

Name: Luzerne County Community College Board of Trustees Board Meeting

Date: Tuesday, June 22, 2021

Time: 6:00 PM

Location: Luzerne County Community College, Educational Conference Center, Nanticoke PA and Zoom Link

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
	<i>Lynn Distasio, Board Chair, advised the Board that if a member of the Board is unable to participate in any part of the virtual Board meeting after the initial roll call is conducted, it is the responsibility of the Trustee to notify the Board Chair immediately before leaving the meeting.</i>	
Pledge of Allegiance	Meeting opened with the Pledge of Allegiance.	
1. Roll Call	<p><u>Present:</u> Joan M. Blewitt, Ph.D.; George Brown, James Dennis (virtual); Lynn M. Distasio, Board Chair; Holly A. Evanoski; Bernard W. Graham, Ph.D., Secretary; Paul Halsey; Joseph Lettiere; Catherine R. O'Donnell, Esq.; August Piazza (virtual) Daniel C. Rodgers; Anthony Seiwel; Susan E. Unvarsky, Vice Chair; Brian Stahl, Esq., College Solicitor.</p> <p><u>Excused:</u> David James Usavage; Erin K. Keating, Ed.D.</p>	
	<i>Lynn Distasio, Board Chair, reported prior to the start of the June 22, 2021, Board meeting an Executive Session was held to discuss personnel and litigation issues.</i>	
2. Public Comment	2. No comments.	2.No comments.
3. Approval of April 27, 2021, Board Minutes	3. Lynn Distasio, Board Chair, recommended approval of the April 27, 2021 Board meeting minutes.	<p>3. Approved. Motion made by Holly Evanoski; seconded by Catherine R. O'Donnell, Esq.</p> <p>Vote was all "yes". Motion carried.</p>

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
4. Approval of June 22, 2021, Board Agenda	4. Lynn Distasio, Board Chair, recommended approval of the June 22, 2021 Board agenda.	4. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by Daniel C. Rodgers. Vote was all “yes”. Motion carried.
5. Report of Officers and Agents		
President’s Report	<p>As of June 1, 2021, Luzerne County Community College updated its protocols in accordance with the CDC guidelines set forth for fully vaccinated individuals. LCCC staff, students, and guests of the College who are fully vaccinated are no longer required to wear a mask or physically distance themselves in any setting at the College. However, individuals who are not fully vaccinated must continue to wear a mask and follow all prevention measures.</p> <p>An Open Forum was held to review the College’s plans and address any questions or concerns faculty and staff wished to discuss.</p> <p>Luzerne County Community College recently signed a Dual Admissions transfer agreement with Susquehanna University that will offer guaranteed admission to Susquehanna for LCCC graduates to pursue their bachelor’s degree. This new agreement is another example of the strong partnership and collaborative efforts LCCC maintains with Pennsylvania’s baccalaureate institutions. Our partnership with Susquehanna University provides a great opportunity for our students including a seamless transfer to junior year status and generous scholarships enabling a very affordable pathway to attaining a bachelor’s degree.</p> <p>The College will be offering expanded program opportunities at its Greater Susquehanna Center in Watsontown this fall with the opening of a new science lab including credit courses and non-credit career training programs.</p>	

The College will be offering several summer career camps for students free of charge. The camps will be held each day from 9:30 a.m. to 2:30 p.m., at the College's campus in Nanticoke. These camps are designed to give high school students the opportunity to explore career pathway options before entering college. In addition, English and Math competencies have been built into daily camp activities. Students will earn one college credit for attendance and transportation will be available.

Summer Career Camps offered include:

Business Camp will connect high school students to business professionals who work in various careers and industries including accounting, banking, investment, marketing, human resources, management, health care, and small business ownership.

Health Sciences Camp will feature interactive sessions and information on dental, emergency medical services, nursing, respiratory therapy, and exercise science health careers.

Government/Criminal Justice/Policing Camp will allow students to participate in simulations, scenario-based activities, demonstrations, and classroom discussion on traffic enforcement, crime scene processing, legal studies, and criminal investigation.

Applied Tech and Skilled Trades Camp features interactive sessions and insight into technology and trades careers including architecture, automotive, cyber security, engineering design and manufacturing, electronics, electrical construction, plumbing/HVAC, and welding.

Communication Arts Camp includes immersive hands-on instruction and career information in video/radio production, music recording, digital design, and emerging technologies, including augmented reality.

In your Board packets, under Informational Items, we have included the LCCC Operations Division Update, provided by Don Nelson, Vice President of Operations. This report provides a detailed overview of all of LCCC's current and recent projects. I would also like to note, this evening on a happy and somber note Vice President Nelson's last Board meeting; as he will be officially retires from LCCC and embarks

<p>Treasurer's Report</p>	<p>on his next chapter. President Leary expressed his appreciation to wish Vice President Nelson a very healthy and happy retirement and thank him for his outstanding leadership to Luzerne County Community College.</p> <p>Board Chair Distasio expressed the Board's thanks and appreciation to Vice President Nelson for his years of service to the College.</p> <p>Board Chair Distasio noted the way the President's Leadership Team works together is incredible and is something very special.</p> <p>Vice President Nelson stated 36 years goes by very fast and it has been an honor to work here. It has been a great experience to see the College grown and he knows the College is in good hands.</p> <p>Cheryl Baur, Vice President of Finance, personally expressed her thanks to Vice President Nelson.</p> <p>Vice President Baur stated the Treasurer's Report, which is through May 30th, indicates by June 30, 2021 the College will have revenue over expenses of \$3.3 million dollars. This is a big shift from the \$4 million deficit projected last year in the budget.</p> <p>Operating Budget- Our salaries and benefits are coming in 19% underbudget. That is due to nineteen retirements. On the Benefits side it shows an increase in the Early Retirement Incentives. Remaining expenses were underbudget because many of the supplies were purchased through the COVID Relief Fund. On the Revenue side we came in right above on our original projections.</p> <p>Bookstore: Revenue is projected to come in \$65,000. An additional person was hired was a replacement. Salary and benefits are higher than projected.</p> <p>Food Service: Food Service was closed for a large portion of the year. Salaries were still paid to the employees. Originally the College</p>	
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<p>Foundation Report</p>	<p>projected a \$173,000 shortfall and came in around \$104,000. That concludes the Treasurer’s Report.</p> <p>Susan E. Unvarsky, Vice Chair and Chair of the Finance Committee, stated that the College did an amazing job in a very unusual year and congratulated Vice President Baur on a great job.</p> <p>President Leary as well congratulated Vice President Baur and noted that there were several funding streams that came to the College. Working with the entire team in establishing priorities, as reflected this evening with the proposal presented by Ms. Yencha, those decisions in long term investments will service the College and its student long term.</p> <p>Rebecca Brominski, Executive Director of Institutional Advancement and Foundation, reported on several alumni events. The annual Alumni Golf outing was the most successful to date. The event raised \$13,000 to support the newly established LCCC Alumni Trailblazer Award. This new scholarship will be awarded in 2022. Students who demonstrate leadership skills in high school or college. Special thanks to those trustees who supported the event financially. Our Dental health Virtual Alumni Day was held with more than 200 dental graduates and area professionals were registered for the program. This event raised \$18,000 to support dental scholarships and the Benco Dental Clinic.</p> <p>We are very excited to plan in person events. On Friday, September 10, 2021, the 9/11 Remembrance Ceremony commemorating the 20th Anniversary. Plans are underway for the 32nd annual Alumni Craft Festival slated for October 16, 2021; the Scholarship Dinner will be held on October 20th. On Friday, October 22, we will celebrate the 15th Annual Schulman Gallery with a signature Red Carpet Event. This year we will showcase an exhibit titled, Tunnel Vision, highlighting the mining industry and honor the memory of Dr. Schulman at the event.</p>	
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	Rebecca Brominski thanked the members of the Board of Trustees for their support they exhibited throughout the year. Noting the Board of Trustees supported the first virtual scholarship celebration, the first virtual legislative event that was very successful, and the countless other initiatives they participated in. Mrs. Brominski stated that their dedication to Luzerne County Community College and its' students make each and every Board member such an important member of our LCCC family.	
	<u>ACTION ITEMS</u>	
6. Report of the Executive Committee	Lynn M. Distasio, Board Chair, reported the Executive Committee had no action items to present at this time.	
7. Report of the Academic Committee	7. Bernard W. Graham, Ph.D., Chair, LCCC Academic Committee, presented the following report.	
7A. Curriculum Additions, Modifications, and Deletions	7A. Recommend Luzerne County Community College Board of Trustees approve Curriculum, Modifications and Deletions which include one modification to the <u>Exercise Science and Health and Physical Education program</u> that was aligned to address external transfer and employment factors. Two deletions for the <u>Perioperative Nursing Diploma Program</u> has had no enrollment for 5 years; and <u>Health, Physical Education Teacher Education Program K-12</u> has had no or low enrollment for more than three years.	7A. Approved. Motion made by Susan E. Unvasky, Vice Chair; seconded by Joan M. Blewitt, Ph.D. Vote was all "yes". Motion carried.
8. Report of the Finance Committee	8. Susan E. Unvasky, Chair of the LCCC Finance Committee, presented the following report.	
8A.Recommendation to Approve Wilkes-Barre Lease Renewal Agreement	8A. Committee Chair Unvasky recommended the Luzerne County Community College Board of Trustees approve the Fourth Amendment to Lease Agreement between Luzerne County Community College (Lesee) and Public Square Partners, L.P., successor in interest to the Greater Wilkes-Barre Development Corporation (Lessor) for the Wilkes-Barre Center. Annual lease amounts for the ten-year lease are as follows: \$320,246 July 1, 2021 through June 30, 2024; \$282,570 July 1, 2024 through June 30, 2031.	8A. Approved. Motion made by Susan E. Unvasky, Vice Chair; seconded by Paul Halesey. Vote was all "yes". Motion carried.

<p>8B. Recommendation to Hazleton Center Lease Renewal Agreement</p>	<p>8B. Committee Chair Unvasky recommended the Luzerne County Community College Board of Trustees approve Addendum #1 to Lease Agreement (CAFY2019-188) between Luzerne County Community College (Lesee) and the County of Luzerne (Lessor) for the Hazleton Center. Annual lease amounts shall be based on a cost of \$10.50 per square foot beginning January 1, 2020 and an annual escalation of 1% beginning July 1, 2021. The Term of lease shall be August 1, 2018 through June 30, 2026.</p>	<p>8B. Approved. Motion made by Daniel C. Rodgers; seconded by Joseph Lettiere.</p> <p>Vote was all “yes.” Motion carried.</p>
<p>8C. Recommendation to approve Greater Susquehanna Science Lab Bid</p>	<p>8C. Committee Chair Unvasky recommended the Luzerne County Community College Board of Trustees approve the award of the Greater Susquehanna Center Science Lab (includes lab, classroom, and prep room) renovations bid to the lowest responsible bidder: Bognet, Inc. in the amount of \$181,778. In addition, a 5% project contingency (\$9,088.90) and hemmler+camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$16,204.60 for a total project cost of \$207,071.50.</p>	<p>8C. Approved. Motion made by Bernard W. Graham, Ph.D., Board Secretary; seconded by Joan M. Blewitt, Ph.D.</p> <p>Vote was all “yes.” Motion carried.</p>
<p>8D. Recommendation to Approve Hazleton Center Science Lab</p>	<p>8D. Committee Chair Unvasky recommended the Luzerne County Community College Board of Trustees approve the award of the Hazleton Center Science Lab (includes lab and prep room) renovations bid to the lowest responsible bidder: Bognet, Inc. in the amount of \$118,113. In addition, a 5% project contingency (\$5,905.65) and hemmler+camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$11,149.28 for a total project cost of \$135,167.93.</p>	<p>8D. Approved. Motion made by Daniel C. Rodgers; seconded by Holly A. Evanoski.</p> <p>Vote was all “yes.” Motion carried.</p>
<p>8E. Recommendation to Approve Bid #496 – Computer and Technology Hardware & Lease</p>	<p>8E. Committee Chair Unvasky recommended the Luzerne County Community College Board of Trustees approve the award of Bid # 496 for Computer and Technology Hardware. <u>Part A</u> Section A - Dell Marketing for computers in the amount of \$133,046.88; Section B – CDW Government for Apple computers in the amount of \$15,070.00;</p>	<p>8E. Part A. Approved. Motion made by Daniel C. Rodgers; seconded by Joseph Lettiere.</p> <p>Vote was all “yes.” Motion carried.</p>

<p>8F. Recommendation to Approve Bid #498 – Furniture Replacement</p> <p>8G. Recommendation to Approve Bid #499 – Microscopes</p> <p>8H. Recommendation to Approve RFP, Grant Management and Support</p>	<p>Section C - IntegraONE for Networking Hardware in the amount of \$16,175.80; Section D - Insight Public Sector for Lenovo hardware in the amount of \$132,725.00; Section E - CDW Government for Miscellaneous Technology Hardware in the amount of \$58,337.44; Section F – Computer Visionaires for CCTV Equipment in the amount of \$11,105.00. The total amount for sections A through Y is \$366,460.12.</p> <p><u>Part B:</u> Recommend Luzerne County Community College Board of Trustees award the Leasing proposal to University Lease in four (4) annual payments of \$93,360.43 for a total of \$373,441.72.</p> <p>8F. Committee Chair Unvasky recommended the Luzerne County Community College Board of Trustees approve the award of the Furniture Replacement bid to the lowest responsible bidders: Educational Furniture Solutions, LLC in the amount of \$44,936.28 and Phillips Supply Company in the amount of \$95,111.83 for a total bid award cost of \$140,048.11.</p> <p>8G. Committee Chair Unvasky recommended the Luzerne County Community College Board of Trustees approve the award of Bid #499 for 50 microscopes to Olympus Scientific Solutions in the amount of \$59,382.50.</p> <p>8H. Committee Chair Unvasky recommended the Luzerne County Community College Board of Trustees approve the proposal for Grant Management and Support to Hanover Research in the amount of \$49,500.00 per year for three (3) years.</p>	<p>8E. Part B. Approved. Motion made by Joseph Lettiere; seconded by Joan M. Blewitt, Ph.D.</p> <p>Vote was all “yes”. Motion carried.</p> <p>8F. Approved. Motion made by Bernard W. Graham, Ph.D.; Board Secretary; seconded by Catherine R. O’Donnell, Esq.</p> <p>Vote was all “yes.” Motion carried.</p> <p>8G. Approved. Motion made by Joan M. Blewitt, P.D.; seconded by Holly A. Evanoski.</p> <p>Vote was all “yes.” Motion carried.</p> <p>8H. Approved. Motion made by Bernard W. Graham, Ph.D.; seconded by Joan M. Blewitt, P.D.</p> <p>Vote was all “yes.” Motion carried.</p>
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<p>8I. Recommendation to Approve Switchgear Replacement Change Order</p>	<p>8I. Committee Chair Unvasky recommended the Luzerne County Community College Board of Trustees approve the change order to Brennan Electric, Inc. in the amount of \$17,395 for additional work identified during preparation for the switchgear replacement in building 5. Funding for this change order is available within the original Board of Trustees approved project costs by utilizing the contingency and engineering fees allocations.</p>	<p>8I. Approved. Motion made by Joan M. Blewitt, P.D.; seconded by Daniel C. Rodgers.</p> <p>Vote was all “yes.” Motion carried.</p>
<p>8J. Ratification of Science Lab Furniture Award</p>	<p>8J. Committee Chair Unvasky recommended the Luzerne County Community College Board of Trustees ratify and reaffirm approval to award the Science Lab Furniture to the preferred, standard science lab furniture vendor, Kewaunee Scientific Corporation in the following amounts: for Greater Susquehanna Center Science Lab - \$69,988; for the Hazleton Center Science Lab - \$63,988.</p>	<p>8J. Approved. Motion made by Daniel C. Rodgers; seconded by Catherine R. O’Donnell, Esq.</p> <p>Vote was all “yes.” Motion carried.</p>
<p>8K. Ratification of Pole Barn Award</p>	<p>8K. Committee Chair Unvasky recommended the Luzerne County Community College Board of Trustees ratify and reaffirm approval of the award of the new Pole Barn construction bid to the lowest responsible bidder: Dutchman Contracting LLC, in the amount of \$454,667. Additionally, Geo-Technical Services have been incurred (\$4,400), Civil Engineering (\$10,000), a 5% project contingency (\$23,453.35), and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$36,889.77 for a total project cost of \$529,410.12.</p>	<p>8K. Approved. Motion made by George Brown; seconded by Joseph Lettiere.</p> <p>Vote was all “yes.” Motion carried.</p>
<p>8L. Recommendation to Approve Customer Relations Management (CRM) RFP</p>	<p>8L. Committee Chair Unvasky recommended the Luzerne County Community College Board of Trustees approve the award of CRM proposal to TargetX with the inclusion of a best and final sale bid based upon a comprehensive assessment and ranking of preferred features and functionality. The total amount for a 5-year, pre-paid engagement is \$507,570.00.</p>	<p>8L. Approved. Motion made by Joseph Lettiere; seconded by Bernard W. Graham, Ph.D.</p> <p>Vote was all “yes.” Motion carried.</p>

9. Report of the Human Resources Committee	9. Paul Halsey, Chair, LCCC Human Resources Committee, presented the following report.	
9. Approval of Administrative Policy, Policy Development policy	9. Committee Chair Halsey recommended the Luzerne County Community College Board of Trustees approve the administrative policy: Policy Development Policy.	9. Approved. Motion made by Daniel C. Rodgers; seconded by Joan Blewitt, Ph.D. Vote was all "yes." Motion carried.
10. Report of the Legislative Committee	10.. Catherine O'Donnell, Esq., Chair, LCCC Legislative Committee, stated there were no action items to report.	10. N/A
	<i>It was noted August Piazza was no longer in the zoom session</i>	
11. Report of the Nomination Committee	11.Joan M. Blewitt, Ph.D., Chair of the LCCC Nomination Committee, presented the following report.	
11. 2021-2022 Slate of Officers	<p>11. Joan M. Blewitt, PhD., Chair of the Nomination Committee stated the Nomination Committee submits the following slate of officers:</p> <p>Board Chair – Daniel C. Rodgers Vice Chair – Catherine R. O'Donnell, Esq. Secretary – Holly A. Evanski</p> <p>Board Chair Distasio opened the floor for nominations for the office of Board Chair.</p> <p>Joan M. Blewitt, Ph.D., nominated Bernard W. Graham, Ph.D. for the office of Board Chair.</p> <p>Board Chair Distasio asked if there were any further nomination for Board Chair. No further nominations were received; therefore, Board Chair Distasio asked for a motion to close the nominations for the position of Board Chair.</p> <p>Motion made by Susan E. Unvarsky; seconded by Joseph Lettiere to close the nominations from the floor for the position of Board Chair.</p> <p>Board Chair Distasio stated Daniel C. Rodgers and Bernard W. Graham, Ph.D., have been nominated for the position of Board Chair</p>	<p>11. Daniel C. Rodgers received a majority vote of approval for the position of Board Chair for FY 2021-2022.</p> <p>Catherine R. O'Donnell, Esq. received a majority vote of approval for the position of Vice Chair.</p> <p>Holly Evanski received a majority vote of approval for the position of Secretary.</p>

and stated a roll call vote would be conducted.

Paula Labenski, Executive Assistant to the President and Board of Trustees, conducted a roll call vote for the position of Board Chair and the results are as follows:

Roll Call Vote – Board Chair:
 Dr. Joan Blewitt – Dr. Bernard Graham;
 George Brown – Daniel C. Rodgers;
 James Dennis – Daniel C. Rodgers;
 Lynn Distasio – Dr. Bernard Graham;
 Holly A. Evanoski – Daniel C. Rodgers;
 Dr. Bernard Graham – abstain
 Paul Halesey – Dr. Bernard Graham;
 Joseph Lettiere – Daniel C. Rodgers;
 Catherine R. O’Donnell, Esq. – Daniel C. Rodgers;
 Daniel Rodgers – Dan Rodgers
 Anthony Seiwell – Daniel C. Rodgers
 Susan E. Unvarsky – Dr. Bernard Graham

Roll Call vote Daniel C. Rodgers, 7 votes; Bernard W. Graham, PH.D., 4 votes. With a majority vote received, Daniel C. Rodgers was appointed to Board Chair for FY 2021-2022.

Board Chair Distasio stated the Nomination Committee recommended Catherine R. O’Donnell, Esq., for the position of Vice Chair and opened the floor for nominations for the position of Vice Chair.

Board Chair Distasio stated hearing no further nominations, requested a motion to close the nominations for the position of Board chair.

Motion made by Holly Evanoski; and seconded by Susan E. Unvarsky, Vice chair to close the nominations for the position of Vice Chair.

	<p>Roll Call Vote – Vice Chair Dr. Joan Blewitt – Catherine R. O’Donnell, Esq. George Brown– Catherine R. O’Donnell, Esq.; James Dennis – – Catherine R. O’Donnell, Esq. Lynn Distasio -- Catherine R. O’Donnell, Esq. Holly A. Evanski – – Catherine R. O’Donnell, Esq. Dr. Bernard Graham – – Catherine R. O’Donnell, Esq. Paul Halesey – – Catherine R. O’Donnell, Esq. Joseph Lettiere – – Catherine R. O’Donnell, Esq. Catherine R. O’Donnell, Esq. – abstain Daniel Rodgers -- Catherine R. O’Donnell, Esq. Anthony Seiwell – – Catherine R. O’Donnell, Esq. Susan E. Unvarsky -- Catherine R. O’Donnell, Esq.</p> <p>Receiving a majority vote of approval, Catherine R. O’Donnell, Esq. was appointed Vice Chair.</p> <p>Board Chair Distasio stated the Nomination Committee recommended Holly Evanski, for the position of Secretary and opened the floor for nominations for the position of Secretary. Board Chair Distasio stated hearing no further nominations, requested a motion to close the nominations from the floor. Motion was made by Joan M. Blewitt, Ph.D; seconded by Joseph Lettiere.</p> <p>Roll Call Vote – Secretary Dr. Joan M. Blewitt – Holly Evanski George Brown – Holly Evanski James Dennis – Holly Evanski Holly Evanski – abstain Dr. Bernard Graham – Holly Evanski Paul Halesey – Holly Evanski Joseph Lettiere – Holly Evanski Catherine R. O’Donnell, Esq. – Holly Evanski Daniel C. Rodgers – Holly Evanski Anthony Seiwell – Holly Evanski Susan E. Unvarsky – Holly Evanski</p>	
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	<p>Receiving a majority vote of approval, Holly Evanoski was appointed Secretary.</p> <p>Board Chair Distasio congratulated the newly appointed Board officers stated it has been an exciting year and she is exciting for the new Board officers moving forward. At this time Board Chair Distasio extended her thanks and appreciation to Dr. Joan M. Blewitt for serving as Chair of the Nomination Committee and to Holly Evanoski and Joseph Lettiere for serving on the committee.</p> <p>Paul Halesy, Chair of the Human Resources Committee, extended his appreciation to Board Chair Lynn Distasio for her outstanding leadership over the past two years.</p> <p>Catherine R. O'Donnell, Esq. expressed her appreciation to Board Chair Distasio, Vice Chair Unvarsky and Secretary Dr. Graham for their leadership getting the Board through one of the most difficult year of the pandemic; and the example that was set with regard to diversity.</p> <p>Board Chair Distasio expressed her appreciation to the President Leary and the President's Leadership Team for their support.</p>	
<u>Informational Items</u>		
1. Public Comments	1. No comments.	1.N/A
2.Unfinished Business-Previous Meeting	2.N/A	2. No action required.
3.Informational-Executive Committee	3. N/A	3. No action required.
4.Informational- Human Resources Committee	4. Paul Halesy, Chair, Human Resources Committee, noted the Information on appointments and leave reports are included with the Board agenda.	4. No action required.
5. Communications	5. All communications were included in the Board packets.	5. No action required.
6.Adjournment	6. Board Chair Distasio asked for a motion to adjourn.	6. Motion made James Dennis; seconded by Catherine O'Donnell, Esq.