

LUZERNE COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES BOARD MEETING
Dining Room, Educational Conference Center

Date: December 21, 2021 Time: 5 PM Executive Session 5:30 PM Work Session 6 PM Board Meeting

Zoom Link - 5:30 PM Work Session & 6 PM Board Meeting:

<https://zoom.us/j/93003918834?pwd=b0gwaVFWSUQxakMvM09HVVB5NEExWQT09>

Meeting ID: 930 0391 8834 Passcode: 888095 Dial Option: +1 646 558 8656

AGENDA
BUSINESS SESSION

Pledge of Allegiance *(please stand)*

- | | | |
|----|--|---------------------------------------|
| 1. | Roll Call | |
| 2. | Approval, October 2021 Board Minutes | Daniel C. Rodgers, Board Chair |
| 3. | Approval, December 21, 2021 Board Agenda | Daniel C. Rodgers, Board Chair |

4. **REPORT OF OFFICERS & AGENTS**

President's Report

❖ Signing of Dual Admission Agreement
Between LCCC & Misericordia University

Thomas P. Leary, President

Daniel J. Myers, Ph.D., President
Misericordia University

❖ Audit Report

Lisa Ritter, CPA,CFE,CITP, Maher Duessel

❖ Treasurer's Report

Cheryl Baur, Vice President, Finance

❖ Foundation Report

Rebecca Brominski, Executive Director, Foundation

ACTION ITEMS:

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| 5. | <u>Board By-Laws Sub-Committee Report</u>
5A. Amended LCCC Board By-Laws | Catherine R. O'Donnell, Esq., Committee Chair |
| 6. | <u>Executive Committee Report</u>
6A. Classified Salary Adjustment | Daniel C. Rodgers, Board Chair |
| 7. | <u>Academic Committee Report</u>
7A. Academic Calendar
7B. Recommend Approval of Administrative Policy
- Grading System Policy
7C. Curriculum Additions, Deletions and Modifications | Bernard W. Graham, Ph.D., Committee Chair |

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| 8. | <u>Finance Committee Report</u> | Susan E. Unvarsky, Committee Chair |
| | 8A. Bid #501-Automotive Department Vehicle Purchase | |
| | 8B. Bid #502-eSports Arena Equipment | |
| | 8C. RFP, Online/Virtual Tutoring Service Technology Program | |
| | 8D. RFP, Property and Liability Insurance Proposal | |
| | 8E. RFP, Workers' Compensation Insurance Contract | |
| | 8F. Ratification, Greater Susquehanna and Hazleton Center
Science Lab Renovation Final Projects Change Orders | |
| 9. | <u>Human Resources Committee Report</u> | August Piazza, Committee Chair |
| 10. | <u>Legislative Committee Report</u> | Catherine O'Donnell, Esq., Committee Chair |

Public Comment

INFORMATIONAL ITEMS

- | | | |
|----|--|--------------------------------|
| 1. | <u>Unfinished Business of Previous Meeting</u> | Daniel C. Rodgers, Board Chair |
| 2. | <u>Executive Committee – Informational Item(s)</u> | Daniel C. Rodgers, Board Chair |
| 3. | <u>Human Resources Committee:</u>
<i>-Information on Appointments/Leave Report (see page 4)</i> | August Piazza, Committee Chair |
| 4. | <u>Communications</u> | Daniel C. Rodgers, Board Chair |
| 5. | <u>Adjournment</u> | Daniel C. Rodgers, Board Chair |

5. BOARD BY-LAWS SUB-COMMITTEE ACTION ITEM

5A. Recommendation to Approve Amended LCCC Board of Trustees By-Laws

Recommend the Luzerne County Community College Board of Trustees approve the Luzerne County Community College Board of Trustees By-Laws as amended, December 21, 2021.

6. EXECUTIVE COMMITTEE ACTION ITEMS

6A. Recommendation to Approve Classified Salary Adjustment

Recommend the Luzerne County Community College Board of Trustees approve an adjustment to the classified staff minimum starting hourly wage to \$15 an hour. Classified Staff earning in excess of \$15 an hour will receive a pay equity adjustment of \$800 to their base wage.

7. ACADEMIC COMMITTEE ACTION ITEMS 7A-7C

7A. Recommend Approval of revised Academic Calendar

Recommend the Luzerne County Community College Board of Trustees approve the revised Academic Calendar Summer 2023 through Spring 2026. (attached)

7B. Recommendation to Approve Revised Administrative Policy

Recommend the Luzerne County Community College Board of Trustees approve the revised Grading System Policy. (attached)

7C. Recommendation to Approve Curriculum Additions, Deletions and Modifications

Recommend the Luzerne County Community College Board of Trustees approve the Curriculum Additions, Deletions and Modifications. (attached)

8. FINANCE COMMITTEE ACTION ITEMS 8A-8F

8A. Recommend approval of Bid #501 – Automotive Department Vehicle Purchase

Recommend the Luzerne County Community College Board of Trustees approve the award of the Automotive Department Vehicle Purchase bid # 501 to the lowest responsible bidder: Whitmoyer Ford, Inc. in the amount of \$32,400.00.

8B. Recommend approval of Bid # 502 – eSports Arena Equipment

Recommend Luzerne County Community College Board of Trustees approve the award of Bid # 502:
Section A - IntegraONE for gaming computers and accessories in the amount of \$27, 808.45;
Section B – CDW Government for partial miscellaneous equipment in the amount of \$5,937.48 with remaining A/V equipment to B&H Photo and Amazon (lowest quotes) in the amount of \$8,481.62;
Section C – CDW Government for eSports furniture in the amount of \$13,314.99;
The total amount for sections A through C is \$55,542.54.

8C. Recommend approval of RFP for Online/Virtual Tutoring Service Technology Program.

Recommend Luzerne County Community College Board of Trustees approve the proposal to Brainfuse at a rate of \$23.00 per hour.

8D. Recommend approval of the Property and Liability Insurance Proposal.

Recommend Luzerne County Community College Board of Trustees approve the award of the Property and Liability Insurance Contract in the amount of \$198,985.00 per year for three (3) years to Joseph J. Joyce Associates, Inc.

8E. Recommend approval of the Worker's Compensation Insurance Proposal

Recommend Luzerne County Community College Board of Trustees approve the award of the Worker's Compensation Insurance Contract in the amount of \$62,942.00 per year for three (3) years to Joseph J. Joyce Associates, Inc. The new premium will result in a savings of \$111,000 over three (3) years.

8F. Ratification, Greater Susquehanna and Hazleton Center Science Lab Renovation Final Projects Change Orders

Recommend the Luzerne County Community College Board of Trustees ratify and reaffirm approval of change order #6 for the Greater Susquehanna Center Science Lab in the amount of \$10,434 and change order #5 for the Hazleton Center Science Lab in the amount of \$7,174 to Bognet, Inc. for the unforeseen costs associated with the project.

INFORMATION ON RECENT APPOINTMENTS

New Hires since October 26, 2021

Administration

Brandi Brace, FT All One Recovery Education Institute (AREI) Facilitator, \$41,778.81/yr, November 4, 2021

Faculty

Anna Buck, FT Temporary English as a Second Language (ESL) Instructor, \$40,079.00/yr, October 1, 2021

Classified

Vlad Yaroshenko, PT Fitness Center/Gymnasium Attendant, \$9.15/hr, November 1, 2021

LEAVE REPORT STATUS

Separations from Employment

Johnanna, Hartman, PT Food Service Utility Worker, November 14, 2021

Ruth Samselski, FT Data Processing Technician, Payroll, December 3, 2021