



5:30 PM LCCC Board Work Session

6 PM Board Meeting

Join Zoom Meeting: <https://us06web.zoom.us/j/93003918834?pwd=b0gwaVFWSUQxakMvM09HVVB5NEExWQT09>

Meeting ID: 930 0391 8834

Passcode: 888095

Dial: +1-646-558-8656

Luzerne County Community College Board of Trustees

WORK SESSION

Tuesday, June 21, 2022

Time: 5:30 p.m.

AGENDA

1. **8N. Bid- Main Parking Lot Repaving Project**
(see attached)

Susan Unvarsky, Committee Chair
Cheryl Baur, Vice President, Finance

Recommend the Luzerne County Community College Board of Trustees approve the award of the Main Parking Lot Repaving Project (includes replacement of curbs, sidewalks, and 54 steps) bid to the lowest responsible bidder: Don Bower, Inc. in the amount of \$1,253,000. In addition, an 8% project contingency (\$100,240) and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$87,825.28, civil engineering will be expensed in the amount of \$34,800, and the landscape architect fees in the amount of \$11,860 will be incurred for a total project cost of \$1,487,725.28.

2. **8O. RFP for Managed Security Services**
(see attached)

Trish Yench, Chief Technology Officer

Recommend Luzerne County Community College Board of Trustees approve the award of our Managed Security Service RFP to CDW Government for the Artic Wolf MDR product suite based upon our assessment and evaluation of included features and services, and our overall confidence in the total estimated cost.

The total amount for a 1-year, pre-paid engagement is **\$111,097.33**.

3. **Informational – Upcoming Board Poll – week of June 27th** Cheryl Baur, Vice President, Finance
The following bids will be opened June 23, 2022.

- Courtyard Stair Replacement
- Building 7 Roof Replacement
- Phase 1 Water Main Replacement
- Campus Center Furnace Replacement

Recommend Approval of Main Parking Lot Repaving

Recommend the Luzerne County Community College Board of Trustees approve the award of the Main Parking Lot Repaving Project (includes replacement of curbs, sidewalks, and 54 steps) bid to the lowest responsible bidder: Don Bower, Inc. in the amount of \$1,253,000. In addition, an 8% project contingency (\$100,240) and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$87,825.28, civil engineering will be expensed in the amount of \$34,800, and the landscape architect fees in the amount of \$11,860 will be incurred for a total project cost of \$1,487,725.28.

Rationale:

The College was able to allocate Bookstore Cash Reserve funds for prioritized projects which includes the Main Parking Lot Repaving Project. This project includes the replacement of the curbing and sidewalk along the buildings side of the parking lot as well as the replacement of the 54 steps leading to buildings 4 and 5. The College uses the budget process to identify and request necessary infrastructure replacement.

The current condition of the parking lot can be best described as severely deteriorated with cracking, multiple "soft spots", and large pot holes. It is 48 years old (moved to main campus in 1974) and was last repaved using only a topcoat 15 years (2007) ago. The safety of our students, staff and/or visitors is a concern due to trip and fall hazards.

As a bonus, having the Main Parking Lot repaved and the curbs, sidewalks, and steps replaced will present a more aesthetically pleasing and welcoming site for user satisfaction and overall campus upkeep for students, staff, and visitors to the college.

The 8% contingency is not a definite expenditure; however, available if necessary. If it is not utilized as part of the project, the funds will be returned to the available funds for other projects. The College uses the budget process to identify and request necessary infrastructure replacement.

TO: Thomas P. Leary, President

FROM: Cheryl L. Baur, Vice President of Finance

DATE: June 13, 2022

RE: Main Parking Lot Repaving (includes replacement of curbs, sidewalks, and 54 steps)

Our architectural and engineering consultant firms, hemmler + camayd architects and GPI respectively, prepared bid documents that were advertised on Thursday, May 19, 2022. There was a mandatory pre-bid meeting held on Wednesday, June 1, 2022, and bids were opened on Monday, June 13, 2022.

There is one (1) contract associated with this bid. Three (3) contractors attended the mandatory pre-bid meeting on Wednesday, June 1, 2022. Two (2) bidders submitted on June 13, 2022 which resulted in the following:

Bidder	Base Bid
American Asphalt	\$1,993,573.35
Don Bower, Inc.	\$1,253,000

Hemmler + camayd architects and GPI have reviewed the bid packages and found the required information to be in order. Additionally, the aggressive schedule, to be completed prior to the start of the Fall 2022 semester on August 29, 2022, was confirmed. We recommend awarding the bid to the lowest responsible bidder: Don Bower, Inc. in the amount of \$1,253,000. In addition, an 8% project contingency (\$100,240) and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$87,825.28, civil engineering will be expensed in the amount of \$34,800, and the landscape architect fees in the amount of \$11,860 will be incurred for a total project cost of \$1,487,725.28.

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As a bonus, having the Main Parking Lot repaved and the curbs, sidewalks, and steps replaced will present a more aesthetically pleasing and welcoming site for user satisfaction and overall campus upkeep for students, staff, and visitors to the college.

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June 13, 2022

To: Natalie Staron, Finance Division Administrator
Luzerne County Community College
Nanticoke PA

Re: Main Parking Lot Repaving Project - Site Construction

Natalie,

I am writing to you regarding the above referenced project. We have reviewed all of the bids submitted for the Main Parking Repaving Project received on June 13, 2022 for the above referenced project. My engineers have spoken to the apparent low bidder in a de-scope phone call and discussed critical items such as schedule and logistics. From the conversation the contractor has everything in order as it relates to the entire scope of work depicted on the drawings and in the specifications.

Based on the information we have and the bid de-scope, I recommend that Luzerne County Community College move forward with the low bid submitted by:

Don E. Bower, Inc.
Asphalt Paving and Excavation
1206 Salem Blvd
Berwick PA 18603

Please feel free to call me with any questions and thank you for your attention to this matter.

Respectfully Submitted,

Brian D. Doran AIA LEED AP
Principal

cc: file

Recommend approval of Managed Security Service RFP

Recommend Luzerne County Community College Board of Trustees approve the award of our Managed Security Service RFP to CDW Government for the Artic Wolf MDR product suite based upon our assessment and evaluation of included features and services, and our overall confidence in the total estimated cost.

The total amount for a 1-year, pre-paid engagement is **\$111,097.33**.

Rationale:

Our confidence in the CDW's Artic Wolf comprehensive proposal is best compared to all RFP responses submitted. Arctic Wolf includes more coverage (including Salesforce and O365 monitoring and detection) and 1 full year of log retention. Arctic Wolf is also the only MDR vendor to offer the Concierge Security Delivery which provides us with two (2) named concierge security team members who will be an extension of the LCCC team and who will help guide us through the security implementation. Finally, Arctic Wolf is growing 2x more than any other MDR vendor in revenue and headcount, including support/SOC resources.

Since this is a one-year agreement, we will re-evaluate based upon our experience with the Artic Wolf platform over the next year to determine whether to renew or switch to another MDR service at that time. We plan to use GEER II funds to purchase this service since it will help us improve our overall network security, stability, and response time in the event of a cyber-attack.

Note that according a recent Sophos poll of IT professionals cited in an article in the May 2022 edition of EdTech magazine that 44% of educational institutions and that their average recovery cost was \$2.7 million – please see <https://edtechmagazine.com/higher/article/2022/05/universities-share-lessons-learned-ransomware-attacks> for more details. Also, some cyber insurance providers grant discounts for clients who implement these proactive cyber security services, so the college may recoup a portion of the costs when we renew our annual cyber insurance policy.



TO: Thomas P. Leary, President
FROM: Patricia Yench, Chief Information Officer
RE: RFP for Managed Security Services
DATE: June 17, 2022

The RFP for Managed Security Services was advertised on May 23, 2022, and specifications were sent directly to four (4) vendors. The College opened the RFP bids on June 14, 2022. Seven (7) bid responses were received. Respondents were asked to provide pricing for a one-year subscription including comprehensive Security Operations Center (SOC), Security Information and Event Management (SIEM), and Managed Detection and Response (MDR) services. The RFP results are as follows:

Managed Security Service RFP Results:

- **Bulletproof = \$150,900.00**
 - **NOTE:** The Bulletproof 365 Enterprise solution utilizes our existing M365 A5 licensing but requires that we purchase Microsoft Sentinel from Microsoft at an additional cost.
- **Rapid7 = \$111,909.92**
- **IntegraOne = \$60,324.75**
 - **NOTE:** IntegraONE quoted the Cybereason Inc product suite. The quote provided noted that it is subject to change without advance notice from the manufacturer. Some options are available at an additional cost, so further scoping is required to confirm finalized pricing in comparison to the other options.
- **CDW Government = \$111,097.33**
 - **NOTE:** CDW quoted the Artic Wolf Security product suite.
- **True North Consulting Group = \$316,125.00**
 - **NOTE:** True North quoted the Sentry MDR solution.
- **CrowdStrike = \$120,000.00**
 - **NOTE:** CrowdStrike did not submit an official quote – they only provided an estimated cost of \$120/device (subject to further scoping) so used a tentative device count of 1000 for comparison at this time – the actual cost will vary, so our confidence in this cost estimate is low.
- **Inspira Enterprise = \$179,000.00**
 - **NOTE:** The Inspira solution utilizes our existing M365 A5 licensing but requires that we purchase Microsoft Sentinel from Microsoft at an additional cost.

There are several differentiating factors between these 7 Managed Security options, including functionality and services included, ease of integration and use, and confidence in the submitted cost estimates to consider in this decision (not all services are included in the quotes provided and some are subject to change based upon further scoping and analysis of our unique environment). We devised a comparison matrix, as shown below...

Scorecard	Functionality/Services (10=High, 1=Low)	Ease of Use/Integration (10=Easy, 1=Difficult)	Cost (10=Lower Cost, 1=Higher Cost)	Confidence in Cost Estimate (10=Firm, 1=Weak)	Average Score	Ranking
BulletProof	8	9	6	6	7.25	5
Rapid7	10	9	8	8	8.75	3
IntegraONE (Cybereason)	8	9	10	8	8.75	2
CDW (Arctic Wolf)	9	9	9	10	9.25	1
True North	10	9	4	10	8.25	4
CrowdStrike	9	8	7	5	7.25	6
Inspira Enterprises	8	9	5	6	7.00	7

After reviewing the 7 options, Arctic Wolf, Cybereason, and Rapid7 had the top 3 overall scores. Although Cybereason provided the lowest quote, we have more confidence in the Arctic Wolf quote since the Cybereason quote was noted as “subject to change without advanced notice” and requires additional scoping to confirm final pricing and services included. The Arctic Wolf quote also includes more coverage (including Salesforce and O365 monitoring) and 1 year of log retention (vs. 30-90 days for the others). Arctic Wolf is also the only MDR vendor to offer the Concierge Security Delivery which provides us with two (2) named concierge security team members who will be an extension of the LCCC team and who will help guide us through the security implementation. Finally, Arctic Wolf is growing 2x more than any other MDR vendor in revenue and headcount, including support/SOC resources. Companies like Cybereason reduced headcount by 10% of their global workforce in the past two weeks - <https://www.crn.com/news/security/cybereason-lays-off-10-percent-of-workforce-after-recently-filing-for-ipo?itc=refresh>

Independent sources to learn more about and to compare MDR solutions...

<https://www.gartner.com/reviews/market/managed-detection-and-response-services>

<https://www.softwaretestinghelp.com/mdr-services/>

**LUZERNE COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
BOARD MEETING**

Tuesday, June 21, 2022

5 PM-Executive Session 5:30 PM Work Session 6 PM Board Meeting Educational Conference Center

Join Zoom Meeting: <https://us06web.zoom.us/j/93003918834?pwd=b0gwaVFWSUQxakMvM09HVVB5NEExWQT09>
Meeting ID: 930 0391 8834 Passcode: 888095 Dial: +1-646-558-8656

BUSINESS SESSION

AGENDA

Pledge of Allegiance

Oath of Office Ceremony

Magisterial District Judge Ferris P. Webby Sr.

1. Roll Call
2. Public Comment
3. Approval of April 26, 2022 Minutes
4. Approval of June 21, 2022 Board Agenda

Daniel C. Rodgers, Board Chair
Daniel C. Rodgers, Board Chair

REPORT OF OFFICERS & AGENTS

President's Report

- ❖ Signing, Wilkes University New Articulation Agreement
- ❖ Treasurer's Report
- Budget Presentation
- ❖ Foundation Report

Thomas P. Leary, President
Greg Cant, Ph.D., President, Wilkes University
Cheryl Baur, Vice President, Finance
Rebecca Brominski, Executive Director, Foundation

ACTION ITEMS:

6. Executive Committee

Daniel C. Rodgers, Board Chair

7. Student Success & Workforce Development Committee

Bernard W. Graham, Ph.D., Committee Chair

- A. Curriculum Additions, Deletions, Modifications
- B. Senior Citizen Waiver for Credit Courses Policy (revised)

8. Audit, Finance & Facilities Committee

Susan E. Unvarsky, Committee Chair

- A. Budget Fiscal Year 2022-2023
- B. RFP- Banking and Financial Services
- C. Bid 507 –Computers and Technology Hardware
- D. Bid 508–Micro-credential Lab Furniture
- E. Bid - Micro Credential Lab Renovation – Hazleton Center
- F. Bid- Esports Renovation-Campus Center
- G. Bid ~ Building #1 Switchgear Replacement
- H. RFP- Pittston Center Cleaning Services
- I. RFP - Scranton Center Cleaning Services
- J. RFP- Berwick Center Cleaning Services
- K. RFP - Greater Susquehanna Center Cleaning Services
- L. RFP-Athletic Trainer/Medical Services
- M. RFP- Beverage Vending Services
- N. Bid- Main Parking Lot Repaving Project
- O. RFP- Managed Security Services

9. **Compliance, Legal Affairs, Policies, Human Resources, Diversity & Inclusion Committee** August Piazza, Committee Chair
10. **Government and External Affairs, Public Relations, Marketing, and College Foundation** Catherine O'Donnell, Esq., Committee Chair
11. **Nomination Committee Report** Joseph Lettiere, Committee Chair
A. 2022-2023 Slate of Officers

INFORMATIONAL ITEMS

1. **Unfinished Business of Previous Meeting** Daniel C. Rodgers, Board Chair
2. **Communications** Daniel C. Rodgers, Board Chair
3. **Adjournment** Daniel C. Rodgers, Board Chair

7.ACADEMIC COMMITTEE ACTION ITEMS

- 7A. **Recommendation to Approve Curriculum Additions, Deletions, and Modifications**
Recommend the Luzerne County Community College Board of Trustees approve the Curriculum Additions, Deletions and Modifications (See attached).
- 7B. **Recommendation to Approve Administrative Policy**
Recommend the Luzerne County Community College Board of Trustees approve the revised Senior Citizen Waiver for Credit Courses Policy as presented. (See attached).

8. FINANCE COMMITTEE ACTION ITEMS

- 8A. **Recommendation to Approve College Budgets for Fiscal Year 2022-2023**
Recommend the Luzerne County Community College Board of Trustees approve the 2022-2023 Fiscal Year Operating and Capital Budgets totaling \$45,892,887 as well as the Auxiliary Budgets (Bookstore, Food Service, and Student Activities). By adopting the budget, the Board of Trustees authorizes a \$6 per credit tuition increase.
- 8B. **Recommendation to Approve RFP- Banking and Financial Services**
Recommend Luzerne County Community College Board of Trustees approve the proposal of FNCB Bank for Banking Services for a three (3) year period.
- 8C. **Recommendation to Approve Bid # 507 - Computers & Technology Hardware Replacement Plan. (Part A)**
Recommend Luzerne County Community College Board of Trustees approve the award of Bid # 507:
Section A – Dell/HP Computers
- Dell Marketing for Dell computers in the amount of \$124,042.20 (lowest for Dell desktop computers)
 - Howard Technology Solutions for Gaming laptops in the amount of \$16,728.00 (lowest bid for Dell gaming laptops)
 - CDW Government for HP laptops in the amount of \$31,680.50 (lowest for HP staff laptops)
 - Total Section A = **\$172,450.70**
- Section B – Apple Computers**
- CDW Government for Apple computers in the amount of **\$78,003.02**
- Section C - Miscellaneous Technology Hardware**
- Howard Technology Solutions for lowest submitted miscellaneous technology items in the amount of \$30,191.00;
 - CDW Government for lowest submitted miscellaneous technology items in the amount of \$31,347.80;
 - Dell for lowest submitted miscellaneous technology items in the amount of \$3,608.64;
 - Total Section C = **\$65,147.44**
- Section D – Networking Hardware**
- IntegraONE for Networking hardware in the amount of **\$32,277.25**
- The total amount for sections A through D is **\$347,878.41.**
- (Part B)**
Recommend approval of Leasing Proposal for Bid # 507 – Computers and Technology Hardware
Recommend Luzerne County Community College approve leasing proposal for Bid # 507 to First American Equipment Financing with - Four annual payments of \$95,737.67 for a total of \$382,950.72.

- 8D. Recommendation to Approve Bid 508-Micro-Credential Lab Furniture**
Recommend Luzerne County Community College Board of Trustees approve the award of the Furniture Replacement bid to the lowest responsible bidder: BMC Office Furniture in the amount of \$18,286.10.
- 8E. Recommendation to Approve Bid for Micro Credential Lab Renovation – Hazleton Center**
Recommend the Luzerne County Community College Board of Trustees approve the award of the MicroCredential Lab Renovation in the Hazleton Center project bid to the lowest responsible bidder: Sean Byrne Construction in the amount of \$230,000. In addition, an 8% project contingency (\$18,400) and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$21,089.16 for a total project cost of \$269,489.16.
- 8F. Recommendation to Approve Bid for Esports Renovation-Campus Center**
Recommend the Luzerne County Community College Board of Trustees approve the award of the Esports Arena and Student Activities Renovation project bid to the lowest responsible bidder: Sordoni Construction Services in the amount of \$401,400. In addition, an 8% project contingency (\$32,112) and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$32,470.05 for a total project cost of \$465,982.05.
- 8G. Recommendation to Approve Bid for Building #1 Switchgear Replacement**
Recommend the Luzerne County Community College Board of Trustees approve the award of the Building 1 Switchgear Replacement project bid to the lowest responsible bidder: Brennan Electric in the amount of \$575,413. In addition, an 8% project contingency (\$46,033.04) and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$43,439.08 for a total project cost of \$664,885.12.
- 8H. Recommendation to Approve RFP for Pittston Center Cleaning Services**
Recommend the Luzerne County Community College Board of Trustees approve the award of the Cleaning Services for the Pittston Center bid to the lowest responsible bidder: The Dustbusters Cleaning Team in the amount of \$472.88 per week for a total of \$23,644.00 for 50 weeks.
- 8I. Recommendation to Approve RFP for Scranton Center Cleaning Services**
Recommend Luzerne County Community College Board of Trustees approve the proposal to Steamtown Cleaning Services in the amount of \$408.00 per week (50 weeks) for a total of \$20,400.00 per year for three (3) years.
- 8J. Recommendation to Approve RFP for Berwick Center Cleaning Services**
Recommend Luzerne County Community College Board of Trustees approve the proposal to Jan-Pro of Northeastern PA in the amount of \$461.67 per week (50 weeks) for a total of \$23,083.50 per year for three (3) years.
- 8K. Recommendation to Approve RFP for Greater Susquehanna Center Cleaning Services**
Recommend Luzerne County Community College Board of Trustees approve the proposal to Service Master Commercial in the amount of \$713.00 per week (50 weeks) for a total of \$35,650.00 per year for three (3) years.
- 8L. Recommendation to Approve RFP- Athletic Trainer/Medical Services**
Recommend Luzerne County Community College Board of Trustees approve the proposal to Geisinger Wyoming Valley Medical Center in the amount of \$24,395.00 for year 1; \$25,126.85 for year 2 and \$25,880.66 for year 3.

- 8M. Recommendation to Approve RFP for Beverage Vending Services**
Recommend the Luzerne County Community College Board of Trustees approve the proposal to Pepsico, Inc. based on their submitted proposal with a five (5) year estimated total monetary contribution of \$243,045.
- 8N. Recommendation to Approve Bid- Main Parking Lot Repaving Project**
Recommend the Luzerne County Community College Board of Trustees approve the award of the Main Parking Lot Repaving Project (includes replacement of curbs, sidewalks, and 54 steps) bid to the lowest responsible bidder: Don Bower, Inc. in the amount of \$1,253,000. In addition, an 8% project contingency (\$100,240) and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$87,825.28, civil engineering will be expensed in the amount of \$34,800, and the landscape architect fees in the amount of \$11,860 will be incurred for a total project cost of \$1,487,725.28.
- 80. Recommendation to Approve RFP for Managed Security Services**
Recommend Luzerne County Community College Board of Trustees approve the award of our Managed Security Service RFP to CDW Government for the Artic Wolf MDR product suite based upon our assessment and evaluation of included features and services, and our overall confidence in the total estimated cost.
- The total amount for a 1-year, pre-paid engagement is **\$111,097.33**.

11. NOMINATION COMMITTEE ACTION ITEM

- 11. Recommendation to Approve the 2022-2023 Slate of Officers**
On behalf of the Nomination Committee and in accordance with the Luzerne County Community College By-Laws, it is recommended the LCCC Board of Trustees approve the proposed slate of officers for Fiscal Year 2022-2023.

Board Chair: Daniel C. Rodgers
Vice Chair: Catherine R. O'Donnell, Esq.
Board Secretary: Robert Bertoni, Board Secretary.

INFORMATION ON RECENT APPOINTMENTS

New Hires since April 26, 2022

Administration

Jan Marie Mozeko, FT All One Recovery Education Institute (AREI) Facilitator, \$41,778.81/yr, April 25, 2022

Re-Classification

Kimberly Hogan, FT Dean of Human Resources, \$84,753.05/yr, May 23, 2022

Laura Kapalka, FT Director of Financial Aid, \$64,979.95/yr, May 23, 2022

Faculty

Laura Fowler, FT Director of Nursing, \$124,918.90/yr, May 16, 2022

Classified

Jennifer Graham, FT Secretary, AREI, KEYS and Career Services, \$27,300.00/yr, April 13, 2022

Holly Conway, FT Bookstore Clerk, \$32,778.20/yr, April 25, 2022

Laura Jenkin, FT Temporary Accounting Clerk, \$27,300.00/yr, May 2, 2022

Thomas Bralczyk, FT Maintenance Staff, \$31,200.00/yr, May 9, 2022

Justin Brannigan, FT Groundskeeper, \$31,200.00/yr, May 9, 2022

Carmelitta Oakley, FT Temporary Science Technical Services Technician, \$34,846.00/yr, May 23, 2022

Security

Ronald Romanelli, FT Public Safety & Security Officer, \$33,280.00/yr, May 31, 2022

LEAVE REPORT STATUS

Separations from Employment

Paula Savero, PT Secretary, Pittston Extension Center, April 13, 2022

Alyssa Gayewski, FT Custodian, April 29, 2022

Michelle Volkel, FT Custodian, April 29, 2022

Mark Carpentier, FT Director of Financial Aid, May 20, 2022

Valerie Dube, FT Admissions Data Processing Assistant, May 20, 2022

Maria Carr, FT Temporary Instructor of Medical Assisting, Spring Semester 2022, May 27, 2022

Mary Murphy, FT Temporary Instructor of Human Services/Sociology, Spring Semester 2022, May 27, 2022

Karen Rainey, FT Temporary Instructor of Dental Programs, Spring 2022 Semester, May 27, 2022

Lisa Radziak, FT Database Administrator, June 3, 2022

Name: Luzerne County Community College Board of Trustees Board Meeting
Date: Tuesday, April 26, 2022 **Time:** 6:00 PM
Location: Luzerne County Community College Trailblazer's Café, Nanticoke PA
Link: <https://www.luzerne.edu/about/bot/LCCCBOTMtg4-26-2022.mp4>

AGENDA ITEM	NOTES	ACTION TAKEN
Pledge of Allegiance	Daniel Rodgers, Board Chair, asked attendees to rise for the Pledge of Allegiance.	
1.Roll Call	<p>Present: Robert Bertoni, Lynn Distasio, Joseph Esposito, Holly A. Evanoski, Secretary; Bernard Graham, Ph.D., Erin K. Keating, Ed.D.; Joseph Lettiere; Catherine R. O'Donnell, Esq., Vice Chair; August Piazza; Daniel C. Rodgers, Board Chair; Anthony Seiwell; Kevin Walsh, Esq., College Solicitor.</p> <p>Excused: George Brown; James Dennis; and Susan E. Unvasky</p>	
	<p><i>Daniel Rodgers, Board Chair, reported prior to the start of the April 26, 2022, Board meeting an Executive Session was held to discuss personnel and litigation issues. Atty. Kevin Walsh stated in reference to agenda item 7B-revised Purchasing Policy as it relates to Section 9A-Construction and Repair Contracts the amount must remain \$20,000 in order for the College to stay in compliance with the PA Community College Act.</i></p>	
2.Public Comment	2.Daniel Rodgers, Board Chair, opened the floor for public comment.	1.N/A.
3. Approval of February 22, 2022 Board Minutes	3. Daniel Rodgers, Board Chair, recommended approval of the February 22, 2022 Board meeting minutes.	<p>3.Approved. Motion made by August Piazza; seconded by Catherine R. O'Donnell, Esq., Vice Chair.</p> <p>Vote was 10 "yes". Robert Bertoni abstained from the vote.</p> <p>Motion carried.</p>

AGENDA ITEM	NOTES	ACTION TAKEN
<p>4. Approval of April 26, 2022, Board Agenda</p>	<p>4. Daniel Rodgers, Board Chair, recommended approval of the April 26, 2022 Board agenda.</p>	<p>4. Approved. Motion made by Bernard W. Graham, Ph.D.; seconded by August Piazza. Vote was all "yes". Motion carried.</p>
<p>ACTION ITEMS</p>		<p>ACTION TAKEN</p>
<p>5. Report of the Executive Committee</p>	<p>5. Daniel C. Rodgers, Board Chair, presented the Executive Committee report.</p>	<p>ACTION TAKEN</p>
<p>5A. Nomination Committee</p> <p>5B. President's Employment Contract</p>	<p>5A. Recommend Luzerne County Community College Board of Trustees approve the appointment of the following Board of Trustees Nomination Committee:</p> <p><u>Nomination Committee Chairperson:</u> Joseph Lettiere, Audit, Finance and Facilities; <u>Nomination Committee Membership:</u> Robert Bertoni, Student Success and Workforce Development Committee ; Joseph Esposito, Audit, Finance and Facilities Committee; Anthony Seiwel, Compliance, Legal Affairs, Policies, Human Resources Diversity & Inclusion Committee; and Board Secretary Holly Evanoski representing the Government, External Affairs, Public Relations, Marketing, and College Foundation.</p> <p>5B. Recommend the Luzerne County Community College Board of Trustees approve the President's Compensation to reflect a retroactive 3% salary increase for Fiscal Year 2020-2021 and a 3% salary increase for Fiscal Year 2021-2022.</p>	<p>5A. Approved. Motion made by Erin K. Keating, Ed.D.; seconded by Catherine R. O'Donnell, Esq., Vice Chair. Vote was all "yes". Motion carried.</p> <p>5B. Approved. Motion made by Joseph Esposito; seconded by Holly Evanoski, Board Secretary. Vote was all "yes". Motion carried.</p>
<p>6. Student Success & Workforce Development Committee</p>	<p>6. Bernard Graham, Ph.D., Chair, Student Success and Workforce Development Committee presented the following report.</p>	<p>ACTION TAKEN</p>
<p>6A. Program Additions, Deletions and Modifications</p>	<p>6A. Recommend the Luzerne County Community College Board of Trustees approve the Program Additions, Deletions and Modifications which include the addition of Medical Assistant program and Manufacturing Technician program.</p>	<p>6A. Approved. Motion made by Robert Bertoni; seconded by Erin K. Keating, Ed.D. Vote was all "yes". Motion carried</p>

Report of the Audit, Finance and Facilities Committee	Holly Evanoski, presented the Audit, Finance and Facilities Committee report.	ACTION TAKEN																						
7A. RFP, Financial Statement Preparation Services	7A. Recommend the Luzerne County Community College Board of Trustees approve the proposal to Kronick, Kalada, and Berdy & Co. for \$15,000.00 for year 1; \$15,750.00 for year 2 and \$16,500.00 for year 3 for a total cost of the proposal for 3 years in the amount of \$47,250.00.	7A. Approved. Motion made by Joseph Esposito; seconded by August Piazza. Vote was all "yes". Motion carried.																						
7B. Purchasing Policy - Revised	7B. Recommend the Luzerne County Community College Board of Trustees approve the revised Administrative policy - Purchasing Policy, including the additional revision as stated by Atty. Walsh.	7B. Approved. Motion made by Anthony Seiwel; seconded by Lynn Distasio. Vote was all "yes." Motion carried.																						
7C. Authorize Transfer of Funds and Approve Capital Projects	7C. Recommend the Luzerne County Community College Board of Trustees authorize a transfer from the Bookstore Cash Reserves to the Plant Fund to be utilized for the prioritized capital projects. The available funds, capital projects, and the estimated costs are:	7C. Approved. Motion made by Joseph Esposito; seconded by August Piazza. Vote was all "yes". Motion carried.																						
<table border="1"> <thead> <tr> <th></th> <th>Available Funds / (Estimated Project Cost)</th> </tr> </thead> <tbody> <tr> <td>Bookstore Cash Reserves</td> <td>\$3,482,345.64</td> </tr> <tr> <td>Building 1 Switchgear - matching funds + anticipated cost increase</td> <td>(\$140,012.00)</td> </tr> <tr> <td>Esports</td> <td>(\$530,900.00)</td> </tr> <tr> <td>Micro-Credential Lab</td> <td>(\$450,000.00)</td> </tr> <tr> <td>Concrete stairs between courtyard levels (4 sets)</td> <td>(\$32,997.00)</td> </tr> <tr> <td>Paving Main Parking Lot with Curb and Sidewalk Replacement</td> <td>(\$1,415,220.36)</td> </tr> <tr> <td>Building 7 Roof Replacement</td> <td>(\$602,100.00)</td> </tr> <tr> <td>REVISED SCOPE Water Line Replacement</td> <td>(\$200,000.00)</td> </tr> <tr> <td>Campus Center Boiler Replacement</td> <td>(\$60,000.00)</td> </tr> <tr> <td>Potential remaining balance</td> <td>\$51,116.28</td> </tr> </tbody> </table>			Available Funds / (Estimated Project Cost)	Bookstore Cash Reserves	\$3,482,345.64	Building 1 Switchgear - matching funds + anticipated cost increase	(\$140,012.00)	Esports	(\$530,900.00)	Micro-Credential Lab	(\$450,000.00)	Concrete stairs between courtyard levels (4 sets)	(\$32,997.00)	Paving Main Parking Lot with Curb and Sidewalk Replacement	(\$1,415,220.36)	Building 7 Roof Replacement	(\$602,100.00)	REVISED SCOPE Water Line Replacement	(\$200,000.00)	Campus Center Boiler Replacement	(\$60,000.00)	Potential remaining balance	\$51,116.28	Final Board of Trustee approval of the actual funds transferred will be submitted with exact funding amounts when bids are opened and award recommendations are provided. All College policies and procedures will be followed.
	Available Funds / (Estimated Project Cost)																							
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<p>7D. Faucet Replacement Project</p>	<p>7D. Recommend the Luzerne County Community College Board of Trustees approve the award of the Faucet Replacement project bid to the lowest responsible bidder: Linco Construction in the amount of \$50,530. An 8% project contingency (\$4,042.40) to hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$5,178.92 for a total project cost of \$59,751.32.</p>	<p>7D. Approved. Motion made by August Piazza; seconded by Erin K. Keating, Ed.D. Vote was all "yes". Motion carried.</p>
<p>7E. Campus Center Water Infiltration Remediation</p>	<p>7E. Recommend the Luzerne County Community College Board of Trustees approve the award of the Campus Center Water Infiltration Remediation bid to the lowest responsible bidder: D&M Construction Unlimited, Inc. in the amount of \$277,300. An 8% project contingency (\$22,184) to hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$23,928.77 for a project cost of \$323,412.77.</p>	<p>7E. Approved. Motion made by Joseph Esposito; seconded by August Piazza. Vote was all "yes". Motion carried.</p>
<p>7F. Drinking Foundation Replacement Project</p>	<p>7F. Recommend the Luzerne County Community College Board of Trustees approve the award of the Drinking Foundation Replacement project bid to the lowest responsible bidder: Linco Construction in the amount of \$117,500. In addition, an 8% contingency (\$9,400) to hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$11,408.31 for a total project cost of \$138,308.31.</p>	<p>7F. Approved. Motion made by; August Piazza; seconded by Bernard W. Graham, Ph.D. Vote was all "yes". Motion carried.</p>
<p>7G. Bid #506, Furniture Replacement</p>	<p>7G. Recommend the Luzerne County Community College Board of Trustees approve the award of the Furniture Replacement bid to the lowest responsible bidders: Phillips Supply Company in the amount of \$71,997.54 and Educational Furniture Solutions in the amount of \$166,914.20; and direct purchases to the following vendors for items which had no bid submitted: DuMor in the amount of \$22,185, School Outfitters in the amount of \$863.64, Park Warehouse in the amount of \$15,256.32, Global Furniture Group in the amount of \$13,585, Kewaunee Scientific in the amount of \$1,525, Amazon in the amount of \$201.96, and Nova in the amount of \$733.20 for a total bid award/direct purchase cost of \$293,261.86.</p>	<p>7G. Approved. Motion made by; seconded by Vote was all "yes". Motion carried.</p>

7H. Compact Backhoe Loader	7H. Recommend the Luzerne County Community College Board of Trustees approve the purchase of a Compact Backhoe Loader from the sole dealer in Pennsylvania for JCB Equipment, Stephenson Equipment Inc. The purchase amount will not exceed \$110,000.	7H. Approved. Motion made by Joseph Esposito; seconded by Anthony Seiwell. Vote was all "yes". Motion carried.														
8. Compliance, Legal Affairs, Policies, Human Resources, Diversity & Inclusion Committee Report	8. August Piazza, Chair of the Compliance, Legal Affairs, Policies, Human Resources, Diversity and Inclusion Committee presented the following report.	ACTION TAKEN														
8A. Faculty Promotions	8A. Recommend the Luzerne County Community College Board of Trustees approve, in accordance with the Faculty Association Contract, the following (6) faculty members for promotion: <table border="1" data-bbox="665 861 909 1176"> <thead> <tr> <th>Applicant</th> <th>Rank</th> </tr> </thead> <tbody> <tr> <td>Brenda Rehrig</td> <td>Professor</td> </tr> <tr> <td>Danese Brokenshire</td> <td>Associate Professor</td> </tr> <tr> <td>Brandon Babbish</td> <td>Associate Professor</td> </tr> <tr> <td>Christine Ferrato</td> <td>Associate Professor</td> </tr> <tr> <td>Lori Shemanski</td> <td>Associate Professor</td> </tr> <tr> <td>Kara Furman</td> <td>Assistant Professor</td> </tr> </tbody> </table>	Applicant	Rank	Brenda Rehrig	Professor	Danese Brokenshire	Associate Professor	Brandon Babbish	Associate Professor	Christine Ferrato	Associate Professor	Lori Shemanski	Associate Professor	Kara Furman	Assistant Professor	8A. Approved. Motion made by Erin K. Keating, Ed.D.; seconded by Catherine R. O'Donnell, Esq., Vice Chair. Vote was all "yes". Motion carried.
Applicant	Rank															
Brenda Rehrig	Professor															
Danese Brokenshire	Associate Professor															
Brandon Babbish	Associate Professor															
Christine Ferrato	Associate Professor															
Lori Shemanski	Associate Professor															
Kara Furman	Assistant Professor															
9. Report of the Government and External Affairs, Public Relations, and Marketing, and College Foundation Committee	9. Catherine O'Donnell, Esq., Chair, Government and External Affairs, Public Relations, and Marketing, and College Foundation Committee, stated there were no action items to report. Committee Chair O'Donnell noted the committee had no action items; however, as a reminder the Interactive Hybrid Discussion for Legislative members will be held Friday, April 29 th 2022 in the Educational Conference Center. There is a zoom link for anyone unable to attend in person. Committee Chair O'Donnell encouraged participation at this event.	9.N/A.														

<p>10. Report of Officers and Agents</p>	
<p>President's Report</p> <ul style="list-style-type: none"> o Treasurer's Report 	<p>Cheryl Baur, Vice President of Finance, presented the Treasurer's Report for March 31, 2022. Salaries have decreased 14%; benefits are down 5%. The operating expenses is 9% under budget.</p> <p>Operating Revenue: The sponsorships, both Commonwealth of PA and Luzerne County, the actuals of \$18,423,000 will come in on budget. Projecting total tuition to be 2% above budget. A projection for year end, June 30, 2022, revenue over expenses in the amount of \$1,860,000.</p> <p>Bookstore – We project as of June 30, 2022, revenue in excess of expenses in the amount of \$12,995.</p> <p>Food Service – Food sales have increased 32% over budget; however cost for food supplies have increased. Projection a loss of \$138,000 for year end.</p> <p>Capital Budget – Revenue – Appropriations from the State and County are on budget; Debt Service- GEESA payment was moved out of leases to debt services line item. Under equipment purchases the College identified \$132,000 worth of expenses on the actuals side that should have been reclassified to COVID money so that line item will be reduced by \$132,000.</p> <ul style="list-style-type: none"> o Foundation Report <p>Rebecca Brominski, Executive Director, Institutional Advancement, on behalf of the Foundation, welcome and congratulations to our students and to our veterans, thank you for your service.</p> <p>In celebration of community college month, the Foundation along with the Alumni Association, and Joseph A. Paglianite Culinary Institute sponsored a very successful Fork Over Love community hot meal distribution. Four hundred hot meals were distributed to residents of the South Valley as well as our students. Mrs. Brominski expressed her</p>

appreciation to the Alumni Association and the culinary students for partnering with the Foundation on this important initiative.

While working to establish food banks at each of our dedicated sites, the Foundation recently received an additional \$10,000 for the Mercy Special Care Hospital to support our efforts. By Fall of 2022, each one of our centers will have an active food bank and the funds to be able to support and sustain operations as well as offer special initiatives to help combat food insecurities among our students and their families.

Since our last report, the Foundation had established four additional scholarships totaling \$60,000. Scholarship Applications have increased by 27% over last spring. This Fall, the Foundation will begin to award over \$400,000 in scholarships to new and returning students.

As Trustee O'Donnell mentioned, the annual Legislative Breakfast will be held Friday, April 29, 2022 in a hybrid format. We look forward to hosting over 60 guests including 16 elected officials both in person and virtual and look forward to sharing an announcement that will impact our region's workforce.

The Schulman Gallery will be hosting a Communication Arts Exhibit. The Alumni Association Flea Market and Car Show will be held Saturday, The Alumni Association Golf Tournament at Blue Ridge Golf on Monday, May 23rd, the Alumni Association Reception May 24th, and Annual Commencement May 26th.

Thomas P. Leary, President, Luzerne County Community College stated, in celebration of April as Community College Month, it is an honor to recognize the following students for their leadership and academic achievements.

The All-Pennsylvania Academic Team Award, sponsored by Phi Theta Kappa, the international honor society for two-year colleges, and the Pennsylvania Commission for Community Colleges, honors students for their outstanding academic achievement and leadership ability. In addition, the Pennsylvania State System of Higher Education (PASSHE)

President's Report

- o *Student Recognition Ceremony*

universities provide scholarships to eligible All-PA Transfer Team members at PASSHE institutions, providing two years of tuition at any PASSHE school.

Luzerne County Community College recognized the following students who achieved academic excellence and demonstrated a commitment to Luzerne County Community College and the greater community.

The 2022 All-Pennsylvania Academic Team Award was presented to Kelsey Henahan and Courtney Carey.

The Luzerne County Community College Certificate of Recognition was presented to Jamie Monahan. Jamie was recognized for his demonstrated leadership, service to the community and his dedication to LCCC and its students. Jamie is the recipient of President's Award and recipient of the Community Service Award.

Student Government Association represents each student in the best interests of the College and the community. The organization is responsible for guiding and directing student activities throughout the year.

President Leary stated, this evening we recognize the members of the Student Government Association Executive Board for their demonstrated leadership, service and dedication to Luzerne County Community College and its students.

The Luzerne County Community College Certificate of Appreciation is presented to the following Board members: Makiah Cintron, Michael Daniel, Kevin Lloyd, Mason Malloy, and Rebecca Ottensman.

The Board meeting was held in front of the Patrick J. Solano Veterans Center. President Leary reported it was with great pride and appreciation that for the first time in history, Luzerne County Community College has earned the 2022-2023 Military Friendly® School designation.

Military Friendly® School Designation

Institutions earning the Military Friendly® School designation were evaluated using both public data sources and responses from a survey. More than 1,800 schools participated in the 2022-2023 survey with 665 earning special awards for going above the standard. LCCC has been awarded the Silver ranking. At this time, President Leary introduced the individual who demonstrated great leadership in achieving this for Luzerne County Community College. A person who is very passionate about military services, serving as advisor and as the Assistant Director of Financial Aid, Laura Kapalka.

Laura Kapalka, Assistant Director of Financial Aid and Veterans Club Advisor, thanked President Leary, Chairman Rogers, and members of the board for providing her the opportunity to speak about the Military Friendly School designation. Mrs. Kapalka noted that this project has been near and dear to her heart.

The Military Friendly® Schools Survey is the longest-running, most comprehensive review of colleges and universities nationwide and their investment in serving military and veteran students. This designation highlights on a national level Luzerne County Community College as a leader in providing military and veteran students with a quality education as well as a full scope of veteran support services and programs.

This year, over 1800 schools completed the survey process; however, only 665 were awarded designations ranging from simply Military Friendly to Military Friendly with a Bronze, Silver or Gold distinction. Being awarded with a designation of Silver ranking is certainly a testament to the hard work and dedication of our entire administration, faculty and staff who tirelessly strive on a daily basis to meet the educational and support needs of our military and veteran population. Still at the heart of this designation, is our military, veteran and military dependent students.

This designation is a tribute to them and their commitment to their education and future goals. Mrs. Kapalka stated that she came to work

at the College seven year ago in the Financial Aid Office. Almost instantly she knew she had found more than a job; she found a future, a sense of belonging. She felt at home.

Mrs. Kapalka noted her husband Rich is a veteran of the United States Army and served in Germany from 1991 to 1995. When the opportunity arose to become a School Certifying Official through the United States Department of Veteran Affairs and have the opportunity to work with our veteran and military students, she immediately agreed; and noted it has been one of the most rewarding aspects of her career at the College. She has had the opportunity, along with my counterpart, School Certifying Official Michelle Cicerchia, to meet and work with these men and women. They stop in the Financial Aid Office to secure their GI Bill funding or learn about their financial aid options. I may explain the fundamentals of their funding, but in return I have had the privilege of talking with them and learning about their lives.

Woman and men like student Elizabeth Dorris who enlisted in the U.S. Army, was deployed twice to Iraq, and was stationed at Fort Hood and survived the 2009 shooting massacre.

Alum Matthew King, who during his 8-year tenor in the U.S. Navy and reserves served in Korea and Japan.

Student Samuel Elliott, a member of the National Guard and a nursing student now at the College. He is preparing to leave this summer to train with his unit overseas with the Lithuanian Army. Each of these individuals will share their story with you this evening. Elizabeth, Matt and Samuel are three of over 100 veteran, military and military dependent students at Luzerne County Community College. These men and women are fearless and courageous, they are selfless, putting their civilian lives and dreams on hold to protect ours. They have served overseas and in times of war. They are fathers, mothers, sons and daughters and soon many will become Luzerne County Community College graduates. They are striving to build a future for themselves and in many cases for their families. And, what an honor, because we have

	<p>the privilege of being able to help. And, our work isn't done. Under the direction of President Thomas P. Leary and Vice President Rosana Reyes, we are now developing new and innovative initiatives and programs for our veterans and military population.</p> <p>This Military Friendly designation is a true honor and testament to our commitment to provide our military and veteran students a quality education and to give them a place to call home.</p> <p>LCCC students, Elizabeth Dorris, Army, Samuel Elliott, National Guard, and LCCC Alum, Matthew King, Navy, provided brief remarks.</p>
	<p style="text-align: center;">Informational Items</p>
<p>1. Unfinished Business-Previous Meeting</p>	<p>1.N/A</p> <p>1. No action required.</p>
<p>2. Communications</p>	<p>2. All communications were included in the Board packets.</p> <p>2. No action required.</p>
<p>3. Adjournment</p>	<p>3. Daniel Rodgers, Board Chair, asked for a motion to adjourn.</p> <p>3. Motion to adjourn was made Anthony Seiwel; seconded by Holly Evanoski.</p> <p>All in favor. Motion carried.</p>

ACTION ITEMS
STUDENT AFFAIRS AND WORKFORCE
DEVELOPMENT COMMITTEE

Academic Program Report
June 2022

**Report Summary:
Modifications:**

The **Mathematics (AS.MAT)** program has been modified to align with transfer institution requirements.

The **Electrical Construction Technology (AAS.ECT, CS.ECT)** programs have been modified to align with current industry standards and address changing employer needs.

The **Building Maintenance Technology (CS.BLD)** program has been modified to align with current industry standards and address changing employer needs.

The **Computer Systems & Security Technology (AAS.CST)** has been modified to current industry standards and address employer needs.

The **Electronics Engineering Technology (AAS.EET)** has been modified to current industry standards and address employer needs.

The following program proposals have been approved by the Academic Committee of the Senate, the Senate, and VP of Academic Affairs. Each proposal meets all requirements for a program.

Approved Program Modifications

Program Name: **Mathematics (AS.MAT)**

Rationale: Update program to align with transfer institutions

Department: Mathematics

Department Chair: Nicole Saporito

Total Enrollment:

Graduates:

FA/2017	8	2016-17	2
FA/2018	9	2017-18	2
FA/2019	9	2018-19	2
FA/2020	14	2019-20	2
FA/2021	8	2020-21	0

Faculty: Fulltime – 6 in department

Adjunct – 10; 2.87 FTE
1 classified; 0.40 FTE

2 other department; 0.47 FTE

Academic Program Report
June 2022

Program Mission/Description – The Math curriculum is designed for students to transfer to a four-year program in Mathematics. Students with a background in mathematics have many opportunities for employment in such fields as engineering, research, education, actuarial science and cryptography.

Goals

This program provides the student the opportunity to:

- Understand content specific materials offered in the program
- Develop the mathematical skills to lay the foundation for continued professional development.

Learning Objectives

The graduate of this program will be able to:

- Find, Organize, and Present information effectively using technology
- Choose from a variety of proof techniques and apply that technique correctly to a mathematical claim
- Demonstrate knowledge of multivariable applications of calculus.
- Identify patterns, make connections to known results, form a conjecture and test.

REQUIRED COURSES

CIS 158 – C++	3	MAT 151 – Analytical Calculus I	4
COS 230 – Data Structures	3	MAT 251 – Analytical Calculus II	4
ENG 101 – English Composition	3	MAT 252 – Analytical Calculus III	4
ENG 102 or 104– Advanced Composition	3	MAT 240 – Introduction to Abstract Math	3
FYE 101 – First Year Experience	1	MAT 280 – Differential Equations	4
General Elective	3	PHY 151 – Calculus-based Physics I	4
Health and Wellness Elective	1	PHY 152 – Calculus-based Physics II	4
Health and Wellness Elective	1	Critical Thinking Elective	6
Cultural Awareness/Diversity Electives	6	SPE 125 – Fundamentals of Speech	3
MAT 107 – Basic Statistics	3		

Academic Program Report
June 2022

Program Name: **Electrical Construction Technology (AAS.ECT)**

Rationale: Update program to align with changing industry skill standards and address employer needs

Department: Applied Technology

Department Chair: Brandon Babbish

Total Enrollment:

FA/2017 --	39	2016-17 -	8
FA/2018 --	43	2017-18 -	9
FA/2019 -	46	2018-19 -	11
FA/2020 --	38	2019-20 -	8
FA/2021 --	36	2020-21-	8

Graduates:

FA/2017 --	39	2016-17 -	8
FA/2018 --	43	2017-18 -	9
FA/2019 -	46	2018-19 -	11
FA/2020 --	38	2019-20 -	8
FA/2021 --	36	2020-21-	8

Faculty: Fulltime -- 1 in department
Adjunct -- 2; 0.67 FTE

Program Mission/Description – Base theories of electricity, household and industrial electrical maintenance and the use of hand and power tools. Practical training on various types of electrical services and repair and installation are included. Training will also include electric motors, transformers, large motor controllers, commercial and industrial power systems, multi-dwellings, multi-meter services, and national electric code. Upon completion of the program, possible employment positions include electrician’s helper, lineperson’s helper, and electrical parts counterperson, or for the more experienced, opportunities as an industrial maintenance or construction electrician, self-employment in residential or commercial wiring, or sales representative for an electrical manufacturer or distributor.

Goals

This program provides the student the opportunity:

- to understand the basic design and planning of electrical distribution systems.
- to acquire the skills to enable successful employment in the electrical industry.

Learning Objectives

The graduate of this program is able to:

- demonstrate the ability to wire three phase WYE and DELTA commercial and industrial distribution systems.
- apply the appropriate basic national electric code section to the electrical installation.
- demonstrate the use of mathematical formulas and theory to compute the appropriate electrical circuit parameters.
- demonstrate the ability to install, wire and troubleshoot electrical fixtures, transformers, motors and service panel boards.
- prepare for successful completion of Journeyman and State electrical exams through mastery of the national electrical code.
- demonstrate an understanding of the hazards associated with electrical circuits and equipment by developing a procedure for prevention of injury.

Academic Program Report
June 2022

REQUIRED COURSES

ENG 101	English Composition I	3	CEL 119	National Electrical Code II	3
MAT 103	Math for Industry	3	CEL 120	Electric Motors	3
CEL 101	D.C. and A.C. Fundamentals	4	CEL 121	Electric Motor Control I	4
CEL 103	Basic Construction Wiring	3	CEL 130	Power Systems	3
CEL 109	Blueprint Reading & Estimating	3	GET 203	Intro. Programmable Logic Control	3
FYE 101	First Year Experience	1	CEL 298	Internship	2
CEL 112	Advanced Electrical Construction	4	CEL 122	Electrical Motor Control II	4
CEL 116	National Electric Code I	3	CEL 132	Transformers	3
ENG 261	Technical Communications (or SPE 125)	3	PLH 105	Controls for Heating Systems	4
	Critical Thinking Elective	3	HAC 106	Controls for Air Conditioning	4
PHY 103	Physics for Trade Technologies	3		Cultural Awareness Elective	3
	Health & Wellness Elective (recommend EMS 207)	1	CEL 299	Internship	3

Total credits: 69

Program Name: Electrical Construction Technology (CS.ECT)

Rationale: Update program to align with changing industry skill standards and address employer needs

Department: Applied Technology

Department Chair: Brandon Babbish

Total Enrollment:

Graduates:

FA/2017 --	6	2016-17 -	1
FA/2018 --	4	2017-18 -	3
FA/2019 -	6	2018-19 -	1
FA/2020 --	7	2019-20 -	0
FA/2021 --	8	2020-21-	1
Faculty: Fulltime --	1 in department	Adjunct --	2; 0.67 FTE

Program Mission/Description - Base theories of electricity, household and industrial electrical maintenance and the use of hand and power tools. Practical training on various types of electrical services and repair and installation are included. Upon completion of the program, possible employment positions include electrician's helper, lineperson's helper, and electrical parts counterperson.

Goals

This program provides the student the opportunity:

- to understand the principles and practices of residential and small commercial wiring.

Academic Program Report
June 2022

Learning Objectives

The graduate of this program is able to:

- demonstrate an understanding of the principles of basic electricity and have the ability to read blueprints for residential and small commercial wiring.
- wire and troubleshoot basic motor control circuits through effective interpretations of wiring diagrams.
- design and bend electrical conduit systems.

REQUIRED COURSES

MAT 103	Math for Industry	3	PLH 105	Controls for Heating Systems	4
CEL 109	Blueprint Read. & Estimating	3	CEL 112	Advanced Electrical Constr.	4
CEL 116	National Electric Code I	3	CEL 132	Transformers	3
CEL 103	Basic Construction Wiring	3	CEL 121	Electrical Motor Control I	4
CEL 101	D.C. and A.C. Fundamentals	4			

Program Name: **Building Maintenance Technology (CS.BLD)**

Rationale: Update program to align with changing industry skill standards and address employer needs

Department: Applied Technology

Department Chair: Brandon Babbish

Total Enrollment:

Graduates:

FA/2017 --	2	2016-17 -	2
FA/2018 --	3	2017-18 -	1
FA/2019 -	3	2018-19 -	4
FA/2020 --	1	2019-20 -	4
FA/2021 --	1	2020-21-	1

Faculty: Fulltime – 2 in department

Adjunct – 7; 2.5 FTE (adjuncts teach across 3 program areas)

Program Mission/Description - The building maintenance certificate is designed for the student who wants a diversified knowledge in the technical trade skills. The student will acquire an understanding in theory and laboratory skills for electrical, plumbing, heating and air conditioning systems. Qualified students may gain entry level positions in a variety of technical occupations such as maintenance electricians, maintenance plumbers.

Academic Program Report
June 2022

Goals

This program provides the student the opportunity to:

- acquire basic skills needed for troubleshooting, repairing or replacing plumbing, heating and air conditioning equipment.
- Learning Objectives
- The graduate of this program is able to:
- explain the basic theory of electric motors and related devices.
 - install various types of water pipe materials, fittings, fixtures, and appliances.
 - solve and explain methods to prevent potential contamination of drinking water.
 - describe the proper procedures to recover, recycle, and reclaim CFC's refrigerants.
 - explain the purpose and operation of refrigerant controlled devices.

REQUIRED COURSES

HAC 101	Basic Air Conditioning	OR	4	CEL 121	Electric Motor Control I	OR	4
CEL 101	D.C. and A.C. Fundamentals			HAC 103	Warm Air Heat & A/C Des/Inst		
CEL 103	Basic Construction Wiring		3	HAC 106	Controls for Air Conditioning		4
PLH 116	Mech. Piping Methods		4	PLH 122	Intro to Hydronic Heat Syst	OR	4
PLH 105	Controls for Heating Syst.	OR	4	CEL 121	Electric Motor Control I		
CEL 112	Advanced Electrical Const.			MAT 103	Math for Industry		3

Total Credits: 30

Program Name: **Computer Systems and Security Technology (AAS.CST)**

Rationale: Update program to current industry standards

Department: Applied Technology

Department Chair: Brandon Babbish

Total Enrollment:

Graduates:

FA/2017 --	35	2016-17 -	5
FA/2018 --	27	2017-18 -	2
FA/2019 -	27	2018-19 -	4
FA/2020 --	29	2019-20 -	4
FA/2021 --	37	2020-21-	4

Faculty: Fulltime -- 1 in department

Adjunct -- 0; 0.00 FTE

1 other department; 0.20 FTE

Program Mission/Description - The mission of the Computer Systems and Security Technology program is to provide students with the skills necessary to work as a support technician within organizations that provide and utilize diverse IT infrastructures. All of the core courses in the curriculum have practical components that provide students with hands-on experience utilizing essential diagnostic hardware and software development tools. The curriculum focuses on building critical thinking and problem solving skills with an emphasis on practical applications. Students will refine their skills in the areas of operating systems, computer networks and data security. The program will also prepare a student for further studies and/or certification in areas such as network engineering, information security assurance, forensic computer analysis and advanced cyber security.

Goals

The program provides the student the opportunity to:

- Acquire specific knowledge of operating systems, network hardware and security features relevant to professionals within an IT team.

- Acquire relevant skills to prepare the student for career and advanced certifications or degrees.

Learning Objectives

The graduate of this program is able to:

- Function effectively on teams to solve IT related problems utilizing software diagnostic tools.
- Sustain (setup, maintain, and evaluate) network environments.
- Identify and analyze user needs and take them into account in the selection, creation, evaluation or administration of computer-based systems.
- Create (design, program and implement) a secure computer network system.
- Operate (work with, setup, or evaluate) basic analog and digital electronic test equipment effectively.

REQUIRED COURSES

CJU 215 Cyber Crime	3	CST 225 Systems Networking	4
CST 103 Operating Systems	3	CST 227 Linux Operating Systems	3
CST 105 Microcomputer Architecture & Multimedia	3	CST 230 TCP/IP and Network Routers	3
CST 132 Computer Forensics	3	EET 120 Electrical Theory	4
CST 115 Data Communications Infrastructures	3	EET 205 Digital Circuits	3
CST 220 Network Security Issues	3	ENG 101 English Composition	3
CST 221 PC Security Issues	2	ENG 261 Technical Communications or SPE 125	3
		EMS 207 or HPE 207 CPR	1

Academic Program Report

June 2022

FYE 101 First Year Experience	1	Or MAT 101 Survey of Mathematics	
GET 134 Introduction to Computer Programming	3	PSY 103 Gen Psychology	3
MAT 111 Technical Mathematics	3	PHI 150 Introduction to Philosophy	3
		PHY 121 Tech Physics	4

Program Name: **Electronics Engineering Technology (AAS.EET)**

Rationale: Update program to current industry standards

Department: Applied Technology

Department Chair: Brandon Babbish

Total Enrollment:

Graduates:

FA/2017 --	38	2016-17 -	15
FA/2018 --	37	2017-18 -	4
FA/2019 -	32	2018-19 -	13
FA/2020 --	21	2019-20 -	3
FA/2021 --	16	2020-21-	4
Faculty: Fulltime --	2 in department	Adjunct --	0; 0.00 FTE

Program Mission/Description - The AAS degree in Electronics Engineering Technology is designed to provide both the theory and practical applications of electronic engineering technology. The purpose of the program is to prepare graduates for entry-level positions in industry, business and government; for computer / electronic equipment design, installation, servicing and operation; and for entry into such high tech specialties as microprocessors, biomedical equipment, telecommunications, and opto-electronics. Qualified students enrolled in this program may be considered for application to Tobyhanna Army Depot's Pathways Program. Credits earned in this program are also transferable to a four year degree.

Goals

This program provides the student the opportunity to:

- understand the concepts of analog and digital circuits and systems.
- acquire skills required to be successful in the Electronics Engineering Technology field.

Learning Objectives

The graduate of this program is able to:

- Perform circuit analysis in both DC and AC networks.
- Analyze, construct and trouble-shoot discrete and integrated amplifier circuits and digital systems using schematics.
- Explain the architecture and program a typical microprocessor using assembly language.
- Analyze, construct and trouble-shoot electronic systems involving radio and microwave frequencies.

- Analyze, construct and trouble-shoot electronic circuitry employed in the industrial process control environment.

REQUIRED COURSES

EET 131 D.C. Electricity	4	GET 107 Electronic Drafting	2
EET 132 A.C. Electricity	4	GET 102 Maintenance Procedures or	
EET 135 Electronic Devices	4	GET 134 Intro to Computer Programming or	
EET 201 Electronic Amplifier Circuits	4	CIS 158 C++ Programming	3
EET 205 Digital Circuits	3	Health & Wellness Elective	1
EET 224 Electronic Communications	4	Cultural Awareness/Diversity Elective	3
EET 226 Microprocessors	4	MAT 111 Technical Mathematics or	
EET 228 Industrial Electronics and Process Control	4	MAT 151 Calculus I	3/4
ENG 101 English Composition	3	Physics (Minimum PHY 131- General Physics I)	4
ENG 102 Advanced Composition or		Physics continue sequence	4
ENG 104 Advance Composition/Literature	3	Oral Communications	3
FYE 101 First Year Experience	1	Critical Thinking Elective	3

MB

TITLE: SENIOR CITIZEN WAIVER FOR CREDIT COURSES POLICY

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: June 26, 2001, May 20, 2022

The senior citizen status at the Community College is for those Pennsylvania residents who have reached the age of 62 years. Senior citizens will be given a tuition waiver for credit courses on a space-available basis at the close of registration. ~~Senior citizens may pay tuition for credit courses to secure enrollment. Enrollments secured with payment will be given preference for class entry, but will not be eligible for waivers.~~ The senior citizen tuition waiver does not apply to fees and other costs incurred. Only tuition for credit courses can be waived for senior citizens according to this policy. Some courses and/or programs have a limited number of seats available, which may disallow any waivers for that class. The College secures the right to exempt any of its courses or programs from the senior citizen tuition waiver. If the College exempts a course or program from the senior citizen tuition waiver it will be noted in the College course catalog.

RELATED PROCEDURES:

ACTION ITEMS

AUDIT, FINANCE AND FACILITIES COMMITTEE



Cheryl Baur
Vice President of Finance
Luzerne County Community College
521 Trailblazer Drive
Nanticoke, PA 18634
cbaur@luzerne.edu

June 14th, 2022

Attached are the 2023FY Budgets for Operating, Bookstore, Food Services, Student Activities and Capital. For 2023FY Budget, projected billable credits are 76,588, a 5% decline from prior year. The College can expect to generate approximately \$38.2 million in revenue and estimated expenses are \$41.8 million. A transfer of approximately \$1.7 million from the Operating Fund will balance the Food Service, Student Activities and Capital budgets. The American Rescue Plan Act from the Federal Government, whose guidance has approved funding for lost revenue due to the Coronavirus Pandemic, will offset \$3 million of the approximately \$3.6 million deficit in the Operating Fund. Because of scrutiny of all expenses, the College has increased our reserve funding for the last several years. Therefore, our cash reserve will be utilized to offset the additional \$600,000 between revenue and expenses.

An extensive position review took place in order to determine which positions should be included in the 2023FY budget. Leadership considered forty-nine position requests. These requests included vacancies because of retirements or other separations of employment as well as new position requests related to academic programming or operational initiatives. Forty-nine positions were reviewed and thirty-one were approved and included in the 2023FY budget. The total number of positions in the 2023FY budget compared to last year decreased from 328 to 305 (7%). College leadership agreed these positions were the appropriate staffing levels in order to remain fiscally responsible while continuing to meet the needs of our students.

Tuition will be increased 4% (\$6 per credit) next fiscal year. There has not been an increase in tuition for three years to help our students who experienced much hardship during the pandemic. To date, the College has distributed over \$7 million in Higher Education Emergency Relief Funds (HEERF) to our students with an additional \$2 million next academic year for continuing support.

The College is facing a challenging economy as well as the after effects of the Pandemic. However, the Finance Division continues to be mindful of the current budget and our three-year budget plan. Finance will analyze the budget and provide recommendations to College leadership to implement necessary allocation adjustments on a timely basis.



Luzerne County Community College

2023FY Operating Budget - *** Final ***

Updated: 06/09/22

Operating Fund	2022FY Budget	2023FY Budget	% Of Budget	Difference From Prior Year Budget	% Change
Expenses					
1. Salaries					
Faculty	\$ 7,815,696.50	\$ 8,192,099.65	19.6%	\$ 376,403.15	5%
Classified	\$ 4,635,153.17	\$ 4,290,354.79	10.3%	\$ (344,798.38)	-7%
Administrators	\$ 3,989,080.06	\$ 3,836,939.48	9.2%	\$ (152,140.58)	-4%
Adjunct Faculty	\$ 2,200,000.00	\$ 1,815,000.00	4.3%	\$ (385,000.00)	-18%
Overload Pay For FT Faculty	\$ 1,800,000.00	\$ 1,750,000.00	4.2%	\$ (50,000.00)	-3%
Security	\$ 208,748.48	\$ 258,381.97	0.6%	\$ 49,633.49	24%
Non-Credit Instructors	\$ 167,000.00	\$ 130,000.00	0.3%	\$ (37,000.00)	-22%
Dept Chair & Coordinators	\$ 186,423.71	\$ 170,000.00	0.4%	\$ (16,423.71)	-9%
Overtime Pay For FT Faculty	\$ 64,410.98	\$ 40,000.00	0.1%	\$ (24,410.98)	-38%
Work Study Program/Tutors	\$ 60,000.00	\$ 80,000.00	0.2%	\$ 20,000.00	33%
Total Salary	\$ 21,126,512.90	\$ 20,562,775.89	49.2%	\$ (563,737.01)	-3%
2. Benefits					
Health Care	\$ 6,575,998.48	\$ 6,695,005.89	16.0%	\$ 119,007.41	2%
Retirement - TIAA	\$ 1,439,459.62	\$ 1,491,767.29	3.6%	\$ 52,307.67	4%
Retirement - State	\$ 1,024,608.23	\$ 974,605.10	2.3%	\$ (50,003.13)	-5%
FICA/Social Security & Medicare	\$ 808,455.45	\$ 637,446.05	1.5%	\$ (171,009.40)	-21%
Health Care Waivers	\$ 801,016.19	\$ 830,809.63	2.0%	\$ 29,793.44	4%
Early Retirement Incentives	\$ 1,200,000.00	\$ 600,000.00	1.4%	\$ (600,000.00)	-50%
Retirement - PSERS	\$ 308,426.62	\$ 310,678.68	0.7%	\$ 2,252.06	1%
Other	\$ 225,000.00	\$ 225,000.00	0.5%	\$ -	0%
Dental	\$ 183,797.45	\$ 191,290.64	0.5%	\$ 7,493.19	4%
Life Insurance	\$ 100,000.00	\$ 93,622.96	0.2%	\$ (6,377.04)	-6%
Disability	\$ 34,000.00	\$ 33,184.04	0.1%	\$ (815.96)	-2%
Vision	\$ 26,702.36	\$ 27,685.08	0.1%	\$ 982.72	4%
Total Benefits	\$ 12,727,464.40	\$ 12,111,095.37	29.0%	\$ (616,369.03)	-5%
3. Remaining Expenses					
Utilities	\$ 1,252,489.80	\$ 1,216,670.00	2.9%	\$ (35,819.80)	-3%
Miscellaneous - All Other Expenses	\$ 1,474,690.00	\$ 1,389,850.00	3.3%	\$ (84,840.00)	-6%
Supplies	\$ 1,132,330.64	\$ 1,339,783.00	3.2%	\$ 207,452.36	18%
Technology Software & Equipment	\$ 821,137.73	\$ 910,720.00	2.2%	\$ 89,582.27	11%
Contracted Services & Consultants	\$ 745,109.00	\$ 929,559.00	2.2%	\$ 184,450.00	25%
Maintenance Agreements	\$ 478,200.00	\$ 500,650.00	1.2%	\$ 22,450.00	5%
Advertising	\$ 498,000.00	\$ 546,000.00	1.3%	\$ 48,000.00	10%
Travel & Conference	\$ 215,011.16	\$ 203,818.00	0.5%	\$ (11,193.16)	-5%
Equipment Repairs	\$ 208,500.00	\$ 176,225.00	0.4%	\$ (32,275.00)	-15%
Insurances	\$ 220,000.00	\$ 255,000.00	0.6%	\$ 35,000.00	16%
Total Remaining Expenses	\$ 7,045,468.33	\$ 7,468,275.00	17.9%	\$ 422,806.67	6%
4. Budget Adjustments					
Transfer to Other Funds	\$ 1,015,551.89	\$ 1,681,451.80	4.0%	\$ 665,899.91	66%
Total Expenses	\$ 41,914,997.52	\$ 41,823,598.06		\$ (91,399.46)	0%



Luzerne County Community College

2023FY Operating Budget - *** Final ***

Updated: 06/09/22

Operating Fund	2022FY Budget	2023FY Budget	% Of Budget	Difference From Prior Year Budget	% Change
<i>Revenue</i>					
1. Sponsorships					
Commonwealth of PA	\$ 12,526,152.00	\$ 13,152,459.60	31.4%	\$ 626,307.60	5%
Luzerne County	\$ 5,897,500.00	\$ 5,897,500.00	14.1%	\$ -	0%
Total Sponsorships	\$ 18,423,652.00	\$ 19,049,959.60	45.5%	\$ 626,307.60	3%
2. Tuition					
Fall - (In-County)	\$ 3,990,810.48	\$ 4,012,394.77	9.6%	\$ 21,584.29	1%
Fall - (Out-of-County)	\$ 1,425,289.46	\$ 1,564,858.16	3.7%	\$ 139,568.70	10%
Fall - (Out-of-State & Interntl)	\$ 142,528.95	\$ 227,228.69	0.5%	\$ 84,699.74	59%
Fall - (Early College)	\$ 142,528.95	\$ 160,942.70	0.4%	\$ 18,413.75	13%
Spring - (In-County)	\$ 3,818,386.91	\$ 3,260,073.29	7.8%	\$ (558,313.62)	-15%
Spring - (Out-Of-County)	\$ 1,363,709.61	\$ 1,355,763.34	3.2%	\$ (7,946.27)	-1%
Spring - (Out-of-State & Interntl)	\$ 136,370.96	\$ 245,731.51	0.6%	\$ 109,360.55	80%
Spring - (Early College)	\$ 136,370.96	\$ 198,251.50	0.5%	\$ 61,880.54	45%
Summer 1	\$ 1,004,387.25	\$ 895,000.68	2.1%	\$ (109,386.57)	-11%
Summer 2	\$ 274,005.87	\$ 252,611.26	0.6%	\$ (21,394.61)	-8%
Winter Intersession	\$ 193,353.95	\$ 135,796.20	0.3%	\$ (57,557.75)	-30%
Other Tuition	\$ 3,000.00	\$ 110,000.00	0.3%	\$ 107,000.00	3567%
Total Tuition	\$ 12,630,743.35	\$ 12,418,652.10	29.7%	\$ (212,091.25)	-2%
3. Fees					
General Service	\$ 2,032,611.99	\$ 2,123,985.46	5.1%	\$ 91,373.47	4%
Technology	\$ 1,947,410.01	\$ 1,899,948.06	4.5%	\$ (47,461.95)	-2%
Course	\$ 1,711,000.00	\$ 1,550,491.28	3.7%	\$ (160,508.72)	-9%
Other	\$ 100,775.00	\$ 92,000.00	0.2%	\$ (8,775.00)	-9%
Total Fees	\$ 5,791,797.00	\$ 5,666,424.80	13.5%	\$ (125,372.20)	-2%
4. Other					
Miscellaneous	\$ 833,000.00	\$ 799,680.00	1.9%	\$ (33,320.00)	-4%
Interest Income	\$ 275,000.00	\$ 250,000.00	0.6%	\$ (25,000.00)	-9%
Total Other	\$ 1,108,000.00	\$ 1,049,680.00	2.5%	\$ (58,320.00)	-5%
5. Adjustments to Balance Budget					
Adjustments to Balance Budget	\$ 4,008,078.87	\$ 3,638,881.55	8.7%	\$ (369,197.32)	-9%
Total Revenue	\$ 41,962,271.22	\$ 41,823,598.05		\$ (138,673.17)	0%

Operating Fund - 2023FY	
Total of Expenses	\$ 41,823,598.06
Total of Revenue	\$ 41,823,598.05
Difference	\$ 0.00



Luzerne County Community College

2023FY Bookstore Budget - *** Final ***

Updated: 06/09/22

Bookstore Fund	2022FY Budget	2023FY Budget	% Of Budget	Difference From Prior Year Budget	% Change
Expenses					
Salary	\$ 105,652.20	\$ 106,906.40	56%	\$ 1,254.20	1%
Benefits	\$ 101,307.53	\$ 83,549.01	44%	\$ (17,758.52)	-18%
Miscellaneous	\$ 3,000.00	\$ 550.00	0%	\$ (2,450.00)	-82%
Total Expenses	\$ 209,959.73	\$ 191,005.41	100%	\$ (18,954.32)	-9%
Revenue					
Commissions From Follett	\$ 200,000.00	\$ 200,000.00	105%	\$ -	0%
Interest Income	\$ 10,000.00	\$ 23,953.00	13%	\$ 13,953.00	140%
Transfer to Operating Funds		\$ (32,947.59)	-17%	\$ (32,947.59)	
Total Revenue	\$ 210,000.00	\$ 191,005.41	100%	\$ 13,953.00	-9%

Bookstore Fund - 2023FY	
Total of Expenses	\$ 191,005.41
Total of Revenue	\$ 191,005.41
Difference	\$ -



Luzerne County Community College

2023FY Food Services Budget - *** Final ***

Updated: 06/09/22

Food Services Fund	2022FY Budget	2023FY Budget	% Of Budget	Difference From Prior Year Budget	% Change
<i>Expenses</i>					
Salary	\$ 148,755.80	\$ 188,885.40	40%	\$ 40,129.60	27%
Benefits	\$ 102,767.14	\$ 83,754.97	18%	\$ (19,012.17)	-19%
Food Supplies	\$ 80,600.08	\$ 145,000.00	31%	\$ 64,399.92	80%
Credit Card Fees	\$ 5,000.00	\$ 10,000.00	2%	\$ 5,000.00	100%
Office Supplies	\$ 5,399.92	\$ 6,500.00	1%	\$ 1,100.08	20%
Miscellaneous		\$ 38,500.00	8%	\$ 38,500.00	
Total Expenses	\$ 342,522.94	\$ 472,640.37	100%	\$ 130,117.43	38%
<i>Revenue</i>					
Food Sales	\$ 100,000.00	\$ 200,000.00	42%	\$ 100,000.00	100%
Vending Sales	\$ 49,000.00	\$ 50,000.00	11%	\$ 1,000.00	2%
Interest Income	\$ 10,000.00	\$ 11,292.00	2%	\$ 1,292.00	13%
<i>Transfer of Operating Funds</i>	\$ 183,522.94	\$ 211,348.37	45%	\$ 27,825.43	15%
Total Revenue	\$ 342,522.94	\$ 472,640.37	100%	\$ 130,117.43	38%

Food Services Fund - 2023FY	
Total of Expenses	\$ 472,640.37
Total of Revenue	\$ 472,640.37
Difference	\$ -



Luzerne County Community College

2023FY Student Activities Budget - *** Final ***

Updated: 06/09/22

Student Activities Fund	2022FY Budget	2023FY Budget	% Of Budget	Difference From Prior Year Budget	% Change
Expenses					
Club Activity	\$ 122,050.00	\$ 123,100.00	41%	\$ 1,050.00	1%
Supplies - Department/Office	\$ 67,500.00	\$ 60,500.00	20%	\$ (7,000.00)	-10%
Salary - Coaches/Advisors	\$ 38,450.00	\$ 44,900.00	15%	\$ 6,450.00	17%
Transportation	\$ 34,000.00	\$ 36,000.00	12%	\$ 2,000.00	6%
Consultants/Honoraria	\$ 10,500.00	\$ 13,050.00	4%	\$ 2,550.00	24%
Independent Contractors	\$ 12,000.00	\$ 11,000.00	4%	\$ (1,000.00)	-8%
Supplies - Other	\$ 7,000.00	\$ 5,000.00	2%	\$ (2,000.00)	-29%
Athletic Activity	\$ 4,500.00	\$ 4,450.00	1%	\$ (50.00)	-1%
Special Activity	\$ 4,000.00	\$ 2,000.00	1%	\$ (2,000.00)	-50%
Total Expenses	\$ 300,000.00	\$ 300,000.00	100%	\$ -	0%
Revenue					
Transfer From General Service Fees	\$ 300,000.00	\$ 300,000.00	100%	\$ -	0%
Total Revenue	\$ 300,000.00	\$ 300,000.00	100%	\$ -	0%

Student Activities Fund - 2023FY	
Total of Expenses	\$ 300,000.00
Total of Revenue	\$ 300,000.00
Difference	\$ -



Luzerne County Community College

2023FY Capital Budget - *** Final ***

Updated: 06/09/22

Capital Fund	2022FY Budget	2023FY Budget	% Of Budget	Difference From Prior Year Budget	% Change
Expenses					
Facility Leases	\$ 913,730.95	\$ 694,600.40	22%	\$ (219,130.55)	-24%
Equipment Purchases/Leases	\$ 590,861.20	\$ 568,701.00	18%	\$ (22,160.20)	-4%
Debt Service	\$ 1,291,693.00	\$ 1,792,341.62	58%	\$ 500,648.62	39%
Architect		\$ 50,000.00	2%	\$ 50,000.00	
Total Expenses	\$ 2,796,285.15	\$ 3,105,643.02	100%	\$ 309,357.87	11%
Revenue					
State Appropriation	\$ 1,366,150.00	\$ 1,366,150.00	44%	\$ -	0%
Luzerne County Appropriation	\$ 272,500.00	\$ 272,500.00	9%	\$ -	0%
Capital Fees	\$ 275,000.00	\$ 250,000.00	8%	\$ (25,000.00)	-9%
Sale of Assets	\$ 10,000.00	\$ 10,000.00	0%	\$ -	0%
Interest Income	\$ 2,500.00	\$ 3,942.00	0%	\$ 1,442.00	58%
Transfer of Operating Funds	\$ 832,028.95	\$ 1,203,051.02	39%	\$ 371,022.07	45%
Total Revenue	\$ 2,758,178.95	\$ 3,105,643.02	100%	\$ 347,464.07	13%

Capitals Fund - 2023FY	
Total of Expenses	\$ 3,105,643.02
Total of Revenue	\$ 3,105,643.02
Difference	\$ -

RECOMMENDATION

Recommend approval of RFP for Banking Services.

Recommend Luzerne County Community College Board of Trustees approve the proposal of FNCB Bank for Banking Services for a three (3) year period.

Rationale:

The College issues a Request for Proposal for Banking Services every three years in compliance with the Purchasing Policy. It is the belief of LCCC Management that the proposal from FNCB Bank will generate the most interest income for the College and provide excellent customer service.



TO: Thomas Leary, President
FROM: Cheryl Baur, Vice President Finance
Bob Linskey, Director of Accounting
RE: RFP – Banking Services
DATE: June 9, 2022

A request for proposal for Banking Services was advertised on Wednesday, March 23, 2022.

Five (5) responses were received and opened on Thursday, April 21, 2022 with the following respondents:

Name:

- Fidelity Deposit and Discount Bank
- First National Bank
- Community Bank
- FNCB Bank
- Peoples Security Bank and Trust

Each bank offered a different methodology as to how interest earned on funds deposited would be calculated. Bank fees charged for banking services varied from zero to numerous fees. Estimated annual interest to be earned based on cash balances was calculated. Two banks stood out as potential banking partners, Fidelity Deposit and Discount Bank (Fidelity) and FNCB Bank. Fidelity tied their interest proposal to the "one-month average of the Mid Yield to Maturity of the One Year Treasury Bill". FNCB Bank tied their interest proposal to the "Effective Federal Funds Rate".

Following internal discussions, meetings with bank representatives, and an opinion from a financial expert, it was concluded that the Effective Federal Funds Rate, in this current market, would be the best factor to base future interest earned upon. Therefore, I recommend the College accept the proposal from FNCB Bank as our banking partner for the next three years. Please see Banking Services RFP Responses attached.

Rationale:

The College issues a Request for Proposal for Banking Services every three years in compliance with the Purchasing Policy. It is the belief of LCCC Management that the proposal from FNCB Bank will generate the most interest income for the College and provide excellent customer service.

Please contact either of us with any questions or concerns.

RECOMMENDATION

Recommend approval of Bid # 507 - Computers & Technology Hardware Replacement Plan. (Part A)

Recommend Luzerne County Community College Board of Trustees approve the award of Bid # 507:

Section A – Dell/HP Computers

- Dell Marketing for Dell computers in the amount of \$124,042.20 (lowest for Dell desktop computers)
- Howard Technology Solutions for Gaming laptops in the amount of \$16,728.00 (lowest bid for Dell gaming laptops)
- CDW Government for HP laptops in the amount of \$31,680.50 (lowest for HP staff laptops)
- Total Section A = **\$172,450.70**

Section B – Apple Computers

- CDW Government for Apple computers in the amount of **\$78,003.02**

Section C - Miscellaneous Technology Hardware

- Howard Technology Solutions for lowest submitted miscellaneous technology items in the amount of \$30,191.00;
- CDW Government for lowest submitted miscellaneous technology items in the amount of \$31,347.80;
- Dell for lowest submitted miscellaneous technology items in the amount of \$3,608.64;
- Total Section C = **\$65,147.44**

Section D – Networking Hardware

- IntegraONE for Networking hardware in the amount of **\$32,277.25**

The total amount for sections A through D is **\$347,878.41**.

Rationale:

These items are for the College's annual technology replacement plan. Each year the College's replaces a percentage of technology related items such as academic lab and staff computers, networking hardware, and College servers.

Recommend approval of Leasing Proposal for Bid # 507 – Computers and Technology Hardware (Part B)

1. Recommend Luzerne County Community College approve leasing proposal for Bid # 507 to First American Equipment Financing with - Four annual payments of \$95,737.67 for a total of \$382,950.72.

Rationale:

I recommend selecting First American Equipment Financing proposal for the financing. The College continues to receive funding from the Commonwealth of PA to support a portion of these leasing costs. Note that the financed amount will be adjusted to reflect the actual total of \$347,878.41.



TO: Thomas P. Leary, President

FROM: Patricia Yench, Chief Information Officer

RE: Bid # 507 – COMPUTERS & TECHNOLOGY HARDWARE REPLACEMENT PLAN

DATE: June 1, 2022

Bid # 507 was advertised on May 3rd, 2022 and specifications were sent to 25 vendors. The College opened the bids on May 25th, 2022. Six (6) bid responses were received. The bid was comprised of 4 sections (A, B, C, and D) and bidders could submit bids on individual sections and individual items within each section. The results are as follows:

Section A – Dell/HP Computers

Dell - \$188,527.96 (NOTE: This bid included substitute Dell laptops instead of HP laptops.)

Howard Technology Solutions – \$225,832.00

CDW Government - \$31,680.50 (NOTE: This is a partial bid for HP laptops only. No bid on Dell computers.)

Section B - Apple Computers

CDW Government - \$78,003.02 (NOTE: This is the only bid we received on the Apple computers.)

Section C – Miscellaneous Technology Hardware

CDW Government - \$71,120.86

Howard Technology Solutions - \$70,239.80

Dell - \$70,804.72 (NOTE: This is a partial bid since 2 items were excluded.)

Section D – Networking Hardware

Howard Technology Solutions - \$34,343.00

Dell - \$66,794.67 (NOTE: This is a partial bid since several items were excluded.)

IntegraONE - \$21,321.90

Network Craze - \$54,270.09 with an alternate quote (substitute equipment) for \$26,620.00

I recommend the bid be awarded to the lowest responsible bidders as follows:

Section A – Dell/HP Computers

- **Dell Marketing for Dell computers in the amount of \$124,042.20 (lowest for Dell desktop computers)**
- **Howard Technology Solutions for Gaming laptops in the amount of \$16,728.00 (lowest bid for Dell gaming laptops)**
- **CDW Government for HP laptops in the amount of \$31,680.50 (lowest for HP staff laptops)**
- **Total Section A = \$172,450.70**

Section B – Apple Computers

- CDW Government for Apple computers in the amount of **\$78,003.02**

Section C - Miscellaneous Technology Hardware

- Howard Technology Solutions for lowest submitted miscellaneous technology items in the amount of **\$30,191.00**;
- CDW Government for lowest submitted miscellaneous technology items in the amount of **\$31,347.80**;
- Dell for lowest submitted miscellaneous technology items in the amount of **\$3,608.64**;
- Total Section C = **\$65,147.44**

Section D – Networking Hardware

- IntegraONE for Networking hardware in the amount of **\$32,277.25**

The total amount for sections A through D is **\$347,878.41**.

Leasing:

Leasing proposals for the financing were obtained based upon our original estimate of \$360,000 and are as follows:

1. First American Equipment Financing - Four annual payments of \$95,737.67 for a total of \$382,950.72.
2. Insight Financial Services - Four annual payments of \$98,866.80 for a total of \$395,467.20.

I recommend selecting First American Equipment Financing proposal for the financing. The College continues to receive funding from the Commonwealth of PA to support a portion of these leasing costs. Note that the financed amount will be adjusted to reflect the actual total of \$347,878.41.

Recommend Approval of Bid 508 – Micro Credential Lab Furniture

Recommend the Luzerne County Community College Board of Trustees approve the award of the Furniture Replacement bid to the lowest responsible bidder: BMC Office Furniture in the amount of \$18,286.10.

Rationale:

Luzerne County Community College (LCCC) was recently provided access to additional space within the Broad Street Exchange Building to create a Micro-Credential Lab for Industrial Maintenance Training which could include skills training to meet local trade/technology employer needs in the following subject matters:

- Robotics
- Programmable Logical Controllers (PLCs)
- Hydraulics
- Electrical Engineering Technology
- Pneumatics

This furniture will outfit the lab and the adjacent faculty office. The College was able to allocate Bookstore Cash Reserve funds for prioritized projects which includes the Micro-Credential Lab at the Hazleton Center. The College uses the budget process to identify and request necessary infrastructure replacement.

TO: Thomas P. Leary, President

FROM: Cheryl Baur, Vice President of Finance

DATE: June 9, 2022

RE: Micro-Credential Lab Furniture Bid #508

.....
Luzerne County Community College (LCCC) was recently provided access to additional space within the Broad Street Exchange Building to create a Micro-Credential Lab for Industrial Maintenance Training which could include skills training to meet local trade/technology employer needs. A bid for furniture necessary for the lab and adjacent faculty office was advertised on Tuesday, May 3; bids were opened on Wednesday, May 25, 2022.

Bid documents were sent to six (6) bidders and posted to the College's website. One (1) vendor submitted a bid. We have reviewed the bid and recommend awarding to the lowest responsible bidder, BMC Office Furniture, in the amount of \$18,286.10. This purchase is under the bid threshold of \$25,000 and the pricing of the office furniture is comparable and/or lower than the recent prior bid award.

The College was able to allocate Bookstore Cash Reserve funds for prioritized projects which includes the Micro-Credential Lab at the Hazleton Center. The College uses the budget process to identify and request necessary infrastructure replacement.

Recommend Approval of Micro-Credential Lab Renovation (Hazleton Center)

Recommend the Luzerne County Community College Board of Trustees approve the award of the Micro-Credential Lab Renovation in the Hazleton Center project bid to the lowest responsible bidder: Sean Byrne Construction in the amount of \$230,000. In addition, an 8% project contingency (\$18,400) and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$21,089.16 for a total project cost of \$269,489.16.

Rationale:

Luzerne County Community College (LCCC) was recently provided access to additional space within the Broad Street Exchange Building to create a Micro-Credential Lab for Industrial Maintenance Training which could include skills training to meet local trade/technology employer needs in the following subject matters:

- Robotics
- Programmable Logical Controllers (PLCs)
- Hydraulics
- Electrical Engineering Technology
- Pneumatics

The College was able to allocate Bookstore Cash Reserve funds for prioritized projects which includes the Micro-Credential Lab at the Hazleton Center. The College uses the budget process to identify and request necessary infrastructure replacement.

The 8% contingency is not a definite expenditure; however, available if necessary. If it is not utilized as part of the project, the funds will be returned to the available funds for other projects. The College uses the budget process to identify and request necessary infrastructure replacement.

TO: Thomas P. Leary, President

FROM: Cheryl L. Baur, Vice President of Finance

DATE: June 9, 2022

RE: Micro-Credential Lab Renovation (Hazleton Center)

Our architectural and engineering consultant firms, hemmler + camayd architects and GPI respectively, prepared bid documents that were advertised on Tuesday, May 3, 2022. There was a mandatory pre-bid meeting held on Wednesday, May 11, 2022, and bids were opened on Wednesday, June 1, 2022.

There is one (1) contract associated with this bid. Five (5) general contractors attended the mandatory pre-bid meeting on Wednesday, May 11, 2022. Three (3) bidders submitted on June 1, 2022 however one (1) bidder withdrew their bid due to a calculation (formula) error, which resulted in the following:

Bidder	Base Bid
Champion Builders, Inc.	\$249,000
Sean Byrne Construction	\$230,000

Hemmler + camayd architects and GPI have reviewed the bid packages and found the required information to be in order. We recommend awarding the bid to the lowest responsible bidder: Sean Byrne Construction in the amount of \$230,000. In addition, an 8% project contingency (\$18,400) and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$21,089.16 for a total project cost of \$269,489.16.

Luzerne County Community College (LCCC) was recently provided access to additional space within the Broad Street Exchange Building to create a Micro-Credential Lab for Industrial Maintenance Training which could include skills training to meet local trade/technology employer needs in the following subject matters:

- Robotics
- Programmable Logical Controllers (PLCs)
- Hydraulics
- Electrical Engineering Technology
- Pneumatics

The College was able to allocate Bookstore Cash Reserve funds for prioritized projects which includes the Micro-Credential Lab at the Hazleton Center. The College uses the budget process to identify and request necessary infrastructure replacement.

The 8% contingency is not a definite expenditure; however, available if necessary. If it is not utilized as part of the project, the funds will be returned to the available funds for other projects. The College uses the budget process to identify and request necessary infrastructure replacement.



8E

June 3, 2022

To: **Natalie Staron, Finance Division Administrator
Luzerne County Community College
Nanticoke PA**

Re: **Micro Credential Lab Renovation at the Hazleton Center**

Natalie,

I am writing to you regarding the above referenced project. We have reviewed all of the bids submitted for the General Trades contracts received on June 1, 2022 for the micro credential lab renovation at the Hazleton Center. I have spoken to the apparent low bidder in a de-scope phone call and discussed critical items such as scope, schedule and logistics.

Based on the information we have and the bid de-scope, I recommend that Luzerne County Community College move forward with the low bid submitted by:

**Sean Byrne Construction
642 Beech St.
Scranton PA 18505**

Please feel free to call me with any questions and thank you for your attention to this matter.

Respectfully Submitted,

**Brian D. Doran AIA LEED AP
Partner**

cc: file

Recommend Approval of Esports Arena and Student Activities Renovation

Recommend the Luzerne County Community College Board of Trustees approve the award of the Esports Arena and Student Activities Renovation project bid to the lowest responsible bidder: Sordoni Construction Services in the amount of \$401,400. In addition, an 8% project contingency (\$32,112) and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$32,470.05 for a total project cost of \$465,982.05.

Rationale:

Esports stands for **electronic sports**. The word 'esport' is used to describe any video game that has a professional competitive scene. Atari held the Space Invaders Championship in 1980. This competition attracted around 10,000 participants. Esports has grown in popularity among the high school and college-age population and several of the local high schools and colleges/universities have gaming clubs and varying levels of esports programs.

Generally, both domestic and international competitions are held, showcasing a variety of games such as Fortnite, League of Legends, Counter-Strike, Call of Duty, Overwatch, and Madden NFL. These competitions are viewed and followed by millions of fans all over the world, who attend live events or tune in on nationally broadcast television programs or online, through streaming services.

Approximately 3,200 square feet in the Campus Center will be renovated by both College Physical Plant Staff and the awarded contractor. It is designed as a combination of a gaming arena and student activities lounge with dedicated student space.

- Renovation (approximately ½ the room) to create a gaming arena for 12 players, a shout caster/coach platform, and room to grow. The design for the space is state of the art and in line with other attractive esports arenas with broadcasting capabilities.
- Renovation (approximately ½ the room) for student activities and viewing audience of the gaming arena. This includes lounge furniture (funding available with COVID monies), club spaces, and counter height seating to peer through the large windows to watch the gaming competition.
- Student Activities and Athletics and Esports staff will have offices adjacent to these spaces as well.

The College was able to allocate Bookstore Cash Reserve funds for prioritized projects which includes the Esports Arena and Student Activities Renovation. The College uses the budget process to identify and request necessary infrastructure replacement.

The 8% contingency is not a definite expenditure; however, available if necessary. If it is not utilized as part of the project, the funds will be returned to the available funds for other projects. The College uses the budget process to identify and request necessary infrastructure replacement.

TO: Thomas P. Leary, President

FROM: Cheryl L. Baur, Vice President of Finance

DATE: June 9, 2022

RE: Esports Arena and Student Activities Renovation

Our architectural and engineering consultant firms, hemmler + camayd architects and GPI respectively, prepared bid documents that were advertised on Tuesday, May 3, 2022. There was a mandatory pre-bid meeting held on Wednesday, May 11, 2022, and bids were opened on Wednesday, June 1, 2022.

There is one (1) contract associated with this bid. Seven (7) general contractors attended the mandatory pre-bid meeting on Wednesday, May 11, 2022. Four (4) bidders submitted on June 1, 2022 which resulted in the following:

Bidder	Base Bid
Bognet, Inc.	\$549,000
Champion Builders, Inc.	\$417,750
Sean Byrne Construction	\$407,280
Sordoni Construction	\$401,400

Hemmler + camayd architects and GPI have reviewed the bid packages and found the required information to be in order. We recommend awarding the bid to the lowest responsible bidder: Sordoni Construction Services in the amount of \$401,400. In addition, an 8% project contingency (\$32,112) and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$32,470.05 for a total project cost of \$465,982.05.

Approximately 3,200 square feet in the Campus Center will be renovated by both College Physical Plant Staff and the awarded contractor. It is designed as a combination of a gaming arena and student activities lounge with dedicated student space.

- Renovation (approximately ½ the room) to create a gaming arena for 12 players, a shout caster/coach platform, and room to grow. The design for the space is state of the art and in line with other attractive esports arenas with broadcasting capabilities.
- Renovation (approximately ½ the room) for student activities and viewing audience of the gaming arena. This includes lounge furniture (funding available with COVID monies), club spaces, and counter height seating to peer through the large windows to watch the gaming competition.
- Student Activities and Athletics and Esports staff will have offices adjacent to these spaces as well.

The College was able to allocate Bookstore Cash Reserve funds for prioritized projects which includes the Esports Arena and Student Activities Renovation. The College uses the budget process to identify and request necessary infrastructure replacement.

The 8% contingency is not a definite expenditure; however, available if necessary. If it is not utilized as part of the project, the funds will be returned to the available funds for other projects. The College uses the budget process to identify and request necessary infrastructure replacement.



8F.

June 2, 2022

To: **Natalie Staron, Finance Division Administrator
Luzerne County Community College
Nanticoke PA**

Re: **Esports Renovation at the Campus Center (Main Campus)**

Natalie,

I am writing to you regarding the above referenced project. We have reviewed all of the bids submitted for the General Trades contracts received on June 1, 2022 for the Esports Renovation in the Campus Center. I have spoken to the apparent low bidder in a de-scope phone call and discussed critical items such as scope, schedule and logistics.

Based on the information we have and the bid de-scope, I recommend that Luzerne County Community College move forward with the low bid submitted by:

**Sordoni Construction Services
45 Owen Street
Forty Fort PA 18704**

Please feel free to call me with any questions and thank you for your attention to this matter.

Respectfully Submitted,

**Brian D. Doran AIA LEED AP
Partner**

cc: file

Recommend Approval of Building 1 Switchgear Replacement

Recommend the Luzerne County Community College Board of Trustees approve the award of the Building 1 Switchgear Replacement project bid to the lowest responsible bidder: Brennan Electric in the amount of \$575,413. In addition, an 8% project contingency (\$46,033.04) and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$43,439.08 for a total project cost of \$664,885.12.

Rationale:

The College was able to allocate Bookstore Cash Reserve funds for prioritized projects which includes the Building 1 Switchgear Replacement. Additionally, PDE approved funding in the amount of \$100,009 for this project based on the Capital Application submitted in March 2021. The College uses the budget process to identify and request necessary infrastructure replacement.

The bid amount is above the estimated project cost due to the current state of electrical materials and parts due to pandemic impacted supply and demand. There were other projects within the allocation of funding which were bid lower than the anticipated project cost which allows for this project to still be funded at this time.

The switchgear for the buildings needs to be periodically refurbished to keep the electrical components clean and operating properly. This refurbishing was performed two years ago and it was recommended, based on that work, that the original equipment (manufactured in 1972 and installed in 1974) be replaced for both safety and operational purposes. The Building 1 switchgear is one of three on our campus. Building 5 Switchgear was replaced in 2021, Building 1 Switchgear is recommended to be replaced with this award and we plan to replace the final Switchgear, in Building 3, in the near future.

The Security/Central Storage/Printing Building, Building 1, houses those respective departments which serve the entire campus. The switchgear equipment located in building 1 services buildings 2 (Trades Center), 8 (James T. Atherton Gymnasium), 9 (College Hall), and 11 (Community Educational Partnership Center).

The 8% contingency is not a definite expenditure; however, available if necessary. If it is not utilized as part of the project, the funds will be returned to the available funds for other projects. The College uses the budget process to identify and request necessary infrastructure replacement.

TO: Thomas P. Leary, President

FROM: Cheryl L. Baur, Vice President of Finance

DATE: June 9, 2022

RE: Building 1 Switchgear Replacement

Our architectural and engineering consultant firms, hemmler + camayd architects and GPI respectively, prepared bid documents that were advertised on Tuesday, May 3, 2022. There was a mandatory pre-bid meeting held on Wednesday, May 11, 2022, and bids were opened on Wednesday, June 1, 2022.

There is one (1) contract associated with this bid. Two (2) electrical contractors attended the mandatory pre-bid meeting on Wednesday, May 11, 2022. One (1) bidder submitted on June 1, 2022 which resulted in the following:

Bidder	Base Bid
Brennan Electric, Inc.	\$575,413

Hemmler + camayd architects and GPI have reviewed the bid packages and found the required information to be in order. We recommend awarding the bid to the lowest responsible bidder: Brennan Electric in the amount of \$575,413. In addition, an 8% project contingency (\$46,033.04) and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$43,439.08 for a total project cost of \$664,885.12.

The College was able to allocate Bookstore Cash Reserve funds for prioritized projects which includes the Building 1 Switchgear Replacement. Additionally, PDE approved funding in the amount of \$100,009 for this project based on the Capital Application submitted in March 2021. The College uses the budget process to identify and request necessary infrastructure replacement.

The bid amount is above the estimated project cost due to the current state of electrical materials and parts due to pandemic impacted supply and demand. There were other projects within the allocation of funding which were bid lower than the anticipated project cost which allows for this project to still be funded at this time.

The switchgear for the buildings needs to be periodically refurbished to keep the electrical components clean and operating properly. This refurbishing was performed two years ago and it was recommended, based on that work, that the original equipment (manufactured in 1972 and installed in 1974) be replaced for both safety and operational purposes. The Building 1 switchgear is one of three on our campus. Building 5 Switchgear was replaced in 2021, Building 1 Switchgear is recommended to be replaced with this award and we plan to replace the final Switchgear, in Building 3, in the near future.

The Security/Central Storage/Printing Building, Building 1, houses those respective departments which serve the entire campus. The switchgear equipment located in building 1 services buildings 2 (Trades Center), 8 (James T. Atherton Gymnasium), 9 (College Hall), and 11 (Community Educational Partnership Center).

The 8% contingency is not a definite expenditure; however, available if necessary. If it is not utilized as part of the project, the funds will be returned to the available funds for other projects. The College uses the budget process to identify and request necessary infrastructure replacement.



85

June 2, 2022

To: Natalie Staron, Finance Division Administrator
Luzerne County Community College
Nanticoke PA

Re: Building 1 Switchgear Replacement

Natalie,

I am writing to you regarding the above referenced project. We have reviewed all of the bids submitted for the Electrical Construction contracts received on June 1, 2022 for the Building 1 Switchgear Replacement. My electrical engineer from Greenman Pedersen Inc. has spoken to the apparent low bidder in a de-scope phone call and discussed critical items such as scope, schedule and logistics.

Based on the information we have and the bid de-scope, I recommend that Luzerne County Community College move forward with the low bid submitted by:

Brennan Electric
94 Plymouth Street
Kingston PA

Please feel free to call me with any questions and thank you for your attention to this matter.

Respectfully Submitted,

Brian D. Doran AIA LEED AP
Partner

cc: file

RECOMMENDATION:**Recommend Approval of Cleaning Service Proposal- Pittston Center**

Recommend the Luzerne County Community College Board of Trustees approve the award of the Cleaning Services for the Pittston Center bid to the lowest responsible bidder: The Dustbusters Cleaning Team in the amount of \$472.88 per week for a total of \$23,644.00 for 50 weeks.

Rationale:

In order to maintain a quality learning and safer environment, regular cleaning of the center's classrooms, restrooms, and shared spaces is necessary. The Pittston Center's budget includes a line item to cover these contracted services.



TO: Thomas P. Leary, President
FROM: Len Olzinski, Director of Purchasing
RE: RFP – Cleaning Services – Pittston Center
DATE: June 8, 2022

A request for proposal for Cleaning Services for Pittston was advertised on Tuesday, April 19, 2022.

Four (4) proposals were received and opened on Wednesday, May 25, 2022 the following results:

Name

Vendor that applied:

- The Dustbusters Cleaning Team, Inc. -- \$472.88 per week for a total of \$23,644.00 for 50 weeks.
- Jan-Pro of Northeastern Pa. -- \$550.00 per week for a total of \$27,500.00 for 50 weeks.
- Steamtown Cleaning Services -- \$34.00 per hour
- Sparkle and Shine Cleaning -- \$1,808.35 per week for a total of \$90,417.50 for 50 weeks.

Attached is the recommendation letter from Erica Guarnieri, Director of Pittston. I concur with her review and recommendation that we award the contract to The Dustbusters Cleaning Team at \$472.88 per week (50 weeks) for a total of \$23,644.00 per year for three (3) years.

Rationale:

In order to maintain a quality learning and safer environment, regular cleaning of the center's classrooms, restrooms, and shared spaces is necessary. The Pittston Center's budget includes a line item to cover these contracted services.

Please contact me with any questions or concerns.

Thank You.

CC: Cheryl Baur, Vice President of Finance

TO: Len Olzinski, Director of Purchasing

Cc: Dr. Rosana Reyes, Vice President for Enrollment Management & Student Affairs

FROM: Erica Guarnieri, Director of the Pittston Center

DATE: June 7, 2022

RE: Cleaning Services Recommendation – Pittston Center

In order to maintain a clean and healthy working/learning environment at the Pittston Center, requests for cleaning services proposals were advertised on Tuesday, April 19, 2022; proposals were opened on Wednesday, May 25, 2022.

Request for proposals were sent to eight (8) different cleaning companies. Four (4) companies submitted proposals for the Pittston Center. I have reviewed the proposals and recommend awarding to the bidder as follows:

The Dustbusters Cleaning Team, Inc.

Weekly Rate of \$472.88. At 3 hours a day for four days a week, the annual cost (approx. 50 weeks) will be **\$23,644**.

Rational:

In order to maintain a quality learning and safe environment, reliable cleaning services are necessary to clean and disinfect classrooms, restrooms, common areas and office spaces. The Dustbusters Team, Inc. Company has provided reliable cleaning services since the Pittston Center opened in 2018. The staff are dependable, professional and reliable. When submitting the proposal, the Dusterbusters team did not raise their previous cost. Due to the quality of work provided by this company over the last four years, I recommend the bid be awarded to The Dustbusters Cleaning Team, Inc.

RECOMMENDATION:**Recommend approval of RFP for Cleaning Services for Scranton Center.**

Recommend Luzerne County Community College Board of Trustees approve the proposal to Steamtown Cleaning Services in the amount of \$408.00 per week (50 weeks) for a total of \$20,400.00 per year for three (3) years.

Rationale:

In order to maintain a quality learning and safer environment, regular cleaning of the center's classrooms, restrooms, and shared spaces is necessary. The Scranton Center's budget includes a line item to cover these contracted services.



TO: Thomas P. Leary, President
FROM: Len Olzinski, Director of Purchasing
RE: RFP – Cleaning Services – Scranton Center
DATE: June 6, 2022

A request for proposal for Cleaning Services for Scranton was advertised on Tuesday, April 19, 2022. Four (4) proposals were received and opened on Wednesday, May 25, 2022 the following results:

Name

Vendors that applied:

- Steamtown Cleaning Services – \$34.00 per hour (\$408.00 per week) for a total of \$20,400 for 50 weeks.
- The Dustbusters Cleaning Team – \$452.58 per week for a total of \$22,629.00 for 50 weeks.
- Jan-Pro of Northeastern Pa. – \$650.00 per week for a total of \$32,500.00 for 50 weeks.
- Sparkle and Shine Cleaning Services – \$1,800.00 per week for a total of \$90,000.00 for 50 weeks

Attached is the recommendation letter from Julie Lenio, Director of Scranton. I concur with her review and recommendation that we award the contract to Steamtown Cleaning Services at \$34.00 per hour (\$408.00 per week) for a total of \$20,400.00 for 50 weeks per year for three (3) years.

Rationale:

In order to maintain a quality learning and safer environment, regular cleaning of the center's classrooms, restrooms, and shared spaces is necessary. The Scranton Center's budget includes a line item to cover these contracted services.

Please contact me with any questions or concerns.

Thank You.

CC: Cheryl Baur, Vice President of Finance

TO: Len Olzinski, Director of Purchasing

Cc: Dr. Rosana Reyes, Vice President for Enrollment Management & Student Affairs

FROM: Julie Lenio, Director of the Scranton Center

DATE: June 6, 2022

RE: Cleaning Services Recommendation – Scranton Center
.....

In order to maintain a clean and healthy working/learning environment at the Scranton Center, requests for cleaning services proposals were advertised on Wednesday, May 3, 2022; proposals were opened on May 25, 2022.

Request for proposals were sent to eight (8) different cleaning companies. Four (4) companies submitted proposals for the Scranton Center. I have reviewed the proposals and recommend awarding to the lowest responsible bidder as follows:

Steamtown Cleaning Services, 415 East Market Street, Scranton, PA 18509

Hourly Rate of \$34.00 per hour. At 3 hours a day for four days a week, the annual cost (approx. 50 weeks) will be \$20,400.

Rational:

In order to maintain a quality learning and safe environment, reliable cleaning services are necessary to clean and disinfect classrooms, restrooms, common areas and office spaces. Additionally, accepting the cleaning services of Steamtown Cleaning Services provides the opportunity to remain within the allotted budget for the 2023 fiscal year.

RECOMMENDATION:**Recommend approval of RFP for Cleaning Services for Berwick Center.**

Recommend Luzerne County Community College Board of Trustees approve the proposal to Jan-Pro of Northeastern Pa in the amount of \$461.67 per week (50 weeks) for a total of \$23,083.50 per year for three (3) years.

Rationale:

In order to maintain a quality learning and safer environment, regular cleaning of the center's classrooms, restrooms, and shared spaces is necessary. The Berwick Center's budget includes a line item to cover these contracted services.



TO: Thomas P. Leary, President
FROM: Len Olzinski, Director of Purchasing
RE: RFP – Cleaning Services – Berwick
DATE: June 6, 2022

A request for proposal for Cleaning Services for Berwick was advertised on Tuesday, April 19, 2022.

One (1) proposal was received and opened on Wednesday, May 25, 2022 the following results:

Name

Vendor that applied:

- Jan-Pro of Northeastern Pa. – \$461.67 per week for a total of \$23,083.50 for 50 weeks.

Attached is the recommendation letter from Melissa Day, Director of Berwick. I concur with her review and recommendation that we award the contract to Jan-Pro of Northeastern Pa. at \$461.67 per week (50 weeks) for a total of \$23,083.50 per year for three (3) years.

Rationale:

In order to maintain a quality learning and safer environment, regular cleaning of the center's classrooms, restrooms, and shared spaces is necessary. The Berwick Center's budget includes a line item to cover these contracted services.

Please contact me with any questions or concerns.

Thank You.

CC: Cheryl Baur, Vice President of Finance

To Len Olzinski

From : Melissa Day

Date : June 2, 2022

Re: Recommendation: RFP – Cleaning Services Berwick Center

Recommend Approval of Cleaning Service Proposal- Berwick Center

Recommend the Luzerne County Community College Board of Trustees approve the award of the Cleaning Services for the Berwick Center bid to the lowest responsible bidder: JanPro in the amount of \$461.67 per week for a total of \$23,083.50 for 50 weeks.

Rationale:

In order to maintain a quality learning and safer environment, regular cleaning of the center's classrooms, restrooms, and shared spaces is necessary. The Berwick Center's budget includes a line item to cover these contracted services.

RECOMMENDATION:

Recommend approval of RFP for Cleaning Services for Greater Susquehanna Center.
Recommend Luzerne County Community College Board of Trustees approve the proposal to Service Master Commercial in the amount of \$713.00 per week (50 weeks) for a total of \$35,650.00 per year for three (3) years.

Rationale:

In order to maintain a quality learning and safer environment, regular cleaning of the center's classrooms, restrooms, and shared spaces is necessary. The Greater Susquehanna Center's budget includes a line item to cover these contracted services.

84



TO: Thomas P. Leary, President
FROM: Len Olzinski, Director of Purchasing
RE: RFP – Cleaning Services – Greater Susquehanna Center
DATE: June 8, 2022

A request for proposal for Cleaning Services for Berwick was advertised on Tuesday, April 19, 2022.

One (1) proposal was received and opened on Wednesday, May 25, 2022 the following results:

Name

Vendor that applied:

- **Service Master Commercial – \$713.00 per week for a total of \$35,650.00 for 50 weeks.**

Attached is the recommendation letter from Melissa Day, Director of Berwick. I concur with her review and recommendation that we award the contract to Service Master Commercial at \$713.00 per week (50 weeks) for a total of \$35,650.00 per year for three (3) years.

Rationale:

In order to maintain a quality learning and safer environment, regular cleaning of the center's classrooms, restrooms, and shared spaces is necessary. The Greater Susquehanna Center's budget includes a line item to cover these contracted services.

Please contact me with any questions or concerns.

Thank You.

CC: Cheryl Baur, Vice President of Finance

To Len Olzinski

From : Melissa Day

Date : June 2, 2022

Re: Recommendation: RFP – Cleaning Services Greater Susquehanna Center

Recommend Approval of Cleaning Service Proposal- Greater Susquehanna Center

Recommend the Luzerne County Community College Board of Trustees approve the award of the Cleaning Services for the Greater Susquehanna Center bid to the lowest responsible bidder: Service Master Commercial in the amount of \$713.00 per week for a total of \$35,650.00 per year for 50 weeks for three (3) years.

Rationale:

In order to maintain a quality learning and safer environment, regular cleaning of the center's classrooms, restrooms, and shared spaces is necessary. The Greater Susquehanna Center's budget includes a line item to cover these contracted services.

RECOMMENDATION:

Recommend approval of RFP for Athletic Trainer/Medical Services.

Recommend Luzerne County Community College Board of Trustees approve the proposal to Geisinger Wyoming Valley Medical Center in the amount of \$24,395.00 for year 1; \$25,126.85 for year 2 and \$25,880.66 for year 3.

Rationale:

The National Junior College Athletic Association (NJCAA) and the Eastern Pennsylvania Athletic Conference (EPAC) of which Luzerne County Community College is a member requires that a Certified Athletic Trainer (ATC) be on site for all conference contests. Secondly, the Conference requires pre-season physical examinations of all student/athletes who wish to participate in collegiate athletics. The term of this contract is for a three (3) year period.



TO: Thomas P. Leary, President
FROM: Len Olzinski, Director of Purchasing
RE: RFP – Athletic Trainer/Medical Services
DATE: June 8, 2022

Request for proposals for Athletic Trainer/Medical Services were advertised on Tuesday, May 10, 2022. The request for proposal was opened on Wednesday, June 1, 2022.

One (1) proposal was received with the following result:

Below are the details of the proposal from Geisinger for athletic training services.

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Geisinger Wyoming Valley Medical Center	\$24,395.00	\$25,126.85	\$25,880.66

Upon discussion with Kristen Corcoran, Director of Student Life & Athletics, she concurs with this recommendation that we award the contract to Geisinger Wyoming Valley Medical Center at the above rate.

Rationale:

The National Junior College Athletic Association (NJCAA) and the Eastern Pennsylvania Athletic Conference (EPAC) of which Luzerne County Community College is a member requires that a Certified Athletic Trainer (ATC) be on site for all conference contests. Secondly, the Conference requires pre-season physical examinations of all student/athletes who wish to participate in collegiate athletics. The term of this contract is for a three (3) year period.

On approval, a requisition will be entered into Datatel for processing and final approvals.

Please contact me with any questions or concerns.

Thank you.

CC: Cheryl Baur, Vice President of Finance

Recommend approval of RFP for Beverage Vending Services.

Recommend the Luzerne County Community College Board of Trustees approve the proposal to Pepsico, Inc. based on their submitted proposal with a five (5) year estimated total monetary contribution of \$243,045.

Rationale:

Pepsico provided the highest monetary benefits over the term of the contract. Pouring Rights Support, rebates and commissions are subject to adjustments based on actual sales. The proposal is based on the prior sales volume as provided in the RFP. Pepsico is the current beverage vending company. The current sales representative for Pepsico is responsive and attentive to the needs of the College.

The term of this contract shall be for a five (5) year period, commencing on July 1, 2022 and continuing until June 30, 2027, unless terminated by either party with thirty (30) days written notice. There is a renewal option to extend the contract to June 30, 2029 upon written notification and mutual agreement.

A minimum of 30 (could be more at Vendor discretion, but must be a minimum of 30) vending machines are required in various locations. Locations include Main campus, Francis S. and Mary Gill Carrozza, R.N. Health Sciences Center and Joseph A Paglianite Culinary Institute in Nanticoke, and Satellite Centers in Berwick, Hazleton, Pittston, Scranton, Watsonstown, and Wilkes-Barre.



TO: Thomas P. Leary, President

FROM: Cheryl Baur, Vice President of Finance

RE: RFP – Beverage Vending Services

DATE: June 8, 2022

A Request for Proposals (“RFP”) for Beverage Vending Services was advertised on May 3, 2022. Two (2) proposals were received by the deadline and opened on May 25, 2022.

Proposals were received from PepsiCo, Inc., & Coca-Cola. The results are as follows:

PEPSICO	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTALS
Pouring Rights Support	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	\$110,000.00
Donated Product	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	\$5,000.00
* Rebates (Bottle/can)	1,527.00	1,527.00	1,527.00	1,527.00	1,527.00	\$7,635.00
* Rebates (Fountain)	82.00	82.00	82.00	82.00	82.00	\$410.00
* Vending Commissions (33%)	21,000.00	23,500.00	23,500.00	26,000.00	26,000.00	\$120,000.00
	\$45,609.00	\$48,109.00	\$48,109.00	\$50,609.00	\$50,609.00	\$243,045.00
* estimated and based on a minimum of 3,000 units annually						
Coca Cola	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTALS
Upfront Signing Bonus	25,000.00					\$25,000.00
Annual Fixed Sponsorship	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	\$125,000.00
Annual Marketing Support	500.00	500.00	500.00	500.00	500.00	\$2,500.00
Annual Marketing Sideline Gear For Athletics	1,500.00	1,000.00	1,000.00	1,000.00	1,000.00	\$5,500.00
Estimated Commissions	5,160.00	5,160.00	5,160.00	5,160.00	5,160.00	\$25,800.00
	\$57,160.00	\$31,660.00	\$31,660.00	\$31,660.00	\$31,660.00	\$183,800.00

The proposals were reviewed by the College’s Food Services Chef and Finance Division Administrator. We are recommending the beverage vending services contract be awarded to PepsiCo.

PepsiCo provided the highest monetary benefits over the term of the contract. Pouring Rights Support, rebates and commissions are subject to adjustments based on actual sales. The proposal is based on the prior sales volume as provided in the RFP. PepsiCo is the current beverage vending company. The current sales representative for PepsiCo is responsive and attentive to the needs of the College.

The term of this contract shall be for a five (5) year period, commencing on July 1, 2022 and continuing until June 30, 2027, unless terminated by either party with thirty (30) days written notice. There is a renewal option to extend the contract to June 30, 2029 upon written notification and mutual agreement.

A minimum of 30 (could be more at Vendor discretion, but must be a minimum of 30) vending machines are required in various locations. Locations include Main campus, Francis S. and Mary Gill Carrozza, R.N. Health Sciences Center and Joseph A Paglianite Culinary Institute in Nanticoke, and Satellite Centers in Berwick, Hazleton, Pittston, Scranton, Watsontown, and Wilkes-Barre.

Recommend Approval of Main Parking Lot Repaving

Recommend the Luzerne County Community College Board of Trustees approve the award of the Main Parking Lot Repaving Project (includes replacement of curbs, sidewalks, and 54 steps) bid to the lowest responsible bidder: Don Bower, Inc. in the amount of \$1,253,000. In addition, an 8% project contingency (\$100,240) and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$87,825.28, civil engineering will be expensed in the amount of \$34,800, and the landscape architect fees in the amount of \$11,860 will be incurred for a total project cost of \$1,487,725.28.

Rationale:

The College was able to allocate Bookstore Cash Reserve funds for prioritized projects which includes the Main Parking Lot Repaving Project. This project includes the replacement of the curbing and sidewalk along the buildings side of the parking lot as well as the replacement of the 54 steps leading to buildings 4 and 5. The College uses the budget process to identify and request necessary infrastructure replacement.

The current condition of the parking lot can be best described as severely deteriorated with cracking, multiple "soft spots", and large pot holes. It is 48 years old (moved to main campus in 1974) and was last repaved using only a topcoat 15 years (2007) ago. The safety of our students, staff and/or visitors is a concern due to trip and fall hazards.

As a bonus, having the Main Parking Lot repaved and the curbs, sidewalks, and steps replaced will present a more aesthetically pleasing and welcoming site for user satisfaction and overall campus upkeep for students, staff, and visitors to the college.

The 8% contingency is not a definite expenditure; however, available if necessary. If it is not utilized as part of the project, the funds will be returned to the available funds for other projects. The College uses the budget process to identify and request necessary infrastructure replacement.

TO: Thomas P. Leary, President

FROM: Cheryl L. Baur, Vice President of Finance

DATE: June 13, 2022

RE: Main Parking Lot Repaving (includes replacement of curbs, sidewalks, and 54 steps)

Our architectural and engineering consultant firms, hemmler + camayd architects and GPI respectively, prepared bid documents that were advertised on Thursday, May 19, 2022. There was a mandatory pre-bid meeting held on Wednesday, June 1, 2022, and bids were opened on Monday, June 13, 2022.

There is one (1) contract associated with this bid. Three (3) contractors attended the mandatory pre-bid meeting on Wednesday, June 1, 2022. Two (2) bidders submitted on June 13, 2022 which resulted in the following:

Bidder	Base Bid
American Asphalt	\$1,993,573.35
Don Bower, Inc.	\$1,253,000

Hemmler + camayd architects and GPI have reviewed the bid packages and found the required information to be in order. Additionally, the aggressive schedule, to be completed prior to the start of the Fall 2022 semester on August 29, 2022, was confirmed. We recommend awarding the bid to the lowest responsible bidder: Don Bower, Inc. in the amount of \$1,253,000. In addition, an 8% project contingency (\$100,240) and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$87,825.28, civil engineering will be expensed in the amount of \$34,800, and the landscape architect fees in the amount of \$11,860 will be incurred for a total project cost of \$1,487,725.28.

The College was able to allocate Bookstore Cash Reserve funds for prioritized projects which includes the Main Parking Lot Repaving Project. This project includes the replacement of the curbing and sidewalk along the buildings side of the parking lot as well as the replacement of the 54 steps leading to buildings 4 and 5. The College uses the budget process to identify and request necessary infrastructure replacement.

The current condition of the parking lot can be best described as severely deteriorated with cracking, multiple “soft spots”, and large pot holes. It is 48 years old (moved to main campus in 1974) and was last repaved using only a topcoat 15 years (2007) ago. The safety of our students, staff and/or visitors is a concern due to trip and fall hazards.

As a bonus, having the Main Parking Lot repaved and the curbs, sidewalks, and steps replaced will present a more aesthetically pleasing and welcoming site for user satisfaction and overall campus upkeep for students, staff, and visitors to the college.

The 8% contingency is not a definite expenditure; however, available if necessary. If it is not utilized as part of the project, the funds will be returned to the available funds for other projects. The College uses the budget process to identify and request necessary infrastructure replacement.



June 13, 2022

To: Natalie Staron, Finance Division Administrator
Luzerne County Community College
Nanticoke PA

Re: Main Parking Lot Repaving Project - Site Construction

Natalie,

I am writing to you regarding the above referenced project. We have reviewed all of the bids submitted for the Main Parking Repaving Project received on June 13, 2022 for the above referenced project. My engineers have spoken to the apparent low bidder in a de-scope phone call and discussed critical items such as schedule and logistics. From the conversation the contractor has everything in order as it relates to the entire scope of work depicted on the drawings and in the specifications.

Based on the information we have and the bid de-scope, I recommend that Luzerne County Community College move forward with the low bid submitted by:

Don E. Bower, Inc.
Asphalt Paving and Excavation
1206 Salem Blvd
Berwick PA 18603

Please feel free to call me with any questions and thank you for your attention to this matter.

Respectfully Submitted,

Brian D. Doran AIA LEED AP
Principal

cc: file

Recommend approval of Managed Security Service RFP

Recommend Luzerne County Community College Board of Trustees approve the award of our Managed Security Service RFP to CDW Government for the Arctic Wolf MDR product suite based upon our assessment and evaluation of included features and services, and our overall confidence in the total estimated cost.

The total amount for a 1-year, pre-paid engagement is **\$111,097.33**.

Rationale:

Our confidence in the CDW's Arctic Wolf comprehensive proposal is best compared to all RFP responses submitted. Arctic Wolf includes more coverage (including Salesforce and O365 monitoring and detection) and 1 full year of log retention. Arctic Wolf is also the only MDR vendor to offer the Concierge Security Delivery which provides us with two (2) named concierge security team members who will be an extension of the LCCC team and who will help guide us through the security implementation. Finally, Arctic Wolf is growing 2x more than any other MDR vendor in revenue and headcount, including support/SOC resources.

Since this is a one-year agreement, we will re-evaluate based upon our experience with the Arctic Wolf platform over the next year to determine whether to renew or switch to another MDR service at that time. We plan to use GEER II funds to purchase this service since it will help us improve our overall network security, stability, and response time in the event of a cyber-attack.

Note that according a recent Sophos poll of IT professionals cited in an article in the May 2022 edition of EdTech magazine that 44% of educational institutions and that their average recovery cost was \$2.7 million – please see <https://edtechmagazine.com/higher/article/2022/05/universities-share-lessons-learned-ransomware-attacks> for more details. Also, some cyber insurance providers grant discounts for clients who implement these proactive cyber security services, so the college may recoup a portion of the costs when we renew our annual cyber insurance policy.



TO: Thomas P. Leary, President
FROM: Patricia Yench, Chief Information Officer
RE: RFP for Managed Security Services
DATE: June 17, 2022

The RFP for Managed Security Services was advertised on May 23, 2022, and specifications were sent directly to four (4) vendors. The College opened the RFP bids on June 14, 2022. Seven (7) bid responses were received. Respondents were asked to provide pricing for a one-year subscription including comprehensive Security Operations Center (SOC), Security Information and Event Management (SIEM), and Managed Detection and Response (MDR) services. The RFP results are as follows:

Managed Security Service RFP Results:

- **Bulletproof = \$150,900.00**
 - **NOTE:** The Bulletproof 365 Enterprise solution utilizes our existing M365 A5 licensing but requires that we purchase Microsoft Sentinel from Microsoft at an additional cost.
- **Rapid7 = \$111,909.92**
- **IntegraOne = \$60,324.75**
 - **NOTE:** IntegraONE quoted the Cybereason Inc product suite. The quote provided noted that it is subject to change without advance notice from the manufacturer. Some options are available at an additional cost, so further scoping is required to confirm finalized pricing in comparison to the other options.
- **CDW Government = \$111,097.33**
 - **NOTE:** CDW quoted the Artic Wolf Security product suite.
- **True North Consulting Group = \$316,125.00**
 - **NOTE:** True North quoted the Sentry MDR solution.
- **CrowdStrike = \$120,000.00**
 - **NOTE:** CrowdStrike did not submit an official quote – they only provided an estimated cost of \$120/device (subject to further scoping) so used a tentative device count of 1000 for comparison at this time – the actual cost will vary, so our confidence in this cost estimate is low.
- **Inspira Enterprise = \$179,000.00**
 - **NOTE:** The Inspira solution utilizes our existing M365 A5 licensing but requires that we purchase Microsoft Sentinel from Microsoft at an additional cost.

There are several differentiating factors between these 7 Managed Security options, including functionality and services included, ease of integration and use, and confidence in the submitted cost estimates to consider in this decision (not all services are included in the quotes provided and some are subject to change based upon further scoping and analysis of our unique environment). We devised a comparison matrix, as shown below...

Scorecard	Functionality/Services (10=High, 1=Low)	Ease of Use/Integration (10=Easy, 1=Difficult)	Cost (10=Lower Cost, 1=Higher Cost)	Confidence in Cost Estimate (10=Firm, 1=Weak)	Average Score	Ranking
BulletProof	8	9	6	6	7.25	5
Rapid7	10	9	8	8	8.75	3
IntegraONE (Cybereason)	8	9	10	8	8.75	2
CDW (Arctic Wolf)	9	9	9	10	9.25	1
True North	10	9	4	10	8.25	4
CrowdStrike	9	8	7	5	7.25	6
Inspira Enterprises	8	9	5	6	7.00	7

After reviewing the 7 options, Arctic Wolf, Cybereason, and Rapid7 had the top 3 overall scores. Although Cybereason provided the lowest quote, we have more confidence in the Arctic Wolf quote since the Cybereason quote was noted as “subject to change without advanced notice” and requires additional scoping to confirm final pricing and services included. The Arctic Wolf quote also includes more coverage (including Salesforce and O365 monitoring) and 1 year of log retention (vs. 30-90 days for the others). Arctic Wolf is also the only MDR vendor to offer the Concierge Security Delivery which provides us with two (2) named concierge security team members who will be an extension of the LCCC team and who will help guide us through the security implementation. Finally, Arctic Wolf is growing 2x more than any other MDR vendor in revenue and headcount, including support/SOC resources. Companies like Cybereason reduced headcount by 10% of their global workforce in the past two weeks - <https://www.crn.com/news/security/cybereason-lays-off-10-percent-of-workforce-after-recently-filing-for-ipo?itc=refresh>

Independent sources to learn more about and to compare MDR solutions...

<https://www.gartner.com/reviews/market/managed-detection-and-response-services>

<https://www.softwaretestinghelp.com/mdr-services/>

ACTION ITEM

NOMINATION COMMITTEE

Luzerne County Community College
Board of Trustees Nomination Committee
Proposed
Slate of Officers for 2022-2023

Daniel C. Rodgers – Board Chair

Catherine R. O'Donnell, Esq. – Vice Chair

Robert Bertoni - Secretary