

LUZERNE COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
Board Meeting – Educational Conference Center
Tuesday, June 23, 2020

4:30 PM – Executive Session 5 PM – Work Session 6PM – Board Meeting (public session)

AGENDA

BUSINESS SESSION

Pledge of Allegiance

1. Roll Call
2. Approval of February 25, 2020 Board Minutes Lynn Distasio, Board Chair
3. Approval of June 23, 2020 Board Agenda Lynn Distasio, Board Chair
4. Report of Officers and Agents
 - o President's Report Thomas P. Leary, President
-LCCC Reentry Plan Vice President Cheryl Lesser
Vice President Rosana Reyes
Vice President Sue Spry
Vice President Don Nelson
Vice President Cheryl Baur
 - o Foundation Report Rebecca Brominski, Executive Director,
Institutional Advancement

ACTION ITEMS

5. Executive Committee Lynn Distasio Board Chair
 - 5A. Ratification of RFP Audit Services
 - 5B. Ratification, Third Party Administration of Medical Services
6. Academic Committee Bernard W. Graham, Ph.D., Committee Chair
 - 6A. Program Additions, Deletions and Modifications
 - 6B. Professor Emeritus
7. Finance Committee Susan E. Unvarsky, Committee Chair
 - 7A. Fiscal Year 2020-2021 College Budget & Auxiliary Services
 - 7B. Administrative Policy – Resource Allocation for Budget and Personnel Policy
 - 7C. Library Roof Replacement Bid -Building 6
 - 7D. Health Science Center Exterior Wall Finish Bid
 - 7E. Switchgear Refurbishment Bid – Buildings 1 & 5
 - 7F. Chilled Water Pipe Insulation Replacement Bid – Buildings 3 & 4
 - 7G. Bid 491 – (Part A) Technology Replacement Plan & (Part B) Lease
 - 7H. RFP, Campus Security Services
 - 7I. RFP, Collection Agency Services
 - 7J. Ratification of ECC Renovations Change Order
8. Human Resources Committee Paul A. Halesy, Committee Chair
 - 8A. Faculty Promotions
 - 8B. Slate of Officers 2020-2021 – **TABLED UNTIL AUGUST**

9. Legislative Committee Catherine O'Donnell, Esq., Committee Chair

INFORMATIONAL ITEMS

1. Public Comment

2. Unfinished Business of Previous Meeting

Lynn Distasio, Board Chair

2. Informational Item - Executive Committee

Lynn Distasio, Board Chair

3. Informational Item Human Resources Committee
-Information on Appointments/Leave Report

Paul Halesy, Committee Chair

4. Communications

Lynn Distasio, Board Chair

5. Adjournment

Lynn Distasio, Board Chair

5. Executive Committee Action Items

5A. Ratification of RFP for Audit Services - APPROVED.

Recommend Luzerne County Community College Board of Trustees ratify and reaffirm the proposal of MaherDuessel to provide audit services to the College for the fiscal years ending June 30, 2020, June 30, 2021, and June 30, 2022. Total fees amount to \$37,000 for year 1, \$38,000 for year 2, and \$39,000 for year 3.

5B. Ratification of extension of contract for Third Party Administration of Medical Insurance- APPROVED.

Recommend Luzerne County Community College Board of Trustees ratify and reaffirm the contract extend the contract for Third Party Administration of Medical Insurance with Evolve Insurance Advisors at the current rate of \$6.25 per member.

6. Academic Committee Action Items

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

Recommend the Luzerne County Community College Board of Trustees approve Program Additions Deletions and Modifications. (*see attached*)

6B. Recommendation to Approve Professor Emeritus - APPROVED

Recommend the Luzerne County Community College Board of Trustees approve the title of Professor Emeritus 2020 be formally bestowed upon Mary Knaus, Professor, Counselor.

7. Finance Committee Action Items

7A. Recommendation to Approve College Budgets for Fiscal Year 2020-2021-APPROVED

Recommend the Luzerne County Community College Board of Trustees approve the 2020-2021 Fiscal Year Operating and Capital Budgets totaling \$45,334,863.65 as well as the Auxiliary Budgets(Bookstore, Food Service, and Student Activities). By adopting the budget, the Board of Trustees authorizes no increase in tuition in addition to no increase in the general service and technology fees.

7B. Recommendation. Approval of Administrative Policy - APPROVED

Recommend the Luzerne County Community College Board of Trustees approve the revised administrative policy, Resource Allocation for Budget and Personnel Policy. (*see attached*)

7C. Recommendation to Approve Library Roof Replacement Bid (Building 6)- APPROVED

Recommend the Luzerne County Community College Board of Trustees approve the award of the Library Roof Replacement bid to the lowest responsible bidder: Paradigm Roofing Contractors in the amount of \$147,000.00. In addition, a 5% project contingency (\$7,350), and hemmler +

camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$13,104.32 for a total project cost of \$167,454.32.

- 7D. Recommendation to Approve Health Sciences Center Exterior Wall Finish Bid-APPROVED.**
Recommend the Luzerne County Community College Board of Trustees approve the award of the Francis S. and Mary Gill Carrozza, R.N. Health Sciences Center Exterior Wall Finish bid to the lowest responsible bidder: Champion Builders, Inc. in the amount of \$64,990. In addition, a 5% project contingency (\$3,249.50), and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$6,475.93 for a total project cost of \$74,715.43.
- 7E. Recommendation to Approve Switchgear Refurbishment Bid- Buildings 1 & 5-APPROVED.**
Recommend the Luzerne County Community College Board of Trustees approve the award of the Buildings 1 & 5 Switchgear Refurbishment bid to the lowest responsible bidder: Joyce Electrical Inc. in the amount of \$8,250.00. In addition, a 5% contingency \$412.50), and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$865.38 for a total project cost of \$9,527.88.
- 7F. Recommendation to Approve Chilled Water Pipe Insulation Replacement Bid - Buildings 3 & 4 - APPROVED.**
Recommend the Luzerne County Community College Board of Trustees approve the award of the Buildings 3 & 4 Chilled Water Pipe Insulation Replacement bid to the lowest responsible bidder: Scranton Electric Heating and Cooling Service, Inc. in the amount of \$121,950. In addition, a 5% project contingency (\$6,097.50), and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$11,511.47 for a total project cost of \$139,558.97.
- 7G. Recommendation to Approve Bid #491 - (A) Computers & Technology Hardware & (B) Lease Proposal - APPROVED**
Part A: Recommend Luzerne County Community College Board of Trustees approve the award of Bid # 491:

Section A - Dell Marketing for computers in the amount of \$150,630.02;
Section B - Connection Public Sector Solutions for Apple computers in the amount of \$24,774.27;
Section C - Shadow Technologies for Networking Hardware in the amount of \$32,434.07;
Section D - Connection Public Sector Solutions for Lenovo hardware in the amount of \$20,475.02;
Section E - Connection Public Sector Solutions for Miscellaneous Technology Hardware in the amount of \$58,419.64;
Section Y - Connection Public Sector Solutions for CCTV Equipment in the amount of \$5,535.20.

The total amount for sections A through Y is **\$292,268.22.**

Part B: Recommend Luzerne County Community College Board of Trustees approve leasing proposal of Bid #491 to First American Equipment Financing. Four (4) annual payments of \$93,312.00 for a total of \$373,248.00.

7H. Recommendation to Approve RFP for Campus Security Services for Berwick, Hazleton, Pittston, Watsontown, Wilkes-Barre CLC, Scranton and LCCC Main Campus in Nanticoke.- APPROVED

Recommend Luzerne County Community College Board of Trustees approve the proposal to Century Security Services Inc. at the following rates: Hourly rates first year; \$21.62/hr., second year; \$22.12/hr., third year \$22.72/hr., fourth year \$23.32/hr., fifth year \$23.92/hr.

7I. Recommendation to Approve RFP for Collection Agency Services.-APPROVED

Recommend Luzerne County Community College Board of Trustees approve the proposals of Eastern Revenue Inc. and AR Resources Inc. (current Agencies) and General Revenue to provide collection agency services to the College for the fiscal years ending June 30, 2021, June 30, 2022 and June 30, 2023.

7J. Ratification of ECC Renovations Change Order-APPROVED

Recommend the Luzerne County Community College Board of Trustees ratify and reaffirm approval of the following change order to Champion Builders, Inc in the amount of \$49,484 for additional work identified during renovation, additional architectural fees associated with the new project cost total \$3,458.93. The costs associated with the change order total \$52,942.93 and will be covered by previously approved capital funds.

8. Human Resources Committee Action Items

8A. Recommendation to Approve Faculty Promotions -APPROVED

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:

Professor: Laura Fowler
Lisa Nelson
Katherine Zielinski

Associate Professor: Darin Ambrose
Bonnie Lauer
Irena Mira

8B. Recommendation to Approve the 2020-2021 Slate of Officers - TABLED

Recommend the Luzerne County Community College Board of Trustees approve the 2020-2021 slate of officers for Board Chair, Vice Chair, and Secretary.

Academic Committee Report
June 2020

**Report Summary:
Modifications:**

The Culinary Arts (AAS.FPM, CS.FPM, D.FOO) and Pastry Arts (AAS.PAM) programs have been modified to align programs to current industry standards by redesigning and updating required courses.

The Painting Illustration (AAS.CPI) program has been modified to address external factors and renamed to **Fine Arts (AS.FIN)**.

The Graphic Design/Advertising (AAS.CGD) program has been modified to align with current industry standards and renamed **Digital Media Design (AAS.DMD)**.

The Computer Graphics/New Media (AAS.CCG) program has been modified to align with current industry standards and renamed **Integrated Media Design (AAS.IMD)**.

The following program proposals have been approved by the Academic Committee of the Senate, the Senate, and VP of Academic Affairs. Each proposal meets all requirements for a program.

Approved Program Modifications

Department: Hotel & Restaurant

The Culinary & Pastry programs align with the 2019 Luzerne/Schnylkill High Priority List for the SOC Code 35-1012 with a 7.5% job growth from 2016-2026 and an entry-level wage of \$19,870. In addition, the culinary programs align with the "Bright Outlook" SOC Codes 35-1011, 35-2014 and 11-9051.

Faculty: Fulltime – 4 in department
(includes HRM, PAS, CUL) Adjunct – 1; 0.1 FTE

Program Name: Culinary Arts (D.FOO)

Rationale: Update short-term educational opportunity for immediate entry into workforce to address community need

Total Enrollment:

FA/2015 --	7	2014-15 -	2
FA/2016 --	2	2015-16 -	0
FA/2017 -	3	2016-17 -	2
FA/2018 -	3	2017-18 -	0
FA/2019 -	4	2018-19 -	0

Graduates:

Academic Committee Report
June 2020

Program Description

The Culinary Arts Diploma Program is designed to provide classroom instruction and practical hands-on laboratory work. The diploma is intended to provide entry-level skills in Culinary Arts. Emphasis is placed on fundamental skills and techniques.

Goals

This program provides the student the opportunity to:

- prepare for entry-level employment in the Hospitality and Foodservice Industry.

Learning Objectives

The graduate of this program is able to:

- demonstrate basic knowledge and practical application of food preparation.
- Demonstrate appropriate sanitation and safety practices

Required Courses/Recommended Sequence

BIO-110 Biological Food Science (Scientific)	1
Or MAT-104 or higher Mathematics for the Hospitality Industry (Quantitative)	2
CRR-101 Career Readiness	3
CUL-101 Culinary Fundamentals I	1
HPE (Personal Development)*	5
FYE-101 First Year Experience	1
HRM-102 Safety & Sanitation	2
HRM-112 Menu Planning Or	3
HRM-124 Hospitality Management	3
Total	16

Notes:

*Recommend EMS-207

All laboratory students are required to wear a professional kitchen uniform, which is available for purchase from the College Bookstore. These courses also apply to requirements towards the Culinary Arts Degree and Certificate Program.

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Program Name: Culinary Arts (CS.FPM)

Rationale: Update program to align with current industry needs and align programs across department

Total Enrollment:

FA/2015 –	10	2014-15 -	4
FA/2016 –	2	2015-16 -	5
FA/2017 –	6	2016-17 -	2
FA/2018 -	10	2017-18 -	4
FA/2019 –	8	2018-19 -	1

Graduates:

Program Description

The Culinary Arts Certificate program is designed to provide classroom instruction and practical hands-on laboratory work. The certificate is intended to provide a foundation in culinary arts. Emphasis is placed on building skills and techniques. Culinary arts certificate graduates are trained for careers leading toward the following job opportunities: Prep Cook, Line Cook, Banquet Cook, Institutional, Caterer, and Kitchen Manager. The student will be able to seek employment in a variety of restaurant venues.

Goals

This program provides the student the opportunity:

- To prepare for employment in the Hospitality and Foodservice Industry.

Learning Objectives

The graduate of this program is able to:

- Demonstrate knowledge and practical application of classical and modern cooking techniques.
- Demonstrate appropriate sanitation and safety practices.

Required Courses

BIO-110 Biological Food Science (Scientific)	3	HRM-124 Hospitality Management	3
CRR-101 Career Readiness	1	MAT-104 or higher Mathematics for the Hospitality Industry (Quantitative)	3
CUL-101 Culinary Fundamentals I	5	PAS-111 Foundations for Pastry	4
CUL-111 Foundations for Culinary HPE (Personal Development)*	4	Total	30
HRM-102 Safety & Sanitation	1	Notes:	
HRM-112 Menu Planning	2		
	3		

Academic Committee Report
June 2020

***Recommend EMS-207**

All laboratory students are required to wear a professional kitchen uniform, which is available for purchase from the College Bookstore. These courses also apply to requirements towards the Culinary Arts Degree and Certificate Program.

Program Name: Culinary Arts (AAS.FPM)

Rationale: Update program to align with current industry needs and align programs across department

Total Enrollment:

FA/2015 –	98
FA/2016 –	75
FA/2017 –	69
FA/2018 –	36
FA/2019 –	35

Graduates:

2014-15 -	18
2015-16 -	19
2016-17 -	10
2017-18 -	11
2018-19 -	5

Program Description

The Culinary Arts program is designed to provide classroom instruction and practical hands-on laboratory work in a kitchen setting. Emphasis is placed on building skills and techniques while providing for study in advanced and emerging areas of culinary arts. Introduction to culinary arts management provides the student with a solid hospitality business foundation. The program has a strong entrepreneurial and practical focus with the ability to apply the knowledge and skills obtained to many businesses. Culinary arts graduates are trained for careers leading toward the following job opportunities: Sous Chef, Banquet Chef, Executive Chef, Caterer, Food sales representative, Kitchen Manager, and Corporate Chef. Assistance is provided for American Culinary Federation apprenticeship training and testing, as well as local and national internship positions (Walt Disney World, Orlando, FL). Scholarships are available to culinary arts students from local hospitality and food service venues as well as LCCC.

Goals

This program provides the student the opportunity:

1. To prepare for employment in the Hospitality and Foodservice Industry.
2. To learn introductory management principles as they relate to Hospitality and Foodservice Industry.

Academic Committee Report
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Learning Objectives

The graduate of this program is able to:

- Demonstrate knowledge and practical application of classical and modern cooking techniques.
- Demonstrate appropriate customer service techniques and practices.
- Demonstrate basic managerial theory and analysis for the goals of the organization.
- Demonstrate decision-making skills.
- Evaluate the quality of culinary services.
- Demonstrate appropriate sanitation and safety practices.

Required Courses

ACC-110 Survey of Accounting	3	HP*	1
BIO-110 Biological Food Science (Scientific)	3	HRM-102 Safety & Sanitation	2
CRR-101 Career Readiness	1	HRM-112 Menu Planning	3
CUL-101 Culinary Fundamentals I	5	HRM-124 Hospitality Management	3
CUL-111 Foundations for Culinary	4	HRM-228 Managerial Financial Analysis & Planning	3
CUL-211 Foundations for Culinary II	4	MAT-104 or higher Mathematics for the Hospitality Industry (Quantitative)	3
CUL-202 Restaurant Operations I	3	PAS-111 Foundations for Pastry	4
CUL elective	3	Critical Thinking	3
CUL-250 Restaurant Operations II	3	CUL-225 American Regional Cuisine (Cultural Awareness/Diversity)	3
ENG-101 (Written/Information Literacy)	3		
ENG-261 or SPE-125 (Oral)	3		
FYE-101 First Year Experience	1		

Electives

- CUL-201 Foods of the World
- CUL-215 Italian Cuisine
- CUL-299 Internship in Culinary Arts

Notes:

*Recommend EMS-207

All laboratory students are required to wear a professional kitchen uniform, which is available for purchase from the College Bookstore.

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Program Name: Pastry Arts (AAS.PAM)

Rationale: Update program to align with current industry needs and align programs across department
Total Enrollment:

FA/2015 --	41	2014-15 -	17
FA/2016 --	33	2015-16 -	16
FA/2017 --	31	2016-17 -	10
FA/2018 -	22	2017-18 -	10
FA/2019 --	13	2018-19 -	8

Graduates:

Program Description

The A.A.S. Degree in Pastry Arts is designed to prepare students for careers in pastry arts or baking in the hospitality industry. Students will meet the objectives of the course through hands-on, production and theory application. This major develops skills and knowledge necessary to obtain entry-level employment in local bakeries, local restaurants, and resorts. Skills developed through this course will help develop the students for exciting careers as pastry arts managers and pastry chefs.

Goals

This program provides the student the opportunity:

1. To prepare for employment in the Hospitality and Foodservice Industry.
2. To learn introductory management principles as they relate to Hospitality and Foodservice Industry.

Learning Objectives

The graduate of this program is able to:

- Demonstrate knowledge and practical application of principles of pastry arts.
- Apply the principles of all baking processes.
- Demonstrate appropriate customer service techniques and practices.
- Demonstrate basic managerial theory and analysis for the goals of the organization.
- Demonstrate appropriate sanitation and safety practices.

Required Courses

BIO-110 Biological Food Science (Scientific)	3	ENG-101 (Written/Information Literacy)	3
CRR-101 Career Readiness	1	ENG-261 or SPE-125 (Oral)	3
CUL-101 Culinary Fundamentals I	5	FYE-101 First Year Experience	1

Academic Committee Report
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HPE (Personal Development)	1	PAS-111 Foundations for Pastry	4
HRM-102 Safety & Sanitation	2	PAS-211 Foundations for Pastry II	3
HRM-112 Menu Planning	3	PAS Elective	3
HRM-124 Hospitality Management	3	PAS-Elective	4
HRM-228 Managerial Financial Analysis & Planning	3	Critical Thinking	3
MAT-104 or higher Mathematics for the Hospitality Industry (Quantitative)	3	Cultural Awareness/Diversity	3
		Total	61

Department: Communication Arts

Department Chair: Thomas McHugh

Faculty: Fulltime – 8 in department Adjunct – 8; 3.26 FTE
1 other department; 0.05 FTE

Program Name: Painting Illustration (AAS.CPI) New Program Name: Fine Arts (AS.FIN)
Rationale: Update program to align with changing external factors such as transferability of program.
 The Fine Arts program SOC Code is 27-1019 with a 5% job growth from 2016-2026 and an entry-level wage of \$35,790.
Total Enrollment: **Graduates:**

FA/2015 – 27	2014-15 - 4
FA/2016 – 24	2015-16 - 9
FA/2017 – 28	2016-17 - 5
FA/2018 - 18	2017-18 - 5
FA/2019 – 18	2018-19 - 8

Program Mission/Description

The program of study prepares students for transfer to a four-year institution in fine arts. The student will be able to analyze a wide range of topics and to render a variety of subjects in a variety of mediums. Students completing this program may find employment as an editorial illustrator, free-lance illustrator, as well as, a gallery painter.

Goals

This program provides the student the opportunity to:
 understand elements and principles of materials and techniques.
 understand art history.

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Learning Objectives

The graduate of this program is able to:

- use and prepare media, brushes, charcoal, pencil, pastel, watercolor, pen and ink and clay
- overlap one principal over another, i.e., angular over gesture, outline over gesture, etc.
- utilize reference material and the ten school of painting in developing compositions
- analyze a variety of painting styles from early Italian to American.
- copy a painting by one of the masters in the ten schools of painting.

Required Courses

ART-110 or ART-130	3	CAR-233 Illustration	3
Art Appreciation or History of Commercial Art	3	CAR-239 Portrait Painting	3
Department Elective	3	CAR-243 Materials and Techniques	3
Scientific Elective	3-4	CAR-250 Painting II	3
CAR-119 Drawing I	3	Quantitative Elective	3
CAR-120 Drawing II	3	ENG-101 English Composition	3
CAR-129 Color and Design	3	Oral Communications Elective	3
CAR-131 Sculpture	3	FYE-101 First Year Experience	1
CAR-132 Life Drawing	3	Health and Physical Ed Electives	2
CAR-150 Painting I	3	COM-107 Digital Design Tools	3
CAR-218 Professional Painting Portfolio	1	Critical Thinking Elective	3
CAR-220 Basic Photography	3		

Notes:

Art Electives: Student may take elective from any of the areas in the Communication Arts Department as long as there are no prerequisites, or they have already been met.

The initial supplies for the curriculum will average \$300.00. The amount varies with course requirements and individual use and are replenished as necessary.

Program Name: Graphic Design/Advertising (AAS.CGD) New Program Name: Digital Media Design (AAS.IMD)

Rationale: Update program to align with current industry standards.

The Digital Media Design program SOC Code is 27-1024 with a 3% job growth from 2016-2026 and an entry-level wage of \$30,120.

Total Enrollment:

Graduates:

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FA/2015 --	58	2014-15 -	17
FA/2016 --	55	2015-16 -	25
FA/2017 --	56	2016-17 -	15
FA/2018 -	47	2017-18 -	16
FA/2019 --	38	2018-19 -	21

Program Mission/Description

The mission of the Digital Media Design Degree is to prepare a student to gain the skills needed to obtain employment in the fields of advertising, graphic design, public relations and marketing. The student will gain knowledge in all aspects of advertising and design in order to provide multimedia solutions to a variety of communication problems. Both traditional and digital processes are explored, with a variety of lectures and hands-on projects.

Goals

This program provides the student the opportunity to:

- Understand a visual consistency of application and be able to manage a brand effectively.
- Study the elements and principles of design necessary in the graphics field.
- Create a body of work which meets or exceeds professional standards of concept design, function and execution.

Learning Objectives

The graduate of this program is able to:

- Describe the role of image advertising and promotional design in branding.
- Create a brand identity system and assemble a complete branding experience.
- Develop and design a layout that demonstrates creative thinking and problem solving.
- Demonstrate use of such elements as lines, color, shape, texture, space, and balance in graphic design. • Demonstrate and effectively utilize typography and images as elements of practical communication, design, and creative expression
- Utilize all current computer applications employed in the communication arts industry.

Required Courses

CAR 201 – Branding	3	CAR 220 – Basic Photography	3
CAR 202 – Creative Art Direction	3	CAR 241 – Graphic Design I	3
CAR 203 – Digital Strategies for On-line Media	3	CAR 242 – Graphic Design II	3
CAR 205 – Advertising Campaign Design	3	CAR 245 – Typography	3

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CAR 279 – Portfolio/ Professional Practices	3	Quantitative Elective	3
COM 104 – Web Design I	3	Scientific Elective	3
COM 107 – Introduction to Digital Design Tools	3	Critical Thinking Elective	3
COM 111 – Copywriting for Electronic Media	3	Oral Communication Elective	3
ENG 101 – English Composition	3	Elective (Choose One)	3
FYE 101 – First Year Experience	1	BUS 201 – Digital Marketing	
Health and Wellness Elective	1	CAR 284 – Digital Illustration	
COM 100 – Introduction to Mass Communication	3	COM 211 – Intro to Public Relations	
COM 202 – Advertising	3		

Program Name: **Computer Graphics/New Media (AAS.CCG)** New Program Name: **Integrated Media Design (AAS.IMD)**

Rationale: Update program to align with current industry standards.

The Integrated Media Design program SOC Code is 27-1024 with a 3% job growth from 2016-2026 and an entry-level wage of \$30,120.

Total Enrollment:

Graduates:

FA/2015 –	43	2014-15 -	10
FA/2016 --	47	2015-16 -	7
FA/2017 –	46	2016-17 -	6
FA/2018 -	23	2017-18 -	18
FA/2019 –	24	2018-19 -	12

Program Mission/Description

The mission of the Integrated Media Design degree is to prepare students to gain the skills needed to find employment in the fields of interactive media/design, graphic design, advertising and multimedia. Students learn both traditional graphic design along with gaining valuable knowledge and skillsets in multi/new media, social/online media and digital/interactive content creation processes that employers are currently looking for in today's rapidly changing field of visual communications and design. Our program combines interactive theory, graphic design, digital media production, web/app design (UI/UX), animation and current social media/online content creation processes to create a variety of multimedia projects and productions. Our courses offer knowledgeable faculty with a hands-on, project-based approach to instruction. Upon completion, students will be proficient in a wide range of industry-standard equipment as well as graphic design, interactive and multimedia creation software.

Academic Committee Report
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Goals

This program presents the student the opportunity to:

- Learn both traditional graphic design along with gaining a knowledge and skillsets in new media, digital design and interactive content creation processes.
- Study the elements and principles of both the technical and non-technical aspects of design necessary to effectively create engaging experiences for a variety of graphic design and multimedia projects.
- Create a wide range of work, which meets or exceeds professional standards of concept, design, function and overall execution.

Learning Objectives

- The graduate of this program is able to:
- Find employment opportunities in the fields of multimedia, interactive media/design, advertising, graphic design and integrated media/design.
- Use their knowledge and skillsets to create a wide range of projects that will demonstrate critical creative thinking and problem solving sought after by employers in the creative industries.
- Demonstrate use of such elements as line, color, shape, texture, space and balance in design and digital media.
- Demonstrate the use of industry standard software to create, print designs, publications, websites, illustrations, user interfaces/app designs, animations, a/v production(s), (AR) Augmented Reality, (VR) Virtual Reality and new and emerging technologies as they apply to the ever changing world of visual communications, design and digital content creation industries.

Required Courses

CAR 220 – Basic Photography	3	Health and Wellness Elective	1
CAR 241 – Graphic Design I	3	Quantitative Elective	3
CAR 242 – Graphic Design II	3	Scientific Elective	3
CAR 279 – Portfolio/ Professional Practices	3	Critical Thinking Elective	3
CAR 284 – Digital Illustration	3	Oral Communication Elective	3
CAR 293 – Web Design II	3	COM 100 – Intro to Mass Comm	3
CAR 294 – Integrated Design II	3	CAR 245 – Typography	3
CAR 295 – Integrated Design I	3	Electives	3
COM 115 – On-line, Social & Mobile Video	3	CIS 205 – WordPress	
COM 104 – Web Design 1	3	CIS 131 – Mobile App Design	
COM 107 – Introduction to Digital Design Tools	3		
COM 214 – Graphic Production for Digital Media	3		
ENG 101 – English Composition	3		
FYE 101 – First Year Experience*	1		

Approved by LT, January 14, 2020

Approved by Institutional Effectiveness Committee, January 16, 2020

Approved by BOT Finance Committee, June 2020

**TITLE: RESOURCE ALLOCATION FOR BUDGET AND PERSONNEL REQUESTS
POLICY**

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS: _____, August 28,
2012**

Budget and personnel requests are made during the building of the annual budget and periodically through the fiscal year. College officials use appropriate forms, criteria and procedures to evaluate requests and recommend allocations. Criteria includes qualitative and/or quantitative data for the purpose of prioritization and decision making. All allocations support an LCCC Strategic Goal for the respective year and/or are necessary for the continued operation of the College. The Board of Trustees approves the annual College budget plan and significant reallocation of resources within the plan year.

Related Procedures:

Budget Development Procedure

Employee Recruitment Search & Selection Procedure

Purchasing Procedure

Budget Submission Procedure

INFORMATIONAL ITEMS: ATTACHMENT 3

INFORMATION ON RECENT APPOINTMENTS

New Hires since February 25, 2020

Administration

John Fabiseski, FT Certified Recovery Specialist, \$40,550.81/yr, April 27, 2020

Classified

Sharon Shea, FT Assistant to the Vice President of Academic Affairs, \$31,864.62/yr, March 9, 2020

Stacy Lewis, FT Financial Aid Specialist, \$31,382.26/yr, June 1, 2020

Kyle Lucarino, FT Shipping and Receiving Clerk/Finance Division Floater, \$35,464.00/yr, May 28, 2020

LEAVE REPORT STATUS

Separations from Employment

Amanda Stutzman, PT Extension Center Administrator, Berwick Center, January 17, 2020

Michael Sowers, PT Extension Center Administrator, Northumberland Center, February 21, 2020

Shirley Yanovich, FT Faculty, Computer Information Systems, February 25, 2020

Diane Jones, FT Custodial Foreman, April 2, 2020

Kyle Lucarino, FT Temporary Financial Aid Specialist, May 28, 2020

Giovanni Sealey, FT Temporary Instructor of Computer Information Systems, May 29, 2020

Stacy Lewis, FT Temporary Assistant to the Director of Financial Aid, June 1, 2020