

Name: Luzerne County Community College Board of Trustees Board Meeting
Date: Tuesday, August 30, 2022 **Time:** 6:18 PM
Location: Luzerne County Community College Educational Conference Center, Nanticoke PA
Link: <https://www.luzerne.edu/about/bot/LCCCBOTMeeting8302022.mp4>

AGENDA ITEM	NOTES	<u>ACTION TAKEN</u>
Pledge of Allegiance		
1.Roll Call	<p>Present: Robert Bertoni, Joseph Esposito, Bernard Graham, Ph.D., Erin K. Keating, Ed.D.; Joseph Lettiere; Joseph Long; Catherine R. O’Donnell, Esq., Vice Chair; August Piazza; Daniel C. Rodgers, Board Chair; Susan E. Unvarsky; and Kevin Walsh, Esq., College Solicitor.</p> <p>Excused: George Brown; Paul DeFabo; James Dennis; Holly Evanoski; Anthony Seiwell</p>	
2.Public Comment	2.Daniel Rodgers, Board Chair, opened the floor for public comment.	1.N/A.
3. Approval of May 6, 2022; June 21, 2022, and July 26, 2022, Board Minutes	3. Daniel Rodgers, Board Chair, recommended approval of the May 6 th , June 21 st , and July 26 th , 2022, Board minutes.	<p>3.Approved. Motion made by August Piazza; seconded by Robert Bertoni, Board Secretary.</p> <p>Vote was all “yes”. Motion carried.</p>
AGENDA ITEMS	NOTES	ACTION TAKEN
4. Approval of August 30, 2022, Board Agenda	4. Daniel Rodgers, Board Chair, recommended approval of the August 30, 2022, Board agenda.	<p>4. Approved. Motion made by Bernard Graham, Ph.D.; seconded by August Piazza.</p> <p>Vote was all “yes”. Motion carried.</p>

5. REPORT OF OFFICERS AND AGENTS		
5. Treasurer's Report	<p>Cheryl Baur, Vice President of Finance, reviewed the Treasurer's Report provided in the Board's meeting packet. Vice President Baur stated this is the final Treasurer's Report for fiscal year 2021-2022. This report that shows the numbers prior to any of the paper entries for the end of year such as bad debt, depreciation, pensions, ERI, and any other post-employment benefits. Salaries came in 7% under-budget. Overload for full time faculty was above budget because of the extra overload that we allowed our faculty, because of COVID, they were able to teach classes with a lower number of students so that our students were able to continue their education during this difficult time.</p> <p>Benefits were 11% under budget and remaining expenses were 11% under budget. There was an increase with Contracted Services and Consultants due to the CDL program however we had increase in corresponding revenue to offset the expenses. In Operating Funds Tuition came out 5% from what was budgeted we had strong number for out of state, international students, and early college. There was a slight decrease in fees. However, our projected revenue minus our projected expenses is expected to be \$1.5 million on the revenue side. The College will also recognize \$7.8 million of lost revenue in 21-22; \$3.8 million was deferred from the prior year and this was a recognized revenue that we were able to use our pandemic funds to offset any loss we had with lower enrollment due to the pandemic.</p> <p>Bookstore - revenue and expenses came in below budget.</p> <p>Food Service - expenses increased 10% and food sales were up 69% over prior year and budget. Although we are expecting a loss of \$145,000 that is an improvement over the \$183,000, we were expecting to balance the budget.</p> <p>Capital Budget - expenses increased 10%; our expected expenses are to exceed our revenue by \$1.2; this is around \$400,000 we had budgeted for, and that was due to payments to our GESA project that we did not budget in our debt service. However, over all we will be on the positive side in all our funds.</p>	

5. Continued - REPORT OF OFFICERS AND AGENTS		
<p>Foundation Report</p>	<p>Rebecca Brominski Executive Director of Institutional Advancement/LCCC Foundation, reported she was pleased to report the Foundation had over \$420,000 to distribute scholarships this academic year. To date 389 students have received over \$382,000 in scholarship awards. These scholarships range from financial need based or academic excellence scholarships. Amounts distributed to students range from \$250 to full in county tuition scholarships. This year scholarship awards represent a \$45,000 increase over last academic year distribution and 40 additional students will receive scholarships. Currently the Foundation offered 175 scholarships. In addition to scholarship opportunities, the students can receive assistance for course materials, textbooks and course codes, through our student assistance funds. This fund also assists with bus passes, and student nutrition needs. All of this could not be possible without our donors and community friends.</p> <p>This year, the Foundation is proud to celebrate the 30th Anniversary of the Annual Scholarship Dinner on the evening of October 19th at the Woodlands Inn and Resort. This event is the Foundation's largest fundraiser of the year and brings together our student scholarship recipients and our donors the Foundation will also be honoring four members of our community who have made a significant difference in the lives of our students we serve.</p> <p>Mrs. Brominski invited the Board of Trustees to attend upcoming event and see how supporting this event is working for our students, meet our donors who believe in our mission and hear why they choose to support the students of Luzerne County Community College. This year a goal has been set to raise \$80,000 and Mrs. Brominski reported the Foundation has raised \$40,000 to date. Mrs. Brominski thanked Trustee Bertoni for his assistance for this event.</p> <p>Mrs. Brominski reported on September 11th Remembrance Ceremony and Brick Dedication will be held on Monday September 12th. Our</p>	

5. Continued - REPORT OF OFFICERS AND AGENTS		
<p>President's Report</p>	<p>Hispanic Heritage Month Art Exhibit is Friday, September 16th, and the Alumni Association annual Giving Day is October 3rd and the Annual Alumni Craft Festival is being held on October 15, 2022.</p> <p>Trustee Bertoni encouraged the members of the Board to attend the 30th Annual Scholarship Dinner.</p> <p>Thomas P. Leary, President, reported, to kick off the start of the Fall 2022 semester, Luzerne County Community College held a Professional Development Day program for our faculty, staff, and administration this past Thursday, August 25th. Representatives from United in Recovery presented a two-hour session covering "<i>Opioid Overdose Prevention and Response</i>" and "<i>Stigma Reduction & Education.</i>" The program also included, "<i>The Civilian Response to Active Shooter Events</i>" presented by Sgt. Van Why of the Hanover Township Police Department. The Professional Development Day concluded with several breakout session and departmental meetings. We welcomed our new and returning students back for the start of the Fall semester which began this Monday, August 29, 2022.</p> <p>Last week, I along with many of our students, faculty and staff, and their families were invited to be part of the studio audience as Luzerne County Community College presents another season of its television series "<i>COOKING CLASSIC</i>" held at the Joseph A. Paglianite Culinary Institute Auditorium. Chef David Pembleton of the LCCC Culinary Department prepared two different and delicious culinary entrees, and the Communication Arts Department videotaped the programs in the High-Definition TV Studio at the institute for future TV broadcast as well as for video streaming and You Tube.</p> <p>Plans are currently being finalized for a Workforce Summit to be held on October 4th, 2022 at 9 am in the Educational Conference Center. The session will bring together industry partners, current students, and workforce development experts to discuss the state of our workforce,</p>	

5. Continued - REPORT OF OFFICERS AND AGENTS		
	<p>current workforce, and latest trends as well as the needs and the future of the regions job market. Congressman Cartwright will be on campus and will participate in this important discussion and we will have more details to follow.</p> <p>Luzerne County Community College Office of Student Retention and Success has established a special cross-departmental team ready to support and respond to questions around the recently announced federal loan forgiveness program. To guide and support current and former LCCC students on their path to a college degree, LCCC will provide direct assistance with all aspects of this federal loan forgiveness program, including how to restart their education and financial aid eligibility because of the new federal initiative. The College is focused primarily on helping those who may qualify for this program to restart their education and complete their college credentials. We understand that many former students may not have completed their education due to personal and financial reasons, recently exacerbated by the challenges of COVID-19, which are now greatly alleviated with the additional financial support this program provides. In addition, LCCC will leverage institutional aid that can help get these students to the finish line.</p> <p>Annually, over 50% or 3,152 LCCC students are Pell grant recipients, awarded by the College approximately \$7 million in free Pell grant funding in the 2021-2022 academic year. At the same time, approximately 20% of our students secured a federal loan at the College with a loan debt history of \$10,000 or less.</p> <p>The President’s loan forgiveness program will allow these federal loan borrowers to have their balances completely forgiven, totaling over \$6 million. In support of this initiative and our current and prospective students, the College has implemented a new website alongside the response team to answer questions regarding the program and outline</p>	

5. Continued - REPORT OF OFFICERS AND AGENTS		
	<p>its benefits. This site provides information on how the College can support students resume their education, apply for free aid, and complete their degree programs.</p> <p>Vice Chair O'Donnell noted with regard to the October 4th Workforce Summit, emphasized to the Trustees the importance of attending this event stating it is an opportunity to speak to Congressman Cartwright prior to and in conclusion with the event. He is anxious to hear from Trustees, students, and our administration with regard to Workforce Development and he believes it can be instrumental in aiding employers in our region.</p>	
<u>ACTION ITEMS</u>		
6. Report of the Executive Committee	6. Daniel C. Rodgers, Board Chair, presented the following Executive Committee report.	ACTION TAKEN
6A. Ratification, Parking Lot Repaving Project C.O.#1	6A. Recommend the Luzerne County Community College Board of Trustees ratify and reaffirm the change order to Don Bower, Inc. in the amount of \$173,513.00 for additional work identified during the progression of the work. Funding for this change order is available within the original Board of Trustees approved project costs utilizing the contingency and with previously allocated capital funds.	6A. Approved. Motion made by Erin K. Keating, Ed.D.; seconded by August Piazza.
6B. Ratification, Parking Lot Repaving Project C.O.#2	6B. Recommend the Luzerne County Community College Board of Trustees ratify and reaffirm the change order to Don Bower, Inc. in the amount of \$20,389.72 for additional work identified during the progression of work. Funding for this change order is available with previously allocated capital funds.	Vote was all "yes". Motion carried.
6C. Ratification, Water Infiltration Remediation C.O.#2	6C. Recommend the Luzerne County Community College Board of Trustees ratify and reaffirm the change order to D&M Construction Unlimited Inc. in the amount of \$30,020.73 for additional work identified during the progression of the work. Funding for this change order is available within the original Board of Trustees approved project costs by utilizing the contingency and previously allocated capital funds.	6B. Approved. Motion made by August Piazza; seconded by Bernard W. Graham. Ph.D.
		Vote was all "yes". Motion carried.
		6C. Approved. Motion made by Joseph Esposito; seconded by Erin K. Keating, Ed.D.
		Vote was all "yes". Motion carried.

6 continued, Executive Committee		
6D. Ratification, Technology Center Atrium C.O.#1	6D. Recommend the Luzerne County Community College Board of Trustees ratify and reaffirm the change order #1 for the Technology Center Atrium Replacement Project in the amount of \$15,768 to Champion Builders, Inc for unforeseen costs associated with the project.	6D. Approved. Motion made by Joseph Esposito; seconded by Joseph Long. Vote was 9 “yes” and 1 “opposed” by Robert Bertoni. Motion carried.
6E. Ratification, Naming of New Student Learning Commons	6E. Recommend the Luzerne County Community College Board of Trustees ratify and reaffirm the naming of the new Pasco L. Schiavo Hazleton Center Student Learning Commons. Board Chair Rodgers stated he would be remiss if he did not thank Pasco Schiavo for his contributions throughout the years.	6E. Approved. Motion made by Robert Bertoni; seconded by Bernard W. Graham, Ph.D. Vote was all “yes”. Motion carried.
7. Student Success & Workforce Development Committee	7. Bernard Graham, Ph.D., Chair, Student Success, and Workforce Development Committee noted there were no action items to present at this time.	ACTION TAKEN
8.Report of the Audit, Finance and Facilities Committee	8. Susan E. Unvasky, Committee Chair, Audit Finance and Facilities Committee presented the following report.	ACTION TAKEN
8A. RFP, Banking and Financial Services	8A. Committee Chair Unvasky stated item 8A was the item that was tabled at the June 21, 2022, public Board meeting. At this time Vice Chair O’Donnell interjected and made a motion to remove from being tabled the consideration of the RFP for Banking and Financial Services as at the last Finance meeting the RFPS were reviewed as well as the additional information referenced at the last Board meeting. This motion would need a second and then a roll call vote in order to bring the item off of being tabled. Motion was seconded by Joseph Lettiere. College Solicitor Kevin Walsh stated it is not necessary to make a motion however, because a motion was made and there was a second, the Board	8A. Motion made by Catherine R. O’Donnell, Esq.; seconded by Robert Bertoni to un-table the June 21 st , 2022, motion to table the RFP for Banking Services. Roll Call Vote to Un-Table the June 21 st Tabling of the RFP for Banking Services. Robert Bertoni – yes Joseph Esposito – yes Dr. Bernard Graham – yes Dr. Erin Keating – yes

8.continued, Audit, Finance and Facilities Committee		
<p>8B. Bid, Courtyard Stair Replacement</p> <p>8C. RFP, Remote Captioning Services for the Deaf and Hard of Hearing</p>	<p>can proceed with a roll call vote.</p> <p>Committee Chair Unvarsky recommended Luzerne County Community College Board of Trustees approve the proposal of FNCB Bank for Banking Services for a three (3) year period based on the revised memo and spreadsheet contained in the Board packet.</p> <p>8B. Recommend the Luzerne County Community College Board of Trustees approve the award of the Courtyard Stair Replacement project to the lowest responsible bidder: Panzitta Enterprises, Inc. in the amount of \$318,600. In addition, the architect and engineering fees payable to hemmler + camayd architects, in line with the agreement in place (7.99% for this project cost) in the amount of \$25,456.14 will be incurred. An 8% contingency fee - \$25,488 for the contractor and \$2,036.49 for related architect and engineering services – could be incurred, for a total project cost of \$371,580.63. 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.</p> <p>8C. Recommend the Luzerne County Community College Board of Trustees approve the proposal to Classroom Captioning at the following rate of \$75.00 an hour with a 1-hour minimum time limit.</p>	<p>Joseph Lettiere – yes Joseph Long - yes Atty. Catherine O’Donnell – yes August Piazza – yes Daniel Rodgers, Board Chair-yes Susan E. Unvarsky - yes Vote was all “yes.” Motion carried.</p> <p>Approved. Motion made by Joseph Esposito; seconded by August Piazza. Vote was all “yes”. Motion carried.</p> <p>8B. Approved. Motion made by Joseph Esposito; seconded by Bernard W. Graham Ph.D. Vote was all “yes”. Motion carried.</p> <p>8C. Approved. Motion made by Joseph Lettiere; seconded by Catherine R. O’Donnell, Esq., Vice Chair. Vote was all “yes”. Motion carried.</p>

9. Compliance, Legal Affairs, Policies, Human Resources, Diversity & Inclusion Committee Report	9. August Piazza, Chair of the Compliance, Legal Affairs, Policies, Human Resources, Diversity, and Inclusion Committee, noted there were no action items to present at this time.	9.N/A.
10. Report of the Government and External Affairs, Public Relations, and Marketing, and College Foundation Committee	10. Robert Bertoni, Chair, Government and External Affairs, Public Relations, and Marketing, and College Foundation Committee, stated there were no items to report at this time.	10.N/A.
	<u>Informational Items</u>	
1.Unfinished Business-Previous Meeting	1.N/A	1. No action required.
2. Communications	2. All communications were included in the Board packets.	2. No action required.
3.Adjournment	<p>Trustee Piazza inquired as to where the College was with the Basketball Coaching position and whether the Board already approved the position. President Leary stated the Board does not act on positions noting the Administration has not made an appointment. President Leary stated the recommendation comes to the President and the President acts upon the recommendation. Board Secretary Bertoni asked the President when he was going to make the appointment. President Leary stated the appointment would be made soon.</p> <p>3. Daniel Rodgers, Board Chair, asked for a motion to adjourn the meeting.</p>	<p>3. Motion to adjourn was made Bernard Graham, Ph.D.; seconded by Erin K. Keating, Ed.D.</p> <p>All in favor. Motion carried.</p>