

**Name:** Luzerne County Community College Board of Trustees Board Meeting  
**Date:** Tuesday, February 28, 2023  
**Time:** 6:00 PM  
**Location:** Luzerne County Community College Educational Conference Center, Nanticoke PA  
**Recording** <https://www.luzerne.edu/about/bot/February2023WorkSessionPublicMeeting.mp4>

AGENDA ITEM	NOTES	<u>ACTION TAKEN</u>
Pledge of Allegiance		
1.Roll Call	<p><b>Present:</b> Robert Bertoni, Board Secretary; George Brown; Paul DeFabo; Joseph Esposito; Holly Evanoski; Bernard Graham, Ph.D., Erin K. Keating, Ed.D.; Joseph Lettiere; Joseph Long; Catherine R. O'Donnell, Esq., Vice Chair; C. Daniel Rodgers, Board Chair; Anthony Seiwel; Susan E. Unvarsky; and Kevin Walsh, Esq., College Solicitor.</p> <p><b>Excused:</b> James Dennis and August Piazza</p>	
	<p><i>C. Daniel Rodgers, Board Chair, reported prior to the start of the February 28, 2023, Board meeting an Executive Session was held to discuss personnel and litigation issues.</i></p>	
2.Public Comment	2. C. Daniel Rodgers, Board Chair, opened the floor for public comment.	2.N/A.
3. Approval of December 20, 2022, Board Minutes	3. Board Chair Rodgers recommended approval of the December 20, 2022, Board minutes.	<p>3.Approved. Motion made by Catherine O'Donnell, Esq., Vice Chair; seconded by Joseph Long.</p> <p>Vote was all "yes". Motion carried.</p>
4. Approval of February 28, 2023, Board Agenda	4. Board Chair Rodgers recommended approval of the February 28, 2023, Board agenda.	<p>4. Approved. Motion made by Erin K. Keating, Ed.D.; seconded by Bernard W. Graham, Ph.D.</p> <p>Vote was all "yes". Motion carried.</p>

5. REPORT OF OFFICERS AND AGENTS		
<p>President's Report</p> <ul style="list-style-type: none"> <li>○ LCCC RESTART Program</li> </ul>	<p>President Leary reported he recently attended the annual ACCT National Legislative Summit in Washington DC, along with the PA Community College Commission and PA Community College Presidents. The Summit provided an informative session on federal policy issues that impact institutions and students.</p> <p>On February 16<sup>th</sup> Luzerne County Community College announced the start of the new LCCC RESTART program. The program received a great response from the Community. President Leary acknowledged the individuals who spearheaded this initiative. Laura Kapalka, Director of Financial Aid, Robert Linskey, Director of Accounting and Robert Perhaps, Assistant Director of Financial Aid and Joshua Rieder our student financial accounts advisor. At this time President Leary welcomed Laura Kapalka to say a few words about this exciting new initiative.</p> <p>Laura Kapalka thanked President Leary, Board Chair Rogers, and members of the Board for the opportunity to discuss the College's new RESTART Program. RESTART provides our former students – who have been struggling to repay a tuition and fee balance to our Institution -- the opportunity to return to Luzerne County Community College to complete their degree, and potentially graduate from the College with their prior institutional debt forgiven.</p> <p>RESTART began as a simple conversation discussing ways to help students get back into the classroom. Students like single mother, Amanda Hladasz, who left the College in 2020 to help care for her brother Kyle who was struggling with addiction. Or volleyball player, Gerlin Paula Vasquez, who was forced to leave school abruptly in the Summer of 2021 due to a medical issue. These two women like so many others, have shared with us their struggles which in recent years were intensified by the Covid pandemic. Illness, loss of childcare, loss of family members, and job loss. It hit a crisis point for many, where every penny counted, and sacrifices had to be made. We watched helplessly as</p>	<p>No question or comments.</p>

	<p>many of our students selflessly abandoned their dreams of an education to take care of themselves, their families and to simply survive. We welcome these students back home to Luzerne County Community College. Under leadership and vision of President Leary, RESTART was launched at the College on February 16 and the response has been overwhelming.</p> <p>The program provides for former students who attended Luzerne County Community College between August 2012 and August 2022 and have an unpaid tuition and fee balance of \$200 or more to apply online for the program on our College Website's RESTART page, and, if accepted, return to school beginning with our Summer 2023 semester. Those admitted into the program are eligible to have their unpaid tuition and fee balance relieved in 25% increments over the course of the program. For the students looking to return, we have made the RESTART process easy and streamlined.</p> <p>Former students can apply with our online application on the College's RESTART page. They are then contacted by a RESTART team member and guided through the re-enrollment process, including meeting with an Admissions' team member, a financial aid administrator, and an academic advisor and, most importantly, signing the RESTART Commitment Agreement which outlines all program requirements including the completion of four workshops that will educate students on financial aid, financial literacy, and career readiness. Our goal is not simply to have students return to our Institution, but to graduate armed with the knowledge to keep them free from future debt.</p> <p>Finally, we wanted to provide students full access to our RESTART team: email and phone numbers are listed for individuals have questions about the program and/or eligibility. A texting option is now available. The College will be hosting a series of RESTART Information Days in March and April. Dates and times will be posted on our website.</p> <p>President Leary continued his report and noted in celebration of Black History Month President Leary stated the LCCC Student Life and Athletics welcomed Key Arts' performance of Soul Sounds. This</p>	
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	<p>educational program explored the evolution of black music, from spirituals and gospel to Motown and jazz.</p> <p>The 41st Annual Suzanne Maria Rossetti Memorial Juried Art Show Winners Exhibition will be presented in the Schulman Gallery from Sunday, March 5 through April 12<sup>th</sup>. There will be an Opening Reception on Sunday, March 5<sup>th</sup> from 1 to 4 p.m. and tours of the LCCC Communication Arts Department will be held and the presentation of special awards will take place at 4 p.m. in the James Atherton Gymnasium. The exhibit is sponsored by Joe and Sue Hand and features artworks created by students in grades 7-12 in the Back Mountain, Tunkhannock, and Northwest Areas.</p> <p>President Leary reported in March, he will be participating in the annual St. Patrick's Day Parade in Pittston and walking in the City of Wilkes-Barre's 43<sup>rd</sup> Annual St. Patrick's Day Parade scheduled for Sunday, March 12<sup>th</sup>.</p> <p>On March 27, the PA Commission for Community College will hold its' annual Meeting and celebrate community college students at the All-PA Academic Team Awards &amp; Recognition Ceremony. Trustees have been invited to attend the Annual meeting which will include the Commission's report on the activities over the past year; a Policymaker Panel discussion will be held, followed by the Board of Directors meeting.</p> <p>The College is planning on offering Summer Camps for students ages 9-12 years old in the areas of Culinary Arts, Lego Robotics, Fine Arts, and E-Sports. The College is also organizing Summer Academies for students who are high school age that focus on specific career pathways such as health care, applied technology, and skilled trades.</p> <p>President Leary introduced Dr. Mary Lou D'Allegro, Vice President of Academic who provided an Academic Affairs update.</p> <p>Dr. D'Allegro thanked President Leary and the Board of Trustees for the opportunity to talk about some exciting new things happening at LCCC.</p>	
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	<p>LCCC's academic programs, faculty, and staff have received several national, state, and NEPA recognitions and awards. For example, Exercise Science is one of only 10 community colleges nationally that have been recognized as a State-of-the-Art Fitness Center/E-Sports Arena.</p> <p>At least five new programs are being proposed for Fall 2023. Although the exact title of the program is to be decided, a one-year certificate in Advanced Manufacturing with a possible emphasis in food processing/production is in the works. Offered on main campus and possibly in a nearly completed new lab space at the Hazleton Campus Center, this program will provide LCCC graduates knowledge and skills in manufacturing processes and the flexibility to gain additional expertise in one or more of the many skilled trade courses taught at LCCC such as HVAC, electrical technology, CNC, and welding. A one-year Gaming certificate is also being developed. Yes, you heard correctly; this certificate will be an interdisciplinary collaboration between the communication arts- interactive media students, e-sports coaching computer applications, and the computer information Sciences programs. The final project of students who complete the Gaming Certificate will be the creation of a mobile ap or game that can be played on multiple platforms. In Fall 2002, the new Health Care Management program enrollment (FTEs) almost doubled since its inception in 2018. To compliment that growth and LCCC's strong health and behavioral science programs, several departments are collaborating on a new associate degree in public health. Public and community health professions are expected to increase by twelve percent in the next eight years (Bureau of Labor Statistics, 2022-October). Two other programs being considered are political science and public administration.</p> <p>A revised course schedule will be unveiled for Fall 2023. Under President Leary's leadership a faculty open forum was held and facilitated by President Leary in January and responses from both the student and the faculty schedule surveys, the departments have revised the current schedule to be more flexible. This flexibility will help to accommodate student work and family obligations. Additionally, the</p>	
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	<p>new schedule affords students the opportunity to take at least one more class during the week and at the same time, reduces the number of days students need to drive to campus.</p> <p>LCCC was notified today by the National Alliance of Concurrent Enrollment Partnerships (NACEP), that the College may move forward with the application for accreditation of the LCCC Early College program. Correspondingly, three new high school/early college pathways are underway. This includes a.) Early Education/Education pathway with Bloomsburg High School, b.) Skilled Trades pathway with Central Columbia High School, and c.) Advanced Technology/Manufacturing pathway with Crestwood High School. This great recruitment tool is being paired with a LCCC initiative to increase the number of faculty involved in career fairs, high school visits, and other locally sponsored events to encourage students to attend college. Coincidentally, this was the focus of the February/March 2023 article in the <u>Community College Journal</u> (American Association of Community College, 2023).</p> <p>Several externally funded projects are underway. LCCC Early Education faculty have been asked by faculty at Kings College to collaborate on a \$100,000 grant for education and early education teacher preparation pathways. The Perkins V Grant, a national grant for technical education, was used to purchase equipment for the Automotive Technology, Nursing, EMS, and Dental Hygiene programs. The Luzerne Foundation provided \$5,000 to the Nursing and Dental Assisting programs for equipment and support student needs. Approximately \$1m is being sought over the next three years due to partnerships with other local colleges, high schools, and foundations. This includes monies, if awarded, for Science, Technology, Engineering and Mathematics recruitment, advising, program enrichment, and community outreach. Additionally, a PA Department of Community and Economic Development (DCED) grant is under exploration. This grant would fund the expansion and increase in student internship opportunities.</p> <p>President Leary stated the innovation being provided by our faculty and staff and what is needed today in higher education and to make sure we</p>	
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<ul style="list-style-type: none"> <li>○ Treasurer's Report</li> </ul>	<p>are providing the best education to our students.</p> <p>Cheryl Baur, Vice President of Finance, presented the Treasurer's report for July 1, 2022 through December 31, 2022.</p> <p>Operating Fund – Expenses are running 6% under budget for salaries and benefits. Healthcare based on reimbursements -currently under budget. The faculty salaries are within budget. The administrative salaries have a few positions that are currently unfilled that were budgeted. The Adjunct Faculty budget is slightly above budget due to increased offerings at our off-campus sites. Utilities are running 9% above budget.</p> <p>Revenue – As expected the College will receive our appropriation from the County and State. Tuition we are running slightly above what was projected. Spring is running 1% above what was budgeted. Interest Income was budgeted at \$250,000. With the new RFP and bank, we will end the year above \$500,000. Overall projections, revenue is above expenses to the tune of \$1.9 million.</p> <p>The bookstore is running slightly behind projections; we do expect revenue over expenses. Food Service salaries are slightly underbudget. Food Service sales have increased; however, we are seeing an increase in expenses due to the increase in food prices. The Capital Fund/Plant Fund is running revenue over expenses.</p>	
<ul style="list-style-type: none"> <li>○ Foundation Report</li> </ul>	<p>Rebecca Brominski, Executive Director of Institutional Advancement, provided the Foundation Update. January kicked off the Foundation's 40<sup>th</sup> anniversary year. Our very generous faculty and staff committed to donations of over \$10,000. This represents the Foundation's highest Campus Campaign in years and our participants have doubled. This year our yearlong celebration will honor our past and those who had the vision to create the foundation and build our legacy. We will celebrate our present donors and community friends and look toward the future as we continue to provide the much-needed support and assistance to our students in achieving their academic and career goals.</p> <p>The Foundation received early gifts to support our annual Scholarship</p>	

	<p>Dinner. Thank you to UGI Utilities and to Trustee O'Donnell and the O'Donnell Law firm for gifts totally over \$6,000. Please save the date of the Scholarship Dinner, to be held Saturday, November 4 at Mohegan Pennsylvania.</p> <p>Our Hybrid Legislative Breakfast will be held Friday, April 28<sup>th</sup> in the Educational Conference Center. A special announcement will be made to impact the region's workforce.</p> <p>This year it is very important to have the participation of our faculty staff, administration and Board.</p> <p>The Alumni Association thanked everyone who purchased an Alumni Cruise raffle ticket, a winner was selecting receiving a cruise for two on the upcoming Alumni Cruise.</p> <p>9<sup>th</sup> Annual Alumni Golf Outing will take place at the Blue Ridge Golf Trail on Monday, May 22. The Nursing 50<sup>th</sup> Anniversary Reunion and Celebration will be held Saturday, September 22 and the Kickoff event to celebrate 50 years of Nursing will be held May 10<sup>th</sup>.</p>	
<b><u>ACTION ITEMS</u></b>		
<b>6. Report of the Executive Committee</b>	<b>6. C. Daniel Rodgers, Board Chair, presented the following Executive Committee report.</b>	<b>ACTION TAKEN</b>
6A. Presidential Goals FY 2022-2023	6A. Recommend the Luzerne County Community College Board of Trustees approve the Presidential Goals for Fiscal Year 2022-2023.	6A. Approved. Motion made by Joseph Long; seconded by Holly Evanoski.  Vote was all "yes." Motion carried.
6B. Professor Emeritus	6B. Recommend the Luzerne County Community College Board of Trustees approve the title of Professor Emeritus be formally bestowed upon Lori Dunn and Joanne Kawczenski during the Luzerne County Community College Commencement Ceremony, scheduled for 6:00 p.m. Thursday, May 25, 2023, at the Mohegan Sun Arena at Casey Plaza in Wilkes-Barre.	6B. Approved. Motion made by Robert Bertoni, Board Secretary; seconded by Joseph Long.  The vote was all "yes". Motion carried.



<b>7. Student Success &amp; Workforce Development Committee</b>	<b>7. Bernard Graham, Ph.D., Chair, Student Success, and Workforce Development Committee noted there were no action items to present at this time.</b>	<b>ACTION TAKEN</b>
<b>8. Report of the Audit, Finance and Facilities Committee</b>	<b>8. Susan E. Unvarsky, Committee Chair, Audit Finance and Facilities Committee presented the following report.</b>	<b>ACTION TAKEN</b>
<p>8A. Board Resolution – PDE Capital Application Projects</p> <p>8B. Ground Lease Agreement with City of Nanticoke</p>	<p>8A. Recommend the Luzerne County Community College (“LCCC”) Board of Trustees approve the capital projects to be submitted in March 2023 via the Pennsylvania Department of Education (“PDE”) 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 FY2023-2024. The capital projects, in priority order, approved to be submitted to PDE in the March 2023 capital application process and the estimated costs are:</p> <ul style="list-style-type: none"> <li>• Water Line Replacement - \$300,000</li> <li>• Roof Replacements on Five (5) Campus Buildings - \$3,200,000</li> </ul> <p>Final Board of Trustees approval of the project(s) will be submitted with exact funding amounts when approved for funding by PDE. All College policies and procedures will be followed.</p> <p>8B. Recommend the Luzerne County Community College Board of Trustees approve a Ground Lease Agreement with the City of Nanticoke for their Department of Public Works (DPW) Facility to be located on land owned by LCCC. The terms of the lease shall begin upon execution of the Ground Lease Agreement and expire on the ninety-ninth-year anniversary unless sooner terminated. The rent shall be in the amount of \$1.00 per annum and can be prepaid at any time.</p>	<p>8A. Approved. Motion made by Erin K. Keating, Ed.D.; seconded by Joseph Esposito.</p> <p>Vote was all “yes.” Motion carried.</p> <p>8B. Approved. Motion made by Robert Bertoni, Board Secretary; seconded by Joseph Esposito.</p> <p>Vote was all “ yes”. Motion carried.</p>
<b>9. Compliance, Legal Affairs, Policies, Human Resources, Diversity &amp; Inclusion Committee Report</b>	<b>9. Board Chair Rodgers noted the Compliance, Legal Affairs, Policies, Human Resources, Diversity, and Inclusion Committee had no action items to present at this time.</b>	<b>9.N/A.</b>

<b>10. Report of the Government and External Affairs, Public Relations, and Marketing, and College Foundation Committee</b>	<b>10. Robert Bertoni, Chair, Government and External Affairs, Public Relations, and Marketing, and College Foundation Committee, stated there were no actions items to report at this time.</b>	<b>10.N/A.</b>
	<b><u>Informational Items</u></b>	
1.Unfinished Business-Previous Meeting	1.N/A	1. No action required.
2. Communications	2. All communications were included in the Board packets.	2. No action required.
3.Adjournment	3. Board Chair Rodgers asked for a motion to adjourn the meeting.	3. Motion to adjourn made by Joseph Esposito; seconded by Catherine R. O'Donnell, Esq., Vice Chair.  All in favor. Motion carried.