

LUZERNE COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
Board Meeting

Tuesday, October 27, 2020

Location: Room 130 - Educational Conference Center

Time: 5 p.m.-Executive Session 5:30 p.m. Work Session 6 p.m. Board Meeting

AGENDA

BUSINESS SESSION

Pledge of Allegiance

1. Roll Call
2. Approval of August 25, 2020 Board Minutes Lynn Distasio, Board Chair
3. Approval of October 27, 2020 Board Agenda Lynn Distasio, Board Chair
4. Report of Officers and Agents
 - o President's Report Thomas P. Leary, President
 - o Treasurer's Report Cheryl Baur, Vice President, Finance
 - o Foundation Report Rebecca Brominski, Executive Director, Institutional Advancement

ACTION ITEMS

5. Executive Committee Lynn Distasio, Board Chair
 - A. Ratification of Board Poll Change Order-Library Roof Replacement
 - B. Ratification of Board Poll -Change Order-Credit
 - C. Ratification of Board Poll - Spring 2021 Academic Calendar
6. Academic Committee Bernard W. Graham, Ph.D., Committee Chair
7. Finance Committee Susan E. Unvarsky, Committee Chair
 - A. Bid #492 - CISCO Voice Network Server and Software Upgrade
 - B. Authorize Transfer and Restriction of Matching Funds
 - C. Approval, Construction Change Order Policy (REVISED)
 - D. Approval, Vendor Clearances Policy (NEW)
 - E. Approval, Revised Agreement with Northumberland County
8. Human Resources Committee Paul A. Halesey, Committee Chair
9. Legislative Committee Catherine O'Donnell, Esq., Committee Chair

INFORMATIONAL ITEMS

1. Public Comment
2. Unfinished Business of Previous Meeting Lynn Distasio, Board Chair
3. Informational Item - Executive Committee Lynn Distasio, Board Chair
4. Informational Item Human Resources Committee
-Information on Appointments/Leave Report Paul Halesey, Committee Chair
5. Communications Lynn Distasio, Board Chair
6. Adjournment Lynn Distasio, Board Chair

5. Executive Committee Action Items - Ratification of Board Polls

5A. Ratification of Change Order - Library Roof Replacement

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 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.

5B. Ratification of Change Order - Credit in the amount of \$28,000 for the Buildings 3 & 4 Cold Water Piping Insulation Replacement Project.

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.

5C. Ratification of Spring 2021 Academic Calendar

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.

7. Finance Committee Action Items

7A Recommendation to Approve Bid # 492 - CISCO Voice Network Server and Software Upgrade

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;

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.

7. Finance Committee Action Items (continued)

- 7B. Recommend Luzerne County Community College Board of Trustees authorize the transfer and restriction of matching funds.**
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.
- 7C. Recommendation to Approve the Revised Construction Change Order Policy**
Recommend the Luzerne County Community College Board of Trustees approve the revised administrative policy, Construction Change Order policy.
- 7D. Recommendation to Approve the New Vendor Clearances Policy**
Recommend the Luzerne County Community College Board of Trustees approve the new administrative policy, Vendor Clearances policy.
- 7E. Recommendation to Approve Revised Agreement with Northumberland County**
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.

Spring 2021		
Registration - Begins October 26, 2020	Ongoing	
Late Registration	January 25 & 26, 2021	
College In-Service	Wednesday, January 20, 2021 (Snow date Jan 21st)	
Adjunct In-service	Wednesday, January 20, 2021 (Snow date Jan 21st)	
Martin Luther King, Jr. Day (College Closed)	Monday, January 18, 2021	no change
Classes Begin (15 Week Session)	Monday, January 25, 2021	
Classes Begin – Wilkes-Barre Center & Late Start Session	Monday, February 8, 2021	
Last Day for Withdrawal with Partial Tuition Refund	Monday, February 15, 2021	
Deadline for Submitting Application for Graduation	Friday, February 26, 2021	
Fall 2021 Registration Begins	Monday, March 1, 2021	
Winter Break (Snow-Make-Up-Days)	Monday, March 1—Sunday, March 7, 2021	remove
Classes Resume	Monday, March 8, 2021	remove
Snow Make Up Day (No Classes Unless Needed)	Friday, March 5, 2021	
Professional Development Day (No Classes)	Wednesday, March 17, 2021	no change
Snow Make Up Day (No Classes Unless Needed)	Thursday, April 1, 2021	no change
Holiday Recess (College Closed)	Friday, April 2- Monday, April 5, 2021	no change
Last Day to Drop Classes or Withdraw Officially from School	4/6/2021 (update)	
Last Day of Classes	Friday, May 7, 2021	no change
Final Exams	Saturday – Friday, May 8-14, 2021	no change
Final Grade Reports Due	Monday, May 17, 2021	no change
Commencement	Thursday, May 27, 2021	no change
Day after Graduation (College Closed)	Friday, May 28, 2021	no change
7 Week Session I	1/19/21-3/12/21	
Classes Begin	Monday, January 25, 2021	
Last Day for Withdrawal with Partial Tuition Refund	Thursday, January 28, 2021	
Last Day to Drop Classes or Withdraw Officially from School	2/23/2021 (update)	
Classes End	Thursday, March 11, 2021	no change

Final Exam	Friday, March 12, 2021	no change
Final Grades Due by noon	Monday, March 15, 2021	no change

TITLE: CONSTRUCTION CHANGE ORDER APPROVAL

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: NEW DATE; June 8, 2010; April 10, 2007

All construction contract changes shall be documented by an approved Change Order. Change Orders shall be used to add or delete work from a vendor or construction contract only when the work is within the contractual "Scope of Work". Change Orders shall not be used to add work to a contract that is outside of the contractual "Scope of Work" unless it is accompanied by a procurement waiver or related to the project and payable with the project contingency and/or savings. Relatable items payable within the project contingency and/or savings must obtain competitive pricing.

Approval by the President is required where the Change Order is less than \$5,000. The President will inform the Board at the next regularly scheduled meeting of the Finance Committee of the Board of Trustees of his/her approval of Change Orders less than \$5,000.

Approval by the President and the Board of Trustees is required where the Change Order exceeds \$5,000. If approval is needed before the next scheduled Board meeting, as determined by the President after a review of the rationale and/or after consultation with the project architect, a special meeting of the Board of Trustees will be called or a poll vote will be conducted. Otherwise, the Change Order will be presented to the Board for approval at its next scheduled meeting.

TITLE: CLEARANCES POLICY FOR CONTRACTORS AND VENDORS

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: NEW DATE;

Luzerne County Community College shall follow Pennsylvania School Law, specifically Act 153, and require that all contractors, independent contractors, vendors, and their respective employees having Direct Contact with LCCC students shall obtain and provide acknowledgement of the Required Clearances.

Direct Contact is defined as the “possibility of care, supervision, guidance or control of children by a paid [employee] or contractor of, or an [employee] of a person under contract with, a school entity, and routine interaction with children by a paid [employee] of a school entity or a person under contract with a school entity.” (22 Pa. Code 8.1.)

Required Clearances:

- Pennsylvania State Police Request for Criminal Records Check (Act 34)
- Department of Human Services Child Abuse History Clearance (Act 151)
- Federal Criminal History Record Information (Act 114)

INFORMATIONAL ITEMS: ATTACHMENT 4

INFORMATION ON RECENT APPOINTMENTS

New Hires since August 25, 2020

Administration

Amanda Stutzman, PT Temporary Extension Center Administrator, Berwick, \$27.50/hr, September 14, 2020

Marisa Tosi, PT Student Financial Account Advisor, \$22.28/hr, October 19, 2020

Faculty

David Hontz, FT Temporary Instructor, Biology & Chemistry, Fall 2020 Semester, \$36,739.00/yr, Aug. 27, 2020

Mary Murphy, FT Temporary Instructor, Human Services & Sociology, Fall 2020 Semester, \$36,739.00/yr, Aug. 27, 2020

Giovanni Sealey, FT Temporary Instructor, Computer Information Systems, Fall 2020 Semester, \$36,739.00/yr, Aug. 27, 2020

Classified

Jeremy Wall, FT Custodial Foreman, \$47,001.84/yr, September 1, 2020

Sandra Cumberland, FT Technology Support Technician, \$61,602.86/yr, September 28, 2020

Security

Joseph Kennedy, FT Public Safety and Security Officer, \$29,702.40/yr, July 1, 2020

LEAVE REPORT STATUS

Separations from Employment

Erica Townsend, PT Extension Center Administrator, Pittston Center, August 14, 2020

Joann Duda, FT Custodian, August 28, 2020

Maria D'Amato, PT Extension Center Administrator, Berwick, August 28, 2020

Sandra Draus, PT Extension Center Administrator, Hazleton, August 28, 2020

Mary Kathleen Lewis, FT Faculty, Science, August 29, 2020

James McAndrew, FT Faculty, Business, August 31, 2020

John Kravich, FT Faculty, Hotel and Restaurant Management, September 1, 2020

Edward Janoski, FT Custodian, September 9, 2020

Adriann Decker, FT Assistant to the Director of Financial Aid, September 25, 2020

Rose Goin, FT Director, Berwick Extension Center, September 25, 2020

Ruth Goldsmith, FT PBX Operator and Receptionist, October 9, 2020

Ann Saxton, FT Distance Education Off Campus Coordinator, October 12, 2020

Robert Conner, FT Faculty, Automotive Technology, October 16, 2020

Mark Rutkowski, FT Faculty, Engineering, October 16, 2020