

**Name:** Luzerne County Community College Board of Trustees Board Meeting  
**Date:** Tuesday, June 27, 2023  
**Time:** 6:00 PM  
**Location:** Luzerne County Community College Educational Conference Center, Nanticoke PA  
**Recording:** <https://www.luzerne.edu/about/board.jsp>

AGENDA ITEM	NOTES	<u>ACTION TAKEN</u>
<b>Pledge of Allegiance</b>		
<b>1.Roll Call</b>	<p><b>Present:</b> Robert Bertoni, Board Secretary; George Brown; Paul DeFabo; James Dennis; Joseph Esposito; Holly Evanoski; Bernard Graham, Ph.D.; Joseph Lettiere; Joseph Long; Catherine R. O'Donnell, Esq., Vice Chair; C. Daniel Rodgers, Board Chair; Anthony Seiwel; Susan E. Unvarsky; and Kevin Walsh, Esq., College Solicitor.</p> <p><b>Excused:</b> Erin K. Keating, Ed.D.; August Piazza</p>	
	<p><i>C. Daniel Rodgers, Board Chair, reported prior to the start of June 27, 2023, Board meeting an Executive Session was held to discuss personnel and litigation issues.</i></p>	
<b>2.Public Comment</b>	2. C. Daniel Rodgers, Board Chair, opened the floor for public comment.	2.N/A.
<b>3. Approval of April 25, 2023, Board Minutes</b>	3. Board Chair Rodgers recommended approval of the April 25, 2023, Board minutes.	<p>3.Approved. Motion made by Robert Bertoni; Board Secretary seconded by Catherine O'Donnell, Esq., Vice Chair.</p> <p>Vote was all "yes". Motion carried.</p>
<b>4. Approval of June 27, 2023, Board Agenda</b>	4. Board Chair Rodgers recommended approval of the June 27, 2023, Board agenda.	<p>4. Approved. Motion made by Susan E. Unvarsky; seconded by Bernard W. Graham, Ph.D.</p> <p>Vote was all "yes". Motion carried.</p>

<p><b>5. REPORT OF OFFICERS AND AGENTS</b></p>		
<p><b><u>President's Report</u></b>      ✦ Presentation of Program Additions      -Certificate of Specialty, Advanced Manufacturing      -Certificate of Specialty, Game Art &amp; Design</p>	<p>Thomas P. Leary, President stated Dr. Mary Lou D'Allegro, Vice President of Academic Affairs, would provide the introductions for the two new academic programs being presented by Brandon Babbish, Department Chairperson, Associate Professor of Advanced Technology and Doug Martin, Department Chairperson and Assistant Professor, Communication Arts and Kevin Jones, Coordinator and Assistant Professor, Communication Arts.</p> <p>Vice President D'Allegro stated during the February 28, 2023, Board of Trustees Board meeting she indicated there were to be three new programs in the works. The Associate of Science in Public Health was approved during the April Board meeting. This evening the College has proposed for formal Board of Trustees approval, two new academic programs. Neither of the two program proposals program will require additional faculty, computers, or new or modified classrooms. Both programs are one-year certificates of specialty at LCCC and are part of a new initiative, a reconfiguration of some of our current academic programs that will be more marketable and understandable to our students and industry.</p> <p>The advanced manufacturing technology certificate will provide students teach them the basics of manufacturing and associated technologies while affording the flexibility and skills and knowledge acquisition of one of five different skill trade options. It quickly pivots to short term training for micro-credentials. An individual can earn two or more certifications at the completion of the degree. Both programs are high-need programs.</p> <p>At this time Mr. Babbish presented the Certificate of Specialty for Advanced Manufacturing, providing an overview of the Thrive in Five track offered through this program. The five tracks include: Electrical Theory; Industrial Facility Maintenance; Computer Numeric Control Technology; Plumbing and Heating and Air Conditioning and Welding.</p>	

<p>✦ Foundation Report</p>	<p>The Certificate of Specialty Game Art and Design takes the best of LCCC and Communication Arts and combines it with the existing digital design, fine arts, and programming. At this time Doug Martin, Department Chairperson and Assistant Professor, Communication Arts and Kevin Jones, Coordinator and Assistant Professor, Communication Arts provided an overview of the Game Art and Design program noting the global video game industry will grow by 73.8% from 2020-2027. Game art and design is a field with increasing interest from students in the local area. Job opportunities may increase in locations with more game studios. This certificate program would provide the knowledge required to transfer to 4-year institutions to continue their education. Game art and design integrates with current curriculums such as media and design; audio visual communications, fine arts; music recording technologies; mobile applications and web development and esports management. It was noted the typical program student would be traditional students interested in game art, game design, eSports and working adults interested in exploring a new career. Students enrolled in the Game Art and Design program typically attend, take part in and support eSports activities as part of their learning experience. President Leary expressed his appreciation to Mr. Babbish, Mr. Martin and Mr. Jones for their presentations.</p> <p>President Leary reported three of the College's Health Sciences programs: Nursing, Respiratory Therapy and Dental Hygiene achieved a 100% pass rate.</p> <p>Rebecca Brominski, Executive Director of Institutional Advancement/Foundation reported since the last gathering, the College hosted the annual Hybrid Legislative Information Session. This session brought over 60 guests to the campus both in person and virtually to hear from our faculty, students, staff, and elected officials. As a follow up to this event, we had several elected officials tour our campuses. Early June the College welcomed Senator Argall, Senator Watro and Representative Cabell along with staff to our Hazleton Campus for a tour of the facility, an in-depth demo, and to meet with some of our beginner ESL students.</p>	
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	<p>Last week we welcomed United States Senator John Fetterman’s staff Cody Forgach, Northeastern Regional Representative and Mikicia Weatherspoon, Eastern PA Director to our campus in Nanticoke. Touring several locations included PSTI, Technology Center which included a very interesting on-air interview with our broadcast students; the Health Sciences Building ending the day with a tour of our Culinary Institute with lunch created and served by our students and faculty.</p> <p>2023 Student Arts Exhibit was held at the Schulman Galley Art Exhibit. 53 students represented by 129 artworks participated. On Friday, June 30<sup>th</sup>, an opening reception will be held in tribute to Michael Molnar who was a faculty member at the college for over 30 years and instrumental in getting the commercial arts program off the ground. All the artists are former students of Mr. Molnar whose lives were inspired by his talents.</p> <p>The Foundation recently cut the ribbon and added a student clothing closet as a wraparound service to the Peter J. Lello Food Bank. The Trendy Trailblazer will assist students with a variety of clothing needs.</p> <p>On July 13, 2023, at 10 a.m., the College, in partnership with the Luzerne Foundation and the family of the late Pasco L. Schiavo. will cut the ribbon and dedicate the new Pasco L. Schiavo Student Learning Commons at the Hazleton Center. This reinvented space will provide a collaborative learning environment for individual and group study as well as tutoring and instructional support.</p> <p>To date, 730 students have applied for scholarships for the 2023-2024 academic year. This represents a 12% increase in applications from the previous year. 172 were awarded \$272,000 in scholarships and the remaining \$200,000 will be awarded over the next few weeks.</p> <p>The 9<sup>th</sup> annual Alumni golf outing was a huge success. With 34 foursomes comprised of LCCC family, friends, and community supporters raised over \$18,000 to benefit the Luzerne County</p>	
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<p>✦ Treasurer's Report</p>	<p>Community College Trailblazer Award Scholarship. Over 100 alumni, faculty and staff are participating in the 1<sup>st</sup> Annual Alumni Cruise. Updates and cruise happenings are being posted daily so check the LCCC social network page for pictures from the cruise. This past spring the Alumni association hosted the annual Dental Health Alumni Day, Annual Flea Market and Car Show. Plans are underway for the 50<sup>th</sup> anniversary nursing reunion and fall craft festival.</p> <p>For all they do to support the College and for our students the Foundation surprised the Alumni Association as Donor of the Month. They will be recognized again at our 40<sup>th</sup> Foundation Scholarship Dinner in November.</p> <p>President Leary noted the budget presentation during the Board's Work Session replaced the Treasurer's Report.</p>	
<b><u>ACTION ITEMS</u></b>		
<b>6. Executive Committee Report</b>	<b>6. C. Daniel Rodgers, Board Chair, noted there were no action items to report.</b>	<b>ACTION TAKEN</b>
<b>7. Student Success &amp; Workforce Development Committee</b>	<b>7. Bernard Graham, Ph.D., Chair, Student Success, and Workforce Development Committee presented the following report.</b>	<b>ACTION TAKEN</b>
7A. Curriculum Additions, Deletions, Modifications	7A. Recommend the Luzerne County Community College Board of Trustees approve the Curriculum Additions, Deletions, and Modifications as attached.	7A. Approved. Motion made by Robert Bertoni, Board Secretary; seconded by Catherine O'Donnell, Esq., Vice Chair. Vote was all "yes." Motion carried.
<b>8. Report of the Audit, Finance and Facilities Committee</b>	<b>8. Susan E. Unvarsky, Committee Chair, Audit Finance and Facilities Committee presented the following report.</b>	<b>ACTION TAKEN</b>
8A. Approval of College Budgets for Fiscal Year 2023-2024	8A. Recommend the Luzerne County Community College Board of Trustees approve the 2023-2024 Fiscal Year Operating and Capital Budgets totaling <u>\$47,182,466.00</u> as well as the Auxiliary Budgets (Bookstore, Food Service, and Student Activities). By adopting the budget, the Board of Trustees authorizes a \$5 per credit tuition increase, and a \$10 technology fee increase.	8A. Approved. Motion made by Joseph Esposito; seconded by Bernard W. Graham, Ph.D... Vote was all "yes." Motion carried.

<p>8B. Bid #509 - Furniture Purchase Main Campus and Hazleton Center</p>	<p>8B. Recommend the Luzerne County Community College Board of Trustees approve the award of the Furniture Purchase Main Campus and Hazleton Center bid to the lowest responsible bidders: Phillips Supply Company in the amount of \$35,168.65 and Educational Furniture Solutions, LLC in the amount of \$5,183.00; and direct purchases to the following vendors for items which had no bid submitted: Nova Solutions in the amount of \$1,752.10, and DISPLAYS2GO in the amount of \$372.04 for a total bid award/direct purchase cost of \$42,475.79.</p>	<p>8B. Approved. Motion made by Joseph Esposito; seconded by Holly Evanoski. Vote was all “yes.” Motion carried.</p>
<p>8C. Bid #510 Computers &amp; Technology Hardware Replacement Plan</p>	<p>8C. Recommend the Luzerne County Community College Board of Trustees approve the award of Bid # 510: <b>Part A: Section A – Dell/HP Computers</b> CDW Government in the amount of <b>\$175,052.00</b> <b>Section B – Apple Computers</b> CDW Government for Apple computers in the amount of <b>\$50,989.36</b> <b>Section C - Miscellaneous Technology Hardware</b> ConvergeOne for lowest submitted miscellaneous technology items in the amount of \$9,602.90; B&amp;H Photo for the lowest submitted miscellaneous technology items in the amount of \$6,979.95; CDW Government for lowest submitted miscellaneous technology items in the amount of \$68,199.19; Total Section C = <b>\$84,782.04</b> <b>Section D – Networking Hardware</b> IntegraONE for Networking hardware in the amount of <b>\$21,815.17</b> <b>Section E – CCTV Equipment</b> ConvergeOne for Networking hardware in the amount of <b>\$4,994.40</b></p> <p>The total amount for sections A through E is <b>\$337,632.97.</b> <b>Part B: Leasing</b> Recommend the Luzerne County Community College Board of Trustees approve <b>First American Equipment Financing</b> proposal for the lease financing.</p>	<p>8C. Approved. Motion made by Joseph Esposito; seconded by Holly Evanoski. Vote was all “ yes” . Motion carried.</p>

<p>8D. BID #511 – Kitchen Equipment</p> <p>8E. Bid, PSTI Truck Driving Course Repair</p>	<p>8D. Recommend the Luzerne County Community College Board of Trustees approve the award of the Kitchen Equipment bid to the lowest responsible bidder: Rice’s Food Equipment and Consulting, Inc. in the amount of \$52,985.00.</p> <p>8E. Recommend the Luzerne County Community College Board of Trustees approve the award of the Public Safety Training Institute (PSTI) Truck Driving Course Repair bid to the lowest responsible bidder: M &amp; J Excavation, Inc. in the amount of \$79,000. In addition, an 8% project contingency (\$6,320) is possible and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$7,497.10 for a total project cost of \$92,817.10.</p> <p>Trustee Seiwell inquired as to why the College is paying the engineer \$7497.00 and what exactly is the scope of the work. Natalie Staron reported the engineer that works with the hemmler + camayd architects came out and surveyed the area; there is subsurface works that needs to be done and putting in additional drainage; that is the civil engineering part. This amount is based on the percentage of the cost from the contractor.</p>	<p>8D. Approved. Motion made by Bernard W. Graham, PH.D.; seconded by Holly Evanoski. Vote was all “ yes”. Motion carried.</p> <p>8E. Approved. Motion made by Holly Evanoski; seconded by James Dennis. Vote was all “ yes”. Motion carried.</p>
<p><b>9. Compliance, Legal Affairs, Policies, Human Resources, Diversity &amp; Inclusion Committee Report</b></p>	<p><b>9. Board Chair Rodgers presented the Compliance, Legal Affairs, Policies, Human Resources, Diversity, and Inclusion Committee report.</b></p>	<p><b>9. ACTION ITEMS.</b></p>
<p>9A. Approval of Administrative Policy - Right to Know Open Records Policy (Revised)</p>	<p>9A. Recommend the Luzerne County Community College Board of Trustees approve the revised administrative policy, Right to Know Open Records Policy.</p> <p>Vice Chair O’Donnell stated nothing has changed with the Right to Know Act and inquired as to why the policy was being presented as revised. Atty. Walsh stated this is consistent with the Pennsylvania Law. Natalie Staron stated the part that was added is the second paragraph. We as the College have the ability to define our directory information and that</p>	<p>9A. Approved. Motion made by Anthony Seiwell; seconded by Holly Evanoski. Vote was all “yes”. Motion carried.</p>

	<p>is why it is coming to the Board. Under the law we have the ability to define what we include in our directory information when somebody asks for our directory information from a Right To Know Request and it is defining and clarify it in writing as part of our policy.</p> <p>Vice Chair O'Donnell inquired whether the College has been doing the 2<sup>nd</sup> paragraph since 2009. Natalie Staron stated to the best of her knowledge yes. She has been the RTK officer for just over one year. Atty. Kevin Walsh stated when the law firm receives the Right to Know Requests we look it, at HERPA and there are certain things that can be disclosed and whether it is directory information or not.</p>	
<b>10. Report of the Government and External Affairs, Public Relations, and Marketing, and College Foundation Committee</b>	<b>10. Robert Bertoni, Chair, Government and External Affairs, Public Relations, and Marketing, and College Foundation Committee, had no report to present.</b>	<b>10, N/A</b>
<b>11. NOMINATION COMMITTEE REPORT</b>	Board Chair Rodgers presented the report of the Nomination Committee.	
11A. 2023-2024 Slate of Officers	<p>11. On behalf of Nomination Committee Chair, Joseph Lettiere, Board Chair Rodgers, presented the following nomination committee report.</p> <p>In accordance with the By Laws, the Nominating Committee met to review the names of the Trustees who expressed interest in being considered for the office of Chairperson, Vice Chairperson and Board Secretary. The following slate of officers were submitted to the Board Secretary and circulated in writing to all voting Board of Trustee members in the timeline required within the By Laws:</p> <p>Cathy O'Donnell, Esq.      Board Chairperson  Robert Bertoni              Board Vice Chairperson  Joseph Long                  Board Secretary</p> <p>With no additional nominations submitted 7 days prior to tonight's meeting, a paper ballot vote is requested to confirm or oppose each</p>	11. Approved.

	<p>candidate. Anyone attending virtually should have already sent their ballot to the Board Secretary.</p> <p>Sincerely, Trustee Joseph Lettiere</p> <p>Board Chair Rodgers instructed the Trustees to complete the enclosed paper ballots for the positions of Board Chairperson, Vice Chairperson and Board Secretary.</p> <p>Trustee Robert Bertoni expressed thanked Board Chair C. Daniel Rodgers for his leadership over the past two years.</p> <p>Board Chair Rodgers expressed his appreciation for all of the support he received over the past two years. Board Chair Rodgers stated in reflection, it has been a pleasure to serve as Board Chair tough at times, but it is a very good Board. Very diverse with our backgrounds and he has appreciated all of the insight from our backgrounds. We were able to agree to disagree and walk away and shake hands. Board Chair Rodgers thanked the Board for all their support over the past two years.</p> <p>Board Chair Rodgers thanked President Leary for his leadership along with his entire Leadership Team. Board Chair Rodgers stated we have an outstanding team here, and tonight we saw that with the great programs and good fiscal management of the College. We are doing a really good job here.</p> <p>Board Chair Rodgers noted he didn't know what to expect when he took this role a few years ago and it has been a really a very good experience and soon we will be supporting Cathy, Bob and Joe in their new positions.</p> <p>Board Chair Rodgers expressed his appreciation to Paula Labenski, Executive Assistant to the President and Board of Trustees, for her All of her assistance to him and the Board.</p>	
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	<p>Board Secretary Robert Bertoni stated a majority vote of approval has been achieved electing Atty. Catherine O'Donnell Chairperson of the Luzerne County Community College Board of Trustees.</p> <p>Board Secretary Robert Bertoni stated a majority vote of approval has been achieved electing Robert Bertoni, Vice Chair of the LCCC Board of Trustees.</p> <p>Board Secretary Robert Bertoni stated a majority vote of approval has been achieved electing Joseph Long, Board Secretary of the LCCC Board of Trustees.</p> <p>Catherine R. O'Donnell, Esq., Vice Chair, thanked the Board for their trust and noted she is looking forward to working more intimately with the President, Paula Labenski and the existing leadership team and she expects to have full transparency with all of you.</p>	
	<b><u>Informational Items</u></b>	
1.Unfinished Business-Previous Meeting	1.N/A	1. No action required.
2. Communications	2. Board Chair Rodgers noted all communications were included in the Board packets.	2. No action required.
3.Adjournment	3. Board Chair Rodgers asked for a motion to adjourn the meeting.	<p>3. Approved. Motion made by Joseph Long; seconded by Susan E. Unvarsky.</p> <p>The vote was all "yes". Motion carried.</p>