

Name: Luzerne County Community College Board of Trustees Board Meeting

Date: Tuesday, June 9, 2015

Time: 6:05 P.M.

Location: Luzerne County Community College, Dining Room, Educational Conference Center, Nanticoke PA

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
Swearing-In Ceremony	At this time the Honorable Judge Fred A. Pierantoni, III performed the swearing in of Trustee David James Usavage.	No action required.
1. Roll Call	<u>Present:</u> Joan Blewitt, Ph.D.; John Bryan; Elaine Cook, R.N., J.D.; Francis Curry; Lynn M. Distasio; Brian D. Gill; Paul Halesey; Erin K. Keating; Carmen F. Magistro, Secretary; John R. Serafin, Vice Chair; Susan Unvasky; David James Usavage; Barry H. Williams, J.D., C.P.A., Board Chair; and Richard Goldberg, Esq., College Solicitor. <u>Excused:</u> Margaret Steele; Joseph Van Jura, Esq.; and Serena Kozokas, Student Representative to the Board.	
	Barry H. Williams, J.D., C.P.A., Board Chair, reported an Executive Session of the Board was held prior to the start of the Board meeting to discuss personnel and litigation and contractual issues. In addition, on June 3, 2015 an Executive Session of the Board was conducted to discuss personnel, litigation and contractual issues.	
2.Public Comment	Barry H. Williams, J.D., C.P.A., Board Chair, opened the floor for public comment.	No action required.

<p>3. Approval of April 20, 2015 Board Minutes</p>	<p>Barry H. Williams, J.D., C.P.A., Board Chair, recommended approval of the April 20, 2015 Board minutes.</p>	<p>Approved. Motion made by John Serafin, Vice Chair; seconded by Susan Unvarsky.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>4. Approval of June 9, 2015 Board Agenda</p>	<p>Barry H. Williams, J.D., C.P.A., Board Chair, recommended approval of the June 9, 2015 Board agenda.</p>	<p>Approved. Motion made by Joan Blewitt, Ph.D.; seconded by John Bryan.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>5. Report of Officers and Agents</p> <ul style="list-style-type: none"> ○ President’s Report 	<p>President Leary stated the Treasurer’s Report will be dispensed due to the presentation of the college budget during the Board’s Work Session.</p> <p>President Leary stated the Core Team for the College’s upcoming Middle States Commission on Higher Education Periodic Review Report was selected by Middle States to present a workshop at its’ annual conference this December in Washington, DC. Graceann Platukus, Director of Institutional Research and Planning; Dr. Janis Wilson Seeley, Social Sciences/History Department Chair and Faculty Fellow for Assessment; and Libby Yeager, Director of Curriculum/Program Development; will present on the topic of assessing the quality of the outcomes assessment process.</p> <p>In addition, Dr. Seeley and Judi Myers, Administrative Systems Manager and Diversity Coordinator, have been invited to present a workshop at the National Alliance of Community and Technical Colleges annual conference highlighting the Income Inequality program implemented at the College over the Fall and Spring semesters. The theme of Income Inequality supports the College’s general education learning</p>	

<ul style="list-style-type: none"> ○ Student Representative Report 	<p>outcome of developing individual and societal responsibilities. The yearlong program included book discussions, external speakers, professional development for staff, and other activities. Evaluations were completed for each activity for an overall assessment at the conclusion of the program.</p> <p>Almost \$193,000 has been transferred to the College from Foundation funding since the beginning of this calendar year. These funds support capital projects, emergency funding for students, Early College Tuition, and other expenses. For the 2015-2016 academic year, the Foundation expects to award over \$300,000 in aid to students for scholarships and textbooks. This represents an increase of approximately \$75,000 from the previous year.</p> <p>As part of its efforts to assess the outcomes of resource allocation, the Foundation tracks retention rates for scholarship recipients. Of 332 students who received aid in 2014-2015, 322 returned or graduated from Luzerne County Community College.</p> <p>No report.</p>	
<p>6. Report/Action of the Executive Committee 6A. Approval of President’s Contract</p>	<p>6A. Barry H. Williams, J.D., C.P.A., Board Chair, recommended approval of the second amendment to the President’s employment contract dated June 9, 2015.</p> <p>President Leary expressed his deep appreciation to the Board of Trustees for their expression of confidence in him and the President’s Leadership Team. To move the college forward in the next several years, the President stressed his will commitment to live up to</p>	<p>6A. Approved. Motion made by Carmen F. Magistro, Secretary; seconded by Paul Halesey.</p> <p>Vote was all “yes”. Motion carried.</p>

	the expression of confidence. President Leary also expressed his appreciation to administration, faculty and staff for the outstanding work they do every day to provide the quality of education to the students at Luzerne County Community College. President Leary conveyed a message to the students of LCCC, vowing to continue to provide an affordable education, in a caring and supportive environment that will be aimed at their success.	
7. Report/Action of the Academic Committee	7. Susan Unvasky, Committee Chair, reported there were no items to present.	7. N/A
8. Report/Action of the Finance Committee	8. Carmen F. Magistro, Committee Chair, presented the following Finance Committee report.	
8A. 2015-2016 Fiscal Year Budget	8A. Recommend the Luzerne County Community College Board of Trustees adopt the Luzerne County Community College Operating and Capital Budget and Auxiliary Budgets for Fiscal Year 2015-2016 in the amount of \$46,527,149. By adopting the budget the Board of Trustees authorizes a \$2.00 tuition increase, \$2.00 general service fee increase, and a \$2.00 technology fee increase.	8A. Approved. Motion made by John R. Serafin, Vice Chair; seconded by Paul Halesy. Vote was all "yes". Motion carried.
8B. Summary of Payments	8B. Recommend the Luzerne County Community College Board of Trustees approve the summary of payments as presented.	8B. Approved. Motion made by Joan Blewitt, Ph.D.; seconded by Francis Curry. Vote was all "yes". Motion carried.
8C. RFP, Medical Director of Respiratory Therapy	8C. Recommend the Luzerne County Community College Board of Trustees approve the proposal to Dr. Pramthesh K. Desai, M.D. at the following rate of \$15,000.00 per year for three (3) years.	8C. Approved. Motion made by Susan Unvasky; seconded by John R. Serafin, Vice Chair. Vote was twelve (12) "yes" and one (1) no vote submitted by John Byran. Motion carried.

<p>8D. Bid #449, Office Copier/Laser Printer Paper</p>	<p>John Bryan questioned the process for this appointment. Len Olzinski, Director of Purchasing, stated the bid was advertised in four (4) newspapers, advertised on the College’s website, and was forwarded to those on the bid list. Committee Chair Magistro questioned whether the standard operating procedures were followed. Len Olzinski confirmed the procedures were followed.</p> <p>Board Chair Williams questioned whether the person selected was the same physician that was doing the job previously. Mr. Olzinski confirmed that information was correct.</p> <p>8D. Recommend the Luzerne County Community College Board of Trustees approve the award of Bid #449 for Office Copier/Laser Printer Paper to Staples in the amount of \$24,900.</p>	<p>8D. Approved. Motion made by Elaine Cook, R.N., J.D.; seconded by Joan Blewitt, Ph.D.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8E. Bid #450, Furniture Package</p>	<p>8E. Recommend the Luzerne County Community College Board of Trustees approve the award of Bid # 450– Furniture Package to One Point in the amount of \$4,853.62; Educational Furniture Solutions (EFS) in the amount of \$101,057.40; Phillips Supply in the amount of \$12,646.00; Creative Business Interiors (CBI) in the amount of \$1,527.73 for a total value of the furniture bid at \$120,084.75.</p>	<p>8E. Approved. Motion made by Francis Curry; seconded by Joan Blewitt, Ph.D.</p> <p>Trustee Bryan noted that it appeared there was very little competition with this bid. Mr. Olzinski stated the bid procedure was followed. Board Chair Williams asked whether multiple companies bid the same item and was the lowest bidder selected. Mr. Olzinski stated there is a bid list consisting of approximately 40 line items and confirmed the lowest responsible bidder was selected.</p> <p>Vote was twelve (12) “yes” and one (1) no vote submitted by John Bryan. Motion carried.</p>
<p>8F. Bid#451, Computers and Technology Hardware</p>	<p>8F. Recommend the Luzerne County Community College Board of Trustees approve the award of Bid # 451 – <u>Dell</u></p>	<p>8F. Approved. Motion made by John R. Serafin, Vice Chair; seconded by Joan Blewitt, Ph.D.</p>

<p>8G. Bid #452, Microscopes</p>	<p><u>Marketing</u> for <u>A-Dell Computers</u> in the total amount of \$137,371.72; <u>Lightspeed Technologies</u> for <u>C-Cisco Equipment & Services</u> in the total amount of \$149,395.60; <u>Y & S Technologies</u> for <u>D-IBM Hardware</u> in the total amount of \$9,428.00; <u>CDWG</u> for <u>E-Miscellaneous Hardware</u> in the total amount of \$39,601.19; and <u>PCMG</u> for <u>F-Bosch DIVARS</u> in the total amount of \$4,160.00. We did not receive any formal bid responses for <u>section B-Apple Computers</u>. This is due to Apple being the sole source provider for this equipment and they do not provide formal bids for smaller purchases such as this. Apple did provide a formal quote and sole source letter for section <u>B</u> in the amount of \$30,605.00. The total amount for sections A, B, C, D, E & F is \$369,441.21.</p> <p>Recommend the Luzerne County Community College Board of Trustees approve the award of lease to the low leasing company, University Lease.</p> <p>8G. Recommend the Luzerne County Community College Board of Trustees approve the award of 25 Microscopes in the amount of \$41,625.00 to Products Unlimited.</p> <p>Trustee John Bryan questioned why the bid pricing ranged from \$12,900 to \$49,750.00 Board Chair Williams stated the explanation provided by Department Chairperson Mary James is attached to the recommendation enclosed in the board packet. Mr. Olzinski stated the lower bidders did not meet the specifications of the bid. Dr. Dana Clark, Provost/Vice President of Academic Affairs, stated all 25 microscopes are required to be the exact same model of microscope. The bid was awarded to the to the lowest responsible bidder.</p>	<p>In reference to networking hardware, Trustee Bryan questioned whether Lightspeed Technologies was the only bid received. Don Nelson confirmed this was the only bid received; noting the bid was sent out to 16 vendors. It was also noted typically, with the Cisco equipment there is only one local authorized vendor and they, by far, offer the best price. Trustee Bryan stated the College could go to Cisco directly. Mr. Nelson stated the College must put the item out to bid and stated that if the College did go to Cisco directly, the College would get a higher price from them as compared to the local authorized vendor.</p> <p>Vote was twelve (12) “yes” and one (1) no vote submitted by John Bryan. Motion carried</p> <p>8G. Approved. Motion made by John Bryan; seconded by Elaine Cook, R.N., J.D.</p> <p>Vote was all “yes”. Motion carried</p>
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<p>8H. Carpet Replacement and Painting</p>	<p>8H. Recommend Luzerne County Community College Board of Trustees approve the award of the bid for Carpet Replacement and Painting to Berger Construction in the amount of \$223,888.00.</p>	<p>8H. Approved. Motion made by Elaine Cook, R.N., J.D.; seconded by Joan Blewitt, Ph.D.</p> <p>Vote was all “yes”. Motion carried</p>
<p>8I. RFP, Banking Services</p>	<p>8I. Recommend the Luzerne County Community College Board of Trustees approve Fidelity Deposit and Discount Bank to provide the College with banking and financial services for the period July 1, 2015 through June 30, 2016. The contract shall be renewable for two (2) successive years through June 30, 2018.</p>	<p>8I. Approved. Motion made by John R. Serafin, Vice Chair; seconded by Elaine Cook, R.N., J.D.</p> <p>Vote was twelve (12) “yes” and one (1) abstention submitted by Carmen F. Magistro. Motion carried</p>
<p>8J. Hazleton Campus Lease Extension</p>	<p>8J. Recommend the Luzerne County Community College Board of Trustees approve the extension of the Hazleton Campus Lease between LCCC and Management Enterprises, Inc. for a period of three (3) years. The lease rate (currently \$11,202 per month) will be adjusted annually based on Consumer Pricing Index.</p> <p>Elaine Cook, R.N., J.D. questioned the status of the college researching a new lease possibility in the Hazleton area and questioned whether the College has abandoned this initiative and does the College we want to go with this lease. President Leary stated the exploration of other possibilities has not been eliminated. After conversations with individuals attempting to revitalize the downtown area, in addition to the other educational institutions considering relocating into the downtown area, it was the College’s decision to remain in the same location. President Leary stated a 6-month notice to terminate lease is noted in the lease provisions.</p>	<p>8J. Approved. Motion made by Francis Curry; seconded by Susan Unvarsky.</p> <p>Vote was all “yes”. Motion carried</p>

<p>9. Report/Action of the Human Resources Committee</p> <p>9A. Slate of Board Officers, FY 2015-2016</p>	<p>9. Paul Halesey, Committee Chair, presented the following Human Resources Committee report.</p> <p>9A. Recommend the Luzerne County Community College Board of Trustees approve the following slate of officers for 2015-2016: Board Chair, Carmen F. Magistro; Vice Chair, Susan Unvasky, and John R. Serafin, Secretary.</p>	<p>9A. Approved. Motion made by John Bryan; seconded by Brian Gill.</p> <p>Vote was all "yes." Motion carried.</p>
Informational Items		
1.Unfinished Business of Previous Meeting	No report.	No action required.
2.Informational Report of the Executive Committee	Board Chair Williams stated there are no informational items to present.	No action required.
3.Informational Report of the Human Resources Committee	Committee Chair Paul Halesey stated the Information on recent appointments and leave report status are located at the end of the Board agenda.	No action required.
4. Communications	<p>Board Chair Williams stated all communications were included in the Board packets.</p> <p>At this time Board Chair Williams extended his appreciation to the members of the Board, President Leary, Paula Labenski for all of their help and support over the past two years. Special thanks were extended to the administration, faculty and staff of Luzerne County Community College. Board Chair Williams stated the low point was the passing of Trustee Paul Platukis, he is certainly missed.</p> <p>President Leary extended his appreciation to Board Chair Williams for his guidance and support.</p>	No action required.
5.Adjournment		Motion made by John R. Serafin; seconded by Susan Unvasky. Vote was all "yes". Motion carried.

