

ACTION ITEMS

**STUDENT SUCCESS
AND
WORKFORCE DEVELOPMENT
ACTION ITEM**

NEW PROGRAM: Certificate of Specialty, Advanced Manufacturing CS.MFG

Program Mission/Description

Graduates of the Advanced Manufacturing Certificate Program will be able to install, troubleshoot, repair, and maintain the various systems in manufacturing/production facilities. Designed to integrate theory with extensive hands-on experience, students will gain knowledge and skills in a variety of technologies including plumbing, heating/air conditioning, electrical systems, instrumentation, and welding. Students will also learn basic machining techniques in Luzerne County Community College's state-of-the-art Precision Machining Laboratory as well as prototyping/modeling using AutoCAD® 2D and 3D in the College's Engineering Design & Manufacturing Laboratory. Students enrolled in this program will have the opportunity to earn OSHA10 and NIMS Advanced Manufacturing certifications.

Goals

The program provides the student the opportunity to:

- Obtain technical skills for employment in advanced manufacturing.
- Provide the student the opportunity to ascertain the necessary advanced manufacturing knowledge, skills, and abilities.

Learning Objectives

The graduate of this program is able to:

- Demonstrate excellent employability skills
- Efficiently install, maintain, troubleshoot, and repair various facility systems and equipment (e.g., heating/air conditioning, plumbing, electrical)
- Understand and interpret scaled drawings and blueprints
- Properly operate CNC equipment
- Program and operate various robotics and automated equipment
- Produce final drawings and 3D prototypes in preparation for fabrication
- Demonstrate proficiency needed to set-up and operate various welding equipment

Required Courses

GET 109	Blueprint Reading & Estimating.....	3
GET 114	Industrial Workplace Safety	2
GET 121	Manufacturing Processes I	3
GET 122	Manufacturing Processes II	3
GET 299	Internship	3
MAT 103	Applied Mathematics for Industry	3
PHY 121	Technical Physics	4

Student Success and Workforce Development Committee of the BOT
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Tracks

Electrical Technology*

CEL 101	DC & AC Fundamentals.....	4
CEL 103	Basic Construction Wiring.....	3
CEL 121	Electrical Motor Control I.....	4
Industrial Facility Maintenance		
GET 201	Introduction, Automated Systems/Robotics.....	3
GET 203	Introduction to Programmable Logic Controllers (PLC)	3
GET 209	Industrial Mechanics.....	4
Machining- Computerized Numerical Control Technology (CNC)		
EGR 110	Engineering Graphics.....	3

EDM 203	CNC Machining I.....	4
EDM 204	CNC Machining II.....	4
Plumbing & Heating & Air Conditioning		
HAC 101	Basic Heating & Cooling**	4
HAC 103	Warm Air Heating and Air Conditioning Design/Installation	4
PLH 112	Basic Plumbing Systems	4
Welding		
WEL 100	Introduction to Welding.....	4
WEL 106	Introduction to Gas Metal Arc Welding (GMAW)	3
WEL 108	Introduction to Gas Tungsten Arc Welding (GTAW)	3

Recommendation- Recommend for approval.

Rationale: Occupations associated with this program are in-demand occupations as designated by the PA Center for Workforce Information & Analysis (2022). NEPA has a shortage of at least 1200+ skilled workers. The Certificate in Advanced Manufacturing, Thrive in Five initiative will address that shortage. Additionally, over 15 NE and Central PA companies, B.I.D.A. and two not-for-profit entities endorse this program.

Student Success and Workforce Development Committee of the BOT
June 2023

NEW PROGRAM: Certificate of Specialty, Game Art & Design CS.GME

Program Mission/Description

The Certificate in Game Art and Design provides the student with the opportunity to learn the introductory skills of game design concepts and visual storytelling. Students who complete the requirements for a certificate in Game Art and Design will be prepared for transfer to four-year institutions of higher education for careers in game art.

Goals

The program provides the student the opportunity:

- Acquire the skills necessary to apply knowledge to game art and design.
- Develop a base of substantive knowledge about the skills of visual storytelling.
- Develop the artistic skills necessary to bring a concept to fruition.
- Develop an understanding for game play and strategic plan.

Learning Objectives

The graduate of this program is able to:

- Demonstrate design principles, techniques, process, and tools.
- Explore and investigate the history and evolution of electronic games and various genres.
- Demonstrate an understanding of visual storytelling.
- Develop the skills required for character development.
- Create lifelike landscapes and environments for game levels.
- Explain shading, lighting, texture, and modeling.
- Demonstrate familiarity with core UI/UX fundamentals.

Required Courses

COM XXX Introduction to Game Design	3	COM 209 Special Project / Capstone Project	3
COM 107 Introduction to Digital Design Tools	3	Game Art & Design Electives	
CAR 119 Drawing I	3	CAR 277 Photo Image Enhancement	
CAR 233 Illustration I	3	CIS 131 Mobile App Design & Development	
CAR 294 Conceptual Graphics	3	COM 214 Graphic Production for Digital Media	
COM XXX Character Design	3	CAR 129 Color and Design	
COM XYZ Game Strategy	3	CAR 284 Digital Illustration for Design	
COM XYZ UI & UX for Game Design	3	CAR 295 Multimedia for the Web	
Elective	3		

VPAA Recommendation- Recommend for approval.

Rationale: Several local institutions such as Wilkes University, Kings University, and Pennsylvania College of Technology offer baccalaureate degrees in Gaming related programs. That said, the rationale for the development of this program was to increase interest in esports at LCCC as well as retaining students completing the certificate to enroll in a CIS certificate program. Currently, CIS programs are under enrolled compared to market demand.

Student Success and Workforce Development Committee of the BOT
June 2023

PROGRAM DELETION: AAS, Court Reporting AAS.CRC

Recommendation- Recommend to Delete.

Rationale: There is one student in the AAS Court Reporting Program. Currently, the student is taking classes at Community College of Allegheny County to finish the program's requirements. LCCC has received only five inquiries in the past year. Additionally, it has been difficult to hire faculty for this program.

Student Success and Workforce Development Committee of the BOT
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PROGRAM MODIFICATION: Computer Systems and Security Technology AAS.CST **New Title:** Cyber Security and Networking

Program Mission/Description

The mission of the Computer Systems and Security Technology program is to provide students with the skills necessary to work as a support technician within organizations that provide and utilize diverse IT infrastructures. All of the core courses in the curriculum have practical components that provide students with hands-on experience utilizing essential diagnostic hardware and software development tools. The curriculum focuses on building critical thinking and problem-solving skills with an emphasis on practical applications. Students will refine their skills in the areas of operating systems, computer networks and data security. The program will also prepare a student for further studies and/or certification in areas such as network engineering, information security assurance, forensic computer analysis and advanced cyber security.

Goals

The program provides the student the opportunity:

- Acquire specific knowledge of operating systems, network hardware and security features relevant to professionals within an IT team.
- Acquire relevant skills to prepare the student for career and advanced certifications or degrees.

Learning Objectives

The graduate of this program is able to:

- Function effectively on teams to solve IT related problems utilizing software diagnostic tools.
- Sustain (setup, maintain, and evaluate) network environments.
- Identify and analyze user needs and take them into account in the selection, creation, evaluation or administration of computer-based systems.
- Create (design, program and implement) a secure computer network system.
- Operate (work with, setup, or evaluate) basic analog and digital electronic test equipment effectively.

Required Courses

CST 103 – Operating Systems	3	EMS 207 –or HPE 207 CPR	1
CST 105 – Microcomputer Architecture & Multimedia	3	FYE 101 – First Year Experience	1
CST 115 – Data Communications Infrastructures	3	GET 134 – Introduction to Computer Programming	3
CST XXX Endpoint Security	3	MAT-101 Survey of Mathematics	3
CST 220 – Network Security Issues	3	PSY 103 – Gen Psychology	3
CST 225 – Systems Networking	4	PHI 150 – Introduction to Philosophy	3
CST 227 – Linux Operating Systems	3	PHY 121 – Tech Physics	4
CST 230 – TCP/IP and Network Routers	3	EET 205 – Digital Circuits	3
CST 232 – Computer Forensics	3	ENG 101 – English Composition	3
CJU 215 – Cyber Crime	3	ENG 261 – Technical Communications or	3
EET 120 – Electrical Theory	4	SPE 125 – Fundamentals of Speech	3

Recommendation- Recommend for approval.

Rationale: Title change aligns with program curriculum. A new course in Endpoint Security was added to keep program current.

Student Success and Workforce Development Committee of the BOT
June 2023

PROGRAM MODIFICATION: Biology AS.BIO

Program Mission/Description

The Biology curriculum is designed to prepare students for transfer into Biology programs, Biology science education programs and pre-professional curricula at other institutions for completion of their professional education. A minimum grade of "C" must be earned in all required Science courses.

Goals

This program provides the student the opportunity:

- Understand content specific knowledge in the Biology discipline
- Develop the skills within the Biology discipline to lay the foundation for continued professional development

Learning Objectives

The graduate of this program is able to:

- apply principles and theories in Biology and Chemistry collect, describe and analyze data
- communicate scientific information in a written and/or verbal format utilize critical thinking while problem solving
- describe the techniques involved in the conduction of research use basic laboratory instrumentation
- explain the various possible areas of study in a specific discipline with regards to professional development

Required Courses

BIO-151 Principles of Biology I	4	FYE-101 First Year Experience	1
BIO-152 Principles of Biology II	4	Health and Wellness elective	1
BIO Elective	4	Cultural Awareness/Diversity Elective	3
BIO Elective	3/4	Cultural Awareness/Diversity Elective	3
CHE-151 General Chemistry I	4	MAT-107 Statistics	3
CHE-152 General Chemistry II	4	MAT-151 Calculus I	4
CHE-251 Organic Chemistry I	4	Critical Thinking Elective	3
CHE-252 Organic Chemistry II	4	Critical Thinking Elective	3
CIS-118 Excel for the Sciences	2	SPE-125 Fundamentals of Speech	3
ENG-101 English Composition	3		

Recommendation- Recommend for approval.

Rationale: Major course requirements were modified to align with 4-year transfer institution agreements.

Student Success and Workforce Development Committee of the BOT
June 2023

PROGRAM MODIFICATION: Building Maintenance CS.BLD

Program Mission/Description –

The building maintenance certificate is designed for the student who wants a diversified knowledge in technical trade skills. The student will acquire an understanding in theory and laboratory skills for electrical, plumbing, heating and air conditioning systems. Qualified students may gain entry level positions in a variety of technical occupations such as maintenance electricians, maintenance plumbers.

Goals

This program provides the student the opportunity to:

- acquire basic skills needed for troubleshooting, repairing or replacing plumbing, heating and air conditioning equipment.

Learning Objectives

The graduate of this program is able to:

- explain the basic theory of electric motors and related devices.
- install various types of water pipe materials, fittings, fixtures, and appliances.
- solve and explain methods to prevent potential contamination of drinking water.
- describe the proper procedures to recover, recycle, and reclaim CFC's refrigerants.
- explain the purpose and operation of refrigerant controlled devices.

Required Courses

HAC-101	Basic Air Conditioning	4	PLH-105	Controls for Heating Syst.	4
CEL-103	Basic Construction Wiring	3	HAC-103	Warm Air Heat & A/C Des/Inst or	
PLH-116	Mech. Piping Methods or		CEL-112	Advanced Electrical Const.	4
CEL-101	D.C. and A.C. Fundamentals	4	HAC-106	Controls for Air Conditioning	4
PLH-122	Intro to Hydronic Heat Syst or		CEL-121	Electric Motor Control	I
MAT-103	Math for Industry	3			

Recommendation- Recommend for approval.

Rationale: Changes in program requirements are based on April Advisory Council Feedback and program Internship Sponsor employers.

Student Success and Workforce Development Committee of the BOT
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PROGRAM MODIFICATION: Early Childhood Education AAS.ECE

Program Mission/Description

The Early Childhood Education Program's mission is to provide general education and early childhood education professional experiences to students from diverse backgrounds supporting the pursuit of academic and career goals.

Goals

This program provides the candidate the opportunity to:

- Apply general education and early childhood education knowledge to the creation of effective learning environments for children birth through grade 4.
- Develop skill competencies required for a career in Early Childhood Education by laying the foundation for entrance into the workforce or transfer to a Pre-k to Grade 4 PA teacher certification program.
- Earn an AAS degree in Early Childhood Education by meeting standards outlined by the National Association for the Education of Young Children (NAEYC) and the Pennsylvania Department of Education (PDE).

Learning Objectives

The graduate of this program is able to:

- Make evidence-based decisions to support the development and learning of the child through understanding the domains of the developmental period from birth to 8 years, understanding each child as an individual, and understanding the multiple contexts influencing the development-learning process. (NAEYC Standard 1)
- Create family-teacher-community partnerships and connections to support child development and learning through understanding and knowledge of the value of diversity, through collaboration with families and communities and through the use of community resources in support of partnerships and collaborations as evidenced through family involvement and mock family-teacher conference. (NAEYC Standard 2)
- Observe, document, and assess to record developmental progress and promote positive outcomes for each child based on knowledge of types, purposes, and ethical and appropriate uses of assessments in making instructional choices and plans in collaboration with families and professional colleagues as evidenced through child portfolios and child studies. (NAEYC Standard 3)
- Demonstrate developmentally, culturally, and linguistically appropriate teaching practices through engaging in positive, caring and supportive interactions, recognizing play as the core of teaching practice, and implementing a variety of evidence-based strategies for universal design to create learning environments, advance academic knowledge, provide social/emotional support, and apply relevant anti-bias strategies as evidenced through the planning, implementation, and evaluation of lessons. (NAEYC Standard 4)
- Develop early childhood curriculum based upon knowledge, application, and integration of academic content through the understanding of academic content and use of knowledge gained through Standards 1-4 to develop age-appropriate experiences and modify teaching practices appropriately as evidenced through the development of a play-based curriculum and the presentation of a professional portfolio. (NAEYC Standard 5)
- Demonstrate and articulate ECE professional values, ethics, and philosophy by identifying as an advocate for the field, upholding early childhood professional guidelines, using professional communication skills, continuing to learn, practicing reflective and intentional practice as evidenced through the joining of professional organization, engaging in professional advocacies, and maintaining required clearances. (NAEYC Standard 6)

Student Success and Workforce Development Committee of the BOT
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Required Courses

ART 110 – Art Appreciation or			
MUS 150 – Music Appreciation or			
HIS 201 – American History to 1865 or	3		
Transfer College Requirement			
BIO 121 – General Biology I or	4		
Transfer College Requirement			
ECE 100 – Introduction to Early Childhood	3		
Education			
ECE 101 – Infants and Toddlers	3		
ECE 205 – Health Safety and Nutrition	3		
ECE 207 – Child, Family and Community	3		
ECE 208/PSY 204 – Child Psychology	3		
ECE 210 – Children with Disabilities	3		
ECE 219 – Practicum I: Observation,			
Assessment, and Recordkeeping or			
PAR 219 – Observation Remediation and	3		
Assessment in Literacy and Mathematics			
ECE 220 – Practicum II: Understanding	3		
the Role of Play in Learning			
ECE ECR – Early Childhood Regulations			0
ECE Elective (201, 202, 203 or 204)			3
ECE Elective (201, 202, 203 or 204)			3
ECE Elective (201, 202, 203 or 204)			3
ECE 216 – Early Childhood Program			
Management (workforce) or			
SPE 125 – Fundamental of Speech (transfer)			3
ENG 101 – English Composition or			
Transfer College Requirement			3
ENG 102 – Advanced Composition or			
Transfer College Requirement			3
FYE 101 – First Year Experience			1
HPE 165 – Physical Education for Young Children			1
MAT 109 – Mathematics for Elementary Teachers I or			
Transfer College Requirement			3
MAT 110 – Mathematics for Elementary Teachers II			
or Transfer College Requirement			3
PSY 103 – General Psychology			3
SOC 217 – The Family			3

Recommendation- Recommend for approval.

Rationale: Several ECE courses were revised as well as the ECE program requirements to align with NACEP accreditation standards.

Student Success and Workforce Development Committee of the BOT
June 2023

PROGRAM MODIFICATION: Culinary Arts AAS.FPM

Program Mission/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 from 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 students from local hospitality and food service venues as well as LCCC.

Goals

This program provides the student the opportunity:

- To prepare for employment in the Hospitality and Foodservice Industry.
- To learn introductory management principles as they relate to Hospitality and Food Service Industry.

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, BUS, HRM, CUL, PAS Elective	3	ENG-261 Technical Communications or	3
BIO-110 or higher (Scientific)	3	SPE-125 Fundamentals of Speech (Oral)	1
CRR-101 Career Readiness	1	FYE-101 First Year Experience	1
CUL-101 Culinary Fundamentals I	5	Health & Wellness Elective	2
CUL-111 Foundations for Culinary	4	HRM-102 Safety & Sanitation	3
CUL-211 Foundations for Culinary II	4	HRM -112 Menu Planning	3
CUL-202 Restaurant Operations I	3	CUL-120 Culinary Business or	3
CUL Elective	3	MAT elective (Quantitative)	4
CUL Elective	3	PAS-111 Foundations for Pastry	3
CUL- 250 Restaurant Operations II	3	Critical Thinking	3
ENG-101 English Composition (Written/Information Literacy)	3	CUL-225 America Regional Cuisine	3

Recommendation- Recommend for approval.

Rationale: Two CUL courses were created and replaced existing courses with the aim to improve CUL completion rates.

Student Success and Workforce Development Committee of the BOT

June 2023

PROGRAM Modification: Respiratory Therapy AAS.RES

Program Mission/Description

The Respiratory Therapy Program is a two-year academic program leading to the associate in applied science degree. The objective of the program is to prepare students for entry level respiratory therapist positions in departments of respiratory care; fulfillment of this objective is attained through didactic instruction, college laboratory practice and experimentation, and practical application of skills at clinical affiliates of the Respiratory Therapy Program. Prerequisite and co-requisite courses are required to provide the student with the basic knowledge and skills necessary for comprehension of theoretical principles and application of the same in the performance of the duties of a respiratory therapist.

Emphasis during the respiratory program of study is placed upon the scientific-rational knowledge requisite to the delivery of competent respiratory care, mastery of fundamental respiratory therapy clinical skills, a fundamental knowledge base in cardiopulmonary disorders, and mastery of advanced cardiopulmonary therapeutic and monitoring skills. The extensive clinical practicum experience is necessary for the development of procedural competencies.

The Respiratory Therapy Program is accredited by The Commission on Accreditation for Respiratory Care (CoARC). The CoARC accredits Entry into Professional Practice respiratory care programs at the Associate, Baccalaureate, and Master's degree levels, as well as post-professional Degree Advancement respiratory care programs at the Baccalaureate and Master's degree levels and Advanced Practice respiratory care programs at the graduate level. The CoARC also accredits certificate programs that train sleep disorders specialists offered by any of its accredited respiratory care programs. CoARC accreditation is limited to programs physically located in the United States and its territories. (2020)

As content and skills build within the respiratory therapy curriculum, respiratory therapy courses must be taken in the sequence listed and a minimum grade of C must be achieved in each respiratory therapy course to progress through the program and a minimum cumulative grade point average (GPS) of 2.0 must be maintained to graduate with an A.A.S. Degree in Respiratory Therapy.

Graduates of the Respiratory Therapy Program are eligible to take National Board for Respiratory Care (NBRC) credentialing examinations, i.e., Therapist Multiple Choice Examination (TMC) and Clinical Simulation Examination (CSE). Successful completion of the TMC examination grants the candidate a Certified Respiratory Therapist (CRT) national credential and is a requirement

apply for state licensure in the Commonwealth of Pennsylvania through either the Pennsylvania State Board of Medicine or the Pennsylvania State Board of Osteopathic Medicine. After successfully completing both the TMC and CSE examinations the candidate is granted a Registered Respiratory Therapist (RRT) national credential.

The Pennsylvania State Board of Medicine and Board of Osteopathic Medicine shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the act of April 14, 1972 (P.L. 233, No. 64) known as the "Controlled Substance, Drugs, Device, and Cosmetic Act" or convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country. Cohort or class size is based upon an accreditation assigned limit and availability of laboratory and clinical practicum sites available to the program. This is a selective program. Please refer to Health Science Programs Admission on pages 148 – 150 in the LCCC College Catalog. Respiratory Therapy students must comply with the rules and policies as presented in the respiratory therapy student handbook in addition to those listed in the LCCC College Catalog.

Goals

This program provides the student the opportunity:

- Understand respiratory therapy concepts and principles.
- Learn the applicable skills to function as a respiratory care practitioner.

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Learning Objectives

- Demonstrate competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).
- Demonstrate professional behavior consistent with employer expectations.

Required Courses

BIO 135	Anatomy & Physiology I	4	RTT 111	Fundamentals of Respiratory Therapy I	4
BIO 136	Anatomy & Physiology II	4	RTT 112	Fundamentals of Respiratory Therapy II	7
BIO 251	General Microbiology	4	RTT 121	Applications and Procedures of Respiratory Therapy I	2
CHE 131	Principles of Chemistry I or		RTT 131	Clinical Practicum I	6
CHE 151	General Chemistry I	4	RTT 150	Respiratory Therapy Pharmacology	2
ENG 101	English Composition I	3	RTT 222	Applications and Procedures of Respiratory II	5
EMS 207	CPR	1	RTT 225	Pulmonary Function	3
FYE 101	First Year Experience	1	RTT 225	Pulmonary Function	3
MAT 105	Intermediate Algebra or higher	3	RTT 226	Neonatal and Pediatric Respiratory Care	3
PSY 103	General Psychology	3	RTT 232	Clinical Practicum II	12
RTT 105	Orientation to Respiratory Therapy	2	SPE-125	Fundamentals of Speech or	
			SPE-210	Introduction to Interpersonal Communications	3

Recommendation- Recommend for approval.

Rationale: Several RTT courses were revised as well as the RTT program requirements to align with CoARC accreditation standards. Program objectives revised to align with course objective changes.

Student Success and Workforce Development Committee of the BOT
June 2023

Program Proposals:	Course Proposals:
2 new	7 new
1 deletion	
1 title change	
<u>5 modifications</u>	<u>20 modifications</u>
9 TOTAL	27 TOTAL

**AUDIT, FINANCE AND
FACILITIES COMMITTEE
ACTION ITEMS**

8A



Cheryl Baur
Vice President of Finance
Luzerne County Community College
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June 27th, 2023

President Leary,

Attached are the 2024FY Budgets for Operating, Bookstore, Food Services, Student Activities and Capital. The College can expect to generate approximately \$40.6 million in revenue and estimated expenses are \$43 million. A transfer of \$1.7 million from the Operating Fund will balance the Bookstore, Food Service, Student Activities and Capital budgets. Due to our scrutiny of all expenses as well as funding from lost revenue due to the Coronavirus Pandemic, the College has continued to increase cash reserves. Cash reserves will offset the deficit between revenue and expenses.

The budget proposal includes several strategies to reduce the shortfall including discipline around replacing staff and faculty vacancies, an administrative plan to maintain a level operating budget as well as academic initiatives. Salaries and benefits represent 77% of total expenses, down 7% from FY2019. Employee headcount for the budget is 298 for FY2024. The College is not replacing 57.5% of vacancies in the fiscal year. College leadership agrees the positions included in the budget are the appropriate staffing levels to remain fiscally responsible while continuing to meet the needs of our students.

Tuition will increase by \$5 per credit or 3.57%. The \$40 online fee will be removed for online courses. Technology fees will increase by \$10 to help the College fund the significant increases in technology expenses as well as to maintain revenue to pay for the Student Learning Management System.

The College is facing challenges driven by level state and county funding, salaries and benefits due to contractual obligations, level tuition and fees during the pandemic and other inflationary expenses. The Finance Division, already disciplined in managing the current budget to ensure we are not exceeding the budget, will continually analyze the budget and provide recommendations to leadership to implement necessary allocation adjustments on a timely basis.

The final budgets will be presented to the Board of Trustees this evening.

Sincerely,

Cheryl Baur

8A.

Luzerne County Community College

2023-2024

Operating, Capital and Auxiliary Enterprises



Luzerne County Community College

2024FY Operating Budget

Operating Fund	2023FY Budget	2024FY Budget	% Of Budget	Difference From Prior Year Budget	% Change
Expenses					
1. Salaries					
Faculty	\$ 8,192,099.65	\$ 8,117,816.07	18.9%	\$ (74,283.58)	-1%
Classified	\$ 4,290,354.79	\$ 4,533,614.55	10.5%	\$ 243,259.76	6%
Administrators	\$ 3,836,939.48	\$ 3,712,735.16	8.6%	\$ (124,204.32)	-3%
Adjunct Faculty	\$ 1,815,000.00	\$ 1,815,000.00	4.2%	\$ -	0%
Overload Pay For FT Faculty	\$ 1,750,000.00	\$ 1,750,000.00	4.1%	\$ -	0%
Security	\$ 258,381.97	\$ 225,461.33	0.5%	\$ (32,920.64)	-13%
Non-Credit Instructors	\$ 130,000.00	\$ 142,500.00	0.3%	\$ 12,500.00	10%
Dept Chair & Coordinators	\$ 170,000.00	\$ 175,000.00	0.4%	\$ 5,000.00	3%
Overtime Pay For FT Faculty	\$ 40,000.00	\$ 15,000.00	0.0%	\$ (25,000.00)	-63%
Work Study Program/Tutors	\$ 80,000.00	\$ 80,000.00	0.2%	\$ -	0%
Total Salary	\$ 20,562,775.89	\$ 20,567,127.11	47.8%	\$ 4,351.22	0%
2. Benefits					
Health Care	\$ 6,695,005.89	\$ 6,976,648.81	16.2%	\$ 281,642.92	4%
Retirement - TIAA	\$ 1,491,767.29	\$ 1,458,120.20	3.4%	\$ (33,647.09)	-2%
Retirement - State	\$ 974,605.10	\$ 1,019,463.01	2.4%	\$ 44,857.91	5%
FICA/Social Security & Medicare	\$ 637,446.05	\$ 637,580.94	1.5%	\$ 134.89	0%
Health Care Waivers	\$ 830,809.63	\$ 801,423.92	1.9%	\$ (29,385.71)	-4%
Early Retirement Incentives	\$ 600,000.00	\$ 600,000.00	1.4%	\$ -	0%
Retirement - PSERS	\$ 310,678.68	\$ 455,649.90	1.1%	\$ 144,971.22	47%
Other	\$ 225,000.00	\$ 225,000.00	0.5%	\$ -	0%
Dental	\$ 191,290.64	\$ 192,470.00	0.4%	\$ 1,179.36	1%
Life Insurance	\$ 93,622.96	\$ 102,172.92	0.2%	\$ 8,549.96	9%
Disability	\$ 33,184.04	\$ 41,734.00	0.1%	\$ 8,549.96	26%
Vision	\$ 27,685.08	\$ 30,000.00	0.1%	\$ 2,314.92	8%
Total Benefits	\$ 12,111,095.36	\$ 12,540,263.70	29.2%	\$ 429,168.34	4%
3. Remaining Expenses					
Utilities	\$ 1,216,670.00	\$ 1,300,570.00	3.0%	\$ 83,900.00	7%
Miscellaneous - All Other Expenses	\$ 1,389,850.00	\$ 1,351,794.00	3.1%	\$ (38,056.00)	-3%
Supplies	\$ 1,339,783.00	\$ 1,431,775.70	3.3%	\$ 91,992.70	7%
Technology Software & Equipment	\$ 910,720.00	\$ 1,074,340.51	2.5%	\$ 163,620.51	18%
Contracted Services	\$ 929,559.00	\$ 1,191,834.00	2.8%	\$ 262,275.00	28%
Maintenance Agreements	\$ 500,650.00	\$ 562,450.00	1.3%	\$ 61,800.00	12%
Advertising	\$ 546,000.00	\$ 575,800.00	1.3%	\$ 29,800.00	5%
Travel & Conference	\$ 203,818.00	\$ 212,765.00	0.5%	\$ 8,947.00	4%
Equipment Repairs	\$ 176,225.00	\$ 201,225.00	0.5%	\$ 25,000.00	14%
Insurances	\$ 255,000.00	\$ 255,000.00	0.6%	\$ -	0%
Total Remaining Expenses	\$ 7,468,275.00	\$ 8,157,554.21	19.0%	\$ 689,279.21	9%
4. Budget Adjustments					
Transfer to Other Funds	\$ 1,681,451.80	\$ 1,734,310.00	4.0%	\$ 52,858.20	3%
Total Expenses	\$ 41,823,598.05	\$ 42,999,255.02		\$ 1,175,656.97	3%



Luzerne County Community College 2024FY Operating Budget

Operating Fund	2023FY Budget	2024FY Budget	% Of Budget	Difference From Prior Year Budget	% Change
<i>Revenue</i>					
1. Sponsorships					
Commonwealth of PA	\$ 13,152,459.60	\$ 13,165,225.00	30.6%	\$ 12,765.40	0%
Luzerne County	\$ 5,897,500.00	\$ 5,897,500.00	13.7%	-	0%
Total Sponsorships	\$ 19,049,959.60	\$ 19,062,725.00	44.3%	\$ 12,765.40	0%
2. Tuition					
Fall - (In-County)	\$ 4,012,394.77	\$ 3,820,126.95	8.9%	\$ (192,267.82)	-5%
Fall - (Out-of-County)	\$ 1,564,858.16	\$ 1,431,598.96	3.3%	\$ (133,259.20)	-9%
Fall - (Out-of-State & Interntl)	\$ 227,228.69	\$ 241,043.30	0.6%	\$ 13,814.61	6%
Fall - (Early College)	\$ 160,942.70	\$ 241,207.55	0.6%	\$ 80,264.85	50%
Spring - (In-County)	\$ 3,260,073.29	\$ 3,392,524.31	7.9%	\$ 132,451.02	4%
Spring - (Out-Of-County)	\$ 1,355,763.34	\$ 1,325,115.28	3.1%	\$ (30,648.06)	-2%
Spring - (Out-of-State & Interntl)	\$ 245,731.51	\$ 193,219.88	0.4%	\$ (52,511.63)	-21%
Spring - (Early College)	\$ 198,251.50	\$ 226,661.33	0.5%	\$ 28,409.83	14%
Summer 1	\$ 895,000.68	\$ 1,094,296.50	2.5%	\$ 199,295.82	22%
Summer 2	\$ 252,611.26	\$ 263,695.57	0.6%	\$ 11,084.31	4%
Winter Intersession	\$ 135,796.20	\$ 147,925.33	0.3%	\$ 12,129.13	9%
Other Tuition	\$ 110,000.00	\$ 382,000.00	0.9%	\$ 272,000.00	247%
Total Tuition	\$ 12,418,652.10	\$ 12,759,414.96	29.7%	\$ 340,762.86	3%
3. Fees					
General Service	\$ 2,123,985.46	\$ 1,958,097.77	4.6%	\$ (165,887.69)	-8%
Technology	\$ 1,899,948.06	\$ 2,480,230.63	5.8%	\$ 580,282.57	31%
Course	\$ 1,550,491.28	\$ 1,590,000.00	3.7%	\$ 39,508.72	3%
Other	\$ 92,000.00	\$ 147,100.00	0.3%	\$ 55,100.00	60%
Total Fees	\$ 5,666,424.80	\$ 6,175,428.40	14.4%	\$ 509,003.60	9%
4. Other					
Miscellaneous	\$ 799,680.00	\$ 1,194,300.00	2.8%	\$ 394,620.00	49%
Interest Income	\$ 250,000.00	\$ 1,443,756.00	3.4%	\$ 1,193,756.00	478%
Total Other	\$ 1,049,680.00	\$ 2,638,056.00	6.1%	\$ 1,588,376.00	151%
5. Adjustments to Balance Budget					
Adjustments to Balance Budget	\$ 3,638,881.55	\$ 2,363,630.66	5.5%	\$ (1,275,250.89)	-35%
Total Revenue					
	\$ 41,823,598.05	\$ 42,999,255.02		\$ 1,175,656.97	3%

Operating Fund - 2024FY	
Total of Expenses	\$ 42,999,255.02
Total of Revenue	\$ 42,999,255.02
Difference	\$ -



Luzerne County Community College

2024FY Bookstore Budget

Bookstore Fund	2023FY Budget	2024FY Budget	% Of Budget	Difference From Prior Year Budget	% Change
<i>Expenses</i>					
Salary	\$ 106,906.40	\$126,620.74	58%	\$ 19,714.34	18%
Benefits	\$ 83,549.01	\$90,942.61	42%	\$ 7,393.60	9%
Miscellaneous	\$ 550.00	\$250.00	0%	\$ (300.00)	-55%
Total Expenses	\$ 191,005.41	\$ 217,813.35	100%	\$ 26,807.94	14%
<i>Revenue</i>					
Commissions From Follett	\$ 200,000.00	\$202,000.00	93%	\$ 2,000.00	1%
Interest Income	\$ 23,953.00	\$10,280.00	5%	\$ (13,673.00)	-57%
Transfer to Operating Funds	\$ (32,947.59)	\$5,533.35	3%	\$ 38,480.94	-117%
Total Revenue	\$ 191,005.41	\$ 217,813.35	100%	\$ (11,673.00)	14%

Bookstore Fund - 2024FY	
Total of Expenses	\$ 217,813.35
Total of Revenue	\$ 217,813.35
Difference	\$ 0.00



Luzerne County Community College

2024FY Food Services Budget

Food Services Fund	2023FY Budget	2024FY Budget	% Of Budget	Difference From Prior Year Budget	% Change
<i>Expenses</i>					
Salary	\$ 188,885.40	\$261,124.30	44%	\$ 72,238.90	38%
Benefits	\$ 83,754.97	\$132,826.50	22%	\$ 49,071.53	59%
Food Supplies	\$ 145,000.00	\$155,000.00	26%	\$ 10,000.00	7%
Credit Card Fees	\$ 10,000.00	\$8,000.00	1%	\$ (2,000.00)	-20%
Office Supplies	\$ 6,500.00	\$4,000.00	1%	\$ (2,500.00)	-38%
Miscellaneous	\$ 38,500.00	\$38,500.00	6%	\$ -	0%
Total Expenses	\$ 472,640.37	\$ 599,450.80	100%	\$ 126,810.43	27%
<i>Revenue</i>					
Food Sales	\$ 200,000.00	\$210,000.00	35%	\$ 10,000.00	5%
Vending Sales	\$ 50,000.00	\$51,000.00	9%	\$ 1,000.00	2%
Interest Income	\$ 11,292.00	\$83,653.00	14%	\$ 72,361.00	641%
<i>Transfer of Operating Funds</i>	\$ 211,348.37	\$254,797.80	43%	\$ 43,449.43	21%
Total Revenue	\$ 472,640.37	\$ 599,450.80	100%	\$ 126,810.43	27%

Food Services Fund - 2024FY	
Total of Expenses	\$ 599,450.80
Total of Revenue	\$ 599,450.80
Difference	\$ 0.00



Luzerne County Community College

2024FY Student Activities Budget

Student Activities Fund	2023FY Budget	2024FY Budget	% Of Budget	Difference From Prior Year Budget	% Change
Expenses					
Club Activity	\$ 123,100.00	\$87,200.00	29%	\$ (35,900.00)	-29%
Supplies - Department/Office	\$ 60,500.00	\$44,500.00	15%	\$ (16,000.00)	-26%
Salary - Coaches/Advisors	\$ 44,900.00	\$54,050.00	18%	\$ 9,150.00	20%
Transportation	\$ 36,000.00	\$37,750.00	13%	\$ 1,750.00	5%
Consultants/Honoraria	\$ 13,050.00	\$45,000.00	15%	\$ 31,950.00	245%
Independent Contractors	\$ 11,000.00	\$10,000.00	3%	\$ (1,000.00)	-9%
Supplies - Other	\$ 5,000.00	\$5,000.00	2%	-	0%
Athletic Activity	\$ 4,450.00	\$14,500.00	5%	\$ 10,050.00	226%
Special Activity	\$ 2,000.00	\$2,000.00	1%	-	0%
Total Expenses	\$ 300,000.00	\$ 300,000.00	100%	\$ -	0%
Revenue					
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 - 2024FY	
Total of Expenses	\$ 300,000.00
Total of Revenue	\$ 300,000.00
Difference	\$ -



Luzerne County Community College

2024FY Capital Budget

Capital Fund	2023FY Budget	2024FY Budget	% Of Budget	Difference From Prior Year Budget	% Change
<i>Expenses</i>					
Facility Leases	\$ 694,600.40	\$697,977.63	23%	\$ 3,377.23	0%
Equipment Purchases/Leases	\$ 568,701.00	\$504,900.00	16%	\$ (63,801.00)	-11%
Debt Service	\$ 1,792,341.62	\$1,813,069.12	59%	\$ 20,727.50	1%
Architect	\$ 50,000.00	\$50,000.00	2%	\$ -	0%
Total Expenses	\$ 3,105,643.02	\$ 3,065,946.75	100%	\$ (39,696.27)	-1%
<i>Revenue</i>					
State Appropriation	\$ 1,366,150.00	\$1,334,850.00	44%	\$ (31,300.00)	-2%
Luzerne County Appropriation	\$ 272,500.00	\$272,500.00	9%	\$ -	0%
Capital Fees	\$ 250,000.00	\$268,015.00	9%	\$ 18,015.00	7%
Sale of Assets	\$ 10,000.00	\$10,000.00	0%	\$ -	0%
Interest Income	\$ 3,942.00	\$6,602.00	0%	\$ 2,660.00	67%
<i>Transfer of Operating Funds</i>	\$ 1,203,051.02	\$1,173,979.75	38%	\$ (29,071.27)	-2%
Total Revenue	\$ 3,105,643.02	\$ 3,065,946.75	100%	\$ (39,696.27)	-1%

Capitals Fund - 2024FY	
Total of Expenses	\$ 3,065,946.75
Total of Revenue	\$ 3,065,946.75
Difference	\$ -

Recommend Approval of Bid 509 - Furniture Purchase Main Campus and Hazleton Center

Recommend the Luzerne County Community College Board of Trustees approve the award of the Furniture Purchase Main Campus and Hazleton Center bid to the lowest responsible bidders: Phillips Supply Company in the amount of \$35,168.65 and Educational Furniture Solutions, LLC in the amount of \$5,183.00; and direct purchases to the following vendors for items which had no bid submitted: Nova Solutions in the amount of \$1,752.10, and DISPLAYS2GO in the amount of \$372.04 for a total bid award/direct purchase cost of \$42,475.79.

Rationale:

In order to maintain a functional workspace and welcoming space for students, furniture in the Registrar's Office is being replaced. Additionally, a new office suite in the Hazleton Center is being created to welcome and meet with students and prospective students.

Funds for this purchase are available with a previously approved capital allocation. The College uses the budget process to identify and request necessary replacements and purchases.

TO: Thomas P. Leary, President

FROM: Cheryl Baur, Vice President of Finance

DATE: June 7, 2023

RE: Furniture Purchase Main Campus and Hazleton Center Bid #509

.....
In order to maintain a functional workspace and welcoming space for students, the Finance Division prepared bid documents to purchase furniture. The bid was advertised on Wednesday, April 5, 2023; bids were opened on Tuesday, May 2, 2023.

Bid documents were sent to seven (7) bidders and posted to the College's website. Four (4) vendors submitted bids with the following results:

Vendor	Main Campus	Hazleton Center	Associated Fees	Total
Phillips Supply Company	\$24,213.25	\$10,955.40	included	\$35,168.65
EFS, LLC	\$4,468.00	\$0.00	\$715.00	\$5,183.00
BMC Office Furniture	Not all the items that we bid - unmarked substitutes			
WB Mason Company Inc.	Disqualified - no bid security or sealed bid			
Nova Solutions	\$1,752.10	\$0.00	\$0.00	\$1,752.10
DISPLAYS2GO	\$372.04	\$0.00	\$0.00	\$372.04
				\$42,475.79

We have reviewed the bids and recommend awarding to the lowest responsible bidders: Phillips Supply Company in the amount of \$35,168.65 and Educational Furniture Solutions, LLC in the amount of \$5,183.00; and direct purchases to the following vendors for items which had no bid submitted: Nova Solutions in the amount of \$1,752.10, and DISPLAYS2GO in the amount of \$372.04 for a total bid award/direct purchase cost of \$42,475.79.

Funds for this purchase are available with a previously approved capital allocation. The College uses the budget process to identify and request necessary replacements and purchases.

Recommend approval of Bid # 510 - Computers & Technology Hardware Replacement Plan.

Recommend the Luzerne County Community College Board of Trustees approve the award of Bid # 510:

Part A:

Section A – Dell/HP Computers

- CDW Government in the amount of **\$175,052.00**

Section B – Apple Computers

- CDW Government for Apple computers in the amount of **\$50,989.36**

Section C – Miscellaneous Technology Hardware

- ConvergeOne for lowest submitted miscellaneous technology items in the amount of \$9,602.90;
- B&H Photo for the lowest submitted miscellaneous technology items in the amount of \$6,979.95;
- CDW Government for lowest submitted miscellaneous technology items in the amount of \$68,199.19;
- Total Section C = **\$84,782.04**

Section D – Networking Hardware

- IntegraONE for Networking hardware in the amount of **\$21,815.17**

Section E – CCTV Equipment

- ConvergeOne for Networking hardware in the amount of **\$4,994.40**

The total amount for sections A through E is **\$337,632.97**.

Part B: Leasing

Recommend the Luzerne County Community College Board of Trustees approve **First American Equipment Financing** proposal for the lease financing.

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. The College continues to receive funding from the Commonwealth of PA to support a portion of these leasing costs.



TO: Thomas P. Leary, President
FROM: Len Olzinski, Director of Purchasing
RE: Bid # 510 – COMPUTERS & TECHNOLOGY HARDWARE - (Board Approval Required)
DATE: May 31, 2023

Bid # 510 was advertised on April 17, 2023 and specifications were sent to 30 vendors. The College opened the bids on May 9, 2023. Four (4) bid responses were received. The bid was comprised of 5 sections (A, B, C, D, and E) and bidders could submit bids on individual sections and individual items within each section (partial bids are considered). The results are as follows:

The bids were reviewed by myself and Trish Yench, Chief Information Officer. Mrs. Yench and I recommend the bid be awarded to the lowest responsible bidders.

Section A – Dell/HP Computers

- **ConvergeOne** - \$377,626.50
- **CDW Government** - \$175,052.00

Section B - Apple Computers

- **ConvergeOne** - \$62,922.80
- **CDW Government** - \$50,989.36

Section C – Miscellaneous Technology Hardware

- **ConvergeOne** – \$98,060.22
- **CDW Government** - \$78,512.04 *(NOTE: This is a partial bid since 2 items were excluded. CDW also sent a revised quote on the Promethean Board after bid opening due to specified model End of Life/no longer available. This total reflects the price revision - original bid amount was \$75,168.55 for this section.)*
- **B&H Photo** - \$31,413.15 *(NOTE: This is a partial bid on only 6 of 23 items. Also, B&H Photo sent a revised quote on Samsung TVs/Digital Signs after the bid opening due to specified model End of Life/no longer available. This total reflects the price revision – original bid amount was \$31,279.85 for this section.)*
- **IntegraOne** - \$2,183.11 *(NOTE: This is a partial bid on only 1 of 23 items.)*

Section D – Networking Hardware

- **ConvergeOne** - \$29,296.05
- **IntegraONE** - \$21,815.17

Section E – CCTV Equipment

- **ConvergeOne** - \$4,994.40

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

Section A – Dell/HP Computers

- CDW Government in the amount of **\$175,052.00**

Section B – Apple Computers

- CDW Government for Apple computers in the amount of **\$50,989.36**

Section C – Miscellaneous Technology Hardware

- ConvergeOne for lowest submitted miscellaneous technology items in the amount of \$9,602.90;
- B&H Photo for the lowest submitted miscellaneous technology items in the amount of \$6,979.95;
- CDW Government for lowest submitted miscellaneous technology items in the amount of \$68,199.19;
- Total Section C = **\$84,782.04**

Section D – Networking Hardware

- IntegraONE for Networking hardware in the amount of **\$21,815.17**

Section E – CCTV Equipment

- ConvergeOne for Networking hardware in the amount of **\$4,994.40**
-

The total amount for sections A through E is **\$337,632.97**.

Leasing:

Leasing proposals for the financing were obtained based upon our original estimate of \$340,000 and are as follows:

1. California First Leasing Corporation – Four annual payments of \$93,052.77 for a total of \$372,211.08.
2. First American Equipment Financing – Four annual payments of \$92,044.80 for a total of \$368,179.20.
3. Insight Financial Services – Four annual payments of \$95,686.88 for a total of \$382,747.52.

I recommend selecting the First American 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 \$337,632.97.

Recommend Approval of Bid 511 – Kitchen Equipment

Recommend the Luzerne County Community College Board of Trustees approve the award of the Kitchen Equipment bid to the lowest responsible bidder: Rice's Food Equipment and Consulting, Inc. in the amount of \$52,985.00.

Rationale:

There is an equipment replacement plan in place at the College where equipment is evaluated and replaced as needed based on age, functionality, and available funding. The kitchen equipment being replaced in this bid is being replaced based on age, functionality, and available funding. Most of the equipment being replaced is located in the Trailblazer Café and original to the Campus Center – approximately 25 years old. The remaining equipment is located in the Educational Conference Center kitchen and at least 25 years old.

Funds for this purchase are available with line items for equipment within the Food Service budget. The College uses the budget process to identify and request necessary replacements and purchases.

TO: Thomas P. Leary, President

FROM: Cheryl Baur, Vice President of Finance

DATE: June 7, 2023

RE: Bid #511 Kitchen Equipment

.....
There is an equipment replacement plan in place at the College where equipment is evaluated and replaced as needed based on age, functionality, and available funding. The bid was advertised on Friday, April 21, 2023; bids were opened on Monday, May 15, 2023.

Bid documents were sent to five (5) bidders and posted to the College's website. Two (2) vendors submitted bids with the following results:

Vendor	Total
Rice's Food Equipment & Consulting, Inc.	\$52,985.00
Douglas Equipment	\$60,143.68

We have reviewed the bids and recommend awarding the lowest responsible bidder: Rice's Food Equipment and Consulting, Inc. in the amount of \$52,985.00.

The kitchen equipment being replaced in this bid is being replaced based on age, functionality, and available funding. Most of the equipment being replaced is located in the Trailblazer Café and original to the Campus Center – approximately 25 years old. The remaining equipment is located in the Educational Conference Center kitchen and at least 25 years old.

Funds for this purchase are available with line items for equipment within the Food Service budget. The College uses the budget process to identify and request necessary replacements and purchases.

Recommend Approval of Bid – PSTI Truck Driving Course Repair

Recommend the Luzerne County Community College Board of Trustees approve the award of the Public Safety Training Institute (PSTI) Truck Driving Course Repair bid to the lowest responsible bidder: M & J Excavation, Inc. in the amount of \$79,000. In addition, an 8% project contingency (\$6,320) is possible and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$7,497.10 for a total project cost of \$92,817.10.

Rationale:

The PSTI truck driving course has experienced a high volume of use due to the CDL Truck Driving Program provided by our partners, CC Training, LLC., and is in need of repair. The course is used almost daily year-round to help prepare students to take and pass their state's Commercial Driver's License test - all in just four weeks or nine weekends!

Large potholes have opened up in the turning areas and need to be repaired with more appropriate drainage added to the area. In addition, the surrounding surface cracks will be cleaned and sealed to ultimately extend the useful life of the full course.

Funding for this project is available in part with a line item in the PSTI budget as well as with a previously approved capital allocation. 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 Baur, Vice President of Finance

DATE: June 7, 2023

RE: Bid – PSTI Truck Driving Course Repair

.....
The PSTI truck driving course has experienced a high volume of use due to the CDL Truck Driving Program provided by our partners, CC Training, LLC., and is in need of repair. The bid was advertised on Friday, April 28, 2023, and a mandatory pre-bid meeting was held on Wednesday, May 10, 2023; bids were opened on Monday, May 22, 2023.

Bid documents were sent to five (5) bidders and posted to the College’s website. Four (4) vendors submitted bids with the following results:

Contractor	Base Bid	Add Alternate #1	Total
American Asphalt	\$ 114,260.00	\$ 6,468.00	\$ 120,728.00
H & K Group	\$ 77,275.62	\$ 11,030.64	\$ 88,306.26
M & J Excavation, Inc.	\$ 65,000.00	\$ 14,000.00	\$ 79,000.00
Staferski Paving Company, Inc.	\$ 76,679.00	\$ 10,852.00	\$ 87,531.00

Greenman-Peterson, Inc. (GPI), the engineering partners paid through hemmler + camayd architects, descoped the apparent low bidder and recommend M & J Excavation, Inc. and we agree. We recommend awarding the bid to the lowest responsible bidder: M & J Excavation, Inc. in the amount of \$79,000. In addition, an 8% project contingency (\$6,320) is possible and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$7,497.10 for a total project cost of \$92,817.10.

The course is used almost daily year-round to help prepare students to take and pass their state's Commercial Driver's License test - all in just four weeks or nine weekends! Large potholes have opened up in the turning areas and need to be repaired with more appropriate drainage added to the area. In addition, the surrounding surface cracks will be cleaned and sealed to ultimately extend the useful life of the full course.

Funding for this project is available in part with a line item in the PSTI budget as well as with a previously approved capital allocation. 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 5, 2023

Natalie Staron
Finance Division Administrator
Luzerne County Community College
521 Trailblazer Drive
Nanticoke PA 18634

Re: **PSTI Truck Driving Course Repairs**
SCR-2202098.00

Dear Natalie,

GPI has completed a descoping meeting with apparent low bidder for the above noted project, M&J Excavation, Inc. The meeting discussed the following items:

1. The contractor acknowledged they used Prevailing Wage Rates for their quote
2. They acknowledged they will provide pay apps with the partial release of liens as required
3. We discussed the project briefly and they showed a good knowledge of the work to be completed, including the alternate, if accepted.

Per our descoping meeting, GPI is recommending that Luzerne County Community College award the PSTI Truck Driving Course Repairs project to M&J Excavation, Inc.

Sincerely,



Matthew Chorba, PE, PLS, LEED-AP
Senior Civil Engineer
52 Glenmaura National Blvd.
Suite 302
Scranton, PA 18505

**COMPLIANCE, LEGAL AFFAIRS,
POLICIES, HUMAN RESOURCES
DIVERSITY & INCLUSION
COMMITTEE
ACTION ITEMS**

<p><u>TITLE: RIGHT TO KNOW OPEN RECORDS POLICY</u></p> <p><u>DATE(S) OF POLICY AND POLICY REVISION APPROVALS: _____, __, 2023;</u> <u>December 8, 2009</u></p>
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Luzerne County Community College will follow the Pennsylvania Right-To-Know Law (Act 3 of 2008, as signed by Gov. Edward G. Rendell on February 14, 2008, effective January 1, 2009) regarding public access to a record or an agency's written notice to a requester granting, denying or partially granting and partially denying access to a record and for insuring a prompt response to a request when appropriate.

The FERPA regulation distinguishes and classifies the information in a student's education records as being either directory or non-directory information. The directory or public information is that which is generally not considered harmful or an invasion of privacy if it is released. Luzerne County Community College directory information includes name, electronic mail address, and major field of study.