

Name: Luzerne County Community College Board of Trustees Board Meeting
Date: Tuesday, August 29, 2023
Time: 6:00 PM
Location: Luzerne County Community College Educational Conference Center, Nanticoke PA
Recording: <https://www.luzerne.edu/about/board.jsp>

AGENDA ITEM	NOTES	<u>ACTION TAKEN</u>
Pledge of Allegiance		
1.Roll Call	<p>Present: Robert Bertoni, Vice Chair; George Brown; Paul DeFabo;; Joseph Esposito; Holly Evanoski; Bernard Graham, Ph.D.; Erin K. Keating, Ed.D.; Joseph Lettiere; Joseph Long, Board Secretary; Catherine R. O'Donnell, Esq., Board Chair; C. Daniel Rodgers, Anthony Seiwel; Susan E. Unvarsky; and Joseph Kluger, Esq., College Solicitor.</p> <p>Excused: James Dennis, and August Piazza</p>	
	<p><i>Catherine R. O'Donnell, Esq., Board Chair, reported prior to the start of August 29,, 2023, Board meeting an Executive Session was held to discuss personnel and litigation issues.</i></p>	
2.Public Comment	2. Catherine R. O'Donnell, Esq., Board Chair, opened the floor for public comment.	2.N/A.
3. Approval of June, 2023, Board Minutes	3. Board Chair O'Donnell recommended approval of the June, 2023, Board minutes.	<p>3.Approved. Motion made by Susan E. Unvarsky; seconded by Joseph Long, Board Secretary.</p> <p>Vote was all "yes". Motion carried.</p>
4. Approval of August 29, 2023, Board Agenda	4. Board Chair O'Donnell recommended approval of the August 29, 2023, Board agenda.	<p>4. Approved. Motion made by Susan E. Unvarsky; seconded by Robert Bertoni, Vice Chair.</p> <p>Vote was all "yes". Motion carried.</p>

<p>5. REPORT OF OFFICERS AND AGENTS</p>		
<p><u>President's Report</u></p>	<p>President Leary reported Each year, the Pennsylvania's 15 Community College Presidents come together for a two-day Retreat. This year Luzerne County Community College had the opportunity to host the Annual Presidents Retreat once again. The first day of the Retreat was held at MoheganPA; the second day the Retreat was held in the Educational Conference Center. Joining the Retreat included Val Arkoosh, MD, MPH, Secretary of Human Services, Pennsylvania Department of Human Services and Dr. Kate Shaw, Deputy Secretary and Commissioner of Postsecondary Higher Education, Pennsylvania Department of Education. Discussions included a Capital Work Group report; 2023-24 Budget and Legislative Debrief; 2023-2024 PACCC Strategic Plan; upcoming virtual trustees meeting.</p> <p>To kick off the start of the Fall 2023 semester, Luzerne County Community College held a college-wide Professional Development Day program for our faculty, staff, and administration this past Thursday, August 24th. Doug Martin, Associate Professor of Commercial Art and program Emcee, provided an overview of the advanced manufacturing program. The program included the President's Welcome and featured presentations provided by LCCC scholarship recipient Shawn Terry, the Student Perspective; Tyler Russell, Director of Student Life and Athletics and Kyle Davis, E-Sports Manager presented "Sports are Back" of the upcoming events and activities scheduled for the semester. Updates were also provided by our Academic Vice President Dr. Mary Lou D'Allegro; Dean of Human Resources, Kim Hogan, Counselor, Accessibilities Services Deb Passarella, Trish Yench, Chief Information Officer, Doug Fawbush, Director of Public Safety and Security, Becky Brominski, Executive Director of Institutional Advancement and College Foundation, Dr. Janis Seeley, Department Chairperson of Social and Behavior Sciences, and Christine Ferrato, Associate Professor of Speech, Philosophy, Fine Arts. The Professional Development Day concluded with several breakout sessions and departmental meetings.</p> <p>We are excited to welcome back our students for the start of the Fall</p>	

<p>✦ Treasurer's Report</p>	<p>semester which began yesterday, Monday, August 28th.</p> <p>President Leary introduced LCCC student Kevin Lloyd who provided the Student Perspective. Kevin is an accounting major, president of the B.A.S.I.C. Club, serves as a peer mention, accounting tutor, College Ambassador, and a work-study student in the Information Technology office. Kevin expressed his appreciation for the opportunity to address the Board. Kevin spoke about his challenges growing up and noted how Luzerne County Community College has reshaped his opportunities he was able to do, the faculty, staff invested so much into his education and giving him that sense of community that he has become a greater contributor to his community.</p> <p>Cheryl Baur, Vice President of Finance presented the Treasurer's Report for June 30, 2023. This is a projection as of August 2023. The College projected their expenses to be \$40,142,147; if we added transfers as expected it would have been \$41,823,599. Our actual expenses are \$39,482,527 with expected transfers of \$1,369,981 for a total actual expense of \$40, 852,508. Therefore, our expenses are expected to be \$659,620 less than what was budgeted. That difference is because of three items: \$442,277 of less expenses in full time salaries; as well as a savings of \$266,575 of remaining expenses (travel, conference, supplies).</p> <p>Revenue: Current year budget – We expected revenue to be \$38,184,717 however we also needed to adjust to balance the budget in the amount of \$3.638 that we did not need to do because our revenues are \$40,255,932 projected and therefore our projected revenues should come over \$2 million over than what was projected.</p> <p>Bookstore/Food Services/Capital: Our transfers are projected to be \$1.3 that is to make up the difference of a deficit in the bookstore of \$55.400; food services \$205,348 and a transfer to balance our capital fund \$1.109,000. With the HERFF Funds the College was able to recognize revenue for -- we are projecting to have a balanced budget with extra reserve of \$275,000 and therefore we do need to use any of the college's reserves to balance this past year's 2022-2023 budget.</p>	
-----------------------------	--	--

✦ Foundation Report

Rebecca Brominski, Executive Director of Institutional Advancement/Foundation reported over the summer the College cut the ribbon to dedicate the Pasco L. Schiavo Hazleton Center Student Learning Commons. The Hazleton Center students arrived August 28th, 2023, to find a fresh new space for collaborative learning, tutoring, and a space to study and complete course work. Thanks, and appreciation was extended to the Schiavo family and to the Pasco L. Schiavo Memorial Fund of the Luzerne Foundation for this generous gift.

The College also welcomed the family and friends of the late Patrick J. Solano to the Walk of Honor to unveil and dedicate a statue in his memory. This dedication honored Patrick J. Solano for his service to his country, to his community and the students at Luzerne County Community College.

Wrapping up the summer events was the Ribbon Cutting for our new wrap around service to compliment the Peter J. Lello Student Food Bank - the Trendy Trailblazer. This clothing closet offers both casual and formal attire designed to get a student ready for a job interview or start a new employment opportunity. Our next donation opportunity will be mid-November. Kevin Lloyd offers his story as we cut the ribbon that day...it takes a lot to share your personal story.

Yesterday we welcomed our students back to campus as President Leary had mentioned. 322 of our returning and new students are attending classes with the support of scholarship funds totaling \$300,000. We expect to provide additional support in the way of textbooks, and course materials, as well as transportation assistance as the semester continues. Next week, September 6th we will cut the ribbon on the Pittston Center Clothing Closet and Food Bank.

Our 22nd September 11 Remembrance Ceremony will be held at the Walk of Honor. On Friday, September 22 from 6-9 p.m. we will be celebrating 50th anniversary of our Nursing program. This event welcomes back 50 years of nursing alumni back to campus to reconnect

	<p>and welcome back – many of whom will experience many for the first time the Francis Carrozza Health Sciences Center.</p> <p>Friday September 29th kicks off our fall art exhibit, Autumn’s Palette, A Celebration of the Season. We are collaborating working with the Hazleton and Wyoming Valley Art Leagues to showcase their art.</p> <p>On Saturday, October 21, the College will welcome over 1,000 guests onto campus for the 34th annual Fall Craft Festival from 10-4 p.m.</p> <p>Our 40th Anniversary Foundation Scholarship Celebration will be held Saturday November 4th at Mohegan PA. This is the largest event for the College Foundation. We hope you will join us, and if you are unable to attend, we offer many financial opportunities to help us celebrate this event.</p>	
<u>ACTION ITEMS</u>		
6. Executive Committee Report	6. Catherine R. O’Donnell, Esq., Board Chair, noted there were no action items to report.	ACTION TAKEN
7. Student Success & Workforce Development Committee	7. Bernard Graham, Ph.D., Committee Chair, Student Success, and Workforce Development Committee presented the following report.	ACTION TAKEN
	<p>Committee Chair Graham reported that the Diversity Equity and Inclusion Committee met on August 17th. President Leary briefed the committee and reported a new space has been designated in the Campus Center. The DEI Committee will meet again to discuss how they will use and furnish the space. The Committee announced several dates coming up for student activities.</p> <p>October 11 – Cultural Cookbook</p> <p>November 8 – First Generation Day</p> <p>November 16 – International Day for Tolerance</p>	

	<p>NAACP Thanksgiving Day Dinner</p> <p>Multicultural Day Parade needs volunteers from students.</p> <p>DEI will be a standing agenda item on the Student Success and Workforce Development Committee, and they will be contacted prior to the meeting to report on anything they would like to share with the Board.</p> <p>Board Chair O'Donnell asked Committee Chair Graham to elaborate on the space that will be provided at the College.</p> <p>President Leary stated he promised the College would provide a high-profile space at the College. This space is located on the 3rd floor of the Campus Center next to the President's Office, and just down the hall from the Student Activities Lounge and Esports Arena. This space is highly visible and will allow the committee to highlight their activities on campus.</p> <p>Board Chair O'Donnell asked Paula Labenski to send an Outlook meeting invitation to the events Committee Chair Graham announced in his report.</p>	
8.Report of the Audit, Finance and Facilities Committee	8. Susan E. Unvasky, Committee Chair, Audit Finance and Facilities Committee presented the following report.	ACTION TAKEN
8A. RFP- Medical Director of Respiratory Therapy	8A. Recommend Luzerne County Community College Board of Trustees award the RFP for Medical Director of Respiratory Therapy to Pramthesh K. Desai MD. at the following rate of \$4,800.00 per year for 5 years.	8A. Approved. Motion made by Robert Bertoni, Vice Chair; seconded by Joseph Long, Board Secretary. Vote was all "yes." Motion carried.
9. Compliance, Legal Affairs, Policies, Human Resources, Diversity & Inclusion Committee Report	9. Committee Chair Rodgers noted there were no action items to present.	9. N/A

10. Report of the Government and External Affairs, Public Relations, and Marketing, and College Foundation Committee	10. Joseph Esposito, Committee Chair, Government and External Affairs, Public Relations, and Marketing, and College Foundation Committee, presented the following report.	10, N/A
	<p>Committee Chair Esposito reported that the Government and External Affairs, Public Relations, Marketing and College Foundation Committee met on August 14th. During this meeting President Leary presented an update on the Pennsylvania State Budget as well as the recent PA Community College Presidents Retreat hosted at Luzerne County Community College.</p> <p>Committee Chair Esposito stated that he would like to take this opportunity to encourage Board member attendance at the following upcoming events scheduled during the fall semester starting with the September 11th Remembrance Ceremony at the Walk of Honor; the 50th Anniversary Nursing Program Celebration scheduled for Friday, September 22nd at the Marie Gill and Francis S. Carrozza Health Science Center. The Fall Gallery Opening on September 29th and the Annual Scholarship Dinner scheduled for Saturday, November 4 at MoheganPA. This event will celebrate the 40th anniversary of the Foundation's inception. If you are unable to attend, please consider sponsoring a student at the dinner. It is our goal to achieve 100% Board participation. I have attended several events at the College. The faculty, support staff and students are very pleased to see Board members attendance.</p>	N/A.
	<u>Informational Items</u>	
1.Unfinished Business-Previous Meeting	1.N/A	1. No action required.
2. Communications	2. Board Chair O'Donnell noted all communications were included in the Board packets under informational item	2. No action required.
3.Adjournment	3. Board Chair O'Donnell asked for a motion to adjourn the meeting.	3. Approved. Motion made by Susan E. Unvarsky; seconded by Anthony Seiwel. Vote was all yes. Motion carried.

