

Name: Luzerne County Community College Board of Trustees Board Meeting

Date: Tuesday, August 31, 2021

Time: 6:00 PM

Location: Luzerne County Community College, Educational Conference Center, Nanticoke PA and Zoom Link

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
Pledge of Allegiance	Meeting opened with the Pledge of Allegiance.	
1. Roll Call	<u>Present:</u> Joan M. Blewitt, Ph.D.; James Dennis; Lynn M. Distasio; Holly A. Evanoski, Secretary; Bernard W. Graham, Ph.D.; Paul Halesey; Erin K. Keating, Ed.D.; Joseph Lettiere; Catherine R. O'Donnell, Esq., Vice Chair.; Daniel C. Rodgers, Board Chair; Anthony Seiwell; Susan E. Unvarsky; David James Usavage; Brian Stahl, Esq., College Solicitor. <u>Excused:</u> George Brown, August Piazza	
	<i>Daniel C. Rodgers, Board Chair, reported prior to the start of the August 31, 2021, Board meeting an Executive Session was held to discuss personnel and litigation issues.</i>	
2. Public Comment	2. Daniel C. Rodgers, Board Chair, opened the floor for public comment.	2.No comments.
3. Approval of June 22, 2021, Board Minutes	3. Daniel C. Rodgers, Board Chair, recommended approval of the June 22, 2021 Board meeting minutes.	3. Approved. Motion made by Catherine R. O'Donnell, Esq., Vice Chair; seconded by Bernard W. Graham, Ph.D. Vote was all "yes". Motion carried.

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
4. Approval of August 31, 2021, Board Agenda	4. Daniel C. Rodgers, Board Chair, recommended approval of the August 31, 2021 Board agenda.	4. Approved. Motion made by Erin K. Keating, Ed.D.; seconded by Lynn M. Distasio. Vote was all “yes”. Motion carried.
5. Report of Officers and Agents		
President’s Report	<p>President Leary reported the College officially kicked-off the 2021-2022 academic year, welcoming our new and returning students to Luzerne County Community College. There are exciting festivities planned throughout the month of September to welcome our students back to campus and at our seven centers. President Leary noted 4 College Trailblazers were in audience and invited to introduce themselves to the Board. Students in attendance were Kasie Weidner, Mahtab Peimany, Nikita Cordova, and Kelsey Leck. At this time, President Leary and the LCCC Board of Trustees officially welcomed the students to the College and wished them an incredible academic year.</p> <p>President Leary the College held a College-wide Inservice program, for all faculty, staff and administration. Strategic Planning was the main focus of the program. Staff participated both in-person and virtually in several of the strategic planning activities that were held throughout the program. In addition, an Adjunct Inservice was held which focused on the role of Adjunct Faculty in the development of our new strategic plan. Also, last week, the College sponsored the Hazleton Chamber Red Carpet breakfast and I spoke on the expansion of our Hazleton Center with new opportunities for students.</p> <p>Luzerne County Community College will hold a September 11th remembrance ceremony and brick dedication on Friday, September 10, at 11 a.m., at the College's Walk of Honor at the</p>	

<p><u>Treasurer’s Report</u></p>	<p>LCCC Public Safety Training Institute. Mrs. Brominski will speak more about this program during her report in just a few minutes. On October 1, our annual history conference will offer a theme of “Football in Northeast PA with a number of presenters on the history and legacy of the impact on the culture of our region.</p> <p>Lastly, in October I will be attending the ACCT National Leadership Congress as well as the Pennsylvania Commission for Community Colleges Council of Presidents meeting in Harrisburg.</p> <p>Vice President Baur presented the Treasurer’s Report. Operating Fund for year ended June 30, 2021. Revenue over projected expenses are well over \$2 million Tuition came in close to what was originally budgeted.</p> <p>Operating (Expense) Fund – Salaries and benefits came in under budget as to what we expected to expense. Salaries came in under 14% and benefits under 4% - we did have a large increase in early retirement incentives from what was predicted due to additional retirements.</p> <p>Bookstore: We came in \$81,000 over revenue over expenses and commission will come in at \$200,000.</p> <p>Food Service: Food Service was projected to be overbudget by \$212,000 due to salaries and benefits, we came in with a savings even though there was a loss. Yencha, those decisions in long term investments will service the College and its student long term.</p>	
<p><u>Foundation Report</u></p>	<p>Rebecca Brominski, Executive Director of Institutional Advancement and Foundation, reported on the following upcoming special events and activities. On Friday, September 10, 2021, at 11 a.m. at the Walk of Honor, everyone is invited to</p>	

<p><u>Middle States Update</u></p>	<p>attend the September 11th Remembrance Ceremony commemorating the 20th Anniversary. Back by public demand, the 32nd annual Alumni Craft Festival will be held on Saturday, October 16, 2021. This is a wonderful community event that brings many people on campus in addition to being one of the major fundraisers for the LCCC Alumni Association.</p> <p>The annual Scholarship Dinner will be held on October 20th at the Woodlands. This is the largest fundraiser for the Foundation and it is our hope we can count on the Board’s continued support. This semester over 300 students are returning to class as scholarship recipients.</p> <p>On Friday, October 22, the College will celebrate the 15th Anniversary of the Schulman Gallery with a signature Red Carpet Event. This year we will showcase an exhibit titled, Tunnel Vision, highlighting the mining industry and honor the memory of Dr. Schulman at the event.</p> <p>Catherine R. O’Donnell, Esq., Vice Chair, encouraged the members of the Board of Trustees to show their support to the College and the students by attending the upcoming scholarship dinner. 100% participation by the Board is incredibly important and encouraged the Board’s participation.</p> <p>Dr. Cheryl Lesser, Vice President of Academic Affairs, announced it is with humility, with pride that the Middle States Commission on Higher Education has reaffirmed accreditation at Luzerne County Community College.</p> <p>We were reaffirmed with no recommendations. Dr. Lesser stated being part of many evaluation teams she has never had this experience and this is the first time in the history of LCCC we have gone through this process with no recommendations. We have received commendations from the Middle States Team on all 7 standards. This is an amazing feat for CORE Team and</p>	
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	<p>the 100 people who wrote the self-study and was part of the virtual Team visit.</p> <p>Vice President Lesser stated the Middle States Team in its commendations, stated that they wanted to “commend the Board of Trustees on their commitment to the mission, on the leadership of the College to their openness to the community, on educational effectiveness, on planning, on budgeting, on student support services and academic excellence, and operational effectiveness, everywhere they commented on how we operate. They committed to what we wrote as our strengths and supported that. They added additional opportunities and that is the information that will be used for strategic planning. Congratulations to everyone!</p> <p>Trustee Joan M. Blewitt, Ph.D. stated this is monumental; noting she has served on many committees and teams and she has never yet seen excelling on every standard with no recommendations. Congratulations to everyone who worked so very hard to make this happen; it is really a proud moment.</p> <p>Trustee Bernard W. Graham, Ph.D., stated 40 years of academic experience, he has served on many teams he has never seen a report with no recommendations.</p> <p>President Leary stated it is truly a collective effort, expressing his appreciation to the faculty, staff, students and Board of Trustees. At this time President Leary expressed his appreciation to Dr. Cheryl Lesser, Vice President of Academic Affairs, for her leadership.</p>	
<u>ACTION ITEMS</u>		
5. Report of the Executive Committee	Daniel C. Rodgers, Board Chair, presented the Executive Committee report.	
5A. Ratification of Wilkes-Barre Center Expansion Renovation Bid	5A. Board Chair Rodgers recommended the Luzerne County Community College Board of Trustees ratify and reaffirm	5A. Approved. Motion made by James Dennis; seconded by Bernard W. Graham,

<p>5B. Ratification of the Science Lab Furniture for the Wilkes-Barre Center.</p> <p>5C. Ratification of Shamokin Center Flooring Bid</p> <p>5D. Ratification of Greater Susquehanna Center Science Lab Change Order – Permit Fees</p> <p>5E. Ratification of Greater Susquehanna Center Science Lab Change Order</p>	<p>approval to award the Wilkes-Barre Center expansion renovation bid to the lowest responsible bidder: D&M Construction Unlimited, Inc. in the amount of \$419,400. In addition, a 5% project contingency (\$20,970) and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$32,983.71 for a total project cost of \$473,353.71.</p> <p>5B. Board Chair Rodgers recommended the Luzerne County Community College Board of Trustees ratify and reaffirm approval to award Science Lab Furniture for the Wilkes Barre Center to the preferred, standard science lab furniture vendor, Kewaunee Scientific Corporation in the amount of \$65,203.00.</p> <p>5C. Recommend the Luzerne County Community College Board of Trustees ratify and reaffirm approval of the Shamokin Center Flooring Replacement Bid to the lowest responsible bidder Bognet, Inc. in the amount of \$88,777.06. In addition, a 5% contingency (\$4,438.85) to be included for a total project cost of \$93,215.91.</p> <p>5D. Recommend the Luzerne County Community College Board of Trustees ratify and reaffirm approval of the Greater Susquehanna Center science lab change order to Bognet, Inc. in the amount of \$6,205.22 for permit fees associated with the project.</p> <p>5E. Recommend the Luzerne County Community College Board of Trustees ratify and reaffirm approval of the Greater Susquehanna Center science lab change order to Bognet, Inc. in the amount of \$5,263.24 for the change in lighting cost associated with the project.</p>	<p>Ph.D.</p> <p>Vote was all “yes”. Motion carried.</p> <p>5B. Approved. Motion made by Erin K. Keating, Ed.D.; seconded by Paul Halsey.</p> <p>Vote was all “yes”. Motion carried.</p> <p>5C. Approved. Motion made by Catherine R. O’Donnell, Esq., Vice Chair; seconded by Lynn Distasio.</p> <p>Vote was all “yes”. Motion carried.</p> <p>5D. Approved. Motion made by Bernard W. Graham, Ph.D.; seconded by Holly E. Evanski, Secretary.</p> <p>Vote was all “yes”. Motion carried.</p> <p>5E. Approved. Motion made by David James Usavage; seconded by Joan M. Blewitt, Ph.D.</p> <p>Vote as all “yes”. Motion carried.</p>
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6. Report of the Academic Committee	6. Bernard W. Graham, Ph.D., Chair, LCCC Academic Committee, noted there was no action items to present at this time.	
7. Report of the Finance Committee	7. Susan E. Unvarsky, Chair of the LCCC Finance Committee, presented the following report.	
7A.Recommendation to approve RFP for Scholarship Application, Maintenance and Award Software	7A. Committee Chair Unvarsky recommended the Luzerne County Community College Board of Trustees approve the proposal for Scholarship Application, Maintenance and Award Software to Scholarship Solutions, LLC d/b/a AwardSpring in the amount of \$25,290.00 for three years.	7A. Approved. Motion made by David James Usavage; seconded by James Dennis. Vote was all "yes". Motion carried.
7B. Recommend Approval of Third- Party Administration of Medical Insurance	7B. Committee Chair Unvarsky recommended the Luzerne County Community College Board of Trustees approve the proposal to award the Third-Party Administration of Medical Insurance to Evolve Insurance Advisors in the amount of: Year 1 - \$6.25 per member or flat rate of \$1,616 per month; Year 2 and Year 3 - \$6.50 per member or flat rate of \$1,700 per month. This is a three-year contract effective September 1, 2021 through September 1, 2024.	7B. Approved. Motion made by David James Usavage; seconded by Joan M. Blewitt, Ph.D. Vote was all "yes." Motion carried.
8. Report of the Human Resources Committee	8. Board Chair Rodgers stated the LCCC Human Resources Committee, had no action items at this time.	8. N/A
9. Report of the Legislative Committee	9. Catherine O'Donnell, Esq., Chair, LCCC Legislative Committee, stated there were no action items to report.	9. N/A
Informational Items		
1. Public Comments	1. Board Chair Rodgers opened the floor for public comments.	1. There were no public comments.
2. Unfinished Business-Previous Meeting	2. N/A	2. No action required.
3. Executive Committee	3. N/A	3. No action required.
4. Human Resources Committee	4. Board Chair Rodgers noted the information on appointments and leave reports are included with the Board agenda.	4. No action required.
5. Communications	5. Board Chair Rodgers noted all communications were included	5. No action required.

	in the Board packets.	
6.Adjournment	6. Board Chair Rodgers asked for a motion to adjourn.	6. Motion made James Dennis; seconded by Paul Halesey. Vote was all "yes". Motion carried.