

Name: Luzerne County Community College Board of Trustees Board Meeting
Date: Tuesday, February 8, 2011
Time: 7:00 p.m.
Location: Dining Room, Educational Conference Center, Nanticoke, Pennsylvania

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
1. Roll Call	<p><u>Present:</u> Elaine Cook, R.N., J.D., Vice Chair; Belinda Coulibaly, Student Representative; Elaine Curry; Lynn M. Distasio, Board Secretary; Mahmoud H. Fahmy, Ph.D.; Paul A. Halesy, George F. Hayden; John Kashatus; Agapito López, M.D.; Thomas F. O'Donnell; Ed.D.; August Piazza; Joseph Rymar, Board Chair; Michael Tigue, III; Barry Williams, J.D., C.P.A.; and Joseph Kluger, J.D., College Solicitor.</p> <p><u>Excused:</u> Mary Hinton, Ph.D.; and Joseph M. Lombardo, M.D.</p>	No action required.
2. Public Comments	No comments.	No action required.
3. Approval of December 14, 2010 Board Minutes	Thomas F. O'Donnell, Ed.D., requested December 14, 2010 Board Minutes reflect Trustee O'Donnell's sponsorship of the Resolution in Memoriam of the late James T. Atherton	Approved. Motion made by Thomas F. O'Donnell, Ed.D. noting Trustee O'Donnell's sponsorship of the Resolution in Memoriam of James T. Atherton. Motion was seconded by seconded by Agapito López, M.D. Vote was all "yes". Motion carried.
4. Approval of February 8, 2011 Board Agenda		Approved. Motion made by Agapito López; seconded by Lynn Marie Distasio, Board Secretary. Vote was all "yes". Motion carried.
5. Report of Officers and Agents:		
<ul style="list-style-type: none"> ○ President's Report 	President Leary reported the Luzerne County Community College's Mass Communications Department was ranked 6th in the nation for 2010, according to Community College Week's Top 50 data. Community College Week annually analyzes	

data collected by the National Center for Education Statistics through the Integrated Postsecondary Education Data Set (IPEDS) completions survey that colleges submit to arrive at their rankings.

President Leary extended his congratulations to Tom McHugh, Chair, and department faculty Ed Ackerman, Associate Professor, Journalism; Andrew Petonik, Assistant Professor/Coordinator, Journalism; Ron Reino, Associate Professor/Coordinator, Broadcast Communications and WSFX Supervisor; and Paul Sinclair, Music Radio Instructor, for the outstanding job they do in their department.

President Leary also noted the College is hosting a variety of programs and events to celebrate diversity throughout the month, including a student essay contest. Among the program of activities is the annual Ethnic Food Festival. This festival gives members of the College family a chance to enjoy foods from many cultures while also joining together in collegiality. All students and staff are welcome to attend. This year's Ethnic Food Festival is scheduled for Thursday, February 24, 2011, from 11 a.m. to 1 p.m. in the Campus Center Cafeteria.

Mahmoud H. Fahmy, Ph.D., joined President Leary in congratulating Tom McHugh, Ed Ackerman, Ron Reino, Andy Petonik and Paul Sinclair in Mass Communications Department. Trustee Fahmy also requested the community be informed of LCCC's Mass Communications Program being ranked 6th in the nation for 2010.

<p>○ Treasurer’s Report</p>	<p>Joseph Gasper, Dean of Finance presented the Treasurer’s Report. Dean Gasper stated the Monthly Financial Report is a summary of the Budget and the Income and Expenses as of December 2010.</p> <p>The Current Fund Income is \$27,780,000 and Expenses total \$17,111,000. Bookstore Income is \$2,242,000; Expenses total \$2,359,000. Food Service Income is \$200,000, Expenses of \$190,000. The Plant Fund Income is \$2,144,000 and Expenses are \$3,055,000. As requested by the Board of Trustees Finance Committee the budget columns on the report have been modified. The monthly budget is spread on Prior Year Actual activity. Column 4 is the dollar variance of Actual to 6 months budget and Column 5 is the percentage variance.</p> <p>Dean Gasper reported the remainder of the current fiscal year the Commonwealth of Pennsylvania will revert back to the quarterly payment schedule. This fiscal year the college received the stimulus payment of \$1,122,000 in October 2010 which is included in the Commonwealth appropriation line item and accounts for the variance. Previous year stimulus payment was received during the month of February. No change has been made to the Capital payment schedule from the Commonwealth for the current fiscal year.</p> <p>The Tuition, General Service Fees and Technology Fees variances are consistent with the enrollment for the current fiscal year, which is approximately 2% lower than was projected in the budget for this period.</p> <p>Current Fund fringe benefits are slightly higher due</p>	
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<p>○ Foundation Report</p>	<p>to an increase in the amount of medical claims. Advertising is higher due to an increase in advertising in the early part of the fiscal year which included television ads. Other current fund and the plant fund expenditures show no significant variances and are comparable to the amount expended when compared to the prior year.</p> <p>The Bookstore Income from textbooks is down for the current year and the expenditures decreased. This variance is due to the Higher Education Opportunity Act which requires the Bookstore provide students with the codes for the required textbooks resulting in the students purchasing the books from other sources. The remaining expenses are comparable with the prior year.</p> <p>Due to transfers and existing vacancies in Food Service the salaries and fringe benefits are less than the prior year.</p> <p>Ms. Susan Unvarsky, President of the LCCC Foundation Board of Directors presented the Foundation report. Ms. Unvarsky, life-long resident of Northeastern Pennsylvania, is a 1986 graduate of Luzerne County Community College. Ms. Unvarsky stated it is a privilege to serve as President of the LCCC Foundation Board of Directors. On a personal note, Ms. Unvarsky stated if it were not for LCCC she would have not be able to continue her education past high school, or continue her education at King’s College and ultimately at Boston University. She is currently employed as Senior Vice President, Prudential Retirement.</p> <p>LCCC was the foundation for her to start the career and was instrumental in helping her achieve the career goals. She is very thankful for being able to</p>	
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serve on the Foundation Board and have the privilege of presenting the Foundation Report.

The LCCC Alumni Association has made a major gift pledge to the Foundation in the amount of \$125,000 for the Health Sciences Center. This underscores the commitment and dedication of the Alumni Association to the College's Mission.

The Foundation recently received a \$50,000 Commitment from the Goldman Sachs on behalf of an employee of Goldman Sachs in support of the Northumberland Regional Center's Learning Resource Center. This is a result of the previous gifts from Goldman Sachs and Jennifer Wheary and Paul Walker which established the Resource Center and funded a scholarship endowment for students at the off-campus site.

Ms. Unvasky noted new leadership of the Foundation as well as new members are included in the directory enclosed in the Board packets. Joining the Foundation as a voting member is a member of the student body - Shawn Bly, President of Student Government Association. The Foundation Board of Directors is very excited that the interests of the students are front and center as it relates to the Foundation goals.

Ms. Unvasky reported to date, nine (9) LCCC Alumni are members of the Foundation Board, which is welcome leadership strategy and strengthens the ties between the foundation and our alumni.

Members of the Foundation Board will once again be participating in the Business Symposium on April 13 and will speak to LCCC Business Students.

<ul style="list-style-type: none"> ○ Student Representative Report 	<p>Participating on April 13 are: Jeff Helse, PPL Nuclear Plant Manager; Robert Tambur, CEO of TAMMAC Corp.; Robert Tamburro, Vice President, LTD Real Estate; Michael Bean, Assistant General Manager, Mohegan Sun; and Bob Stanley, Financial Advisor for Merrill Lynch. In addition, Foundation Board members Carl Witkowski, III, COO, Kentrel, Inc., and David Hawk, Gertrude Hawk Chocolates, will join Trustee Lynn Marie Distasio in speaking to students in a classroom setting.</p> <p>Trustee Piazza noted Trustee Halesey and Piazza serve as Board liaisons on the Foundation Board of Directors, noting Ms. Unvarsky has worked tirelessly; as all members serving on the Foundation Board. Trustee Piazza extended best wishes in her role a Foundation Board President.</p> <p>On behalf of the LCCC Board of Trustees, Board Chair Rymar, extended best wishes to Ms. Unvarsky, notes the Board of Trustees look forward to assisting the Foundation Board.</p> <p>Student Representative Belinda Coulibaly informed the Board at a recent Student Government Association meeting, questions were raised as to whether the administration would be filling the vacant Dean of Student Services position. President Leary was made aware of the students concerns.</p> <p>Board Chair Rymar stated a discussion on this issue took place during the Board’s Work Session. The Board of Trustees reached the following conclusion: If a student would like an issue presented to the</p>	
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	<p>Board there are two (2) ways of going about the process: 1) Student(s) should contact the Student Representative to the Board, Belinda Coulibaly, who in turn can present the issue to the board; 2) Student(s) can contact President Leary directly.</p> <p>Board Chair Rymar stated President Leary has the responsibility of Vice President of Student Development. Students have the opportunity of addressing their issues to Ms. Coulibaly as the Student Representative to the Board; or go directly to President Leary. Board Chair Rymar would like students to go directly to Ms. Coulibaly to make her aware of their issues.</p> <p>Trustee Curry asked if all students were aware Ms. Coulibaly is the Student Representative to the Board. Board Chair Rymar noted an announcement was sent out during the fall semester.</p> <p>President Leary stated Lisa Nelson, Director of College Relations, through the dissemination network, will send out a message informing the student body of Ms. Coulibaly's appointment to the Board. Ms. Coulibaly's contact information will also be included in the message.</p> <p>Trustee Lopez suggested the College prepare printed material of Ms. Coulibaly contact information.</p>	
6. Report/Action of the Executive Committee	Board Chair Rymar stated the Executive Committee meeting was held on the January 24, 2011. The summary was not included in the February Board	The President's Office will forward the January 2011 Executive Committee meeting summary to the Board of Trustees. Questions regarding the

	<p>packet. The President’s Office will forward a copy of the meeting summary to Board of Trustees. Questions regarding the summary can be forwarded to Board Chair Rymar.</p>	<p>summary should direct to Board Chair Rymar.</p>
<p>7. Report/Action of the Academic Committee</p> <p>7A. Recommendation to approval of 2012-2015 Academic Calendars</p> <p>7B.Recommendation to Approve Administrative Policies</p> <p>7C.Recommendation to approve Program Additions, Deletions, and Modifications</p>	<p>August J. Piazza, Committee Chair, presented the following report of the Academic Committee:</p> <p>7A. Recommend the Luzerne County Community College Board of Trustees approve the Academic Calendars for 2012, 2013, 2014, and 2015.</p> <p>7B. Recommend the Luzerne County Community College Board of Trustees approve the following administrative policies: Admissions Policy and Transfer from LCCC to Another College or University Policy.</p> <p>7C. Recommend the Luzerne County Community College Board of Trustees approve Program Additions, Deletions and Modifications.</p>	<p>7A-7C. Approved. Motion made by August J. Piazza, Committee Chair to approve action items 7A through 7C of the Academic Committee report.</p> <p>Motion was seconded by Michael Tigue, III.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8. Report/Action of Finance Committee</p> <p>8A. Recommendation to approve Summary of Payments</p> <p>8B.Recommendation to Approve Administrative Policies</p> <p>8C. Recommendation to Approve Bid #395 - 2011 Chevrolet Silverado 3500 HR 4 WD Truck</p>	<p>Lynn Marie Distasio, 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. See attached.</p> <p>8B.Recommend the Luzerne County Community College Board of Trustees approve Non-Credit Cancellation and Refund Policy; and Residency Policy</p> <p>8C. Recommend the Luzerne County Community College Board of Trustees approve the award of Bid #395 to Valley Chevrolet Inc. in the amount of \$47,525.00.</p>	<p>8A.Approved. Motion made by Committee Chair Distasio and seconded by Michael Tigue, III. Vote was all “yes”. Motion carried.</p> <p>8B. Approved. Motion made by Committee Chair Distasio and seconded by Elaine Curry. Vote was all “yes”. Motion carried.</p> <p>8C. Approved. Motion made by Committee Chair Distasio and seconded by Michael Tigue, III. Vote was all “yes”. Motion carried.</p>

<p>8D. Recommendation to Approve Bid #396 – Health Science Center Furniture Package</p>	<p>8D. Recommend the Luzerne County Community College Board of Trustees approve the award of Health Sciences Center – Furniture Package to Creative Business Interiors in the amount of \$74,338.53; Stone Office, Inc. in the amount of \$32,276.02; Educational Furniture Solutions in the amount of \$118,081.00; Office Service Co. in the amount of \$17,952.16; and OnePoint in the amount of \$1,805.00 for a total value of the furniture bid at \$244,452.71.</p>	<p>8D. Approved. Motion made by Elaine Curry and seconded by Agapito López, M.D. Vote was all “yes”. Motion carried.</p>
<p>8E. Recommendation to Approve Bid# 397 – Health Science Center Respiratory Therapy Equipment</p>	<p>8E. Recommend the Luzerne County Community College Board of Trustees approve the award of Bid #397 to Medical Support Products Inc. in the amount of \$21,300.00 and Hamilton Medical Inc. in the amount of \$20,602.00.</p>	<p>8E. Approved. Motion made by Committee Chair Distasio and seconded by John Kashatus. Vote was all “yes”. Motion carried.</p>
<p>8F. Recommendation to Approve Bid #398 – Health Science Center EMS Equipment and Accessories</p>	<p>8F. Recommend the Luzerne County Community College Board of Trustees approve the award of Bid #398 to Zoll Medical Corporation in the amount of \$56,038.35.</p>	<p>8F. Approved. Motion made by Committee Chair Distasio and seconded by Agapito López, M.D. Vote was all “yes”. Motion carried.</p>
<p>8G. Recommendation to approve Eligible Issuing Authority for Conduit Financing and additional Bond Counsel costs related to the Culinary Institute purchase financing.</p>	<p>8G. Recommend the Luzerne County Community College Board of Trustees approve, for the purchase and financing of the Joseph A. Paglianite Culinary Institute, the Hazle Township Industrial Development Authority in the amount of \$17,000 for Conduit Financing; and additional Bond Counsel costs in the approximate amount of \$7,200 to Stephens and Lee.</p>	<p>8G. Approved. Motion made by Committee Chair Distasio and seconded by John Kashatus. Vote was all “yes”. Motion carried.</p> <p>College Solicitor Kluger stated Brian Koscelansky, Esq., will serve as bond counsel representative.</p>
<p>8H. Recommendation to Approve A+E Group, Inc. Construction Phase Services</p>	<p>8H. Recommend the Luzerne County Community College Board of Trustees approve revised agreement with A+E Group, Inc. for Health Sciences Center construction services.</p>	<p>8H. Approved. Motion made by Committee Chair Distasio and seconded by Michael Tigue, III. Vote was all “yes”. Motion carried.</p>

<p>9. Report/Action of the Human Resources Committee Items</p> <p>9A.Recommendation to Approve Administrative Policies: College Investigations Policy; and Information Technology Acceptable Usage Policy.</p>	<p>Paul Halesey, Committee Chair, presented the following Human Resources Committee report.</p> <p>9A. Recommendation the Luzerne County Community College Board of Trustees approve the College Investigations Policy.</p> <p>9A.1.Recommendation the Luzerne County Community College Board of Trustees approve the Information Technology Acceptable Usage Policy.</p>	<p>9A. Approved. Motion made by Committee Chair Halesey and seconded by Thomas F. O’Donnell, Ed.D. Vote was all “yes”. Motion carried.</p> <p>9A.1. Approved. Motion made by August J. Piazza and seconded by Thomas F. O’Donnell, Ed.D. Vote was all “yes”. Motion carried.</p>
	<p><u>INFORMATIONAL ITEMS</u></p>	
<p>1.<u>Unfinished Business of Previous Meeting</u></p> <p>2.<u>Information Report of the Human Resources Committee</u></p> <p>2A. Information on Appointments/Leave Report</p>	<p>1.Board Chair Rymar noted there was no unfinished business from the previous meeting.</p> <p>2A. Committee Chair Halesey presented the following informational report:</p> <p><u>Information on Appointments:</u></p> <ul style="list-style-type: none"> - PT Security Guard, Randy Shaw, \$12.33/hr; - FT Culinary Arts Technical Services Technician, Renee Allardyce, \$14,372.25/yr; - PT Extension Center Administrator, CLC, Diane Wren, \$23.40/hr. <p><u>Leaves of Absence</u></p> <ul style="list-style-type: none"> - FT Security Guard, Glenn Bozek - FT Faculty, Nursing, Donna Lawson - FT Custodian, Thomas Harris 	<p>1.N/A</p> <p>2A. No action required.</p>

	<p><u>Separations from Employment</u></p> <ul style="list-style-type: none"> - PT Extension Center Administrator, CLC, Jennifer May, 12/16/10 - PT Program Coordinator, Hazleton Hispanic Learning Center, Ivette Trent, 12/17/10 - PT Fitness Center/Gymnasium Attendant, Melissa Bonomo, 12/23/10 - FT Microbiology/Biology Lab Assistant, Christa Hamersley, 1/4/11 - PT Student Computer Lab Manager, Leo Zynel, 1/14/11 	
3. Communications	<p>Trustee John Kashatus received correspondence dated, January 17, 2011, from Nancy J. Yalch, thanking the Luzerne County Community College Culinary Department and students for baking pies for the annual “Sharing the Tradition”, a Thanksgiving Day Meal. Thanks were extended to Department Chairman Salvatore Shandra and Chef Richard Nemitz for their support and assistance at this annual event.</p> <p>Board Chair Rymar encouraged the membership of the Board to read the enclosed <u>President’s Message</u>. Board Chair Rymar stated the newsletter is informative and noted a job well done on the preparation of this document.</p>	
4. Adjournment		Motion made by Thomas F. O’Donnell, Ed.D. and seconded by Elaine Cook, R.N., J.D. Vote was all “yes”. Motion carried.