LCCC BOARD OF TRUSTEES
FINANCE COMMITTEE MEETING
CAMPUS CENTER

DATE: August 16, 2021 TIME: 4:30 PM LOCATION: President's Conference Room

Membership:
Susan E. Unvarsky, Committee Chair
George Brown
Holly Evanoski, Secretary
Paul Halesey
Joseph Lettiere

Zoom Link: https://zoom.us/j/95437346256?pwd=Uzh2UDZhNXZqclc0czRTM2dRT1VJQT09
Meeting ID: 954 3734 6256   Passcode: 348641   Dial Option: +1 646 558 8656

AGENDA

1. June 2021 Finance Summary (Attachment 1)   Susan E. Unvarsky, Committee Chair

2. <u>Treasurer's Report</u> (Attachment 2)   Robert Linskey, Director, Accounting

3. **RECOMMEND APPROVAL** (Attachment 3A)
   A. RFP, Scholarship Application Maintenance and   Rebecca Brominski, Executive Director
      Award Software   Institutional Advancement/Foundation
   B. RFP, Third Party Administration of Medical Insurance   Kim Hogan, Director, Human Resources

4. <u>Informational Items</u>: (Attachments 4A, 4B, 4E)
   A. Log of Contracts & Agreements   Natalie Staron, Operations Analyst
   B. Summary of Payments   Bob Linskey, Director, Accounting
   C. Capital Projects Update   Natalie Staron, Operations Analyst
   D. Addendum, Hazleton Lease   Natalie Staron, Operations Analyst
   E. Change Order Under $5,000 – no action required   Natalie Staron, Operations Analyst
      Hazleton Center Lab Renovation Change Order
   F. <u>TO BE PRESENTED FOR RATIFICATION AT AUGUST BOARD MEETING</u>
      Greater Susquehanna Center Science Lab Change Order Natalie Staron, Operations Analyst
      8/12/21 Board Poll conducted
      8/16/21Responses Due

5. Diversity, Equity and Inclusion Update   President Leary

6. Next Meeting Monday, October 18, 2021

FINANCE COMMITTEE ACTION ITEMS (ATTACHMENTS 3A-3B)

RECOMMENDATION:

Recommend approval of RFP for Scholarship Application, Maintenance, and Award Software

Recommend Luzerne County Community College Board of Trustees approve the proposal to Scholarship Solutions, LLC d/b/a AwardSpring in the amount of $25,290.00 for three (3) years.

Rationale:
This is a three (3) year contract to provide a streamline approach to the scholarship application and award process for both the student and internal user by:

- Automating imported technology which pulls data from Student Information System – assures accurate SID, Emails- which are now typed manually
- Electronic submission on all required documents (eliminates USPS mailing, sorting, copying, etc.)
- Application and documents are stored in digital format (eliminates printing, stapling and sorting of application, letters and submitted documents)
- History Tracking
- Allows for set up of selection committees electronically (eliminates copying and dissemination to approximately 12+ committee members annually)
- Electronic communications with students (tracks and stores all communications)
- The ability for students to upload documents, photos, donor acknowledgements, questions, comments, surveys, future alumni communications, etc.
- Generates custom Reports
- 90 % less physical printing, copying, mailing, etc.

LUZERNE
County Community College

TO: Tom Leary, President

FROM: Len Olzinski, Director of Purchasing

RE: RFP – Scholarship Application, Maintenance and Award Software
        (Board Approval required)

DATE: August 3, 2021

The request for proposals were advertised on Friday, July 2, 2021 for Scholarship Application, Maintenance and Award Software. One (1) proposal was received and opened on Tuesday, July 27, 2021 with the following results:

Scholarship Solutions LLC d/b/a AwardSpring AwardSpring Pro3-year service agreement $25,290 which includes annual subscription, integration, an annual maintenance.

Attached is the recommendation letter from Rebecca Brominski, Executive Director of Institutional Advancement and Foundation. I concur with her review and recommendation that we award the contract to Scholarship Solutions LLC d/b/a AwardSpring for $25,290.

Rationale:
- This is a three (3) year contract to provide a streamline approach to the scholarship application and award process for both the student and internal user by:
- Automated import technology which pulls data from Student Information System - assures accurate SID, Emails- which are now typed manually
- Electronic submission on all required documents (eliminates USPS mailing, sorting, copying, etc.)
- Application and documents are stored in digital format (eliminates printing, stapling and sorting of application, letters and submitted documents)
- History Tracking
- Allows for set up of selection committees electronically (eliminates copying and dissemination to approximately 12+ committee members annually)
- Electronic communications with students (tracks and stores all communications)
- The ability for students to upload documents, photos, donor acknowledgements, questions, comments, surveys, future alumni communications, etc.
- Generates custom Reports
- 90 % less physical printing, copying, mailing, etc.

On approval, 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, VP of Finance

LUZERNE
County Community College

TO: Len Olzinski, Director of Purchasing

FROM: Rebecca Brominski, Executive Director, Institutional Advancement & Foundation

DATE: August 1, 2021

RE: Luzerne County Community College recommendations for Scholarship
            Management Software

Below is my recommendation for purchase of Scholarship Application, Maintenance and Award
Software by Scholarship Solutions, LLC d/b/a AwardSpring 1601 N. Bond Street Suite 303 B
Naperville, IL 60563 Phone (847) 603-8670.

This is a three (3) year contract to provide a streamline approach to the scholarship application
and award process for both the student and internal user by:

- Automating imported technology which pulls data from Student Information
  System - assures accurate SID, Emails- which are now typed manually

- Electronic submission on all required documents (eliminates USPS mailing,
  sorting, copying, etc.)

- Application and documents are stored in digital format (eliminates printing,
  stapling and sorting of application, letters and submitted documents)

- History Tracking

- Allows for set up of selection committees electronically (eliminates copying and
  dissemination to approximately 12+ committee members annually)

- Electronic communications with students (tracks and stores all communications)

- The ability for students to upload documents, photos, donor acknowledgements,
  questions, comments, surveys, future alumni communications, etc.

- Generates custom Reports

- 90 % less physical printing, copying, mailing, etc.

If any additional information is needed for this recommendation, please contact me anytime.

Thank you,

RECOMMENDATION:

August 12, 2021

Recommend approval of Third Party Administration of Medical Insurance.
Recommend Luzerne County Community College Board of Trustees approve the proposal to Evolve Insurance Advisors in the amount of year one (1) per member of $6.25 or flat rate of $1,615 per month – Year two (2) and three (3) per member of $6.50 or flat rate of $1,700 per month.

Rationale:

This is a three (3) year contract to provide Third Party Administration of Medical Insurance for the College. The contract period would be September 1, 2021 and run through September 1, 2024.

LUZERNE
County Community College

TO: Tom Leary, President

FROM: Len Olzinski, Director of Purchasing

RE: RFP – Third Party Administration of Medical Insurance

DATE: August 12, 2021

A request for proposal for Third Party Administration of Medical Insurance was advertised on Tuesday, July 6, 2021.

Five (5) proposals were received and opened on Wednesday, July 28, 2021 with the following results:

Contract Period – September 1, 2021 thru September 1, 2024

Name   **Third Party Administrator (TPA) Charge Per Employee Per Month**

Evolve Insurance Advisors   — Year 1 — $6.25 or Flat Rate of $1,625 per month, Year 2 and 3 — $6.50 per member or flat rate of $1,700 per month.

Swift Kennedy   — Per member per month of $7.00 or $21,000 per year.

IPMG   — Per member per month of $25.00.

Millennium Administrators, Inc. — Per member per month of $33.50.

One Source Benefit Solutions — Cost based upon carrier commissions – $3,000 per month or $36,000 per year.

Attached is the recommendation letter from Kim Hogan, Director of Human Resources. I concur with her review and recommendation that we award the contract to Evolve Insurance Advisors in the amount of year one (1) per member of $6.25 or flat rate of $1,615 per month – Year two (2) and three (3) per member of $6.50 or flat rate of $1,700 per month.

Rationale:

This is a three (3) year contract to provide Third Party Administration of Medical Insurance for the College. The contract period would be September 1, 2021 and run through September 1, 2024.

Please contact me with any questions or concerns.

Thank You.

CC: Cheryl Baur, VP of Finance

LUZERNE
County Community College

Memorandum

To: Len Olzinski, Director of Purchasing

From   Kim Hogan, Director of Human Resources

Subject: RFP – Third Party Administration – Medical Insurance Care

Date: August 6, 2021

I reviewed the five (5) responders for the above RFP and summarize the costs as follows:

1. Evolve Insurance Advisors
    Year one (1) per member of $6.25 or flat rate of $1,625 per month
    Year two (2) and three (3) per member of $6.50 or flat rate of $1,700 per month

2. Swift Kennedy and Associates Inc.
    Per member per month of $7.00 or $21,000 a year

3. IPMG
    Per member per month of $25.00

4. Millennium Administrators, Inc.
    Per member per month of $33.50

5. Once Source Benefit Solutions
    Cost based upon carrier commissions
    $3,000 per month or $36,000 a year

I am recommending Evolve Insurance Advisors based upon the fees as described above. The College has utilized Evolve Insurance Advisors for the past thirteen (13) years. They specialize in employer healthcare benefit consulting for over 36 years. They have sustained long term relationships with the insurance industry and provide a wide array of innovative solutions to manger health care in the ever changing envorinment.

If you need further information or questions, please contact me.

cc: Thomas P. Leary, President, Luzerne County Community College, via e-mail

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