

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

**Date: Tuesday, October 26 2021**

**Time: 6:00 PM**

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

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
<b>Pledge of Allegiance</b>	Daniel Rodgers, Board Chair, asked attendees to rise for the Pledge of Allegiance.	
<b>1. Roll Call</b>	<b>Present:</b> Joan M. Blewitt, Ph.D.; James Dennis; Lynn M. Distasio; Holly A. Evanoski, Secretary; Bernard W. Graham, Ph.D.; Paul Halesey; Erin K. Keating, Ed.D.; Joseph Lettiere; Catherine R. O'Donnell, Esq., Vice Chair; Daniel C. Rodgers, Board Chair; Anthony Seiwell; Susan E. Unvarsky; David James Usavage; Kevin Walsh, Esq., College Solicitor.  <b>Excused:</b> George Brown, August Piazza	
	<i>Daniel Rodgers, Board Chair, reported prior to the start of the October 26, 2021, Board meeting an Executive Session was held to discuss personnel and litigation issues.</i>	
<b>Public Comment</b>	Daniel Rodgers, Board Chair, opened the floor for public comment. No comments from the public were received.	No comments.
<b>2. Approval of August 31, 2021, Board Minutes</b>	2. Daniel Rodgers, Board Chair, recommended approval of the August 31, 2021 Board meeting minutes.	2. Approved. Motion made by Erin K. Keating; Ed.D.; seconded by David James Usavage.  Vote was all "yes". Motion carried.

AGENDA ITEM	NOTES	ACTION TAKEN/FOLLOW UP ACTION NEEDED
<b>3. Approval of October 26, 2021, Board Agenda</b>	3. Daniel Rodgers, Board Chair, recommended approval of the October 26, 2021 Board agenda.	3. Approved. Motion made by Bernard W. Graham, Ph.D.; seconded by Joan M. Blewitt, Ph.D.  Vote was all “yes”. Motion carried.
<b>4. Report of Officers and Agents</b>		
<b>❖ President’s Report</b> <b>Treasurer’s Report</b>	<p>President Leary began his report by noting, on Tuesday, October 19<sup>th</sup>, 2021, a Ribbon Cutting ceremony was held to celebrate the 20<sup>th</sup> Anniversary of the Luzerne County Community College Hazleton Center. The program included remarks presented by Board Chair Rodgers, Kim Whalen, Director of the Hazleton Center, Rosana Reyes, Vice President of Enrollment Management and Student Affairs, as well as LCCC student representatives and business leaders.</p> <p>A tour of the Center and it's new MAC computer lab and science lab demonstrations were included. The College also announced a new Communication Arts programs offered at the Center in Web Design and Digital Design. In conjunction with the celebration, an open house was held for the community. The MAC computer lab is important with respect to the College’s initiative to provide micro-credentialing which will prepare individuals with short term training is an initiative that the College is further enhancing in other programs</p> <p>The new Science lab will provide students the important opportunity to begin their pursuit with admission into our Health Science programs including Nursing, Respiratory Therapy, Surgical Technology and Dental Hygiene. This is a reflection to the College’s response for our growing interest in enrollment in the Hazleton Community.</p>	

On Wednesday, October 20th, the College held its second college-wide Professional Development Day Program. The program included Sexual Assault Awareness as National Domestic Violence Awareness month is observed during the month of October. An informative presentation was provided by Ms. Tammi Burke, Supervisor of Client Services, Victims Resource Center.

With a continued focus on **Diversity, Equity and Inclusion** Dr. Ellen E. Newell, **Associate Professor of Social Psychology at Wilkes University** was our guest speaker, providing an informative 90 minutes presentation and engaging activity session. **In 2020**, Dr. Newell, was the recipient of the **President's Award for Excellence in Diversity** at Wilkes University for her efforts in embracing differences and uniqueness through sincerity, awareness, inclusion and sensitivity.

The Luzerne County Community College Career Services Office will host the annual Health Sciences Career Fair on November 2 at the Francis S. and Mary Gill Carrozza, R.N. Health Sciences Center in downtown Nanticoke; and a Fall Career Fair at the main campus is scheduled for November 17<sup>th</sup>. The career fair is free and open to the public. The College will also hold an open house this Saturday, November 6 on the main campus.

President Leary also reported that Dr. Graceann Platukus provided to the Board's Academic Committee with an update on the Strategic Planning Development framework and Planning Timeline. As we conclude our Strategic Plan of 2021, we are transitioning to build a new Strategic Plan that is being development by our Strategic Planning Task Force – it will be presented for feedback and approval by the President's Leadership Team over the next few weeks, then onto the Board of Trustees for their review and approval.

President Leary introduced Sue Spry, Associate Vice President of Academic Affairs, who provided an update on the College's CDL program.

Associate Vice President Sue Spry stated there are few other industry credentials that individuals can achieve after a short training program that has the economic impact like a Commercial Driver License (“CDL”). Since the 1980’s the College has offered a CDL; over last few years the College partnered with CC Training to deliver the instructional component of the program. The classes for CDL run Monday through Friday, 7:30 a.m. to 5:30 p.m., and complete in a 4-week period. A weekend program is offered on Saturday and Sunday, those students complete the program in 9 weeks. The majority of the program is hands-on training spending three weeks on the range (PSTI), on road, surface streets and highways. Students receive the CDL exam as part of the course and leave the course as a Commercial Drivers’ License holder. Placement rate is approximately 88% which goes up approximately 6-months after the student takes the exam. Recruiters offer sign-on bonus and other quality of life benefits. Women are also being sought as well as other diverse populations.

The classes only allow 8 students; and the College is seeing 1-3 women in each class. We produce 125 CDL graduates throughout the year but it is nearly not enough for the demand for CDL holders. The demand for CDL drivers is expected to increase by 6% each year up to 2030.

Our CDL program is exemplary; the range of programming we provide at Luzerne County Community College from short term training to the Associate level, many students go beyond the associates’ level. A big part of the mission at the College is around access to programing; and the CDL program is very accessible to a diverse range of students regardless of their academic preparation.

Corey Arnold was to present a testimonial; however, due to traffic delays in New York the College will arrange to invite Mr. Arnold to a future Board meeting to speak about his experience at LCCC.

<p><b>❖ Foundation Report</b></p>	<p>Rebecca Brominski, Executive Director of Institutional Advancement remarked that the past few weeks have been very busy for LCCC Alumni Association and Foundation.</p> <p>On Saturday, October 16<sup>th</sup>, the Alumni Association welcomed hundreds of guests to the 32<sup>nd</sup> Annual Craft Festival, raising an all-time high of \$14,000 that will support student scholarships as well as alumni community outreach.</p> <p>Last week the Foundation welcomed over 250 community leaders and donors to the 29<sup>th</sup> Annual Scholarship Celebration – this event allows our student scholarship recipients the opportunity to meet their donors. To date we have raised over \$70,000.</p> <p>To wrap up the week the Foundation celebrated the 15<sup>th</sup> anniversary of the Schulman Gallery. The evening welcomed over 130 guests and concluded with Roxanne Schulman announcing the establishment of a new scholarship honoring the legacy of Mrs. Schulman’s late husband Dr. Norman Schulman. The Dr. Norman Schulman Scholarship will be awarded in the Fall 2022 to a Communication Arts major.</p> <p>This November the College will celebrate the 5<sup>th</sup> anniversary of the Peter J. Lello Student Food Bank. Since its inception the Food Bank raised over \$50,000 in addition to the thousands of in-kind donations of food, personal items, warm weather clothing and baby items for our students and their families.</p> <p>As part of the celebration, the Foundation partnered with the Askam United Methodist Church in providing complete Thanksgiving meals for our LCCC students and their families. Everyone can participate in this program by adopting an “LCCC Trailblazer” by donating \$40 to the LCCC Foundation. We are hoping to match the 25 meals that have already been donated by the Askam United Methodist Church. It is our hope to feed a total of 50 families.</p>	
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	At this time, Mrs. Brominski presented the Scholarship Dinner video “ <i>Unlocking Opportunities</i> ”. This is a true representation of why we at Luzerne County Community College work so hard every day for our students.	
<b>ACTION ITEMS</b>		
<b>5. Report of the Executive Committee</b>	Daniel Rodgers, Board Chair, reported the Executive Committee presented the Executive Committee report	
5A. Ratification, Firefighter Training Agreement & Waiver	5A. Recommend that the Luzerne County Community College Board of Trustees ratify and reaffirm approval of entering into the Luzerne County Flood Protection Authority Waiver, Release of Liability, Assumption of Risk and Indemnification Agreement related to offered fire fighter courses described within the document. The City of Nanticoke, LCCC, and Luzerne County Flood Protection Authority will all enter into this agreement. Each participant of the stated courses will be required to sign a Waiver, Release of Liability, Assumption of Risk to participate.	5A. Approved. Motion made by Susan E. Unvarsky; seconded by Paul Halesey.  Vote was all “yes”. Motion carried.
5B. Wilkes Barre Center Renovation Change Order	5B. Recommend the Luzerne County Community College Board of Trustees ratify and reaffirm approval of the change order to D&M Construction Unlimited, Inc. in the amount of \$24,299.97 for electrical, drywall, and plumbing needs identified during renovation.	5B. Approved. Motion made by Erin K. Keating, Ed.D.; seconded by Lynn Distasio.  Vote was all “yes”. Motion carried.
<b>6. Report of the Academic Committee</b>	6. Bernard W. Graham, Ph.D., Chair, LCCC Academic Committee, noted there were no action items to report at this time.	
7. Report of the Finance Committee	7. Susan E. Unvarsky, Chair of the LCCC Finance Committee, presented the following report.	
7A. Ratification, Change Order Credit	7A. Recommend the Luzerne County Community College Board of Trustees ratify and reaffirm approval of the change order credit from Dutchman Contracting LLC in the amount of \$12,656 for adjustment of work identified during the construction project. The costs associated with the change order provide a credit totaling \$12,656.	7A. Approved. Motion made by Bernard W. Graham, Ph.D.; seconded by Joseph Lettiere.  Vote was all “yes”. Motion carried.

7B. Bid #500-Operating Room Table	7B. Recommend the Luzerne County Community College Board of Trustees approve the award of the Operating Room Table bid to the lowest responsible bidder Skytron, LLC in the amount of \$39,533.20.	7B. Approved. Motion made by James Dennis; seconded by Holly Evanski.  Vote was all "yes." Motion carried.
8. Report of the Human Resources Committee	9. Daniel Rodgers, Board Chair, noted there were no action items of the Human Resources Committee at this time.	
9. Report of the Legislative Committee	9. Catherine O'Donnell, Esq., Chair, LCCC Legislative Committee, stated there were no action items to report.	
	Catherine R. O'Donnell, Esq., Vice Chair, expressed her appreciation to Rebecca Brominski and her entire staff for coordinating four significant events. Vice Chair O'Donnell also expressed her appreciation to the members of the Board who attended and contributed to support these events. If any Board member who had not had the opportunity to attend one of these events that they make some form of contribution that they do so.	
	<b><u>Informational Items</u></b>	
1. Public Comments	1. No comments.	1. N/A
2. Unfinished Business-Previous Meeting	2. N/A	2. No action required.
3. Informational-Executive Committee	3. N/A	3. No action required.
4. Informational- Human Resources Committee	4. Dan Rodgers, Board Chair, stated that the Information on appointments and leave reports are included with the Board agenda can be located on page 4 of the Board agenda.	4. No action required.
5. Communications	5. All communications were included in the Board packets.	5. No action required.
6. Adjournment	6. Daniel Rodgers, Board Chair asked for a motion to adjourn.	6. Motion made Erin K. Keating, Ed.D.; seconded by Susan E. Unvarsky.  All in favor. Motion carried.