

Name: Luzerne County Community College Board of Trustees Board Meeting
Date: Tuesday, April 25, 2023
Time: 6:00 PM
Location: Luzerne County Community College Educational Conference Center, Nanticoke PA
Recording <https://www.luzerne.edu/about/bot/February2023WorkSessionPublicMeeting.mp4>

AGENDA ITEM	NOTES	<u>ACTION TAKEN</u>
Pledge of Allegiance		
1.Roll Call	<p>Present: Robert Bertoni, Board Secretary; George Brown; Paul DeFabo; James Dennis; Joseph Esposito; Holly Evanoski; Bernard Graham, Ph.D.; Erin K. Keating, Ed.D.; Joseph Lettiere; Joseph Long; Catherine R. O'Donnell, Esq., Vice Chair; C. Daniel Rodgers, Board Chair; Anthony Seiwel; Susan E. Unvasky; and Kevin Walsh, Esq., College Solicitor.</p> <p>Excused: August Piazza</p>	
	<p><i>C. Daniel Rodgers, Board Chair, reported prior to the start of the April 25 2023, Board meeting an Executive Session was held to discuss personnel and litigation issues.</i></p>	
2.Public Comment	2. C. Daniel Rodgers, Board Chair, opened the floor for public comment.	2.N/A.
3. Approval of February 28, 2023, Board Minutes	3. Board Chair Rodgers recommended approval of the February 28, 2023, Board minutes.	<p>3.Approved. Motion made by Bernard W. Graham, Ph.D. seconded by Catherine O'Donnell, Esq., Vice Chair.</p> <p>Vote was all "yes". Motion carried.</p>
4. Approval of April 25, 2023, Board Agenda	4. Board Chair Rodgers recommended approval of the April 25, 2023, Board agenda with the following modifications: table item 7C. and add agenda item 5C.	<p>4. Approved. Motion made by Susan E. Unvasky; seconded by Robert Bertoni.</p> <p>Vote was all "yes". Motion carried.</p>

ACTION ITEMS		
5. Report of the Executive Committee	6. C. Daniel Rodgers, Board Chair, presented the following Executive Committee report.	ACTION TAKEN
5A. Nomination Committee	5A Recommend the Luzerne County Community College Board of Trustees approve the appointment of the Nomination Committee. The Nomination Committee shall consist of a Chairperson and representatives from each Standing Committee of the Board. Joseph Lettiere, Nomination Committee Chairperson Holly Evanoski, Government, External Affairs, Public Relations, Marketing, & College Foundation Committee Joseph Long, Student Success and Workforce Development Committee Catherine O'Donnell, Esq., Compliance, Legal Affairs, Policies, Human Resources, D&I Committee Susan Unvarsky, Audit, Finance, Facilities Committee	5A. Approved. Motion made by Robert Bertoni; seconded by Holly Evanoski. Vote was all "yes." Motion carried.
5B. Approval of Administrative Policy – Revised Drug Free Workplace Policy	5B. Recommend the Luzerne County Community College Board of Trustees approve the administrative policy, Drug Free Workplace Policy.	5B. Approved. Motion made by Susan E. Unvarsky;; seconded by Holly Evanoski. Vote was all "yes." Motion carried.
5C. Honorary Doctorate	5C. Recommend the Luzerne County Community College Board of Trustees award the honorary degree of Public Service to Paul Pringle to be presented at the 55 th Annual LCCC Commencement Ceremony on Thursday, May 25, 2023.	5C. Approved. Motion made by James Dennis; seconded by Joseph Long. Vote was all "yes." Motion carried.
6. Student Success & Workforce Development Committee	6. Bernard Graham, Ph.D., Chair, Student Success, and Workforce Development Committee noted there were no action items to present at this time.	ACTION TAKEN
6A. Program Additions, Deletions, Modifications	6A. Recommend the Luzerne County Community College Board of Trustees approve Program Additions, Deletions, and Modifications.	6A. Approved. Motion made by Susan E. Unvarsky; seconded by Catherine O'Donnell, Esq. Vote was all "yes." Motion carried.

7.Report of the Audit, Finance and Facilities Committee	7. Susan E. Unvarsky, Committee Chair, Audit Finance and Facilities Committee presented the following report.	ACTION TAKEN
7A. Extension of Auditing Service Contract	7A. Recommend the Luzerne County Community College (LCCC) Board of Trustees approve an extension of the Auditing Services contract with MaherDuessal to perform the year end audit and review of the financial statements for the year end June 30, 2023, in the amount of \$63,000.	7A. Approved. Motion made by Bernard W. Graham, Ph.D.; seconded by Joseph Esposito. Vote was all “yes.” Motion carried.
7B. Extension, Architecture and Engineering Services	7B. Recommend the Luzerne County Community College (LCCC) Board of Trustees: 1. Approve an extension of the Architecture and Engineering services with hemmler + camayd architects until December 31, 2023. Specifically, the current projects: Building 1 Switchgear Replacement, Main Parking Lot Subdrainage, and PSTI Truck Driving Course Repair shall be completed as well as any unexpected or emergency services as may arise. The current rates for services provided will remain the same for the extension period as those in the current contract. 2. Approve Request for Proposals for architectural services for miscellaneous projects on an as needed basis be implemented with a targeted timeline to present recommendations to the October 2023 Board of Trustees.	7B. Approved. Motion made by Joseph Esposito;; seconded by Holly Evanoski. Vote was all “yes.” Motion carried.
7C. RFP, Medical Director, Respiratory Therapy	7C. Tabled.	7C. Tabled.
7D. RFP, Medical Director, Emergency Medical Services	7D. Recommend Luzerne County Community College Board of Trustees approve the proposal for Medical Director of Emergency Medical Services Programs to Geisinger Health System – Dr. David J. Schoenwetter at the following rate of \$5,000.00 per year for 5 years.	7D. Approved. Motion made by Bernard W. Graham, PH.D.;seconded by Joseph Esposito. Vote was 13 “yes”, one vote to abstain by Holly Evanoski. Motion carried.
7E. RFP, Medical Director, Collection Agency	7E. Recommend Luzerne County Community College Board of Trustees approve the proposals of General Revenue (15%), Key 2 Recovery (17%) and Eastern Revenue (18%) to provide collection agency services to the College for the fiscal years ending June 2024, June 2025, June	7E. Approved. Motion made by Anthony Seiwell; seconded by Joseph Esposito.

	2026, June 2027, and June 2028.	Vote was all "yes". Motion carried.														
8. Compliance, Legal Affairs, Policies, Human Resources, Diversity & Inclusion Committee Report	8. Board Chair Rodgers noted the Compliance, Legal Affairs, Policies, Human Resources, Diversity, and Inclusion Committee had no action items to present at this time.	8.N/A.														
8A. Faculty Promotions	<p>8A. Recommend the Luzerne County Community College Board of Trustees approve, in accordance with the Faculty Association Contract, the following six (6) faculty members for promotion:</p> <table border="0"> <thead> <tr> <th><u>APPLICANT</u></th> <th><u>RANK</u></th> </tr> </thead> <tbody> <tr> <td>Mini Balachandran</td> <td>Professor</td> </tr> <tr> <td>Russ Bigus</td> <td>Associate Professor</td> </tr> <tr> <td>Nicole Esposito</td> <td>Associate Professor</td> </tr> <tr> <td>Doug Martin</td> <td>Associate Professor</td> </tr> <tr> <td>Ivanna Prodanets</td> <td>Associate Professor</td> </tr> <tr> <td>Lori Czajkowski</td> <td>Assistant Professor</td> </tr> </tbody> </table>	<u>APPLICANT</u>	<u>RANK</u>	Mini Balachandran	Professor	Russ Bigus	Associate Professor	Nicole Esposito	Associate Professor	Doug Martin	Associate Professor	Ivanna Prodanets	Associate Professor	Lori Czajkowski	Assistant Professor	<p>8A. Approved. Motion made by Erin K. Keating, Ed.D.; seconded by Catherine R. O'Donnell, Esq.</p> <p>Vote was all "yes". Motion carried.</p>
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9.. Report of the Government and External Affairs, Public Relations, and Marketing, and College Foundation Committee	9.. Robert Bertoni, Chair, Government and External Affairs, Public Relations, and Marketing, and College Foundation Committee, encouraged the Board to attend the upcoming Legislative Breakfast scheduled for Friday, April 28, 2023..	9.N/A.														
10. REPORT OF OFFICERS AND AGENTS																
President's Report ○ Treasurer's Report	<p>Cheryl Baur, Vice President of Finance, presented the Treasurer's report for is for FY 2022-23 through March 31, 2023. Revenue falling in line with the budget with a slight increase from fees from the spring enrollment and a boost from the interest income.</p> <p>Operating – Salaries are running under budget and remaining expenses are running under budget. Utilities are running 9% above budget. The College is projecting revenue over expenses of \$980,000 and that is in addition to transferring \$1.4 million to our capital fund to balance the budget.</p>															

<ul style="list-style-type: none"> ○ Foundation Report 	<p>Trustee Joseph Esposito requested an interest income analyst be provided. Vice President Baur stated the analyst would be provided at the next Finance Committee and shared with the full Board.</p> <p>The bookstore is running on budget with a revenue of \$5,000. Food Service is a projected loss of \$220,000 but with the operating fund doing very well, with revenue over expenses, we will transfer those monies to balance the budget. Food supplies have increased however we are in line with our sales. Our staff has done an amazing job keeping the prices down for our students. The Capital fund this is the fund all capital projects run through and as noted with the operating fund having an revenue over an expense increase we are balancing that budget.</p> <p>Rebecca Brominski, Executive Director of Institutional Advancement/Foundation congratulated on behalf of the Foundation our student honorees who are with in attendance this evening.</p> <p>On Friday, April 28, 2023 the College will host its' Annual Legislative Breakfast in the Dining room at 8:30 am with the program beginning at 9 am. Please let me know this evening if you plan to attend in person. We will welcome 50 guests including 9 elected officials. Thank you to Trustee O'Donnell and Trustee Bertoni for participating on the panel.</p> <p>Fundraising for our 40th Annual Scholarship Dinner Celebration is well underway as we have raised over \$15, 000 to date of our \$100,000 goal. The annual dinner supports student scholarships and other student assistance initiatives. The dinner will be held Saturday, November 5th at Mohegan Pennsylvania.</p> <p>Thank you to Trustee O'Donnell, Trustee Esposito and Trustee Evanoski for your support of our annual scholarship dinner. We hope to see everyone November 4th.</p> <p>The Foundation's scholarship application deadline is April 30th. To date we have received over 550 applications, this represents a 15% increase</p>	
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<ul style="list-style-type: none"> ○ Student Recognition Ceremony 	<p>over last year at this time. Mrs. Brominski was pleased to announce over 100 students who received scholarship are scheduled to graduate at our commencement ceremony on May 25th. Thank you to the hundreds of donors who helped make this financially possible.</p> <p>The following events are scheduled and hosted through the Alumni Association: April 29th Bus Trip to Gettysburg; May 12th, Dental Health/Alumni Day; May 22, Annual Alumni Golf Tournament; May 23, Alumni Graduate Reception; June 10th Annual Flea Market and Car Show; June 23 Royal Caribbean Cruise; September 22nd 50th Anniversary of the Nursing Program; and October 21st Annual Alumni Craft Festival.</p> <p>President Leary stated, on Monday, April 24th, all 15 Pennsylvania community college presidents, students and faculty united at the Capitol in celebration of “April as Community College Month.” LCCC students had an opportunity to attend a press conference and meet with members of the House of Representatives and Senate. Pennsylvania's 15 community colleges are the largest provider of public postsecondary education in the Commonwealth and a sector that plays a significant role in the Commonwealth's education and workforce development. Community College Day is a great opportunity for LCCC students to meet with local legislators and share their story and why they chose to attend LCCC. As we all know, it is so important we collectively advocate for an increase in funding for all PA community colleges; to ensure Luzerne County Community College students will have every opportunity to succeed in their academic goals.</p> <p>President Leary noted, in celebration of April as Community College Month, it was his honor to recognize the following students for their leadership and academic achievements. President Leary thanked the students and their families for attending this evening. Board Chair Rodgers joined President Leary for the presentation of certificates.</p> <p><u>Pennsylvania All-Academic Team Award</u> sponsored by Phi Theta Kappa, the international honor society for two-year colleges, and the</p>	
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	<p>Pennsylvania Commission for Community Colleges, this award honors students for their outstanding academic achievement and leadership ability. In addition, the Pennsylvania State System of Higher Education (PASSHE) universities provide scholarships to eligible All-PA Transfer Team members at PASSHE institutions, providing two years of tuition at any PASSHE school.</p> <p>Although unable to be in attendance this evening, Luzerne County Community College recognizes Gina Ditalia and Jasmine Talbot – two individuals who achieved academic excellence and demonstrated a commitment to Luzerne County Community College and to their communities.</p> <p>For their demonstrated leadership, service and dedication to Luzerne County Community College and Board Chair Rodgers and President Leary were honored to present the following Certificates of Appreciation:</p> <p><u>PHI THETA KAPPA HONOR SOCIETY</u> James Monahan, Phi Theta Kappa Leadership Team Member Alexa Edwards, Phi Theta Kappa Leadership Team Member</p> <p><u>LCCC BASIC CLUB</u> Kevin Lloyd, President, LCCC BASIC Club</p> <p><u>LCCC BUSINESS CLUB</u> Khadijah Bashir, President, LCCC Business Club Enderson Martinez, Vice President, LCCC Business Club Trinity Hull, Secretary, LCCC Business Club Justin Fischer, Treasurer, LCCC Business Club</p> <p><u>LCCC HISTORY CLUB</u> Hunter Griffith, President, LCCC History Club Norman Leshinski, Vice President, LCCC History Club Olivia Kishbaugh, Secretary, LCCC History Club Zander Feist, Treasurer, LCCC History Club</p>	
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LCCC LATINO ALLIANCE

Eliany Delgado-Rosado, President, Latino Alliance
Nahum Torres, Vice President, Latino Alliance
Hilary Pujols, Secretary, Latino Alliance
Rubelis Oliveras, Treasurer, Latino Alliance

LUZERNE TV

Chrystal Torres, President, Luzerne TV
Noah Matriccino, Vice President, Luzerne TV
Kristina Shemanski, Secretary, Luzerne TV

LCCC MATH CLUB

Michael Romano, President, LCCC Math Club
Kevin Sandoval-Navarrete, Vice President, LCCC Math Club
Aaron Anthony, Secretary, LCCC Math Club
Justin Fischer, Treasurer, LCCC Math Club

LCCC NAACP

Rose Daniels, President, LCCC NAACP
Serenity Matos, Vice President, LCCC NAACP
Katia Harris, Secretary, LCCC NAACP
Esther Crook, Treasurer, LCCC NAACP

NURSING FORUM - NORTHUMBERLAND

Elizabeth Pankotai, President, Nursing Forum
Heather Walter, Vice President, Nursing Forum
Alexa Mowery, Secretary, Nursing Forum
Michelle Kerstetter, Treasurer, Nursing Forum

LCCC WSFX-RADIO FM

Elliott Williams, President, LCCC WSFX-FM Radio
Sarah Joseph, Vice President, LCCC WSFX-FM Radio
Elijah Samuel, Secretary, LCCC WSFX-FM Radio
Samantha Sax, Treasurer, LCCC WSFX-FM Radio

	<p>President Leary encouraged everyone to stay for the reception to celebrate our students immediately following tonight’s Board meeting.</p> <p>On behalf of the Board of Trustees Board Chair Rodgers congratulated the students in attendance.</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. Board Chair Rodgers asked for a motion to adjourn the meeting.	3. Motion to adjourn made by Robert Bertoni; seconded by Holly Evanoski. All in favor. Motion carried.