

Name: Luzerne County Community College Board of Trustees Board Meeting

Date: October 28, 2015

Time: 6:00 P.M.

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

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
1. Roll Call	Present: Joan M. Blewitt, Ph.D.; John J. Bryan; Elaine Cook, R.N., J.D.; Francis P. Curry; Brian D. Gill; Paul A. Halsey; Erin K. Keating; Carmen F. Magistro, Board Chair; John R. Serafin, Secretary; Margaret Steele; Barry H. Williams, J.D., C.P.A., and Joseph Kluger, Esq., College Solicitor. Excused: Lynn M. Distasio; Susan E. Unvarsky, Vice Chair; and David James Usavage	
	Carmen F. Magistro., 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	Carmen F. Magistro, Board Chair, opened the floor for public comment.	No action required.
3. Approval of September 24, 2015, Board Minutes	Carmen F. Magistro, Board Chair, recommended approval of the September 24, 2015 Board minutes.	Approved. Motion made by John R. Serafin, Secretary; seconded by John J. Bryan. Vote was all "yes". Motion carried.
4. Approval of October 28, 2015 Board Agenda	Carmen F. Magistro., Board Chair, recommended approval of the October 28, 2015 Board agenda.	Approved. Motion made by Elaine Cook, R.N., J.D.; seconded by Francis P. Curry. Vote was all "yes". Motion carried.

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
<p>5. Report of Officers and Agents</p> <ul style="list-style-type: none"> ○ President’s Report 	<p>President Leary stated, the presentation on the Strategic Plan will be deferred to a later date.</p> <p>President Leary reported the College recently purchased software through our Title III grant that will support enhanced services to our students. One of these software products, Ellucian Go, will enable students to register for courses, link to LCCC’s social media sites, and access important information such as compressed schedule hours, staff directory, the College Bookstore, all through a cell phone app that will be available free to students for both iPhone and android devices. Information Technology staff plan to go live with this software in mid-November. Other software products purchased include a Financial Aid app that will guide students through the financial aid application process step-by-step, and a Student Planning app that will give students easy access right at their fingertips to monitor their progress towards completing their program requirements. This app will support LCCC’s efforts to increase graduation rates and to encourage students to complete their degree, certificate or diploma before transferring or entering the workforce. These two apps are expected to go live January 2016. These purchases keep LCCC on the cutting edge in technology by providing access to important College programs and activities through the technology tools most frequently sought and used by students in today’s world. President Leary commended the College’s Information Technology department for all of the work they are doing.</p> <p>President Leary reported several other faculty and staff presented at national conferences . Stephen Hiner, Assistant Professor of Science; Mary James, Associate Professor of Science; and Libby Yeager, Director of Curriculum and Program Development, gave a presentation titled “Improving Success in College Chemistry” at the League for Innovation in the Community College STEMtech Conference this month. In the presentation, Professors Hiner and</p>	

James and Ms. Yeager presented on how to identify and use different data sources to improve student success in first year chemistry courses from the perspective of faculty and administration. As part of the presentation, each presenter also spoke on the important role assessment of student learning plays in improving student success.

In addition, Dr. Janis Wilson Seeley, Chair, Social Sciences/History and Faculty Associate for Student Learning; Graceann Platukus, Director, Institutional Research and Planning; and Libby Yeager, Director of Curriculum and Program Development, will present “The Journey from Completion to Quality: The Assessment of Assessment” at the Middle States Commission on Higher Education annual conference in Washington DC this December. The focus of their presentation will be on a process for evaluating the effectiveness of assessment; in short, the assessment of assessment. The presenters will share the process, tools, and results of the College’s periodic evaluation of assessment currently in progress and provide strategies for attendees to take back to use at their own institutions to evaluate their own assessment practices.

President Leary introduced the participants of the Leadership LCCC Class of 2016 - Laura Kapalka, Assistant Director of Financial Aid; Janine Kelley, KEYS Program Coordinator; Paula Labenski, Administrative Assistant to the President and Board of Trustees; and Lisa Novitski, Data Processing Technician for Registrar.

On behalf of the Leadership LCCC Class of 2016, Laura Kapalka, stated the leadership class’s goal is to grow, not only in our positions and develop what we can do for the College and how we can reach out to the students. The Leadership Class is planning an initiative called “LCCC Cares” it is to bring LCCC into the Nanticoke community and introduce the Nanticoke community to LCCC and what we have to offer. We have a variety of events that we have started to plan which include inviting senior citizens to one of the tapings of the LCCC Cooking Classics series, Health Service events

at the local senior centers, and a Spring Community Fair.

○ Treasurer’s Report

Joseph Gasper, Dean of Finance, presented the following Treasurer’s Report is for the period ending August 2015. When compared to prior fiscal year the Current Fund Income of \$11,028,000 is down 25.63% and Expenses of \$3,780,000 increased .40%. Bookstore Income increased \$40,000, up 5.15% and the Expenses decreased \$158,000, down 16.42%. Food Service Income decreased \$8,000 while expenses increased \$2,000. Plant Fund Income decreased \$1,254,000 and Expenditures have increased \$249,000.

When compared to prior year Tuition Income decreased \$881,000. The Price and Volume variance is listed on the report. General Service Fees, decreased 2.49% and Course Fees are down 8.24%. Continuing Education revenue is down 9.29%. The Commonwealth of Pennsylvania Appropriation has decreased \$2,811,000 due to the budget impasse.

Current Fund Expenditures -Fringe Benefits are basically level when compared to the prior year. Salaries increased \$69,000 or 3.83%. Travel and Conference expense is up \$21,000. The variance for Bank Journal Service /Collection fees is due to the timing of posting of Journal Entries. Electric Costs are down \$70,000 for this period.

Bookstore Report: Textbook sales increased by \$38,000 for a 5.44% increase and other income is up 2.56%. The expenses show a decrease of \$68,000 or 8.54% for Textbooks purchases. The variance for Other Purchases is due to the timing of processing the paperwork.

Food Service Report: Food Sales have decreased \$3,000 when compared to the prior year. The Salary and Food Supply expenses are down while the Fringe Benefits have increased 16.67%.

<ul style="list-style-type: none"> ○ Foundation Report 	<p>Plant Fund: The Commonwealth of Pennsylvania Appropriation is down due to the budget impasse as no Payments were received this fiscal year. On the expense side Debt Service Expense are up slightly due to the annual change in the debt payment schedule. Equipment Lease expense is down due to the timing of the payments.</p> <p>Board Chair Magistro requested the October preliminary report be presented at the November Finance Committee meeting.</p> <p>Joan M. Blewitt, Ph.D. questioned the increase in fringe benefits under the area of Food Services. Joseph Gasper stated there is a small number (four full time) of employees in this area.</p> <p>Sandra Nicholas, Executive Director of Institutional Advancement, thanked the Board of Trustees for their participation and support of the annual Foundation Outreach Dinner. The event raised \$53,000 for student scholarships. A special thank you was extended to this year's major sponsor, First Fidelity Bank, who donated at the \$10,000 level.</p> <p>Ms. Nicholas stated the Foundation gave \$248,000 in scholarships, assisting 286 students. This figure was \$66,000 over last year's amount.</p> <p>Ms. Nicholas stated the Foundation spent \$12,000 in emergency book and tuition assistance. This is a decrease of approximately \$8,000. Ms. Nicholas feels the decrease was a result of the assistance of two part time retention specialists. One on one they help the students get through the problems usually attributed to financial aid assistance.</p> <p>Ms. Nicholas stated Motor World contributed \$20,000 to benefits the Automotive scholarships.</p> <p>The Alumni Association Craft Festival was held on Saturday, October 17, 2015. Over 2,500 people attended the annual event</p>	
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which raised \$14,000. Proctor and Gamble notified LCCC that the Dental Clinic will receive a grant in the amount of \$5000 to buy supplies for the Clinic. This is the 5th year LCCC was awarded the grant from Proctor and Gamble.

The Empty Bowl Luncheon will be held at Wilkes University on November 15, 2015. Proceeds of this event will benefit area food banks and a portion of the money raised goes back to LCCC Food Bank. LCCC sold bowls at the Craft Festival and at the College's In-Service raising over \$900 for the overall total.

Notecards designed by our LCCC students, were distributed to the members of the Board of Trustees in attendance.

At this time, Board Chair Magistro stated the Foundation dinner was a wonderful event and sincerely hopes everyone has an opportunity to attend this event in the future.

○ Student Representative Report

President Leary wanted to acknowledge Curtis Bates, Student representative to the Board, and Vice President of Student Government Association, of what he has accomplished as an outstanding track and field athlete. Curtis won the Men's Cross Country EPAC Championship on October 10, 2015, at Thaddeus Stevens College in Lancaster. Placed first in the NJCAA Region 19 Men's 8K Race and took 1st place in EPAC Men's Division. Curtis also placed 4th in the NJCAA Region 19 Division 3 Cross Country Championship at Branch Brook Park in Newark, New Jersey on October 25, 2015 and weekend of October 31st he will be attending and participating in the nationals.

Curtis Bates presented the report of the Student Representative to the Board. Mr. Bates stated all of the sports teams have been doing well this semester. October 26th kicked off Spirit Week, sponsored by the Student Government Association. Student Government Association has been focusing on student participation at several college and community events. On October 4, 2015 students and staff participated in the Ruth's Place

	<p>Walk for Hope. This 2-mile walk was well-represented by LCCC students and staff.</p> <p>Mr. Bates extended an invitation to participate at the Annual Veterans Day parade on Sunday, November 8th. This event starts at 2 p.m. in Kingston and will cross the Market Street Bridge and circle Public Square in Wilkes Barre. Students and staff can sign up in the Student Government Association Office or by contacting the Student Life Office. All participants will receive a commemorative Luzerne County Community College sweatshirt.</p> <p>On October 8, 2015, a Moment of Silence was held and designated to remember the victims of the shooting at Umpqua Community College. LCCC students and staff gathered outside the Campus Center for a brief remembrance and moment of silence.</p>	
6. Report/Action of the Executive Committee	6A. No report.	6A. No action required.
7. Report/Action of the Academic Committee	7. Joan Blewitt, Ph.D., presented the report of the Academic Committee.	
7A. Modification to the 2015-2016 Academic Calendar	7A. Recommend the Luzerne County Community College Board of Trustees approve a modification to the 2015-2016 Academic Calendar to include the addition of an Intersession. The Intersession schedule will run Monday, December 21, 2015 to Thursday, January 14, 2016.	7A. Approved. Motion made by John Bryan; seconded by Barry H. Williams, J.D., C.P.A. Vote was all "yes". Motion carried.
7B. Recommend Approval of Administrative Policy: Financial Aid Eligibility Requirements for Academic Progress	7B. Recommend the Luzerne County Community College Board of Trustees approve the Financial Aid Eligibility Requirements for Academic Progress policy.	7B. Approved. Motion made by Francis Curry; seconded by Margaret Steele. Vote was all "yes". Motion carried.

8. Report/Action of the Finance Committee	8. No report.	8. N/A
9. Report/Action of the Human Resources Committee 9A. Recommend Approval of Administrative Policy: Career Services Job Posting policy	9. Paul Halesey, Committee Chair, presented the following report. 9A. Recommend the Luzerne County Community College Board of Trustees approve the Career Services Job Posting policy.	9A. Approved. Motion made by John Bryan; seconded by Joan Blewitt, Ph.D. Vote was all “yes”. Motion carried.
	<u>Informational Items</u>	
1.Unfinished Business of Previous Meeting	1. Board Secretary John R. Serafin stated the Board approved a letter to the developers of the Student Housing project and inquired as to whether the letter was accepted by the developers. President Leary stated it was not accepted by the developer. The developer did request additional specific information. President Leary stated they have made it clear to the developers that this is the agreement approved by the Board of Trustees. Board Chair Magistro stated the agreement stands as is.	1. No action required.
2.Informational Report of the Executive Committee	2. Board Chair Magistro noted Joseph Van Jura, Esq. submitted his letter of resignation to the Board of Trustees. Trustee Van Jura was an excellent member of the Board and we wish him well in his endeavors.	2. No action required.
3.Informational Report of the Human Resources Committee	3. Paul Halesey, Committee Chair, noted the information on appointments and leave report stated is located on page 3 of the Board agenda.	3. No action required.
4. Communications	4. N/A	4. No action required.
5.Adjournment		Motion made John R. Serafin; seconded by Elaine Cook, R.N., J.D.. Vote was all “yes”. Motion carried.

