

**LUZERNE COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
BOARD MEETING**

Tuesday, April 25, 2023

Location: Educational Conference Center – Dining Room

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

AGENDA
BUSINESS SESSION

Pledge of Allegiance (please stand)

1. **Roll Call**
2. **Public Comment** **C. Daniel Rodgers, Board Chair**
3. **Approval of February 28, 2023, Board Minutes** **Board Chair Rodgers**
4. **Approval of April 25, 2023, Board Agenda** **Board Chair Rodgers**
- ACTION ITEMS**
5. **Executive Committee Report** **Board Chair Rodgers**
 - 5A. Nomination Committee
 - 5B. Approval of Administrative Policy
 - Revised Drug Free Workplace Policy
6. **Student Success & Workforce Development Committee** **Bernard W. Graham, Ph.D., Committee Chair**
 - 6A. Program Additions, Deletions and Modifications
7. **Audit, Finance and Facilities Committee** **Susan E. Unvarsky, Committee Chair**
 - 7A. Extension of Auditing Service Contract
 - 7B. Extension of Architecture and Engineering Services
 - 7C. RFP, Medical Director, Respiratory Therapy
 - 7D. RFP, Medical Director, Emergency Medical Services
 - 7E. RFP, Collection Agency Services
8. **Compliance, Legal Affairs, Policies, Human Resources, Diversity & Inclusion Committee** **August Piazza, Committee Chair**
 - 8A. Faculty Promotions
9. **Government and External Affairs, Public Relations, Marketing, and College Foundation** **Robert Bertoni, Committee Chair**
- REPORT OF OFFICERS & AGENTS**
10. **Treasurer’s Report** **Thomas P. Leary, President**
Cheryl Baur, Vice President, Finance
 - Foundation Report** **Rebecca Brominski, Executive Director, Institutional Advancement/Foundation**
 - President’s Report** **President Leary / Board Chair Rodgers**
 - **Student Recognition Ceremony** *Presentation of Certificates*

INFORMATIONAL ITEMS

1. **Unfinished Business of Previous Meeting** Board Chair Rodgers
2. **Communications** Board Chair Rodgers
 - Information on Appointments/Leave Report
3. **Adjournment** Board Chair Rodgers

**Immediately following the Board Meeting,
please join in the Dining Room for a Reception to celebrate the
accomplishments of our students recognized this evening.**

Thank you.

Zoom Option:

<https://us06web.zoom.us/j/93003918834?pwd=b0gwaVFWSUQxakMvM09HVVB5NExWQT09>

Meeting ID: 930 0391 8834

Passcode: 888095

Dial Option: +1 646 558 8656

5. Executive Committee Action Items

5A. Recommendation to Approve Nomination Committee

Recommend the Luzerne County Community College Board of Trustees approve the appointment of the Nomination Committee. The Nomination Committee shall consist of a Chairperson and a representative from each of the Board's standing committees.

Joseph Lettiere, Nomination Committee Chairperson.

Holly Evanoski, Government, External Affairs, Public Relations, Marketing, and College Foundation representative.

Joseph Long, Student Success and Workforce Development representative.

Catherine O'Donnell, Esq., Compliance, Legal Affairs, Policies, Human Resources, D&I representative.

Susan Unvarsky, Audit, Finance, Facilities Committee representative.

5B. Recommendation to Approve the revised Drug Free Workplace Policy

Recommend the Luzerne County Community College Board of Trustees approve the revised Drug Free Workplace policy.

6. Student Success and Workforce Development Committee Action Item

6A. Recommendation to Approve Program Additions, Deletions and Modifications

Recommend the Luzerne County Community College Board of Trustees approve Program Additions, Deletions, and Modifications. (pages 6-

7. Audit, Finance and Facilities Committee Action Items

7A. Recommendation to Approve Extension of Auditing Service Contract

Recommend the Luzerne County Community College (LCCC) Board of Trustees approve an extension of the Auditing Services contract with MaherDuessal to perform the year end audit and review of the financial statements for the year end June 30, 2023, in the amount of \$63,000.

7B. Recommendation to Approve Extension of the Architect and Engineering Services

Recommend the Luzerne County Community College (LCCC) Board of Trustees:

1. Approve an extension of the Architecture and Engineering services with hemmler + camayd architects until December 31, 2023. Specifically, the current projects: Building 1 Switchgear Replacement, Main Parking Lot Subdrainage, and PSTI Truck Driving Course Repair shall be completed as well as any unexpected or emergency services as may arise. The current rates for services provided will remain the same for the extension period as those in the current contract.

2. Approve that a Request for Proposals (RFP) for architectural services for miscellaneous projects on an as needed basis be implemented with a targeted timeline to present recommendations to the October 2023 Board of Trustees.

7C. Recommendation to Approve RFP, Medical Director of Respiratory Therapy

Recommend Luzerne County Community College Board of Trustees approve the proposal for Medical Director of Respiratory Therapy to Dr. Ronald Wong DO at the following rate of \$33,600.00 per year for 5 years.

7D. Recommendation to Approve RFP, Medical Director of Emergency Management Services

Recommend Luzerne County Community College Board of Trustees approve the proposal for Medical Director of Emergency Medical Services Programs to Geisinger Health System – Dr. David J. Schoenwetter at the following rate of \$5,000.00 per year for 5 years.

7E. Recommendation to Approve RFP, Collection Agency

Recommend Luzerne County Community College Board of Trustees approve the proposals of General Revenue (15%), Key 2 Recovery (17%) and Eastern Revenue (18%) to provide collection agency services to the College for the fiscal years ending June 2024, June 2025, June 2026, June 2027, and June 2028.

8. Human Resources Committee Action Item

8A. **Recommendation to Approve Faculty Promotions**

Recommend the Luzerne County Community College Board of Trustees approve the following six (6) faculty members for promotion, in accordance with the Faculty Association Contract:

<u>APPLICANT</u>	<u>RANK</u>
Mini Balachandran	Professor
Russ Bigus	Associate Professor
Nicole Esposito	Associate Professor
Doug Martin	Associate Professor
Ivanna Prodanets	Associate Professor
Lori Czajkowski	Assistant Professor

INFORMATIONAL ITEM

INFORMATION ON RECENT APPOINTMENTS

New Hires since February 28, 2023

Administration

Erin Herman, FT Director of Accounting, \$70,783.78/yr, April 17, 2023

Faculty

Richard Salko, FT Desktop Systems Manager, \$45,402.00/yr, March 27, 2023

Classified

Mary Ellen Dooley, FT Library Circulation Desk Assistant, \$45,719.60/yr, March 20, 2023

Terry Fischer, FT Custodian, \$31,200.00/yr, April 3, 2023

Keely Glatz, FT Secretary, Extension Center, Wilkes-Barre Extension Center, \$27,698.58/yr, April 3, 2023

Maria Morrison, FT Secretary, Extension Center, Hazleton Extension Center, \$33,140.38/yr, April 3, 2023

LEAVE REPORT STATUS

Separations from Employment

Machelle Smith, FT Secretary for College Relations and Marketing, April 12, 2023

Report Summary:

NEW PROGRAM:

The **Public Health (AS.PBH)** program will provide students with the knowledge and skills necessary to obtain entry level employment in the region or transfer to a 4-year institution.

PROGRAM MODIFICATIONS:

The **Medical Reimbursement & Coding Program (AAS.MIS, CS.MIS)** programs have been modified to align required courses with employer needs.

The **Pre-Mortuary (AS.MOR)** program has been modified to align program requirements with transfer institutions.

The following program proposals have been approved by the Academic Committee of the Senate, the Senate, and VP of Academic Affairs. Each proposal meets all requirements for a program.

NEW PROGRAM

Program Name: Public Health (AS.PBH)

Rationale: There has been an increased awareness of the need for Public Health employees because of the Pandemic. Accordingly, occupations associated with this program are in-demand occupations as designated by the PA Center for Workforce Information & Analysis (2022). According to the Center, occupations associated with this degree are projected to increase by 16.3% between 2020 and 2030. The average annual salary for related occupations is \$44,000. Additionally, several 4-year colleges offer baccalaureate Public Health programs making this program amenable to transfer. Moreover, this program may be a good fit and possibility for NURS-GEN students who are not accepted into the NUR program but still interested in a career in the health sciences. This program may also attract business students interested in working in a healthcare setting.

Department: Social Science

Department Chair: Janis Seeley

Total Enrollment: New program

Graduates: First Graduates May 2025

Faculty: Needed Fulltime – 0 in department

Adjunct –0.4 FTE

Program Mission/Description

The AS in Public Health integrates fundamental concepts and principles of public health with the natural sciences, social sciences, and technology to develop a public health world view. Students will acquire knowledge and skills necessary to protect and promote the health of individuals, families and communities through education and research. Students who complete the AS in Public Health will be prepared for transfer to four-year colleges and universities.

Goals:

The program provides the student the opportunity to:

1. Develop a base of substantive knowledge about the concepts, research and practice of public health and natural sciences, social sciences, and technology.
2. Acquire the introductory skills necessary to apply a knowledge base to public health practice.

Learning Objectives:

The graduate of this program will be able to:

1. Demonstrate knowledge of the concepts, principles, research, and practical application of the fundamentals of public health.
2. Demonstrate the ability to apply knowledge acquired in natural sciences, social sciences, and technology to public health.
3. Demonstrate knowledge of public health issues in contemporary society.
4. Demonstrate ability to think critically and creatively in solving problems about public health issues.
5. Develop knowledge and skills to prepare for transfer and/or post-baccalaureate employment.

REQUIRED COURSES

BIO-135 Anatomy and Physiology I	4
BIO 136 Anatomy and Physiology II	4
CIS 110 Computer Literacy & Applications	3
ECO 151 Principles of Economics I	3
ENG 101-English Composition	3
ENG 102 Advanced Composition or ENG 104 Advanced Composition Literature	3
FYE-101 First Year Experience	1
HPE 151 Health Promotion, Fitness & Sports Programming	3
HPE 155 Personal Health	3
HPE 248 Human Sexuality	3
HPE 263 Introduction to Nutrition	3
MAT 101 Survey of Mathematics or MAT121- College Algebra	3
MAT 107- Basic Statistics	3
HIS 201- American History up to 1865 or HIS-202 American History since 1865	3
PHI-151 Introduction to Ethics	3
PBH-101 Introduction to Public Health	3
PBA-201 Public Policy	3
PSY 103 – General Psychology	3
PSY 213- Abnormal Psychology or CJU 139 Survey of Drugs	3
SOC-101 Principles of Sociology	3
SPE 125 Fundamentals of Speech or SPE 210 Introduction to Interpersonal Communications	3
Total	<u>63</u>