

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

**Date:** Wednesday, August 26, 2015

**Time:** 7:15 P.M.

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

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
<b>1. Roll Call</b>	<p><u>Present:</u> John Bryan; Elaine Cook, R.N., J.D.; Francis Curry; Lynn M. Distasio; Brian D. Gill; Paul Halesey; Erin K. Keating; Carmen F. Magistro, Board Chair; John R. Serafin, Secretary; David James Usavage; Barry H. Williams, J.D., C.P.A., and Joseph Kluger, Esq., College Solicitor.</p> <p><u>Excused:</u> Joan Blewitt, Ph.D.; Joseph Van Jura, Esq.; and; Susan Unvarsky, Vice Chair.</p> <p>It was noted Trustee Blewitt, Trustee Van Jura and Vice Chair Unvarsky were in attendance for the Board of Trustees Executive Session and Work Session.</p>	
	Carmen F. Magistro., Board Chair, reported an Executive Session of the Board was held prior to the start of the Board meeting to discuss personnel, litigation and contractual issues.	
<b>2. Public Comment</b>	Carmen F. Magistro, Board Chair, opened the floor for public comment.	No action required.
<b>3. Approval of June 9, 2015, Board Minutes Approval of July 21, 2015, Board Minutes</b>	Carmen F. Magistro, Board Chair, recommended approval of the June 9 and July 21 2015 Board minutes.	Approved. Motion made by John Serafin, Vice Chair; seconded by Susan Unvarsky.  Vote was all "yes". Motion carried.

<p><b>4. Approval of August 26, 2015 Board Agenda</b></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.  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> </ul>	<p>President Leary stated Luzerne County Community College will be conducted an College-wide In-Service for Administration, Faculty and Staff to kick-off the start of the Fall semester which will begin on Monday, August 31, 2015.</p> <p>President Leary reported, as part of the College’s continual assessment of general education learning outcomes, the general education competency Oral Communication will be assessed in the 2015/2016 academic year. This summer Sujamet Mason, Chair of the Speech/Philosophy/Fine Arts Department, conducted a workshop to review the content and implementation of a standard college-wide rubric to be used by all faculty when assessing students’ Oral Competency. Information Literacy is the next core general education competency to be assessed. The assessment of Information Literacy will be conducted through collaboration with the Library. The library recently adopted an electronic modular tutorial called Proquest to assist students in developing their information literacy skills. The tutorial also includes pre and post testing of knowledge. Data from the pre and post tests will be used to assess student understanding of Information Literacy and determine if students have achieved competency.</p> <p>The Enrollment Management / Student Development Division and the Academic Affairs Division collaborated over the summer to clarify the Faculty Advisement System to enhance student outcomes. The clarifications are based on Middle States guidelines, the Noel–Levitz Student Satisfaction Inventory, SENSE report and NACADA research. The newly revised Faculty advisement system now includes goals, specific objectives, Student Learning Outcomes, and a process for data collection through the</p>	<p>N/A.</p>



anniversary of the founding of Luzerne County Community College. The first graduating class was celebrated on October 3, 1967. All members of the Board of Trustees are welcomed to participate on the committee.

The 23<sup>rd</sup> Annual Foundation Dinner will be held at the Woodlands Inn, Tuesday, October 20<sup>th</sup> 2015, beginning 6:00 pm. Sponsorship information was provided this evening.

One of the College's major donor has purchased a bench from the Alumni Office in honor of President Thomas P. Leary. The bench will be installed near the entrance to the Campus Center. This is in recognition of his accomplishments and leadership as the seventh president of Luzerne County Community College.

Scholarships for Fall 2015 and Spring 2016 stands at \$244,000, assisting 280 students. Assistance requests are being received now. Last Fall we spent \$19,000 in book purchases for 61 students.

A plaque dedication was held August 26, 2015, at the microbiology lab in honor of the late Dr. Cornelia Tengowski an educator, microbiologist and friend of the College. Her husband, Thomas Tengowski, donated funds towards the purchase of 25 new microscopes for LCCC.

The Foundation has established a scholarship in memory of the late Anna Cervenak who passed away July 24, 2015. The scholarship is open to all LCCC students with financial need. Ms. Cervenak was a well-known community leader, volunteer and regional advocate. She was a member of the Foundation Board of Directors since 1993 and served a term as the President, as well as Chair of the Annual Dinner. Ms. Cervenak was designated President Emeritus of the Foundation Board at the time of her death; in recognition of her dedication to the Board and Luzerne County Community College. Ms. Cervenak was only one of two board members to have been designated with the title of

<ul style="list-style-type: none"> <li>○ Student Representative Report</li> </ul>	<p>President Emeritus.</p> <p>Board Chair Magistro noted the designation of President Emeritus for the late Anna Cervenak was a wonderful gesture for all of the work she has done. Congratulations was also extended to President Leary for being the recipient of a bench in his honor.</p> <p>President Leary stated the new Student Representative to the Board will be in attendance at the September 24, 2015 Board meeting.</p>	
<p><b>6. Report/Action of the Executive Committee</b></p> <p>6A. Ratification of Ellucian Software Products</p> <p>6B. Memorandum of Understanding, Student Housing Initiative</p>	<p>6A. Carmen F. Magistro, Board Chair, recommended ratify and reaffirm the purchase of three (3) software products and the associated services required to get the software operational. The three (3) products to be purchased are Ellucian Student Planning, Ellucian Mobile, &amp; Ellucian Financial Aid Self Service, for a total amount of \$93,830.00. These purchases are being funded through grant sources.</p> <p>6B. Board Chair Magistro stated item 6B-Memorandum of Understanding was reviewed in the Work Session. This item is tabled until review and modification of the document, to be approved by the Board of Trustees at a later date.</p>	<p>6A. Approved. Motion made by John R. Serafin, Secretary; seconded by Margaret Steele.</p> <p>Vote was all “yes”. Motion carried.</p> <p>6B. Tabled.</p>
<p><b>7. Report/Action of the Academic Committee</b></p> <p>7A. Program Additions, Deletions, and Modifications</p>	<p>7. Board Chair Magistro presented the Academic Committee report on behalf of Susan Unvarsky, Committee Chair.</p> <p>7A. Recommend the Luzerne County Community College Board of Trustees approve the Program Additions, Deletions and Modifications as presented. The addition is for the Mechatronics (A.A.S.MEC) program.</p>	<p>7A. Approved. Motion made by John Bryan; seconded by Francis Curry.</p> <p>Vote was all “yes”. Motion carried.</p>

	<p>Board Chair Magistro also reported 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 2015 in Washington, DC. Representing Luzerne County Community College will be 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><b>8. Report/Action of the Finance Committee</b></p> <p>8A. Summary of Payments</p> <p>8B. Approval of Grant Acceptance</p>	<p>8. Barry H. Williams, J.D., C.P.A., 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 as presented.</p> <p>8B. Recommend the Luzerne County Community College Board of Trustees approve the acceptance of the following grant award:</p> <ul style="list-style-type: none"> <li>➤ The Berks County Intermediate Unit has approved the LCCC Keys Program for a new grant of \$13,564 to align the Early Childhood Education Degree coursework with the PA Core Knowledge Competencies for Early Childhood and School-Age Professionals.</li> <li>➤ The PA Keys Program renewal grant from the Pennsylvania Department of Human Services was level funded at \$207, 498.</li> <li>➤ The PA Liquor Control Board has approved \$39,991 in new grant funding for a program to Reduce Underage and Dangerous Drinking (RUDD) grant. <i>The goal is to educate LCCC students on the social norms of alcohol consumption and offer information on the consequences, including</i></li> </ul>	<p>8A. Approved. Motion made by Elaine Cook, R.N., J.D.; seconded by Erin K. Keating.</p> <p>Vote was all “yes”. Motion carried.</p> <p>8B. Approved. Motion made by Elaine Cook, R.N., J.D.; seconded by David James Usavage.</p> <p>Vote was all “yes”. Motion carried.</p>

<p>8C. Facilities Master Plan- MKSD Additional Services</p> <p>8D. EBS Lease Agreement Negotiation</p>	<p><i>arrest and college sanctions. The PSTI department will work with campus security on this initiative.</i></p> <ul style="list-style-type: none"> <li>➤ The Perkins renewal grant from the PA Department of Education was increased to \$484,829 from \$441, 615 last year.</li> <li>➤ The ALTA renewal grants from the PA Department of Education were funded as follows: #054 Family Literacy grant was level funded at \$304,500; #064 decreased to \$664,259 from \$698,398 last year.</li> </ul> <p>Trustee Brian Gill questioned whether the new grant from the PA Liquor Control Board would total fund the program or are there Funds from LCCC that assist. Sandra Nicholas stated the grant totally Funds the program that is used for public relations work within the College.</p> <p>8C.Tabled.</p> <p>8D. Recommend the Luzerne County Community College Board of Trustees approve the College to move forward with negotiating an EBS Lease Agreement. A consultant will be hired through an RFP to perform this work.</p>	<p>8C. Tabled.</p> <p>8D. Approved. Motion made by Francis Curry; seconded by Elaine Cook, R.N., J.D.</p> <p>Vote was all “yes”. Motion carried.</p>
<p><b>9. Report/Action of the Human Resources Committee</b></p>	<p>9. No report.</p>	<p>9. N/A</p>
<b><u>Informational Items</u></b>		
<p><b>1.Unfinished Business of Previous Meeting</b></p>	<p>1. No report.</p>	<p>1. No action required.</p>
<p><b>2.Informational Report of the Executive Committee</b></p>	<p>2. Board Chair Magistro stated draft minutes from each board committee were included in your packets as well as informational</p>	<p>2. No action required.</p>

	correspondence to the Board.	
<b>3. Informational Report of the Human Resources Committee</b>	3. Committee Chair Paul Halesey stated the Information on recent appointments and leave report status are located at the end of the Board agenda.	3. No action required.
<b>4. Communications</b>	4. N/A	4.No action required.
<b>5. Adjournment</b>		Motion made Elaine Cook, R.N., J.D.; seconded by John Serafin.  Vote was all “yes”. Motion carried.