

**Name:** Luzerne County Community College Board of Trustees Board Meeting  
**Date:** Tuesday, June 23, 2020  
**Time:** 6:00 PM  
**Location:** Luzerne County Community College, Educational Conference Center, Nanticoke PA  
**Zoom Link:** <https://us02web.zoom.us/j/81216071877?pwd=dEF1d2V1aXFVaGxVa2Y1TFFiZF15UT09>

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
<b>Pledge of Allegiance</b>	Meeting opened with the Pledge of Allegiance.	
<b>1. Roll Call</b>	<i>Present:</i> Joan M. Blewitt, Ph.D. (via zoom); George Brown, James Dennis (via zoom); Lynn M. Distasio, Board Chair (via zoom); Holly A. Evanoski; Bernard W. Graham, Ph.D., Secretary (via zoom); Paul Halesey; Erin K. Keating, ED.D.; Joseph Lettiere (via zoom); Catherine R. O'Donnell, Esq.; August J. Piazza; Daniel C. Rodgers (via zoom); David James Usavage; Susan E. Unvarsky, Vice Chair Brian Stahl, Esq., College Solicitor. <i>Excused:</i> Anthony Seiwell	
	<i>Susan E. Unvarsky, Board Vice Chair, thanked those in attendance and noted these are unprecedented circumstances, this is the first in-person public Board meeting since the beginning of the pandemic and noted several trustees participated remotely. We are very respectful for everyone's personal circumstances and have taken an abundance of precautions to keep everyone protected.</i>  <i>An Executive Session was held prior to the start of the Board meeting to discuss personnel and litigation issues.</i>	
<b>2. Approval of February 25, 2020, Board Minutes</b>	2. Susan E. Unvarsky, Board Vice Chair, recommended approval of the February 25, 2020, Board minutes.	2. Approved. Motion made by George Brown; seconded by Joan M. Blewitt, Ph.D.  Vote was all "yes". Motion carried.

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
<b>3. Approval of June 23, 2020 Board Agenda</b>	3. Recommendation to approve the June 23, 2020 Board agenda as presented.	3. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by Erin K. Keating, Ed.D.  Vote was all “yes”. Motion carried.
<b>4. Report of Officers and Agents</b>		
<b>President’s Report</b>	<p>Thomas P. Leary, President, Luzerne County Community College, asked for a moment of silence to remember the passing of a College friend and student champion Mr. Francis Carrozza. Through Mr. Carrozza’s extraordinary generosity and to honor his late wife Mary, Mr. Carrozza established the Francis S. and Mary Gill Carrozza, RN School of Nursing and Health Sciences in 2013. In addition, the Francis S. &amp; Mary Gill Carrozza, R.N. Health Sciences Endowed Scholarship provides over \$50,000 in health science scholarships each year. Mr. Carrozza will be missed by our staff, faculty, fellow donors, alumni and most of all the students who held him in such high esteem.</p> <p>President Leary stated Luzerne County Community College is committed to our continued progress towards increasing diversity, equity, and inclusion. Luzerne County Community College embraces this goal and have taken proactive steps towards achieving it. In the fall of 2019, a workgroup was appointed to develop a Diversity and Inclusion Strategic Plan. This plan will help guide the College’s efforts, initiatives, understanding, and practice around diversity, equity, and inclusion. The workgroup’s initial charge is to develop a data-informed plan in alignment with College’s Mission, Strategic Plan, resource allocations, and Division and Departmental plans with the goal to:</p> <ul style="list-style-type: none"> <li>• Create an inclusive environment for all students, administration, faculty, staff, and the public.</li> <li>• Increase diversity among student, faculty, administration, and staff.</li> <li>• Incorporate principles of diversity and inclusion in all areas of the curriculum, campus life, and workplace.</li> </ul>	4. No action required.



Academic Affairs (continued)

worked out very well with positive feedback from the students. and the College will continue this practice moving forward for any students who prefer to take online classes.

As Luzerne County enters the Green Phase, the College will offer the Summer II Session both online and in-person classes with a start date of July 6, 2020.

During the summer, students who received “incompletes” due to the hands-on type of programs (health sciences, automotive, sciences) they are in, will return to campus this week to complete their program requirements. Students will be required to follow strict guidelines established by the College to maintain the health and safety of our students, faculty and staff.

For the Fall 2020 semester, the College leveraged all of the large classrooms to be able to match the same percentage of in-person classes as we had last fall. We have made changes to our online classes and adding online virtual which has specific meeting times. Students would log onto Blackboard Collaborate, and the class would be delivered as it would in-person. We have also expanded our hybrid offerings.

The College will also pilot “remote proctoring.” 300 students will be in the pilot test, spanning science, math computers and health sciences. Students will use webcams and will be assigned a “remote proctor” - student will be able to do their exam and finals through Honor Lock. Joan M. Blewitt, Ph.D., inquired as to the cost for the remote proctoring. Dr. Lesser stated it is currently \$5 a test. Dr. Cheryl Baur, Vice President of Finance, stated funds from the \$1.6 million grant (CARES Act) from the federal government, will be used for any expenses, such as having online or remote classes, can be used to reimburse the College for those expenses.

Dr. Lesser noted 175 faculty who never taught online were trained and started a class within a week. Those individuals who were experienced online instructors have expressed the opportunity to do more.

Enrollment  
Management/Student Affairs

Rosana Reyes, Vice President of Enrollment Management and Student Affairs, stated the focus for the Fall 2020 semester is to welcome our students back to campus. We have gained collective knowledge in terms of use technology and leveraging to be able to provide services uniquely, effectively, and in ways we never did before. The College will continue constant communication with students, continuing with virtual workshops, admissions events, direct phone calls and making sure our students are supported where ever they are in the enrollment process at Luzerne County Community College.

Vice President Reyes stated the College began distribution of the \$1.6 million student portion of the CARES Act fund that was allocated to Luzerne County Community College. A centralized online application process was developed that allows our students to apply remotely and receive immediate eligibility feedback. To date, LCCC distributed over \$600,000 and gave the students the option to use a portion of those funds to pay any past balances. In addition, the College collected over \$200,000 from students who chose to allocate those funds toward their tuition balance.

As reported to both the Academic and Finance Committees, we had a successful spring semester, the total withdrawals declined as compared to prior year; our students are completing at the same rate of success as prior semesters. 100% of the summer aid applications reviewed and packaged by first day of Summer I. Academic progress is significantly down – this is marker that determines whether or not a student is able to continue to receive financial aid based upon their academic performance, how long they have been at the academic institution, and whether they completed at 67% of the courses they were enrolled in. We have seen 24% decrease of students losing financial aid due to academic progress. Due to COVID-19, 573 students were waived in order to remain financial aid eligible.

Summer I enrollment was slightly down 12% in headcount, 6% in credit. First-time student population is up 19%, Early College increased 73%.

<p><u>Enrollment Management/Student Affairs</u> (continued)</p>	<p>Summer II is up 19% in headcount, down 3% in credit. First time student population increased 131%, Transfer students increased 363%, Re-Admits increased 47%, Returning Students up 7% and visiting students up 1%. We continue to register students for the</p> <p>The Fall 2020 schedule was released on June 15, 2020. We immediately saw a jump in registration, number of remote placement testing and alternative model for those students who do not have the technology.</p>	
<p><u>Workforce Development</u></p>	<p>Sue Spry, Vice President of Workforce Development, addressed workforce and non-credit areas regarding the re-entry plan. One course, CDL was suspended due to COVID. We have recommenced the class and completed the class. We are running the program 7-days a week. The first 40 hours are done in a virtual environment. We have suspended other career training and adult training programs. We will be offering 7 summer camps for children 4 are stem related and 3 are in the arts and culinary areas.</p> <p>Employment Retraining Opportunities Program, which the College has offered since 2009, is gearing up for the Fall semester. The College will offer one semester of tuition and the student pays fees and book costs. Vice President Spry expressed her appreciation to the Board of Trustees for their continued support of this program throughout the years.</p>	
<p><u>College Operations</u></p>	<p>Don Nelson, Vice President of Operation, updated the Board on the College's Re-Entry Plan. The College has geared up for the return of staff and evidential return of our students. Instructional spaces have been assessed to determine capacity and what can be accomplished according to the current guidelines. Spaces were identified and marked where students can sit and stand. We have the capability to enlarging spaces by removing walls to combine rooms which would provide for a more normal classroom capacity. We are using technology to join classrooms.</p> <p>The College identified 16 spaces that will be repurposed for classes. Areas such as the gymnasium, former bookstore area in the Campus</p>	

<p><u>College Operations</u> (continued)</p>	<p>Center and Educational Conference Center will be utilized as classrooms throughout the Fall semester.</p> <p>In addition, the College has been working on personal protection equipment on campus, and have placed clear Plexiglas shields in areas where our front-line worker areas, student areas and staff meet. We were fortunate to have our maintenance staff order, make and install the Plexiglas shields for office areas.</p> <p>The President will host the Open Forum on June 24, 2020, in which we will address the COVID-19 situation and the return of students, and making sure everyone is on the same page.</p>	
<p><u>Finance</u></p>	<p>Cheryl Baur, Vice President of Finance, reported throughout the pandemic the College continue its' work on the budget, the reentry plan, and she was very pleased the College was able find solutions to balance the budget for the next fiscal year. She is proud that despite all of the challenges the College has faced we are not raising tuition or fees for our students. Like most everyone, the pandemic has adversely affected our students, and by keeping tuition the same as last year, we hope to help our students continue on the path to achieving their educational goals.</p>	
<p><u>Foundation</u></p>	<p>Rebecca Brominski, Executive Director of Institutional Advancement and Foundation provided the following update.</p> <p>Scholarship Update – to date the College has awarded \$370,000 in scholarships for Fall 2020 and Spring 2021 semester which reflects 400 of the College's deserving students.</p> <p>The Schulman Art Gallery rolled out and went live with its first virtual art exhibit on June 1, 2020. This exhibit features over 160 works of art from 43 student artists. The art exhibit will run until the end of August.</p> <p>The Alumni Association, in partnership with the Student Activities Office, spearheaded in the participation of project Gowns4Good. This is an initiative founded by a Physician Assistant in Vermont that seeks to</p>	

<p><u>Foundation</u> (continued)</p>	<p>collect graduation gowns to be used as PPE nationwide. To date the college collected over 300 gowns.</p> <p>In addition, another initiative sponsored by the Alumni Association in partnership with Grateful Roast Café in Nanticoke, is called Coffee for Heroes. The College honored those essential workers and our alumni who continued to serve on the front line during the ongoing pandemic. Visits were made to Geisinger CMC in Scranton; Giant Pharmacy in Berwick, Wilkes Barre General Hospital, VA Medical Center, Luzerne County Transit Authority, Cross Valley Federal Credit Union, Harold Pharmacy, and Geisinger Wyoming Valley. The Alumni Association will continue this initiative throughout the summer.</p> <p>The Annual Scholarship Dinner is scheduled for Wednesday, October 21, 2020, at the Woodlands Inn. The Foundation will work with the Woodlands Inn staff to create a socially distant plan to ensure the health and safety of the College’s guests. UGI Utilities is the first major sponsor with a commitment at the Bronze sponsorship level.</p> <p>President Leary expressed his sincere and deepest gratitude to the members of the College’s Leadership Team for all of their efforts, developing innovation and commitment to the College and to the health and safety of its students, faculty and staff.</p> <p>Vice Chair Unvarsky echoed President Leary’s comments. Both Vice Chair Unvarsky and Board Chair Distasio mutually feel the President and the President’s Leadership Team have done a phenomenal job given the circumstances and commends their efforts.</p> <p>Board Chair Distasio stated she has been working with President Leary and the President’s Leadership Team from the start in March. Everything that’s ever been stated -- the general thought has always been about the LCCC students and the faculty. The continued commitment to our faculty and students was definitely noted through every phase.</p>	
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	<p>Board Chair Distasio stated from a leadership perspective extended thanks to President Leary for his leadership and stated he and his Leadership team have together moved forward and kept the College running and the students successful.</p> <p>Board Chair Distasio stated it was her pleasure to be a part of the College’s virtual Graduation, noting everyone did an amazing job. It is her hope the Board, President and Leadership will be together in person for the August meeting.</p> <p>Once again, Board Chair Distasio thanked President Leary, President’s Leadership Team and all the faculty and staff.</p>	
<b>5. Report of the Executive Committee</b>	Susan E. Unvarsky, Board Vice Chair, presented the following Executive Committee report.	
5A. Ratification of RFP Audit Services	5A. Recommend Luzerne County Community College Board of Trustees ratify and reaffirm the proposal of MaherDuessel to provide audit services to the College for the fiscal years ending June 30, 2020, June 30, 2021, and June 30, 2022. Total fees amount to \$37,000 for year 1, \$38,000 for year 2, and \$39,000 for year 3.	5A. Approved. Motion made by David James Usavage; seconded by George Brown.  Vote was all “yes”. Motion carried.
5B. Ratification, Third Party Administration of Medical Services	5B. Recommend Luzerne County Community College Board of Trustees ratify and reaffirm the contract extend the contract for Third Party Administration of Medical Insurance with Evolve Insurance Advisors at the current rate of \$6.25 per member	5B. Approved. Motion made by Holly A. Evanoski; seconded by Bernard W. Graham, Ph.D., Secretary.  Vote was all “yes”. Motion carried.
<b>6. Report of the Academic Committee</b>	6. Bernard W. Graham, Ph.D., Chair, LCCC Academic Committee thanked the committee and staff for the presented the following report	
6A. Program Additions, Deletions and Modifications	6A. Recommend the Luzerne County Community College Board of Trustees approve the Program Additions, Deletions, and Modifications report. The following program proposals have been approved by the Academic Committee of the College Senate, College Senate, Vice	6A. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by Paul Halsey.

<p>6B. Professor Emeritus</p>	<p>President of Academic Affairs and the Academic Committee of the Board and presented to the full board for final approval. They include four (4) programs in Hotel and Restaurant. Associate Degree, Certificate, and Diploma in Culinary Arts, and Associate Degree in Pastry Arts –all redesigned and updated to align to meet industry standards. The second three (3) programs are from the Commercial Arts Department. Painting Illustration Associate degree, program was modified to address external factors and renamed Fine Arts. Graphic Design Advertising Associate Degree has been modified to aligned to meet industry standards and has been renamed Digital Media Design. Computer Graphic New Media Associate Degree has been modified to align with industry standards and renamed Integrated Media.</p> <p>6B. The Academic Committee of the Board recommends the Luzerne County Community College Board of Trustees approve the title of Professor Emeritus 2020 be formally bestowed upon Mary Knaus, Professor, Counselor.</p>	<p>Vote was all “yes”. Motion carried.</p> <p>6B. Approved. Motion made by Holly Evanoski.; seconded by Joseph Lettiere.</p> <p>Vote was all “yes”. Motion carried.</p>
<p><b>7. Report of the Finance Committee</b></p>	<p>7. Susan E. Unvarsky, Chair, LCCC Finance Committee presented the following report.</p>	
<p>7A. Fiscal Year 2020-2021 College Budget &amp; Auxiliary Services</p> <p>7B. Administrative Policy – Resource Allocation for Budget and Personnel Policy</p>	<p>7A. Recommend the Luzerne County Community College Board of Trustees approve the 2020-2021 Fiscal Year Operating and Capital Budgets totaling \$45,334,863.65 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.</p> <p>7B. Recommend the Luzerne County Community College Board of Trustees approve the revised administrative policy, Resource Allocation for Budget and Personnel Policy.</p> <p>7C. Recommend the Luzerne County Community College Board of</p>	<p>7A. 7A. Approved. Motion made by David James Usavage.; seconded by George Brown.</p> <p>Vote was all “yes”. Motion carried.</p> <p>7B. Approved. Motion made by Bernard W. Graham, Ph.D., Secretary; seconded by Paul Halesey.</p> <p>Vote was all “yes”. Motion carried.</p> <p>7C. Approved. Motion made by Erin K.</p>

7C. Library Roof Replacement Bid -Building 6	Trustees approve the award of the Library Roof Replacement bid to the lowest responsible bidder: Paradigm Roofing Contractors in the amount of \$147,000.00. In addition, a 5% project contingency (\$7,350), and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$13,104.32 for a total project cost of \$167,454.32.	Keating, Ed.D.; seconded by Holly A. Evanoski.  Vote was all “yes”. Motion carried.
7D. Health Science Center Exterior Wall Finish Bid	7D. Recommend the Luzerne County Community College Board of Trustees approve the award of the Francis S. and Mary Gill Carrozza, R.N. Health Sciences Center Exterior Wall Finish bid to the lowest responsible bidder: Champion Builders, Inc. in the amount of \$64,990. In addition, a 5% project contingency (\$3,249.50), and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$6,475.93 for a total project cost of \$74,715.43.	7D. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by Erin K. Keating, Ed.D.  Vote. 13-yes; 1-abstain (Joseph Lettiere) Motion carried.
7E. Switchgear Refurbishment Bid – Buildings 1 & 5	7E. Recommend the Luzerne County Community College Board of Trustees approve the award of the Buildings 1 & 5 Switchgear Refurbishment bid to the lowest responsible bidder: Joyce Electrical Inc. in the amount of \$8,250.00. In addition, a 5% contingency \$412.50), and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$865.38 for a total project cost of \$9,527.88.	7E. Approved. Motion made by David James Usavage; seconded by Paul Halesey.  Vote was all “yes”. Motion carried.
7F. Chilled Water Pipe Insulation Replacement Bid – Buildings 3 & 4	7F. Recommend the Luzerne County Community College Board of Trustees approve the award of the Buildings 3 & 4 Chilled Water Pipe Insulation Replacement bid to the lowest responsible bidder: Scranton Electric Heating and Cooling Service, Inc. in the amount of \$121,950. In addition, a 5% project contingency (\$6,097.50), and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$11,511.47 for a total project cost of \$139,558.97.	7F. Approved. Motion made Erin K. Keating, Ed.D.; seconded by James Dennis.  Vote was all “yes”. Motion carried.
7G. Bid 491 – (Part A)	7G. Part A: Recommend Luzerne County Community College Board of Trustees approve the award of Bid # 491:	7G. Approved. Motion to approve Technology Replacement Plan (Part A)

<p>Technology Replacement Plan &amp; (Part B) Lease</p>	<p><u>Section A - Dell Marketing</u> for computers in the amount of \$150,630.02;  <u>Section B - Connection Public Sector Solutions</u> for Apple computers in the amount of \$24,774.27;  <u>Section C - Shadow Technologies</u> for Networking Hardware in the amount of \$32,434.07;  <u>Section D - Connection Public Sector Solutions</u> for Lenovo hardware in the amount of \$20,475.02;  <u>Section E - Connection Public Sector Solutions</u> for Miscellaneous Technology Hardware in the amount of \$58,419.64;  <u>Section Y - Connection Public Sector Solutions</u> for CCTV Equipment in the amount of \$5,535.20.</p> <p>The total amount for sections A through Y is \$292,268.22.</p> <p>Part B: Recommend Luzerne County Community College Board of Trustees approve leasing proposal of Bid #491 to <u>First American Equipment Financing</u>. Four (4) annual payments of \$93,312.00 for a total of \$373,248.00.</p>	<p>made by Erin K. Keating, Ed.D.; seconded by David James Usavage.</p> <p>Vote was all “yes”. Motion carried.</p> <p>Approved. Motion to approve Lease (Part B) made by Holly A. Evanoski; seconded by Bernard W. Graham, Ph.D., Secretary.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>7H. RFP, Campus Security Services</p>	<p>7H. Recommend Luzerne County Community College Board of Trustees approve the proposal to Century Security Services Inc. at the following rates: Hourly rates first year; \$21.62/hr., second year; \$22.12/hr., third year \$22.72/hr., fourth year \$23.32/hr., fifth year \$23.92/hr.</p>	<p>7H. Approved. Motion made by Paul Halesey; seconded by Catherine R. O’Donnell, Esq.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>7I. RFP, Collection Agency Services</p>	<p>7I. Recommend Luzerne County Community College Board of Trustees approve the proposals of Eastern Revenue Inc. and AR Resources Inc. (current Agencies) and General Revenue to provide collection agency services to the College for the fiscal years ending June 30, 2021, June 30, 2022 and June 30, 2023.</p>	<p>7I. Approved. Motion made by Holly A. Evanoski.; seconded by Joan M. Blewitt, Ph.D.</p> <p>Vote was all “yes”. Motion carried.</p>
<p>7J. Ratification of ECC Renovations Change Order</p>	<p>7J. Recommend the Luzerne County Community College Board of Trustees ratify and reaffirm approval of the following change order to Champion Builders, Inc in the amount of \$49,484 for additional work identified during renovation, additional architectural fees associated with the new project cost total \$3,458.93. The costs associated with the change order total \$52,942.93 and will be covered by previously</p>	<p>7J. Approved. Motion made by David James Usavage; seconded by Erin K. Keating, Ed.D.</p>

	approved capital funds.	Vote. 13-yes; 1-abstain (Joseph Lettiere)  Motion carried.
<b>8. Report of the Human Resources Committee</b>	8. Paul Halesey, Chair, LCCC Human Resources Committee presented the following report.	
8A. Faculty Promotions	8A. Recommend the Luzerne County Community College Board of Trustees approve, in accordance with the Faculty Association Contract, the following six (6) faculty members for promotion: Professor: Laura Fowler, Lisa Nelson, Katherine Zielinski Associate Professor: Darin Ambrose, Bonnie Lauer, Irena Mira	8A. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by David James Usavage.  Vote was all “yes”. Motion carried.
8B. Slate of Officers 2020-2021	8B. Paul Halesey, Committee Chair, reported the Slate of Officers will be presented at the August 2020 Board meeting.	8B. Tabled.
<b>Motion to Open the Agenda</b>	Board Vice Chair Unvasky asked for a motion to open the agenda.	Approved. Motion made by Erin K. Keating, Ed.D., seconded by August J. Piazza. Vote was all “yes”. Motion carried.
<b>Motion to Amend the Agenda</b>	Board Vice Chair Unvasky asked for a motion to amend the agenda to move the Slate of Officers to the August agenda.	Approved. Motion made by Erin K. Keating, Ed.D.; seconded by Catherine R. O’Donnell, Esq.  Vote was all “yes”. Motion carried.
<b>9. Report of the Legislative Committee</b>	9. Catherine R. O’Donnell, Esq., Chair, LCCC Legislative Committee, encouraged members of the Board to reach out to legislators to encourage approval of the State budget for the remainder of the year.	
10.Public Comment	10. Board Vice Chair Susan E. Unvasky opened the floor to public comments.	10. No comments.
	<b><u>Informational Items</u></b>	
1.Unfinished Business-Previous Meeting	1.N/A	1. No action required.

2. Informational-Executive Committee	2. N/A	2. No action required.
3. Informational- Human Resources Committee	3. Information on appointments and leave reports are included with the Board agenda.	3. No action required.
4. Communications	4. All communications were included in the Board packets.  Board Chair Distasio expressed her appreciation to Vice Chair Unvasky for mediating the Board meeting.	4. No action required.
<b><i>INFORMATIONAL ITEMS</i></b>		
5. Adjournment	5. Board Vice Chair Unvasky asked for a motion to adjourn.	5. Motion made Catherine R. O'Donnell, Esq. seconded by Bernard Graham, Ph.D., Secretary.  Vote was all "yes". Motion carried.