**LUZERNE COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES**

**Audit, Finance, & Facilities Committee Meeting**

**President’s Conference Room, Campus Center**

**Monday, February 5, 2024**

5:30 PM

**Membership:**

*Susan E. Unvarsky, Committee Chair*

*Robert Bertoni, Vice Chair Megan Kennedy, Esq.*

*Joseph J. Esposito Dr. William V. Lewis*

*Anthony Seiwell Joseph F. Long, Board Secretary*

**Join Zoom Meeting** <https://us06web.zoom.us/j/95437346256?pwd=Uzh2UDZhNXZqclc0czRTM2dRT1VJQT09>

Dial: 1-646-558-865 Meeting ID: 954 3734 6256 Passcode: 348641

**AGENDA**

1. Approval of October 2023 Minutes (Attach. 1) Susan E. Unvarsky, Committee Chair

December 2023 Summary – no action required.

1. Treasurer’s Report (Attachment 2) Cheryl Baur, Vice President of Finance

*(Analysis of Budget to Actual attached)*

1. Recommend Approvals (Attachments A-E)
2. Board Resolution – PDE Capital Vice President Baur

Application Projects

1. RFP, CDL Program Sue Spry, Assoc. Vice President, Academic Affairs
2. Bookstore Operations Agreement Vice President Baur
3. RFP, Library Services Platform Dr. D’Allegro, Vice President of Academic Affairs

Alyssa Coleman, Digital Services Librarian

1. RFP, Unified Communications Services Trish Yencha, Chief Information Officer

1. Review Existing Investment Policy & Discuss Committee Chair Unvarsky/Vice President Baur

Potential Need to Update (Attachment 4)

1. Informational Items: (Attachments A, B, D)
2. Log of Contracts & Agreements Natalie Staron, Finance Division Admin.
3. Summary of Payments Erin Herman, Director of Accounting
4. Audit Services RFP April 2024 Vice President Baur
5. Capital Projects Update
6. Next meeting - 5:30 p.m., Monday, April 8, 2024