

LUZERNE COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES BOARD MEETING
Tuesday, April 26, 2022
Trailblazer Café – Patrick J. Solano Veterans Center

Time: 5 p.m.-Executive Session 5:30 p.m. Work Session 6 p.m. Board Meeting

AGENDA
BUSINESS SESSION

Pledge of Allegiance (please stand)

- | | | |
|----|---|--------------------------------|
| 1. | Roll Call | |
| 2. | Public Comment | Daniel C. Rodgers, Board Chair |
| 3. | Approval of February 22, 2022 Minutes | Daniel C. Rodgers, Board Chair |
| 4. | Approval of April 26, 2022 Board Agenda | Daniel C. Rodgers Board Chair |

ACTION ITEMS

- | | | |
|----|---|--|
| 5. | <u>Executive Committee Report</u>
5A. Nomination Committee
5B. President’s Employment Contract | Daniel C. Rodgers, Board Chair |
| 6. | <u>Student Success & Workforce Development Committee</u>
6A. Program Addition Deletions and Modifications | Bernard W. Graham, Ph.D., Committee Chair |
| 7. | <u>Audit, Finance and Facilities Committee</u>
7A. RFP, Financial Statement Preparation Services
7B. Purchasing Policy (REVISED)
7C. Authorize Transfer of Funds and Approve Capital Projects
7D. Faucet Replacement Project
7E. Campus Center Water Infiltration Remediation
7F. Drinking Fountain Replacement Project
7G. BID #506, Furniture Replacement
7H. Compact Backhoe Loader | George Brown, Committee Representative |
| 8. | <u>Compliance, Legal Affairs, Policies, Human Resources, Diversity & Inclusion Committee</u>
8A. Faculty Promotions | August Piazza, Committee Chair |
| 9. | <u>Government and External Affairs, Public Relations, Marketing, and College Foundation</u> | Catherine O’Donnell, Esq., Committee Chair |

REPORT OF OFFICERS & AGENTS

10. Treasurer's Report

Foundation Report

President's Report

- Student Recognition Ceremony
- Military Friendly® School Designation

Thomas P. Leary, President

Cheryl Baur, Vice President, Finance

Rebecca Brominski, Executive Director, Foundation

Thomas P. Leary, President

Presentation of Certificates

President Leary
Laura Kapalka, Veterans Club Advisor

Elizabeth Dorris, Army, LCCC Student

Samuel Elliott, National Guard, LCCC Student

Matthew King, Navy, LCCC Alum

INFORMATIONAL ITEMS

1. Unfinished Business of Previous Meeting

Daniel C. Rodgers, Board Chair

2. Communications

Daniel C. Rodgers, Board Chair

3. Adjournment

Daniel C. Rodgers, Board Chair

Join by Zoom at:

<https://us06web.zoom.us/j/93003918834?pwd=b0gwaVFWSUQxakMvM09HVVB5NEExWQT09>
Meeting ID: 930 0391 8834 Passcode: 888095 Dial Option: +1 646 558 8656

5. Executive Committee Action Items

5A. Recommendation to Approve Nomination Committee

Recommend the Luzerne County Community College Board of Trustees approve the appointment of the following Board of Trustees Nomination Committee:

Nomination Committee Chairperson: Joseph Lettiere, Audit, Finance and Facilities
Nomination Committee Membership: Robert Bertoni, representative of the Student Success and Workforce Development Committee; Joseph Esposito, representative of the Audit, Finance and Facilities Committee; Anthony Seiwel, representative of the Compliance, Legal Affairs, Policies, Human Resources Diversity & Inclusion Committee; and Board Secretary Holly Evanoski representing the Government, External Affairs, Public Relations, Marketing, and College Foundation

5B. President's Employment Contract

Compensation:

Recommend the Luzerne County Community College Board of Trustees approve the President's Compensation to reflect a retroactive 3% salary increase for Fiscal Year 2020-2021 and a 3% salary increase for Fiscal Year 2021-2022.

6. Student Success and Workforce Development Committee Action Item

6A. Recommendation to Approve Program Additions, Deletions, and Modifications

Recommend the Luzerne County Community College Board of Trustees approve the Program Additions, Deletions and Modifications.

7. Audit, Finance and Facilities Committee Action Items

7A. Recommendation to Approve RFP, Financial Statement Preparation Services

Recommend Luzerne County Community College Board of Trustees approve the proposal to Kronick, Kalada, and Berdy & Co. for \$15,000.00 for year 1; \$15,750.00 for year 2 and \$16,500.00 for year 3 for a total cost of the proposal for 3 years in the amount of \$47,250.00.

7B. Recommendation to Approval of Administrative Policy - revised Purchasing Policy

Recommend the Luzerne County Community College Board of Trustees approve the revised Administrative policy - Purchasing Policy. (see attached)

7C. Recommendation to Authorize Transfer of Funds and Approve Capital Projects

Recommend the Luzerne County Community College Board of Trustees authorize a transfer from the Bookstore Cash Reserves to the Plant Fund to be utilized for the prioritized capital projects. The available funds, capital projects, and the estimated costs are:

	Available Funds/ (Estimated Project Cost)
Bookstore Cash Reserves	\$3,482,345.64
Building 1 Switchgear - matching funds + anticipated cost increase	(\$140,012.00)
Esports	(\$530,900.00)
Micro-Credential Lab	(\$450,000.00)
Concrete stairs between courtyard levels (4 sets)	(\$32,997.00)
Paving Main Parking Lot with Curb and Sidewalk Replacement	(\$1,415,220.36)
Building 7 Roof Replacement	(\$602,100.00)
REVISED SCOPE Water Line Replacement	(\$200,000.00)
Campus Center Boiler Replacement	(\$60,000.00)
Potential remaining balance	\$51,116.28

Final Board of Trustee approval of the actual funds transferred will be submitted with exact funding amounts when bids are opened and award recommendations are provided. All College policies and procedures will be followed.

7D. Recommendation to Approve Faucet Replacement

Recommend the Luzerne County Community College Board of Trustees approve the award of the Faucet Replacement project bid to the lowest responsible bidder: Linco Construction in the amount of \$50,530. An 8% project contingency (\$4,042.40) to hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$5,178.92 for a total project cost of \$59,751.32.

7E. Recommendation to Approve Campus Center Water Infiltration Remediation

Recommend the Luzerne County Community College Board of Trustees approve the award of the Campus Center Water Infiltration Remediation bid to the lowest responsible bidder: D&M Construction Unlimited, Inc. in the amount of \$277,300. An 8% project contingency (\$22,184) to hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$23,928.77 for a project cost of \$323,412.77.

7F. Recommendation to Approve Drinking Fountain Replacement

Recommend the Luzerne County Community College Board of Trustees approve the award of the Drinking Foundation Replacement project bid to the lowest responsible bidder: Linco Construction in the amount of \$117,500. In addition, an 8% contingency (\$9,400) to hemmler +

camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$11,408.31 for a total project cost of \$138,308.31.

7G. Recommendation to Approve BID #506, Furniture Replacement

Recommend the Luzerne County Community College Board of Trustees approve the award of the Furniture Replacement bid to the lowest responsible bidders: Phillips Supply Company in the amount of \$71,997.54 and Educational Furniture Solutions in the amount of \$166,914.20; and direct purchases to the following vendors for items which had no bid submitted: DuMor in the amount of \$22,185, School Outfitters in the amount of \$863.64, Park Warehouse in the amount of \$15,256.32, Global Furniture Group in the amount of \$13,585, Kewaunee Scientific in the amount of \$1,525, Amazon in the amount of \$201.96, and Nova in the amount of \$733.20 for a total bid award/direct purchase cost of \$293,261.86.

7H. Recommendation to Approve Purchase of Compact Backhoe Loader

Recommend the Luzerne County Community College Board of Trustees approve the purchase of a Compact Backhoe Loader from the sole dealer in Pennsylvania for JCB Equipment, Stephenson Equipment Inc. The purchase amount will not exceed \$110,000.

8. Human Resources Committee Action Item

8A. Recommendation to Approve Faculty Promotions

Recommend the Luzerne County Community College Board of Trustees approve, in accordance with the Faculty Association Contract, the following six (6) faculty members for promotion:

<u>Applicant</u>	<u>Rank</u>
Brenda Rehrig	Professor
Danese Brokenshire	Associate Professor
Brandon Babbish	Associate Professor
Christine Ferrato	Associate Professor
Lori Shemanski	Associate Professor
Kara Furman	Assistant Professor

INFORMATION ON RECENT APPOINTMENTS

New Hires since February 22, 2022

Administration

Jan Marie Mozeko, FT All One Recovery Education Institute (AREI) Facilitator, \$41,778.81/yr April 25, 2022

Faculty

Karen Rainey, FT Temporary Instructor of Dental Programs, Spring 2022 Semester, \$36,739.00/yr, January 26, 2022

Classified

Tammy Ioanna, FT Secretary for Counseling and Student Support Services, \$44,025.80/yr, March 14, 2022

Katherine Arnold, FT Admissions Data Processing Assistant, \$28,193.00/yr, March 28, 2022

Donna Kratz, FT Food and Event Services Specialist, \$49,173.60/yr, April 4, 2022

Jennifer Graham, FT Secretary, AREI, KEYS and Career Services, \$27,300.00/yr, April 13, 2022

Holly Conway, FT Bookstore Clerk, \$32,778.20/yr, April 25, 2022

LEAVE REPORT STATUS

Separations from Employment

Deborah Vilegi-Payne, FT Dean of Nursing and Health Sciences, February 11, 2022

Brandi Brace, FT All One Recovery Education Institute (AREI) Facilitator, February 28, 2022

Joseph Kennedy, FT Public Safety and Security Officer, March 3, 2022

Cheryl Lesser, Vice President of Academic Affairs, March 4, 2022

Paula Savero, PT Secretary, Pittston Extension Center, April 13, 2022

Alyssa Gayewski, FT Custodian, April 29, 2022

Michelle Volkel, FT Custodian, April 29, 2022