

Name: Luzerne County Community College Board of Trustees Board Meeting
Date: Tuesday, June 18, 2019
Time: 6:00 PM
Location: Luzerne County Community College, Campus Center Rotunda, Nanticoke PA

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
Pledge of Allegiance		Meeting opened with the Pledge of Allegiance.
1. Roll Call	<p>Present: Joan M. Blewitt, Ph.D.; George Brown, James P. Dennis, Lynn M. Distasio, Vice Chair; Holly A. Evanoski; Brian D. Gill, Board Chair; Bernard Graham, Ph.D.; Paul Halesey; Erin K. Keating, ED.D.; Joseph F. Lettiere; Susan E. Unvarsky, Secretary; Barry H. Williams, J.D., C.P.A., and Richard Goldberg, Esq., College Solicitor.</p> <p>Excused: Catherine R. O'Donnell, Esq., Margaret Steele, and David James Usavage</p>	
	Prior to the start of the Board meeting, an Executive Session was conducted to discuss personnel and litigation issues.	
2. Public Comment	2. Brian D. Gill, Board Chair, opened the floor for public comment.	2. No public comments. No action required.
3. Approval of April 30, 2019, Board Minutes	3. Brian D. Gill, Board Chair, recommended approval of the April 30, 2019, Board minutes.	3. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by Bernard Graham, Ph.D.. Vote was all "yes". Motion carried.
4. Approval of June 18, 2019, Board Agenda	4. Brian D. Gill, Board Chair, recommended the Luzerne County Community College Board of Trustees approve the June 18, 2019 Board agenda.	4. Approved. Motion made by Susan E. Unvarsky, Board Secretary; seconded by Joan M. Blewitt, Ph.D., to approve the Board agenda as presented. Vote was all "yes". Motion carried.

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
5. Report of the Executive Committee	Brian D. Gill, Board Chair, presented the following Executive Committee action item:	
5A. Nomination Committee	5A. Board Chair Gill recommended the Luzerne County Community College Board of Trustees approve the appointment of the following Nomination Committee: Catherine O'Donnell, Esq., Committee Chair, committee Paul Halesey and Susan Unvarsky, Board Secretary. The Nomination Committee will present the 2019-2020 slate of officers at the August 2019 Board of Trustees Board meeting.	5A. Approved. Motion made by Erin K. Keating, Ed.D.; seconded by George Brown. Vote was all "yes". Motion carried.
6. Report of the Academic Committee	Joan M. Blewitt, Ph.D., Chair, Academic Committee, presented the following action items:	
6A. Program Additions, Deletions, and Modifications	6A. On behalf of the Board of Trustees Academic Committee, Dr. Joan Blewitt, Academic Committee Chair, recommended the Luzerne County Community College Board of Trustees approve the Program Additions, Deletions and Modifications as presented. The addition of the new Professional Writing (AS.PWR) program will provide additional opportunity for students and aligns the program to bachelor's degree programs.	6A. Approved. Motion made by Susan E. Unvarsky, Secretary; seconded by Erin K. Keating, Ed.D. Vote was all "yes". Motion carried.
6B. Approval of Placement Policy	6B. Committee Chair Blewitt recommended the Luzerne County Community College Board of Trustees approve the revised administrative policy; Placement Policy.	6B. Approved. Motion made by Bernard Graham, Ph.D.; seconded by Lynn Distasio, Vice Chair. Vote was all "yes". Motion carried.
6C. Approval of Never Attended Student Policy	6C. Committee Chair Blewitt recommended the Luzerne County Community College Board of Trustees approve the administrative policy; Never Attended Student Policy	6C. Approved. Motion made by Erin K. Keating, Ed.D.; seconded by James Dennis. Vote was all "yes". Motion carried.

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
7. Report of the Finance Committee	Susan E. Unvarsky, Chair, Finance Committee, presented the following action items:	
7A. College Budgets for Fiscal Year 2019-2020	7A. Committee Chair Susan E. Unvarsky recommended the Luzerne County Community College Board of Trustees approve the 2019-2020 Fiscal Year Operating and Capital Budgets totaling \$45,069,003.13 as well as the Auxiliary Budgets (Bookstore, Food Service, and Student Activities). By adopting the budget, the Board of Trustees authorizes a \$4.00 tuition increase, \$2.00 general service fee increase, and a \$2.00 technology fee increase.	7A. Approved. Motion made by Paul Halesey; seconded by Joan M. Blewitt, Ph.D. Vote was all "yes". Motion carried.
7B. Summary of Payments	7B. Committee Chair Unvarsky recommended the Luzerne County Community College Board of Trustees approve the summary of payments as presented.	7B. Approved. Motion made by George Brown; seconded by James Dennis. Vote was all "yes". Motion carried.
7C. Approval of Student Clubs/Organizations and Sports Teams Fundraising Policy	7C. Committee Chair Unvarsky recommended the Luzerne County Community College Board of Trustees approve the administrative policy, Student Clubs/Organizations and Sports Teams Fundraising policy.	7C. Approved. Motion made by Erin Keating, Ed.D.; seconded by Joseph F. Lettiere. Vote was all "yes". Motion carried.
7D. Bid #488-Fire Alarm Systems Annual Inspection/Certification	7D. Committee Chair Unvarsky recommended the Luzerne County Community College Board of Trustees approve the award of Bid #488 for Fire Alarm Annual Systems Inspection and Certification, in the amount of \$19,200.00, to Eastern Time Inc.	7D. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by Erin K. Keating, Ed.D. Vote was all "yes". Motion carried.

Finance Committee Action Items, continued from page 3.		
7E. Bid #489-Technology Replacement Plan (A) & Lease (B)	<p>7E. Committee Chair Unvasky recommended the Luzerne County Community College Board of Trustees approve the award of Bid #489, Part A-Sections A-E as follows: Section A – <u>Dell Marketing</u> for computers in the amount of \$108,885.30; Section B – College will purchase direct from Apple Computer in the amount of \$82,445.00; Section C – <u>Shadow Technologies</u> for Networking Hardware in the amount of \$67,740.86; Section D – <u>Insight Public Sector, Inc.</u> for Lenovo Hardware in the amount of \$28,807.00; Section E – <u>CDWG</u> for Miscellaneous Technology Hardware in the amount of \$49,107.65.</p> <p>The total amount for sections A through E is \$336,985.81.</p> <p>Part B. Recommend the Luzerne County Community College Board of Trustee approve the leasing of Bid #489 to <u>University Lease</u> – four (4) annual payments of \$94,682.72 for a total of \$378,730.88.</p>	<p>7E. Approved. Part A Motion made by Holly Evanoski; seconded Joan M. Blewitt, Ph.D. Part B. Motion by Erin K. Keating, Ed.D.; seconded by Joseph F. Lettiere.</p> <p>Vote was all “yes”. Motion carried.</p>
7F. Bid #490-Educational Conference Center Renovations	<p>7F. Committee Chair Unvasky recommended the Luzerne County Community College Board of Trustees approve the award to General Contractor – Champion Builders Inc., in the amount of \$741,250 and Plumbing Construction – G. Weinberger Company in the amount of \$43,480 for a total construction cost of \$784,730.00.</p>	<p>7F. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by James Dennis.</p> <p>Vote was all “yes”. Motion carried.</p>
7G. RFP-Educational Interpreting Services for the Deaf and Hard of Hearing	<p>7G. Committee Chair Unvasky recommended the Luzerne County Community College Board of Trustees approve the proposal to provide educational interpreting services for the deaf and hard of hearing, to Interprettek at the following rate of \$65.00 an hour, with a one-hour minimum.</p>	<p>7G. Approved. Motion made by Erin K. Keating, Ed.D.; seconded by Lynn Distasio, Vice Chair.</p> <p>Vote was all “yes”. Motion carried.</p>

Finance Committee Action Items, continued from page 4.		
7H. RFP-Remote Captioning Services for the Deaf and Hard of Hearing	7H. Committee Chair Unvarsky recommended the Luzerne County Community College Board of Trustees approve the award of contract proposal for remote captioning services to <u>Verbit</u> at the rate of \$67.50 an hour with no minimum time limit.	7H. Approved. Motion made by Joseph F. Lettiere; seconded by Joan M. Blewitt, Ph.D. Vote was all “yes”. Motion carried.
7I. RFP-Audio/Video Technical Support and Apple/Macintosh Computer Support	7I. Committee Chair Unvarsky recommended the Luzerne County Community College Board of Trustees approve the award of RFP for Audio/Video Technical Support and Apple/Macintosh Computer Support Consultant to David J. McSweyn at the rate of \$25.00 per hour for the contract period July 1, 2019 thru June 30, 2022.	7I. Approved. Motion made by James Dennis; seconded by George Brown. Vote was all “yes”. Motion carried.
7J. RFP – Banking and Financial Services	7J. Committee Chair Unvarsky recommended the Luzerne County Community College Board of Trustees approve the award of RFP for Banking and Financial Services to Fidelity Deposit and Discount Bank. Annual net interest earned (minus fees) based on December 2018 account balances estimated \$547K.	7J. Approved. Motion made by Paul Halesey; seconded by Bernard Graham, Ph.D. Vote was all “yes”. Motion carried.
7K. RFP-Food Vending Services	7K. Committee Chair Unvarsky recommended the Luzerne County Community College Board of Trustees approve the RFP for Food Vending Services to Compass Group USA, Inc. (“Canteen”) at the commission rate of 25.0% on all vended items; \$1,000 annual donation to the Alumni Association.	7K. Approved. Motion made by Holly Evanski; seconded by Joan M. Blewitt, Ph.D. Vote was all “yes”. Motion carried.
7L. Approval of Greater Susquehanna Center Expansion Project	7L. Committee Chair Unvarsky recommended the Luzerne County Community College Board of Trustees approve the expansion of the College’s service area by establishing an additional dedicated center to be referred to as the Greater Susquehanna Center.	7L. Approved. Motion made by Erin K. Keating, Ed.D.; seconded by Joan M. Blewitt, Ph.D. Vote was all “yes”. Motion carried.

Finance Committee Action Items, continued from page 5.		
7M. Recommendation to Approve Campus Center Re-Roofing (Building 14)	7M. Committee Chair Unvasky recommended the Luzerne County Community College Board of Trustees approve the award of the Campus Center Re-Roofing bid to Eastern Roofing Systems, Inc., in the amount of \$614,835.	7M. Approved. Motion made by George Brown; seconded by Barry H. Williams, J.D., C.P.A. Vote was all “yes”. Motion carried.
AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
8. Report of the Human Resources Committee	Paul Halesey, Chair, Human Resources Committee, noted there were no report updates to present at this time.	
8. Report Update	8. N/A	8. N/A.
9. Report of the Legislative, Economic and Public Affairs Committee	Lynn Distasio, Chair, Legislative, Economic and Public Affairs Committee, noted there was no report to present at this time.	
9. Report Update	9. N/A	9. N/A
10. Report of Officers and Agents		
President’s Report	<p>Thomas P. Leary, President of Luzerne County Community College, reported a meeting was held in Harrisburg, June 14, 2019, with Teresa Miller, Department of Health and Human Services, Trustee Catherine O'Donnell, and KEYS Program Coordinator, Melissa Wassel, to discuss expanding educational opportunities to clients served by county public assistance departments.</p> <p>On June 20th, 2019, the College will be host a meeting with representatives from the Greater Hazleton Can Do, Inc., and Hazleton Area School District, to discuss an opportunity to expand programming by establishing a post-secondary technical Training Program to serve the work force and labor needs of Can Do.</p>	

Dr. Cheryl Lesser, Vice President of Academic Affairs, provided the following Middle States update. Seven (7) Work Groups made up of 55 faculty, staff and students have completed their Self-Study Design questions that will guide the self-study report over the 2019-2020 academic year. The Core Team, made up of 11 faculty and staff, have completed the first draft of the Self-Study Design that will be submitted in August to the Middle States Commission of Higher Education.

Seven Academic Pathways, predetermined set of courses that are linked to a specific discipline or career area, have been developed for implementation for the Fall 2019 semester. The pathways are for undecided students, who have not chosen a major, and provide the student with first semester of courses that will align them with their interest area and, ultimately, a major.

On June 12, 2019, Luzerne County Community College signed an articulation agreement with Keystone College in Early Childhood Education program. Under the agreement, LCCC students who graduate with an associate degree in Applied Science: Early Childhood Education and meet transfer requirements will be guaranteed admission into Keystone's bachelor's degree programs in Early Childhood Education and Teaching: Child and Family Studies. Students will be able to complete their bachelor's degrees within four regular semesters.

Career Exploration Day was held on May 29, 2019 in 8 Career Cluster areas with close to 100 high school students participating on a full day of hands-on activities.

Misericordia University has joined our Pittston Center for the fall 2019 semester by offerings junior and senior level

courses towards a bachelor degree at the Pittston Dedicated Center.

Summer 2019 Early College Career Camps will now include three tracks: Manufacturing, Communication Arts and the latest, Business which is funded by a Prudential grant.

48 Early College students were presented with a Certificate of Achievement for earning at least 15 College credits before completing high school.

The College's bookstore is currently under renovation and will open in its new location on July 1st, 2019. The renovations include new fixtures, flooring, painting and office space.

Head Start will be adding an additional classroom at the College's main campus location. Head Start currently has two classrooms in building 11, and starting this fall will expand to three classrooms. Students enrolled in the Early Childhood/Education programs continue to benefit from this arrangement.

President Leary thanked the Luzerne County Community College Board of Trustees for formally approving the expansion of the Luzerne County Community College service area by establishing an additional Dedicated Center to serve the residents of Northumberland and the surrounding counties. The Greater Susquehanna Center will be located at the former Watsonstown Elementary School, which is part of the Warrior Run School District.

The College will begin offering courses at the new Greater Susquehanna Center for the fall 2019 semester and will offer classes in English, Math, Speech, Biology, Sociology, Art, First

	<p>Year Experience, Computer Information Systems, and Emergency Medical Services. The center will include classrooms, computer labs, an office area, and a Student Lounge. Tuition for LCCC's Greater Susquehanna Center will be \$134 per-credit which equates to \$4,020 a year for a full-time student.</p> <p>President Leary stated, on behalf of the Luzerne County Community College Board of Trustees, administration, faculty and staff, the College is pleased to have entered into this agreement to open our new Greater Susquehanna Center and look forward to expanding our course offerings to serve the residents of Northumberland and the surrounding counties.</p> <p>President Leary introduced Doctor John Kurelja, Assistant Executive Director & Chief Academic Officer, Central Susquehanna Intermediate Unit Robert Garrett, President & CEO, Greater Susquehanna Valley Chamber of Commerce; and Dave Zartman, President of Zartman Construction., and welcomed each to address the Board.</p>	
	<u>Informational Items</u>	
1.Unfinished Business-Previous Meeting	1.N/A	1. No action required.
2.Informational-Executive Committee	2. Board Chair Gill stated he will be forwarding, for informational purposes, information regarding policies and procedures to development an evaluation process.	2. No action required.
3.Informational- Human Resources Committee	3. Information on appointments and leave reports are included with the Board agenda.	3. No action required.
5.Adjournment	5. Board Chair Gill asked for a motion to adjourn.	5. Motion made by Joan M. Blewitt, Ph.D.; seconded by Bernard Graham, Ph.D.; Vote was all "yes". Motion carried.