

LUZERNE COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
Audit, Finance, & Facilities Committee Meeting

Tuesday, June 14, 2022
5:00 PM

Membership:

Susan E. Unvarsky, Committee Chair
George Brown Holly Evanoski, Secretary
Joseph Esposito Joseph Lettiere

Join Zoom Meeting

<https://us06web.zoom.us/j/95437346256?pwd=Uzh2UDZhNXZgc0czRTM2dRT1VJOT09>
Dial: 1-646-558-865 Meeting ID: 954 3734 6256 Passcode: 348641

AGENDA

1. Meeting Summary, April, 2022 (Attach. 1) Susan E. Unvarsky, Committee Chair

2. **Recommend Approvals:** (Attachments)
 - A. Budget Fiscal Year 2022-2023 Cheryl Baur, Vice President of Finance
 - B. RFP - Banking and Financial Services Vice President Baur
 - C. Bid 507 – Computers and Technology Hardware Trish Yencha, Chief Information Officer
 - D. Bid 508 – Micro-credential Lab Furniture Natalie Staron, Finance Division Admin.
 - E. Bid - Micro Credential Lab Renovation – Hazleton Center Natalie Staron
 - F. Bid- Esports Renovation-Campus Center Natalie Staron
 - G. Bid – Building #1 Switchgear Replacement Natalie Staron
 - H. RFP – Pittston Center Cleaning Services Len Olzinski, Director of Purchasing
 - I. RFP – Scranton Center Cleaning Services Len Olzinski
 - J. RFP – Berwick Center Cleaning Services Len Olzinski
 - K. RFP - Greater Susquehanna Center Cleaning Services Len Olzinski
 - L. RFP - Athletic Trainer/Medical Services Len Olzinski
 - M. RFP - Beverage Vending Services Natalie Staron
 - N. Bid - Main Parking Lot Repaving Project Natalie Staron
(Bid Opening-6/13- to be emailed 6/14)

3. **Informational Items:** (Attachment 3A)
 - A. Log of Contracts & Agreements Natalie Staron
 - B. Summary of Payments – to be emailed Robert Linskey, Director of Accounting
 - C. 6/21/22 Board Work Session Agenda:
RFP-Managed Security Services -opens 6/14 Trish Yencha
 - D. Wilkes-Barre Center – New Ownership Natalie Staron
 - E. Capital Projects Update Natalie Staron
✓ Projects requiring Board Poll after June 23rd

4. Next Meeting – Tentatively scheduled for August 16th at 4:30 p.m.

Present: Susan E. Unvarsky, Committee Chair
 Holly Evanoski, Board Secretary
 Joseph Esposito
 George Brown
 Joseph Lettiere

Excused: Thomas P. Leary, President, Luzerne County Community College; Cheryl Bauer, Vice President of Finance; Sue Spry, Acting Vice President, Academic Affairs; Dr. Rosana Reyes, Vice President of Enrollment Management and Student Affairs; Paula Labenski, Executive Assistant to the President/Board of Trustees, Len Olzinski, Director of Purchasing; Robert Linskey, Director, Accounting; Andrea Gibbons, Controller; Natalie Staron, Finance Division Administrator

Name: LCCC Board of Trustees Finance Committee

Date: April 11, 2022

Submitted by: Paula Labenski, Executive Assistant to President/BOT

Location: Conference Room 519 / Virtual - Zoom Session

AGENDA ITEM	Notes	ACTION TAKEN
1. February 2022 Finance Summary	1. Susan E. Unvarsky, Chair, LCCC Board of Trustees Finance Committee, recommended approval of the February 2022 Finance meeting summary.	1. Approved. Motion made by George Brown; seconded by Holly Evanoski, Secretary. Vote was all "yes", Motion carried.
2. Treasurer's Report	<p>2. Robert Linskey, Director of Accounting, Treasurer's Report for March 31, 2022. Salaries have decreased 14%; benefits are down 5%. The operating expenses is 9% under budget.</p> <p>Operating Revenue: The sponsorships, both Commonwealth of PA and Luzerne County, the actuals of \$18,423,000 will come in on budget. Projecting total tuition to be 2% above budget. A projection for year end, June 30, 2022, revenue over expenses in the amount of \$1,860,000.</p> <p>Bookstore - We project as of June 30, 2022, revenue in excess of expenses in the amount of \$12,995.</p> <p>Food Service - Food sales have increased 32% over budget; however, the cost for food supplies have increased. Projecting a loss of \$138,000 for year end.</p> <p>Capital Budget - Revenue - Appropriations from the State and County are on budget; Debt Service- GEESA payment was moved out of leases to debt services line item. Under equipment purchases the College identified</p>	

	<p>\$132,000 worth of expenses on the actuals side that should have been reclassified to COVID money so that line item will be reduced by \$132,000.</p>																							
<p>3. ACTION ITEMS</p>																								
<p>3A. RFP, Financial Statement Preparation Services</p>	<p>3A. Cheryl Baur, Vice President of Finance, recommended the 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.</p>	<p>3A. Approved. Motion made by George Brown; seconded by Joseph Esposito. Vote was all "yes". Motion carried.</p>																						
<p>3B. Purchasing Policy (revised)</p>	<p>3B Reviewed/discussed. Cheryl Baur, Vice President of Finance, recommended the Luzerne County Community College Board of Trustees approve the revised Administrative policy to keep in line with the Purchasing Policy of Luzerne County. We adjusted the change the range in quotes.</p>	<p>3B. Approved. Motion made by Holly Evanoski, Secretary; seconded by George Brown. Vote was all "yes", motion carried.</p>																						
<p>3C. Authorize, Transfer of Funds and Approve Capital Projects</p>	<p>3C. Vice President Baur recommended 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:</p>	<p>3C. Approved. Motion made by George Brown; second by Holly Evanoski, Secretary.</p>																						
	<table border="1"> <thead> <tr> <th></th> <th>Available Funds/ (Estimated Project Cost)</th> </tr> </thead> <tbody> <tr> <td>Bookstore Cash Reserves</td> <td>\$3,482,345.64</td> </tr> <tr> <td>Building 1 Switchgear - matching funds + anticipated cost increase</td> <td>(\$140,012.00)</td> </tr> <tr> <td>Esports</td> <td>(\$530,900.00)</td> </tr> <tr> <td>Micro-Credential Lab</td> <td>(\$450,000.00)</td> </tr> <tr> <td>Concrete stairs between courtyard levels (4 sets)</td> <td>(\$32,997.00)</td> </tr> <tr> <td>Paving Main Parking Lot with Curb and Sidewalk Replacement</td> <td>(\$1,415,220.36)</td> </tr> <tr> <td>Building 7 Roof Replacement</td> <td>(\$602,100.00)</td> </tr> <tr> <td>REVISED SCOPE Water Line Replacement</td> <td>(\$200,000.00)</td> </tr> <tr> <td>Campus Center Boiler Replacement</td> <td>(\$60,000.00)</td> </tr> <tr> <td>Potential remaining balance</td> <td>\$51,116.28</td> </tr> </tbody> </table>		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	
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<p>3D. Faucet Replacement</p>	<p>3D. Natalie Staron, Finance Division Administrator, 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.</p>	<p>3D. Approved. Motion made by Joseph Esposito; seconded by Holly Evanoski, Secretary. Vote was all "yes". Motion carried.</p>
<p>3E. Drinking Foundation Replacement</p>	<p>3E. Natalie Staron recommended 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.</p>	<p>3E. Approved. Motion made by Joseph Esposito; seconded by Holly Evanoski, Secretary. Vote was all "yes". Motion carried.</p>
<p>3F. Campus Center Water Infiltration Remediation</p>	<p>3F. Natalie Staron, Finance Division Administrator recommended 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.</p>	<p>3F. Approved. Motion made by George Brown; seconded by Holly Evanoski, Secretary. Vote was all "yes". Motion carried.</p>
<p>3G. Bid #506, Furniture Replacement</p>	<p>3G. Natalie Staron stated the recommendation for Bid 506 will be reviewed during the Board's Work Session on Tuesday, April 26, 2022.</p>	<p>3G. To be presented during April Board's Work Session.</p>

INFORMATIONAL ITEMS	
4A. Log of Contracts and Agreements	<p>4A. Natalie Staron, Finance Division Administrator, presented the log of contracts and agreements. Attachment 4A. 1 of 4 note that there are no newly active agreements for independent contractors; 2 of 4, are those whose contracts will expire in the next 90 days; 3 of 4 are the newly active contracts and agreements are located on attachment 4 of 4 are the contracts and agreements that will expire in the next 90 days.</p>
4B. Summary of Payments	<p>4B. Robert Linskey, Director of Accounting, noted attachment 4B. is the summary of payments and supplemental report.</p>
4C. Building 1 Switchgear Replacement Project Update	<p>4C. Natalie Staron stated Building 1 Switchgear Replacement Project stated PDE approved matching funds in the amount of \$100,009. The College will be responsible for \$145,000 of this project.</p>
4D. RFP, Banking and Financial Services - Proposals due 4/21	<p>4D. Vice President Bauer stated the RFP for Banking and Financial service are due April 21, 2022. The recommendation will be presented during the Board Work Session on April 26, 2022.</p>
5. Nomination Committee Composition	<p>5. Committee Chair Unvarsky stated, per by-laws, she is asking for a volunteer to serve on the Nomination Committee. Please respond back to Committee Chair Unvarsky or Paula Labenski.</p>
Next meeting.	<p>Committee Chair Unvarsky will be unable to attend the April 26th Board meeting. Trustee George Brown will present the action items at the meeting.</p> <p>Committee Chair Unvarsky noted the next meeting will be held Monday, June 6, 2022 at 4:30 p.m.</p>
	<p>Meeting adjourned.</p>

ACTION ITEMS



Cheryl Baur
Vice President of Finance
Luzerne County Community College
521 Trailblazer Drive
Nanticoke, PA 18634
cbaur@luzerne.edu

June 14th, 2022

Attached are the 2023FY Budgets for Operating, Bookstore, Food Services, Student Activities and Capital. For 2023FY Budget, projected billable credits are 76,588, a 5% decline from prior year. The College can expect to generate approximately \$38.2 million in revenue and estimated expenses are \$41.8 million. A transfer of approximately \$1.7 million from the Operating Fund will balance the Food Service, Student Activities and Capital budgets. The American Rescue Plan Act from the Federal Government, whose guidance has approved funding for lost revenue due to the Coronavirus Pandemic, will offset \$3 million of the approximately \$3.6 million deficit in the Operating Fund. Because of scrutiny of all expenses, the College has increased our reserve funding for the last several years. Therefore, our cash reserve will be utilized to offset the additional \$600,000 between revenue and expenses.

An extensive position review took place in order to determine which positions should be included in the 2023FY budget. Leadership considered forty-nine position requests. These requests included vacancies because of retirements or other separations of employment as well as new position requests related to academic programming or operational initiatives. Forty-nine positions were reviewed and thirty-one were approved and included in the 2023FY budget. The total number of positions in the 2023FY budget compared to last year decreased from 328 to 305 (7%). College leadership agreed these positions were the appropriate staffing levels in order to remain fiscally responsible while continuing to meet the needs of our students.

Tuition will be increased 4% (\$6 per credit) next fiscal year. There has not been an increase in tuition for three years to help our students who experienced much hardship during the pandemic. To date, the College has distributed over \$7 million in Higher Education Emergency Relief Funds (HEERF) to our students with an additional \$2 million next academic year for continuing support.

The College is facing a challenging economy as well as the after effects of the Pandemic. However, the Finance Division continues to be mindful of the current budget and our three-year budget plan. Finance will analyze the budget and provide recommendations to College leadership to implement necessary allocation adjustments on a timely basis.



Luzerne County Community College

2023FY Operating Budget - *** Final ***

Updated: 06/09/22

Operating Fund	2022FY Budget	2023FY Budget	% Of Budget	Difference From Prior Year Budget	% Change
Expenses					
1. Salaries					
Faculty	\$ 7,815,696.50	\$ 8,192,099.65	19.6%	\$ 376,403.15	5%
Classified	\$ 4,635,153.17	\$ 4,290,354.79	10.3%	\$ (344,798.38)	-7%
Administrators	\$ 3,989,080.06	\$ 3,836,939.48	9.2%	\$ (152,140.58)	-4%
Adjunct Faculty	\$ 2,200,000.00	\$ 1,815,000.00	4.3%	\$ (385,000.00)	-18%
Overload Pay For FT Faculty	\$ 1,800,000.00	\$ 1,750,000.00	4.2%	\$ (50,000.00)	-3%
Security	\$ 208,748.48	\$ 258,381.97	0.6%	\$ 49,633.49	24%
Non-Credit Instructors	\$ 167,000.00	\$ 130,000.00	0.3%	\$ (37,000.00)	-22%
Dept Chair & Coordinators	\$ 186,423.71	\$ 170,000.00	0.4%	\$ (16,423.71)	-9%
Overtime Pay For FT Faculty	\$ 64,410.98	\$ 40,000.00	0.1%	\$ (24,410.98)	-38%
Work Study Program/Tutors	\$ 60,000.00	\$ 80,000.00	0.2%	\$ 20,000.00	33%
Total Salary	\$ 21,126,512.90	\$ 20,562,775.89	49.2%	\$ (563,737.01)	-3%
2. Benefits					
Health Care	\$ 6,575,998.48	\$ 6,695,005.89	16.0%	\$ 119,007.41	2%
Retirement - TIAA	\$ 1,439,459.62	\$ 1,491,767.29	3.6%	\$ 52,307.67	4%
Retirement - State	\$ 1,024,608.23	\$ 974,605.10	2.3%	\$ (50,003.13)	-5%
FICA/Social Security & Medicare	\$ 808,455.45	\$ 637,446.05	1.5%	\$ (171,009.40)	-21%
Health Care Waivers	\$ 801,016.19	\$ 830,809.63	2.0%	\$ 29,793.44	4%
Early Retirement Incentives	\$ 1,200,000.00	\$ 600,000.00	1.4%	\$ (600,000.00)	-50%
Retirement - PSERS	\$ 308,426.62	\$ 310,678.68	0.7%	\$ 2,252.06	1%
Other	\$ 225,000.00	\$ 225,000.00	0.5%	\$ -	0%
Dental	\$ 183,797.45	\$ 191,290.64	0.5%	\$ 7,493.19	4%
Life Insurance	\$ 100,000.00	\$ 93,622.96	0.2%	\$ (6,377.04)	-6%
Disability	\$ 34,000.00	\$ 33,184.04	0.1%	\$ (815.96)	-2%
Vision	\$ 26,702.36	\$ 27,685.08	0.1%	\$ 982.72	4%
Total Benefits	\$ 12,727,464.40	\$ 12,111,095.37	29.0%	\$ (616,369.03)	-5%
3. Remaining Expenses					
Utilities	\$ 1,252,489.80	\$ 1,216,670.00	2.9%	\$ (35,819.80)	-3%
Miscellaneous - All Other Expenses	\$ 1,474,690.00	\$ 1,389,850.00	3.3%	\$ (84,840.00)	-6%
Supplies	\$ 1,132,330.64	\$ 1,339,783.00	3.2%	\$ 207,452.36	18%
Technology Software & Equipment	\$ 821,137.73	\$ 910,720.00	2.2%	\$ 89,582.27	11%
Contracted Services & Consultants	\$ 745,109.00	\$ 929,559.00	2.2%	\$ 184,450.00	25%
Maintenance Agreements	\$ 478,200.00	\$ 500,650.00	1.2%	\$ 22,450.00	5%
Advertising	\$ 498,000.00	\$ 546,000.00	1.3%	\$ 48,000.00	10%
Travel & Conference	\$ 215,011.16	\$ 203,818.00	0.5%	\$ (11,193.16)	-5%
Equipment Repairs	\$ 208,500.00	\$ 176,225.00	0.4%	\$ (32,275.00)	-15%
Insurances	\$ 220,000.00	\$ 255,000.00	0.6%	\$ 35,000.00	16%
Total Remaining Expenses	\$ 7,045,468.33	\$ 7,468,275.00	17.9%	\$ 422,806.67	6%
4. Budget Adjustments					
Transfer to Other Funds	\$ 1,015,551.89	\$ 1,681,451.80	4.0%	\$ 665,899.91	66%
Total Expenses	\$ 41,914,997.52	\$ 41,823,598.06		\$ (91,399.46)	0%



Luzerne County Community College

2023FY Operating Budget - *** Final ***

Updated: 06/09/22

Operating Fund	2022FY Budget	2023FY Budget	% Of Budget	Difference From Prior Year Budget	% Change
<i>Revenue</i>					
1. Sponsorships					
Commonwealth of PA	\$ 12,526,152.00	\$ 13,152,459.60	31.4%	\$ 626,307.60	5%
Luzerne County	\$ 5,897,500.00	\$ 5,897,500.00	14.1%	\$ -	0%
Total Sponsorships	\$ 18,423,652.00	\$ 19,049,959.60	45.5%	\$ 626,307.60	3%
2. Tuition					
Fall - (In-County)	\$ 3,990,810.48	\$ 4,012,394.77	9.6%	\$ 21,584.29	1%
Fall - (Out-of-County)	\$ 1,425,289.46	\$ 1,564,858.16	3.7%	\$ 139,568.70	10%
Fall - (Out-of-State & Interntl)	\$ 142,528.95	\$ 227,228.69	0.5%	\$ 84,699.74	59%
Fall - (Early College)	\$ 142,528.95	\$ 160,942.70	0.4%	\$ 18,413.75	13%
Spring - (In-County)	\$ 3,818,386.91	\$ 3,260,073.29	7.8%	\$ (558,313.62)	-15%
Spring - (Out-Of-County)	\$ 1,363,709.61	\$ 1,355,763.34	3.2%	\$ (7,946.27)	-1%
Spring - (Out-of-State & Interntl)	\$ 136,370.96	\$ 245,731.51	0.6%	\$ 109,360.55	80%
Spring - (Early College)	\$ 136,370.96	\$ 198,251.50	0.5%	\$ 61,880.54	45%
Summer 1	\$ 1,004,387.25	\$ 895,000.68	2.1%	\$ (109,386.57)	-11%
Summer 2	\$ 274,005.87	\$ 252,611.26	0.6%	\$ (21,394.61)	-8%
Winter Intersession	\$ 193,353.95	\$ 135,796.20	0.3%	\$ (57,557.75)	-30%
Other Tuition	\$ 3,000.00	\$ 110,000.00	0.3%	\$ 107,000.00	3567%
Total Tuition	\$ 12,630,743.35	\$ 12,418,652.10	29.7%	\$ (212,091.25)	-2%
3. Fees					
General Service	\$ 2,032,611.99	\$ 2,123,985.46	5.1%	\$ 91,373.47	4%
Technology	\$ 1,947,410.01	\$ 1,899,948.06	4.5%	\$ (47,461.95)	-2%
Course	\$ 1,711,000.00	\$ 1,550,491.28	3.7%	\$ (160,508.72)	-9%
Other	\$ 100,775.00	\$ 92,000.00	0.2%	\$ (8,775.00)	-9%
Total Fees	\$ 5,791,797.00	\$ 5,666,424.80	13.5%	\$ (125,372.20)	-2%
4. Other					
Miscellaneous	\$ 833,000.00	\$ 799,680.00	1.9%	\$ (33,320.00)	-4%
Interest Income	\$ 275,000.00	\$ 250,000.00	0.6%	\$ (25,000.00)	-9%
Total Other	\$ 1,108,000.00	\$ 1,049,680.00	2.5%	\$ (58,320.00)	-5%
5. Adjustments to Balance Budget					
Adjustments to Balance Budget	\$ 4,008,078.87	\$ 3,638,881.55	8.7%	\$ (369,197.32)	-9%
Total Revenue	\$ 41,962,271.22	\$ 41,823,598.05		\$ (138,673.17)	0%

Operating Fund - 2023FY	
Total of Expenses	\$ 41,823,598.06
Total of Revenue	\$ 41,823,598.05
Difference	\$ 0.00



Luzerne County Community College

2023FY Bookstore Budget - *** Final ***

Updated: 06/09/22

Bookstore Fund	2022FY Budget	2023FY Budget	% Of Budget	Difference From Prior Year Budget	% Change
<i>Expenses</i>					
Salary	\$ 105,652.20	\$ 106,906.40	56%	\$ 1,254.20	1%
Benefits	\$ 101,307.53	\$ 83,549.01	44%	\$ (17,758.52)	-18%
Miscellaneous	\$ 3,000.00	\$ 550.00	0%	\$ (2,450.00)	-82%
Total Expenses	\$ 209,959.73	\$ 191,005.41	100%	\$ (18,954.32)	-9%
<i>Revenue</i>					
Commissions From Follett	\$ 200,000.00	\$ 200,000.00	105%	\$ -	0%
Interest Income	\$ 10,000.00	\$ 23,953.00	13%	\$ 13,953.00	140%
Transfer to Operating Funds		\$ (32,947.59)	-17%	\$ (32,947.59)	
Total Revenue	\$ 210,000.00	\$ 191,005.41	100%	\$ 13,953.00	-9%

Bookstore Fund - 2023FY	
Total of Expenses	\$ 191,005.41
Total of Revenue	\$ 191,005.41
Difference	\$ -



Luzerne County Community College

2023FY Food Services Budget - *** Final ***

Updated: 06/09/22

Food Services Fund	2022FY Budget	2023FY Budget	% Of Budget	Difference From Prior Year Budget	% Change
<i>Expenses</i>					
Salary	\$ 148,755.80	\$ 188,885.40	40%	\$ 40,129.60	27%
Benefits	\$ 102,767.14	\$ 83,754.97	18%	\$ (19,012.17)	-19%
Food Supplies	\$ 80,600.08	\$ 145,000.00	31%	\$ 64,399.92	80%
Credit Card Fees	\$ 5,000.00	\$ 10,000.00	2%	\$ 5,000.00	100%
Office Supplies	\$ 5,399.92	\$ 6,500.00	1%	\$ 1,100.08	20%
Miscellaneous		\$ 38,500.00	8%	\$ 38,500.00	
Total Expenses	\$ 342,522.94	\$ 472,640.37	100%	\$ 130,117.43	38%
<i>Revenue</i>					
Food Sales	\$ 100,000.00	\$ 200,000.00	42%	\$ 100,000.00	100%
Vending Sales	\$ 49,000.00	\$ 50,000.00	11%	\$ 1,000.00	2%
Interest Income	\$ 10,000.00	\$ 11,292.00	2%	\$ 1,292.00	13%
<i>Transfer of Operating Funds</i>	\$ 183,522.94	\$ 211,348.37	45%	\$ 27,825.43	15%
Total Revenue	\$ 342,522.94	\$ 472,640.37	100%	\$ 130,117.43	38%

Food Services Fund - 2023FY	
Total of Expenses	\$ 472,640.37
Total of Revenue	\$ 472,640.37
Difference	\$ -



Luzerne County Community College

2023FY Student Activities Budget - *** Final ***

Updated: 06/09/22

Student Activities Fund	2022FY Budget	2023FY Budget	% Of Budget	Difference From Prior Year Budget	% Change
<i>Expenses</i>					
Club Activity	\$ 122,050.00	\$ 123,100.00	41%	\$ 1,050.00	1%
Supplies - Department/Office	\$ 67,500.00	\$ 60,500.00	20%	\$ (7,000.00)	-10%
Salary - Coaches/Advisors	\$ 38,450.00	\$ 44,900.00	15%	\$ 6,450.00	17%
Transportation	\$ 34,000.00	\$ 36,000.00	12%	\$ 2,000.00	6%
Consultants/Honoraria	\$ 10,500.00	\$ 13,050.00	4%	\$ 2,550.00	24%
Independent Contractors	\$ 12,000.00	\$ 11,000.00	4%	\$ (1,000.00)	-8%
Supplies - Other	\$ 7,000.00	\$ 5,000.00	2%	\$ (2,000.00)	-29%
Athletic Activity	\$ 4,500.00	\$ 4,450.00	1%	\$ (50.00)	-1%
Special Activity	\$ 4,000.00	\$ 2,000.00	1%	\$ (2,000.00)	-50%
Total Expenses	\$ 300,000.00	\$ 300,000.00	100%	\$ -	0%
<i>Revenue</i>					
Transfer From General Service Fees	\$ 300,000.00	\$ 300,000.00	100%	\$ -	0%
Total Revenue	\$ 300,000.00	\$ 300,000.00	100%	\$ -	0%

Student Activities Fund - 2023FY	
Total of Expenses	\$ 300,000.00
Total of Revenue	\$ 300,000.00
Difference	\$ -



Luzerne County Community College

2023FY Capital Budget - *** Final ***

Updated: 06/09/22

Capital Fund	2022FY Budget	2023FY Budget	% Of Budget	Difference From Prior Year Budget	% Change
Expenses					
Facility Leases	\$ 913,730.95	\$ 694,600.40	22%	\$ (219,130.55)	-24%
Equipment Purchases/Leases	\$ 590,861.20	\$ 568,701.00	18%	\$ (22,160.20)	-4%
Debt Service	\$ 1,291,693.00	\$ 1,792,341.62	58%	\$ 500,648.62	39%
Architect		\$ 50,000.00	2%	\$ 50,000.00	
Total Expenses	\$ 2,796,285.15	\$ 3,105,643.02	100%	\$ 309,357.87	11%
Revenue					
State Appropriation	\$ 1,366,150.00	\$ 1,366,150.00	44%	\$ -	0%
Luzerne County Appropriation	\$ 272,500.00	\$ 272,500.00	9%	\$ -	0%
Capital Fees	\$ 275,000.00	\$ 250,000.00	8%	\$ (25,000.00)	-9%
Sale of Assets	\$ 10,000.00	\$ 10,000.00	0%	\$ -	0%
Interest Income	\$ 2,500.00	\$ 3,942.00	0%	\$ 1,442.00	58%
Transfer of Operating Funds	\$ 832,028.95	\$ 1,203,051.02	39%	\$ 371,022.07	45%
Total Revenue	\$ 2,758,178.95	\$ 3,105,643.02	100%	\$ 347,464.07	13%

Capitals Fund - 2023FY	
Total of Expenses	\$ 3,105,643.02
Total of Revenue	\$ 3,105,643.02
Difference	\$ -

RECOMMENDATION**Recommend approval of RFP for Banking Services.**

Recommend Luzerne County Community College Board of Trustees approve the proposal of FNCB Bank for Banking Services for a three (3) year period.

Rationale:

The College issues a Request for Proposal for Banking Services every three years in compliance with the Purchasing Policy. It is the belief of LCCC Management that the proposal from FNCB Bank will generate the most interest income for the College and provide excellent customer service.



TO: Thomas Leary, President

FROM: Cheryl Baur, Vice President Finance
 Bob Linskey, Director of Accounting

RE: RFP – Banking Services

DATE: June 9, 2022

A request for proposal for Banking Services was advertised on Wednesday, March 23, 2022.

Five (5) responses were received and opened on Thursday, April 21, 2022 with the following respondents:

Name:

- Fidelity Deposit and Discount Bank
- First National Bank
- Community Bank
- FNCB Bank
- Peoples Security Bank and Trust

Each bank offered a different methodology as to how interest earned on funds deposited would be calculated. Bank fees charged for banking services varied from zero to numerous fees. Estimated annual interest to be earned based on cash balances was calculated. Two banks stood out as potential banking partners, Fidelity Deposit and Discount Bank (Fidelity) and FNCB Bank. Fidelity tied their interest proposal to the “one-month average of the Mid Yield to Maturity of the One Year Treasury Bill”. FNCB Bank tied their interest proposal to the “Effective Federal Funds Rate”.

Following internal discussions, meetings with bank representatives, and an opinion from a financial expert, it was concluded that the Effective Federal Funds Rate, in this current market, would be the best factor to base future interest earned upon. Therefore, I recommend the College accept the proposal from FNCB Bank as our banking partner for the next three years. Please see Banking Services RFP Responses attached.

Rationale:

The College issues a Request for Proposal for Banking Services every three years in compliance with the Purchasing Policy. It is the belief of LCCC Management that the proposal from FNCB Bank will generate the most interest income for the College and provide excellent customer service.

Please contact either of us with any questions or concerns.

RECOMMENDATION

Recommend approval of Bid # 507 - Computers & Technology Hardware Replacement Plan. (Part A)

Recommend Luzerne County Community College Board of Trustees approve the award of Bid # 507:

Section A – Dell/HP Computers

- Dell Marketing for Dell computers in the amount of \$124,042.20 (lowest for Dell desktop computers)
- Howard Technology Solutions for Gaming laptops in the amount of \$16,728.00 (lowest bid for Dell gaming laptops)
- CDW Government for HP laptops in the amount of \$31,680.50 (lowest for HP staff laptops)
- Total Section A = **\$172,450.70**

Section B – Apple Computers

- CDW Government for Apple computers in the amount of **\$78,003.02**

Section C - Miscellaneous Technology Hardware

- Howard Technology Solutions for lowest submitted miscellaneous technology items in the amount of \$30,191.00;
- CDW Government for lowest submitted miscellaneous technology items in the amount of \$31,347.80;
- Dell for lowest submitted miscellaneous technology items in the amount of \$3,608.64;
- Total Section C = **\$65,147.44**

Section D – Networking Hardware

- IntegraONE for Networking hardware in the amount of **\$32,277.25**

The total amount for sections A through D is **\$347,878.41**.

Rationale:

These items are for the College's annual technology replacement plan. Each year the College's replaces a percentage of technology related items such as academic lab and staff computers, networking hardware, and College servers.

Recommend approval of Leasing Proposal for Bid # 507 – Computers and Technology Hardware (Part B)

1. Recommend Luzerne County Community College approve leasing proposal for Bid # 507 to First American Equipment Financing with - Four annual payments of \$95,737.67 for a total of \$382,950.72.

Rationale:

I recommend selecting First American Equipment Financing proposal for the financing. The College continues to receive funding from the Commonwealth of PA to support a portion of these leasing costs. Note that the financed amount will be adjusted to reflect the actual total of \$347,878.41.



TO: Thomas P. Leary, President

FROM: Patricia Yench, Chief Information Officer

RE: Bid # 507 – COMPUTERS & TECHNOLOGY HARDWARE REPLACEMENT PLAN

DATE: June 1, 2022

Bid # 507 was advertised on May 3rd, 2022 and specifications were sent to 25 vendors. The College opened the bids on May 25th, 2022. Six (6) bid responses were received. The bid was comprised of 4 sections (A, B, C, and D) and bidders could submit bids on individual sections and individual items within each section. The results are as follows:

Section A – Dell/HP Computers

Dell - \$188,527.96 (NOTE: This bid included substitute Dell laptops instead of HP laptops.)

Howard Technology Solutions – \$225,832.00

CDW Government - \$31,680.50 (NOTE: This is a partial bid for HP laptops only. No bid on Dell computers.)

Section B - Apple Computers

CDW Government - \$78,003.02 (NOTE: This is the only bid we received on the Apple computers.)

Section C – Miscellaneous Technology Hardware

CDW Government - \$71,120.86

Howard Technology Solutions - \$70,239.80

Dell - \$70,804.72 (NOTE: This is a partial bid since 2 items were excluded.)

Section D – Networking Hardware

Howard Technology Solutions - \$34,343.00

Dell - \$66,794.67 (NOTE: This is a partial bid since several items were excluded.)

IntegraONE - \$21,321.90

Network Craze - \$54,270.09 with an alternate quote (substitute equipment) for \$26,620.00

I recommend the bid be awarded to the lowest responsible bidders as follows:

Section A – Dell/HP Computers

- Dell Marketing for Dell computers in the amount of \$124,042.20 (lowest for Dell desktop computers)
- Howard Technology Solutions for Gaming laptops in the amount of \$16,728.00 (lowest bid for Dell gaming laptops)
- CDW Government for HP laptops in the amount of \$31,680.50 (lowest for HP staff laptops)
- Total Section A = **\$172,450.70**

Section B – Apple Computers

- CDW Government for Apple computers in the amount of **\$78,003.02**

Section C - Miscellaneous Technology Hardware

- Howard Technology Solutions for lowest submitted miscellaneous technology items in the amount of \$30,191.00;
- CDW Government for lowest submitted miscellaneous technology items in the amount of \$31,347.80;
- Dell for lowest submitted miscellaneous technology items in the amount of \$3,608.64;
- Total Section C = **\$65,147.44**

Section D – Networking Hardware

- IntegraONE for Networking hardware in the amount of **\$32,277.25**

The total amount for sections A through D is **\$347,878.41**.

Leasing:

Leasing proposals for the financing were obtained based upon our original estimate of \$360,000 and are as follows:

1. First American Equipment Financing - Four annual payments of \$95,737.67 for a total of \$382,950.72.
2. Insight Financial Services - Four annual payments of \$98,866.80 for a total of \$395,467.20.

I recommend selecting First American Equipment Financing proposal for the financing. The College continues to receive funding from the Commonwealth of PA to support a portion of these leasing costs. Note that the financed amount will be adjusted to reflect the actual total of \$347,878.41.

Recommend Approval of Bid 508 – Micro Credential Lab Furniture

Recommend the Luzerne County Community College Board of Trustees approve the award of the Furniture Replacement bid to the lowest responsible bidder: BMC Office Furniture in the amount of \$18,286.10.

Rationale:

Luzerne County Community College (LCCC) was recently provided access to additional space within the Broad Street Exchange Building to create a Micro-Credential Lab for Industrial Maintenance Training which could include skills training to meet local trade/technology employer needs in the following subject matters:

- Robotics
- Programmable Logical Controllers (PLCs)
- Hydraulics
- Electrical Engineering Technology
- Pneumatics

This furniture will outfit the lab and the adjacent faculty office. The College was able to allocate Bookstore Cash Reserve funds for prioritized projects which includes the Micro-Credential Lab at the Hazleton Center. The College uses the budget process to identify and request necessary infrastructure replacement.

TO: Thomas P. Leary, President

FROM: Cheryl Baur, Vice President of Finance

DATE: June 9, 2022

RE: Micro-Credential Lab Furniture Bid #508

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Luzerne County Community College (LCCC) was recently provided access to additional space within the Broad Street Exchange Building to create a Micro-Credential Lab for Industrial Maintenance Training which could include skills training to meet local trade/technology employer needs. A bid for furniture necessary for the lab and adjacent faculty office was advertised on Tuesday, May 3; bids were opened on Wednesday, May 25, 2022.

Bid documents were sent to six (6) bidders and posted to the College's website. One (1) vendor submitted a bid. We have reviewed the bid and recommend awarding to the lowest responsible bidder, BMC Office Furniture, in the amount of \$18,286.10. This purchase is under the bid threshold of \$25,000 and the pricing of the office furniture is comparable and/or lower than the recent prior bid award.

The College was able to allocate Bookstore Cash Reserve funds for prioritized projects which includes the Micro-Credential Lab at the Hazleton Center. The College uses the budget process to identify and request necessary infrastructure replacement.

Recommend Approval of Micro-Credential Lab Renovation (Hazleton Center)

Recommend the Luzerne County Community College Board of Trustees approve the award of the Micro-Credential Lab Renovation in the Hazleton Center project bid to the lowest responsible bidder: Sean Byrne Construction in the amount of \$230,000. In addition, an 8% project contingency (\$18,400) and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$21,089.16 for a total project cost of \$269,489.16.

Rationale:

Luzerne County Community College (LCCC) was recently provided access to additional space within the Broad Street Exchange Building to create a Micro-Credential Lab for Industrial Maintenance Training which could include skills training to meet local trade/technology employer needs in the following subject matters:

- Robotics
- Programmable Logical Controllers (PLCs)
- Hydraulics
- Electrical Engineering Technology
- Pneumatics

The College was able to allocate Bookstore Cash Reserve funds for prioritized projects which includes the Micro-Credential Lab at the Hazleton Center. The College uses the budget process to identify and request necessary infrastructure replacement.

The 8% contingency is not a definite expenditure; however, available if necessary. If it is not utilized as part of the project, the funds will be returned to the available funds for other projects. The College uses the budget process to identify and request necessary infrastructure replacement.

TO: Thomas P. Leary, President

FROM: Cheryl L. Baur, Vice President of Finance

DATE: June 9, 2022

RE: Micro-Credential Lab Renovation (Hazleton Center)

Our architectural and engineering consultant firms, hemmler + camayd architects and GPI respectively, prepared bid documents that were advertised on Tuesday, May 3, 2022. There was a mandatory pre-bid meeting held on Wednesday, May 11, 2022, and bids were opened on Wednesday, June 1, 2022.

There is one (1) contract associated with this bid. Five (5) general contractors attended the mandatory pre-bid meeting on Wednesday, May 11, 2022. Three (3) bidders submitted on June 1, 2022 however one (1) bidder withdrew their bid due to a calculation (formula) error, which resulted in the following:

Bidder	Base Bid
Champion Builders, Inc.	\$249,000
Sean Byrne Construction	\$230,000

Hemmler + camayd architects and GPI have reviewed the bid packages and found the required information to be in order. We recommend awarding the bid to the lowest responsible bidder: Sean Byrne Construction in the amount of \$230,000. In addition, an 8% project contingency (\$18,400) and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$21,089.16 for a total project cost of \$269,489.16.

Luzerne County Community College (LCCC) was recently provided access to additional space within the Broad Street Exchange Building to create a Micro-Credential Lab for Industrial Maintenance Training which could include skills training to meet local trade/technology employer needs in the following subject matters:

- Robotics
- Programmable Logical Controllers (PLCs)
- Hydraulics
- Electrical Engineering Technology
- Pneumatics

The College was able to allocate Bookstore Cash Reserve funds for prioritized projects which includes the Micro-Credential Lab at the Hazleton Center. The College uses the budget process to identify and request necessary infrastructure replacement.

The 8% contingency is not a definite expenditure; however, available if necessary. If it is not utilized as part of the project, the funds will be returned to the available funds for other projects. The College uses the budget process to identify and request necessary infrastructure replacement.



June 3, 2022

To: Natalie Staron, Finance Division Administrator
Luzerne County Community College
Nanticoke PA

Re: Micro Credential Lab Renovation at the Hazleton Center

Natalie,

I am writing to you regarding the above referenced project. We have reviewed all of the bids submitted for the General Trades contracts received on June 1, 2022 for the micro credential lab renovation at the Hazleton Center. I have spoken to the apparent low bidder in a de-scope phone call and discussed critical items such as scope, schedule and logistics.

Based on the information we have and the bid de-scope, I recommend that Luzerne County Community College move forward with the low bid submitted by:

Sean Byrne Construction
642 Beech St.
Scranton PA 18505

Please feel free to call me with any questions and thank you for your attention to this matter.

Respectfully Submitted,

Brian D. Doran AIA LEED AP
Partner

cc: file

Recommend Approval of Esports Arena and Student Activities Renovation

Recommend the Luzerne County Community College Board of Trustees approve the award of the Esports Arena and Student Activities Renovation project bid to the lowest responsible bidder: Sordoni Construction Services in the amount of \$401,400. In addition, an 8% project contingency (\$32,112) and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$32,470.05 for a total project cost of \$465,982.05.

Rationale:

Esports stands for **electronic sports**. The word 'esport' is used to describe any video game that has a professional competitive scene. Atari held the Space Invaders Championship in 1980. This competition attracted around 10,000 participants. Esports has grown in popularity among the high school and college-age population and several of the local high schools and colleges/universities have gaming clubs and varying levels of esports programs.

Generally, both domestic and international competitions are held, showcasing a variety of games such as Fortnite, League of Legends, Counter-Strike, Call of Duty, Overwatch, and Madden NFL. These competitions are viewed and followed by millions of fans all over the world, who attend live events or tune in on nationally broadcast television programs or online, through streaming services.

Approximately 3,200 square feet in the Campus Center will be renovated by both College Physical Plant Staff and the awarded contractor. It is designed as a combination of a gaming arena and student activities lounge with dedicated student space.

- Renovation (approximately ½ the room) to create a gaming arena for 12 players, a shout caster/coach platform, and room to grow. The design for the space is state of the art and in line with other attractive esports arenas with broadcasting capabilities.
- Renovation (approximately ½ the room) for student activities and viewing audience of the gaming arena. This includes lounge furniture (funding available with COVID monies), club spaces, and counter height seating to peer through the large windows to watch the gaming competition.
- Student Activities and Athletics and Esports staff will have offices adjacent to these spaces as well.

The College was able to allocate Bookstore Cash Reserve funds for prioritized projects which includes the Esports Arena and Student Activities Renovation. The College uses the budget process to identify and request necessary infrastructure replacement.

The 8% contingency is not a definite expenditure; however, available if necessary. If it is not utilized as part of the project, the funds will be returned to the available funds for other projects. The College uses the budget process to identify and request necessary infrastructure replacement.

TO: Thomas P. Leary, President

FROM: Cheryl L. Baur, Vice President of Finance

DATE: June 9, 2022

RE: Esports Arena and Student Activities Renovation

Our architectural and engineering consultant firms, hemmler + camayd architects and GPI respectively, prepared bid documents that were advertised on Tuesday, May 3, 2022. There was a mandatory pre-bid meeting held on Wednesday, May 11, 2022, and bids were opened on Wednesday, June 1, 2022.

There is one (1) contract associated with this bid. Seven (7) general contractors attended the mandatory pre-bid meeting on Wednesday, May 11, 2022. Four (4) bidders submitted on June 1, 2022 which resulted in the following:

Bidder	Base Bid
Bognet, Inc.	\$549,000
Champion Builders, Inc.	\$417,750
Sean Byrne Construction	\$407,280
Sordoni Construction	\$401,400

Hemmler + camayd architects and GPI have reviewed the bid packages and found the required information to be in order. We recommend awarding the bid to the lowest responsible bidder: Sordoni Construction Services in the amount of \$401,400. In addition, an 8% project contingency (\$32,112) and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$32,470.05 for a total project cost of \$465,982.05.

Approximately 3,200 square feet in the Campus Center will be renovated by both College Physical Plant Staff and the awarded contractor. It is designed as a combination of a gaming arena and student activities lounge with dedicated student space.

- Renovation (approximately ½ the room) to create a gaming arena for 12 players, a shout caster/coach platform, and room to grow. The design for the space is state of the art and in line with other attractive esports arenas with broadcasting capabilities.
- Renovation (approximately ½ the room) for student activities and viewing audience of the gaming arena. This includes lounge furniture (funding available with COVID monies), club spaces, and counter height seating to peer through the large windows to watch the gaming competition.
- Student Activities and Athletics and Esports staff will have offices adjacent to these spaces as well.

The College was able to allocate Bookstore Cash Reserve funds for prioritized projects which includes the Esports Arena and Student Activities Renovation. The College uses the budget process to identify and request necessary infrastructure replacement.

The 8% contingency is not a definite expenditure; however, available if necessary. If it is not utilized as part of the project, the funds will be returned to the available funds for other projects. The College uses the budget process to identify and request necessary infrastructure replacement.



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June 2, 2022

To: Natalie Staron, Finance Division Administrator
Luzerne County Community College
Nanticoke PA

Re: Esports Renovation at the Campus Center (Main Campus)

Natalie,

I am writing to you regarding the above referenced project. We have reviewed all of the bids submitted for the General Trades contracts received on June 1, 2022 for the Esports Renovation in the Campus Center. I have spoken to the apparent low bidder in a de-scope phone call and discussed critical items such as scope, schedule and logistics.

Based on the information we have and the bid de-scope, I recommend that Luzerne County Community College move forward with the low bid submitted by:

Sordoni Construction Services
45 Owen Street
Forty Fort PA 18704

Please feel free to call me with any questions and thank you for your attention to this matter.

Respectfully Submitted,

Brian D. Doran AIA LEED AP
Partner

cc: file

Recommend Approval of Building 1 Switchgear Replacement

Recommend the Luzerne County Community College Board of Trustees approve the award of the Building 1 Switchgear Replacement project bid to the lowest responsible bidder: Brennan Electric in the amount of \$575,413. In addition, an 8% project contingency (\$46,033.04) and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$43,439.08 for a total project cost of \$664,885.12.

Rationale:

The College was able to allocate Bookstore Cash Reserve funds for prioritized projects which includes the Building 1 Switchgear Replacement. Additionally, PDE approved funding in the amount of \$100,009 for this project based on the Capital Application submitted in March 2021. The College uses the budget process to identify and request necessary infrastructure replacement.

The bid amount is above the estimated project cost due to the current state of electrical materials and parts due to pandemic impacted supply and demand. There were other projects within the allocation of funding which were bid lower than the anticipated project cost which allows for this project to still be funded at this time.

The switchgear for the buildings needs to be periodically refurbished to keep the electrical components clean and operating properly. This refurbishing was performed two years ago and it was recommended, based on that work, that the original equipment (manufactured in 1972 and installed in 1974) be replaced for both safety and operational purposes. The Building 1 switchgear is one of three on our campus. Building 5 Switchgear was replaced in 2021, Building 1 Switchgear is recommended to be replaced with this award and we plan to replace the final Switchgear, in Building 3, in the near future.

The Security/Central Storage/Printing Building, Building 1, houses those respective departments which serve the entire campus. The switchgear equipment located in building 1 services buildings 2 (Trades Center), 8 (James T. Atherton Gymnasium), 9 (College Hall), and 11 (Community Educational Partnership Center).

The 8% contingency is not a definite expenditure; however, available if necessary. If it is not utilized as part of the project, the funds will be returned to the available funds for other projects. The College uses the budget process to identify and request necessary infrastructure replacement.

TO: Thomas P. Leary, President

FROM: Cheryl L. Baur, Vice President of Finance

DATE: June 9, 2022

RE: Building 1 Switchgear Replacement

Our architectural and engineering consultant firms, hemmler + camayd architects and GPI respectively, prepared bid documents that were advertised on Tuesday, May 3, 2022. There was a mandatory pre-bid meeting held on Wednesday, May 11, 2022, and bids were opened on Wednesday, June 1, 2022.

There is one (1) contract associated with this bid. Two (2) electrical contractors attended the mandatory pre-bid meeting on Wednesday, May 11, 2022. One (1) bidder submitted on June 1, 2022 which resulted in the following:

Bidder	Base Bid
Brennan Electric, Inc.	\$575,413

Hemmler + camayd architects and GPI have reviewed the bid packages and found the required information to be in order. We recommend awarding the bid to the lowest responsible bidder: Brennan Electric in the amount of \$575,413. In addition, an 8% project contingency (\$46,033.04) and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$43,439.08 for a total project cost of \$664,885.12.

The College was able to allocate Bookstore Cash Reserve funds for prioritized projects which includes the Building 1 Switchgear Replacement. Additionally, PDE approved funding in the amount of \$100,009 for this project based on the Capital Application submitted in March 2021. The College uses the budget process to identify and request necessary infrastructure replacement.

The bid amount is above the estimated project cost due to the current state of electrical materials and parts due to pandemic impacted supply and demand. There were other projects within the allocation of funding which were bid lower than the anticipated project cost which allows for this project to still be funded at this time.

The switchgear for the buildings needs to be periodically refurbished to keep the electrical components clean and operating properly. This refurbishing was performed two years ago and it was recommended, based on that work, that the original equipment (manufactured in 1972 and installed in 1974) be replaced for both safety and operational purposes. The Building 1 switchgear is one of three on our campus. Building 5 Switchgear was replaced in 2021, Building 1 Switchgear is recommended to be replaced with this award and we plan to replace the final Switchgear, in Building 3, in the near future.

The Security/Central Storage/Printing Building, Building 1, houses those respective departments which serve the entire campus. The switchgear equipment located in building 1 services buildings 2 (Trades Center), 8 (James T. Atherton Gymnasium), 9 (College Hall), and 11 (Community Educational Partnership Center).

The 8% contingency is not a definite expenditure; however, available if necessary. If it is not utilized as part of the project, the funds will be returned to the available funds for other projects. The College uses the budget process to identify and request necessary infrastructure replacement.



June 2, 2022

To: Natalie Staron, Finance Division Administrator
Luzerne County Community College
Nanticoke PA

Re: Building 1 Switchgear Replacement

Natalie,

I am writing to you regarding the above referenced project. We have reviewed all of the bids submitted for the Electrical Construction contracts received on June 1, 2022 for the Building 1 Switchgear Replacement. My electrical engineer from Greenman Pedersen Inc. has spoken to the apparent low bidder in a de-scope phone call and discussed critical items such as scope, schedule and logistics.

Based on the information we have and the bid de-scope, I recommend that Luzerne County Community College move forward with the low bid submitted by:

Brennan Electric
94 Plymouth Street
Kingston PA

Please feel free to call me with any questions and thank you for your attention to this matter.

Respectfully Submitted,

Brian D. Doran AIA LEED AP
Partner

cc: file

RECOMMENDATION:**Recommend Approval of Cleaning Service Proposal- Pittston Center**

Recommend the Luzerne County Community College Board of Trustees approve the award of the Cleaning Services for the Berwick Center bid to the lowest responsible bidder: The Dustbusters Cleaning Team in the amount of \$472.88 per week for a total of \$23,644.00 for 50 weeks.

Rationale:

In order to maintain a quality learning and safer environment, regular cleaning of the center's classrooms, restrooms, and shared spaces is necessary. The Pittston Center's budget includes a line item to cover these contracted services.



TO: Thomas P. Leary, President
FROM: Len Olzinski, Director of Purchasing
RE: RFP – Cleaning Services – Pittston Center
DATE: June 8, 2022

A request for proposal for Cleaning Services for Pittston was advertised on Tuesday, April 19, 2022.

Four (4) proposals were received and opened on Wednesday, May 25, 2022 the following results:

Name

Vendor that applied:

- The Dustbusters Cleaning Team, Inc. -- \$472.88 per week for a total of \$23,644.00 for 50 weeks.
- Jan-Pro of Northeastern Pa. -- \$550.00 per week for a total of \$27,500.00 for 50 weeks.
- Steamtown Cleaning Services -- \$34.00 per hour
- Sparkle and Shine Cleaning -- \$1,808.35 per week for a total of \$90,417.50 for 50 weeks.

Attached is the recommendation letter from Erica Guarnieri, Director of Pittston. I concur with her review and recommendation that we award the contract to The Dustbusters Cleaning Team at \$472.88 per week (50 weeks) for a total of \$23,644.00 per year for three (3) years.

Rationale:

In order to maintain a quality learning and safer environment, regular cleaning of the center's classrooms, restrooms, and shared spaces is necessary. The Pittston Center's budget includes a line item to cover these contracted services.

Please contact me with any questions or concerns.

Thank You.

CC: Cheryl Baur, Vice President of Finance

TO: Len Olzinski, Director of Purchasing

Cc: Dr. Rosana Reyes, Vice President for Enrollment Management & Student Affairs

FROM: Erica Guarnieri, Director of the Pittston Center

DATE: June 7, 2022

RE: Cleaning Services Recommendation – Pittston Center

In order to maintain a clean and healthy working/learning environment at the Pittston Center, requests for cleaning services proposals were advertised on Tuesday, April 19, 2022; proposals were opened on Wednesday, May 25, 2022.

Request for proposals were sent to eight (8) different cleaning companies. Four (4) companies submitted proposals for the Pittston Center. I have reviewed the proposals and recommend awarding to the bidder as follows:

The Dustbusters Cleaning Team, Inc.

Weekly Rate of \$472.88. At 3 hours a day for four days a week, the annual cost (approx. 50 weeks) will be **\$23,644**.

Rational:

In order to maintain a quality learning and safe environment, reliable cleaning services are necessary to clean and disinfect classrooms, restrooms, common areas and office spaces. The Dustbusters Team, Inc. Company has provided reliable cleaning services since the Pittston Center opened in 2018. The staff are dependable, professional and reliable. When submitting the proposal, the Dusterbusters team did not raise their previous cost. Due to the quality of work provided by this company over the last four years, I recommend the bid be awarded to The Dustbusters Cleaning Team, Inc.

RECOMMENDATION:**Recommend approval of RFP for Cleaning Services for Scranton Center.**

Recommend Luzerne County Community College Board of Trustees approve the proposal to Steamtown Cleaning Services in the amount of \$408.00 per week (50 weeks) for a total of \$20,400.00 per year for three (3) years.

Rationale:

In order to maintain a quality learning and safer environment, regular cleaning of the center's classrooms, restrooms, and shared spaces is necessary. The Scranton Center's budget includes a line item to cover these contracted services.



TO: Thomas P. Leary, President
FROM: Len Olzinski, Director of Purchasing
RE: RFP – Cleaning Services – Scranton Center
DATE: June 6, 2022

A request for proposal for Cleaning Services for Scranton was advertised on Tuesday, April 19, 2022. Four (4) proposals were received and opened on Wednesday, May 25, 2022 the following results:

Name

Vendors that applied:

- Steamtown Cleaning Services -- \$34.00 per hour (\$408.00 per week) for a total of \$20,400 for 50 weeks.
- The Dustbusters Cleaning Team -- \$452.58 per week for a total of \$22,629.00 for 50 weeks.
- Jan-Pro of Northeastern Pa. -- \$650.00 per week for a total of \$32,500.00 for 50 weeks.
- Sparkle and Shine Cleaning Services -- \$1,800.00 per week for a total of \$90,000.00 for 50 weeks

Attached is the recommendation letter from Julie Lenio, Director of Scranton. I concur with her review and recommendation that we award the contract to Steamtown Cleaning Services at \$34.00 per hour (\$408.00 per week) for a total of \$20,400.00 for 50 weeks per year for three (3) years.

Rationale:

In order to maintain a quality learning and safer environment, regular cleaning of the center's classrooms, restrooms, and shared spaces is necessary. The Scranton Center's budget includes a line item to cover these contracted services.

Please contact me with any questions or concerns.

Thank You.

CC: Cheryl Baur, Vice President of Finance

TO: Len Olzinski, Director of Purchasing

Cc: Dr. Rosana Reyes, Vice President for Enrollment Management & Student Affairs

FROM: Julie Lenio, Director of the Scranton Center

DATE: June 6, 2022

RE: Cleaning Services Recommendation – Scranton Center

In order to maintain a clean and healthy working/learning environment at the Scranton Center, requests for cleaning services proposals were advertised on Wednesday, May 3, 2022; proposals were opened on May 25, 2022.

Request for proposals were sent to eight (8) different cleaning companies. Four (4) companies submitted proposals for the Scranton Center. I have reviewed the proposals and recommend awarding to the lowest responsible bidder as follows:

Steamtown Cleaning Services, 415 East Market Street, Scranton, PA 18509
Hourly Rate of \$34.00 per hour. At 3 hours a day for four days a week, the annual cost (approx. 50 weeks) will be \$20,400.

Rational:
In order to maintain a quality learning and safe environment, reliable cleaning services are necessary to clean and disinfect classrooms, restrooms, common areas and office spaces. Additionally, accepting the cleaning services of Steamtown Cleaning Services provides the opportunity to remain within the allotted budget for the 2023 fiscal year.

d.J.

RECOMMENDATION:

Recommend approval of RFP for Cleaning Services for Berwick Center.

Recommend Luzerne County Community College Board of Trustees approve the proposal to Jan-Pro of Northeastern Pa in the amount of \$461.67 per week (50 weeks) for a total of \$23,083.50 per year for three (3) years.

Rationale:

In order to maintain a quality learning and safer environment, regular cleaning of the center's classrooms, restrooms, and shared spaces is necessary. The Berwick Center's budget includes a line item to cover these contracted services.



TO: Thomas P. Leary, President
FROM: Len Olzinski, Director of Purchasing
RE: RFP – Cleaning Services – Berwick
DATE: June 6, 2022

A request for proposal for Cleaning Services for Berwick was advertised on Tuesday, April 19, 2022.

One (1) proposal was received and opened on Wednesday, May 25, 2022 the following results:

Name

Vendor that applied:

- Jan-Pro of Northeastern Pa. -- \$461.67 per week for a total of \$23,083.50 for 50 weeks.

Attached is the recommendation letter from Melissa Day, Director of Berwick. I concur with her review and recommendation that we award the contract to Jan-Pro of Northeastern Pa.at \$461.67 per week (50 weeks) for a total of \$23,083.50 per year for three (3) years.

Rationale:

In order to maintain a quality learning and safer environment, regular cleaning of the center's classrooms, restrooms, and shared spaces is necessary. The Berwick Center's budget includes a line item to cover these contracted services.

Please contact me with any questions or concerns.

Thank You.

CC: Cheryl Baur, Vice President of Finance

To Len Olzinski

From : Melissa Day

Date : June 2, 2022

Re: Recommendation: RFP – Cleaning Services Berwick Center

Recommend Approval of Cleaning Service Proposal- Berwick Center

Recommend the Luzerne County Community College Board of Trustees approve the award of the Cleaning Services for the Berwick Center bid to the lowest responsible bidder: JanPro in the amount of \$461.67 per week for a total of \$23,083.50 for 50 weeks.

Rationale:

In order to maintain a quality learning and safer environment, regular cleaning of the center's classrooms, restrooms, and shared spaces is necessary. The Berwick Center's budget includes a line item to cover these contracted services.

AK

RECOMMENDATION:

Recommend approval of RFP for Cleaning Services for Greater Susquehanna Center.
Recommend Luzerne County Community College Board of Trustees approve the proposal to Service Master Commercial in the amount of \$713.00 per week (50 weeks) for a total of \$35,650.00 per year for three (3) years.

Rationale:

In order to maintain a quality learning and safer environment, regular cleaning of the center's classrooms, restrooms, and shared spaces is necessary. The Greater Susquehanna Center's budget includes a line item to cover these contracted services.



TO: Thomas P. Leary, President
FROM: Len Olzinski, Director of Purchasing
RE: RFP – Cleaning Services – Greater Susquehanna Center
DATE: June 8, 2022

A request for proposal for Cleaning Services for Berwick was advertised on Tuesday, April 19, 2022. One (1) proposal was received and opened on Wednesday, May 25, 2022 the following results:

Name

Vendor that applied:

- Service Master Commercial -- \$713.00 per week for a total of \$35,650.00 for 50 weeks.

Attached is the recommendation letter from Melissa Day, Director of Berwick. I concur with her review and recommendation that we award the contract to Service Master Commercial at \$713.00 per week (50 weeks) for a total of \$35,650.00 per year for three (3) years.

Rationale:

In order to maintain a quality learning and safer environment, regular cleaning of the center's classrooms, restrooms, and shared spaces is necessary. The Greater Susquehanna Center's budget includes a line item to cover these contracted services.

Please contact me with any questions or concerns.

Thank You.

CC: Cheryl Baur, Vice President of Finance

AK

To Len Olzinski

From : Melissa Day

Date : June 2, 2022

Re: Recommendation: RFP – Cleaning Services Greater Susquehanna Center

Recommend Approval of Cleaning Service Proposal- Greater Susquehanna Center

Recommend the Luzerne County Community College Board of Trustees approve the award of the Cleaning Services for the Greater Susquehanna Center bid to the lowest responsible bidder: Service Master Commercial in the amount of \$713.00 per week for a total of \$35,650.00 per year for 50 weeks for three (3) years.

Rationale:

In order to maintain a quality learning and safer environment, regular cleaning of the center's classrooms, restrooms, and shared spaces is necessary. The Greater Susquehanna Center's budget includes a line item to cover these contracted services.

RECOMMENDATION:

Recommend approval of RFP for Athletic Trainer/Medical Services.

Recommend Luzerne County Community College Board of Trustees approve the proposal to Geisinger Wyoming Valley Medical Center in the amount of \$24,395.00 for year 1; \$25,126.85 for year 2 and \$25,880.66 for year 3.

Rationale:

The National Junior College Athletic Association (NJCAA) and the Eastern Pennsylvania Athletic Conference (EPAC) of which Luzerne County Community College is a member requires that a Certified Athletic Trainer (ATC) be on site for all conference contests. Secondly, the Conference requires pre-season physical examinations of all student/athletes who wish to participate in collegiate athletics. The term of this contract is for a three (3) year period.

2h



TO: Thomas P. Leary, President
FROM: Len Olzinski, Director of Purchasing
RE: RFP – Athletic Trainer/Medical Services
DATE: June 8, 2022

Request for proposals for Athletic Trainer/Medical Services were advertised on Tuesday, May 10, 2022. The request for proposal was opened on Wednesday, June 1, 2022.

One (1) proposal was received with the following result:

Below are the details of the proposal from Geisinger for athletic training services.

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Geisinger Wyoming Valley Medical Center	\$24,395.00	\$25,126.85	\$25,880.66

Upon discussion with Kristen Corcoran, Director of Student Life & Athletics, she concurs with this recommendation that we award the contract to Geisinger Wyoming Valley Medical Center at the above rate.

Rationale:

The National Junior College Athletic Association (NJCAA) and the Eastern Pennsylvania Athletic Conference (EPAC) of which Luzerne County Community College is a member requires that a Certified Athletic Trainer (ATC) be on site for all conference contests. Secondly, the Conference requires pre-season physical examinations of all student/athletes who wish to participate in collegiate athletics. The term of this contract is for a three (3) year period.

On approval, 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 RFP for Beverage Vending Services.

Recommend the Luzerne County Community College Board of Trustees approve the proposal to Pepsico, Inc. based on their submitted proposal with a five (5) year estimated total monetary contribution of \$243,045.

Rationale:

Pepsico provided the highest monetary benefits over the term of the contract. Pouring Rights Support, rebates and commissions are subject to adjustments based on actual sales. The proposal is based on the prior sales volume as provided in the RFP. Pepsico is the current beverage vending company. The current sales representative for Pepsico is responsive and attentive to the needs of the College.

The term of this contract shall be for a five (5) year period, commencing on July 1, 2022 and continuing until June 30, 2027, unless terminated by either party with thirty (30) days written notice. There is a renewal option to extend the contract to June 30, 2029 upon written notification and mutual agreement.

A minimum of 30 (could be more at Vendor discretion, but must be a minimum of 30) vending machines are required in various locations. Locations include Main campus, Francis S. and Mary Gill Carrozza, R.N. Health Sciences Center and Joseph A Paglianite Culinary Institute in Nanticoke, and Satellite Centers in Berwick, Hazleton, Pittston, Scranton, Watsonstown, and Wilkes-Barre.



TO: Thomas P. Leary, President

FROM: Cheryl Baur, Vice President of Finance

RE: RFP – Beverage Vending Services

DATE: June 8, 2022

A Request for Proposals (“RFP”) for Beverage Vending Services was advertised on May 3, 2022. Two (2) proposals were received by the deadline and opened on May 25, 2022.

Proposals were received from Pepsico, Inc., & Coca-Cola. The results are as follows:

PEPSICO	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTALS
Pouring Rights Support	22,000.00	22,000.00	22,000.00	22,000.00	22,000.00	\$110,000.00
Donated Product	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	\$5,000.00
* Rebates (Bottle/can)	1,527.00	1,527.00	1,527.00	1,527.00	1,527.00	\$7,635.00
* Rebates (Fountain)	82.00	82.00	82.00	82.00	82.00	\$410.00
* Vending Commissions (33%)	21,000.00	23,500.00	23,500.00	26,000.00	26,000.00	\$120,000.00
	\$45,609.00	\$48,109.00	\$48,109.00	\$50,609.00	\$50,609.00	\$243,045.00
* estimated and based on a minimum of 3,000 units annually						
Coca Cola	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTALS
Upfront Signing Bonus	25,000.00					\$25,000.00
Annual Fixed Sponsorship	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	\$125,000.00
Annual Marketing Support	500.00	500.00	500.00	500.00	500.00	\$2,500.00
Annual Marketing Sideline Gear For Athletics	1,500.00	1,000.00	1,000.00	1,000.00	1,000.00	\$5,500.00
Estimated Commissions	5,160.00	5,160.00	5,160.00	5,160.00	5,160.00	\$25,800.00
	\$57,160.00	\$31,660.00	\$31,660.00	\$31,660.00	\$31,660.00	\$183,800.00

The proposals were reviewed by the College’s Food Services Chef and Finance Division Administrator. We are recommending the beverage vending services contract be awarded to Pepsico.

Pepsico provided the highest monetary benefits over the term of the contract. Pouring Rights Support, rebates and commissions are subject to adjustments based on actual sales. The proposal is based on the prior sales volume as provided in the RFP. Pepsico is the current beverage vending company. The current sales representative for Pepsico is responsive and attentive to the needs of the College.

The term of this contract shall be for a five (5) year period, commencing on July 1, 2022 and continuing until June 30, 2027, unless terminated by either party with thirty (30) days written notice. There is a renewal option to extend the contract to June 30, 2029 upon written notification and mutual agreement.

A minimum of 30 (could be more at Vendor discretion, but must be a minimum of 30) vending machines are required in various locations. Locations include Main campus, Francis S. and Mary Gill Carrozza, R.N. Health Sciences Center and Joseph A Paglianite Culinary Institute in Nanticoke, and Satellite Centers in Berwick, Hazleton, Pittston, Scranton, Watsontown, and Wilkes-Barre.