

**LUZERNE COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
BOARD MEETING**

Tuesday, March 5, 2024

5 PM-Executive Session 5:30 PM Work Session 6 PM Board Meeting Educational Conference Center

Join Zoom Meeting: <https://us06web.zoom.us/j/93003918834?pwd=b0gwaVFWSUQxakMvM09HVVB5NExWQT09>
Meeting ID: 930 0391 8834 Passcode: 888095 Dial: +1-646-558-8656

BUSINESS SESSION

AGENDA

Pledge of Allegiance (*all rise*)

Swearing-In Ceremony, Oath of Office

Honorable Judge Jennifer L. Rogers

1. Roll Call
2. Public Comment
3. Approval of December 19, 2023, Board Minutes
4. Approval of March 5, 2024, Board Agenda

Catherine R. O'Donnell, Esq., Board Chair
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Catherine R. O'Donnell, Esq., Board Chair

5. REPORT OF OFFICERS & AGENTS

President's Report

- o Treasurer's Report
- o Foundation Report

Thomas P. Leary, President
Cheryl Baur, Vice President, Finance
Rebecca Brominski, Executive Director,
Institutional Advancement/Foundation

ACTION ITEMS

6. Executive Committee
A. Employment Contract
7. Student Success & Workforce Development Committee
8. Audit, Finance & Facilities Committee
A. Board Resolution, PDE Capital Application Projects
B. RFP, Unified Communications as a Service (UCaaS)
C. RFP, Library Services Platform
D. RFP, CDL Program Instruction and Testing
E. Renewal of Bookstore Operating Agreement
9. Compliance, Legal Affairs, Policies, Human Resources, Diversity & Inclusion Committee
10. Government and External Affairs, Public Relations, Marketing, and College Foundation

Catherine R. O'Donnell, Esq., Board Chair

Joseph F. Long, Committee Chair

Susan E. Unvarsky, Committee Chair

C. Daniel Rodgers, Committee Chair

Joseph Esposito., Committee Chair

INFORMATIONAL ITEMS

1. Unfinished Business of Previous Meeting
2. Communications
3. Adjournment

Catherine R. O'Donnell, Esq., Board Chair
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6. EXECUTIVE COMMITTEE ACTION ITEM

6A. Recommendation to Approve Employment Contract

Recommend the Luzerne County Community College Board of Trustees approve the employment contract of John Yudichak.

8. AUDIT FINANCE AND FACILITIES ACTION ITEMS (8A-8E)

8A. Recommendation to Approve Board Resolution, PDE Capital Application Projects

Recommend the Luzerne County Community College Board of Trustees approve the capital projects to be submitted in March 2024 via the Pennsylvania Department of Education ("PDE") capital application process. Additionally, LCCC Board of Trustees approves the authorization of matching funds for any capital project submitted via the PDE capital application process and approved for funding by PDE for FY2024-2025.

The capital projects, in priority order, approved to be submitted to PDE in the March 2024 capital application process and the estimated costs are:

Roof Replacements on Five (5) Campus Buildings - \$3,200,000

Water Line Replacement - \$475,000

Final LCCC 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.

8B. Recommendation to Approve the RFP for Unified Communications as a Service (UCaaS)

Recommend the Luzerne County Community College Board of Trustees approve the award of UCaaS RFP to Convergent Solutions Group (CSG) based upon our comprehensive assessment and ranking of pricing and desired features and functionality. The total amount for a 3-year engagement is \$171,306.15.

8C. Recommendation to Approve the RFP, Library Services Platform

Recommend the Luzerne County Community College Board of Trustees approve the Library Services Platform agreement to SirsiDynix at the amount of \$212,426.00 in total for the contract period September 1, 2024, through September 1, 2031.

8D. Recommendation to Approve the RFP, CDL Program Instruction and Testing

Recommend the Luzerne County Community College Board of Trustees approve Ancora Education to provide student Commercial Driver's License training and testing for an initial contract period of one year with an option to renew for an additional year and an established opt out clause contingent upon contract review and approval by the Luzerne County Community College solicitor. The total amount paid to Ancora Education will be \$4,000 per student with an additional \$500/student if remedial training is required. The College will set the tuition rate and register and collect payment from the students. Ancora Education will provide instructors, curriculum, equipment, and student support services.

8E. Recommendation to Approve the Renewal of Bookstore Operating Agreement

Recommend the Luzerne County Community College Board of Trustees approval the renewal of the Bookstore Operating Agreement with Follett Higher Education Group, Inc. under the current terms and conditions until February 28, 2025.

INFORMATION ON RECENT APPOINTMENTS

New Hires since December 4, 2023

Administration

Albra Heineman, FT Director of Berwick and Greater Susquehanna Extension Center, \$61,639.12/yr, January 8, 2024

Rebecca Norton, FT NEPA RISE Transition Support Specialist, \$45,903.49/yr, January 31, 2024

Aimee Inama, FT Director of Public Relations & External Affairs, \$66,929.35/yr, February 5, 2024

Faculty

Anna Buck, FT Temporary Instructor of English as a Second Language (ESL) Spring Semester 2024, \$38,977.00/yr, January 10, 2024

Holly Ellis, FT Temporary Instructor of English, Spring Semester 2024, \$38,977.00/yr, January 10, 2024

Amanda Rodriguez Rogers, FT Assistant Professor of Psychology, \$42,531.00/yr, January 10, 2024

Jacob Rose, FT Assistant Professor of Nursing, \$42,531.00/yr, January 10, 2024

Julia Rostron, FT Temporary Instructor of Math, Spring Semester 2024, \$38,977.00/yr, January 10, 2024

Joseph Wegleski, FT Temporary Instructor of Music Recording Technology, Spring Semester 2024, \$38,977.00/yr, January 10, 2024

Classified

Kyle Lucarino, FT Shipping/Receiving Clerk, \$42,728.68/yr, January 1, 2024

Kelsey Leck, PT Secretary, Berwick Extension Center, \$15.00/hr, January 16, 2024

LEAVE REPORT STATUS

Separations from Employment

Lisa Nelson, FT Director of College Relations, January 3, 2024

Janice Danowski, FT Student Accounts Control, January 5, 2024

Edward Padagomas, FT Shipping/Receiving Clerk, January 5, 2024

Shawn Nenichka, FT Temporary All One Recovery Education Institute (AREI) Certified Recovery Specialist, January 19, 2024

Paul Sinclair, FT Assistant Instructor of Music Recording, February 2, 2024

Mary Kate Orzolek, FT Temporary Extension Center Administrator, Berwick and Greater Susquehanna Extension Center, February 16, 2024

Joanne Spisak, FT Secretary for Bookstore, February 23, 2024

Lynne Pabst, FT Faculty, History/Social Science, February 26, 2024

John Pisano, FT Faculty, History/Social Science, February 26, 2024

Drew Coffman, FT Literacy Program Specialist, February 29, 2024