

**Name:** Luzerne County Community College Board of Trustees Board Meeting  
**Date:** Tuesday, October 17, 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>
<b>Pledge of Allegiance</b>		
<b>1.Roll Call</b>	<b>Present:</b> Robert Bertoni, Vice Chair; George Brown; Paul DeFabo; James Dennis, 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; August Piazza; C. Daniel Rodgers, Anthony Seiwel; Susan E. Unvarsky; and Lars Anderson, Esq., College Solicitor.	
<b>2.Public Comment</b>	2. Catherine R. O'Donnell, Esq., Board Chair, opened the floor for public comment.	2.N/A.
<b>3. Approval of August 29, 2023, Board Minutes</b>	3. Board Chair O'Donnell recommended approval of the August 29, 2023, Board minutes.	3.Approved. Motion made by Robert Bertoni, Vice Chair; seconded by August Piazza.  Vote was all "yes". Motion carried.
<b>4. Approval of October 17, 2023, Board Agenda</b>	4. Board Chair O'Donnell recommended approval of the October 17, 2023, Board agenda.	4. Approved. Motion made by Erin K. Keating; seconded by Joseph Long..  Vote was all "yes". Motion carried.
<b>5. REPORT OF OFFICERS AND AGENTS</b>		
<b><u>President's Report</u></b>	Thomas P. Leary, President, was pleased to report Luzerne County Community College's Fall 2023 enrollment increased by 2.5% as	

	<p>compared to the Fall 2022 enrollment. Relevant to the College's annual budget projections, the enrollment reflects a 7% increase on an annualized basis. I wish to acknowledge the efforts of our Admissions, Marketing, and the staff at LCCC's seven centers in the accomplishment of this increase.</p> <p>President Leary noted he recently met with the Superintendent of the Greater Nanticoke School District to discuss a proposed agreement to enroll high school students in the areas of technology and trades in the College's Early College program. LCCC is a regional leader in these programs, and we wish to enhance the opportunities for these students to learn of these professional opportunities.</p> <p>The Pennsylvania Library Association announced the 2023 New Librarian of the Year is Alyssa Coleman, Digital Services Librarian at Luzerne County Community College. LCCC is very proud of Alyssa and the contribution she has made to our students and to the community.</p> <p>On October 18th, the College will hold its second college-wide Professional Development Day Program. Adam Blannard, Director of the Wilkes Barre Center will serve as Emcee. The program includes several departmental updates and breakout sessions for our faculty, staff, and administration.</p> <p>At the end of this week President Leary reported he will join his colleagues at the PA Commission for Community Colleges' Council of Presidents meeting scheduled for October 19 and 20<sup>th</sup> in Harrisburg to discuss the new higher education plan that has been proposed.</p> <p>Luzerne County Community College will hold a Fall Open House on Saturday, October 28 from 9:30 a.m. to noon, at the college's Campus Center. Information on programs of study, financial aid, student activities and athletics, transfer and dual admission agreements, health sciences admission, English as a Second Language (ESL), and student services will be available, and tours of the campus will be given.</p> <p>On November 9th, LCCC will host the Luzerne County Regional College Fair from 6 to 7:30 p.m., at the College's Campus Center.</p> <p>Representatives from close to 75 colleges, universities, and the armed</p>	
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	forces will be at the program to speak with prospective college students and parents about educational opportunities and admission requirements. Representatives from the LCCC Financial Aid Office will be on hand to discuss federal and state financial aid programs. The annual fair is free and open to the public and is sponsored by LCCC and the Luzerne County Counselors Association.	
✦ Treasurer's Report	No Report.	
✦ Foundation Report	<p>Rebecca Brominski, Executive Director of Institutional Advancement/Foundation reported the 34<sup>th</sup> annual Fall Craft Festival will be held Saturday, October 21, 2023, from 10-4 p.m.</p> <p>Adopt a Trailblazer initiative officially kicked off on October 17<sup>th</sup>, 2023. For the 3<sup>rd</sup> year the College will partner with the Askam United Methodist Church who will donate 20 gift cards for our students. We are asking for gifts of \$40 to assist our students.</p> <p>Our 40<sup>th</sup> Anniversary Foundation Scholarship Celebration will be held Saturday November 4<sup>th</sup> 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. Thank you to our Trustees, our Foundation Board, the Alumni Association and faculty and staff for supporting our efforts and our students.</p>	
	Catherine R. O'Donnell, Esq., Board Chair, reported prior to the start of October 17, 2023, Board meeting an Executive Session was held to discuss personnel and litigation issues.	
<b>6. Executive Committee Report</b>	<b>6. Catherine R. O'Donnell, Esq., Board Chair, noted there were no action items to report.</b>	<b>ACTION TAKEN</b>
6A. President's Compensation	6A. C. Daniel Rodgers, Chair of the Compliance, Legal Affairs Policies, Human Resources and Diversity and Inclusion Committee	6A. Approved. Motion made by C. Daniel Rodgers and seconded by

	<p>recommended the Luzerne County Community College Board of Trustees approve the President’s compensation to reflect a 3% increase for Fiscal Year 2023-2024 retroactive from July 1, 2023.</p>	<p>Joseph Long, Board Secretary. At this time Board Secretary conducted a roll call vote.</p> <p><b><u>Roll Call Vote:</u></b>  Robert Bertoni – yes  George Brown – yes  Paul DeFabo – yes  James Dennis – yes  Joseph Esposito – yes  Holly Evanoski - yes  Bernard W. Graham, Ph.D. – yes  Erin K. Keating, Ed.D. – yes  Joseph Lettier – yes  Joseph Long – yes  Catherine R. O’Donnell – yes  August Piazza – yes  C. Daniel Rodgers – yes  Anthony Seiwell – yes  Susan E. Unvarsky – yes</p> <p>Vote was 15 yes. Motion carried.</p>
<p>6B. Appointment of the Next President</p>	<p>6B. Robert Bertoni, Chair of the Presidential Search Committee and Vice Chair of the Board of Trustees thanked the 7-members of the Presidential Search Committee who served for the past 10 months for all the time and effort they put in. The College received more than 40 applicants for the position of President. After eliminating some of the applications for not meeting the minimum qualifications the candidate pool was streamlined down to 6 applicants and interviewed all 6 of them. The search committee unanimously agreed to move three candidates forward for in person interviews. Each candidate’s scores were determined by the search committee to be the strongest candidate for their performance during their interview and their experience. Prior to the second interview Dr. Keating and Dr. Graham took on the task of drafting interview questions. Questions included a metrics to assist</p>	<p>6B. Approved. Motion made by Robert Bertoni, Vice Chair; seconded by Anthony Seiwell.</p> <p><b><u>Roll Call Vote:</u></b>  Robert Bertoni – yes  George Brown – yes  Paul DeFabo – no  James Dennis – yes  Joseph Esposito – yes  Holly Evanoski - no  Bernard W. Graham, Ph.D. – yes  Erin K. Keating, Ed.D. – yes</p>

	<p>committee members on their evaluation of the candidates. The metrics was the only tool to help the committee evaluate the candidates. Each candidate was provided with a copy of the faculty bargaining agreement, current Treasurer’s Report and the LCCC Self Study Middle State Commission of Higher Education. Each candidate was also informed they would be asking specific questions about each of these three documents. Prior to the second round of interview the resumes were shared with all Board members and Board members were invited to attend the final interviews as well as a representative from the administrative Dr. Mary Lou D’Allegro, Vice President of Academic Affairs. On September 12<sup>th</sup> interviews begin at 4:30 p.m. and concluded at approximately 9:30 p.m. At the conclusion of the interviews Board members and the members from the administration were asked for their feedback.</p> <p>At this time, Robert Bertoni made a motion for the consideration, nomination, and appointment of John Yudichak to be the next President of Luzerne County Community College, subject to the College and Mr. Yudichak negotiating a mutually agreeable employment contract.</p> <p>During the roll call vote Trustee Janes Dennis thanked the committee on seven months of research. John Yudichak has an impeccable record as State Representative and Senator – he is a pillar in his eyes of Northeastern Pennsylvania and he is local. One of the best decisions he can make for the administration, faculty and students is to vote of John Yudichak as the next President.</p> <p>Board Chair O’Donnell also thanked the members of the selection committee and the entire Board of Trustees for the time attention and effort demonstrated to this important matter over the last ten months, you have demonstrated fidelity as fiduciaries of the College. Board Chair O’Donnell also took the opportunity to thank President Leary for his exemplary tenure, his dedication and his continued assurances to her for a smooth transition as the process continues.</p>	<p>Joseph Lettier – yes  Joseph Long – yes  Catherine R. O’Donnell – yes  August Piazza – yes  C. Daniel Rodgers – yes  Anthony Seiwel – yes  Susan E. Unvasky – yes</p> <p>Vote was 13 – yes; and 2 – no.</p> <p>Motion carried.</p>
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<b>7. Student Success &amp; Workforce Development Committee</b>	<b>7. Bernard Graham, Ph.D., Committee Chair, Student Success, and Workforce Development Committee presented the following report.</b>	<b>ACTION TAKEN</b>
7A. Curriculum Additions, Deletions and Modifications	7A. Recommend the Luzerne County Community College Board of Trust the curriculum additions, deletions, and modifications as presented.	7A. Approved. Motion made by Joseph Long; seconded by Erin K. Keating, Ed.D.  Vote was all “yes”. Motion carried.
<b>8. Report of the Audit, Finance and Facilities Committee</b>	<b>8. Susan E. Unvarsky, Committee Chair, Audit Finance and Facilities Committee presented the following report.</b>	<b>ACTION TAKEN</b>
8A. RFP, Professional Architectural and Engineering Services	<p>8A. Recommend the Luzerne County Community College Board of Trustees approve the award of Professional Architectural and Engineering Services for Miscellaneous Projects on an As-Needed Basis to the lowest responsible proposal provider: A+E Group, JV. The initial agreement will be for a period of three (3) and a half years (January 1, 2024 through June 30, 2027) with an option to renew for an additional two (2) year period (to June 30, 2029) based on performance and mutual agreement.</p> <p>They will be compensated based on hourly rates for projects for work including but not limited to the initial consultation and project investigation, project specifications and design, cost estimate, and preparation of bid documents. If the College decides to proceed with the project, any additional architectural and engineering fees will be compensated by a predetermined percent of construction cost for work including but not limited to the finalization of bid documents, bidding, mandatory pre-bid meeting, bid opening, evaluation of bids and recommendation of award, contract administration, and project management through the completion of the project.</p> <p>The College has a budgeted amount for general architectural and engineering fees. Approval for specific, larger, projects are based on priority and identified funding. The College uses the budget process to identify and request necessary projects requiring architectural and engineering services.</p>	8A. Approved. Motion made by Joseph Esposito; seconded by Erin K. Keating, Ed.D.  Vote was all “yes.” Motion carried.

<p>8B. Food and Event Services Usage Policy</p>	<p>Trustee Bertonii commended Vice President Baur and her team for a great job with the RFP. Vice President Baur expressed her appreciation to Natalie Staron, who led the team, Len Olzinski, and Keith Graham – these individuals spent numerous hours reviewing and analyzing documents.</p> <p>8B. Recommend the Luzerne County Community College Board of Trustees approve the administrative policy, Food and Event Services Usage Policy.</p>	<p>8B. Approved. Motion made by Joseph Esposito; seconded by Joseph Long, Board Secretary.</p> <p>Vote was all “yes.” Motion carried.</p>
<p><b>9. Compliance, Legal Affairs, Policies, Human Resources, Diversity &amp; Inclusion Committee Report</b></p>	<p><b>9. Committee Chair Rodger presented the following action items.</b></p>	
<p>9A. LCCC Cyber Security Policy</p> <p>9B. Sexual Assault, Domestic Violence, Dating Violence, and Stalking Policy</p> <p>9C. Title IX and Sexual Misconduct Policy</p>	<p>9A. Recommend the Luzerne County Community College Board of Trustees approve the administrative policy, Luzerne County Community Cyber Security Policy.</p> <p>9B. Recommend the Luzerne County Community College Board of Trustees approve the administrative policy, Sexual Assault, Domestic Violence, Dating Violence, and Stalking Policy.</p> <p>9C. Recommend the Luzerne County Community College Board of Trustees approve the administrative policy, Title IX, and Sexual Misconduct Policy</p>	<p>9A. Approved. Motion made by Robert Bertoni, Vice Chair; seconded by Holly Evanoski.</p> <p>Vote was all “yes.” Motion carried.</p> <p>9B. Approved. Motion made by Susan E. Unvasky; seconded by Anthony Seiwel.</p> <p>Vote was all “yes.” Motion carried.</p> <p>9C. Approved. Motion made by Erin K. Keating, Ed.D.; seconded by August Piazza.</p> <p>Vote was all “yes.” Motion carried.</p>

<b>10. Report of the Government and External Affairs, Public Relations, and Marketing, and College Foundation Committee</b>	<b>10. Joseph Esposito, Committee Chair, Government and External Affairs, Public Relations, and Marketing, and College Foundation Committee, presented the following report.</b>	<b>10, N/A</b>
	<p>Committee Chair Esposito expressed his appreciation to the Board for their support of the upcoming Foundation Dinner scheduled for Saturday November 4, 2023.</p> <p>Board Chair O'Donnell thanked Committee Chair Esposito for his leadership; noting she is grateful for the Board participation and support.</p>	<p>N/A.</p>
<b><u>Informational Items</u></b>		
<p>1.Unfinished Business-Previous Meeting</p>	<p>1.N/A</p>	<p>1. No action required.</p>
<p>2. Communications</p>	<p>2. Board Chair O'Donnell noted all communications were included in the Board packets under informational item</p>	<p>2. No action required.</p>
<p>3.Adjournment</p>	<p>3. Board Chair O'Donnell asked for a motion to adjourn the meeting.</p>	<p>3. Approved. Motion made by Susan E. Unvarsky; seconded by Anthony Seiwell.</p> <p>Vote was all yes. Motion carried.</p>