

# LUZERNE COUNTY COMMUNITY COLLEGE

## BOARD OF TRUSTEES BOARD MEETING

Tuesday, April 27 2021

Time: 5 p.m.-Executive Session 5:30 p.m. Work Session 6 p.m. Board Meeting

### AGENDA

#### BUSINESS SESSION

#### *Pledge of Allegiance*

1. Roll Call
2. Public Comment
3. Approval of February 23, 2021 Minutes Lynn Distasio, Board Chair
4. Approval of April 27, 2021 Board Agenda Lynn Distasio, Board Chair

#### ACTION ITEMS

5. Executive Committee Report Lynn Distasio, Board Chair
  - A. Appointment of Nomination Committee
  - B. Approval of Administrative Policies
    - Tuition Waiver for LCCC Credit Courses Policy (revised)
    - Tuition Waiver for LCCC Non-Credit Courses Policy (revised)
6. Academic Committee Report Bernard W. Graham, Ph.D., Committee Chair
  - A. Professor Emeritus
7. Finance Committee Report Susan E. Unvarsky, Committee Chair
  - A. Fiscal Year 2021-2022 College Budget & Auxiliary Services
  - B. Microsoft Renewal Licensing Recommendation
  - C. Bid #494-Digital Sign Replacement/Upgrade
  - D. Atrium Bid - Technology Center
8. Human Resources Committee Report Paul A. Halesy, Committee Chair
  - A. Faculty Promotions
9. Legislative Committee Report Catherine O'Donnell, Esq., Committee Chair

#### REPORT OF OFFICERS & AGENTS

10. Foundation Report Rebecca Brominski, Executive Director, Foundation
- Treasurer's Report Cheryl Baur, Vice President, Finance
- President's Report Thomas P. Leary, President
  - o Student Recognition Ceremony
  - o Student Testimonial Ryan Evans, Class of 2021
  - o Alumna Testimonial Dagmar Frias
  - o Student Activities Slide Show Presentation

## **INFORMATIONAL ITEMS**

1. Unfinished Business of Previous Meeting Lynn Distasio, Board Chair
2. Informational Item - Executive Committee Lynn Distasio, Board Chair
3. Informational Item Human Resources Committee  
-Information on Appointments/Leave Report Paul Halesy, Committee Chair
4. Communications Lynn Distasio, Board Chair
5. Adjournment Lynn Distasio, Board Chair

## **5.Executive Committee Action Items**

- 5A. Recommendation to Appoint Nomination Committee**  
Recommend the Luzerne County Community College Board of Trustees approve the appointment of the Nomination Committee as presented.
- 5B. Recommendation to Approve Administrative Policies**  
Recommend the Luzerne County Community College Board of Trustees approve the revised Administrative policies, Tuition Waiver for LCCC Credit Courses policy, and Tuition Waiver for LCCC Non-Credit Courses policy. (see attached)

## **6.Academic Committee Action Item**

- 6A. Recommendation to Approve Professor Emeritus**  
Recommend the Luzerne County Community College Board of Trustees approve the title of Professor Emeritus be formally bestowed upon Mark Rutkowski, during the 53<sup>rd</sup> Commencement Ceremony, 6 p.m., Thursday, May 27, 2021.

## **7. Finance Committee Action Items**

- 7A. Recommendation to Approve College Budgets for Fiscal Year 2021-2022**  
Recommend the Luzerne County Community College Board of Trustees approve the 2021-2022 Fiscal Year Operating and Capital Budgets totaling \$45,572,933 as well as the Auxiliary Budgets (Bookstore, Food Service, and Student Activities). By adopting the budget, the Board of Trustees authorizes no increase in tuition in addition to no increase in the general service and technology fees.
- 7B. Recommendation to Approve Microsoft Renewal Licensing**  
Recommend Luzerne County Community College Board of Trustees approve the following Microsoft Renewal Licensing in the amount of \$30,549.90. Luzerne County Community College renew with the newer M365 A3 licensing model for \$30,549.90 instead of the current O365 Volume Licensing/Open Value Subscription model; and that LCCC purchases the M365 A3 licenses through JourneyEd who is offering us the lowest pricing as the only reseller of the discounted AICUP educational pricing model.
- 7C. Recommend approval of Bid # 494 – Digital Sign Replacement/Upgrade**  
Recommend Luzerne County Community College Board of Trustees approve the award of Bid #494 to Bartush Signs, Inc. in the amount of \$81,244.50.
- 7D. Recommendation to Approve Technology Center Atrium Renovation**  
Recommend the Luzerne County Community College Board of Trustees approve the award of the Technology Center Atrium Renovation bid to the lowest responsible bidder: Champion Builders, Inc., general construction, in the amount of \$253,300. Additionally, a 5% project contingency (\$12,665), and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$21,250.60, for a total project cost of \$287,215.60

## **8. Human Resources Committee Action Item**

### **8A. Recommendation to Approve Faculty Promotions**

Recommend the Luzerne County Community College Board of Trustees approve, in accordance with the Faculty Association Contract, the following three (3) faculty members for promotion:

Professor:	Lynne Pabst
Professor:	Jeffrey Schultz
Associate Professor:	Savannah Stephens

**TITLE: TUITION WAIVER FOR LCCC CREDIT COURSES POLICY**

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS: \_\_\_\_\_, August 27, 2013; October 1993**

LCCC employees and their dependents (husband, wife, and/or dependent children) are entitled to tuition waivers for any credit course offered by the College. Adjunct faculty members teaching a minimum of three credit hours per academic year or the equivalent number of classroom hours for non-credit faculty and part-time administrative, security or classified employees regularly working a minimum of twenty hours per week will be granted free tuition for the employee only during that academic year of employment for credit courses offered by the College.

The waiver recipient is responsible for paying all fees related to the course as well as paying for books and other materials required for the course.

The waiver recipient must follow the Credit Tuition Waiver Procedure in order to have tuition waived.

Members of the Classified Council Educational Support Personnel Association and Faculty Association should refer to their bargaining unit agreements.

**TITLE: TUITION WAIVER FOR LCCC NON-CREDIT COURSES POLICY**

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS: \_\_\_\_\_ August 27, 2013; June 12, 2007**

Luzerne County Community College employees and their dependents are entitled to tuition waivers for non-credit courses offered by the College. Adjunct faculty members teaching a minimum of three credit hours per academic year or the equivalent number of classroom hours for non-credit faculty and part-time administrative, security or classified employees regularly working a minimum of twenty hours per week will be granted free tuition for the employee only during that academic year of employment for non-credit courses offered by the College.

The waiver recipient will be responsible for a non-credit general servicing fee of \$15.00, which will be assessed for non-credit trainings offered through the College to enroll the student and process all forms. Other materials, books, testing, meals, etc. that may be required in a specific course are not included in published tuition fees; therefore, the waiver recipient will be responsible for these costs also.

The general servicing fee of courses offered for employees only will be established by the non-credit department and paid by the waiver recipient.

If the class cost is less than \$15.00, the waiver recipient will pay the published course amount and will receive no discount.

Prior to enrollment, all employees on behalf of themselves and/or their eligible dependents, are responsible for obtaining a tuition waiver form from the Human Resources Office and presenting it to the non-credit department with the fee to be registered in the class.

Enrollment in any non-credit program offered is subject to each particular training meeting a predetermined minimum number of full paying students required for a particular class. LCCC reserves the right to exempt any of its courses or programs from the tuition waiver.

Members of the Classified Council Educational Support Personnel Association and Faculty Association should refer to their bargaining unit agreements.

## **INFORMATION ON RECENT APPOINTMENTS**

### **New Hires since February 23, 2021**

#### **Administration**

Edward Pane, PT Temporary Director of All One Recovery Education Institute (AREI), \$27.50/hr, March 22, 2021

Alyson Sharkey, FT KEYS Transition Specialist, \$43,338.50/yr, April 19, 2021

#### **Faculty**

Devon Buckley, FT Temporary Instructor of Nursing, \$36,739.00/yr, March 4, 2021

Lori Czajkowski, FT Retention Specialist, \$44,079.00/yr, March 22, 2021

#### **Classified**

Kelly Hopkins, FT Secretary, Academic Affairs, \$22,713.60/yr, March 15, 2021

Michelle Frazier, PT Secretary, Career Services and KEYS, \$9.15/hr, March 16, 2021

## **LEAVE REPORT STATUS**

### **Separations from Employment**

Penka Farina, PT Coordinator, Continuing Education, February 12, 2021

David Sawicki, FT Director of Business Solutions and Customized Training, March 1, 2021

Patricia Czekalski, FT Assistant to VP of Workforce and Community Development, March 5, 2021

Jon Hart, FT Faculty, Science, March 5, 2021

Linda Condusta, FT Program Counselor, March 19, 2021

Robert Boney, PT Fitness Center/Gymnasium Attendant, April 1, 2021

Sarah Powell, FT Custodian, April 1, 2021

Marisa Tosi, PT Student Financial Account Advisor, April 9, 2021

Lori Yost Cotrone, PT Extension Center Administrator, Wilkes-Barre Center, April 12, 2021