

Name: Luzerne County Community College Board of Trustees Board Meeting

Date: Tuesday, August 29, 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
1. Roll Call	<p><u>Present:</u> Joan M. Blewitt, Ph.D.; George Brown; John J. Bryan; Michael J. Dubinski; Brian D. Gill, Board Chair; Paul Halsey; Erin K. Keating; Sheila L. Saidman, Esq. via conference call; Susan E. Unvarsky; 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.; Lynn M. Distasio, Vice Chair; Francis P. Curry; Margaret Steele; and David James Usavage</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>	
2. Public Comment	<p>Brian D. Gill, Board Chair, opened the floor for public comment.</p>	<p>No action required.</p>
3. Approval of June 20, 2017, Board Minutes	<p>Brian D. Gill, Board Chair, recommended approval of the June 20, 2017, Board minutes.</p>	<p>Approved. Motion made by Susan E. Unvarsky; seconded by John Bryan.</p> <p>Vote was all "yes". Motion carried.</p>

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<p>4. Approval of August 29, 2017 Board Agenda</p>	<p>Brian D. Gill, Board Chair, recommended the Luzerne County Community College Board of Trustees approve the August 29, 2017 Board agenda.</p>	<p>Approved. Motion made by Joan M. Blewitt, Ph.D., seconded by Erin K. Keating.</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/Foundation Report 	<p>President Leary reported Luzerne County Community College received official notification from the National Association for the Education of Young Children (NAEYC) Commission on the Accreditation of Early Childhood Higher Education Programs that LCCC’s Early Childhood Education program received accreditation. President Leary expressed his sincere appreciation to Lynn Pabst, Coordinator of the Early Childhood program, Janis Wilson-Seeley, and Kate Zielinski, for all of their work involved in the accreditation process.</p> <p>The College will once again host classrooms for the Luzerne County Head Start program. The facility, housed in building 11, will feature two large classrooms, viewing rooms, storage areas, and office space.</p> <p>Housing the Head Start program is a mutually beneficial arrangement since students in the College’s Early Childhood Education program will have an opportunity to observe children enrolled in pre-school programs and to complete practicum and volunteer hours on site.</p>	

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<ul style="list-style-type: none"> ○ President's Report (<u>continued</u>) 	<p>An invitation was extended to the Board of Trustees to attend the Head Start Ribbon Cutting ceremony scheduled for Thursday, September 21 at 1 p.m. at the Head Start Building at LCCC. Attendees will have an opportunity to see the facility, meet the children, parents and staff of Head Start.</p> <p>President Leary expressed his appreciation to the College's maintenance staff who renovated a large section of this building to house the new facility.</p> <p>The Guaranteed Energy Savings Act project entered with Ameresco, Inc., an energy consultant, is now underway. The majority of the project involves electric to gas heat conversion and lighting upgrades to LED lighting systems. The remaining part of the project includes temperature control upgrades, transformer upgrades, and chiller replacement. The College is financing approximately \$8 million for this project over a 15-year period. The cost savings from the energy saving measures made at the College will pay the renovation costs, consultant, and financing payments.</p> <p>During the summer LCCC's Continuing Education Department held Summer Camps for Kids in Culinary, Lego Robotics, Mobile Apps 101 and Conceptual Design for children ages 10-14. The camps were well-attended and very successful. At the end of camp, each child received a Certificate of Achievement and</p>	

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<ul style="list-style-type: none"> ○ President's Report (<u>continued</u>) 	<p>the parents were invited to join the kids for a demonstration, and for the culinary camps, a reception to taste the dishes created by the young chefs.</p> <p>The 50th Anniversary Golden Gala Solicitation Campaign just began. The Foundation Board is working to secure sponsors. The Foundation surpassed the \$100,000 goal, raising \$106,600 has contributed to date. On behalf of the College community, President Leary extended his thanks to the trustees who have committed and helped the solicitation process. As a reminder, the Golden Gala will be held Saturday, October 7th, at Mohegan Sun Pocono. To date the College received 237 reservations and 26 tables have been reserved.</p> <p>The College is awaiting approval from the Pennsylvania Department of Community and Economic Development to approve Luzerne County Community College as a recipient for the Educational Tax Credit Program which supports the Early College Program. All funds raised (\$29,000) are now expended.</p> <p>President Leary extended an invitation to join the College community on Monday, September 11, for the 16th Anniversary of the 911 tragedy. A remembrance ceremony and brick dedication will take place at 10 a.m. at the Walk of Honor.</p>	

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<ul style="list-style-type: none"> ○ President's Report (<i>continued</i>) 	<p>The College's Anniversary week will be celebrated the week October 2nd through October 7th. I welcome everyone to join the College community on Tuesday, October 3rd at 11am for the Time Capsule opening. The Time Capsule will also be part of 50th Art Exhibit.</p> <p>The Wilkes Barre Center Food Bank ribbon cutting will be held Wednesday, Oct. 4th at 11:30am. The Foundation is providing startup funds for the food bank. The Wilkes-Barre Center Staff will also be doing fundraising to support the facility.</p> <p>A Ribbon cutting for Fitness Walking Trail will be held Thursday, .Oct. 5th at 11a.m. A small grant from The Moses Taylor Foundation supported this effort.</p> <p>In June, the College's main website underwent major changes. The process to update the website took many months. President Leary introduced Connie Toporcer, Director of Technical and Internet Service, who presented an overview of the new website.</p> <p>President Leary expressed his appreciation to Ms. Toporcer and Bob Bobdon, Director of Marketing for providing the content, design, and navigation for the new site.</p>	

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<ul style="list-style-type: none"> ○ Treasurer's Report 	<p>Joseph Gasper, Dean of Finance, presented the following Treasurer's Report.</p> <p>The Treasurer's Report is a Preliminary June 30, 2017 as of July 31st. Finance continues to make adjusting and closing entries for the 2016-2017 fiscal year audit.</p> <p>When compared to the prior fiscal year the Current Fund Income of \$43,224,000 is up 2.85% and expenses of \$40,487,000 decreased 0.22%. Bookstore Income decreased 13.40% while expenses decreased 12.83%. Food Service Income decreased 8.81% and expenses decreased 7.69%. Plant Fund Income decreased 32.46% and expenditures decreased 36.90%.</p> <p>Supplement Report - Tuition Income decreased \$117,000 and the fall and spring price and volume variance is listed on the report. Continuing Education is up \$19,000, due to the Truck Driving Contract. The \$2 increase in both the General Service and Technology Fees accounts for the increases. The Commonwealth of Pennsylvania payments were received as scheduled and included a \$261,756 increase in the allocation. The increase in Non-Sponsor Income (the Out of County and State Tuition) is attributable to the approved tuition increase and the change to the Distance Learning tuition/billing rate.</p>	

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<ul style="list-style-type: none"> ○ Treasurer's Report (continued) 	<p>Current Fund Expenditures of the Supplement: Fringe Benefits increased \$458,000 attributable to increases in Health Care and Retirement Costs while Dental expense is down. The preliminary salary amount show a decrease but the 2016-2017 Salary Accrual is not finalized. Consultants / Contracted Services expense increased \$179,000 and the categories are listed on the report. Legal Fees and Insurance Expense are down while utilities increased slightly.</p> <p>Supplement for the Bookstore Report: Total Bookstore Income is down 13.40%, the major decrease is in Textbook sales. The Textbook Expense decreased 14.92%, Other Purchases 13.85%, Salaries decreased 20.30% and Fringe Benefits 3.01%.</p> <p>Food Service Report - Food Sales have decreased \$26,000 and Vending Machine Income decreased \$3,000. Fringe Benefits decreased \$9,000 and salaries decreased \$22,000, as listed on the report.</p> <p>Plant Fund Report - The reduction in Debt Service explains the 50.53% decrease in the Commonwealth of Pennsylvania Appropriation. Under expenditures, the additional capital allocation received in the prior year accounts for the variance for Equipment purchases. The reduction to the Computer Replacement Plan decreased Equipment Lease Expense. Final loan payments were made on the</p>	

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<ul style="list-style-type: none"> ○ Treasurer’s Report (continued) 	<p>Series 1997 Bond and the Health Science Building thus reducing Debt Service Expense.</p> <p>This concludes the Preliminary Treasurer’s Report summary for June 2017.</p>	
<p>6. Report/Action of the Executive Committee</p> <p>6A. Recommendation to Approve Board of Trustees Resolution of Luzerne County Refinancing of Series B 2008 Bond</p>	<p>6A. Board Chair Gill recommended approval of the Board of Trustees Resolution of Luzerne County Refinancing of Series B, 2008 Bond as presented during the work session.</p>	<p>6. Approved. Motion made by George Brown; seconded by John Bryan.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>7. Report/Action of the Academic Committee</p> <p>7A. Recommendation to Approve Administrative Policy – Never Attended Student Policy</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 administrative policy, Never Attended Student Policy.</p>	<p>7A. Approved. Motion made by John Bryan; seconded by George Brown.</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>8. Barry H. Williams, Chair, LCCC Board of Trustees Finance Committee, presented the following recommendation.</p> <p>8A. Recommend the Luzerne County Community College Board of Trustees approve the summary of payments.</p>	<p>8A. Approved. Motion made by Erin K. Keating; seconded by Susan E. Unvasky .</p> <p>Vote was all “yes”. Motion carried.</p>

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8B. Approval of Administrative Policy	8B. Recommend the Luzerne County Community College approve the Administrative policy, Textbook and Other Materials Purchase and Return policy.	8B. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by John Bryan. Vote was all “yes”. Motion carried.
8C. Recommendation to Approve Elevator Maintenance Agreement	8C. Recommend the Luzerne County Community College Board of Trustees approve the maintenance agreement to Otis Elevator Company at the rate of \$1025.00 per month for the contract period September 1, 2017 through August 31, 2022; five year contract total \$61,500.	8C. Approved. Motion made by Susan E. Unvasky; seconded by George Brown. Vote was all “yes”. Motion carried.
9. Report/Action of the Human Resources Committee	9. No report.	
10. Report/Action of the Legislative, Economic and Public Affairs Committee	10. No report.	
<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 Erin K. Keating; seconded by Joan M. Blewitt, Ph.D. Vote was all “yes”. Motion carried.

