

**Name:** Luzerne County Community College Board of Trustees Board Meeting

**Date:** Tuesday, June 19, 2018

**Time:** 6:00 PM

**Location:** Luzerne County Community College, Dining Room, Educational Conference Center, Nanticoke PA

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
	Board Chair Gill welcomed everyone to the last Board meeting of this fiscal year.	
<b>1. Roll Call</b>	<p><u>Present:</u> Joan M. Blewitt, Ph.D.; George Brown; Francis P. Curry, via conference call; James P. Dennis; Lynn M. Distasio, Vice Chair; Michael J. Dubinski; Brian D. Gill, Board Chair; Bernard W. Graham, Ph.D.; Erin K. Keating; Catherine R. O'Donnell, Esq.; Margaret Steele; David James Usavage and Richard Williams, Esq., College Solicitor.</p> <p><u>Excused:</u> Paul Halesey; Christopher B. Slusser, Esq.; Susan E. Unvarsky, Secretary</p>	
	Brian D. Gill, Board Chair, reported an Executive Session of the Board of Trustees was held prior to the start of the Board meeting to discuss personnel and litigation issues.	
<b>2. Public Comment</b>	2. Brian D. Gill, Board Chair, opened the floor for public comment.	2. No public comments. No action required.
<b>3. Approval of April 26, 2018, Board Minutes</b>	3. Brian D. Gill, Board Chair, recommended approval of the April 26, 2018, Board minutes.	<p>3. Approved. Motion made by David James Usavage; and seconded by Joan M. Blewitt, Ph.D.</p> <p>Vote was all "yes". Motion carried.</p>

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
<p><b>4.Approval of June 19, 2018 Board Agenda</b></p>	<p>4.Brian D. Gill, Board Chair, recommended the Luzerne County Community College Board of Trustees approve the June 19, 2018 Board agenda.</p> <p>Michael Dubinski, Chair of the Nomination Committee, made a motion to amend the agenda to postpone the Report of the Nomination Committee.</p>	<p>4.Approved. Motion made by Michael Dubinski; seconded by George Brown to amend the agenda as presented.</p> <p>Vote was all “yes”. Motion carried.</p>
<p><b>5. Report of Officers and Agents</b></p> <ul style="list-style-type: none"> <li>○ President’s Report</li> <li>-ESL Program Presentation</li> </ul>	<p>President Leary introduced Dr. Cheryl Lesser, Vice President of Academic Affairs; Rosana Reyes, Vice President of Enrollment Management and Student Development; and Irena Mira, Literacy Program Specialist and ESL Coordinator, who will provide a presentation on the new ESL Program. President Leary also introduced students Kenia Ramon Sanchez, ESL student at the LCCC Hazleton Center working toward her Certificate of Specialization in Medical Reimbursement and Coding Specialist; and Federlyn Kelly, ALTA ESL and Continuing Education student, who will enter Academic ESL as a Pre Pharmacy major this fall.</p> <p>Irena Mira, Director of ESL, announced the opening of the academic English as a Second Language program. The establishment of the academic ESL program will extend access to higher education for many students in our area. The goal of the academic ESL program is to support non-native students to increase their English language proficiency required to be successful at LCCC and beyond. This program will ensure every student will have the opportunity to achieve their educational and career goals; in addition, the College is committed to providing support for every student -</p>	<p>5.N/A</p>

	<p>from enrollment to graduation.</p> <p>Rosana Reyes, Vice President of Enrollment Management and Student Development, noted, in 2000, U.S. Census noted the minority population in Pennsylvania was 16%. 20% was Hispanic or Latino. In 2016, the minority percentage went to 23% and the Latino population is at 31%. Vice President Reyes noted four high schools: E.L. Meyers, G.A.R. Memorial, Hazleton Area, and Wyoming Valley West, have largest communities of Latino/Hispanic students. At LCCC, the minority enrollment number continues to grow at the Hazleton, Wilkes Barre and Scranton Dedicated Centers.</p> <p>Dr. Lesser, Vice President of Academic Affairs, stated for the students who are on our campus, this growing diversity enters into the classroom and students have the opportunity to sit side-by-side with people from variant cultures. They will hear different perspectives and engage in a way that will prepare them better for what they are going to experience when they go to work. Dr. Cheryl Lesser stated for students that are non-native speakers that come to Luzerne County Community College with credentials for skills, for trades or other occupations; but do not have the English skills in order to do that job here. This ESL program is going to help validate in order for them to get back into their chosen career. Dr. Lesser stated education is the great equalizer, with education and the ability to speak English, you have the ability to have a credential a degree you can aim as high as you want. The program begins with placement testing in reading and writing. Based on these results the students will be placed in either credit or non-credit ESL courses.</p> <p>At this time, Director Irena Mira expressed her gratitude to</p>	
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	<p>President Leary for including this project in his strategic vision, for his support of the project, and his continuous commitment to the students of Luzerne County Community College. Thanks was extended to Vice President Reyes who was instrumental in getting this project off the ground; and to Vice President of Academic Affairs, Dr. Cheryl Lesser, for her support of this project.</p> <p>Trustee George Brown congratulated Director Mira, Vice President Reyes, Vice President Lesser on the new Academic ESL program presentation and noted the work that is being achieved at the extension centers is commendable.</p> <p>Student Kenia Ramon Sanchez, stated she was a physician in the Dominican Republic and in order to do this in the United States, she needs to improve her English.</p> <p>Fellow Dominican Republic native Federlyn Kelly came to the United States eight months ago. He stated when you come from a different country it is hard to make a transition however the ESL program has made that transition possible. Mr. Kelly thanked the President and Board of Trustees for making this program possible. Vice President Reyes stated that Mr. Kelly is enrolled in the non-credit Pharmacy Technician program.</p> <p>President Leary extended his appreciation to the leadership of Vice President Lesser, Vice President Reyes and Irina Mira. The President reported this academic ESL project took three years in development to make certain we had a model plan to respond to the needs of region. This exemplifies what a community college does best, respond to the needs, change people's lives and provide them with a new opportunity.</p>	
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<ul style="list-style-type: none"> <li>○ Foundation Report</li> </ul>	<p>President Leary expressed his appreciation to the Board of Trustees for endorsing his vision and strategic plan.</p> <p>Sandra Nicholas, Executive Director, Institutional Advancement/Foundation, expressed her appreciation to everyone who attended and/or supported the annual Alumni Golf Tournament, held to benefit student scholarships. To date, the Alumni Association has raised \$50,000 through the golf tournament, phonathon and various fundraisers.</p> <p>Ms. Nicholas reported the LCCC Food Bank supported 1,334 students during the Fall 2017 semester and 818 students throughout the Spring 2018.</p> <p>A retired faculty member has endowed a scholarship for a student in the Hazleton area through the early college program. The criteria includes the student’s participation and active involvement in the Hazleton Integration Project which serves Latino students.</p> <p>The Foundation is preparing for their annual fundraiser scheduled for October 30, 2018. This event will combine the annual scholarship dinner where we recognize our scholarship donors as well as those who receive the awards. We will also recognize those donors who have helped expand the College. These individuals contributed funds which helped the College build new buildings, laboratories, fund equipment, or have started large scholarships.</p> <p>Ms. Nicholas announced the Co-Chairs for this year’s event are Trustee Catherine R. O’Donnell, Esq., and Rebecca Brominski.</p>	
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AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
<b>6. Report/Action of the Nomination Committee</b>	6. Deferred.	6. N/A
<b>7. Report/Action of the Executive Committee</b>  <b>7A. Recommendation to approve the 2018-2019 Board of Trustees Schedule</b>	7A. Board Chair Gill recommended the Board of Trustees approve the 2018-2019 Board of Trustees Schedule.	7A. Approved. Motion made by Erin Keating; seconded by Margaret Steele.  Vote was all “yes”. Motion carried.
<b>8. Report/Action of the Academic Committee</b>  8A. Recommendation to Approve Program Additions, Deletions and Modifications  8B. Academic Calendar for Years 2019 through 2023  8C. Approval of Fitness Center Usage Policy	8. Joan M. Blewitt, Ph.D., Chair, Board of Trustees Academic Committee, presented the following recommendation.  8A. Recommend the Luzerne County Community College Board of Trustees approve the Program Additions, Deletions and Modifications to include modifications to the Court Reporting program, Painting Illustration program, and Education program.  8B. Recommend the Luzerne County Community College Board of Trustees approve the Academic Calendar for Years 2019 through 2023 as presented.  8C. Recommend the Luzerne County Community College Board of Trustees approve the changes and modifications to the Fitness Center Usage Policy as presented.	8A. Approved. Motion made Francis Curry; seconded by George Brown.  Vote was all “yes”. Motion carried.  8B. Approved. Motion made by David James Usavage; seconded by Michael Dubinski.  Vote was all “yes”. Motion carried.  8C. Approved. Motion made by Erin Keating; seconded by Michael Dubinski.  Vote was all “yes”. Motion carried.

<p><b>9. Report/Action of the Finance Committee</b></p>	<p>9. Brian D. Gill, Board Chair and Chair, Board of Trustees Finance Committee presented the following recommendations.</p>	
<p>9A. Summary of Payments</p>	<p>9A. Recommend the Luzerne County Community College Board of Trustees approve the summary of payments as presented.</p>	<p>9A. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by James Dennis.</p>
<p>9B. Bid #475 New Digital Sensors</p>	<p>9B. Recommend Luzerne County Community College Board of Trustees approve the award of BID #475 for New Digital Sensors to Patterson Dental (Size 1) in the amount of \$6,716.00 and Henry Schein Inc. (Size 2) in the amount of \$21,648.00. The total amount of the bid is \$28,364.00.</p>	<p>Vote was all “yes”. Motion carried.</p> <p>9B. Approved. Motion made by David James Usavage; seconded by Michael Dubinski.</p>
<p>9C. Bid #477 Seven (7) Matrix T5X Treadmills</p>	<p>9C. Recommend the Luzerne County Community College Board of Trustees approve the award of BID #477 to Webster’s Fitness Products Inc. for (7) T5X Treadmills in the amount of \$30,415.00.</p>	<p>Vote was all “yes”. Motion carried.</p> <p>9C. Approved. Motion made by Michael Dubineski; seconded by Joan M. Blewitt, Ph.D.</p>
<p>9D. Bid #480 Science Lab Instrumentation/Microscope System</p>	<p>9D. Recommend Luzerne County Community College Board of Trustees approve the award of BID #480 for Science Lab Instrumentation/Microscope System to I. Miller Precision Optical Instruments, Inc. in the amount of \$59,600.00.</p>	<p>Vote was all “yes”. Motion carried.</p> <p>9D. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by James Dennis.</p>
<p>9E. Bid #481 Mass Spec-Gas Chromatograph System to include PC and Software</p>	<p>9E. Recommend Luzerne County Community College Board of Trustees approve the award of BID #481 for Mass Spec-Gas Chromatograph System to Include PC and Software to Thermo Electron North America LLC, in the amount of \$55,921.82.</p>	<p>Vote was all “yes”. Motion carried.</p> <p>9E. Approved. Motion made by Erin K. Keating; seconded by Bernard W. Graham, Ph.D.</p>



<p>9F. Bid #482 Infrared Spectrophotometer (FTIR)</p>	<p>9F. Recommend Luzerne County Community College Board of Trustees approve the award of BID #482 for FTIR System To Include PC and Software to Thermo Electron North America, LLC in the amount of \$17,630.00.</p>	<p>9F. Approved. Motion made by David James Usavage; seconded by Joan M. Blewitt, Ph.D.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>9G-A. Bid #483 Computers &amp; Technology Hardware</p>	<p>9G-A. Recommend the Luzerne County Community College Board of Trustees approve Bid #483 be awarded to the lowest responsible bidders:  Section A - Dell Marketing for computers in the amount of \$131,035.02;  Section B - Apple Inc. for Apple Computers in the amount of \$52,530.00;  Section C - Aspire Technologies for Networking Hardware in the amount of \$25,344.51;  Section D - Shadow Technologies for Networking Services in the amount of \$2,400.00;  Section E - Insight for Lenovo Hardware &amp; VMWare in the amount of \$83,594.00;  Section F - CDWG for Miscellaneous Technology Hardware in the amount of \$50,540.23.  Section G – Computer Visionaries for CCTV Equipment in the amount of \$13,679.00.  The total amount for sections A through G is \$359,122.76.</p>	<p>9G.-A Approved. Motion made by Erin Keating; seconded by Joan M. Blewitt, Ph.D.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>9G-B. Bid #483 Leasing Proposal</p>	<p>9G-B. Recommend the Luzerne County Community College Board of Trustees approve leasing of Bid #483 to University Lease for four (4) annual payments of \$95,960.12 for a total of \$383,840.48.</p>	<p>9G.-B. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by Michael Dubinski. Vote was all “yes”. Motion carried.</p>

<p>9H. Bid #484 Office Copier/Laser Printer Paper</p>	<p>9H. Recommend the Luzerne County Community College Board of Trustees approve the award of Bid #484 for Office Copier/Laser Printer Paper to Phillips Supply in the amount of \$26,900.00.</p>	<p>9H. Approved. Motion made by Erin Keating; seconded by Margaret Steele.</p> <p>Vote was twelve (12) “yes” and one (1) vote to abstain by Board Chair Gill. Motion carried.</p>
<p>9I. Bid #485 Furniture-Technology-Classroom Equipment</p>	<p>9I. Recommend the Luzerne County Community College Board of Trustees approve the award of Bid#485: Section A – Tanner Furniture for Science Lab Furniture in the amount of \$59,764.00; Section B – Educational Furniture Solutions for Classroom Furniture in the amount of \$72,285.50; Section C – CDWG for Miscellaneous Hardware in the amount of \$13,297.35 The total amount for sections A, B, &amp;C is \$145,346.85.</p>	<p>9I. Approved. Motion made by Lynn Distasio, Vice Chair; seconded by Michael Dubinski.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>9J. Bid #486 - Removal of Underground Gas Tank &amp; Installation of New Above Ground Gas Tank</p>	<p>9J. Recommend the Luzerne County Community College Board of Trustees approve the award of Bid#486 to Pundock to perform the work related to the Removal of Underground Gas Tank and Installation of New Above Ground Gas Tank in the contracted amount of \$41,650.00.</p>	<p>9J. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by Bernard Graham, Ph.D..</p> <p>Vote was all “yes”. Motion carried.</p>
<p>9K. Renovation (Building 4) Room 440</p>	<p>9K. Recommend the Luzerne County Community College Board of Trustees approve the award to: General Contractor – Bognet, Inc. in the amount of \$129,000.00, HVAC Construction – Robert P. Harrington, Inc. in the amount of \$84,500.00, Plumbing Construction – Bognet, Inc. in the amount of \$62,000.00, and Electrical Construction – Apollo Group, Inc. in the amount of \$17,600.00 for a total construction cost of \$293,100.00.</p>	<p>9K. Approved. Motion made by David James Usavage; seconded by Joan M. Blewitt, Ph.D..</p> <p>Vote was all “yes”. Motion carried.</p>

<p>9L. Building 1 Roof Replacement</p>	<p>9L. Recommend the Luzerne County Community College Board of Trustees approve the award to Dunmore Roofing and Supply Company to perform the work related to the Building 1 Roof Replacement in the contracted amount of \$107,850.00.</p>	<p>9L. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by Erin Keating.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>9M. RFP, Financial Statement Preparation Services</p>	<p>9M. Recommend the Luzerne County Community College Board of Trustees approve the proposal to Kronick, Kalada, and Berdy &amp; Co. in the amount of \$9,500.00.</p>	<p>9M. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by Michael Dubinski.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>9N. Authorize Transfer and Restriction of Matching Funds</p>	<p>9N. Recommend the Luzerne County Community College (“College”) Board of Trustees authorize a transfer of the Unallocated Net Assets in the Unrestricted Current Fund to the Plant Fund to be restricted for the matching funds required for the completion of the Paving Project approved by the Pennsylvania Department of Education. The College will be responsible for an amount not to exceed \$210,689.00.</p>	<p>9N. Approved. Motion made by David James Usavage; seconded by Lynn Distasio.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>9O. Bid (A+E Group, JV) Paving Replacement &amp; Repair Work (Contract # 6)</p>	<p>9O. Recommend the Luzerne County Community College Board of Trustees approve the award to American Asphalt to perform the work related to the Pennsylvania Department of Education (“PDE”) approved for funding project of the Paving Replacement and Repair work in the contracted amount of \$549,650.00.</p>	<p>9O. Approved. Motion made by David James Usavage; seconded by George Brown.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>9P. RFP, Professional Architectural &amp; Engineering Services for Miscellaneous Projects - As-Needed Basis</p>	<p>9P. Recommend the Luzerne County Community College Board of Trustees approve the award to hemmler + camayd architects to perform the work related to the Professional</p>	<p>9P. Approved. Motion made by Erin Keating; seconded by Joan M. Blewitt, Ph.D..</p>

<p>9Q. Fire Alarm and Building Intrusion System Upgrade</p>	<p>Architectural and Engineering_Services for Miscellaneous Projects on an As-Needed Basis for payment in accordance with their proposal._The initial agreement will be for a period of three (3) years (July1, 2018 through June 30, 2021) with an_Option to renew for an additional two (2) year period (June 30, 2023) based on performance and mutual Agreement.</p> <p>9Q. Recommend the Luzerne County Community College Board of Trustees approve the award to Eastern Time, Inc., for the work related to providing a central monitoring point to view the status of fire and intrusion alarms for all 17 buildings from one main location in the contracted amount of \$91,800.00.</p>	<p>Vote was all “yes”. Motion carried.</p> <p>9Q. Approved. Motion made by Francis Curry; seconded by Bernard Graham, Ph.D..</p> <p>Vote was all “yes”. Motion carried.</p>
<p><b>10. Report of the Human Resources Committee</b></p>	<p>10. No report.</p>	<p>10. N/A</p>
<p><b>11. Report of the Legislative, Economic and Public Affairs Committee</b></p>	<p>11. No report.</p>	<p>11. N/A</p>
<b><u>Informational Items</u></b>		
<p>1.Unfinished Business of Previous Meeting</p>	<p>1.N/A</p>	<p>1. No action required.</p>
<p>2.Informational Report - Executive Committee</p>	<p>2. N/A</p>	<p>2. No action required.</p>
<p>3.Informational Report - Human Resources Committee</p>	<p>3. Information is included with the Board agenda.</p>	<p>3. No action required.</p>
<p>4. Communications</p>	<p>4. Brian D. Gill, Board Chair, informed the members all communications were included in the Board packets.</p>	<p>4. No action required.</p>

	<p>Board Chair Gill also asked the Board to consider participating in the annual Scholarship Dinner fundraiser in October.</p> <p>Board Chair Gill reported the Ribbon Cutting Ceremony for the opening of LCCC Pittston Center will be held on Thursday, August 16<sup>th</sup>. All Trustees are encouraged to attend.</p>	
5.Adjournment		<p>5. Motion made David James Usavage; seconded by George Brown.</p> <p>Vote was all “yes”. Motion carried.</p>