

**LUZERNE COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
FINANCE COMMITTEE MEETING
CAMPUS CENTER**

DATE: Monday, December 13, 2021 TIME: 4:30 PM LOCATION: President's Conference Room

Membership:

*Susan E. Unvarsky, Committee Chair
George Brown Holly Evanoski, Secretary
Paul Halesy Joseph Lettiere*

Zoom Link: <https://zoom.us/j/95437346256?pwd=Uzh2UDZhNXZqc0czRTM2dRT1VjOT09>
Meeting ID: 954 3734 6256 Passcode: 348641 Dial Option: +1 646 558 8656

AGENDA

1. October 2021 Finance Summary (Attachment 1) Susan E. Unvarsky, Committee Chair
2. Audit Report (to be emailed separately) Lisa Ritter, CPA, CFE, CITP, Partner, Maher Duessel
Shaun Strauss, CPA, Senior Manager, Maher Duessel
3. Recommend Approval (Attachments 3A-3E)
 - A. Bid #501-Automotive Department Vehicle Purchase Jason Sherrill, Coordinator, Automotive Department
 - B. Bid #502- eSports Arena Equipment Trish Yench, Chief Information Officer
 - C. RFP, Online/Virtual Tutoring Service Rosana Reyes, Vice President, Enroll. Mngt/Student Affairs
Technology Program Janine Kelley, Director, Counseling/Student Support Services
 - D. RFP, Property and Liability Insurance Proposal Len Olzinski, Director of Purchasing
 - E. RFP, Workers' Compensation Insurance Contract Len Olzinski, Director of Purchasing
4. Informational Items: (Attachments 4A-4B)
 - A. Log of Contracts & Agreements Natalie Staron, Finance Division Administrator
 - B. Summary of Payments Robert Linskey, Director, Accounting
 - C. Capital Projects Update Natalie Staron, Finance Division Administrator
 - D. To be ratified at December 2021 Board Meeting:
10/29 Board Poll Greater Susquehanna Center/Hazleton Center Science Lab Change Orders

Next meeting will be held on Monday, February 1, 2022 at 4:30 p.m. , President's Conference Room, Campus Center with virtual option available.



RECOMMENDATION:

Recommend approval of Bid # 501 -- Automotive Department Vehicle Purchase

Recommend the Luzerne County Community College Board of Trustees approve the award of the Automotive Department Vehicle Purchase bid # 501 to the lowest responsible bidder: Whitmoyer Ford, Inc. in the amount of \$32,400.00.

Rationale:

The program is in need of newer model year vehicles to continue to offer a quality educational program of study. The purchase of a new (current model year) vehicle will support all classes within the program for many years to come. By using current model year technology we can ensure students are positioned to pursue successful careers within the automotive fields. The purchase of a current model year vehicle is being made possible by grant monies from the Carl D. Perkins federal grant.



TO: Thomas P. Leary, President
FROM: Len Olzinski, Director of Purchasing
RE: Bid # 501 – Automotive Department Vehicle Purchase
DATE: November 2, 2021

Bid # 501 was advertised on October 5, 2021 and specifications were sent to two (2) vendors. The bids were opened on October 27, 2021.

One (1) vendor replied: Whitmoyer Ford, Inc in the amount of \$32,400.00.

Attached is the recommendation letter from Jason Sherrill, Faculty – Automotive Technology - I concur with his review and recommendation that we award the bid to Whitmoyer Ford in the amount of \$32,400.00.

Rationale:

The program is in need of newer model year vehicles to continue to offer a quality educational program of study. The purchase of a new (current model year) vehicle will support all classes within the program for many years to come. By using current model year technology we can ensure students are positioned to pursue successful careers within the automotive fields. The purchase of a current model year vehicle is being made possible by grant monies from the Carl D. Perkins federal grant.

Thank you.

CC: Cheryl Baur, Vice President of Finance

TO: Len Olzinski, Director of Purchasing

FROM: Jason Sherrill, Coordinator – Automotive Department

DATE: November 2, 2021

RE: Bid # 501 – Automotive Department Vehicle Purchase

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**Bid # 501
Automotive Department Vehicle Purchase**

It is my recommendation that the college proceeds with the purchase of the vehicle proposed by the Whitmoyer Auto Group. With the purchase of this vehicle the college will be able to grow and expand to keep up with industry demand. Hybrid and electric vehicles are a growing trend in the automotive industry. Without the purchase of an electric or hybrid equipped vehicle the college will be at a significant disadvantage for recruitment and retention of students.

The vehicle proposed by the Whitmoyer Auto Group meets the specifications laid out in the bid sheet. This vehicle would provide the necessary technology to carry our program into the future.

The majority of the cost for the purchase of this vehicle, \$30,000 is being funded by Perkins Grant. The remaining costs will be covered from the automotive department budget.

Jason Sherrill
Coordinator – Automotive Department

RECOMMENDATION

Recommend approval of Bid # 502 – eSports Arena Equipment

Recommend Luzerne County Community College Board of Trustees approve the award of Bid # 502:

Section A - IntegraONE for gaming computers and accessories in the amount of \$27, 808.45;

Section B – CDW Government for partial miscellaneous equipment in the amount of \$5,937.48 with remaining A/V equipment to B&H Photo and Amazon (lowest quotes) in the amount of \$\$8,481.62;

Section C – CDW Government for eSports furniture in the amount of \$13,314.99;

The total amount for sections A through C is **\$55,542.54**.

Rationale:

These items are for the College's eSports Arena which is funded by a learning lab grant.



TO: Thomas P. Leary, President

FROM: Patricia Yench, Chief Information Officer

RE: Bid # 502 – eSports Arena Equipment

DATE: November 30, 2021

Bid # 502 was advertised on November 1, 2021 and specifications were sent to 20 vendors. The College opened the bids on November 23, 2021. Three (3) bid responses were received. The bid was comprised of 3 sections (A, B, C) and bidders could submit bids on individual sections. The results are as follows:

Section A - Gaming Computers and Accessories

Dell = \$36, 001.52

CDW Government = \$30,612.69

IntegraONE = \$27, 808.45

Section B – Miscellaneous Equipment

CDW Government = \$5,937.48 (Partial Bid only – they do not sell the required A/V equipment)

No other bids submitted, so remaining A/V items to be purchased from B&H Photo and Amazon (lowest quotes) totaling \$8,481.62.

Section C – eSports Furniture

CDW Government - \$13,314.99 (CDW Government was the only bidder on this section.)

I recommend the bid be awarded to the lowest responsible bidders.

Section A - IntegraONE for gaming computers and accessories in the amount of \$27, 808.45;

Section B – CDW Government for partial miscellaneous equipment in the amount of \$5,937.48 with remaining A/V equipment to B&H Photo and Amazon (lowest quotes) in the amount of \$8,481.62;

Section C – CDW Government for eSports furniture in the amount of \$13,314.99;

The total amount for sections A through C is **\$55,542.54**.

RECOMMENDATION:

**Recommend approval of RFP for Online/Virtual Tutoring Service Technology Program.
Recommend Luzerne County Community College Board of Trustees approve the proposal to Brainfuse at a rate of \$23.00 per hour.**

Rationale:

Online tutoring services have become an integral part of the tutoring department. As an institution we have navigated toward offering these services online because of the demand, however, the demand far exceeds our ability to meet this need. This is because we lack qualified tutors in all subjects and the tutors we do employ have often have limited availability.



TO: Thomas P. Leary, President
FROM: Len Olzinski, Director of Purchasing
RE: RFP – Online/Virtual Tutoring Service Technology Program
DATE: December 7, 2021

A request for proposal for Online/Virtual Tutoring Service Technology Program was advertised on Thursday, October 28, 2021.

Three (3) proposals were received and opened on Monday, November 22, 2021 with the following results:

Name of Vendors that applied:

- Brainfuse -- \$ 23.00 per hour
- Tutor.Com -- \$27.00 per hour (plus \$1,500.00 set-up fee and \$2,000 custom integration)
- At-Home Tutoring Services -- \$41.00 per hour (plus 10% of total session costs)

Attached is the recommendation letter from Janine Kelley, Director of Counseling, I concur with her review and recommendation that we award the contract to Brainfuse at a rate of \$23.00 per hour.

Rationale:

Online tutoring services have become an integral part of the tutoring department. As an institution we have navigated toward offering these services online because of the demand, however, the demand far exceeds our ability to meet this need. This is because we lack qualified tutors in all subjects and the tutors we do employ have often have limited availability.

Please contact me with any questions or concerns.

Thank you.

cc: Cheryl Baur, Vice President of Finance

Online Tutoring Program Recommendation

12/3/21

Submitted by: Janine Kelley, Director of Counseling

Online tutoring services have become an integral part of the tutoring department. As an institution we have navigated toward offering these services online because of the demand, however, the demand far exceeds our ability to meet this need. This is because we lack qualified tutors in all subject and the tutors we do employ have often have limited availability.

There is a need for a robust and flexible tutoring program, therefore, as a result a Request For Proposal was sent out to invite companies to send in their bids. In return the college received three proposals from each of the following; Tutor.com, Brainfuse and At-Home Tutoring Services.

After a review of each company and the services they offer Brainfuse has come back with the lowest cost and have checked off all the boxes we are currently seeking. They offer support for TEAS testing, 24/7 access, Bilingual support and there are no set up fees associated with this vendor. Although Tutor.com had a comparable package their cost exceeded that of Brainfuse with a significant one time set up fee, and At-Home Tutoring Services had a significantly higher hourly rate of \$41.00/hr. exceeding both Brainfuse and Tutor.com.

RECOMMENDATION

Recommend approval of the Property and Liability Insurance Proposal.

Recommend Luzerne County Community College Board of Trustees approve the award of the Property and Liability Insurance Contract in the amount of \$198,985.00 per year for three (3) years to Joseph J. Joyce Associates, Inc.

Rationale:

Property and Liability Insurance coverage is crucial to the operation of the College and is a budgeted expense. This is a complete proposal for Property and Liability Insurance for the College. The term of the insurance is 3 years.



TO: Thomas P. Leary, President
FROM: Len Olzinski, Director of Purchasing
RE: Property and Liability Insurance Renewal
(Board Approval required)
DATE: November 9, 2021

The request for proposals for Property and Liability Insurance Renewal were advertised on September 24, 2021 and proposals were received and opened on November 8, 2021.

Two (2) proposals were received and opened.

<u>Company Name</u>	<u>Total Amount</u>
Joseph J. Joyce Associates, Inc.	\$198,985.00
Arthur J. Gallagher & Co.	\$240,769.00

I recommend that we accept the proposal made by Joseph J. Joyce Associates, Inc. in the amount of \$198,985.00 per year for three (3) years.

Rationale:

Property and Liability Insurance coverage is crucial to the operation of the College and is a budgeted expense. This is a complete proposal for Property and Liability Insurance for the College. The term of the insurance is 3 years.

On approval of the Board of Trustees, a requisition will be entered into Datatel for processing and final approvals.

Please contact me with any questions or concerns.

Thank You.

CC: Cheryl Baur, Vice President of Finance

Recommend approval of the Worker's Compensation Insurance Proposal

Recommend Luzerne County Community College Board of Trustees approve the award of the Worker's Compensation Insurance Contract in the amount of \$62,942.00 per year for three (3) years to Joseph J. Joyce Associates, Inc. The new premium will result in a savings of \$111,000 over three (3) years.

Rationale:

Worker's Compensation Insurance coverage is crucial to the operation of the College and is a budgeted expense. This is a complete proposal for Worker's Compensation for the College. The term of the insurance is 3 years.



TO: Thomas P. Leary, President
FROM: Len Olzinski, Director of Purchasing
RE: Worker's Compensation Insurance Renewal
(Board Approval required)
DATE: November 9, 2021

The request for proposals for Worker's Compensation Insurance Renewal were advertised on September 24, 2021 and proposals were received and opened on November 8, 2021.

Three (3) proposals were received and opened.

<u>Company</u>	<u>Total Amount</u>
Joseph J. Joyce Associates, Inc.	\$62,942.00
UPMC Work Partners	\$70,854.00
Assured Partners of NEPA	\$83,300.00

I recommend that we accept the proposal made by Joseph J. Joyce Associates, Inc. in the amount of \$62,942.00 per year for three (3) years. The new premium will result in a savings of \$111,000 over three (3) years.

Rationale:

Worker's Compensation Insurance coverage is crucial to the operation of the College and is a budgeted expense. This is a complete proposal for Worker's Compensation for the College. The term of the insurance is 3 years.

On approval of the Board of Trustees, a requisition will be entered into Datatel for processing and final approvals.

Please contact me with any questions or concerns.

Thank you.

CC: Cheryl Baur, Vice President of Finance