

Name: Luzerne County Community College Board of Trustees Board Meeting
Date: Tuesday, June 21, 2022 **Time:** 6:18 PM
Location: Luzerne County Community College Educational Conference Center, 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.	
Oath of Office Ceremony	Magisterial District Judge Ferris P. Webby Sr. performed the Oath of Office for newly appointed Trustee, Joseph Long.	
1.Roll Call	<p>Present: Robert Bertoni, George Brown, James Dennis; Joseph Esposito, Holly A. Evanoski, Secretary; Bernard Graham, Ph.D., Erin K. Keating, Ed.D.; Joseph Lettiere; Joseph Long; Catherine R. O'Donnell, Esq., Vice Chair; August Piazza; Daniel C. Rodgers, Board Chair; Susan E. Unvarsky; and Kevin Walsh, Esq., College Solicitor.</p> <p>Excused: Anthony Seiwell;</p>	
	<i>Daniel Rodgers, Board Chair, reported prior to the start of the June 21, 2022, Board meeting an Executive Session was held to discuss personnel and litigation issues.</i>	
2.Public Comment	2.Daniel Rodgers, Board Chair, opened the floor for public comment.	1.N/A.
3. Approval of April 26, 2022 Board Minutes	3. Daniel Rodgers, Board Chair, recommended approval of the April 26, 2022 Board meeting minutes.	<p>3.Approved. Motion made by August Piazza; seconded by Bernard Graham, Ph.D.</p> <p>Vote was all "yes". Motion carried.</p>

AGENDA ITEM	NOTES	ACTION TAKEN
4. Approval of June 21, 2022, Board Agenda	4. Daniel Rodgers, Board Chair, recommended approval of the June 21, 2022 Board agenda.	4. Approved. Motion made by Susan E. Unvarsky.; seconded by Holly Evanoski, Board Secretary. Vote was all “yes”. Motion carried.
	REPORT OF OFFICERS AND AGENTS	
5. President’s Report ❖ Signing, Wilkes University New Articulation Agreement	<p>President Leary stated the two-year pre-professional program at Luzerne County Community College is designed to provide students with the appropriate science background to enter into the science-based professional programs such as the Pre-Pharmacy Degree at Wilkes University. This agreement will allow our students by December of their second year of study, who apply to Wilkes and with satisfactory academic progress, be given preferential consideration for an interview to the professional phase of the Doctor of Pharmacy program. If not accepted, students may elect to complete an undergraduate degree at Wilkes over the course of two more years of study. LCCC remains committed to expanding access to high-priority occupations for our graduates by creating meaningful partnerships with other educational institutions. LCCC and Wilkes University share that vision and commitment to working collaboratively to advance transfer opportunities for all students. President Leary expressed his appreciation to President Cant for his leadership and to the faculty and administration at Wilkes University for their cooperation.</p> <p>Greg Cant, Ph.D., President of Wilkes University, stated it has been an absolute pleasure working with the staff at Luzerne County Community College. By providing a clear pathway, Luzerne County Community College pre-pharmacy program students could apply to the Wilkes Nesbitt School of Pharmacy through a streamlined process and be given preferential consideration for admission interview. LCCC graduates will be able to transfer up to 63 credits toward the Doctor of Pharmacy degree and can receive a guaranteed \$10,000 annual scholarship toward</p>	

<p>❖ Treasurer’s Report -Budget Presentation</p>	<p>the cost of their attendance for up to two years. Additional merit scholarships of up to \$21,000 would also be available.</p> <p>Cheryl Baur, Vice President of Finance, presented the budget report. Vice President Baur reported the total College Budget for Fiscal Year 2022-2023 is \$45,892,887. The Operating Budget is \$41,823,598. A after three years of no tuition increase tuition is increasing \$6 per credit or 4% increase. Tuition inclusive of fees for a full-time sponsored student is \$3,000 per semester; tuition for credit is \$140. General service fees and technology fees are \$30 per credit. The Higher Education Emergency Relief Funds (HEERF) will help offset \$3 million of the \$3.6 million deficit. Cash reserves of \$600,000 will be utilized to offset the remaining \$600,000 between revenue and expenses.</p> <p>Operating Revenue comes from three different sources: Commonwealth of Pennsylvania \$13,152,460 Luzerne County Appropriation: \$5,897,500 Student Tuition and Fees: \$18,085,077 – Projection based upon billable credits are 76,588.</p> <p>Budget for salaries is \$20,562,776. The total number of positions in the 2023 Fiscal Year decreased 7% to 307 from 328 in the prior year. The budget for benefits including retirement and medical is \$12,111,095. Medical benefits are estimated to increase 4.8%. All other expenditures account for \$7,468,275. Transfers to Capital Fund Student Activities and Food Services are projected to be \$1,681,452.</p> <p>Capital Budget is \$3,105,643. Revenue comes from State Appropriation \$1,366,150; Appropriation from Luzerne County, \$272,500; and Capital Fees for non-sponsored students - \$11 per credit; and Out of State students - \$22 per credit.</p> <p>Capital Expenditures – Facility Leases are \$694,600; Equipment - \$568,701; and Debt Service is \$1,792,342.00.</p>	
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<p>❖ President's Report</p>	<p>Auxiliary Services represent Bookstore, Food Services and Student Activities.</p> <p>Bookstore expect to have a small amount of revenue. Food Services will have a loss of \$211,348; and Student Services is funded through our general services fee.</p> <p>Trustee George Brown asked where the American Recovery Fund money transfers into the general budget.</p> <p>Vice President Baur stated the College received the Higher Education Emergency Relief Funds (HEERF) and did not receive any American Recovery Relief Funds.</p> <p>\$9 million of the funds we received were over \$9 million went to our students for tuition, and any type of needs the students had such as health care, transportation, day care.</p> <p>\$12 million was used for PPE, help students pay off student debt, paid faculty to provide additional sections – full reports are located on the College's website.</p> <p>President Leary announced that on Thursday, June 9th, 2022, the PA Commission for Community Colleges' Board of Directors elected LCCC Trustee, Atty. Catherine O'Donnell to its Executive Board to serve in the position of Board Secretary. President Leary extended his congratulations to Atty. O'Donnell on her appointment to the PA Commission for Community Colleges Executive Board.</p> <p>The 54 steps that lead to Building 5 are quite famous, having their very own Facebook page. Over the summer months, the College will be replacing the sidewalks and the 54 steps leading to Building 5.- the Admissions and Administration building. Today, students and staff gathered for a group picture on the "iconic" 54 steps leading to Building 5 from the College's Main parking lot. WNEP-Channel 16 also covered the story on its noon broadcast.</p>	
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	<p>Taking affect July 1st, the College’s new tuition rate for 2022-2023 fiscal year will be \$2,100 per semester or \$4,200 per year. This rate is for full-time students enrolled for 12 to 18 credits per semester. Part-time students, those enrolled for less than 11 credits per semester, or those students enrolled in excess of 18 credits per semester, will be charged on a per-credit basis of \$140 per credit.</p> <p>The College’s Early College program continues to grow with high school partnership in 33 school districts. Last year, the College served 1,313 students through its Early College Program. This program not only gives students a chance to get started on their college education, it also helps students who never envisioned they had an opportunity to attend college. To assist students who want to get an early start on a college education, LCCC offers a reduced rate for high school students who wish to take courses at the Community College and \$45 per credit for courses taken at the student’s high school.</p> <p>To assist our students with the cost of travel, LCCC will provide travel support for degree-seeking students for the Fall 2022 semester. Students who are attending in-person classes will receive a \$200 credit toward College expenses and students enrolled in only online classes will receive a \$100 credit. Online-only students are receiving the credit to assist with travel to campus for involvement in student activities, use of computer labs and/or the College Library, participation in College services including counseling and tutoring, as well as to attend academic advising meetings and/or to complete registration for classes. All funding for the travel support credit will be paid by the College’s pandemic funding and will be distributed to students at the end of the fourth week of the fall semester.</p> <p>Luzerne County Community College provides financial support through its Foundation Office. For the 2021-22 academic year, the LCCC Foundation awarded scholarships and emergency funds to 674 students for a total of \$343,241.</p>	
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<p>❖ Foundation Report</p>	<p>The College successfully used the pandemic funding the College received to assist our students with their college expenses which has helped them to remain enrolled. This is the opportune time to use our remaining pandemic funds to invest in our students and help them with the current high cost of travel. Last year, the College served approximately 9,000 students in credit and non-credit programs at its main campus and off-campus centers. President Leary noted Luzerne County Community College had the highest enrollment growth of any community colleges in Pennsylvania during the spring 2022 semester.</p> <p>Rebecca Brominski, Executive Director of Institutional Advancement, reported during the Spring semester we brought together our donors, our community friends and our alumni as we welcomed many new members to the College family. In Dental Health, 250 alumni returned to the College for the annual CE Credit program. The Flea Market and Collectibles Show saw over 70 vendors brought hundreds of people onto campus. The annual Golf Tournament raised over \$13,000 for the newly created Alumni Association Trailblazer Awards. The Alumni Graduate Reception welcomed over 150 graduates and their families to a celebratory evening.</p> <p>As you wrap up the academic year, with the unwavering generosity of our donors and community friends, the Foundation was able to distribute over \$350,000 in scholarship and emergency funds to 674 students. For the 2022-2023 academic year we will be able to help more students as they work to achieve their academic goals. The Annual Scholarship/Donor dinner will be held October 19, 2022, at the Woodlands Inn. This event is unique because it is an opportunity for our scholarship recipients to meet their very generous donors.</p> <p>Mrs. Brominski stated in December the College celebrated the Joseph A. Paglianite Culinary Institute's 10th Anniversary. Mr. Paglianite donated an additional scholarship gift to note the occasion. Mrs. Brominski stated it was with great sorrow that the College had to say goodbye to Mr. Joseph Paglianite. A moment of silence in memory of Mr. Paglianite was held.</p>	
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<u>ACTION ITEMS</u>		
6. Report of the Executive Committee	6. Daniel C. Rodgers, Board Chair, noted the Executive Committee did not have any action items to report.	ACTION TAKEN
7. Student Success & Workforce Development Committee	7. Bernard Graham, Ph.D., Chair, Student Success and Workforce Development Committee presented the following report.	ACTION TAKEN
7A. Curriculum Additions, Deletions and Modifications	7A. Recommend the Luzerne County Community College Board of Trustees approve the Curriculum Additions, Deletions and Modifications as attached to the Board agenda.	7A. Approved. Motion made by Susan E. Unvarsky; seconded by August Piazza. Vote was all "yes". Motion carried.
7B. Senior Citizens Waiver for Credit Courses Policy (revised)	7B. Recommend the Luzerne County Community College Board of Trustees approve the revised Senior Citizens Waiver for Credit Courses Policy as attached.	7B. Approved. Motion made by James Dennis; seconded by Robert Bertoni. Vote was all "yes". Motion carried.
8. Report of the Audit, Finance and Facilities Committee	8. Susan E. Unvarsky, Committee Chair, presented the Audit, Finance and Facilities Committee report.	ACTION TAKEN
8A. Budget Fiscal Year 2022-2023	8A. Committee Chair Unvarsky stated before she presents item 8A, she reinforced some of the points Vice President Baur made in her presentation. Committee Chair Unvarsky stated there is a \$3.6 million deficit; \$3 million of those funds, for the first time will be covered by the educational emergency relief funds. As the Board heard from both Vice President Baur and President Leary, the vast majority of those funds, for the last few years have gone to benefit our students. As Trustees, we should be proud that the funding went to where it was most needed. The \$600,000 that may need to be funded by the reserves, will likely not need to be funded and that is because this College does a phenomenal job of managing expenses with the type of discipline that we would expect. Just one example is the way the College manages attrition in the open positions and bringing those positions down in alignment to our need. The Board of Trustees should also be very proud that we have not raised tuition since before the pandemic. started and that again, was in	8A. Approved. Motion made by Joseph Esposito; seconded by George Brown. Vote was all "yes". Motion carried.

<p>8B. RFP- Banking and Financial Services</p>	<p>the best interest of our students. The raise in tuition is very modest and our enrollment results are phenomenal in this environment</p> <p>Committee Chair Univarsky recommended the Luzerne County Community College Board of Trustees approve the 2022-2023 Fiscal Year Operating and Capital Budgets totaling \$45,892,887 as well as the Auxiliary Budgets (Bookstore, Food Service, and Student Activities). By adopting the budget, the Board of Trustees authorizes a \$6 per credit or 4% tuition increase.</p> <p>8B. Recommend the Luzerne County Community College Board of Trustees approve the proposal of FNCB Bank for Banking Services for a three (3) year period.</p> <p>Vice Chair O'Donnell stated, in regards to the memo that was included in the Board packet from Vice President Cheryl Baur referencing the expert, Vice Chair O'Donnell asked who Vice President Baur was referring too. Vice President Baur stated it was a financial planner from the Philadelphia area. Vice Chair O'Donnell asked if Vice President Baur had the name and credentials. Vice President Baur stated Spring Ridge Financial Group. Vice Chair O'Donnell asked for a copy of their opinion. Vice President Baur stated she did not have a written opinion; however, she can request a written opinion.</p> <p>Vice Chair O'Donnell stated she would like to table the motion until the Board has the substance with regards to the back-up. The Board has an internal memorandum from Vice President Baur. Vice President Baur did ask if she could express her concern; however, a motion was made by Vice Chair O'Donnell to table the action item at this time; seconded by Robert Bertoni.</p> <p>Vice President Baur stated the College has to July 1st to make the change of bank. Vice Chair O'Donnell stated to Vice President Baur that the substantive information should have been attached. Vice President Baur stated they had asked the professional for their definition of an effective federal funds rates. Vice Chair O'Donnell noted the memo</p>	<p>8B. Roll Call Vote to Table 8B. Robert Bertoni – table George Brown – table James Dennis – table Joseph Esposito – table Holly Evanoski – table Dr. Bernard Graham – table Dr. Erin Keating – table Joseph Lettiere – table Joseph Long - table Atty. Catherine O'Donnell – table August Piazza – table Daniel Rodgers, Board Chair-table Anthony Seiwel – table Susan E. Unvasky - table</p> <p>Vote was all “yes”. Motion tabled.</p>
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<p>8C. Bid 507 –Computers and Technology Hardware</p>	<p>states “<i>Following internal discussions, meetings with bank representatives, and an opinion from a financial expert, it was concluded that the Effective Federal Funds Rate, in this current market, would be the best factor to base future interest earned upon.</i>”</p> <p>At this time Vice Chair O’Donnell requested a roll call vote be conducted. Board Chair Rodgers the plan is to get in writing the opinion from the independent source. Board Chair Rodgers asked if the College’s banking services would expire on June 30th. President Leary stated the College would request an extension.</p> <p>8C. Recommend Luzerne County Community College Board of Trustees approve the award of Bid # 507 - <u>Section A – Dell/HP Computers</u> Dell Marketing for Dell computers in the amount of \$124,042.20 (lowest for Dell desktop computers) Howard Technology Solutions for Gaming laptops in the amount of \$16,728.00 (lowest bid for Dell gaming laptops) CDW Government for HP laptops in the amount of \$31,680.50 (lowest for HP staff laptops) Total Section A = \$172,450.70 <u>Section B – Apple Computers</u> CDW Government for Apple computers in the amount of \$78,003.02 Section C - Miscellaneous Technology Hardware Howard Technology Solutions for lowest submitted miscellaneous technology items in the amount of \$30,191.00; CDW Government for lowest submitted miscellaneous technology items in the amount of \$31,347.80; Dell for lowest submitted miscellaneous technology items in the amount of \$3,608.64; Total Section C = \$65,147.44 Section D – Networking Hardware IntegraONE for Networking hardware in the amount of \$32,277.25 The total amount for sections A through D is \$347,878.41. <u>(Part B)</u> Recommend Luzerne County Community College approve leasing proposal for Bid # 507 to First American Equipment Financing with - Four annual payments of \$95,737.67 for a total of \$382,950.72.</p>	<p>8C. Approved. Motion made by Catherine R. O’Donnell, Esq., Vice Chair; seconded by Joseph F. Long.</p> <p>Vote was all “yes”. Motion carried.</p>
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<p>8D. Bid 508–Micro-Credential Lab Furniture</p>	<p>8D. Recommend Luzerne County Community College Board of Trustees approve the award of the Furniture Replacement bid to the lowest responsible bidder: BMC Office Furniture in the amount of \$18,286.10.</p>	<p>8D. Approved. Motion made by James Dennis; seconded by Bernard Graham, Ph.D.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8E. Bid - Micro Credential Lab Renovation – Hazleton Center</p>	<p>8E. Recommend the Luzerne County Community College Board of Trustees approve the award of the Micro Credential Lab Renovation in the Hazleton Center project bid to the lowest responsible bidder: Sean Byrne Construction in the amount of \$230,000. In addition, an 8% project contingency (\$18,400) and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$21,089.16 for a total project cost of \$269,489.16.</p>	<p>8E. Approved. Motion made by James Dennis; seconded by Holly Evansoski.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8F. Bid- Esports Renovation- Campus Center</p>	<p>8F. Recommend the Luzerne County Community College Board of Trustees approve the award of the Esports Arena and Student Activities Renovation project bid to the lowest responsible bidder: Sordoni Construction Services in the amount of \$401,400. In addition, an 8% project contingency (\$32,112) and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$32,470.05 for a total project cost of \$465,982.05.</p>	<p>8F. Approved. Motion made by George Brown; seconded by Joseph Lettiere.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8G. Bid – Building #1 Switchgear Replacement</p>	<p>8G. Recommend the Luzerne County Community College Board of Trustees approve the award of the Building 1 Switchgear Replacement project bid to the lowest responsible bidder: Brennan Electric in the amount of \$575,413. In addition, an 8% project contingency (\$46,033.04) and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$43,439.08 for a total project cost of \$664,885.12.</p>	<p>8G. Approved. Motion made by Bernard Graham, Ph.D.; seconded by Erin K. Keating, Ed.D.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8H. RFP– Pittston Center Cleaning Services</p>	<p>8H. Recommend the Luzerne County Community College Board of Trustees approve the award of the Cleaning Services for the Pittston Center bid to the lowest responsible bidder: The Dustbusters Cleaning Team in the amount of \$472.88 per week for a total of \$23,644.00 for 50 weeks.</p>	<p>8H. Approved. Motion made by Robert Bertoni; seconded by Joseph Esposito.</p> <p>Vote was all “yes”. Motion carried.</p>

<p>8I. RFP - Scranton Center Cleaning Services</p>	<p>Trustee Robert Bertoni inquired as to whether the bid were based on squared footage. Vice President Baur stated it based on square footage, number of rooms and the types of rooms.</p> <p>8I. Recommend Luzerne County Community College Board of Trustees approve the proposal to Steamtown Cleaning Services in the amount of \$408.00 per week (50 weeks) for a total of \$20,400.00 per year for three (3) years.</p> <p>Trustee James Dennis inquired how the three years was established. Vice President Baur stated the majority of the contracts are three-year contracts, noting there would be a provision to extend a contract but noted this is standard.</p> <p>Trustee Dennis asked if the College was unsatisfied with the contractor, would the College be able to end the contract. Vice President Baur stated there is a termination for cause.</p>	<p>8I. Approved. Motion made by Robert Bertoni; seconded by James Dennis.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8J. RFP– Berwick Center Cleaning Services</p>	<p>8J. Recommend Luzerne County Community College Board of Trustees approve the proposal to Jan-Pro of Northeastern PA in the amount of \$461.67 per week (50 weeks) for a total of \$23,083.50 per year for three (3) years.</p>	<p>8J. Approved. Motion made by George Brown; seconded by Daniel C. Rodgers, Board Chair.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8K. RFP - Greater Susquehanna Center Cleaning Services</p>	<p>8K. Recommend Luzerne County Community College Board of Trustees approve the proposal to Service Master Commercial in the amount of \$713.00 per week (50 weeks) for a total of \$35,650.00 per year for three (3) years.</p>	<p>8K. Approved. Motion made by Erin K. Keating, Ed.D.; seconded by Holly Evanski.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8L. RFP-Athletic Trainer/Medical Services</p>	<p>8L. Recommend Luzerne County Community College Board of Trustees approve the proposal to Geisinger Wyoming Valley Medical Center in the amount of \$24,395.00 for year 1; \$25,126.85 for year 2 and \$25,880.66 for year 3.</p>	<p>8L. Approved. Motion made by Catherine R. O’Donnell, Esq., Vice Chair; seconded by August Piazza.</p> <p>Vote was all “yes”. Motion carried.</p>

<p>8M. RFP- Beverage Vending Services</p>	<p>8M. Recommend the Luzerne County Community College Board of Trustees approve the proposal to Pepsico, Inc. based on their submitted proposal with a five (5) year estimated total monetary contribution of \$243,045.</p> <p>Trustee Bernard Graham, Ph.D., inquired about the term “monetary contribution”. Vice President Baur stated it refers to commissions as well as support for our students.</p>	<p>8M. Approved. Motion made by Bernard Graham, Ph.D.; seconded by August Piazza.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>8N. Bid- Main Parking Lot Repaving Project</p>	<p>8N. Recommend the Luzerne County Community College Board of Trustees approve the award of the Main Parking Lot Repaving Project (includes replacement of curbs, sidewalks, and 54 steps) bid to the lowest responsible bidder: Don Bower, Inc. in the amount of \$1,253,000. In addition, an 8% project contingency (\$100,240) and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$87,825.28, civil engineering will be expensed in the amount of \$34,800, and the landscape architect fees in the amount of \$11,860 will be incurred for a total project cost of \$1,487,725.28.</p>	<p>8N. Approved. Motion made by Joseph Esposito; seconded by George Brown.</p> <p>Opposed by Joseph Lettiere and James Dennis.</p> <p>Robert Bertoni – no George Brown – yes James Dennis – no Joseph Esposito – yes Holly Evanoski – yes Dr. Bernard Graham – yes Dr. Erin Keating – yes Joseph Lettiere – no Joseph Long – yes Atty. Catherine O’Donnell - yes Board Chair Dan Rodgers – no August Piazza – yes Susan Unvarsky – yes</p> <p>Vote was all 10 “yes” and 4 “no”. Motion carried.</p>
<p>80. RFP- Managed Security Services</p>	<p>80. Recommend Luzerne County Community College Board of Trustees approve the award of our Managed Security Service RFP to CDW Government for the Artic Wolf MDR product suite based upon our</p>	<p>80. Approved. Motion made by Catherine R. O’Donnell, Esq., Vice Chair; seconded by Bernard Graham,</p>

	assessment and evaluation of included features and services, and our overall confidence in the total estimated cost. The total amount for a 1-year, pre-paid engagement is \$111,097.33.	Ph.D. Vote was all “yes”. Motion carried.
9. Compliance, Legal Affairs, Policies, Human Resources, Diversity & Inclusion Committee Report	9. August Piazza, Chair of the Compliance, Legal Affairs, Policies, Human Resources, Diversity and Inclusion Committee, noted there were no action items to present at this time.	9.N/A.
10. Report of the Government and External Affairs, Public Relations, and Marketing, and College Foundation Committee	10. 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.	10.N/A.
11. Report of the Nomination Committee	11. Joseph Lettiere, Committee Chair presented the Nomination Committee Report.	ACTION ITEM
	11. Joseph Lettiere, Committee Chair stated, on behalf of the Nominating Committee and in accordance with the LCCC Board By-Laws, it is recommended that the Luzerne County Community College Board of Trustees approve the following slate of officers for fiscal year 2022-2023: Daniel C. Rodgers – Board Chair; Catherine R. O’Donnell, Esq., Vice Chair; and Robert Bertoni – Secretary	11. Approved. Motion made by Joseph Lettiere; seconded by James Dennis to approve the slate of officers. Board Secretary Evanoski collected the paper ballots and reported that a majority vote of approval was received to approve Daniel C. Rodgers as Board Chair; Catherine R. O’Donnell, Esq., Vice Chair; and Robert Bertoni, Board Secretary.
	<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 August Piazza; seconded by Holly Evanoski. All in favor. Motion carried.

