

Name: Luzerne County Community College Board of Trustees Board Meeting
Date: Tuesday, February 7, 2012
Time: 6:45 p.m.
Location: Dining Room, Educational Conference Center, Nanticoke, Pennsylvania

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
1.Swearing-In Ceremony	The Honorable Judge Gelb thanked the Board for the invitation to perform the swearing in ceremony. She noted Community Colleges are one of America’s gateways to the future for first time students looking for an affordable college education.	The Honorable Judge Lesa Gelb performed the swearing in of new trustees Dr. Joan Blewitt and Carmen F. Magistro.
2.Roll Call	<u>Present:</u> Joseph A. Bauman; Joan M. Blewitt, Ph.D., NCC; Elaine Cook, R.N., J.D., Vice Chair; Lynn M. Distasio, Board Secretary; John Kashatus; Carmen F. Magistro; Paul M. Platukis; Joseph Rymar, Board Chair; Susan E. Unvarsky; Barry Williams, J.D., C.P.A., and Allison Bailey, Student Representative; and Joseph Kluger, J.D., College Solicitor. <u>Excused:</u> John Bryan, Paul A. Halesey; George F. Hayden, Agapito Lopez, M.D.; and Michael Tigue, III.	No action required.
3. Public Comments	2. No comments.	2. No action required.
4.Approval of December 6, 2011 Board Minutes Approval of January 23, 2012 Board Minutes		Approved. Paul Platukis made a motion to approve the December 6, 2011 Board minutes; seconded by John Kashatus. Approved. Susan Unvarsky made a motion to approve the January 23, 2012 Board minutes; seconded by Lynn Marie Distasio, Secretary.

5. Approval of February 7, 2012 Board Agenda		Approved. Motion made by Susan Unvarsky and seconded by Joan Blewitt, Ph.D., NCC.
6. Report of Officers and Agents <ul style="list-style-type: none"> o President's Report 	<p>President Leary noted at the last meeting Trustee Susan Unvarsky reported to the Board on our preparation for our report to Middle States. Since that time the college team has been preparing that report which will be shared with the Board of Trustees next week. In response to the Middle States Commission on Higher Education's report to the College following the last reaccreditation site visit, the College will submit a monitoring report to the Commission on March 1, 2012. Following submission of the report, an Evaluation Team will be on campus for a site visit. The small team site visit will take place March 12-13, 2012. The team comprises members from community colleges in New York and New Jersey representing the areas of academic affairs, administrative services, and allied health/science. A representative of the Commission is also on the team.</p> <p>The team will begin work on campus Monday, March 12, 2012. Team members will request to meet with various individuals from the College with a schedule formulated prior to the visit. The visit will conclude with an Oral Report presented by the Team Chair on Tuesday, March 13 at 11 a.m. The presentation will be held in the Large Auditorium in the ECC and is open to all staff and students. The Team's written summary will be forwarded to the College within two weeks after their visit with an opportunity for the College President to respond to the report. The final report from Middle States Commission on Higher Education will be presented at the end of June, 2012.</p> <p>The College will host MATCHCOUNTS, a mathematics competition for 6th, 7th, and 8th grade students, this Saturday in the Educational Conference Center. The purpose of this event is to encourage and foster the study of math and its use in scientific careers among students. This competition is run by volunteers from the National Society of Professional Engineers and others. The competition takes place every February and affords</p>	

<p>○ Treasurer's Report</p>	<p>participants the chance to advance to state and national levels of competition. LCCC is very pleased to host this event each year and to encourage the young people in those grades levels to participate in math. Thank you to Mark Rutkowski, Technology Professor, for organizing this activity.</p> <p>President Leary is pleased to announce nine students from LCCC will be attending the Phi Theta Kappa National Convention in Nashville Tennessee.</p> <p>Mr. Joseph Gasper, Dean of Finance, presented the monthly financial report for the period ending December 2011.</p> <p>When compared to the prior fiscal year the Current Fund Income of \$25,227,000 is down 9.20% and Expenses of \$17,520,000 are up 1.22%. Bookstore Income is up \$62,000 for an increase of 2.77% and Expenses have increased \$203,000, an 8.59% increase. Food Service Income is down \$16,000 an increase of 8% and expenses decreased \$7,000, a 3.48% decrease. Plant Fund Income is up \$6,000 and Expenditures have increased \$154,000.</p> <p>Mr. Gasper noted, when compared to prior year the Tuition Income is down \$814,000 or 6.41% which is due to the registration reduction. The increase of \$54,000 in seminar income is attributable to an increase in activity in PSTI and to the conversion to Datatel which now records the Accounts Receivable at time of registration. The 10.72% increase in General Service Fees is attributable to the \$2.00 increase that was approved for the current fiscal year. As was previously reported the largest decrease for this period is the Commonwealth of Pennsylvania Appropriation. This decrease is due to the loss of the Stimulus Funds. Interest Income is down due to the reduction in the interest rate for the current fiscal year.</p> <p>Current Fund Expenditures - Fringe Benefits are up due to the increase in the Health Care Invoices for this period. Reduced use for this period accounts for the reduction in the expenses for consultants/contracted services. Legal fees</p>	
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<ul style="list-style-type: none"> ○ Foundation Report 	<p>are based on the amount billed for legal work outside of the retainer. Postage is down due to the carryover balance on the meter from the prior year. The increase in Phone expense is due to the expansion. The variance in Advertising is due to the timing of payments. Finally the increase in maintenance is due to new doors on 3 of the College's buildings and paving at Health Science Building.</p> <p>The Bookstore Interest Income is down due to a reduction in the interest rate, and this decrease applies to all of the funds. As for Expenses the decrease to Other Purchases is due to fewer supply purchases being made and also to a change that no longer charges Trade Books to this line item. Trade Books are now being charged to the textbook line item which accounts for part of the variance to Textbook Expense. The other reason for the 13.29% variance is due to the timing of processing the invoices for payment.</p> <p>Food sales in Food Service area is down \$7,000. This is attributable to the enrollment; the College being closed during the flood crisis; and less tour lunches that were funded by grants in the prior year. Vending sales are down due to the contract revision.</p> <p>The salary variance is attributable to existing vacancies for this period in the prior year which account for part of the increase in Salary expense and an agreement with the Classified Union is the main reason that salaries have increased from the prior year.</p> <p>Expenditures for Debt Service are up due to the monthly payments for the financing of the Joseph A. Paglianite Culinary Institute.</p> <p>Sandra Nicholas, Executive Director, Foundation reported that the Campus Campaign kicked off in October has raised \$ 16,535.</p> <p>Two new scholarships have been established: the <u>Rachel Wolfe Memorial Scholarship</u> which was established by the</p>	
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<ul style="list-style-type: none"> ○ Student Representative Report 	<p>Pastry Arts Club and faculty and will be awarded to a student in the Culinary program who is active in the community and the <u>Margaret Lawrence Memorial Scholarship</u> which was established by the Lawrence Family and Mary Lawrence Sullivan, director of student life and athletics, in memory of her mother. The Mary Lawrence Memorial Scholarship will be awarded to a student pursuing a degree in a health care-related field that is active in the community and/or College activities and has need.</p> <p>The Foundation has reimbursed the College for costs associated with PSTI, Joseph A. Paglianite Culinary Institute and the Goldman Sachs Learning Center in the amount of \$362,087.</p> <p>The Foundation, Alumni Office and President's Office will sponsor MATHCOUNTS mathematics competition for 6th, 7th and 8th grade students. The competition is being held this weekend and the purpose is to encourage and foster the study of math and its use in scientific careers. The competition is run by volunteers from the National Society of Professional Engineers and others. The competition takes place every February and affords participants the chance to advance to state and national levels of competition. Rotating between Penn State, Wilkes-Barre, Penn State Hazleton and Wilkes University.</p> <p>The Foundation and the Alumni Office provided funding in the amount of \$50,000 for the purchase of a digital system for the Dental Program and Clinic. The systems will allow students and patients to see procedures on a computer, store dental records and chronicle procedures completed.</p> <p>Ms. Nicholas noted a copy of the Alumni Bridge and Schulman Gallery schedule was distributed to the members of the Board of Trustees.</p> <p>Allison Bailey reported on recent and upcoming student events. At the beginning of the Spring semester the Student Government Association held a Mardi Gras themed Welcome Back Bash. Spirit Week will be March 12-16 and</p>	
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	<p>will feature a day of hosting games. SGA will also hold LCCC Idol, in conjunction with LCCC Radio Station WSFX, and will be conducted in April. LCCC wristband sale was conducted raising \$200 to support a student who ran in the New York City Marathon. Cupcakes for a Cause was held to benefit the American Red Cross Flood Relief, approximately \$280 was raised. SGA also participated with the Health Awareness Club in getting the AIDS Memorial Quilt on campus. The Health Science Center will be participating in the Relay for Life fundraiser. The Nursing Forum had a shirt and sweatshirt sale last semester which benefitted the American Red Cross Flood relief. The Nursing Forum will be participating in Big Brothers/Big Sisters Bowl for A Cause in March.</p> <p>Ms. Bailey stated she is very proud of what the students accomplish at Luzerne County Community College.</p>	
<p>7. Report/Action of the Executive Committee</p> <ul style="list-style-type: none"> ○ LCCC Board By-Laws 	<p>7A. Board Chair Rymar stated any revisions to the Board of Trustees By-Laws would be sent to the Board with a 30-day review period.</p> <p>Board Chair Rymar stated the By-Laws included the revised Mission Statement approved by the Board of Trustees in October, 2011. Board Chair Rymar would like to have the revised By-Laws included with the submission of materials to Middle States and requested the 30-day review process be waived.</p>	<p>7A.Approved. Motion made by Elaine Cook, R.N., J.D., Vice Chair, to waive the 30-day period for the adoption of the revised By-Laws. Motion seconded by Paul Platukis.</p> <p>Board Chair Rymar requested a formal vote of approval.</p> <p><u>Roll Call Vote:</u> Joseph A. Bauman, yes; Joan M. Blewitt, Ph.D., NCC, yes; Elaine Cook, R.N., J.D., Vice Chair, yes; Lynn M. Distasio, Board Secretary, yes; John Kashatus, yes; Carmen F. Magistro, yes; Paul M. Platukis, yes; Joseph Rymar, Board Chair, yes; Susan E. Unvarsky, yes; Barry Williams, J.D., C.P.A. yes.</p> <p>Paula Labenski, Administrative Assistant to the President/Board of Trustees stated the following five (5) trustees excused this evening submitted their vote of approval by email.</p>

		<p>They are: John Bryan, Paul Halesey, George Hayden, Dr. Agapito Lopez and Michael Tigue, III; all voted yes to waive the 30-day review period.</p> <p>Motion made by Joseph A. Bauman; seconded by Carmen F. Magistro.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8. Report/Action of the Academic Committee</p> <ul style="list-style-type: none"> ○ Administrative Policies <ul style="list-style-type: none"> ➤ Student Attendance Policy ➤ Incomplete Grade Policy ➤ LCCC Interlibrary Loans Policy 	<p>Paul Platukis, Committee Chair presented the Academic Committee report.</p> <p>8A. Recommend the Luzerne County Community College Board of Trustees approve the following administrative policies: Student Attendance Policy, Incomplete Grade Policy and LCCC Interlibrary Loans Policy.</p>	<p>8A. Approved. Motion to approve the Student Attendance policy, Incomplete Grade policy and LCCC Interlibrary Loans policy was made by Joan Blewitt, Ph.D., NCC; seconded by John Kashatus.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>9. Report/Action of the Finance Committee:</p> <ul style="list-style-type: none"> ○ Summary of Payments ○ Administrative Policies <ul style="list-style-type: none"> ➤ Project Rise 	<p>Lynn Marie Distasio, Secretary and Committee Chair, Finance Committee presented the Finance Committee report.</p> <p>9A. Recommend the Luzerne County Community College Board of Trustees approve the summary of payments.</p> <p>9B. Recommend the Luzerne County Community College Board of Trustees approve the administrative policy Project Rise.</p>	<p>9A. Approved. Motion made by Barry H. Williams, J.D., C.P.A.; seconded by Carmen F. Magistro.</p> <p>Vote was all “yes”. Motion carried.</p> <p>Approve. Motion made by Susan Unvarsky; seconded by Joseph A. Bauman.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>10. Report/Action of the Human Resources Committee</p>	<p>No report.</p>	<p>No action required.</p>
	<u>Informational Items</u>	
<p>1. Unfinished Business of Previous Meeting</p>	<p>No report.</p>	
<p>2. Informational Report of the Executive Committee</p>	<p>No report.</p>	

3. Informational Report of the Human Resources Committee	Board Chair Rymar informed the Board the informational reported is located on the last page of the agenda.	No action required.
4. Communications		
5. Adjournment		Motion made by Elaine Cook, R.N., J.D., Vice Chair; seconded by Lynn Marie Distasio, Secretary. Vote was all "yes". Motion carried.