

Name: Luzerne County Community College Board of Trustees Board Meeting
Date: Tuesday, February 26, 2019
Time: 6:00 PM
Location: Luzerne County Community College, Campus Center, Nanticoke PA

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
Pledge of Allegiance		Meeting opened with the Pledge of Allegiance.
Oath of Office Ceremony	Brian Gill, Board Chair, stated, on January 8, 2019, Luzerne County Council appointed Holly Evanoski, Susan Unvarsky, and David James Usavage to the Luzerne County Community College Board of Trustees, to a term ending December 31, 2024. Holly Evanoski took her oath of office at the Group Swearing-In Ceremony conducted at the Luzerne County Court House on January 22, 2019. Mr. Usavage was excused this evening and will arrange to be sworn in prior to the next Board meeting.	The Honorable Judge Jennifer Rogers administered the Oath of Office to Susan Unvarsky.
1. Roll Call	Present: Joan M. Blewitt, Ph.D.; George Brown; Lynn M. Distasio, Vice Chair; Holly A. Evanoski; Brian D. Gill, Board Chair; Bernard Graham, Ph.D.; Paul Halesey; Erin K. Keating, Ph.D.; Joseph F. Lettiere; Catherine R. O'Donnell, Esq.; Susan E. Unvarsky, Secretary; Barry H. Williams, J.D., C.P.A., and Joseph Kluger, Esq., College Solicitor. Excused: James P. Dennis, Margaret Steele, and David James Usavage	
	Prior to the start of the Board meeting, an Executive Session was held to discuss personnel and litigation issues.	
2. Public Comment	2. Brian D. Gill, Board Chair, opened the floor for public comment.	2. No public comments. No action required.

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3. Approval of December 18, 2018, Board Minutes	3. Brian D. Gill, Board Chair, recommended approval of the December 18, 2018, Board minutes.	3. Approved. Motion made by Joan M. Blewitt, Ph.D., and seconded by George Brown. Vote was all “yes”. Motion carried.
4. Approval of February 26, 2019, Board Agenda	4. Brian D. Gill, Board Chair, recommended the Luzerne County Community College Board of Trustees approve the February 26, 2019 Board agenda.	4. Approved. Motion made by Bernard Graham, Ph.D.; seconded by Joan M. Blewitt, Ph.D.; to approve the agenda as presented. Vote was all “yes”. Motion carried.
5. Report of Officers and Agents ○ President’s Report - <i>Business Department Presentation</i> - <i>Culinary Institute Presentation</i>	President Leary reported former members of the LCCC Board of Trustees, Dr. Joseph Lombardo, passed away on February 21 st , 2019. Dr. Lombardo served on the Board for 30 years holding numerous officer positions, including Chairperson of the Board. Through the LCCC Foundation Office, Dr. Lombardo established, in the name of his late son, the John F. Lombardo Memorial Scholarship. Memorial donations in Dr. Lombardo’s name can be made to the John F. Lombardo Memorial Scholarship at Luzerne County Community College. The President extended his deepest sympathies, on behalf of the LCCC Board of Trustees and College family, to Dr. Lombardo’s wife of 56 years, Mary Lombardo, children, family and friends.	5. No action required.

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	<p>President Leary introduced the members of the Leadership LCCC Class of 2019: Luz Cabrales, Bilingual Admissions Representative; John Conrad, Assistant Professor, Director of Clinical Education in Respiratory Therapy; John Loftus, Learning Support Specialist; and Louise Menendez, Nurse Aid Coordinator.</p> <p>On behalf of the Leadership LCCC Class of 2019, Louise Menendez reported the class continues to participate in the Leadership Training Sessions and began collaborating on a virtual safety initiative through PSTI as their service project.</p> <p>The Luzerne County Community College KEYS (<i>Keystone Education Yields Success</i>) Program, under the direction of Program Coordinator Melissa Wassel, was approved to receive a \$70,000 increase in additional funds for the 2018-2019 fiscal year, increasing the total budget to \$305,487. The additional funds will be utilized to increase direct costs and needs for KEYS students. The President noted a collaborative initiative between the Department of Human Services and Labor and Industry could potentially have a direct impact on the KEYS Program and he will keep the Board updated as more information becomes available.</p> <p>President Leary reported Vice Chair Lynn Distasio, serves as the Chair of the Board of Trustees Legislative, Economic and Public Affairs Committee. She assumes a very active role in advocating for community colleges and the students for which they serve. Vice Chair Distasio has attended several PACCC meetings in Harrisburg, as well as a number meetings over the years to learn more about community college advocacy, governance and the community college legislative priorities.</p>	

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<p>Business Department Presentation</p>	<p>Most recently, President Leary announced Vice Chair Lynn Distasio has accepted a Board Officer position as Secretary on the Executive Committee of the PA Commission for Community Colleges.</p> <p>President Leary congratulated Vice Chair Distasio on her recent appointment to the PA Commission for Community Colleges Executive Committee, effective July 1, 2019.</p> <p>President Leary reported the Accreditation Council for Business Schools & Programs (ACBSP) provided their feedback report on the biannual Quality Assurance (QA) Report that was recently submitted. The President introduced Dr. Gary Mrozinski, Department Chair of Business and Professor of Business and Economic who provided the outcome of this report.</p> <p>Dr. Gary Mrozinski, Chairperson of the Business Department and Professor of Business and Economics, noted he is a thirteen year employee of Luzerne County Community College. Dr. Gary Mrozinski stated the department is accredited by the Accreditation Council of Business Schools and Programs (ACBSP) receiving its' first accreditation in 2012.</p> <p>Dr. Mrozinski explained the accreditation is a 10- year accreditation cycle during which every two years the business department is required to submit a Quality Assurance Report. During the Fall 2018 semester the College submitted the Quality Assurance Report.</p>	

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	<p>In response to the Quality Assurance Report submitted by the College, Dr. Mrozinski reported he has received a letter from from Dr. Steve Parscale, Chief Accreditation Officer, Accreditation Council of Business Schools and Programs, who wrote the following, <i>“the Board identified four best practices. This is unprecedented quality.”</i></p> <p>Dr. Mrozinski stated there are 6 accreditation Standards. When an institution submits its’ report, most of the work is directly related to Standards 3,4,5, and 6. Standard 1- Leadership addresses leadership changes which they reported with the most recent appointment of the Vice President of Academic Affairs; and Standard 2 is not addressed at all. The remainder of the work relates to Standards 3,4,5,6. Dr. Mrozinski served for four years on the ACBSP Board of Commissioners, previously serving as Chair of the Board. He noted it is highly unusual to have best practices for more than two standards; he recalls only once a college had best practices for three standards.</p> <p>Dr. Mrozinski reported faculty members representing the Business Department, each with an area of focus include: Dr. Mrozinski and Lori Dunn, Accounting; Walt Janoski, Business Law and Human Resources and Accounting; Jim McAndrew, Economics and Finances; and Dr. Mrozinski, Accounting, Economics, Marketing and Management. Under Business, there are four programs of study: Accounting, Business Administration, Health Care Management, and Paralegal/Legal Assisting. The College has articulation agreements with numerous colleges and universities.</p> <p>The Department continues to revisit existing articulation agreements to assure the programs are in</p>	

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<p align="center">Culinary Department Presentation</p>	<p>alignment. Some of the more popular transfer colleges and universities our graduates attend include King’s College, Wilkes University, and Misericordia University.</p> <p>At the request of the Tobyhanna Army Depot, LCCC offers an on-site program allowing department heads and shop supervisors the opportunity to obtain a business degree.</p> <p>The Business Department hosts business symposiums and have been fortunate to have Trustee Susan Unvasky, and alum of LCCC, present at the symposium.</p> <p>At the end of the Spring semester, the business department plans to host a Marketing Plan Workshop for high school students. Over the course of 2-3 hours, the high school students and faculty will create a marketing plan for business.</p> <p>In addition, the department is researching programs in Social Media and Digital Marketing.</p> <p>President Leary stated Dr. Mrozinski has been selected to serve his first year as Department Chairperson and has set a very high standard for himself and his faculty. At this time, President Leary congratulated Dr. Gary Mrozinski and faculty on their achievement</p> <p>President Leary introduced adjunct Chef Instructor, Kimberly Ann Mclendon, and students Alison Hayes, Hotel and Restaurant Management and John Greskiewicz, Pastry Arts, who presented an overview of the programs and offerings available at the Joseph A. Paglianite Culinary Institute.</p>	

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	<p>Accompanying Chef McLendon were Chefs Sal Shandra, David Pembleton, and Jake Hizney.</p> <p>Kimberly McLendon, Adjunct Chef, Joseph A. Paglianite Culinary Institute, expressed her appreciation to Culinary students Allison Hayes and John Greskiewicz for preparing a variety of desserts on display for the board meeting.</p> <p>Chef McLendon reviewed the hospitality program and the numerous opportunities for the students to be involved in community services activities through this program. The students have an opportunity to attend the Food Network Convention in New York City with their instructors, which provides an opportunity to explore potential careers available to them once they complete their program of study. An overview of the non-credit cooking classes and summer cooking camps were also presented. Chef McLendon noted she and Chef Hizney are in the process of developing a additional continuing education classes.</p> <p>Allison Hayes and John Greskiewicz expressed appreciation to the faculty and staff at the Joseph A. Paglianite Culinary Institute. The instructors care about the success of each student, providing them with the knowledge and skills necessary to meet and achieve their future career goals.</p> <p>Trustee George Brown stated the Wyoming Valley Art Association holds a major fall fundraiser each year, which features food samplings from numerous area restaurants. The past two years students from the LCCC Joseph A. Paglianite Culinary Institute have participated in this event providing a variety of desserts. As a member of the Board, it gives him great pride to hear that the majority of the</p>	

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<ul style="list-style-type: none"> ○ <i>Treasurer Report</i> 	<p>compliments were directed to the display and quality of the desserts providing by the LCCC Culinary students. Trustee Brown expressed his appreciation to President Leary for the opportunity to have the LCCC Joseph A. Paglianite Culinary Institute participate at this annual fundraiser. President Leary thanked the students for choosing LCCC for their college experience.</p> <p>Everyone in attendance was invited to enter into a drawing to win one of two cakes displayed at the Board meeting. Drawing prize recipients were Trustee Catherine O'Donnell, Esq. and John Sedlak, Dean of Human Resources.</p> <p>Cheryl Baur, Interim Vice President of Finance, reviewed the Treasurer's Report ending December 31, 2018.</p> <p>Current Fund Income - The current fund income is derived from tuition. 5.89% decrease in tuition income was due to the fall variance down by \$695,000 as well as spring. There was an increase in the price variance due to the increase in tuition during the past budget cycle. Seminars are slightly down \$53,000 for contract training and \$65,000 for PSTI. General Service and Technology fees are up due to the per credit increase during the last budget cycle.</p> <p>Current Fund Expenditures – Fringe benefits are up 19.31% in medical; Salaries are down by 3.24%. Bookstore Textbook Income is down 27.14% in line with enrollment; and expenses are down as well. Food Service sales are down slightly as well as salaries..</p>	

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<ul style="list-style-type: none"> ○ <i>Foundation Report</i> 	<p>Sandy Nicholas, Executive Director, Institutional Advancement and Foundation, reported the President Leary, the Foundation Office, and members of the Culinary Department, had the opportunity join Mr. Joseph Paglianite and his family for a luncheon. Mr. Paglianite presented to the College his final payment of \$1million pledge. Mr. Paglianite also generously supports the College’s scholarship program.</p> <p>The date for the next Foundation Dinner is scheduled for Wednesday, October 16, 2019. The Foundation Office is currently accepting scholarship applications which are due by April 15, 2019.</p> <p>Two new scholarships have been established. The Patricia Toole Scholarship in the amount of \$25,000; as well as a \$30,000 full tuition Nursing scholarship.</p> <p>The Campus Campaign has officially kicked off. The campaign supports the Book Fund as well as the LCCC Food Bank. It was noted 150 students utilizing the food bank regularly each month.</p> <p>The Legislative Breakfast is confirmed and will be held Friday, April 16, 2019. Breakfast will begin at 7:30 a.m. with the program starting at 8:00 a.m. The event will be held in the Campus Center.</p> <p>The Rossetti Art Show will be held Sunday, March 3, from 1 p.m. to 4 p.m. in the Schulman Art Gallery. More than 500 art students and families will be on campus with an awards ceremony held. Students participating in the art show are in grades 7 through 12th grade from the Back Mountain and Northwest Area School Districts.</p>	

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6. Report of the Executive Committee		
6A. Approval of Bookstore Operating Agreement	<p>6A. Board Chair Gill presented the Executive Committee report and recommended the Luzerne County Community College (“LCCC”) Board of Trustees approve the Bookstore Operating Agreement (“BOA”) with Follett Higher Education Group, Inc. (“Follett”). The Bookstore Operating Agreement outlines the proposal submitted in response to the Request for Proposals for the Bookstore Management Services as well as the agreed upon terms of operation of LCCC’s Bookstore.</p> <p>By having Follett manage the operation of the LCCC Bookstore, the students will be provided a savings on their course material costs as well as have available additional and affordable options. The current LCCC Bookstore staff (three) will remain employed by LCCC.</p>	<p>6A. Approved. Motion made by; seconded by</p> <p>Vote all “yes”. Motion carried.</p>
7. Report of the Academic Committee		
	No Report.	
8. Report of the Finance Committee		
8A. Recommendation to Approve Summary of Payments	<p>Susan E. Unvarsky, Chair of the Finance Committee presented the following Finance Committee 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 Barry Williams, J.D., C.P.A.; seconded by Erin K. Keating, Ed.D.</p> <p>Vote was all “yes”. Motion carried.</p>

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<p>8B. Recommendation to approve Bid#487 for Waste Removal</p> <p>8C. Recommendation to approve Board Resolution for Pennsylvania Department of Education Capital Application(s).</p>	<p>8B. Recommend Luzerne County Community College Board of Trustees approve the award of Bid#487 in the amount of \$24,000.00 per year to Waste Management. This is a three (3) year contract to provide waste removal services to the College.</p> <p>8C.Recommend Luzerne County Community College Board of Trustees approve the Capital application(s) and authorize the matching funds (if approved for funding by the Pennsylvania Department of Education) for the approved Capital projects submitted in the April 2019 Capital application with the estimated costs:</p> <p>Roof Replacement (Buildings 14 and 6) -\$472,876 Main Parking Lot Paving - \$1,200,000. Upgrade Campus Restrooms (Buildings 4,5,8, and 12) - \$240,000 Construction of Storage Building (Physical Plant Equipment Storage) - \$60,000 Public Safety Training Institute Firing Range (outdoor firing range) - \$310,000</p> <p>Final Board of Trustees approval of the project(s) will be submitted with exact funding amounts when approved by the Pennsylvania Department of Education.</p>	<p>8B. Approved. Motion made by Barry Williams, J.D., C.P.A.; seconded by Joan M. Blewitt, Ph.D.</p> <p>Vote was all “yes”. Motion carried.</p> <p>8C. Approved. Motion made by Brian Gill, Board Chair; seconded by Barry Williams, J.D., C.P.A.</p> <p>Vote was all “yes.” Motion carried.</p>
<p>9. Report of the Human Resources Committee</p>		
	<p>No Report.</p>	

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10. Report of the Legislative, Economic and Public Affairs Committee		
	Lynn Distasio, Chair, Legislative, Economic and Public Affairs Committee, expressed her appreciation to President Leary and Elizabeth Bolden, Executive Director and CEO, Pennsylvania Commission for Community Colleges (PACCC) for recommending her to serve on the PACCC Executive Committee. Thanks was extended to members of the Legislative Committee, Sandy Nicholas and Vice President Sue Spry. Committee Chair Distasio encouraged members of the Board to attend the next Legislative Breakfast on April 26, 2019.	
	<u>Informational Items</u>	
1.Unfinished Business-Previous Meeting	1.N/A	1. No action required.
2.Informational-Executive Committee	2. N/A	2. No action required.
3.Informational- Human Resources Committee	3. Information on appointments and leave reports are included with the Board agenda.	3. No action required.
4. Communications	4. Board Chair Gill noted all communications and Informational items were included in the meeting packets.	4. No action required.
5.Adjournment	5. Board Chair Gill asked for a motion to adjourn.	5. Motion made Susan Unvarsky, Secretary; seconded by Erin K. Keating, Ed.D. Vote was all “yes”. Motion carried.