

Name: Luzerne County Community College Board of Trustees Board Meeting
Date: Tuesday, April 26, 2022 **Time:** 6:00 PM
Location: Luzerne County Community College Trailblazer's Café, Nanticoke PA
Link: <https://www.luzerne.edu/about/bot/LCCCBOTMtg4-26-2022.mp4>

AGENDA ITEM	NOTES	<u>ACTION TAKEN</u>
Pledge of Allegiance	Daniel Rodgers, Board Chair, asked attendees to rise for the Pledge of Allegiance.	
1.Roll Call	<p>Present: Robert Bertoni, Lynn Distasio, Joseph Esposito, Holly A. Evanoski, Secretary; Bernard Graham, Ph.D., Erin K. Keating, Ed.D.; Joseph Lettiere; Catherine R. O'Donnell, Esq., Vice Chair; August Piazza; Daniel C. Rodgers, Board Chair; Anthony Seiwel; Kevin Walsh, Esq., College Solicitor.</p> <p>Excused: George Brown; James Dennis; and Susan E. Unvarsky</p>	
	<i>Daniel Rodgers, Board Chair, reported prior to the start of the April 26, 2022, Board meeting an Executive Session was held to discuss personnel and litigation issues. Atty. Kevin Walsh stated in reference to agenda item 7B-revised Purchasing Policy as it relates to Section 9A-Construction and Repair Contracts the amount must remain \$20,000 in order for the College to stay in compliance with the PA Community College Act.</i>	
2.Public Comment	2.Daniel Rodgers, Board Chair, opened the floor for public comment.	1.N/A.
3. Approval of February 22, 2022 Board Minutes	3. Daniel Rodgers, Board Chair, recommended approval of the February 22, 2022 Board meeting minutes.	<p>3.Approved. Motion made by August Piazza; seconded by Catherine R. O'Donnell, Esq., Vice Chair.</p> <p>Vote was 10 "yes". Robert Bertoni abstained from the vote.</p> <p>Motion carried.</p>

AGENDA ITEM	NOTES	ACTION TAKEN
4. Approval of April 26, 2022, Board Agenda	4. Daniel Rodgers, Board Chair, recommended approval of the April 26, 2022 Board agenda.	4. Approved. Motion made by Bernard W. Graham, Ph.D.; seconded by August Piazza. Vote was all “yes”. Motion carried.
<u>ACTION ITEMS</u>		
5. Report of the Executive Committee	5. Daniel C. Rodgers, Board Chair, presented the Executive Committee report.	ACTION TAKEN
5A. Nomination Committee	5A. Recommend Luzerne County Community College Board of Trustees approve the appointment of the following Board of Trustees Nomination Committee: <u>Nomination Committee Chairperson:</u> Joseph Lettiere, Audit, Finance and Facilities; Nomination Committee Membership: Robert Bertoni, Student Success and Workforce Development Committee ; Joseph Esposito, Audit, Finance and Facilities Committee; Anthony Seiwel, Compliance, Legal Affairs, Policies, Human Resources Diversity & Inclusion Committee; and Board Secretary Holly Evanoski representing the Government, External Affairs, Public Relations, Marketing, and College Foundation.	5A. Approved. Motion made by Erin K. Keating, ED.D.; seconded by Catherine R. O’Donnell, Esq., Vice Chair. Vote was all “yes”. Motion carried.
5B. President’s Employment Contract	5B. Recommend the Luzerne County Community College Board of Trustees approve the President’s Compensation to reflect a retroactive 3% salary increase for Fiscal Year 2020-2021 and a 3% salary increase for Fiscal Year 2021-2022.	5B. Approved. Motion made by Joseph Esposito; seconded by Holly Evanoski, Board Secretary. Vote was all “yes”. Motion carried.
ACTION TAKEN		
6. Student Success & Workforce Development Committee	6. Bernard Graham, Ph.D., Chair, Student Success and Workforce Development Committee presented the following report.	ACTION TAKEN
6A. Program Additions, Deletions and Modifications	6A. Recommend the Luzerne County Community College Board of Trustees approve the Program Additions, Deletions and Modifications which include the addition of Medical Assistant program and Manufacturing Technician program.	6A. Approved. Motion made by Robert Bertoni; seconded by Erin K. Keating, Ed.D.. Vote was all “yes”. Motion carried

Report of the Audit, Finance and Facilities Committee	Holly Evanoski, presented the Audit, Finance and Facilities Committee report.	ACTION TAKEN																					
7A. RFP, Financial Statement Preparation Services	7A. Recommend the Luzerne County Community College Board of Trustees approve the proposal to Kronick, Kalada, and Berdy & Co. for \$15,000.00 for year 1; \$15,750.00 for year 2 and \$16,500.00 for year 3 for a total cost of the proposal for 3 years in the amount of \$47,250.00.	7A. Approved. Motion made by Joseph Esposito; seconded by August Piazza. Vote was all “yes”. Motion carried.																					
7B. Purchasing Policy – Revised	7B. Recommend the Luzerne County Community College Board of Trustees approve the revised Administrative policy - Purchasing Policy, including the additional revision as stated by Atty. Walsh.	7B. Approved. Motion made by Anthony Seiwel; seconded by Lynn Distasio. Vote was all “yes.” Motion carried.																					
7C. Authorize Transfer of Funds and Approve Capital Projects	7C. Recommend the Luzerne County Community College Board of Trustees authorize a transfer from the Bookstore Cash Reserves to the Plant Fund to be utilized for the prioritized capital projects. The available funds, capital projects, and the estimated costs are:	7C. Approved. Motion made by Joseph Esposito; seconded by August Piazza. Vote was all “yes”. Motion carried.																					
<table border="1" data-bbox="562 841 1472 1300"> <thead> <tr> <th></th> <th>Available Funds/ (Estimated Project Cost)</th> </tr> </thead> <tbody> <tr> <td>Bookstore Cash Reserves</td> <td>\$3,482,345.64</td> </tr> <tr> <td>Building 1 Switchgear - matching funds + anticipated cost increase</td> <td>(\$140,012.00)</td> </tr> <tr> <td>Esports</td> <td>(\$530,900.00)</td> </tr> <tr> <td>Micro-Credential Lab</td> <td>(\$450,000.00)</td> </tr> <tr> <td>Concrete stairs between courtyard levels (4 sets)</td> <td>(\$32,997.00)</td> </tr> <tr> <td>Paving Main Parking Lot with Curb and Sidewalk Replacement</td> <td>(\$1,415,220.36)</td> </tr> <tr> <td>Building 7 Roof Replacement</td> <td>(\$602,100.00)</td> </tr> <tr> <td>REVISED SCOPE Water Line Replacement</td> <td>(\$200,000.00)</td> </tr> <tr> <td>Campus Center Boiler Replacement</td> <td>(\$60,000.00)</td> </tr> <tr> <td>Potential remaining balance</td> <td>\$51,116.28</td> </tr> </tbody> </table>		Available Funds/ (Estimated Project Cost)	Bookstore Cash Reserves	\$3,482,345.64	Building 1 Switchgear - matching funds + anticipated cost increase	(\$140,012.00)	Esports	(\$530,900.00)	Micro-Credential Lab	(\$450,000.00)	Concrete stairs between courtyard levels (4 sets)	(\$32,997.00)	Paving Main Parking Lot with Curb and Sidewalk Replacement	(\$1,415,220.36)	Building 7 Roof Replacement	(\$602,100.00)	REVISED SCOPE Water Line Replacement	(\$200,000.00)	Campus Center Boiler Replacement	(\$60,000.00)	Potential remaining balance	\$51,116.28	Final Board of Trustee approval of the actual funds transferred will be submitted with exact funding amounts when bids are opened and award recommendations are provided. All College policies and procedures will be followed.
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Bookstore Cash Reserves	\$3,482,345.64																						
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7D. Faucet Replacement Project	7D. Recommend the Luzerne County Community College Board of Trustees approve the award of the Faucet Replacement project bid to the lowest responsible bidder: Linco Construction in the amount of \$50,530. An 8% project contingency (\$4,042.40) to hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$5,178.92 for a total project cost of \$59,751.32.	7D. Approved. Motion made by August Piazza; seconded by Erin K. Keating, Ed.D. Vote was all "yes". Motion carried.
7E. Campus Center Water Infiltration Remediation	7E. Recommend the Luzerne County Community College Board of Trustees approve the award of the Campus Center Water Infiltration Remediation bid to the lowest responsible bidder: D&M Construction Unlimited, Inc. in the amount of \$277,300. An 8% project contingency (\$22,184) to hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$23,928.77 for a project cost of \$323,412.77.	7E. Approved. Motion made by Joseph Esposito; seconded by August Piazza. Vote was all "yes". Motion carried.
7F. Drinking Foundation Replacement Project	7F. Recommend the Luzerne County Community College Board of Trustees approve the award of the Drinking Foundation Replacement project bid to the lowest responsible bidder: Linco Construction in the amount of \$117,500. In addition, an 8% contingency (\$9,400) to hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$11,408.31 for a total project cost of \$138,308.31.	7F. Approved. Motion made by; August Piazza; seconded by Bernard W. Graham, Ph.D. Vote was all "yes". Motion carried.
7G. Bid #506, Furniture Replacement	7G. Recommend the Luzerne County Community College Board of Trustees approve the award of the Furniture Replacement bid to the lowest responsible bidders: Phillips Supply Company in the amount of \$71,997.54 and Educational Furniture Solutions in the amount of \$166,914.20; and direct purchases to the following vendors for items which had no bid submitted: DuMor in the amount of \$22,185, School Outfitters in the amount of \$863.64, Park Warehouse in the amount of \$15,256.32, Global Furniture Group in the amount of \$13,585, Kewaunee Scientific in the amount of \$1,525, Amazon in the amount of \$201.96, and Nova in the amount of \$733.20 for a total bid award/direct purchase cost of \$293,261.86.	7G. Approved. Motion made by; seconded by Vote was all "yes". Motion carried.

7H. Compact Backhoe Loader	7H. Recommend the Luzerne County Community College Board of Trustees approve the purchase of a Compact Backhoe Loader from the sole dealer in Pennsylvania for JCB Equipment, Stephenson Equipment Inc. The purchase amount will not exceed \$110,000.	7H. Approved. Motion made by Joseph Esposito; seconded by Anthony Seiwell. Vote was all “yes”. Motion carried.														
8. Compliance, Legal Affairs, Policies, Human Resources, Diversity & Inclusion Committee Report	8. August Piazza, Chair of the Compliance, Legal Affairs, Policies, Human Resources, Diversity and Inclusion Committee presented the following report.	ACTION TAKEN														
8A. Faculty Promotions	8A. Recommend the Luzerne County Community College Board of Trustees approve, in accordance with the Faculty Association Contract, the following (6) faculty members for promotion: <table data-bbox="548 672 1230 914"> <thead> <tr> <th><u>Applicant</u></th> <th><u>Rank</u></th> </tr> </thead> <tbody> <tr> <td>Brenda Rehrig</td> <td>Professor</td> </tr> <tr> <td>Danese Brokenshire</td> <td>Associate Professor</td> </tr> <tr> <td>Brandon Babbish</td> <td>Associate Professor</td> </tr> <tr> <td>Christine Ferrato</td> <td>Associate Professor</td> </tr> <tr> <td>Lori Shemanski</td> <td>Associate Professor</td> </tr> <tr> <td>Kara Furman</td> <td>Assistant Professor</td> </tr> </tbody> </table>	<u>Applicant</u>	<u>Rank</u>	Brenda Rehrig	Professor	Danese Brokenshire	Associate Professor	Brandon Babbish	Associate Professor	Christine Ferrato	Associate Professor	Lori Shemanski	Associate Professor	Kara Furman	Assistant Professor	8A. Approved. Motion made by Erin K. Keating, Ed.D.; seconded by Catherine R. O’Donnell, Esq., Vice Chair. Vote was all “yes”. Motion carried.
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Brenda Rehrig	Professor															
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Lori Shemanski	Associate Professor															
Kara Furman	Assistant Professor															
9. Report of the Government and External Affairs, Public Relations, and Marketing, and College Foundation Committee	9. Catherine O’Donnell, Esq., Chair, Government and External Affairs, Public Relations, and Marketing, and College Foundation Committee, stated there were no action items to report.	9.N/A.														
	Committee Chair O’Donnell noted the committee had no action items; however, as a reminder the Interactive Hybrid Discussion for Legislative members will be held Friday, April 29 th 2022 in the Educational Conference Center. There is a zoom link for anyone unable to attend in person. Committee Chair O’Donnell encouraged participation at this event.															

<p><u>President's Report</u></p> <ul style="list-style-type: none"> ○ <i>Student Recognition Ceremony</i> 	<p>appreciation to the Alumni Association and the culinary students for partnering with the Foundation on this important initiative.</p> <p>While working to establish food banks at each of our dedicated sites, the Foundation recently received an additional \$10,000 for the Mercy Special Care Hospital to support our efforts. By Fall of 2022, each one of our centers will have an active food bank and the funds to be able to support and sustain operations as well as offer special initiatives to help combat food insecurities among our students and their families.</p> <p>Since our last report, the Foundation had established four additional scholarships totaling \$60,000. Scholarship Applications have increased by 27% over last spring. This Fall, the Foundation will begin to award over \$400,000 in scholarships to new and returning students.</p> <p>As Trustee O'Donnell mentioned, the annual Legislative Breakfast will be held Friday, April 29, 2022 in a hybrid format. We look forward to hosting over 60 guests including 16 elected officials both in person and virtual and look forward to sharing an announcement that will impact our region's workforce.</p> <p>The Schulman Gallery will be hosting a Communication Arts Exhibit. The Alumni Association Flea Market and Car Show will be held Saturday, The Alumni Association Golf Tournament at Blue Ridge Golf on Monday, May 23rd, the Alumni Association Reception May 24th, and Annual Commencement May 26th.</p> <p>Thomas P. Leary, President, Luzerne County Community College stated, in celebration of April as Community College Month, it is an honor to recognize the following students for their leadership and academic achievements.</p> <p>The All-Pennsylvania Academic Team Award, sponsored by Phi Theta Kappa, the international honor society for two-year colleges, and the Pennsylvania Commission for Community Colleges, honors students for their outstanding academic achievement and leadership ability. In addition, the Pennsylvania State System of Higher Education (PASSHE)</p>	
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	<p>universities provide scholarships to eligible All-PA Transfer Team members at PASSHE institutions, providing two years of tuition at any PASSHE school.</p> <p>Luzerne County Community College recognized the following students who achieved academic excellence and demonstrated a commitment to Luzerne County Community College and the greater community.</p> <p>The 2022 All-Pennsylvania Academic Team Award was presented to Kelsey Henahan and Courtney Carey.</p> <p>The Luzerne County Community College Certificate of Recognition was presented to Jamie Monahan. Jamie was recognized for his demonstrated leadership, service to the community and his dedication to LCCC and its students. Jamie is the recipient of President's Award and recipient of the Community Service Award.</p> <p>Student Government Association represents each student in the best interests of the College and the community. The organization is responsible for guiding and directing student activities throughout the year.</p> <p>President Leary stated, this evening we recognize the members of the Student Government Association Executive Board for their demonstrated leadership, service and dedication to Luzerne County Community College and its students.</p> <p>The Luzerne County Community College Certificate of Appreciation is presented to the following Board members: Makiah Cintron, Michael Daniel, Kevin Lloyd, Mason Malloy, and Rebecca Ottensman.</p> <p>The Board meeting was held in front of the Patrick J. Solano Veterans Center. President Leary reported it was with great pride and appreciation that for the first time in history, Luzerne County Community College has earned the 2022-2023 Military Friendly® School designation.</p>	
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<p>Military Friendly® School Designation</p>	<p>Institutions earning the Military Friendly® School designation were evaluated using both public data sources and responses from a survey. More than 1,800 schools participated in the 2022-2023 survey with 665 earning special awards for going above the standard. LCCC has been awarded the Silver ranking. At this time, President Leary introduced the individual who demonstrated great leadership in achieving this for Luzerne County Community College. A person who is very passionate about military services, serving as advisor and as the Assistant Director of Financial Aid, Laura Kapalka.</p> <p>Laura Kapalka, Assistant Director of Financial Aid and Veterans Club Advisor, thanked President Leary, Chairman Rogers, and members of the board for providing her the opportunity to speak about the Military Friendly School designation. Mrs. Kapalka noted that this project has been near and dear to her heart.</p> <p>The Military Friendly® Schools Survey is the longest-running, most comprehensive review of colleges and universities nationwide and their investment in serving military and veteran students. This designation highlights on a national level Luzerne County Community College as a leader in providing military and veteran students with a quality education as well as a full scope of veteran support services and programs.</p> <p>This year, over 1800 schools completed the survey process; however, only 665 were awarded designations ranging from simply Military Friendly to Military Friendly with a Bronze, Silver or Gold distinction. Being awarded with a designation of Silver ranking is certainly a testament to the hard work and dedication of our entire administration, faculty and staff who tirelessly strive on a daily basis to meet the educational and support needs of our military and veteran population. Still at the heart of this designation, is our military, veteran and military dependent students.</p> <p>This designation is a tribute to them and their commitment to their education and future goals. Mrs. Kapalka stated that she came to work</p>	
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at the College seven year ago in the Financial Aid Office. Almost instantly she knew she had found more than a job; she found a future, a sense of belonging. She felt at home.

Mrs. Kapalka noted her husband Rich is a veteran of the United States Army and served in Germany from 1991 to 1995. When the opportunity arose to become a School Certifying Official through the United States Department of Veteran Affairs and have the opportunity to work with our veteran and military students, she immediately agreed; and noted it has been one of the most rewarding aspects of her career at the College. She has had the opportunity, along with my counterpart, School Certifying Official Michelle Cicerchia, to meet and work with these men and women. They stop in the Financial Aid Office to secure their GI Bill funding or learn about their financial aid options. I may explain the fundamentals of their funding, but in return I have had the privilege of talking with them and learning about their lives.

Woman and men like student Elizabeth Dorris who enlisted in the U.S. Army, was deployed twice to Iraq, and was stationed at Fort Hood and survived the 2009 shooting massacre.

Alum Matthew King, who during his 8-year tenor in the U.S. Navy and reserves served in Korea and Japan.

Student Samuel Elliott, a member of the National Guard and a nursing student now at the College. He is preparing to leave this summer to train with his unit overseas with the Lithuanian Army. Each of these individuals will share their story with you this evening. Elizabeth, Matt and Samuel are three of over 100 veteran, military and military dependent students at Luzerne County Community College. These men and women are fearless and courageous, they are selfless, putting their civilian lives and dreams on hold to protect ours. They have served overseas and in times of war. They are fathers, mothers, sons and daughters and soon many will become Luzerne County Community College graduates. They are striving to build a future for themselves and in many cases for their families. And, what an honor, because we have

	<p>the privilege of being able to help. And, our work isn't done. Under the direction of President Thomas P. Leary and Vice President Rosana Reyes, we are now developing new and innovative initiatives and programs for our veterans and military population.</p> <p>This Military Friendly designation is a true honor and testament to our commitment to provide our military and veteran students a quality education and to give them a place to call home.</p> <p>LCCC students, Elizabeth Dorris, Army, Samuel Elliott, National Guard, and LCCC Alum, Matthew King, Navy, provided brief remarks.</p>	
	<u>Informational Items</u>	
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. Daniel Rodgers, Board Chair, asked for a motion to adjourn.	3. Motion to adjourn was made Anthony Seiwel; seconded by Holly Evanoski. All in favor. Motion carried.