

ATTACHMENT 4

Name: Luzerne County Community College Board of Trustees Board Meeting
Date: Tuesday, October 4, 2011
Time: 6:50 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; Elaine Maddon Curry; Lynn M. Distasio, Board Secretary; Mahmoud H. Fahmy, Ph.D.; Paul A. Halesey; George F. Hayden; Mary Hinton, Ph.D.; John Kashatus, August Piazza; Paul M. Platukis; Joseph Rymar, Board Chair; Michael Tigue, III. Barry Williams, J.D., C.P.A., Allison Bailey, Student Representative; and Joseph Kluger, J.D., College Solicitor.</p> <p><u>Excused:</u> Agapito López, M.D.; and Susan E. Unvasky</p>	No action required.
2. Public Comments	2. No comments.	2. No action required.
3. Approval of August 22 and September 6, 2011 Board Minutes	3. No comments.	3. Approved. Motion made by Mahmoud H. Fahmy, Ph.D., and seconded by August Piazza. Vote was all "yes". Motion carried.
4. Approval of October 4, 2011 Board Agenda	4. No comments.	4. Approved. Motion made by Michael Tigue, III and seconded by Mary Hinton, Ph.D. Vote was all "yes". Motion carried.
5. Report of Officers and Agents:		
<ul style="list-style-type: none"> ○ President's Report 	President Leary welcomed Allison Bailey, the newly appointed 2011-2012 Student Representative to the Board of Trustee. Allison is one of LCCC's student leaders, serving as the President of the LCCC Nursing	

<p>○ Student Representative Report</p> <p><i>Continuation of President's Report</i></p>	<p>Forum. In her role as president, Allison leads the forum in performing community service projects such as a Toys for Tots collection, a Daffodil Day fundraiser for cancer-related illnesses, health fairs for high schools, and other educational outreach activities. Allison is currently in her second year of the nursing program. This summer Allison had the opportunity to work at Geisinger Medical Center in Danville as an extern, an experience she is both proud of and grateful for.</p> <p>Board Chair Joseph Rymar stated for those of you who were not present at the dedication of the Health Sciences Building, noted Ms. Bailey gave a well-written presentation, articulated herself very well and should be commended for a job well done.</p> <p>Ms. Allison Bailey stated it is an honor to be appointed Student Representative to the Board of Trustees and thanked the Board for this wonderful opportunity. Ms. Bailey noted she will work hard to represent her fellow students.</p> <p>President Leary noted a Trade Adjustment Assistance Community College Career Training Grant will be presented for formal Board approval this evening. Through the grant program, which is being run collaboratively by the 14 Pennsylvania community colleges, the College will enhance its support to adult students in recruitment, assessment, coaching, career and academic planning, and ultimately job placement. Efforts will focus on increasing the adult student's college and classroom readiness. Additional grant dollars will be used to procure equipment and supplies to enhance current programs in Healthcare Information Technology and Advanced Manufacturing Systems, and to support development of programs in</p>	
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Energy Conservation and Distribution.

President Leary sated the Board of Trustees had an opportunity to meet each member of the Leadership Class of 2011 individually throughout the past year. As part of the program, each class is asked to make a presentation to the Board of Trustees and the College faculty and staff during an In-Service program as part of their graduation activities. The Leadership LCCC Class of 2011 will present their College Community Service Project. President Leary welcomed Joseph Nester, Technology Support Specialist; Ann Saxton, Title III Coordinator; Julie Schechter, PSTI Coordinator; and Jackie Stash, Grants Activities Administrator.

At this time, the Leadership Class of 2011 presented a power-point presentation on Student Professional and Social Networking.

The Leadership Class of 2011 extended a special thank you to Laura Katrenicz, Special Assistant to the President for Policy and Staff Development, for her mentorship and patience.

President Leary extended his thanks to the Leadership Class of 2011.

Joseph Gasper, Dean of Finance, presented the Treasurer's Report is for the period ending July 2011.

Mr. Gasper reported the July Current Fund Income is \$11,068,000 and Expenses total \$2,009,000. Compared to the prior year current fund income is up 11.65% and expenditures are up 14.73%. Bookstore Income is the same as prior year and the Expenses total \$301,000.00, an increase of \$128,000. Food Service Income is down \$2,000 and expenses

○ **Treasurer's Report**

increased \$1,000. Plant Fund Income is down \$1,000 and Expenditures are down \$195,000.

As noted on the Attachment, when compared to prior year the Tuition Income is down \$602,000 which is due to the registration reduction as of July. Seminar Income increased by \$45,000 and is due to the Datatel implementation for Non-Credit which now posts the Accounts Receivable at time of registration. General Service fees are up due to the \$2.00 increase per credit hour that was implemented this fiscal year. The variance in the Comm. of Pa appropriation is due to the resumption of quarterly payments. Last year the Commonwealth payments were received monthly for the first few months rather than quarterly.

Mr. Gasper reviewed the Current Fund Expenditures attachment. Fringe Benefits are up because the reversal entry for the prior fiscal year health claims run out has not been made and this accounts for the variance in this line item. Salaries are down due to the timing of the Adjunct and Full Time Overload payments. Telecollege Operating costs are down due to the timing of the payment for the software licensing fees for this department.

Bookstore Expenditures are up due to the timing of the payments.

Plant Fund Expenditures for equipment leases are down. Again this variance is due to the timing of payments. The current fiscal year payment was posted on August 1st.

Sandra Nicholas, Executive Director, Resource and Alumni Development, stated the Resource and Development area conducted four major events over

○ **Foundation's Report**

the past three weeks. A special thank you was extended to all the Trustees who attended the events.

Ms. Nicholas noted Luzerne County Community College marked the 10th anniversary of the terrorist attacks on September 11th with a remembrance ceremony held on September 17, 2011 at the Walk of Honor and dedicated an artifact from the World Trade Center in New York City.

A Ribbon Cutting Ceremony for the Goldman Sachs Learning Center in the Northumberland Regional Center was held on September 13, 2011 in Shamokin. Publicity information was distributed this evening to each Trustee.

The Ribbon Cutting Ceremony for the LCCC Health Sciences Center was held Friday, September 23, 2011. Great attendance by Trustees, donors, community partners, health care providers, alumni, legislators and friends of the College helped officially open the new facility.

A Health Sciences Reunion was held on Friday, September 30, 2011. More than ninety graduates of the Health Sciences programs came to the Health Science Center for a five-year reunion celebration. Alumni had an opportunity to visit with their former teachers, catch up with each other and tour the new Health Science Center facility.

Special thanks was extended to Trustee Lynn Marie Distasio for serving as Honorary Co-Chair of this event with Former Faculty member, Marie Robine.

As previously reported, a donation from Goldman Sachs Gives in the amount of \$30,000 will help fund the extension of the dual enrollment program in Shamokin. The Commonwealth of Pennsylvania has cut this program. The Goldman Sachs Young Scholars Program resulted in the retention of 28 students this semester through this donation for the Fall semester.

A new scholarship was established in memory of Courtney L. Engle Memorial Endowment Scholarship by her parents, Michelle and John Engle. This scholarship will benefit a student in health care curriculum. Courtney was a student at LCCC who died in an automobile accident two years ago.

The Foundation in partnership with the Student Activities Office recruited eight (8) students to be College ambassadors. They were selected on a basis of leadership, academics, professionalism and a desire to promote LCCC through Foundation, alumni and college events and activities as hosts/hostesses of the College. These Student Ambassadors were present at the Health Science Ribbon Cutting as well as the Alumni Health Sciences Reunion.

To date, the Foundation has awarded 227 scholarships awards and in the amount of \$ 149,000 Emergency book money, for the fall 2011 semester, in the amount of \$5,050.00 buying books for our students. Many of our students lost everything due to the recent flood.

The annual Scholarship Donor Dinner will be held on November 2, 2011, at The Woodlands Inn and Resort.

Another goal for this past year was the Title III Endowment Challenge. Under the Title III grant money can be used to match money raised by the

Foundation. Ms. Nicholas reported their goal of \$55,000 was raised through the annual alumni phonathon, campus campaign, and other campaigns we've raised over the amount for a total of \$101,000 raised towards that goal.

The Annual Campus Campaign will kickoff this month of October during the In-Service program.

Invitations will be distributed to the Board of Trustees for the upcoming Old Masters Art Exhibit and private Reception marking the 5th Anniversary of the Schulman Gallery scheduled for Thursday, October 20, 2011. A featured guest from the Italian Council from Washington DC will also be in attendance. The public opening will take place on Friday, October 21, 2011.

The 22nd Annual Alumni Association Craft Show will be held on Saturday, October 15, 2011 from 10:00 a.m. to 4:00 p.m. This event brings more than 2,500 people onto our campus.

President Leary stated this represents significant progress because all of these events and fundraising efforts benefit our students with much needed scholarships and emergency books. This translates into students achieving their educational goals. President Leary commended Sandra Nicholas and her team for the work they are doing. Ms. Nicholas stated the students who have lost everything have been absolutely wonderful and have not given up their educational goals.

President Leary stated in terms of the flood situation, we have responded to those students and have made available all the support they would need; including the possibility of an extension into the next semester.

	Our IT Department also responded by offering technology/computers to students who have lost everything.	
6. Report/Action of the Executive Committee 6A. Recommendation to approve the revised Mission Statement and Strategic Goals.	<p>Board Chair Rymar stated each member of the Board of Trustees received a copy of the revised Mission Statement and Strategic Goals for their review.</p> <p>6A. At this time, Board Chair Rymar recommended the Luzerne County Community College Board of Trustees approve the revised Luzerne County Community College Mission Statement and Goals.</p> <p>Board Chair Rymar noted on September 26, 2011, the Executive Committee of the Board had a lengthy discussion on the status of the effort towards reaffirmation of our accreditation. A copy of the summary is enclosed in your Board packet. The Board of Trustees will receive periodic updates of the Middle States status.</p>	<p>6A. Approved. Motion made by Mahmoud H. Fahmy, Ph.D., and seconded by Paul Platukis.</p> <p>Mary Hinton, Ph.D., asked President Leary what happened to the prior Strategic Plan that was in place; she understood Middle States had some issues with the plan. Mary Hinton, Ph.D. questioned whether the College has a process in place to move beyond that plan, and; did we do some assessment on that plan to inform what has been removed.</p> <p>President Leary stated each constituency at the college has reviewed the refreshed plan which has gone through the governance process at the college.</p> <p>Vote was all “yes”. Motion carried.</p>
7. Report/Action of the Academic Committee 7A. Approve PACCA 2011-2012 Letter of Agreement	<p>August Piazza, Committee Chair, presented the Academic Committee report.</p> <p>7A. updated 2011-2012 Letter of Agreement between Luzerne County Community College and the</p>	<p>7A. Approved. Motion made by Elaine Maddon Curry; seconded by Paul Platukis.</p>

	<p>Pennsylvania Child Care Association for the T.E.A.C.H. Early Childhood Pennsylvania scholarship program. PACCA will pay to LCCC \$128.00 per credit, \$8.00 Technology Fee per credit, \$13.00 General Services Fee per credit and a \$40.00 Distance Learning Fee for up to 6 credits a semester for each Pennsylvania resident enrolled in the program.</p>	<p>Vote was all “yes.” Motion carried.</p>
8. Report/Action of the Finance Committee	<p>8. Lynn Marie Distasio, Committee Chair, presented the Finance Committee report items 8A through 8D</p>	
8A. Approval of Summary of Payments	<p>8A. Recommend the Luzerne County Community College Board of Trustees approve the summary of payments.</p>	<p>8A. Approved. Motion made by Michael Tigie, III; seconded by Barry H. Williams, J.D., C.P.A. Vote was all “yes.” Motion carried.</p>
8B. Approval of Quote #348-Copiers	<p>8B. Recommend the Luzerne County Community College Board of Trustees approve the award of Quote #348 for 3 copiers to Edward Business Systems in the amount of \$29,410.00.</p>	<p>8B. Approved. Motion made by Elaine Maddon Curry; seconded by John Kashatus. Vote was all “yes.” Motion carried.</p>
8C. Acceptance of Grants	<p>8C. Recommend Luzerne County Community College Board of Trustees accept the following grant award: TAACCCT Grant- Second Lady Dr. Jill Biden, Secretary Solis, and under Secretary Kantner announced the first round of the Trade Adjustment Assistance Community College and Career Training Initiative (TAACCCT) grants. Each state will be awarded at least \$2.5 million. The 14 PA community colleges proposal was awarded the full \$20 million - the largest in the nation. The lead applicant was Philadelphia Community College. The funding will start on October 1st after the contract is signed by Philadelphia Community College, who will in turn send Luzerne County Community College a sub-contract.</p> <p>Luzerne County Community College will receive a total</p>	<p>8C. Approved. Motion made by Elaine Cook, R.N., J.D., Vice Chair. Motion was seconded by Mahmoud H. Fahmy, Ph.D. Vote was all “yes.” Motion carried.</p>

<p>8D. Administrative and Security Annual Increment</p>	<p>of \$751,185 over the next three years. The college programs that will benefit from this grant will be: advanced manufacturing and logistics, energy (solar technicians), and healthcare technology. It will provide for grant administration, instructors time, supplies and equipment, software licensing, and solar training certification.</p> <p>8D. Recommend the Luzerne County Community College Board of Trustees approve a \$2340 administrative salary increment and a \$1500 security increment, effective, July 1, 2011.</p> <p>Committee Chair Distasio stated during the LCCC Board of Trustee Finance Committee meeting. it was noted Susan Spry, Vice President of Workforce and Community Development, along with her staff, worked extremely hard to secure the Trade Adjustment Assistance Community College and Career Training Initiative (TAACCCT) grant and should be commended for their efforts.</p> <p>Board Chair Rymar congratulated Vice President Spry and her staff for a job well done.</p>	<p>8D. Approved. Motion made by Michael Tigue, III; seconded by Elaine Maddon Curry. Vote was all "yes." Motion carried.</p>
<p>9. Report/Action of the Human Resources Committee Items</p>	<p>9. Paul Halesy, Committee Chair did not have a report to present.</p>	<p>N/A</p>
	<p><u>INFORMATIONAL ITEMS</u></p>	
<p>1.Unfinished Business of Previous Meeting</p> <p>2. Informational Report of the Executive Committee.</p>	<p>1. No report.</p> <p>2. Board Chair Rymar asked everyone to look over the summary of our Middle States Accreditation efforts to date. Board Chair Rymar emphasized this is the single</p>	<p>1.N/A</p> <p>2. N/A</p>

<p>3. Information Report of the Human Resources Committee</p>	<p>most important issue the College is confronted with over the next nine months.</p> <p>3. Paul Halsey, Committee Chair, presented the following report: Information on Recent Appointment -New Hires since August 22, 2011. Faculty Appointments: Jamie Brungard, FT Biology Instructor, \$30,739.00/yr, August 25, 201; Steven Visniski, FT Engineering Technology Instructor, \$30,739.00/yr, August 25, 2011.</p> <p>Faculty Appointments (in accordance with Collective Bargaining Agreement) Colleen Angel, FT Freshman Year Experience Instructor, \$38,609.25/yr, August 25, 2011; and Lisa Lutecki, FT English Instructor, \$33,824.31/yr, August 25, 2011.</p> <p>Classified Appointments (in accordance with Collective Bargaining Agreement) Alyssa Gayeski, PT Food Service Utility Worker, \$9.15/hr, August 15, 2011; Gregory Johnson, PT Custodian, \$8.81/hr., August 15, 2011; and Donna Kostrzewski, PT Secretary Finance, \$9.85/hr, August 15, 2011; Walter Anusiewicz, PT Maintenance Staff, \$8.81/hr, August 22, 2011; Karen Sklaney, PT Food Service Utility Worker, \$9.15/hr, August 22, 2011; Matthew Anderson, FT Temporary Culinary Arts Technical Services Technician, \$14,372.25/yr, September 29, 2011.</p> <p>LEAVE REPORT STATUS -Sabbatical Leave for Faculty Francis Curry, FT Director of Admissions, Fall 2011 Semester.</p> <p>Leaves of Absence - Renee Allardyce, FT Culinary Arts Technical Services Technician; and Judy Lewis, FT</p>	<p>3. N/A</p>
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	<p>Custodian.</p> <p>Separations from Employment-Ulysses Terkowski, FT Custodian, August 18, 2011; Luciana Herman, FT Prospect Researcher Grants/Associate, September 2, 2011; Crystal Ondrick, FT Assistant Director of Financial Aid, September 9, 2011; Jennifer Vangilder, FT Program Counselor, September 23, 2011; Claudia Chesney, PT Off Campus Advisor, August 19, 2011.</p>	
4. Communications	<p>Lynn Marie Distasio, Board Secretary, had the opportunity to attend the Health Science Reunion. It was a wonderful evening. A special thank you was extended to Bonnie Lauer, Director of Alumni Relations. Ms. Lauer did a wonderful job bringing this event together. The celebration of the Health Science Building as it is so amazing; included with the Alumni, Faculty, former faculty made for a wonderful night. Lynn Distasio, Board Secretary, thanked LCCC for allowing her to be part of the Reunion.</p>	N/A
5.Adjournment		<p>Motion made by Mahmoud H. Fahmy, Ph.D.; seconded by Elaine Curry. Vote was all “yes”. Motion carried.</p>