

LUZERNE COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES BOARD MEETING

Educational Conference Center

Tuesday, June 22, 2021

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

Zoom Session Link:

AGENDA

BUSINESS SESSION

Pledge of Allegiance

1. Roll Call
2. Public Comment
3. Approval of April 27, 2021 Minutes Lynn Distasio, Board Chair
4. Approval of June 22, 2021 Board Agenda Lynn Distasio, Board Chair
5. **REPORT OF OFFICERS & AGENTS**
President's Report Thomas P. Leary, President
 - ❖ Treasurer's Report Cheryl Baur, Vice President, Finance
 - ❖ Foundation Report Rebecca Brominski, Executive Director, Foundation
6. **ACTION ITEMS:**
Executive Committee Report Lynn Distasio, Board Chair
7. **Academic Committee Report** Bernard W. Graham, Ph.D., Committee Chair
 - A. Curriculum Additions, Deletions, Modifications
8. **Finance Committee Report** Susan E. Unvarsky, Committee Chair
 - A. Wilkes-Barre Center Lease Renewal Agreement
 - B. Hazleton Center Lease Renewal Agreement
 - C. Bid, Greater Susquehanna Science Lab
 - D. Bid, Hazleton Center Science Lab
 - E. Bid #496 – Computer and Technology Hardware & Lease
 - F. Bid #498 – Furniture Replacement
 - G. Bid #499 – Microscopes
 - H. RFP, Grant Management and Support
 - I. Switchgear Replacement Change Order
 - J. Ratification, Science Lab Furniture Award
 - K. Ratification, Pole Barn Award
 - L. RFP, Customer Relations Management
9. **Human Resources Committee Report** Paul A. Halsey, Committee Chair
 - A. Policy Development Policy

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| 10. | <u>Legislative Committee Report</u> | Catherine O'Donnell, Esq., Committee Chair |
| 11. | <u>Nomination Committee Report</u>
A. 2021-2022 Slate of Officers | Joan M. Blewitt, Ph.D., Committee Chair |

INFORMATIONAL ITEMS

- | | | |
|-----------|--|------------------------------|
| 1. | <u>Public Comment</u> | |
| 2. | <u>Unfinished Business of Previous Meeting</u> | Lynn Distasio, Board Chair |
| 3. | <u>Informational Item - Executive Committee</u> | Lynn Distasio, Board Chair |
| 4. | <u>Informational Item Human Resources Committee</u>
-Information on Appointments/Leave Report | Paul Halesy, Committee Chair |
| 5. | <u>Communications</u> | Lynn Distasio, Board Chair |
| 6. | <u>Adjournment</u> | Lynn Distasio, Board Chair |

7.ACADEMIC COMMITTEE ACTIONS ITEM

- 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).

8. FINANCE COMMITTEE ACTION ITEMS

- 8A. Recommendation to Approve Wilkes-Barre Lease Renewal Agreement**
Recommend the Luzerne County Community College Board of Trustees approve the Fourth Amendment to Lease Agreement between Luzerne County Community College (Lessee) and Public Square Partners, L.P., successor in interest to the Greater Wilkes-Barre Development Corporation (Lessor) for the Wilkes-Barre Center. Annual lease amounts for the ten-year lease are as follows: \$320,246 July 1, 2021 through June 30, 2024; \$282,570 July 1, 2024 through June 30, 2031.
- 8B. Recommendation to Hazleton Center Lease Renewal Agreement**
Recommend Luzerne County Community College Board of Trustees approve Addendum #1 to Lease Agreement (CAFY2019-188) between Luzerne County Community College (Lessee) and the County of Luzerne (Lessor) for the Hazleton Center. Annual lease amounts shall be based on a cost of \$10.50 per square foot beginning January 1, 2020 and an annual escalation of 1% beginning July 1, 2021. The Term of lease shall be August 1, 2018 through June 30, 2026.
- 8C. Recommendation to approve Greater Susquehanna Science Lab Bid**
Recommend Luzerne County Community College Board of Trustees approve the award of the Greater Susquehanna Center Science Lab (includes lab, classroom, and prep room) renovations bid to the lowest responsible bidder: Bognet, Inc. in the amount of \$181,778. In addition, a 5% project contingency (\$9,088.90) and hemmler+camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$16,204.60 for a total project cost of \$207,071.50.
- 8D. Recommendation to Approve Hazleton Center Science Lab**
Recommend the Luzerne County Community College Board of Trustees approve the award of the Hazleton Center Science Lab (includes lab and prep room) renovations bid to the lowest responsible bidder: Bognet, Inc. in the amount of \$118,113. In addition, a 5% project contingency (\$5,905.65) and hemmler+camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$11,149.28 for a total project cost of \$135,167.93.
- 8E. Recommendation to Approve Bid #496 – Computer and Technology Hardware & Lease**
Recommend the Luzerne County Community College Board of Trustees approve the award of Bid # 496 for Computer and Technology Hardware.
- Part A** Section A - Dell Marketing for computers in the amount of \$133,046.88;
Section B - CDW Government for Apple computers in the amount of \$15,070.00;
Section C - IntegraONE for Networking Hardware in the amount of \$16,175.80;
Section D - Insight Public Sector for Lenovo hardware in the amount of \$132,725.00;
Section E - CDW Government for Miscellaneous Technology Hardware in the amount of \$58,337.44;
Section F - Computer Visionaires for CCTV Equipment in the amount of \$11,105.00.
The total amount for sections A through Y is **\$366,460.12.**

Part B: Recommend Luzerne County Community College Board of Trustees award the Leasing proposal to University Lease in four (4) annual payments of \$93,360.43 for a total of \$373,441.72.

- 8F. Recommendation to Approve Bid #498 - Furniture Replacement**
Recommend the Luzerne County Community College Board of Trustees approve the award of the Furniture Replacement bid to the lowest responsible bidders: Educational Furniture Solutions, LLC in the amount of \$44,936.28 and Phillips Supply Company in the amount of \$95,111.83 for a total bid award cost of \$140,048.11.
- 8G. Recommendation to Approve Bid #499 - Microscopes**
Recommend the Luzerne County Community College Board of Trustees approve the award of Bid #499 for 50 microscopes to Olympus Scientific Solutions in the amount of \$59,382.50.
- 8H. Recommendation to Approve RFP Grant Management and Support**
Recommend the Luzerne County Community College Board of Trustees approve the proposal for Grant Management and Support to Hanover Research in the amount of \$49,500.00 per year for three (3) years.
- 8I. Recommendation to Approve Switchgear Replacement Change Order**
Recommend the Luzerne County Community College Board of Trustees approve the change order to Brennan Electric, Inc. in the amount of \$17,395 for additional work identified during preparation for the switchgear replacement in building 5. Funding for this change order is available within the original Board of Trustees approved project costs by utilizing the contingency and engineering fees allocations.
- 8J. Ratification of Science Lab Furniture Award**
Recommend the Luzerne County Community College Board of Trustees ratify and reaffirm approval to award the Science Lab Furniture to the preferred, standard science lab furniture vendor, Kewaunee Scientific Corporation in the following amounts: for Greater Susquehanna Center Science Lab - \$69,988; for the Hazleton Center Science Lab - \$63,988.
- 8K. Ratification of Pole Barn Award**
Recommend the Luzerne County Community College Board of Trustees ratify and reaffirm approval of the award of the new Pole Barn construction bid to the lowest responsible bidder: Dutchman Contracting LLC, in the amount of \$454,667. Additionally, Geo-Technical Services have been incurred (\$4,400), Civil Engineering (\$10,000), a 5% project contingency (\$23,453.35), and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$36,889.77 for a total project cost of \$529,410.12.
- 8L. Recommendation to Approve RFP for Customer Relations Management (CRM)**
Recommend the Luzerne County Community College Board of Trustees approve the RFP for Customer Relations Management to

9. HUMAN RESOURCES COMMITTEE ACTION ITEM

- 9A. **Recommendation to Approve the Administrative Policy**
Recommend the Luzerne County Community College Board of Trustees approve the administrative Policy: Policy Development Policy (see attached)

11. NOMINATION COMMITTEE ACTION ITEM

11. **Recommendation to Approve the 2021-2022 Slate of Officers**
Recommend the Luzerne County Community College Board of Trustees approve the slate of officers for fiscal year 2021-2022.

Academic Committee of the Senate Report
April 2021

**Report Summary:
Modifications:**

The Exercise Science, Health & Physical Education (AS.HPE) program has been modified to address external transfer and employment factors.

Deletions:

The Perioperative Nursing (D.PER) program has had no enrollment for 5 years.

The Health, Physical Education Teacher Education (K-12) (AS.EHP) has declining enrollment and graduates as a result of program transferability.

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: Exercise Science, Health & Physical Education (AS.HPE)

Rationale: Update program to align with changing external factors including transferability of program.

Department: Health & Physical Education Department Chair: Ed Gurtis

Total Enrollment:

	2015-16 -	16
FA/2016 --	67	
FA/2017 --	48	14
FA/2018 --	45	14
FA/2019 -	35	10
FA/2020 --	29	3

Faculty: Fulltime -- 1 in department

Adjunct -- 8; 1.67 FTE

2 classified; 0.87 FTE

Program Mission/Description – This concentration can provide the first two years of a career in adult fitness, sports conditioning or health promotion. Professional preparation in exercise science offers employment opportunities as personal trainers, fitness and health promotion, directors for employee worksite and hospital-based fitness/wellness programs, exercise specialists for cardiac rehabilitation programs, exercise physiologists with sports medicine centers, strength and conditioning specialists for college and professional athletic teams, fitness and wellness coordinators with health clubs, YMCA's resorts, hotels, and government and

Academic Committee of the Senate Report
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recreation agencies. This concentration can also provide the first two years of a teacher preparation program for teaching certificate programs K-12. Students on this track are encouraged to take Part 1 of the PRAXIS TEACHER PREPARATION EXAM before they transfer to a four-year college or university for teaching certificate programs K-12.

Health, Physical Educators and Exercise specialist plan and direct appropriate learning experiences that focus on helping students learn to enjoy health and physical activity as a lifelong pursuit. Health, Physical Education and Exercise Specialists are trained to create teaching/learning environments where students improve movement abilities, enhance performance knowledge and motor skills, increase physical fitness, and experience personal growth both socially and emotionally. Students will acquire a scientific foundation and develop the ability to apply theoretical information to practical real-life situations. Emphasis is on an understanding of the human body, lifetime fitness principles and training techniques, prevention and care of exercise related injuries, nutrition, weight control, stress management, and other related lifestyle wellness topics.

Goals

This program provides the student the opportunity to:

1. understand mastery level knowledge and competency in the skills required for transfer to a 4 year degree program to prepare the student for a career in exercise science and or teaching health and physical education (K-12).
2. understand general education for exercise, health and physical education knowledge to provide safe and effective health/fitness and recreation activities for children and adults.

Learning Objectives

The graduate of this program is able to:

1. Assess physical fitness, including cardiorespiratory fitness, muscular strength, muscular endurance, flexibility and anthropometric measures in order to set goals and establish a baseline for program development.
2. Apply behavior change theories to individuals across populations and across the lifespan.
3. Design fitness plans based on client interview, risk stratification, and physical fitness assessments.
4. Demonstrate proficiency in communicating health and wellness concepts.

REQUIRED COURSES

BIO 135 - Anatomy & Physiology I	4	FYE 101 – First Year Experience	1
BIO 136 – Anatomy & Physiology II	4	History Elective	3
Cultural Awareness & Diversity	3	HPE 128 – Exercise Physiology I	3
ENG 101 – English Composition	3	HPE 151 - Health Promotion for Fitness & Sport	3

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June 2020**

HPE- 152 – Introduction to Physical Education, Fitness & Sport	3	HPE 263 – Introduction to Nutrition HPE Electives	3
HPE 154 - Safety & First Aid	3	PSY 103 – General Psychology	4
HPE 155 – Personal Health	3	SOC 101 – Principles of Sociology	3
HPE 201 – Fitness Evaluation & Exercise Prescription/ Personal Training I	3	SPE 125 - Fundamentals of Speech	3
HPE-244 – Coaching of Sport	3	Quantitative Elective (Transfer Math)	3
		Science Elective (CHE)	3-4 (Lab)

Approved Program Deletions

Program Name: Health, Physical Education Teacher Education (K-12) (AS.EHP)

Rationale: Program has had no or low enrollment for more than 3 years.

Department: Health & Physical Education Department Chair: Ed Gurtis

Total Enrollment:		Graduates:	
FA/2016 –	11	2015-16 -	2
FA/2017 –	13	2016-17 -	2
FA/2018 –	12	2017-18 -	1
FA/2019 -	6	2018-19 -	1
FA/2020 –	13	2019-20 -	0

Program Name: Perioperative Nursing (D.PER)

Rationale: Program has had no enrollment or graduates for the last 5 years.

Department: Nursing Department Chair: Laura Fowler

Total Enrollment:		Graduates:	
FA/2016 –	0	2015-16 -	0
FA/2017 –	0	2016-17 -	0
FA/2018 –	0	2017-18 -	0
FA/2019 -	0	2018-19 -	0
FA/2020 –	0	2019-20 -	0

TITLE: POLICY DEVELOPMENT POLICY

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS: _____, 2021; December 18, 2018
June 12, 2007; February 8, 2005; December 11, 2001**

A policy is a statement of administrative philosophy and direction supporting the College mission and established to provide: a governing principle that mandates or constrains actions and which has college-wide application; changes infrequently and sets a course for the foreseeable future; helps ensure compliance with applicable laws and regulations; and is reviewed and approved in accordance with the policy approval process of the College. Policy statements that encompass legal ramifications will be submitted to the College Solicitor for review at the determination of the President. After review and recommendation by the College Senate, the appropriate committee of the Board of Trustees, and the Board of Trustees must provide their review and approval. The senior administrator responsible for the procedure will approve the related procedures. The "Approval Date", "Reviewed Date", and division or department owning the policy will be noted in the header.

RELATED PROCEDURES: Policy Development Procedure

INFORMATIONAL ITEM - ATTACHMENT 3

INFORMATION ON RECENT APPOINTMENTS

New Hires since April 27, 2021

Classified

Amanda Siejak, PT Secretary, Extension Center, Wilkes-Barre Center, \$9.15/hr, June 7, 2021

Benjamin Ulitchney, FT Business Office Assistant, \$20,870.36/yr, June 7, 2021

LEAVE REPORT STATUS

Separations from Employment

Michelle Frazier, PT Secretary, Career Services and KEYS, April 30, 2021

Theresa Vida, FT Business Office Assistant, April 30, 2021

Patricia Wiaterowski, FT Custodian, May 4, 2021

Edward Pane, PT Temporary Director of All One Recovery Education Institute (AREI), May 25, 2021

Devon Buckley, FT Temporary Instructor of Nursing, May 28, 2021

David Hontz, FT Temporary Instructor of Biology and Chemistry, May 28, 2021

Mary Murphy, FT Temporary Instructor of Human Services and Sociology, May 28, 2021

Giovanni Sealey, FT Temporary Instructor of Computer Information Systems, May 28, 2021

Susan Winters, FT Cafeteria Attendant, June 4, 2021