

**FINANCE COMMITTEE  
ACTION ITEMS**

**RECOMMENDATION:**

**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.

**Rationale:**

The program is in need of newer model year vehicles to continue to offer a quality educational program of study. The purchase of a new (current model year) vehicle will support all classes within the program for many years to come. By using current model year technology we can ensure students are positioned to pursue successful careers within the automotive fields. The purchase of a current model year vehicle is being made possible by grant monies from the Carl D. Perkins federal grant.



TO: Thomas P. Leary, President  
FROM: Len Olzinski, Director of Purchasing  
RE: Bid # 501 – Automotive Department Vehicle Purchase  
DATE: November 2, 2021

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Bid # 501 was advertised on October 5, 2021 and specifications were sent to two (2) vendors. The bids were opened on October 27, 2021.

One (1) vendor replied: Whitmoyer Ford, Inc in the amount of \$32,400.00.

Attached is the recommendation letter from Jason Sherrill, Faculty – Automotive Technology - I concur with his review and recommendation that we award the bid to Whitmoyer Ford in the amount of \$32,400.00.

**Rationale:**

The program is in need of newer model year vehicles to continue to offer a quality educational program of study. The purchase of a new (current model year) vehicle will support all classes within the program for many years to come. By using current model year technology we can ensure students are positioned to pursue successful careers within the automotive fields. The purchase of a current model year vehicle is being made possible by grant monies from the Carl D. Perkins federal grant.

Thank you.

CC: Cheryl Baur, Vice President of Finance

**TO: Len Olzinski, Director of Purchasing**

**FROM: Jason Sherrill, Coordinator – Automotive Department**

**DATE: November 2, 2021**

**RE: Bid # 501 – Automotive Department Vehicle Purchase**  
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**Bid # 501  
Automotive Department Vehicle Purchase**

It is my recommendation that the college proceeds with the purchase of the vehicle proposed by the Whitmoyer Auto Group. With the purchase of this vehicle the college will be able to grow and expand to keep up with industry demand. Hybrid and electric vehicles are a growing trend in the automotive industry. Without the purchase of an electric or hybrid equipped vehicle the college will be at a significant disadvantage for recruitment and retention of students.

The vehicle proposed by the Whitmoyer Auto Group meets the specifications laid out in the bid sheet. This vehicle would provide the necessary technology to carry our program into the future.

The majority of the cost for the purchase of this vehicle, \$30,000 is being funded by Perkins Grant. The remaining costs will be covered from the automotive department budget.

**Jason Sherrill  
Coordinator – Automotive Department**

**RECOMMENDATION**

**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**.

**Rationale:**

These items are for the College's eSports Arena which is funded by a learning lab grant.



**TO:** Thomas P. Leary, President

**FROM:** Patricia Yench, Chief Information Officer

**RE:** Bid # 502 – eSports Arena Equipment

**DATE:** November 30, 2021

Bid # 502 was advertised on November 1, 2021 and specifications were sent to 20 vendors. The College opened the bids on November 23, 2021. Three (3) bid responses were received. The bid was comprised of 3 sections (A, B, C) and bidders could submit bids on individual sections. The results are as follows:

**Section A - Gaming Computers and Accessories**

Dell = \$36,001.52  
CDW Government = \$30,612.69  
IntegraONE = \$27,808.45

**Section B – Miscellaneous Equipment**

CDW Government = \$5,937.48 (Partial Bid only – they do not sell the required A/V equipment)  
No other bids submitted, so remaining A/V items to be purchased from B&H Photo and Amazon (lowest quotes) totaling \$8,481.62.

**Section C – eSports Furniture**

CDW Government - \$13,314.99 (CDW Government was the only bidder on this section.)

I recommend the bid be awarded to the lowest responsible bidders.

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.**

**RECOMMENDATION:**

**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.**

**Rationale:**

Online tutoring services have become an integral part of the tutoring department. As an institution we have navigated toward offering these services online because of the demand, however, the demand far exceeds our ability to meet this need. This is because we lack qualified tutors in all subjects and the tutors we do employ have often have limited availability.



TO: Thomas P. Leary, President  
FROM: Len Olzinski, Director of Purchasing  
RE: RFP – Online/Virtual Tutoring Service Technology Program  
DATE: December 7, 2021

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A request for proposal for Online/Virtual Tutoring Service Technology Program was advertised on Thursday, October 28, 2021.

Three (3) proposals were received and opened on Monday, November 22, 2021 with the following results:

Name of Vendors that applied:

- Brainfuse -- \$ 23.00 per hour
- Tutor.Com -- \$27.00 per hour (plus \$1,500.00 set-up fee and \$2,000 custom integration)
- At-Home Tutoring Services -- \$41.00 per hour (plus 10% of total session costs)

Attached is the recommendation letter from Janine Kelley, Director of Counseling, I concur with her review and recommendation that we award the contract to Brainfuse at a rate of \$23.00 per hour.

**Rationale:**

Online tutoring services have become an integral part of the tutoring department. As an institution we have navigated toward offering these services online because of the demand, however, the demand far exceeds our ability to meet this need. This is because we lack qualified tutors in all subjects and the tutors we do employ have often have limited availability.

Please contact me with any questions or concerns.

Thank you.

cc: Cheryl Baur, Vice President of Finance



**Online Tutoring Program Recommendation**

**12/3/21**

**Submitted by: Janine Kelley, Director of Counseling**

Online tutoring services have become an integral part of the tutoring department. As an institution we have navigated toward offering these services online because of the demand, however, the demand far exceeds our ability to meet this need. This is because we lack qualified tutors in all subject and the tutors we do employ have often have limited availability.

There is a need for a robust and flexible tutoring program, therefore, as a result a Request For Proposal was sent out to invite companies to send in their bids. In return the college received three proposals from each of the following; Tutor.com, Brainfuse and At-Home Tutoring Services.

After a review of each company and the services they offer Brainfuse has come back with the lowest cost and have checked off all the boxes we are currently seeking. They offer support for TEAS testing, 24/7 access, Bilingual support and there are no set up fees associated with this vendor. Although Tutor.com had a comparable package their cost exceeded that of Brainfuse with a significant one time set up fee, and At-Home Tutoring Services had a significantly higher hourly rate of \$41.00/hr. exceeding both Brainfuse and Tutor.com.

**RECOMMENDATION**

**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.**

**Rationale:**

Property and Liability Insurance coverage is crucial to the operation of the College and is a budgeted expense. This is a complete proposal for Property and Liability Insurance for the College. The term of the insurance is 3 years.



TO: Thomas P. Leary, President  
FROM: Len Olzinski, Director of Purchasing  
RE: Property and Liability Insurance Renewal  
(Board Approval required)  
DATE: November 9, 2021

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The request for proposals for Property and Liability Insurance Renewal were advertised on September 24, 2021 and proposals were received and opened on November 8, 2021.

**Two (2) proposals were received and opened.**

<b><u>Company Name</u></b>	<b><u>Total Amount</u></b>
<b>Joseph J. Joyce Associates, Inc.</b>	<b>\$198,985.00</b>
<b>Arthur J. Gallagher &amp; Co.</b>	<b>\$240,769.00</b>

I recommend that we accept the proposal made by Joseph J. Joyce Associates, Inc. in the amount of \$198,985.00 per year for three (3) years.

Rationale:

Property and Liability Insurance coverage is crucial to the operation of the College and is a budgeted expense. This is a complete proposal for Property and Liability Insurance for the College. The term of the insurance is 3 years.

On approval of the Board of Trustees, a requisition will be entered into Datatel for processing and final approvals.

Please contact me with any questions or concerns.

Thank You.

CC: Cheryl Baur, Vice President of Finance

**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.**

**Rationale:**

Worker's Compensation Insurance coverage is crucial to the operation of the College and is a budgeted expense. This is a complete proposal for Worker's Compensation for the College. The term of the insurance is 3 years.



TO: Thomas P. Leary, President  
FROM: Len Olzinski, Director of Purchasing  
RE: Worker's Compensation Insurance Renewal  
(Board Approval required)  
DATE: November 9, 2021

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The request for proposals for Worker's Compensation Insurance Renewal were advertised on September 24, 2021 and proposals were received and opened on November 8, 2021.

**Three (3) proposals were received and opened.**

<u>Company</u>	<u>Total Amount</u>
<b>Joseph J. Joyce Associates, Inc.</b>	<b>\$62,942.00</b>
<b>UPMC Work Partners</b>	<b>\$70,854.00</b>
<b>Assured Partners of NEPA</b>	<b>\$83,300.00</b>

I recommend that we accept the proposal made by Joseph J. Joyce Associates, Inc. in the amount of \$62,942.00 per year for three (3) years. The new premium will result in a savings of \$111,000 over three (3) years.

Rationale:

Worker's Compensation Insurance coverage is crucial to the operation of the College and is a budgeted expense. This is a complete proposal for Worker's Compensation for the College. The term of the insurance is 3 years.

On approval of the Board of Trustees, a requisition will be entered into Datatel for processing and final approvals.

Please contact me with any questions or concerns.

Thank you.

CC: Cheryl Baur, Vice President of Finance

**Recommend approval of Greater Susquehanna and Hazleton Center Science Lab Renovation Final Project Change Orders**

Recommend the Luzerne County Community College Board of Trustees approve 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 unforeseen costs associated with the project.

Reimbursement from Kewaunee Scientific, hemmler + camayd architects, and previously approved project contingency and allocated capital funds will cover the costs associated with these change orders.

**Rationale:**

**Change Order #6 for the Greater Susquehanna Center Science Lab Renovation - \$10,434:**

The cost to raise two (2) projection screens includes patch and repair to the concrete block walls. The original projection screen placement did not allow for the correct projection necessary once the projector was installed; this was a coordination issue that has been corrected on projects moving forward. The total of \$1,386 will be paid from previously approved allocated capital funds.

The cost related to Kewaunee Scientific delays and/or missing items totals \$6,602 and will be reimbursed by Kewaunee Scientific. There was supposed to be one main delivery of the science lab furniture and limited contractor trips to the site for Kewaunee related installation however, due to Kewaunee issues, the contractor had to make several unplanned trips to Watsontown to complete the work as well as provide a dumpster for their waste.

Hemmler + camayd architects have reimbursed the cost related to remove and dispose of ceiling tile to accommodate the new ceiling installation in the amount of \$2,446 to LCCC. The architects missed a notation on the drawings and therefore have covered the related expense by applying a credit to their July 2021 invoice.

**Change Order #5 for the Hazleton Center Science Lab Renovation - \$7,174:**

The cost to raise one (1) projection screen includes patch and repair to the wall. The original projection screen placement did not allow for the correct projection necessary once the projector was installed; this was a coordination issue that has been corrected on projects moving forward. The total of \$510 will be paid from previously approved project contingency funds.

The cost related to Kewaunee Scientific delays and/or missing items totals \$6,664 and will be reimbursed by Kewaunee Scientific. There was supposed to be one main delivery of the science lab furniture and limited contractor trips to the site for Kewaunee related installation however, due to Kewaunee issues, the contractor had to make several unplanned trips to the Hazleton Center to complete the work as well as provide a dumpster for their waste.

**Reimbursement from Kewaunee Scientific, hemmler + camayd architects, and previously approved project contingency and allocated capital funds will cover the costs associated with these change orders.** Per College policy for change orders, Board of Trustees approval is required to move forward appropriately.

# AIA® Document G701™ – 2017

## Change Order

**PROJECT:** (Name and address)  
Luzerne County Community College  
Lab Renovation Greater Susquehanna  
Center  
100 Main Street  
Watsonstown, PA 18777

**CONTRACT INFORMATION:**  
Contract For: General Construction  
Date: 06/16/2021

**CHANGE ORDER INFORMATION:**  
Change Order Number: 006  
Date: 10/20/2021

**OWNER:** (Name and address)  
Luzerne County Community College

**ARCHITECT:** (Name and address)  
hemmler + camayd architects  
512 Lackawanna Avenue  
Scranton, PA 18503

**CONTRACTOR:** (Name and address)  
Bognet, Inc.  
1298 N. Church Street  
P.O. Box 206  
Hazle Township, PA 18202

1333 South Prospect Street  
Nanticoke, PA 18634

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

Raise two (2) projection screens; late deliveries of Kewaunee Equipment; furnish and install base around cabinets; provide dumpster for Kewaunee waste; removal and disposal of ceiling tile.


See attached Exhibit A for cost breakdown.

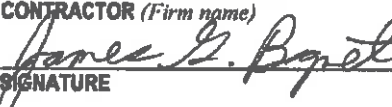
The original Contract Sum was	\$	179,778.00
The net change by previously authorized Change Orders	\$	14,777.68
The Contract Sum prior to this Change Order was	\$	194,555.68
The Contract Sum will be increased by this Change Order in the amount of	\$	10,434.00
The new Contract Sum including this Change Order will be	\$	204,989.68

The Contract Time will be increased by Zero (0) days.  
The new date of Substantial Completion will be

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

hemmler + camayd architects  
**ARCHITECT** (Firm name)  
  
**SIGNATURE**  
Brian Doran, AIA, LEED AP, Principal  
**PRINTED NAME AND TITLE**  
10/20/2021  
**DATE**

Bognet, Inc.  
**CONTRACTOR** (Firm name)  
  
**SIGNATURE**  
James G. Bognet, President  
**PRINTED NAME AND TITLE**  
10/20/2021  
**DATE**

Luzerne County Community College  
**OWNER** (Firm name)  
**SIGNATURE**  
Thomas P. Leary, President  
**PRINTED NAME AND TITLE**  
**DATE**

# Bognet, Inc.

8F

General and Mechanical Contractor

1298 North Church St., Hazle Township, PA 18202 ~ 570.454.2584 ~ FAX 570.454.7631

September 23, 2021

Mr. Brian Doran  
Hemmler and Camayd Architects  
409 Lackawanna Avenue, STE 400  
Scranton, Pa 18503

Re: LCCC, Greater Susquehanna Campus, Science Lab

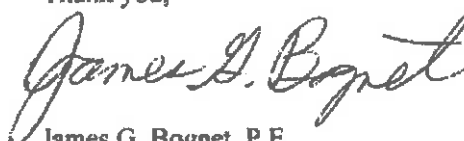
Gentlemen,

The following is a breakdown of the added cost for this project:

1. Cost to raise two (2) projection screen	
8 hours carpenter foreman	\$ 680.00
8 hours carpenter mechanic	\$ 640.00
110 miles truck cost @ .60/mile	\$ 66.00
2. Cost for late deliveries of Kewaunee Equipment	
24 hours plumber foreman	\$2,352.00
8 hours electrician	\$ 720.00
20 hours project manager	\$2,000.00
550 miles travel @ .60/mile	\$ 330.00
3. Furnish and install 200 L.F. of 4" base around cabinets	\$ 800.00
4. Provide dumpster for Kewaunee waste	\$ 400.00
5. Removal and dispose of ceiling tile to accommodate New ceiling installation.	\$1,846.00
Dumpster Cost	<u>\$ 600.00</u>
<b>Total</b>	<b>\$10,434.00</b>

Please issue us a change order for this amount. If you have any questions, please feel free to contact our office.

Thank you,



James G. Bognet, P.E.  
President

JGB/lch  
Cc Natalie Staron, LCCC

Visit our website: "[www.BognetInc.com](http://www.BognetInc.com)"



# AIA® Document G701™ – 2017

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> Luzerne County Community College Lab Renovation Hazleton Extension Campus 100 W. Broad St. Hazleton, PA 18201	<b>CONTRACT INFORMATION:</b> Contract For: General Construction Date: 06/16/2021	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 005 Date: 10/20/2021
<b>OWNER:</b> <i>(Name and address)</i> Luzerne County Community College  1333 South Prospect Street Nanticoke, PA 18634	<b>ARCHITECT:</b> <i>(Name and address)</i> hemmler + camayd architects 512 Lackawanna Avenue Scranton, PA 18503	<b>CONTRACTOR:</b> <i>(Name and address)</i> Bognet, Inc. 1298 N. Church Street P.O. Box 206 Hazle Township, PA 18202

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

Raise projection screen; late deliveries of Kewaunee Equipment; furnish and install base around cabinets; cleanup and disposal of pallets.

See attached Exhibit A for cost breakdown.

The original Contract Sum was	\$	118,113.00
The net change by previously authorized Change Orders	\$	4,353.40
The Contract Sum prior to this Change Order was	\$	122,466.40
The Contract Sum will be increased by this Change Order in the amount of	\$	7,174.00
The new Contract Sum including this Change Order will be	\$	129,640.40
The Contract Time will be increased by Zero (0) days.		
The new date of Substantial Completion will be		

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

<u>hemmler + camayd architects</u> <b>ARCHITECT</b> <i>(Firm name)</i>	<u>Bognet, Inc.</u> <b>CONTRACTOR</b> <i>(Firm name)</i>	<u>Luzerne County Community College</u> <b>OWNER</b> <i>(Firm name)</i>
<u>Brian D?</u> <b>SIGNATURE</b>	<u>James G. Bognet</u> <b>SIGNATURE</b>	<u>Thomas P. Leary</u> <b>SIGNATURE</b>
<u>Brian Doran, AIA, LEED AP, Principal</u> <b>PRINTED NAME AND TITLE</b>	<u>James G. Bognet, President</u> <b>PRINTED NAME AND TITLE</b>	<u>Thomas P. Leary, President</u> <b>PRINTED NAME AND TITLE</b>
<u>10/20/2021</u> <b>DATE</b>	<u>10/20/2021</u> <b>DATE</b>	<u></u> <b>DATE</b>

8F

# **Bognet, Inc.**

*General and Mechanical Contractor*

**1298 North Church St., Hazle Township, PA 18202 ~ 570.454.2584 ~ FAX 570.454.7631**

September 23, 2021

Mr. Brian Doran  
Hemmler and Camayd Architects  
409 Lackawanna Avenue, STE 400  
Scranton, Pa 18503

Re: LCCC, Hazleton Campus. Science Lab

Gentlemen,

The following is a breakdown of the added cost for this project:

1. Cost to raise projection screen 6 hours carpenter foreman	\$ 510.00
2. Cost for late deliveries of Kewaunee Equipment	
28 hours plumber foreman	\$2,744.00
8 hours electrician	\$ 720.00
12 hours project manager	\$2,000.00
3. Furnish and install 200 L.F. of 4" base around cabinets	\$ 800.00
4. Cleanup and dispose of pallets left by Kewaunee	<u>\$ 400.00</u>
Total	<b>\$7,174.00</b>

Please issue us a change order for this amount. If you have any questions, please feel free to contact our office.

Thank you,



James G. Bognet, P.E.  
President

JGB/lch  
Cc Natalie Staron, LCCC

*Visit our website: "www.BognetInc.com"*

<b>BOARD POLL:</b>	<b>GSC &amp; Hazleton Center Science Lab Renovation Final Project Change Orders</b>
<b>DEADLINE:</b>	<b>Friday, October 29, 2021</b>
<b>POLL VOTE BY EMAIL:</b>	<b>Wednesday October 27, 2021</b>
<b>"Yes" votes:</b>	<b>10 yes</b>
<b>"No" votes:</b>	<b>0</b>
<b>APPROVAL DATE:</b>	<b>October 28, 2021</b>

	YES	NO	Abstain
1. DR. JOAN BLEWITT	x		
2. GEORGE BROWN			
3. JAMES P. DENNIS	x		
4. LYNN M. DISTASIO	x		
5. HOLLY A. EVANOSKI			
6. DR. BERNARD W. GRAHAM	x		
7. PAUL HALESEY			
8. DR. ERIN K. KEATING	x		
9. JOSEPH F. LETTIERE	x		
10. ATTY. CATHERINE R. O'DONNELL	x		
11. AUGUST J. PIAZZA	x		
12. DANIEL C. RODGERS	x		
13. ANTHONY SEIWELL			
14. SUSAN E. UNVARSKY	x		
15. DAVID JAMES USAVAGE			

**From:** Paula Labenski/luzerne  
**To:** joanblewitt@kings.edu, paulhalesey@aol.com, gbrown@wilkes-barre.pa.us, hevanoski84@Gmail.com, erin.keating@ofsd.cc, jlettiere@hazletoncando.com, ldistasio@prorehab.org, firstgradeteach@aol.com, susan.unvarsky@prudential.com, cro@odonnell-law.com, tissuedd@comcast.net, bernard.graham@wilkes.edu, apiazza45@yahoo.com, rodgersd@hasdk12.org, drodgers@ptd.net, tseiwell@ldcepa.com, tleary@luzerne.edu, plabenski@luzerne.edu, jkluger@hkqlaw.com, kwalsh@hkqlaw.com, lissandra.bertagnoli@prudential.com, jspisak2@luzerne.edu

**Date:** Wednesday, October 27, 2021 10:09AM

**Subject:** ACTION REQUIRED - LCCC BOARD POLL

History:       ✦ This message has been forwarded.

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**SENT ON BEHALF OF PRESIDENT LEARY -**

**[BOARD POLL - Recommend approval of Greater Susquehanna and Hazleton Center Science Lab Renovation Final Project Change Orders](#)**

Members, LCCC Board of Trustees:

As discussed during the Board Executive Session last evening, I am requesting the LCCC Board of Trustees to approve 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 unforeseen costs associated with the project.

Reimbursement from Kewaunee Scientific, hemmler + camayd architects, and previously approved project contingency and allocated capital funds will cover the costs associated with these change orders.

I ask that you carefully review the attached packet related to the final change orders on the Hazleton Center and Greater Susquehanna Center Science Lab renovation projects. Please submit your vote to Paula Labenski, Executive Assistant to the President and Board of Trustees by email to [plabenski@luzerne.edu](mailto:plabenski@luzerne.edu), or call 570-740-0388 by **Friday, October 29, 2021**.

If you have any questions, please do not hesitate to contact the President's office at 570-740-0388.

Thank you.

Tom

Thomas P. Leary, President

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Paula M. Labenski  
 Executive Assistant to the President and Board of Trustees  
 Luzerne County Community College

521 Trailblazer Drive  
 Nanticoke PA 18634  
 Direct Phone Line: 570-740-0388

Toll Free: 1-