

Name: Luzerne County Community College Board of Trustees Board Meeting

Date: Tuesday, October 27, 2020

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
Pledge of Allegiance	Meeting opened with the Pledge of Allegiance.	
1. Roll Call	<p><u>Present:</u> Joan M. Blewitt, Ph.D. (via Zoom); George Brown, James Dennis (via Zoom), Lynn M. Distasio, Board Chair; Holly A. Evanoski (via Zoom); Bernard W. Graham, Ph.D., Secretary (via zoom); Paul Halesey (via zoom) Erin K. Keating, ED.D. (via zoom); Joseph Lettiere (via zoom); Daniel C. Rodgers (via zoom); Anthony Seiwel; Susan E. Unvarsky, Vice Chair; Richard Goldberg, Esq., College Solicitor.</p> <p><u>Excused:</u> Catherine R. O'Donnell, Esq; August J. Piazza; David James Usavage</p>	
	<i>Lynn Distasio, Board Chair, stated an Executive Session was held prior to the start of the Board meeting to discuss personnel and litigation issues.</i>	
2. Approval of August 25, 2020, Board Minutes	2. Lynn Distasio, Board Chair, recommended approval of the August 25, 2020, Board minutes.	<p>2. Approved. Motion made by Anthony Seiwel; seconded by Dr. Joan Blewitt.</p> <p>Vote was all "yes". Motion carried.</p>
3. Approval of October 27, 2020 Board Agenda	3. Recommendation to approve the October 27, 2020 Board agenda as presented.	<p>3. Approved. Motion made by Holly Evanoski; seconded by Dr. Bernard Graham, Board Secretary.</p> <p>Vote was all "yes". Motion carried.</p>

4. Report of Officers and Agents		
<p><u>President's Report</u></p> <p>Class of 2020 Graduate Testimonial</p>	<p>Thomas P. Leary, President, reported the College held its 2nd virtual Professional Development Day program on October 21, 2020, for all faculty, staff and administration. During the program a video presentation was presented to recognize staff achievements highlighting years of service, promotions, advanced degrees, and retirees.</p> <p>Registration for the Winter Intersession and Spring 2021 Semester began Monday October 26th 2020. The College's Office of Admission will host a virtual Open House on Saturday, November 7 from 10 a.m. to noon. Luzerne County Community College encourages all high school juniors and seniors as well as transfer students to attend any of the virtual presentations and breakout sessions to learn about Luzerne's academic offerings. Prospective students will be able to connect with faculty and staff, all from the comfort of their home.</p> <p>Rite Aid Pharmacy will be on campus this Wednesday, October 28th to administer Flu Vaccines. Coordinated by the LCCC Wellness Committee, this event is open to all students, faculty and staff at the College.</p> <p>At this time, the President presented the video message to LCCC Student and the community. https://youtu.be/xCOp-jUnVUo</p> <p>Nursing graduate Maria Marianacci, Class of 2020, addressed the Board of Trustees to speak about her experience in the Luzerne County Community College nursing program. Maria stated the nursing program was challenging, thorough, diverse and rewarding. The program provided the students the opportunity to learn, grow and challenge themselves. The program offered a diverse clinical experience which allowed students to be exposed to a wide variety of areas and settings which included mental health, OB, cardiac, orthopedics, medical surgery, daycares, nursing homes and dialysis centers. Maria stated that her experience while attending LCCC was incredible, beginning with her general education instructors as well as the support she received throughout her education at the college.</p>	<p>4. No action required.</p>

<p>Nursing NCLEX Results</p>	<p>Maria Marianacci is a Registered Nurse in the cardiac telemetry unit of Wilkes-Barre General Hospital.</p> <p>Dr. Cheryl Lesser, Vice President of Academic Affairs, announced 96% of LCCC Nursing Graduates successful passed the NCLEX exam. Vice President Lesser back in 2017 the NCLEX pass rate was at 78% which put the nursing program on provisional approval status. At that time, the College addressed how and what the students were learning. In doing so, Dr. Lesser also noted part of the success was switching from Kaplan to ATI. ATI gave College a significant amount of online tools as well as a focus on passing the NCLEX exam. Our students had access to all of the learning competencies and support provided by ATI. Our faculty have been incredible-they were able to come up to speed with zoom, blackboard and ATI to ensure our students were provided with virtual simulation, clinical, and lab experience.</p> <p>Trustee Dr. Joan Blewitt congratulated Dr. Cheryl Lesser and faculty for the excellent news.</p>	
<p><u>Treasurer's Report</u></p>	<p>Cheryl Buar, Vice President of Finance, reviewed the financial Treasurer's Report through August 2020. Vice President Baur noted under Operating Funds, we are \$190,000 under tuition budget at this time. We are on track with the service fees and course fees. Luzerne County appropriations are a few months behind in their appropriation.</p> <p>Current Fund Expenditures – Fringe benefits and salaries are 80% of the budget. The College is running slightly above budget in benefits area do to some higher claims being paid out, salaries we are \$442,000 underbudget due to retirements, open positions, and furloughs. The early retirement incentive is running above budget due to the number of retirements. The supplies budget is running above budget due to all of the purchases related to COVID 19 expenses, which will be reimbursed by the CARES Act.</p>	

<p><u>Foundation Report</u></p>	<p>Rebecca Brominski, Executive Director, Institutional Advancement, expressed her appreciation to Board of Trustees and everyone who supported the Foundation’s first virtual Scholarship Celebration, which aired on October 21st and is available for viewing on the College’s website. This event raised over \$60,000. The 2020 total Scholarship Celebration total adds to the Foundation’s overall total of \$4.2 in student scholarship and student assistance funds which have been distributed to our students over the past 28 years. Our donors and community friends are like no other. During this unprecedented time in our history, with the unwavering support of our donors and friends we added ten (10) new scholarships totaling over \$52,000 and half have pledged to be endowed. To date we have over 100 private and community donors and this year we were able to award \$370,000 to 300 Luzerne County Community College students. This show of support is an example of how our community believes in our students and their future and support the mission of Luzerne County Community College.</p> <p>The Peter J. Lello Student Food Bank has received countless gifts through our Amazon contactless Wish List. Gifts from the Askam United Methodist Church, LCCC faculty and staff, staff and Board of Directors at the Choice One Federal Credit Union, USCW Credit Union, have filled our Food Bank with food, infant and baby items, as well as cold weather gear for our students and families.</p> <p>The Alumni Association hosted the 1st Giving Day on October 2, 2020, to commemorate the College’s 53rd Anniversary. This event replaced the annual phonathon, raising over \$6,689. The campaign is ongoing.</p>	
<p>5. Report of the Executive Committee</p>	<p>Lynn Distasio, Board Chair, presented the following Executive Committee report.</p>	
<p>5A. Ratification of Change Order – Library Roof Replacement</p>	<p>5A. Recommend the Luzerne County Community College Board of Trustees ratify and reaffirm approval of the change order to Paradigm Roofing Contractors, Inc. in the amount of \$9,800 for additional work identified during the roof replacement project; additional architectural fees associated with the change order total \$832.02. The costs associated with the change order total \$10,632.02. The project</p>	<p>5A. Approved. Motion made to ratify and reaffirm Board poll vote by Susan E. Unvarsky, Vice Chair; seconded by Paul Halsey.</p> <p>Vote was all “yes”. Motion carried.</p>

5. Report of the Executive Committee (continued)		
<p>5B. Ratification of Change Order – Credit in the amount of \$28,000 for the Buildings 3 & 4 Cold Water Piping Insulation Replacement Project.</p> <p>5C. Ratification of Spring 2021 Academic Calendar</p>	<p>contingency is \$7,350.00, which will cover the majority of the costs associated with this change order. The remaining \$3,282.02 is available with capital funds previously allocated for projects. A poll of the Board of Trustees was conducted and a majority vote of approval was received.</p> <p>5B. Recommend the Luzerne County Community College Board of Trustees ratify and reaffirm approval of the change order CREDIT from Scranton Electric Heating and Colling in the amount of \$28,000 for DEDUCTED work identified during the chilled water pipe installation replacement project. The costs associated with the change order provide a CREDIT totaling \$28,000. A poll of the Board of Trustees was conducted and a majority vote of approval was received.</p> <p>5C. Recommend the Luzerne County Community College Board of Trustees ratify and reaffirm approval of the revised Spring 2021 Academic Calendar. A poll of the Board of Trustees was conducted and a majority vote of approval was received.</p>	<p>5B. Approved. Motion made by Dr. Joan Blewitt; seconded by Dr. Erin K. Keating.</p> <p>Vote was all “yes”. Motion carried.</p> <p>5C. Approved. Motion made by Dr. Bernard Graham, Board Secretary; seconded by Holly Evanski.</p> <p>Vote was all “yes”. Motion carried.</p>
6. Report of the Academic Committee	6. Bernard W. Graham, Ph.D., Chair, LCCC Academic Committee, noted the Academic Committee had full attendance and no action items to report.	
7. Report of the Finance Committee	7. Susan E. Unvarsky, Chair, LCCC Finance Committee, presented the following Finance Committee report.	
7A. Bid # 492 - CISCO Voice Network Server and Software Upgrade	7A. Recommend Luzerne County Community College Board of Trustees approve the award of Bid # 492: Section A – Shadow Technologies for CUCM Upgrade 12.5 with new BE6K servers in the amount of \$18,725.64; Section B – Shadow Technologies for Emergency Responder in the amount of \$9,997.00; Section C - Shadow Technologies for Red Sky E911 in the amount of \$8,178.00;	7A. Approved. Motion made to ratify and reaffirm Board poll vote by Anthony Seiwell; seconded by Dr. Joan Blewitt.
		Vote was all “yes”. Motion carried.

7. Finance Action Items (continued)		
<p>7B. Authorize Transfer and Restriction of Matching Funds</p> <p>7C. Approval, Construction Change Order Policy (REVISED)</p> <p>7D. Approval, Vendor Clearances Policy (NEW)</p> <p>7E. Approval, Revised Agreement with Northumberland County</p>	<p>Section D – Shadow Technologies for Expressway/Jabber Deployment in the amount of \$2,025.64. The total amount for sections A through D is \$38,926.28.</p> <p>7B. Recommend the Luzerne County Community College (“College”) Board of Trustees authorize a transfer of the Unallocated Net Assets in the Unrestricted Current Fund to the Plant Fund to be restricted for the matching funds required for the prioritized capital projects and equipment purchases. The College will be responsible for an amount not to exceed \$4,087.50 in fiscal year 2020-2021. The savings from the bond refinanced by Luzerne County will provide the initial funding to address the capital projects and equipment purchases.</p> <p>7C. Recommend the Luzerne County Community College Board of Trustees approve the revised administrative policy, Construction Change Order policy.</p> <p>7D. Recommend the Luzerne County Community College Board of Trustees approve the new administrative policy, Vendor Clearances policy.</p> <p>7E. Recommend the Luzerne County Community College Board of Trustees approve the revised agreement between Luzerne County Community College (“LCCC”) and Northumberland County in which LCCC will allocate an amount not to exceed \$75,000 to offset the expenses incurred by Northumberland County for the operation and maintenance of the LCCC Shamokin Center. The agreement will be in effect for a 3-year period effective July 1, 2020.</p>	<p>7B. Approved. Motion made by Joseph Lettiere; seconded by Daniel Rodgers. Vote was all “yes”. Motion carried.</p> <p>7C. Approved. Motion made by James Dennis; seconded by Anthony Seiwell. Vote was all “yes”. Motion carried.</p> <p>7D. Approved. Motion made by Dr. Joan Blewitt; seconded by Anthony Seiwell. Vote was all “yes”. Motion carried.</p> <p>7E. Approved. Motion made by George Brown; seconded by Dr. Joan Blewitt. Vote was all “yes”. Motion carried.</p>

8. Report of the Human Resources Committee	8. Paul Halesey, Chair, LCCC Human Resources Committee, noted due to a lack of quorum the Human Resources Committee did not have a meeting. There is no report to present at this time.	
9. Report of the Legislative Committee	9. Lynn Distasio, Board Chair, stated there were no action items to report.	
11. Public Comments	No comments.	
<u>Informational Items</u>		
1.Unfinished Business-Previous Meeting	1.N/A	1. No action required.
2.Informational-Executive Committee	2. N/A	2. No action required.
3.Informational- Human Resources Committee	3. Information on appointments and leave reports are included with the Board agenda.	3. No action required.
4. Communications	4. All communications were included in the Board packets.	4. No action required.
5.Adjournment	5. Board Chair Lynn Distasio asked for a motion to adjourn.	5. Motion made Susan E. Unvarsky, Vice Chair; seconded by Holly Evanoski. Vote was all “yes”. Motion carried