

**Name: Luzerne County Community College Board of Trustees Board Meeting**

**Date: Tuesday, February 23, 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
	<i>Lynn Distasio, Board Chair, reminded the Board that if a member of the Board is unable to participate in any part of the virtual Board meeting after the initial roll call is taken, it is the responsibility of the Board member to notify the Board Chair immediately before leaving the meeting.</i>	
<b>Pledge of Allegiance</b>	Meeting opened with the Pledge of Allegiance.	
<b>1. Roll Call</b>	<u>Present:</u> Joan M. Blewitt, Ph.D.; George Brown, Lynn M. Distasio, Board Chair; Holly A. Evanoski; Bernard W. Graham, Ph.D., Secretary; Paul Halesy; Erin K. Keating, ED.D.; Joseph Lettiere Catherine R. O'Donnell, Esq.; August Piazza; Daniel C. Rodgers; David James Usavage; Joseph Kluger, Esq., College Solicitor. <u>Excused:</u> James Dennis; Anthony Seiwel; and Susan Unvasky, Vice Chair	
	<i>Lynn Distasio, Board Chair, reported an Executive Session was held prior to the start of the Board meeting to discuss personnel and litigation issues.</i>	
<b>2. Public Comment</b>	Board Chair Distasio	No comments.
<b>3. Approval of Board Minutes</b> <b>A. Approval of December 22, 2020, Board Minutes</b> <b>B. Approval of January 19, 2021 Board Minutes</b>	2. Lynn Distasio, Board Chair, recommended approval of the minutes of the December 22, 2020, Board meeting.  Lynn Distasio, Board Chair, recommended approval of the minutes from the January 19, 2021 Board meeting.	2. Approved. Motion made by Catherine O'Donnell, Esq.; seconded by August Piazza.  Vote was all "yes". Motion carried.  Approved. Motion made by Joan M.

		Blewitt, Ph.D.; seconded by Catherine O'Donnell, Esq. Vote was all "yes." Motion carried.
<b>4. Approval of February 23, 2021, Board Agenda</b>	3. Lynn Distasio, Board Chair, recommended approval of the February 23, 2021 Board agenda as presented.	3. Approved. Motion made by Bernard Graham, Ph.D.; seconded by Erin K. Keating, Ed.D.  Vote was all "yes". Motion carried.
<b>5. Report of Officers and Agents</b>		
<b><u>President's Report</u></b>	<p>Thomas P. Leary, President, stated, in celebration of Black History Month, the Student Life and Activities office scheduled a number of virtual events during the month of February. LCCC in partnership with Westmoreland County Community College, presented "5 Dangerous Myths about Black People in America" on February 11, 2021. On February 24<sup>th</sup>, 2021, "Balancing the Scales Workshop with Poet Ashlee Haze" will be held for a conversation on identity, privilege and social justice.</p> <p>Career Services will hold weekly workshop series aimed at preparing students for entry into the workforce. Virtual workshops will be held every Wednesday, from 3-4 p.m., and will cover a variety of topics. This week's topic will be Understanding Career Pathways.</p> <p>The LCCC Schulman Gallery is currently holding the 2021 Faculty and Alumni Virtual Art Exhibit. This exhibit featured digital file images of original artwork created by LCCC faculty members and graduates.</p> <p>President Leary introduced Middle States Co-Chair, Natalie Staron who presented the Middle States update.</p> <p>Natalie Staron, Middle States Co-Chair, expressed her appreciation to everyone involved in the Middle States Self-Study. The Self-Study was submitted on February 11 to the Middle States Self-Study Evaluation Team for them to review with the applicable evidence prior to the</p>	4. No action required.

	<p>virtual visit scheduled at the end of March 2021.</p> <p>By everyone working together, our Middle States Self-Study is a strong document that demonstrates our compliance with the Middle States Standards. Our Self-Study also highlights strengths, recognizes challenges, and identifies opportunities for improvement. Each of these are positive pieces of information and will be used moving forward for strategic, division, and department planning and assessment, as well as overall operations.</p> <p>The Middle States Self-Study Final Draft and Evidence Inventory document will be mailed to the Board of Trustees in the coming week. Please read the Executive Summary, which summarizes the strengths, challenges, and opportunities for improvement; Introduction; Standard I (Mission and Goals); Standard II (Ethics and Integrity); the sections of Standard VI including Strategic Plan, Division-Level Plans, and Financial Management/Resource Allocation; as well as Standard VII which highlights the Governance, Leadership and Administration of the College.</p> <p>As you read the Self-Study, we ask that you reflect on the identified sections of the report which are most salient to your role and responsibilities as a member of the Board of Trustees and College community and consider:</p> <ol style="list-style-type: none"><li>1. Your understanding of your contribution to supporting the mission of the College and supporting student success (recruitment, retention, completion).</li><li>2. Your understanding of your contribution to the College budget. For example: planning, processing, usage, development</li><li>3. Your understanding of your contribution to College planning, assessment, and continuous improvement. For example: committee participation, surveys, providing data</li></ol> <p>The initial “get acquainted” session with the Middle States Evaluation Team will be scheduled as a zoom meeting on Sunday, March 28, 2021. Additionally, the evaluation team may wish to meet with the</p>	
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Board of Trustees via zoom on Monday, March 29, at a time to be determined. Natalie Staron thanked the members of the Board for the opportunity to address t and noted if they have any questions once they receive the Middle States Self-Study to contact her.

Rachel Coffee, Director of Dental Health, provided an update on the Dental Department and student video presentation. Ms. Coffee reviewed the services provided by the dental students to the community. Community events Dental students participate in were reviewed. LCCC Dental students provide \$2,000-\$3,000 dental care are provided to children.

Since 1984, of the 717 LCCC students taking the NBDHE, 703 passed on their first attempt; 98% first time passing rate for the past 36 years. For the past 7 years, 98% of the students passed the clinical exam.

The Class of 2020, the first class graduating during the pandemic had a 100% pass rate. This was in large part to the amazing faculty and staff. Mrs. Coffee noted, as a graduate of the LCCC Dental program, she knows how dedicated and talented they are.

The pandemic has posed some interesting challenges for Dental Department. The Dental Department made the following changes to the clinic and procedures to ensure changes Mrs. Coffee noted as a 10 air purifiers were installed, hoods for reducing aerosol procedures; and controlled air-purifying respirators, it is the safest form of respirator that can be worn. There are 24 dental chairs and 28 computer work stations.

At this time, Mrs. Coffee expressed her appreciation to their support staff highlighting our IT department. An initiative to go paperless was achieved with their support operating 28 computer work stations and software. At this time Mrs. Coffee presenting "A Day in a Life of ta LCCC Dental Student which one first place award.

Cheryl Baur, Vice President of Finance presented the Treasurer's

	<p>Report. Vice President Baur reviewed the new format of the report which was designed by Vice President Don Nelson.</p> <p>Under “Faculty Salaries” the College budgeted \$8.5million, our projection was \$6.8 million which is a \$1.6 million reduction due to the number of retirements to date.</p> <p>The College budgeted total expenses in the amount of \$41,13,265.592 million; we are projecting expenses as of June 30, 2021 will come in at an actual, \$39,110,957.83. Adjustments to balance the balance represent a number of cost savings initiatives discussed during budget preparation.</p> <p>The College received payment from our sponsors through December 31, 2020. Fall tuition came in above budget, Spring tuition will be coming in under budget by \$800,000. Under “Fees” we expect to be under budget by \$200,000 and they are current up to date. Total expenses at this point to exceed revenue by \$1.3 million. However we are able to use CARES funds to offset any lost revenue from Spring 2020, Summer 2020, Fall 2020, Spring 2021.</p> <p>Under Bookstore we are projecting a profit of \$88,000. Under Food Service, we were projecting a loss of \$60,000 due to the pandemic. Under Capital projected revenue and expenses are in line with the budget.</p> <p>Rebecca Brominski, Executive Director, Institutional Advancement, the Foundation is in the process of coordinating a Virtual Legislative Session for Friday, April 23, 2021. The College</p> <p>The Foundation and Alumni Association are planning some outdoor events for late spring which include Golf Tournament, Flea Market, planning a memorial garden tribute to Mr. Carrozza, as well as planning for our annual scholarship dinner. The UGI is the first sponsor for the Annual Scholarship Dinner.</p>	
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<b>6. Report of the Executive Committee</b>	Lynn Distasio, Board Chair, presented the following Executive Committee report.	
6A. Amendment to the LCCC Board By-Laws	6A. Recommend the Luzerne County Community College Board of Trustees approve the LCCC Board By-Laws as amended this day, February 23, 2021.	6A. Approved. Motion made by David James Usavage; seconded by August Piazza.  Vote was all “yes”. Motion carried.
<b>7. Report of the Academic Committee</b>	7. Bernard W. Graham, Ph.D., Chair, LCCC Academic Committee, stated the Academic Committee had no action items to present at this time.	7. N/A
<b>8. Report of the Finance Committee</b>	7. Erin K. Keating, Ed. D., LCCC Finance Committee, presented the following Finance Committee report.	
8A. Building 5 Switchgear Replacement Bid	8A. Recommend Luzerne County Community College Board of Trustees approve the award of the Building 5 Switchgear Replacement bid to the lowest responsible bidder: Brennan Electric in the amount of \$167,685. In addition, a 5% project contingency (\$9,096.07), engineering fees (\$9,000), and hemmler+camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$14,236.46 for a total project cost of \$200,017.53.	8A. Approved. Motion made by Holly Evanoski; seconded by Joan M. Blewitt, Ph.D.  Vote was all “yes”. Motion carried.
8B. Buildings 3 and 4 Operable Partitions Installation Bid	8B. Recommend the Luzerne County Community College Board of Trustees approve the award of the Buildings 3 and 4 Operable Partitions Installation bid to the lowest responsible bidder: A. Pickett Construction, Inc. in the amount of \$154,900. In addition, a 5% project contingency (\$8,402.55), engineering fees (\$6,000) and hemmler+camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$13,151 for a total project cost of \$182,453.55.	8B. Approved. Motion made by Bernard Graham, Ph.D; seconded by David James Usavage.  Vote was all “yes”. Motion carried.
<i>Finance Action Items continued</i>		

8C. Board Resolution – PDE Capital Application Projects	<p>8C. Recommend the Luzerne County Community College Board of Trustees approve the capital projects to be submitted in March 2021 via the Pennsylvania Department of Education (PDE) capital application process. Additionally, Luzerne County Community College Board of Trustees approve the authorization of matching funds for any capital project submitted via the Pennsylvania Department of Education capital application process and approved for funding by PDE for Fiscal Year 2021-2022.</p> <p>The capital projects approve to be submitted to PDE in March 2021 capital application process and the estimated costs are:</p> <ul style="list-style-type: none"> <li>• Increase to the Hazleton Center Lease \$92,198.33</li> <li>• Building 1 Switchgear Replacement \$200,017.33</li> </ul> <p>Final Board of Trustees approval of the project(s) will be submitted with exact funding amounts when approved for funding by PDE. All College policies and procedures will be followed.</p>	<p>8C. Approved. Motion made by Catherine O’Donnell, Esq.; seconded by Joseph Lettiere.</p> <p>Vote was all “yes”. Motion carried.</p>
9. Report of the Human Resources Committee	8. Paul Halsey, Chair, LCCC Human Resources Committee stated there were no action items to report at this time.	
10. Report of the Legislative Committee	9. Catherine O’Donnell, Esq., Chair, LCCC Legislative Committee, stated there were no action items to report.	
	<b><u>Informational Items</u></b>	
1. Public Comments	1. No comments.	1.N/A
2.Unfinished Business-Previous Meeting	2.N/A	2. No action required.
3.Informational-Executive Committee	3. N/A	3. No action required.
4.Informational- Human Resources Committee	4. Board Chair Distasio noted the Information on appointments and leave reports are included with the Board agenda.	4. No action required.
5. Communications	5. All communications were included in the Board packets.	5. No action required.

6.Adjournment	6. Board Chair Distasio asked for a motion to adjourn.	6. Motion made Catherine O'Donnell, Esq.; seconded by August J. Piazza. Vote was all "yes". Motion carried