

**Name:** Luzerne County Community College Board of Trustees Board Meeting  
**Date:** Tuesday, June 18, 2024  
**Time:** 6:00 PM  
**Location:** Luzerne County Community College Educational Conference Center, Nanticoke PA  
**Recording:** <https://www.luzerne.edu/about/board.jsp>

AGENDA ITEM	NOTES	<u>ACTION TAKEN</u>
<b>Pledge of Allegiance</b>		
<b>1.Roll Call</b>	<p><b>Present:</b> Robert Bertoni, Vice Chair; George Brown; Paul DeFabo; Joseph Esposito; Holly Evanoski; Erin K. Keating, Ed.D.; Megan Kennedy, Esq.; Dr. William V. Lewis; Joseph Long, Board Secretary; Catherine R. O'Donnell, Esq., Board Chair; Anthony Seiwel; Robert Schnee; Susan E. Unvarsky; and Joseph Kluger, Esq., College Solicitor.</p> <p><b>Excused:</b> C. Daniel Rodgers, August Piazza</p>	
	Catherine R. O'Donnell, Esq., Board Chair, reported prior to the start of the June 18, 2024, Board meeting an Executive Session was held to discuss personnel and litigation issues.	
<b>2.Public Comment</b>	2. Catherine R. O'Donnell, Esq., Board Chair, opened the floor for public comment.	2.n/a
AGENDA ITEM	NOTES	<u>ACTION TAKEN</u>
<b>3. Approval of April 23, 2024, Board Minutes</b>	3. Board Chair O'Donnell recommended approval of the April, 2024, Board minutes.	<p>3.Approved. Motion made by Robert Bertoni, Vice Chair; seconded by Dr. William Lewis.</p> <p>Vote was all "yes". Motion carried.</p>
<b>4. Approval of June 18, 2024, Board Agenda</b>	4. Board Chair O'Donnell recommended approval of the June 18, 2024, Board agenda.	<p>4. Approved. Motion made by Dr. Erin Keating; seconded by Holly Evanoski.</p> <p>Vote was all "yes." Motion carried.</p>

<b>Report of Officers and Agents</b>	
<p><b>President's Report</b></p>	<p>Thomas P. Leary, President, Luzerne County Community College sponsors an internal leadership training program that is available to all members of the College community. The Leadership LCCC program provides participants with an overall understanding of college operations and of leadership theory and best practices, as well as opportunities to put leadership skills into practice through a variety of methods. This evening, it is my honor to recognize and present Certification of Completion to the members of the Leadership LCCC Class of 2024 to those in attendance this evening: President Leary congratulated Lea Chocolas, Secretary, College Relations and Marketing; Robert Perhacs, Assistant Director of Financial Aid; and Holly Ellis, Adjunct Faculty member.</p> <p>President Leary extended his sincere thanks and appreciation to the President's Leadership Team (<i>Cheryl Baur, Vice President, Finance; Dr. Graceann Platukus, Vice President, Enrollment Management and Student Affairs; Dr. Mary Lou D'Allegro, Vice President, Academic Affairs; Kim Hogan, Dean of Human Resources; Sue Spry, Associate Vice President, Academic Affairs; Rebecca Brominski, Executive Director, Institutional Advancement/Foundation; Trish Yench, Chief Information Officer; Paula Labenski, Executive Assistant to the President/Board of Trustees; Doug Fawbush, Director, Public Safety and Security</i>) and their staff; Department Chairs, Faculty and Board member Sue Unvarsky – these individuals provided the Leadership Training Sessions throughout the academic year. President Leary expressed his thanks and appreciation towards Paula Labenski, Executive Assistant to the President and Board of Trustees, who is responsible for coordinating the internal leadership program with the assistance of former President's office secretary, Jessica Spisak.</p>
<p><b>College Budget FY 2024-2025</b></p>	<p>Cheryl Baur, Vice President of Finance, presented a high-level presentation of the College Budget for Fiscal Year 2024-2025. A presentation also took place during the Board's Work Session during which Board Chair O'Donnell expressed her thanks to Vice President Baur and her entire team noting this was the greatest presentation she</p>

	<p>has had in regards to the budget.</p> <p>Vice President Baur stated that the budget process began in January and the budget being presented is a culmination of hard work by the following individuals: Andrea Gibbons, Controller, who coordinates all the budget meetings with the academic and non-academic departments; the Leadership Team who works with their divisions and comes to every budget meeting looking at where the College can save money; and to President Leary and Paula Labenski, who in the Leadership Team budget meetings provided the guidance they needed noting it was so much appreciated. Lastly, Vice President Baur thanked Kim Hess, Printing Department for designing the Budget Packet presented to you this evening.</p> <p>The 2024-2025 College Budget consists of the operating, capital and auxiliary budgets which total \$48,439,929. Operating fund deficit of \$775,000; a conservative estimate. Luzerne County Community College along with the other community colleges has many challenges, enrollment being one of those challenges. However, the College has rebounded very nicely in the last couple of years; our budget on the revenue side is 4% higher than last year's budget. Primary challenges continue to be driven by level state and county funding, salaries and benefits due to contractual obligations, and other inflationary expenses (utilities, program supplies and technology).</p> <p>Budget proposal includes several strategies to reduce shortfall, including discipline around replacing staff and faculty vacancies, using an open position allowance to more effectively project salaries and benefits as well as academic initiatives.</p> <p>Vice President Baur stated the Operating Revenue is broken out into  Commonwealth of Pennsylvania: \$13,165,225 (30.7%)  Luzerne County Appropriation: \$5,897,500 (13.7%)  Tuition, Fees and Other Revenue: \$23,101,722 (53.8%)  Reserves: \$775,409 (1.8%)</p>	
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Vice President Baur explained that the Community College Charter intended the split between county, state and college be 1/3 each; however, over the years the tuition and fees has been more of the percentage than it should be.

Eleven of the fifteen community colleges are proposing a tuition increase ranging from .60%-9%. increase. LCCC's \$5 increase would equate to a 3.45% increase and would increase revenue in the amount of \$1,400,000. The total impact to the average full-time student is a \$75 increase per semester from \$3,225 to \$3,300. In FY 2023 the College awarded nearly \$8 million in all forms of financial and scholarships to over 2,500 students. The LCCC Foundation disbursed more than \$500,000 in student scholarships to 651 students. 830 students received additional PHEAA grants; \$1,193 for full time and \$596 for part time.

Expenses: Vice President Baur stated salaries represent 49.2% of total expenses. The amount budgeted includes a 3% annual salary increment from approved contracts for faculty and classified staff as well as administrative employees and security. Adjunct faculty rate is increasing by \$15 per credit to \$700 per credit.

Benefits represents 30.5% of the total budgeted expense. Health care benefits are estimated to increase 5% from last year's budget; 15.8% increase over actual expenditures. Vision and dental premiums are expected to increase only slightly compared to actuals. In the total category of benefits, including retirement costs, the budget is increasing 4% from FY 2024.

Supplies -increases for 3% inflation adjustment for academic program supplies in Culinary, Nursing, Dental and the trades.

Technology - includes 10% increase in IT software including the College's operating system. The College's student learning platform costs are increasing 4%.

Insurances-property and casualty increases. Workers' Compensation

Management of Expenses –Vice President Baur stated the administration has been diligent managing expenses across the College. Improvements to our reporting allows for timely adjustments to be made in spending to ensure that we are not exceeding the budget. We have made improvements to the budget process. Mandatory budget meetings with all departments. Require justification and rationale for all funding requests and how the requests align with the strategic plan.

Grants – approximately \$750,000 obtained for Instruction & College Readiness.

- NSF LSAMP- as a grant subrecipient to provide promotion events and scholarships to University of Scranton STEM programs, \$203,000 over 5 years.
- Perkins Funding – equipment for next year, \$107,000
- Domestic Violence Grant – Support college readiness and future enrollment, \$85,000 over 3 years.
- Luzerne Foundation –
  - Nursing Simulation Laboratory-\$82,500
  - Medical Assisting Laboratory in Hazleton-\$14,000
- PDE Paraeducator Pathways Grant-Tuition for EDU students that are CSIU or BLAST IU employees, \$100,000
- NSF Clear Path Grant – Scholarships for Math & Pre-engineering graduates that attend ESU, \$65,000.
- CSIU – Course development funding for 3 CIS courses, \$10,000
- PA Department of Labor & Industry- Digital Literacy Grant, \$100,000 for the ALTA program
- NEPA Rise- \$300,000 annually over 3 years
- EITC Donation - \$300,000 to benefit Early College
- Commonwealth Charitable (EITC) – up to \$25,000 available for Luzerne County Early College
- Goldman Sachs Gives Charitable Foundation - \$11,000 for Early College students in Northumberland county.
- NSF Noyce Grant – in partnership with King’s College grant will support LCCC students in STEM programs

	<ul style="list-style-type: none"> <li>• Department of Education Work Study Program Expansion- Additional \$50,000 in funding for LCCC students to expand work opportunities including work in local nonprofits in the community.</li> </ul> <p>\$4,354,690 - <u>Capital Budget</u> – All purchases for equipment and projects that cost over \$4,000 are charged to the capital budget. The College receives state appropriation funds to support College leases and projects. The College is transferring \$50,000 a month to a capital reserves fund account to help fund capital projects.</p> <p><u>Capital Revenue:</u>  State Appropriation – The capital appropriation is \$1,333,663.  Luzerne County Appropriation - \$272,500  Capital Fees:  <ul style="list-style-type: none"> <li>• Non-sponsored students - \$11 per credit;</li> <li>• Out-of-state students - \$22 per credit</li> <li>• \$255,000 generated income.</li> </ul> Capital Reserve Fund  <ul style="list-style-type: none"> <li>• \$2,457,011(set aside for capital projects)</li> </ul> Capital Expenses:  Facility Leases - \$989,504  <ul style="list-style-type: none"> <li>• Leases for off campus centers in Hazleton, Wilkes Barre, Scranton and Pittston</li> <li>• Includes payments to support Northumberland and Greater Susquehanna centers.</li> </ul> Equipment - \$1,482,664  <ul style="list-style-type: none"> <li>• Leases – Copiers, Computer Equipment,</li> <li>• Purchases over \$4,000 excluding computers</li> </ul> Debt Service - \$1,832,522  <ul style="list-style-type: none"> <li>• Series B of 2017 Bonds</li> <li>• GESA Project</li> <li>• Culinary Arts Institute</li> </ul> Architect - \$50,000  <ul style="list-style-type: none"> <li>• Budgeted for architect fees for preliminary services. When a</li> </ul> </p>	
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project commences, the fees are included in the cost of the project.

Transfer of funds to each of the auxiliary budgets:

	Expenditures	Revenue	Transfer
Bookstore	\$220,453	\$116,933	\$103,520
Food Services	\$624,930	\$281,264	\$343,666
Student Activities	\$300,000	\$ 0	\$300,000*

\*A portion of the general service fee collected funds the student activities budget. Transfers to Bookstore, Student Activities and Food Services are estimated at \$747,186.

At this time Vice Chair Baur opened the floor to questions. There were no questions at this time.

**Foundation Report**

Rebecca Brominski, Executive Director of Institutional Advancement and Foundation presented the following Foundation update. Since the last meeting the College welcomed more than 75 guests to the College’s annual Legislative Breakfast, we cut the ribbon to the new state of the art educational center, the Luzerne County Community College Marcella Nagorski-Waldo Center for Innovative Teaching and Learning. This center is designed to train future teachers to work with students in a real world setting; following the ribbon cutting the College offered a sneak peak to the new Yeager Arboretum. We celebrated the 25<sup>th</sup> anniversary of the Northumberland Regional Higher Education Center and the addition of the new clothing closet. We welcomed over 220 alumni back to campus for the Dental Health Alumni Day. We celebrated the 10<sup>th</sup> anniversary of the Alumni Golf Tournament with the largest number of participants in its history. And we welcomed and celebrated over 215 graduates and their families at the annual Graduate Reception. We had a busy and great spring semester.

Mrs. Brominski stated they were pleased to be working with the All One Foundation, as with the help of our Dean of Nursing and Health Sciences faculty, the Foundation was awarded \$82,500 to support an

<p>Cyber Security Report</p>	<p>interdisciplinary simulation mannequin for our students in multiple health care fields to work together in a real-world setting.</p> <p>Scholarship Update - This year the Foundation has received the biggest amount of scholarship applications totaling 825 application which is a 31% increase over last year. Currently we are in the awarding process and over half of this year's applications will receive support.</p> <p>A dedication and ribbon cutting for the Yeager Arboretum honoring Libby Yeager and the late Brooke Yeager for their generosity to the College. This event will take place Saturday, June 22, 2024 at 3 p.m. in the College Courtyard. Everyone is welcome to attend.</p> <p>The summer Schulman Gallery Exhibit opens June 28<sup>th</sup>, from 6-8 p.m. The alumni set sail on their Bermuda cruise taking place on June 23<sup>rd</sup>. Approximately 40 alumni and friends will be attending.</p> <p>Our upcoming fall events scheduled include the 35<sup>th</sup> annual Alumni Fall Craft Festival taking place on Saturday, October 19<sup>th</sup>. The Art of Music signature Art Exhibit is October 25<sup>th</sup>, and the big event the annual Scholarship Dinner is being held on Saturday October 26<sup>th</sup>.</p> <p>Patricia Yench, Chief Information Officer presented the LCCC Cyber Security Program report. Mrs. Yench introduced her Cyber Security Team (Glenn Robbins, Director of Infrastructure/Networking, Robert Ayers, vCISO (consultant) Artic Wolf and all staff and stakeholders. Mrs. Yench review improvements implemented to date which include creating an official Cyber Security Policy and Incident Response Plan. KnowBe4 cyber security awareness training and simulated phishing campaigns with supplemental training for all staff/faculty; Artic Wolf for continuous cyber security monitoring including a Security Operations Center; NinjaOne RMMM for critical servers, Multi Factor Authentication, implemented data encryption and rolling out staff/faculty devices with Microsoft in tune and bit locker encryption and conducted penetration testing to identify and address cyber</p>	
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<p><b>Use of Artificial Intelligence for Course Work</b></p>	<p>security risks.</p> <p>Dr. Mary Lou D’Allegro, Vice President of Academic Affairs introduced LCCC student Michael Warren who presented Artificial Intelligence a student’s perspective on the impact, challenges Higher Education and Learning. Mr. Warren noted the technology used for AI generative AI is projected to advance faster than any other emerging or existing technology. Mr. Warren addressed the strengths of AI in higher education that include the ability to help organize content and ideas, to find and consolidate research in a timelier manner and independent interactive learning modules as well as the ability to create personalized learning experience for students.</p> <p>Mr. Warren noted the following AI issues facing higher education include students in high schools and higher education are already using AI without proper training on its practical application or ethical use. AI is evolving so quickly we do not know AI’s capabilities and our human vulnerabilities. AI is not always 100% accurate.</p> <p>Recommendations presented include developing a clear policy that is department specific and allow AI with restrictions; incorporate training on responsible AI use in the core curriculum. Develop an AI technology course as part of the core curriculum, incorporating AI training in First Year Experience.</p>	
<p><b>President’s Report (continued)</b></p>	<p>President Thomas P. Leary concluded his report by wishing his successor, incoming President John Yudichak much success in all of his future College endeavors.</p> <p>President Leary thanked those trustees who, beginning in 2007 supported the College Mission and notable advancement of this College.</p> <p>To the members of the College Foundation Board for their time and generosity in substantially increasing student scholarships and opportunities.</p>	

	<p>Members of the Alumni Association Board for their time and commitment for supporting our College and our students.</p> <p>To our Leadership Team, who without their constant support their loyalty and collaboration this college would never be in this fine position it is in today.</p> <p>To our entire faculty, administration, staff, our maintenance, grounds and custodial staff, our support staff in our offices assisting our students, our faculty in the classrooms, counseling and tutoring providing the pathway to student success; and to each member of our college family President Leary extended his sincere thank you for their incredible support.</p> <p>President Leary recognized, last but certainly not least, to Paula Labenski, the Executive Assistant to the President and Board of Trustees, serving five presidents including President Leary, serving with integrity, loyalty, and total dedication to Luzerne County Community College.</p>	
<b>ACTION ITEMS</b>		
<b>6. Executive Committee Report</b>	<b>6. Catherine R. O'Donnell, Esq., Board Chair, stated there was no report to present at this time.</b>	<b>ACTION TAKEN</b>
<b>7. Student Success &amp; Workforce Development Committee</b>	<b>7. Board Vice Chair Robert Bertoni presented the Student Success, and Workforce Development Committee report.</b>	<b>ACTION TAKEN</b>
7A. Curriculum Additions, Deletions and Modifications	7A. Recommend the Luzerne County Community College Board of Trustees approve the Curriculum Additions, Deletions and Modifications as presented. (see attached).	7A. Approved. Motion made by Susan Unvasky; seconded by Dr. Erin K. Keating.  Vote was all "yes." Motion carried.
7B. Academic Calendar Years 2026-2029	7B. Recommend the Luzerne County Community College Board of Trustees approve the Academic Calendar for Years 2026 through	7B. Approved. Motion made by Anthony Seiwel; seconded by Dr.

<p>7C. Academic Honesty Policy (Revised)</p>	<p>2029.</p> <p>7C. Recommend the Luzerne County Community College Board of Trustees approve revision to the Academic Honesty Policy as presented. (see attached).</p>	<p>William Lewis.</p> <p>Vote was all “yes.” Motion carried.</p> <p>7C. Approved. Motion made by Susan Unvasky; seconded by Holly Evanoski.</p> <p>Vote was all “yes.” Motion carried.</p>
<p><b>8.Report of the Audit, Finance and Facilities Committee</b></p>	<p><b>8. Susan E. Unvasky, Committee Chair, Audit Finance and Facilities Committee presented the following report.</b></p>	<p><b>ACTION TAKEN</b></p>
<p>8A. College Budget FY 2024-2025</p>	<p>8A. Recommend the Luzerne County Community College Board of Trustees approve the 2024-2025 Fiscal Year Operating and Capital Budgets totaling \$48,439,929 which includes the Auxiliary Budgets (Bookstore, Food Service, and Student Activities). By adopting the budget, the Board of Trustees authorizes a \$5 per credit tuition increase.</p> <p>Vice Chair Bertoni would like to note that his no vote to be misconstrued that he didn’t appreciate the work everything Vice President Baur and her team has done this budget together. He didn’t agree with a \$5 increase having a \$40 million dollars in our reserves and again noted he appreciated everything Vice President Baur has done.</p> <p>Trustee Robert Schnee thanked everyone for their hard work and explained his history having served on Luzerne County Council. The College has a budget of \$48 million dollars and we have \$40 million in reserve. Everybody at this table has had experience and have touched by the stories of the young men and women attending the college, each having a different story and noting not everyone has a mom and dad to rely on. Even though the increase is \$5 he does not agree with the increase.</p> <p>Vice President Baur noted the College has \$40 million in cash and that</p>	<p>8A. Approved. Motion made by Joseph Esposito; seconded by Dr. William Lewis.</p> <p>Roll Call Vote:  Robert Bertoni – NO  George Brown – YES  Paul DeFabo – YES  Joseph Esposito – YES  Holly Evanoski – NO  Dr. Erin K. Keating – YES  Atty. Megan Kennedy – YES  Dr. William Lewis - YES  Joseph Long – NO  Atty. Catherine O’Donnell – YES  Robert Schnee – NO  Anthony Seiwel – YES  Susan Unvasky – YES</p> <p>Vote was nine (9) “yes” and four (4) “no”.</p> <p>Motion carried.</p>

<p>8B. Bid #513 Technology Replacement Plan</p>	<p>is not an amount to spend. Going forward the College will be presenting a three-year plan/ forecast during the October board meeting.</p> <p>8B. Recommend the Luzerne County Community College Board of Trustees approve <u>Bid #513 Technology Replacement Plan</u>. to the lowest responsible bidders as follows:</p> <p><b><u>Part A:</u></b></p> <p><b>Section A – Dell/HP Computers</b>  <b>Topp Copying Products</b> for Dell Computers in the amount of <b>\$139,209.</b>  <b>CDW Government</b> for HP Computers in the amount of <b>\$47,750.</b>  Total Section A = \$186,959</p> <p><b>Section B – Apple Computers</b>  <b>CDW Government</b> for Apple computers in the amount of <b>\$50,491.48.</b></p> <p><b>Section C - Miscellaneous Technology Hardware</b>  IntegraOne for lowest submitted miscellaneous technology items in the amount of \$3,245.85;  CDW Government for lowest submitted miscellaneous technology items in the amount of \$57,425.70;  Total Section C = \$60,671.55  For the 4 missing items, we will quote and purchase separately.</p> <p><b>Section D – Networking Hardware</b>  IntegraONE for Networking hardware in the amount of <b>\$28,056.76.</b></p> <p><b>Section E – CCTV Equipment</b>  Since no bids were received, we will quote and purchase separately.  The total amount for sections A through E is <b>\$326,178.79.</b></p> <p>Part B -Leasing:  Recommend the Leasing proposal be awarded to First American Equipment Financing - Four annual payments of \$90,486.00 for a total of \$361,944.00.</p>	<p>8B. Approved. Motion made by Joseph Esposito; seconded by Megan Kennedy, Esq.</p> <p>Vote was all “yes.” Motion carried.</p>
<p>8C. RFP, Infrastructure as a Service</p>	<p>8C. Recommend the Luzerne County Community College Board of Trustees approve the award of the College’s Infrastructure as a Service</p>	<p>8C. Approved. Motion made by Joseph Esposito; seconded by Dr,</p>

<p>8D. RFP, Audio/Video Technical Support &amp; Apple/Macintosh Computer Support</p>	<p>(IaaS) RFP to Rackspace Technologies including the Disaster Recovery as a Service (DRaaS) option based upon our comprehensive assessment and ranking of pricing and desired features and functionality. The total amount for a 3-year engagement is \$294,848.00.</p> <p>8D. Recommend the Luzerne County Community College Board of Trustees approve the proposal to David J. McSweyn at the rate of \$30.00 per hour for the contract period July 1, 2024, through June 30, 2027.</p>	<p>William Lewis.</p> <p>Vote was all “yes.” Motion carried.</p> <p>8D. Approved. Motion made by Joseph Esposito; seconded by Dr. Erin K. Keating..</p> <p>Vote was all “yes.” Motion carried.</p>
<p><b>9. Compliance, Legal Affairs, Policies, Human Resources, Diversity &amp; Inclusion Committee</b></p>	<p><b>9. No report.</b></p>	<p><b>9. N/A</b></p>
<p><b>10. Government and External Affairs, Public Relations, and Marketing, College Foundation Committee</b></p>	<p><b>10. No report.</b></p>	<p><b>10, N/A</b></p>
<p><b>11. Nomination Committee Report</b></p>		
<p>11. Slate of Offices 2024-2025</p>	<p>11. Susan E. Unvarsky, Committee Chair stated, in accordance with the By Laws, the Nominating Committee met to review the names of the Trustees who expressed interest in being considered for the office of Chairperson, Vice Chairperson and Board Secretary. The following slate of officers were submitted to the Board Secretary and circulated in writing to all voting Board of Trustee members in the timeline required within the By Laws.</p> <p>Catherine O'Donnell, Esq. Board Chairperson  Robert Bertoni Board Vice Chairperson  Joseph Long Board Secretary</p> <p>With no additional nominations submitted 7 days prior to tonight’s meeting, a paper ballot vote is requested to confirm or oppose each candidate. Anyone attending virtually should have already sent their</p>	<p>11. Approved. Motion made by Joseph Esposito and seconded by Robert Schnee.</p>

	<p>ballot to the Board Secretary.</p> <p>Nomination Committee Chair Unvasky noted in the trustees packet under “Nomination Committee Report” (blue tab) please complete the enclosed paper ballots for the positions of Board Chairperson.</p> <p>Please complete the paper ballots for the office of Board Chair. Nomination Committee Chair Unvasky stated a majority vote of approval has been achieved electing Atty. Catherine O’Donnell Chairperson of the Luzerne County Community College Board of Trustees by a vote of twelve to none.</p> <p>Nomination Committee Chair Unvasky noted in the trustees packet under “Nomination Committee Report” (blue tab) please complete the enclosed paper ballots for the positions of Board Vice Chairperson.</p> <p>Nomination Committee Chair Unvasky stated a majority vote of approval has been achieved electing Robert Bertoni, Vice Chairperson of the Luzerne County Community College Board of Trustees by a vote of thirteen to none.</p> <p>Nomination Committee Chair Unvasky noted in the trustees packet under “Nomination Committee Report” (blue tab) please complete the enclosed paper ballots for the positions of Board Secretary.</p> <p>Nomination Committee Chair Unvasky stated a majority vote of approval has been achieved electing Joseph Long Board Secretary of the Luzerne County Community College Board of Trustees by a vote of thirteen to none.</p> <p>Nomination Committee Chair Unvasky asked for a motion to approve the 2024-2025 Slate of Officers: Board Chair Catherine R. O’Donnell; Vice Chair Robert Bertoni and Board Secretary Joseph Long.</p>	
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	<b>Informational Items</b>	
<p>1.Unfinished Business-Previous Meeting</p>	<p>1.Board Chair O'Donnell asked if there was any unfinished business. At this time Trustee Joseph Esposito presented President Thomas Leary with a framed picture of the President receiving the Distinguished Leadership Award at the commencement ceremony in May. President Leary thanked Trustee Esposito for the thoughtful gift.</p> <p>Board Chair O'Donnell acknowledge Trustee Dr. Erin K. Keating who served her last Board of Trustees Board meeting this evening. Dr. Keating has served the Board with distinction for nearly a decade.</p> <p>Board Chair O'Donnell stated President Leary truly eclipsed the true meaning of what Paula Labenski has meant to this Board serving the College for 38 years, leaving August 2<sup>nd</sup> this will be her last Board meeting. On behalf of the Board of Trustees, Board Chair O'Donnell expressed the Board's gratitude to Paula with regard to all of she has done for the Board in order to make everything move forward with all regard to all of your communications, responding to all of questions, and for all of your dedication, on behalf of the entire Board we are grateful.</p> <p>Board Chair O'Donnell stated this is the last Board meeting for President Thomas P. Leary who has served this institution with distinction for nearly 50 years and we are grateful and wish him much success in his next chapter.</p> <p>Trustee Robert Schnee stated in reference to the budget, that is hard work and is a credit to President Leary's leadership and those Boards and the people responsible tonight for the stature the College is at for the work you have done specifically over the last several years leaving the College in a positive financial status. To President Leary, the people you have touched during your leadership, the students you have touched, you and your staff under your leadership put the students in the right direction so that they are successful in life. Trustee Schnee stated he has never heard a bad word about President Leary and kids could see a phony they don't lie. President Leary you</p>	<p>1. No action required.</p>

	<p>are a great man, have done great things and I hope you have a great retirement and live a long time.</p> <p>Trustee Robert Schnee acknowledged Dr. Keating's years of service to the Board and wish her well.</p> <p>Trustee Robert Schnee thanked Paula Labenski for her work with the Board, stating when Trustee Schnee was first appointed Paula contacted him and his wife, who served over 35 years as a confidential secretary, remarked that Paula is on the ball and topnotch.</p>	
2. Communications	2. Board Chair O'Donnell noted all communications were included in the Board packets under informational item.	2. No action required.
3. Adjournment	3. Board Chair O'Donnell asked for a motion to adjourn the meeting.	<p>3. Approved. Motion made by Joseph Esposito; seconded by Holly Evanoski.</p> <p>Vote was all yes. Motion carried.</p>