

Name: Luzerne County Community College Board of Trustees Board Meeting

Date: Tuesday, February 22, 2022

Time: 6:00 PM

Location: Luzerne County Community College, Educational Conference Center, Nanticoke PA and Zoom Link

AGENDA ITEM	NOTES	ACTION TAKEN
Pledge of Allegiance	Daniel Rodgers, Board Chair, asked attendees to rise for the Pledge of Allegiance.	
Roll Call	Present: Joan M. Blewitt, Ph.D.; George Brown; James Dennis; Holly A. Evanoski, Secretary; Paul Halsey; Erin K. Keating, Ed.D.; Joseph Lettiere; Catherine R. O'Donnell, Esq., Vice Chair; Daniel C. Rodgers, Board Chair; Anthony Seiwel, Susan E. Unvasky; Kevin Walsh, Esq., College Solicitor. Excused: Lynn Distasio, Bernard Graham, Ph.D. and August Piazza.	
	<i>Daniel Rodgers, Board Chair, reported prior to the start of the February 22, 2022, Board meeting an Executive Session was held to discuss personnel and litigation issues.</i>	
1. Public Comment	1. Daniel Rodgers, Board Chair, opened the floor for public comment.	1. N/A.
2. Approval of December 21, 2021, Board Minutes	2. Daniel Rodgers, Board Chair, recommended approval of the December 21, 2021 Board meeting minutes.	2. Approved. Motion made by George Brown; seconded by Joan M. Blewitt, Ph.D. Vote was all "yes". Motion carried.
3. Approval of February 22, 2022, Board Agenda	3. Daniel Rodgers, Board Chair, recommended approval of the February 22, 2022 Board agenda.	3. Approved. Motion made by Holly Evanoski, Board Secretary; seconded by James Dennis. Vote was all "yes". Motion carried.

AGENDA ITEM	NOTES	ACTION TAKEN
4. Report of Officers and Agents		
❖ President's Report	<p>President Leary reported the Wilkes Barre and the Hazleton Center have expanded their footprint and instructional facility this Spring semester. Both Centers are now featuring state-of-the-art science labs. In addition, the Wilkes Barre Center has acquired a second floor that now includes several remodeled classrooms, an Academic Support Center, a student lounge area, and additional staff offices and reception area. These Centers continue to be strong entry points to LCCC meeting the educational needs in these communities. The College's investments at these two dedicated Centers are bearing much fruit. The Wilkes Barre Center spring enrollment is up 38% and the Hazleton Center spring enrollment is up 141%.</p> <p>Luzerne County Community College has added 4,738 square feet to the Hazleton Center Lease. The result of this are (2) additional classrooms used by the Luzerne County Head Start, Inc. for a Center in Hazleton. LCCC students will benefit from this both from a program resource and a child care opportunity. Two (2) additional rooms were combined to create a Science Lab, meeting the needs of the growing number of students in the Hazleton area who primarily use the Center for their College experience; and two (2) more rooms will be combined to create a Micro-Credential Lab for trade and technology skills training. The space will meet the needs of local employers seeking employees trained in certain industrial maintenance skills such as robotics, programmable logical controllers, hydraulics, electrical engineering technology and pneumatics. Additional expansion is being planned for student service and/or office space on the first floor of the Hazleton Center.</p> <p>An update was forwarded to the members of the Board regarding the upcoming PA Commission for Community Colleges Annual Meeting and Virtual Board of Directors meeting scheduled for Monday, March 28th. A conversation with Senator Casey and the group is scheduled for 10:30 a.m.; followed by the business portion</p>	N/A

President's Report continued.

of the Board of Directors meeting with the Presidents at 11 a.m. If you would like to participate virtually and have not yet confirmed your attendance please do or feel free to contact Paula and she will make the arrangements for you.

Through the generosity of our donors and community friends, the LCCC EITC funding is supporting tuition and textbook costs for over 300 high school students in Luzerne County. Overall, the Early College Program is serving approximately 1000 high school students during this Spring semester.

The College is once again joining forces with the East Stroudsburg University ("ESU") Clear Path NSF Grant to provide mentorship, academic and financial to LCCC students earning an associate degree in STEM programs and transferring to ESU for their bachelor's degree. During this second round 5-year grant, students will receive up to \$10,400 at LCCC and up to \$20,000 at ESU in scholarships.

LCCC will take part in this year's National Remake Learning event, by hosting engaging workshops and trainings during the National Remake Learning Week in May. The two events that are planned are: Culturally Responsive Teaching: Concepts and Strategies to Connect with Learners, by Dr. Kate Zielinski and Dr. Janis Wilson Seeley are aimed for K-12 teachers NEPA's STEM Future - by Brandon Babish, Ursula Uhrin, and Edward Hernandez. are aimed for Middle school students and their parents. This event will be bilingual and held at our Hazleton Center.

Three (3) LCCC students: James Monahan, Suheiry Feliciano, and Juribeth Roman Torres, will be participating this spring in Leadership Lackawanna's Leadership Collegiate program. This is a 6-week virtual program, which runs from March 7 through April 18, is an excellent opportunity to enhance their leadership skills. In celebration of Black History Month and the International Day of Women and Girls in Science, LCCC held several cultural and

<p>- Treasurer's Report</p>	<p>educational events, included the showing of the film Hidden Figures; Film showing & discussion with Professor Jim Gavenus on Selma; and lastly, we held an online Black History Bingo event.</p> <p>On Sunday, March 13, the College will participate in Wilkes-Barre's annual Saint Patrick's Day parade. President Leary expressed his appreciation to trustee Mayor George Brown and staff for extending an invitation to Luzerne County Community College.</p> <p>Cheryl Baur, Vice President of Finance, presented the Treasurer's Report for a period ending December 31, 2021. Operating Fund: The College has projected total salaries are under budget by 14%. Benefits are projected to be 5% below budget. The remaining expenses are 13% below budget.</p> <p>Revenue of the Operating Fund: Our sponsorships have remained level; our tuition for Fall 2021 came in higher than projected. At this time a 2% increase in Spring revenues over budget are projected. A \$1,775,000 revenue over expenses for a period ending June 30, 2022.</p> <p>Bookstore – Salaries projected to be 8% underbudget- benefits to be 4% underbudget. Over all we expect revenue over expenses by \$10,000. It was noted the bookstore was budgeted net zero.</p> <p>Food Service – Salaries projected to be 3% below budget, benefits about 5%; and projected to have a loss of \$185,000. The food service sales have increased considerably and Vice President Baur commended the staff for their hard work.</p> <p>Capital – Expenses are projected to be 36% over budget; when the budget was completed for 2021-22 we failed to budget for the GESA project which was in the Operating budget prior year; but we have corrected that and any of the projected losses in the capital budget will come from transfers using COVID funds to balance the budget.</p>	
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<p>- Foundation Report</p>	<p>Rebecca Brominski, Executive Director, Institutional Advancement, reported the Foundation kicked off the fundraising Campaign Elevate Together this is a year long fundraising initiative that will commulate with our annual scholarship dinner.</p> <p>The Schulman Gallery will host the 40th Annual Rossetti Show with an opening on March 6th. May 7 is the 23rd Annual Alumni Flea Market and Car Show; May 13th Dental Health Alumni Day which brings over 250 alumni back to campus to gain CEU credits. May 23 8th Annual Alumni Golf Tournament at Blue Ridge Trail in Mountaintop.</p> <p>In celebration of Community College month, this April the College will be hosting the Annual Legislative Hybrid Breakfast on Friday, April 29th and will be held in the Dining Room of the Educational Conference Center. The breakfast will be held at 8:30 followed by the program at 9 a.m. The program will include a discussion led by President Leary, with a panel of LCCC students, and participation by Elizabeth Bolden, Executive Director of the PA Commission for Community Colleges. A special announcement will be made during the program.</p> <p>The Peter J. Lello Food Bank in partnership with the Alumni Association and the Joseph A. Paglanite Culinary Institute will sponsor the community organization Fork Over Love on April 5th. This initiative will serve hot meals to our students in need and the local community. The meals are provided by restaurants in the local community.</p> <p>The College will be receiving a gift in perpetuity from the Estate of Francis S. Carrozza to support additional nursing scholarships, fund equipment purchases and defray costs associated with the health sciences programs. In addition to this new gift, the Foundation will be able to award \$100,000 a year in scholarships</p>	

ACTION ITEMS		
6. Report of the Executive Committee	6. Daniel C. Rodgers, Board Chair, presented the report of the Executive Committee.	ACTION TAKEN
6A. Recommend Approval of Strategic Plan 2022-2026, -Revised Mission Statement and Institutional Values	6A. Recommend Luzerne County Community College Board of Trustees approve the Strategic Plan 2022-2026, revised Mission Statement and Institutional Values. <u>Mission Statement:</u> Luzerne County Community College is a student-centered institution prioritizing support and access to an inclusive, equitable learning environment that fosters academic and personal success and strengthens communities in the Northeast Pennsylvania region.	6A. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by Paul Halesey. Vote was all “yes”. Motion carried
7. Report of the Student Success and Workforce Development Committee	7. Daniel C. Rodgers, Board Chair, presented the Student Success and Workforce Development Committee report.	ACTION TAKEN
7A. Ratification , Spring 2022 Academic Calendar	7A. Recommend the Luzerne County Community College Board of Trustees approve the revised Spring 2022 Academic Calendar.	7A. Approved. Motion made by Erin K. Keating, Ed.D.; seconded by Holly Evanoski, Board Secretary. Vote was all “yes”. Motion carried
8. Report of the Audit, Finance and Facilities Committee	8. Susan E. Unvasky, Committee Chair presented the Audit, Finance and Facilities Committee report.	ACTION TAKEN
8A. Bid #503, Waste Removal	8A. Recommend Luzerne County Community College Board of Trustees approve the award of Bid #503, for Waste Removal to Waste Reduction and Recycling in the amount of \$23,880.00 per year. This is a three (3) year contract to provide waste removal services for the Main Campus, the Joseph A. Paglianite Culinary Institute and the Francis S. and Marie Gill Carrozza, R.N., Health Science Center in Nanticoke.	8A. Approved. Motion made by Paul Halesey; seconded by James Dennis. Vote was all “yes”. Motion carried.

Report of the Audit, Finance and Facilities Committee	Audit, Finance and Facilities Committee report.	ACTION TAKEN
8B. Bid #504, Air Flow Units	8B. Recommend Luzerne County Community College Board of Trustees approve the award of Bid #504 in the amount of 28,593.60 to Hu-Friedy Mfg. Co. Inc.	8B. Approved. Motion made by George Brown; seconded by Joan M. Blewitt, Ph.D. Vote was all "yes." Motion carried.
8C. Bid #505, Wireless Upgrade Project	8C. Recommend the Luzerne County Community College Board of Trustees approve the award of Bid #505, Wireless Update Project to the lowest responsible bidders for the specified Aruba equipment. <u>Section A - IntegraONE</u> for wireless access points in the amount of \$61,951.65 (Aruba); <u>Section B - IntegraONE</u> for Software & Services in the amount of \$19,776.10 (Aruba); <u>Section C - IntegraONE</u> for Miscellaneous equipment in the amount of \$1,460.85. The total amount for sections A through C is \$83,188.60 . Luzerne County Community College's wireless infrastructure upgrade will be funded under the GEER II grant.	8C. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded Paul Halsey. Vote was all "yes". Motion carried.
8D. Board Resolution – PDE Capital Application Projects	8D. Recommend the Luzerne County Community College Board of Trustees approve the capital projects to be submitted in March 2022 via the Pennsylvania Department of Education capital application process. Additionally, Luzerne County Community College Board of Trustees approve the authorization of matching funds for any capital project submitted via the PDE capital application process and approved for funding by PDE for FY2022-2023. The capital projects approved to be submitted to PDE in the March 2022 capital application process and the estimated costs are: Building 1 Switchgear Replacement - \$200,018 Water Infiltration Remediation - \$100,000 Main Parking Lot Paving and Replacement of Sidewalk and Curbing - \$1,600,000. Final Board of Trustee approval of the project(s) will be submitted with exact funding amounts when approved for funding by PDE.	8D. Approved. Motion made by Erin K. Keating,, Ed.D.; seconded by James Dennis. Vote was all "yes". Motion carried.

9. Report of the Compliance, Legal Affairs, Policies, Human Resources Diversity and Inclusion Committee	9. Daniel Rodgers, Board Chair, noted there were no action items of the Compliance, Legal Affairs, Policies, Human Resources Diversity and Inclusion Committee at this time.	ACTION TAKEN
10. Report of the Government and External Affairs, Public Relations, and Marketing, and College Foundation Committee	10. Board Chair Rodgers stated Catherine O'Donnell, Esq., Chair, Government and External Affairs, Public Relations, and Marketing, and College Foundation Committee, noted there were no action items to report.	ACTION TAKEN
	<u>Informational Items</u>	
1.Unfinished Business-Previous Meeting	1.N/A	1. No action required.
2. Communications	2. Board Chair Rodgers stated all communications were included in the Board packets. Board Chair Rodgers also stated Vice Chair Catherine O'Donnell had technical difficulty and was in attendance for the meeting,	2. No action required.
3.Adjournment	3. Daniel Rodgers, Board Chair, asked for a motion to adjourn.	3. Motion to adjourn was made by Anthony Seiwel; seconded by James Dennis. All in favor. Motion carried.