

**LUZERNE COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
BOARD MEETING**

Tuesday, June 18, 2024

5 PM-Executive Session 5:30 PM Work Session 6 PM Board Meeting Educational Conference Center

Join Zoom Meeting: <https://us06web.zoom.us/j/93003918834?pwd=b0gwaVFWSUQxakMvM09HVVB5NEExWQT09>

Meeting ID: 930 0391 8834

Passcode: 888095

Dial In Option: +1-646-558-8656

BUSINESS SESSION

AGENDA

Pledge of Allegiance (all rise)

1. Roll Call
2. Public Comment
3. Approval of April 23, 2024, Board Minutes
4. Approval of June 18, 2024, Board Agenda
5. **REPORT OF OFFICERS & AGENTS**
President's Report
 - College Budget FY 2024-2025
 - Foundation Report
 - Cyber Security Update
 - Use of Artificial Intelligence for Course Work
6. **ACTION ITEMS**
Executive Committee
7. **Student Success & Workforce Development Committee**
 - A. Curriculum Additions, Deletions and Modifications
 - B. Academic Calendar Years 2026-2029
 - C. Academic Honesty Policy (Revised)
8. **Audit, Finance & Facilities Committee**
 - A. College Budget FY 2024-2025
 - B. Bid #513 - Technology Replacement Plan
 - C. RFP, Infrastructure as a Service
 - D. RFP, Audio/Video Technical Support & Apple/Macintosh Computer Support
9. **Compliance, Legal Affairs, Policies, Human Resources, Diversity & Inclusion Committee**
10. **Government and External Affairs, Public Relations, Marketing, and College Foundation**

Catherine R. O'Donnell, Esq., Board Chair
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Thomas P. Leary, President

Cheryl Baur, Vice President, Finance

Rebecca Brominski, Executive Director,
Institutional Advancement/Foundation

Patricia Yench, Chief Information Officer
Glenn Robbins, Director, College Infrastructure/
Network Operations

Dr. Mary Lou D'Allegro
Michael Warren, LCCC Student

Catherine R. O'Donnell, Esq., Board Chair

Joseph F. Long, Committee Chair

Susan E. Unvarsky, Committee Chair

C. Daniel Rodgers, Committee Chair

Joseph Esposito., Committee Chair

11. Nomination Committee Report
A. Slate of Offices 2024-2025

Susan E. Unvarsky, Committee Chair

INFORMATIONAL ITEMS

1. Unfinished Business of Previous Meeting
2. Communications
3. Adjournment

Catherine R. O'Donnell, Esq., Board Chair
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7. STUDENT SUCCESS AND WORKFORCE DEVELOPMENT ACTION ITEMS

- 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 as presented. (see attached).
- 7B. **Recommendation to Approve Academic Calendar for Years 2026 through 2029**
Recommend the Luzerne County Community College Board of Trustees approve the Academic Calendar for Years 2026 through 2029.
- 7C. **Recommendation to Approve the Administrative Policy, Academic Honesty Policy (Revised)**
Recommend the Luzerne County Community College Board of Trustees approve revision to the Academic Honesty Policy as presented. (see attached).

8. AUDIT FINANCE AND FACILITIES ACTION ITEMS (8A-8D)

- 8A. **Recommendation to Approve College Budget FY 2024-2025**
Recommend the Luzerne County Community College Board of Trustees approve the 2024-2025 Fiscal Year Operating and Capital Budgets totaling \$48,439,929 which includes the Auxiliary Budgets (Bookstore, Food Service, and Student Activities). By adopting the budget, the Board of Trustees authorizes a \$5 per credit tuition increase.
- 8B. **Recommendation to Approve Bid #513-Computers & Technology Hardware Replacement Plan and Lease.**
Recommend the Luzerne County Community College Board of Trustees approve the award of BID #513 be awarded to the lowest responsible bidders as follows:
Part A:
Section A – Dell/HP Computers
- **Topp Copying Products** for Dell Computers in the amount of **\$139,209.**
 - **CDW Government** for HP Computers in the amount of **\$47,750.**
 - Total Section A = \$186,959
- Section B – Apple Computers**
- **CDW Government** for Apple computers in the amount of **\$50,491.48.**
- Section C - Miscellaneous Technology Hardware**
- IntegraOne for lowest submitted miscellaneous technology items in the amount of \$3,245.85.
 - CDW Government for lowest submitted miscellaneous technology items in the amount of \$57,425.70;
 - Total Section C = \$60,671.55
 - For the 4 missing items, we will quote and purchase separately.
- Section D – Networking Hardware**
- IntegraONE for Networking hardware in the amount of **\$28,056.76.**
- Section E – CCTV Equipment**
- Since no bids were received, we will quote and purchase separately.
- The total amount for sections A through E is **\$326,178.79.**
- Part B -Leasing:**
Recommend the Lease proposal be awarded to First American Equipment Financing. Four annual payments of \$90,486.00 for a total of \$361,944.00.

8. AUDIT FINANCE AND FACILITIES ACTION ITEMS (continued)

8C. Recommendation to Approve RFP, Infrastructure as a Service (IaaS)

Recommend the Luzerne County Community College Board of Trustees approve the award of the College's Infrastructure as a Service (IaaS) RFP to Rackspace Technologies including the Disaster Recovery as a Service (DRaaS) option based upon our comprehensive assessment and ranking of pricing and desired features and functionality.

The total amount for a 3-year engagement is \$ **294,848.00**.

8D. Recommendation to Approve RFP for Audio/Visual Technical Support and Apple/Macintosh Computer Support Consultant.

Recommend the Luzerne County Community College Board of Trustees approve the proposal to David J. McSweyn at the rate of \$30.00 per hour for the contract period July 1, 2024, through June 30, 2027.

11. NOMINATION COMMITTEE REPORT

11. Recommendation to Approve the Slate of Officers for Fiscal Year 2024-2025

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.

Recommend that the Luzerne County Community College Board of Trustees approve the 2024-2025 slate of officers Catherine R. O'Donnell, Esq., Board Chairperson; Robert Bertoni, Board Vice Chairperson; Joseph Long, Board Secretary.

INFORMATION ON RECENT APPOINTMENTS
New Hires since April 8, 2024

Administration

Faculty

Classified

Kelly Hopkins, FT Assistant to the Vice President of Academic Affairs, \$30,918.22 /yr, April 8, 2024

Karen Kollar, FT Assistant to the Director of Student Success Center, \$34,652.86/yr, April 22, 2024

Jessica Spisak, FT Secretary, Public Safety Training Institute, \$39,530.40/yr, April 29, 2024

LEAVE REPORT STATUS

Separations from Employment

Anna Buck, FT Temporary Instructor of English as a Second Language (Spring Semester 2024), May 24, 2024

Holly Ellis, FT Temporary Instructor of English (Spring Semester 2024), May 24, 2024

Dagmar Frias, FT Temporary Instructor of Sociology/Human Services (Academic Year 2023-2024), May 24, 2024

Murali Panen, FT Faculty, Science, May 24, 2024

Lora Roebuck, FT Temporary Instructor of Math (Academic Year 2023-2024), May 24, 2024

Julia Rostron, FT Temporary Instructor of Math (Spring 2024 Semester), May 24, 2024

Nandini Sengupta, FT Temporary Instructor of Education/Psychology (Academic Year 2023-2024), May 24, 2024

Amanda Shadle, FT Temporary Instructor of Biology (Academic Year 2023-2024), May 24, 2024

Ryan Wasser, FT Temporary Instructor of English (Academic Year 2023-2024), May 24, 2024

Joseph Wegleski, FT Temporary Instructor of Music Recording Technology (Spring 2024 Semester), May 24, 2024

Sara Myers, PT Extension Center Administrator, Scranton Extension Center, May 28, 2024

Deborah Pac, FT Secretary for Purchasing, May 31, 2024

Cheryl Middaugh, FT Custodian, August 5, 2024