

**Name: Luzerne County Community College Board of Trustees Board Meeting**

**Date: Tuesday, December 21, 2021**

**Time: 6:00 PM**

**Location: Luzerne County Community College, Educational Conference Center, Nanticoke PA and Zoom Link**

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
<b>Pledge of Allegiance</b>	Daniel Rodgers, Board Chair, asked attendees to rise for the Pledge of Allegiance.	
<b>1. Roll Call</b>	<p><b>Present:</b> Joan M. Blewitt, Ph.D.; Lynn M. Distasio; Holly A. Evanoski, Secretary; Bernard W. Graham, Ph.D.; Paul Halesey; Erin K. Keating, Ed.D.; Joseph Lettiere; Catherine R. O'Donnell, Esq., Vice Chair; August Piazza; Daniel C. Rodgers, Board Chair; Susan E. Unvasky; Kevin Walsh, Esq., College Solicitor.</p> <p><b>Excused:</b> George Brown, James Dennis, Anthony Seiwel, David James Usavage.</p>	
	<i>Daniel Rodgers, Board Chair, reported prior to the start of the December 21, 2021, Board meeting an Executive Session was held to discuss personnel and litigation issues.</i>	
<b>2. Approval of October 26, 2021, Board Minutes</b>	2. Daniel Rodgers, Board Chair, recommended approval of the October 26 , 2021 Board meeting minutes.	2. Approved. Motion made by Susan E. Unvasky; seconded by Joan M. Blewitt, Ph.D..  Vote was all "yes". Motion carried.
<b>3. Approval of December 21, 2021, Board Agenda</b>	3. Daniel Rodgers, Board Chair, recommended approval of the December 21, 2021 Board agenda.	3. Approved. Motion made by Holly Evanoski, Board Secretary; seconded by Joseph Lettiere.  Vote was all "yes". Motion carried.

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
<b>4. Report of Officers and Agents</b>		
<b>❖ President's Report</b> - Signing of Dual Admission Agreement Between LCCC & Misericordia University	<p>President Leary began his report by welcoming Misericordia University's President, Dr. Daniel J. Myers. President Leary stated Misericordia University and Luzerne County Community College have always had a strong partnership which has enabled thousands of our students over the years to have an opportunity to receive a Bachelor's Degree at an outstanding university. That partnership has included a number of articulation agreements in our academic programs. When President Leary first met with Misericordia University's new President, Dr. Myers explained how passionate he was about community colleges and the idea that all students who graduate from community college should have the opportunity, both through accessibility and affordability, to complete their Bachelor's Degree. As a result of Dr. Myers commitment to Luzerne County Community College students, that opportunity means we will be able to enhance our partnership with additional measures to provide the opportunity and affordability to our students.</p> <p>Dr. Daniel J. Myers, President, Misericordia University stated it was his pleasure to attend tonight's Board meeting. After his appointment in July, he had the opportunity to meet with Rosana Reyes, Vice President of Enrollment Management and Student Affairs, and President Leary. They had an immediate connection – the shared passion for improving student's lives through access to higher education was just so apparent that he knew, through a partnership, we could do even more. Dr. Myers stated the partnership allows students to transfer to Misericordia without losing any time or losing any credits; and guarantee they will complete their education in four semesters. In addition, students that come to Misericordia from LCCC, Misericordia will extend their financial commitment to our students receiving financial assistance in order to complete their degree. Dr. Myers thanked everyone who worked to develop the partnership at both Luzerne County</p>	N/A

*President's Report continued.*

Community College and Misericordia University.

President Leary reported the LCCC Early College Program provides the opportunity for students to earn college credit while still in high school as well as a chance to explore several college majors and potential careers. The Early College Program also assists with College readiness and improves academic success. Funding is available through donations to the EITC (Educational Improvement Tax Credit) Program which is designed to enhance educational programs and opportunities for the region's students. Funding can be used toward the cost of tuition and books. . This year, the LCCC Foundation, Inc. received \$341,000 in EITC contributions. High school students are eligible to enroll in college classes at LCCC for the Spring 2022 and Summer 2022 semesters. Students can use these funds to offset the cost of tuition and books.

President Leary stated, it was his pleasure to report that this year's 2021 Nursing NCLEX pass rate for first-time testers was 95.12%. The national pass rate for first-time testers at the Associate level was 80.45%.

President Leary extended his congratulations to Dr. Cheryl Lesser, Vice President of Academic Affairs, who accepted the position as President of Great Bay Community College in New Hampshire. Dr. Lesser will assume her new responsibility in several months. At this time President Leary expressed his deep appreciation to Dr. Lesser for her exceptional leadership and the significant accomplishments achieved in the academic realm over the past several years. President Leary congratulates to Dr. Cheryl Lesser in this wonderful career opportunity.

Dr. Cheryl Lesser thanked everyone in attendance for the opportunity to have been able to work across the institution. Dr. Lesser noted this would be her last Board meeting, stating that it has been an amazing four years but looks forward to returning to the sea coast and back to her New England roots.

*President's Report continued.*

<p>- <b>Audit Report</b></p>	<p>The Audit Report was presented by Shawn Strauss, C.P.A., Maher Duessel. The College received an unmodified opinion which is a clean opinion. The total assets of the College are \$96 million which is similar to prior year, total liabilities are \$66 million, compared to \$59 in prior year, total net income is a loss of \$4 million; compared to income of \$1.4 million in prior year.</p> <p>HERFF Funding which is the federal response to the coronavirus. Three rounds of funding were received:  CARES ACT – LCCC awarded \$3.2 million  CRRSSA - LCCC awarded \$6.8 million  ARPA – LCCC awarded \$11.8 million</p> <p>Total \$22 million. The college spent approximately \$7 million; with \$14 million to be expended over 2022-2023.</p>	
<p>- <b>Treasurer’s Report</b></p>	<p>President Leary stated the presentation of the Audit Report replaced the Treasurer’s Report.</p>	
<p>- <b>Foundation Report</b></p>	<p>Rebecca Brominski, Executive Director, Institutional Advancement and Foundation, Inc., stated as she reflected back over the Fall semester she is incredibly grateful to the donors, community friends and all who believe in and support our community college students. As an overwhelming show of generosity, the Foundation has received over a half million dollars in contributions this second quarter of the year. This included \$341,000 in EITC to support Early College; \$70,000 from our annual dinner to support scholarships and student assistance funds; and over \$108,000 in new scholarships and renewal commitments. These funds will make a significant impact and will go a long way in supporting the region’s high school students and our new and current students. All of the support could not have been possible without our donors and giving community.</p> <p>Events held this past year we celebrated was the 20th anniversary of the Hazleton Center, 32nd Alumni Craft Festival , 39th annual</p>	

	<p>scholarship dinner, 15th anniversary of our Schulman gallery and the 10th anniversary of our Joseph A. Paglianite Culinary institute. Thank you to everyone here and to our trustees who participated in these events.</p> <p>We look forward to 2022 to continue to support our students and celebrate their accomplishments as their success is truly our success. Thank you and have a wonderful holiday filled with happiness and especially good health.</p> <p>President Leary concluded his report wishing everyone a very wonderful holiday and healthy New Year.</p>	
<b><u>ACTION ITEMS</u></b>		
<b>5. Board By-Laws Sub-Committee Report</b>	<b>5. Catherine R. O'Donnell, Esq., Chair, Board By-Laws Sub-Committee, presented the following report.</b>	<b>ACTION TAKEN/FOLLOW UP ACTION NEEDED</b>
5A. Amended LCCC Board By-Laws	<p>5A. Committee Chair O'Donnell stated under Board Chair Rodgers, a sub-committee was established, consisting of Committee Chair O'Donnell, Trustee Distasio, Trustee Unvarsky, Trustee Joseph Lettiere and Board Chair Rodgers, to review the existing by-laws and by-laws of the Pennsylvania community colleges. Over the past 6 months, 5 meetings were held. A red lined draft was circulated among the trustees for their review and input.</p> <p>At this time Board By-Laws Committee Chair O'Donnell recommended the Luzerne County Community College Board of Trustees approve the Luzerne County Community College Board of Trustees By-Laws as amended, on this date, December 21, 2021.</p> <p>Board Chair Rodgers thanked Vice Chair O'Donnell for leading the charge of this sub-committee.</p>	<p>5A. Approved. Motion made by Bernard W. Graham, Ph.D.; seconded by Lynn Distasio.</p> <p>Vote was all "yes". Motion carried.</p>
<b>6. Report of the Executive Committee</b>	<b>6. Daniel C. Rodgers, Board Chair, presented the report of the Executive Committee.</b>	<b>ACTION TAKEN/FOLLOW UP ACTION NEEDED</b>
6A. Classified Salary Adjustment	6A. Recommend the Luzerne County Community College Board of	6A. Approved. Motion made by Erin K.

	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.	Keating, Ed.D.; seconded by Joan M. Blewitt, Ph.D.  Vote was all “yes”. Motion carried
<b>7. Report of the Academic Committee</b>	<b>7. Bernard W. Graham, Ph.D., Chair, LCCC Academic Committee, presented the following report.</b>	<b>ACTION TAKEN/FOLLOW UP ACTION NEEDED</b>
7A. Academic Calendar	7A. Recommend the Luzerne County Community College Board of Trustees approve the revised Academic Calendar Summer 2023 through Spring 2026.	7A. Approved. Motion made by Catherine R. O’Donnell, Esq., Vice Chair; seconded by Paul Halesey.  Vote was all “yes”. Motion carried
7B. Recommend Approval of Grading System Policy	7B. Recommend the Luzerne County Community College Board of Trustees approve the Grading System Policy as attached.	7B. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by Catherine R. O’Donnell, Esq., Vice Chair.  Vote was all “yes”. Motion carried
7C. Curriculum Additions, Deletions and Modifications	7C. Recommend the Luzerne County Community College Board of Trustees approve the Curriculum Additions, Deletions and Modifications as attached.	7C. Approved. Motion made by Lynn Distasio; seconded by Holly Evanoski, Board Secretary.  Vote was all “yes”. Motion carried.
<b>8. Report of the Finance Committee</b>	<b>8. Board Chair Rodgers presented the Finance Committee report. (Committee Chair Unvarsky loss internet connection and therefore unable to present the report)</b>	<b>ACTION TAKEN/FOLLOW UP ACTION NEEDED</b>
8A. Bid #501-Automotive Department Vehicle Purchase	8A. 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.	8A. Approved. Motion made by Catherine R. O’Donnell, Esq., Vice Chair; seconded by Joan M. Blewitt, Ph.D.  Vote was all “yes”. Motion carried.
8B. Bid #502-eSports Arena Equipment	8B. Recommend Luzerne County Community College Board of Trustees approve the award of Bid # 502:	8B. Approved. Motion made by Catherine R. O’Donnell, Esq., Vice Chair;

	<p><u>Section A</u> - IntegraONE for gaming computers and accessories in the amount of \$27, 808.45;</p> <p><u>Section B</u> – CDW Government for partial miscellaneous equipment in the amount of \$5,937.48 with remaining A/V equipment to B&amp;H Photo and Amazon (lowest quotes) in the amount of \$\$8,481.62;</p> <p><u>Section C</u> – CDW Government for eSports furniture in the amount of \$13,314.99;</p> <p>The total amount for sections A through C is \$55,542.54.</p>	<p>seconded by Bernard W. Graham, Ph.D.</p> <p>Vote was all “yes.” Motion carried.</p>
8C. RFP, Online/Virtual Tutoring Service Technology Program	8C. Recommend Luzerne County Community College Board of Trustees approve the proposal to Brainfuse at a rate of \$23.00 per hour.	<p>8C. Approved. Motion made by Joan M. Blewitt, Ph.D.; seconded by Catherine R. O’Donnell, Esq., Vice Chair.</p> <p>Vote was all “yes”. Motion carried.</p>
8D. RFP, Property and Liability Insurance Proposal	8D. 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.	<p>8D. Approved. Motion made by Catherine R. O’Donnell, Esq., Vice Chair; seconded by Joan M. Blewitt, Ph.D.</p> <p>Vote was all “yes”. Motion carried.</p>
8E. RFP, Workers’ Compensation Insurance Contract	8E. 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.	<p>8E. Approved. Motion made by seconded Paul Halesy; seconded by Lynn Distasio.</p> <p>Vote was all “yes”. Motion carried.</p>
8F. Ratification, Greater Susquehanna and Hazleton Center Science Lab Renovation Final Projects Change Orders	8F. 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.	<p>8F. Approved. Motion made by Bernard W. Graham, Ph.D.; seconded by Joseph Lettiere.</p> <p>Vote was all “yes”. Motion carried.</p>
<b>9. Report of the Human Resources Committee</b>	<b>9. Daniel Rodgers, Board Chair, noted there were no action items of the Human Resources Committee at this time.</b>	<b>ACTION TAKEN/FOLLOW UP ACTION NEEDED</b>

<b>10. Report of the Legislative Committee</b>	<b>10. Catherine O'Donnell, Esq., Chair, LCCC Legislative Committee, stated there were no action items to report.</b>	<b>ACTION TAKEN/FOLLOW UP ACTION NEEDED</b>
	<b><u>Informational Items</u></b>	
1.Public Comment	Daniel Rodgers, Board Chair, opened the floor for public comment.	1.N/A
2.Unfinished Business-Previous Meeting	2.N/A	2. No action required.
3.Informational-Executive Committee	3. N/A	3. No action required.
4.Informational- Human Resources Committee	4.Board Chair Rodgers stated that the Information on appointments and leave reports are included with the Board agenda can be located on page 5 of the Board agenda.	4. No action required.
5. Communications	5. All communications were included in the Board packets.	5. No action required.
6.Adjournment	6. Daniel Rodgers, Board Chair, asked for a motion to adjourn.  Board Chair Rodgers wished everyone happy holidays and a very Happy New Year.  On behalf of trustee Anthony Seiwel who was unable to be present this evening, Board Chair Rodgers extended Trustee Seiwel's wishes for a very Happy Holiday and a New Year.	6. Motion to adjourn was made by Joan M. Blewitt, Ph.D.; seconded by Catherine R. O'Donnell, Esq., Vice Chair.  All in favor. Motion carried.