

Name: Luzerne County Community College Board of Trustees Board Meeting
Date: Tuesday, December 19, 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; Paul DeFabo; James Dennis, Joseph Esposito; 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 Lars Anderson, Esq., College Solicitor.</p> <p>Excused: George Brown; Holly Evanski; and August Piazza</p>	
	Catherine R. O'Donnell, Esq., Board Chair, reported prior to the start of December 19, 2023, Board meeting an Executive Session was held to discuss personnel and litigation issues.	
2.Public Comment	<p>2. Catherine R. O'Donnell, Esq., Board Chair, opened the floor for public comment.</p> <p>Atty. John Holland, Region Field Director, PSEA, joined by Gerald Altivilla, President of the Classified Association and Angela Munley, Vice President of the Classified Association, presented the EXCELLENCE IN EDUCATION, COMMUNITY AND LABOR RELATIONS AWARD for <i>"Outstanding Accomplishment in Leadership, Professionalism, Student Achievement, Community and Labor Relations, and a Progressive Learning, Teaching and Staff Work Environment"</i> to Thomas P. Leary, President, Luzerne County Community College.</p> <p>Atty. Holland commented that he has had worked with President Leary for 25 years and noted that it is an honor to present this award to President Leary who is the first person to ever receive this award by PSEA. That is because of the way you have conducted yourself over the</p>	2.n/a

	<p>years; always treating the staff with dignity, with respect and fairness and we wanted you to know how much it is appreciated by us, in addition to your leadership over the past 25 years.</p> <p>President Thomas P. Leary stated an award such as this means so much to the President because I have had this privilege to work with such a great group of people at Luzerne County Community College, but it is about the culture that we have built and continue to build and that is one of mutual respect and treating each other with dignity. The College is supposed to be about those values and those principles. All those times we have sat down to discuss any matter; the goal has been to reach an amicable solution to that issue with the focus being on the individual to make sure that individual has an opportunity to grow and develop at Luzerne County Community College. President Leary stated, from the bottom of my heart thank you for this award, it means so much to me.</p> <p>Board Chair Catherine R. O'Donnell congratulated President Leary on his award.</p>	
<p>3. Approval of Previous Board minutes: October 17, 2023, Board Minutes November 13, 2023 Board minutes</p>	<p>3. Board Chair O'Donnell recommended approval of the October 17, 2023, Board minutes.</p> <p>Board Chair O'Donnell recommended approval of the November 13, 2023, Board minutes.</p>	<p>3.Approved. Motion made by Erin K. Keating, Ed.D.; seconded by Joseph Long, Board Secretary, to approve the October 17, 2023, Board minutes.</p> <p>Vote was all "yes". Motion carried.</p> <p>Approved. Motion made by Bernard W. Graham, Ph.D.; seconded by C. Daniel Rodgers to approve the November 13, 2023, board minutes.</p> <p>Vote was all "yes". Motion carried.</p>

<p>4. Approval of December 19, 2023, Board Agenda</p>	<p>4. Board Chair O'Donnell recommended approval of the December 19, 2023, Board agenda.</p>	<p>4. Approved. Motion made by Erin K. Keating, Ed., D.; seconded by Joseph Esposito. Vote was all "yes." Motion carried. Vote was all "yes". Motion carried.</p>
<p>5. REPORT OF OFFICERS AND AGENTS</p>		
<p><u>President's Report</u></p> <p>✦ Audit Report</p>	<p>Thomas P. Leary, President, introduced Shawn Strauss of Maher Duessel who presented the Audit Report.</p> <p>Mr. Strauss stated Luzerne County Community College received an unmodified opinion, which is a clean opinion on their financial statements. There was an Emphasis of Matter paragraph for GASB-96 subscriptions-based information technology arrangements. This was a new standard that was implemented, and there were no modifications to the opinion.</p> <p>Statement of net position – the total current assets and total non-current assets. Total current assets decreased slightly every year due to collections of previously outstanding accounts receivable and you can see the total net assets is \$95 million compared to \$99 million in 2022.</p> <p>Liability - total current liabilities is similar every year while non-current liabilities increased slightly due to changes it in the pension plan for PSERS and SERS. Total net position as of fiscal year 2023 is \$33 million compared to \$35 million in the previous year. Statement of revenues and expenses and change in net position. The total revenues increased by about \$600,000 in the current year and total operating expenses decreased slightly year over year on the total operating loss has decreased from \$48 million to a loss of \$47 million in the current year.</p> <p>Total non-operating revenues, which includes the state of Pennsylvania and Luzerne County contributions to the college did decrease by about \$10 million. There was special funding due to the coronavirus that expired in fiscal year 2023, so therefore the non-operating revenue,</p>	<p>Approved. Motion made by Robert Bertoni, Vice Chair; seconded by Joseph Esposito.</p> <p>Vote was all "yes". Motion carried.</p>

<p>✦ Enrollment Update</p>	<p>decrease significantly from fiscal year 2022. The total change in net position with a decrease in the current year of about 2.5 compared to about a \$5.8 million increase in the previous year.</p> <p>Vice President of Enrollment Management and Student Affairs, Dr. Graceann Platukus presented the Enrollment Update. Dr. Platukus reported, with respect to applications, enrollment, and retention – the college always track data with respect to not only the results but also how in trends overtime, the benchmarks that we see, the demographics happening in our market and sort of a lower level with respect to student type and location not just top line results. Application are increasing, but a decrease in our yield that the number of registered students remaining constant with increasing applications so that’s an example of where we dig into that and we try to look at different student types to see where what’s happening. We see in our re-admit population as well as our transfer that there is a post Covid recovery in applications and we see it increasing in the yield so those two populations did not experience the decline we saw previously.</p> <p>Benchmark Headcount vs. PACCC’s comparison LCCC is sixth in the state with respect to our enrollment increase for the Fall 2023 semester. We see growth in our early college population, our re-admit population as well as our transfer students.</p> <p>The College tracks enrollment at each of the Centers. We have a small base of students we calculate percentages on and manage each center and its trends. Additionally, Early College has had significant growth. Early College represents 26% of our headcount and 13% of our credits.</p> <p>Final census for Fall shows LCCC at 36,848 which is 2.5% increase over from prior year. Because of that we have adjusted our forecast for the spring semester.</p> <p>Benchmarking our credits vs. PACCC’s we are sixth and better than the median.</p> <p>Full time vs. Part Time: There has been an increase in our student base. Average credits for part time students are 8.5 credits, full time students 13.5 credits. The demographics that our underrepresented student base is at 36%. Our Hispanic/Latino students are at 24% - we are</p>	
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<p>✦ Treasurer's Report</p>	<p>approaching eligibility for a designation as a Hispanic institution. We would need to hit 25%. We have 15% of our students who do not designate their ethnicity. Retention – overall we are seeing growth in our current year for retaining students.</p> <p>We are definitely seeing an increase in student diversity, LCCC compares favorably to our peers, positive enrollment growth and need for targeted supports that are critical to foster retention.</p> <p>Trustee Unvasky thanked Dr. Platukus for an awesome presentation. the presentation was awesome. Board Chair O'Donnell thanked Dr. Platukus for an excellent presentation.</p> <p>Cheryl Baur, Vice President of Finance presented the Treasurer's Report through September 30th, 2023.</p> <p>Revenue: As Fall credits exceeded what was budgeted, our revenues are above the budget than what we had anticipated. We revisited our projections for the Spring semester and anticipate a 1.9% increase in credits for Spring.</p> <p>Vice President Baur was pleased to report the College will receive its state appropriation. The funds will be transferred to the College by December 28, 2023. We also received our county payment this week as well. Because of our increase of enrollment over fall and what we anticipate for the springs; we do not anticipate having to adjust the budget by using the reserve fund.</p> <p>Expenses – our salaries and benefits are running under budget; our health care is running 7% under budget, our supplies and miscellaneous expenses are also running under budget. Bookstore and Food Service -we will be transferring some funds to balance those budgets; however, even with those transfers we are still looking at revenue over expenses in the amount of \$2.2 million. Bookstore –we are currently looking at a projection of expenses over revenue in the amount of \$57,000 that is due to our commissions are slightly down. We are working with Follett right now to renew our contract, we are looking into an all-access program for our students.</p>	
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<p>✦ Foundation Report</p>	<p>Board Chair O'Donnell asked Vice President Baur to explain the all access program. Vice President Baur stated that our students would be charged a flat fee per credit, they would have all their materials on the first day of class, and they would be billed prior to that using their financial aid if they have it will cover all those so we expect to be turn that deficit into a surplus if we can get that going by July 1. Board Chair O'Donnell thanked Vice President Baur for the explanation of all access program.</p> <p>Food service -typical of what we have seen over the past few years through the pandemic, our revenue is running below expenses in the amount of \$281,000 - we use the operating funds to balance the budget and can do so without using the reserves.</p> <p>Capital – All of our leases and equipment purchases and projects run through the capital budget.</p> <p>Vice President Baur wished the Board of Trustees a very happy holiday with their family and friends.</p> <p>Rebecca Brominski, Executive Director of Institutional Advancement and Foundation presented the following Foundation update. At this time, Mrs. Brominski presented a slide show of a year in review. 2023 marketing the 40th anniversary of the inception of the Foundation. A group of visionary leaders had the insight to prepare for future generations of Trailblazers. Their work and dedication, as well as the thousands of donors over 40 years, enabled the Foundation to assist over 8,000 students totaling \$6 million in scholarships and student assistance funds. These funds enabled our students to pursue their academic and career goals with less of a financial burden. This year the Foundation was able to support 680 students with \$468,000 in scholarships and an additional 37 students were assisted with bus passes and emergency book funds totaling close to \$33,000. In addition, The Foundation raised over \$128,000 in new or newly endowed scholarships as well as EITC funds that support our Early College Program and STEM Summer Camps totaling \$334,000. Throughout 2023 we celebrated this milestone with donor recognition events, faculty and staff celebrations, ribbon cuttings and dedications. Every</p>	
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<p>President's Report</p>	<p>dedication and celebration had a focus to enhance the student experience at Luzerne County Community college.</p> <p>Some of our initiatives included cutting the ribbon on several new food banks and clothing closets in Pittston, Wilkes-Barre, Scranton and a new clothing closet in Nanticoke. With our established food banks, the Foundation saw over 2,200 visits to our food banks across seven (7) college locations in 2023. In addition, 41 students and their families received a holiday meal and 50 children of our students received warm winter boots this holiday season. We cut the ribbon and dedicated the Pasco L. Schiavo Student Learning Commons at our Hazleton Center. This student space was fully funded by the Schiavo Memorial Fund of the Luzerne Foundation. We welcomed the family and friends of the late Patrick J. Solano, a long-time friend of the College and donor the Walk of Honor to dedicate a statue in his honor. We also celebrated 50 years of Nursing excellence with over 150 alumni and friends in attendance. We welcomed over 1800 guests to campus this fall for the 34th annual craft festival and raised close to \$13,000 for student scholarships. We hosted six art exhibits in the Schulman Gallery and welcomed over 2,000 guests to campus this year. The culmination of our anniversary year was the 40th anniversary scholarship celebration. This event not only saw the largest attendance, with over 400 guests, but our largest funds raised totaling \$110,000. All of our successes, all of the funds raised would not have been possible without the generosity of our faculty and staff donors, the support of our Foundation Board and Board of Trustees, and community friends.</p> <p>Looking to 2024 we look to continue our mission of Student support and making a difference in the lives of the students we serve. At this time, Mrs. Brominski wished everyone a wonderful holiday and a happy and healthy new year.</p> <p>President Leary stated the summary of the reports this evening if you consider the fact our financial position of Luzerne County Community College because of the great fiscal management the college is in a very positive position; on enrollment we are seeing growth and rebounding from the pandemic; and also with respect to the last report, the</p>	
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	<p>scholarship support and development is growing the relationships we are building in the community are very positive and all this is being done with the focus on our students.</p> <p>This Thursday, President Leary, along with all 14 PA Community College presidents have been invited to the Capitol for a private reception and meeting with Governor Shapero.</p> <p>Over the last several weeks the PA Commission for Community Colleges, Community College presidents, their respective Trustees advocated for the bipartisan support of the House Bill that would release funding for all 15 PA Community colleges. Last week the final budget bill was passed and signed by Governor Shapero.</p> <p>I personally would like to thank the members of the Board of Trustees, specifically, Board Chair O'Donnell, and Trustee and Chair of the Legislative Committee Joseph Esposito for joining me at the meetings held with our local legislators. At this time I would like to publicly thank Senator Lisa Baker, and Representatives, Alec Ryncavage, Aaron Kaufer and James Haddock for advocating on our behalf of Luzerne County Community College. Their support is immensely appreciated.</p> <p>And now, as we end this year, I want to wish everyone a very wonderful holiday and healthy New Year.</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	7. Bernard Graham, Ph.D., Committee Chair, Student Success, and	ACTION TAKEN

Development Committee	Workforce Development Committee presented the following report.	
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 Robert Bertoni, Vice Chair; seconded by C. Daniel Rodgers. Vote was all "yes". Motion carried.
8.Report of the Audit, Finance and Facilities Committee	8. Susan E. Unvarsky, Committee Chair, Audit Finance and Facilities Committee presented the following report.	ACTION TAKEN
8A. Building 5 Handrail Replacement	8A. Handrail Replacement project bid to the lowest responsible bidder: Minichi, Inc. in the amount of \$25,500. In addition, the architect and engineering fees payable to hemmler + camayd architects, in line with the agreement in place (9.99% for this project cost) in the amount of \$2,547.50 will be incurred. An 8% Contingency fee (\$2,243.80) for the contractor and related architect and engineering services could be incurred for a total project cost of \$30,291.25.	8A. Approved. Motion made by C. Daniel Rodgers; seconded by Bernard W. Graham, Ph.D. Vote was all "yes." Motion carried.
8B. RFQ-CDL Program Instruction and Testing	8B. Recommend Luzerne County Community College Board of Trustees approve the proposal that Fortis Institute be awarded the contract to complete the training and testing for the 18 students whose CDL instruction was interrupted by Luzerne's discontinuation of the contract with its prior CDL instructional provider. Fortis will complete the training at a cost of \$2,500 for the weekend CDL students and \$3,000 per student for the Monday-Friday class. The difference in cost per student reflects the estimated amount of training that remains to be done.	8B. Approved. Motion made by C. Daniel Rodgers; 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 Rodger noted there were no action items to present.	

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,	10, N/A
	<p>Committee Chair Esposito expressed his appreciation to the Board their advocacy in support of Luzerne County Community College.</p> <p>Committee Chair Esposito noted Public Relations and Marketing, and as you noticed we will be getting a public relations director start in approximately 8 weeks; in Marketing there has been an increase in promotion of trades and technology; and expressed his appreciation to Rebecca Brominski for everything she did for the dinner and thank you for circulating the board at the dinner.</p> <p>Board Chair O'Donnell noted all committees are open to all the board members; and expressed her appreciation to Committee Chair Esposito for his efforts in continuing with marketing presentations at the meeting.</p>	N/A.
<u>Informational Items</u>		
1.Unfinished Business-Previous Meeting	1.N/A	1. No action required.
2. Communications	<p>2. Board Chair O'Donnell noted all communications were included in the Board packets under informational item.</p> <p>Board Chair O'Donnell thanked the staff, faculty, students and the Leadership Team, and President Leary for all of their efforts throughout the year which has been successful and as board members we are very proud to be a part of this board because of your efforts. She thanked the Board because it has been a year of transition and there have been a lot of extra meetings and external time.</p>	2. No action required.
3.Adjournment	3. Board Chair O'Donnell asked for a motion to adjourn the meeting.	3. Approved. Motion made by Joseph Esposito; seconded by C. Daniel Rodgers.

		Vote was all yes. Motion carried.
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