

**Name:** Luzerne County Community College Board of Trustees Board Meeting

**Date:** Wednesday, June 22, 2016

**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> John J. Bryan; Elaine Cook, R.N., J.D.; Francis P. Curry; Lynn M. Distasio; Michael J. Dubinski; Brian D. Gill, Vice Chair; Paul Halsey; Sheila L. Saidman, Esq.; John R. Serafin, Secretary; Margaret Steele; Susan E. Unvasky, Board Chair; and Brian Stahl, Esq., College Solicitor.</p> <p><u>Excused:</u> Joan M. Blewitt, Ph.D.; Erin K. Keating ; David James Usavage; and Barry H. Williams, J.D., C.P.A.</p>	
	Susan E. Unvasky, Board Chair, reported that an Executive Session of the Board of Trustees was held prior to the start of the Board meeting to discuss personnel and litigation issues.	
2. Public Comment	Susan E. Unvasky, Board Chair, opened the floor for public comment.	No action required.
3. Approval of April 25, 2016, Board Minutes	Susan E. Unvasky, Board Chair, recommended approval of the April 25, 2016, Board minutes.	<p>Approved. Motion made by John R. Serafin, Secretary; seconded by Sheila L. Saidman, Esq.</p> <p>Vote was all "yes". Motion carried.</p>
4. Approval of June 22, 2016 Board Agenda	Susan E. Unvasky, Board Chair, recommended the Luzerne County Community College Board of Trustees approve the June 22, 2016 Board agenda.	<p>Approved. Motion made by Michael J. Dubinski; seconded by John Bryan.</p> <p>Vote was all "yes". Motion carried.</p>

<p><b>5. Report of Officers and Agents</b></p> <ul style="list-style-type: none"><li>○ President's Report</li>               <li>○ Foundation Report</li></ul>	<p>President Leary reported representative Representatives from Luzerne County Community College Recruiting attended a Conference at Reading Area Community College on the topic of English as a Second Language. The conference provided our staff with additional information to implement Best Practices to provide expanded services to an increasing number of people in need of this service. The ultimate objective is for the college to provide the beginning of a successful path for the achievement of a college education.</p> <p>At this time President Leary provided the following information from the College Foundation and Development Office.</p> <p>For the fall 2015/Spring 2016 academic year, the Foundation awarded \$ 278,186 in scholarships and emergency requests which assisted 415 students.</p> <p>For the 2016/17 academic year, we anticipate increasing the assistance to \$320,000 based on creation of additional scholarships within the Foundation by new donors and ever increasing need.</p> <p>President Leary report he recently accepted a donation of \$2,500 from the Wilkes-Barre-Scranton Elks Lodge yesterday to help provide food for the LCCC Food Bank. The Food Bank continues to meet a definite need among our students. Since the start of classes in the fall to the end of the spring semester, approximately 600 students have been assisted. President Leary extended his thanks to those faculty and staff who volunteer their time during the week to supervise the facility and who donate food items and make monetary gifts to keep the Food Bank stocked and provide this vital assistance to our students.</p> <p>The second annual Alumni Association Golf Tournament held last month at Blue Ridge Golf Course was a wonderful success. Special thanks was extended to Luzerne County Community College alumni, staff and friends who volunteered to organize the event and to Trustees Paul Halesey, Brian Gill and John Serafin, who participated in the tournament. The outstanding moment of the day was when one of the golfers hit a hole in one on the designated hole and won \$10,000! Next</p>	

<ul style="list-style-type: none"> <li>○ Treasurer’s Report</li> <li>○ Student Representative Report</li> </ul>	<p>year’s tournament is set for May 22, 2017.</p> <p>President Leary stated Luzerne County Community College, as a leader in higher education in Luzerne county, will become a tobacco free campus beginning in September 2016. This has been one of the major initiatives of the LCCC Wellness Committee, led by Co-Chairs Miranda Costa and Dr. Kate Clemente. Miranda Costa stated the Wellness Committee began working on this policy in 2013. The committee has done extensive research which included reaching out to Marywood University and Harrisburg Area Community College, both of which are tobacco-free campuses.</p> <p>Congratulations was extended to Rebecca Brominski, Director of the Conference Center and the Wilkes Barre Center on being selected by Leadership Wilkes Barre for their Distinguished Leadership Award at the 35<sup>th</sup> Annual Dinner and Graduation held recently at Mohegan Sun.</p> <p>No report.</p> <p>No report.</p> <p>No report.</p>	
<p><b>6. Report/Action of the Executive Committee</b></p> <p>6A. Ratification of Periodic Review Report</p> <p>6B. Ratification of LCCC Association of Higher Education-PSEA/NEA Contract</p>	<p>6A. Board Chair Susan E. Unvarsky recommended the Luzerne County Community College Board of Trustees ratify and reaffirm approval of the Periodic Review Report.</p> <p>6B. Recommend the Luzerne County Community College Board of Trustees ratify and reaffirm approval of the Agreement Between Luzerne County Community College and the LCCC Association of Higher Education-PSEA/NEA.</p>	<p>6A. Approved. Motion was made by Margaret Steele; seconded by John Bryan.</p> <p>Vote was all “yes”. Motion carried.</p> <p>6B. Approved. Motion was made by Francis P. Curry; seconded by Brian D. Gill, Vice Chair.</p> <p>Vote was nine (9) “yes”, one (1) “no” by John R. Serafin, Secretary; and one (1) vote to abstain by Sheila L. Saidman, Esq.</p> <p>Motion carried.</p>

<p>6C. Approval of LCCC Classified Council Educational Support Personnel Association Contract</p> <p>6D. Board of Trustees Slate of Officers</p> <p>6E. 2016-2017 Board of Trustees Meeting Calendar</p>	<p>6C. Recommend the Luzerne County Community College Board of Trustees approve the Agreement between Luzerne County Community College and the LCCC Classified Council Educational Support Personnel Association.</p> <p>6D. Recommend the Luzerne County Community College Board of Trustees approve the Luzerne County Community College Board of Trustees slate of officers for FY 2016-2017 as follows: Board Chair, Susan E. Unvasky; Vice Chair, Brian D. Gill; and Secretary, John R. Serafin.</p> <p>6E. Recommend the Luzerne County Community College Board of Trustees approve the LCCC Board of Trustees Meeting Calendar for fiscal year 2016-2017.</p>	<p>6C. Approved. Motion was made by Francis P. Curry; seconded by Lynn M. Distasio.</p> <p>Vote was nine (9) "yes", and two (2) votes to abstain by Sheila L. Saidman, Esq.; and John R. Serafin, Secretary.</p> <p>Motion carried.</p> <p>6D. Approved. Motion was made by Elaine Cook, R.N., J.D.; and seconded by John Bryan.</p> <p>Vote was all "yes". Motion carried.</p> <p>6E. Approved. Motion was made by John R. Serafin, Secretary; seconded by Michael J. Dubinski.</p> <p>Vote was all "yes". Motion carried.</p>
<p><b>7. Report/Action of the Academic Committee</b></p> <p>7A. Approval of Administrative Policies</p> <ul style="list-style-type: none"> <li>- Credit Hour Policy</li> <li>- Students Rights of Privacy and Access Policy</li> <li>- Tobacco-Free Campus Policy</li> </ul> <p>7B. Approval of Winter Intersession Schedule 2017, 2018, 2019</p>	<p>7. Brian D. Gill, Vice Chair, Member, LCCC Board of Trustees Academic Committee, presented the following Academic Committee report.</p> <p>7A. Recommend the Luzerne County Community College Board of Trustees approve the Administrative policy, Credit Hour Policy, Students Rights of Privacy and Access Policy; and Tobacco-Free Campus Policy.</p> <p>7B. Recommend the Luzerne County Community College Board of Trustees approve the Winter Intersession schedule for 2017, 2018 and 2019, as presented.</p>	<p>7A. Approved. Motion made by Margaret Steele; seconded by Lynn M. Distasio.</p> <p>Vote was all "yes". Motion carried.</p> <p>7B. Approved. Motion made by Francis P. Curry; seconded by John Bryan.</p> <p>Vote was all "yes". Motion carried.</p>

7C. Program Additions, Deletions and Modifications	7C. Recommend the Luzerne County Community College Board of Trustees approve the program additions, deletions and modifications as presented.	7C. Approved. Motion made by Sheila L. Saidman, Esq.; seconded by Paul Halsey.  Vote was all "yes". Motion carried.
<b>8. Report/Action of the Finance Committee</b>		
8A. Approval of College Budget, Fiscal Year 2016-2017	8A. Recommend the Luzerne County Community College Board of Trustees approve the Luzerne County Community College Fiscal Year 2016-2017 Operating and Capital Budgets totaling \$47,010,979 as well as the Auxiliary Budgets (Bookstore, Food Service and Student Activities). By adopting the budget the Board of Trustees authorizes a \$5.00 tuition increase, \$2.00 general service fee increase, and a \$2.00 technology fee increase.	8A. Approved. Motion made by Sheila L. Saidman, Esq.; seconded Francis P. Curry.  Vote was all "yes". Motion carried.
8B. Summary of Payments	8B. Recommend Luzerne County Community College Board of Trustees approve the summary of payments as presented.	8B. Approved. Motion made by Margaret Steele; seconded by Elaine Cook, R.N., J.D...  Vote was all "yes". Motion carried
8C. Employment Retraining Opportunities Program	8C. Recommend Luzerne County Community College Board of Trustees approve the continuation of the Employment Retraining Opportunities Program into the Summer and Fall 2016 semesters with an amount not to exceed \$50,000.	8C. Approved. Motion made by Francis P. Curry; seconded by Elaine Cook, R.N., J.D.  Vote was all "yes". Motion carried.
8D. Bid #458 Fire Alarm Systems Annual Inspection and Certification	8D. Recommend Luzerne County Community College Board of Trustees approve the award of Bid #458 for Fire Alarm Annual Systems Inspection and Certification in the amount of \$19,200.00 to Eastern Time Inc.	8D. Approved. Motion made by Michael J. Dubinski; seconded by Brian D. Gill, Vice Chair.  Vote was all "yes". Motion carried.
8E. Bid #459 Office Copier/Laser Printer Paper (8 1/2 x 11)	8E. Recommend Luzerne County Community College Board of Trustees approve the award of Bid #459 for Office Copier/Laser Printer Paper to Veritiv in the amount of \$24,750.00.	8E. Approved. Motion made by Elaine Cook, R.N., J.D.; seconded by Lynn M. Distasio.  Vote was all "yes". Motion carried.

<p>8F. Bid #460 Computer and Technology Hardware</p>	<p>8F.Recommend Luzerne County Community College Board of Trustees approve the award of Bid # 460 in the amount of \$306,221.59: Dell Marketing for section A-Dell Computers in the amount of \$132,113.78;CDWG for section B-Miscellaneous Computers in the total amount of \$2,761.16;Apple for section C-Apple Computers in the total amount of \$68,562.00;Shadow Technologies for section D-Networking Hardware &amp; Software in the amount of 7,967.10;CDWG for section E-Lenovo BladeCenter Hardware &amp; Software in the amount of \$21,333.32; CDWG for section F-Miscellaneous Technology Hardware in the amount of \$24,984.71;Computer Visionaries for section G-CCTV Equipment in the amount of \$9,416.20;Summit Technologies for section H-Firewall Equipment in the amount of \$35,084.96;CDWG for section J-Miscellaneous Software in the amount of \$3,998.36.</p>	<p>8F. Approved. Motion made by John Bryan;seconded by Elaine Cook, R.N., J.D.;</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8G. Bid #461 Benchtop NMR Spectrometer</p>	<p>8G.Recommend the Luzerne County Community College Board of Trustees approve the award of Bid #461 for a Benchtop NMR Spectrometer to Magritek, Inc. in the amount of \$47,900.00.</p>	<p>8G. Approved. Motion made by Michael J. Dubinski; seconded by Francis P. Curry.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8H. Bid #462 HD Video Control Room Package</p>	<p>8H. Recommend Luzerne County Community College Board of Trustees approve the award of Bid # 462 for a HD Video Control Room Package to The Lerro Corporation in the amount of \$49,500.00.</p>	<p>8H. Approved. Motion made by Francis P. Curry; seconded by Sheila L. Saidman, Esq.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8I. Bid #463 - 2017 Ambulance</p>	<p>8I. Recommend Luzerne County Community College Board of Trustees approve the award of Bid # 463 for a 2017 Ambulance (New) to Speclin Emergency Vehicles in the amount of \$75,859.00.</p>	<p>8I. Approved. Motion made by Elaine Cook, R.N., J.D.; seconded by John Bryan.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8J. Bid #464 Combination/Hydraulics &amp; Pneumatics Training System w/Virtual Simulation Learning Software</p>	<p>8J. Recommend Luzerne County Community College Board of Trustees approve the award of Bid # 464 for a Combination/Hydraulics &amp; Pneumatic Training System with Virtual Simulation Learning Software to Educational Solutions Enterprise in the amount of \$71,237.00.</p>	<p>8J. Approved. Motion made byMargaret Steele; seconded by Francis P. Curry.</p> <p>Vote was all “yes”. Motion carried.</p>

<p>8K. Bid #465 General Machine Knee Type CNC Milling Machine</p>	<p>8K. Recommend Luzerne County Community College Board of Trustees approve the award of Bid #465 for a General Machine Knee Type CNC Milling Machine to Southwestern Industries, Inc. in the amount of \$30,232.00.</p>	<p>8K. Approved. Motion made by John Bryan; seconded by Michael J. Dubinski.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8L. Bid #466 Dissectible Motor Classroom Trainer</p>	<p>8L. Recommend Luzerne County Community College Board of Trustees approve the award of Bid #466 for a Dissectible Motor Classroom Trainer to Hampden Engineering Corporation in the amount of \$35,956.00.</p>	<p>8L. Approved. Motion made by Brian D. Gill, Vice Chair; seconded by Lynn M. Distasio.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8M. Bid #001113 Auditorium Seating Repair Work Bldg. 10 - ECC</p>	<p>8M. Recommend Luzerne County Community College Board of Trustees approve the award of the bid – Auditorium Seating Repair Work – Bldg. 10 – Project 4 – General Construction in the amount of \$68,000 be awarded to Panzitta Enterprises. Bids were reviewed and recommended by A + E Group, JV.</p>	<p>8M. Approved. Motion made by Elaine Cook, R.N., J.D.; seconded by Francis P. Curry.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8N. Project # 5 Science Lab Hood Replacement</p>	<p>8N.Recommend Luzerne County Community College Board of Trustees approve the award of the bid – Science Lab Hood Replacement – Bldg. 4 – Project 5 – General Construction in the amount of \$44,800.00 be awarded to Panzitta Enterprises – Mechanical Construction in the amount of \$27,950.00 be awarded to Scranton Electric Heating and Cooling. Bids were reviewed and recommended by A + E Group, JV.</p>	<p>8N. Approved. Motion made by Francis P. Curry; seconded by Michael J. Dubinski.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8O. Project # 12 Electrical Upgrades to Lab 201 &amp; 212</p>	<p>8O.Recommend Luzerne County Community College Board of Trustees approve the award of the bid – Electrical Upgrades for Lab 201 and 212 – Bldg. 2 – Project 12 – General Construction in the amount of \$61,600.00 be awarded to Apollo Group, Inc. Bids were reviewed and recommended by A + E Group, JV.</p>	<p>8O. Approved. Motion made by Elaine Cook, R.N., J.D.; seconded by Sheila L. Saidman, Esq.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8P. Project # 13 Rooftop Equipment Replacement Bldg. 1</p>	<p>8P.Recommend Luzerne County Community College Board of Trustees approve the award of the bid – Rooftop Equipment Replacement Work – Bldg. 1 – Project 13 – General Construction in the amount of \$32,800.00 be awarded to Bognet, Inc. Bids were reviewed and recommended by A + E Group, JV.</p>	<p>8P. Approved. Motion made by Elaine Cook, R.N., J.D.; seconded by John Bryan.</p> <p>Vote was all “yes”. Motion carried.</p>

<p>8Q.RFP-Audio/Video Technical Support and Apple/Macintosh Computer Support</p> <p>8R. Bid #468-Furniture for Scranton Center</p>	<p>8Q.Recommend Luzerne County Community College Board of Trustees approve the proposal to David J. McSweyn at the rate of \$20.00 per hour for the contract period July 1, 2016 through June 30, 2019.</p> <p>8R.Recommend Luzerne County Community College Board of Trustees approve the award of Bid # 468 to Educational Furniture Solutions in the total amount of \$85,497.00.</p>	<p>8Q. Approved. Motion made by John Bryan; seconded by Francis P. Curry.</p> <p>Vote was all “yes”. Motion carried.</p> <p>8R. Approved. Motion made by Francis P. Curry; seconded by Sheila L. Saidman, Esq.</p> <p>Vote was all “yes”. Motion carried.</p> <p>Trustee Paul Halesey inquired as to whether the repair work would have to be done by contractors outside of Luzerne County Community College.</p> <p>President Leary stated when work is proposed, a thorough review of the proposal is conducted in order to determine whether or not our staff is able to perform the work. If it is determined that our staff cannot perform the work, then the work would be performed from outside the college.</p>
<p><b>9. Report/Action of the Human Resources Committee</b></p>	<p>9. No report.</p>	<p>9. N/A</p>
	<p><b><u>Informational Items</u></b></p>	
<p>1.Unfinished Business of Previous Meeting</p>	<p>1. N/A.</p>	<p>1. No action required.</p>
<p>2.Informational Report of the Executive Committee</p>	<p>2. Board Chair Susan E. Unvarsky noted there are no informational items to present.</p>	<p>2. No action required.</p>
<p>3.Informational Report of the Human Resources Committee</p>	<p>3. Paul Halesey, Committee Chair, noted the information on appointments and leave report status is attached to the board agenda.</p>	<p>3. No action required.</p>



4. Communications	<p>4. Board Chair Susan E. Unvasky noted all communications were included in the Board packet.</p> <p>Board Chair Susan E. Unvasky noted the Board brought to conclusion very important items which include the college budget and two contracts. At this time Board Chair Susan E. Unvasky thanked President Leary, his staff, as well as members of the Board of Trustees. Thanks was extended to Atty. Richard Goldberg, College Solicitor.</p>	4. No action required.
5. Adjournment		<p>5. Motion made by John R. Serafin, Secretary; seconded John Bryan.</p> <p>Vote was all "yes". Motion carried.</p>