Tuition FY 2013-2014</p>	<p>8N. Recommend the Luzerne County Community College Board of Trustees approve reduced tuition for the Early College Program for Young Scholars during FY 2013-2014. The reduced tuition rate will be \$33.00 per credit payable by the student where the minimum class size is 15 students</p>	<p>8N. Approved. Motion made by John Bryan; Seconded; by Paul Platukis.  Vote was all "yes". Motion carried.</p>

80. College Auxiliary Budget, FY 2013-2014	<p>per class. All applicable fees as well as textbook and materials fees will be the responsibility of the student. In order for the reduced tuition to be in effect, courses must be held at the high school or career center, taught by the school district instructor, and agreements must be signed by the College and School District prior to students being registered.</p> <p>80. Recommend the Luzerne County Community College Board of Trustees approve the Luzerne County Community College Auxiliary Budget for Bookstore, Food Service and Student Activities for Fiscal Year 2013-2014.</p>	<p>80. Approved. Motion made by John R. Serafin; seconded by Carmen F. Magistro.</p> <p>Vote was all "yes". Motion carried.</p>
<b>9. Report/Action of the Human Resources Committee</b>		
<p>9A. Faculty Promotions</p> <p>9B. Approval of Administrative Policies: Anti-Discrimination &amp; Anti-Harassment Policy -Access to and Maintenance of Personnel Files Policy</p>	<p>Paul Halsey, Committee Chair, presented the Human Resources Committee report.</p> <p>9A. Recommend the Luzerne County Community College approve the following faculty members for promotion: Professor: Edward Gurtis, Maureen Savner, Margaret Sosnak, and Nicole Saporito.</p> <p>Associate Professor: David Ehrensperger, Stephen Housenick, Ronald Rogers, and James Shovlin</p> <p>9B. Recommend the Luzerne County Community College approve the following administrative policies: Anti-Discrimination &amp; Anti-Harassment Policy; and Access to and Maintenance of Personnel Files Policy.</p>	<p>9A. Approved. Motion made by Joseph Rymar; seconded by John Bryan. Vote was all "yes". Motion carried.</p> <p>9B. Approved. Motion made by Joan Blewitt, Ph.D., NCC; seconded by John Bryan. Vote was all "yes". Motion carried.</p>
<b>Informational Items</b>		
<b>1.Unfinished Business of Previous Meeting</b>		
<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 Halsey, Committee Chair, Human Resources Committee, stated the information on recent appointments and leave report is attached to the agenda.	No action required.
<b>4. Communications</b>		
	Board Chair Cook noted several communication items were	No action required.

	<p>included in the Board packet. We have had several students recognized this evening highlighting their talent and commitment to LCCC.</p> <p>Board Chair Cook also reported President Thomas P. Leary was selected to receive the 2013 Shirley B. Gordon Award of Distinction from Phi Theta Kappa. President Leary is only the third Pennsylvanian to win this award. Board Chair Cook noted the Board is quite proud of President Leary.</p> <p>Board Chair Cook noted in the packet includes information on the upcoming Relay for Life as well as the upcoming Alumni Association Flea Market, scheduled for Saturday, May 4, 2013. Board Chair Cook encouraged the Board members to attend this upcoming event.</p> <p>Board Chair Cook reminded the Board the Annual Commencement Ceremony will be held on Thursday, May 23, 2013 at the Mohegan Sun Arena.</p>	
<p><b>5.Adjournment</b></p>		<p>Motion made by Carmen F. Magistro, Board Secretary; seconded by John R. Serafin.</p> <p>Vote was all “yes”. Motion carried.</p>