

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

Tuesday, December 19, 2023

5 PM-Executive Session 5:30 PM Work Session 6 PM Board Meeting Educational Conference Center

Join Zoom Meeting: <https://us06web.zoom.us/j/93003918834?pwd=b0gwaVFWSUQxakMvM09HVVB5NExWQT09>
Meeting ID: 930 0391 8834 Passcode: 888095 Dial: +1-646-558-8656

BUSINESS SESSION

AGENDA

Pledge of Allegiance (*all rise*)

1. Roll Call
 2. Public Comment Catherine R. O'Donnell, Esq., Board Chair
 3. Previous Board Minutes
Approval of October 17, 2023, Board Minutes Catherine R. O'Donnell, Esq., Board Chair
Approval of November 13, 2023, Board Minutes
 4. Approval of December 19, 2023, Board Agenda Catherine R. O'Donnell, Esq., Board Chair
 5. **REPORT OF OFFICERS & AGENTS**
President's Report Thomas P. Leary, President
Lisa Ritter/Shawn Strauss, Maher Duessel
Dr. Graceann Platukus, Vice President,
Enrollment Management/Student Affairs
 - ❖ Audit Report
 - ❖ Enrollment Update
 - **Treasurer's Report** Cheryl Baur, Vice President, Finance
 - **Foundation Report** Rebecca Brominski, Executive Director,
Institutional Advancement/Foundation
 6. **ACTION ITEMS**
Executive Committee Catherine R. O'Donnell, Esq., Board Chair
 7. Student Success & Workforce Development Committee Bernard W. Graham, Ph.D., Committee Chair
A. Curriculum Additions, Deletions and Modifications
 8. Audit, Finance & Facilities Committee Susan E. Unvarsky, Committee Chair
A. Building 5 Handrail Replacement
B. RFQ-CDL Program Instruction and Testing
 9. Compliance, Legal Affairs, Policies, Human Resources, Diversity & Inclusion Committee C. Daniel Rodgers, Committee Chair
 10. Government and External Affairs, Public Relations, Marketing, and College Foundation Joseph Esposito., Committee Chair
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- INFORMATIONAL ITEMS**
1. Unfinished Business of Previous Meeting Catherine R. O'Donnell, Esq., Board Chair
 2. Communications Catherine R. O'Donnell, Esq., Board Chair
 3. Adjournment Catherine R. O'Donnell, Esq., Board Chair

7. STUDENT SUCCESS AND WORKFORCE DEVELOPMENT ACTION ITEM

- 7A. **Recommendation to Approve Curriculum Additions, Deletions and Modifications**
Recommend the Luzerne County Community College Board of Trustees approve the Curriculum Additions, Deletions, and Modifications as attached.

8. AUDIT FINANCE AND FACILITIES ACTION ITEMS (8A-8B)

- 8A. **Recommendation to Approve Building 5 Handrail Replacement**
Recommend the Luzerne County Community College Board of Trustees approve the award of the Building 5 Handrail Replacement project bid to the lowest responsible bidder: Minichi, Inc. in the amount of \$25,500. In addition, the architect and engineering fees payable to hemmler + camayd architects, in line with the agreement in place (9.99% for this project cost) in the amount of \$2,547.50 will be incurred. An 8% Contingency fee (\$2,243.80) for the contractor and related architect and engineering services could be incurred for a total project cost of \$30,291.25.
- 8B. **Recommendation to Approve RFQ for CDL Instruction and Training**
Recommend Luzerne County Community College Board of Trustees approve the proposal that Fortis Institute be awarded the contract to complete the training and testing for the 18 students whose CDL instruction was interrupted by Luzerne's discontinuation of the contract with its prior CDL instructional provider. Fortis will complete the training at a cost of \$2,500 for the weekend CDL students and \$3,000 per student for the Monday-Friday class. The difference in cost per student reflects the estimated amount of training that remains to be done.

INFORMATION ON RECENT APPOINTMENTS

New Hires since October 10, 2023

Administration

Julie Gavin, FT Director of Application Development and Support, \$72,907.29/yr, November 6, 2023

Robert Husty, FT Schulman Gallery Curator, \$43,680.00/yr, November 6, 2023

Michael Barata, PT Extension Center Administrator, Hazleton Center, \$29.02/hr, November 28, 2023

Sara Myers, PT Extension Center Administrator, Scranton Center, \$29.02/hr, December 4, 2023

Faculty

Anna Buck, FT Temporary Instructor of English as a Second Language (ESL) Fall Semester 2023, \$38,977.00/yr, August 24, 2023

Joseph Wegleski, FT Temporary Instructor of Music Recording Technology (Fall Semester 2023), \$38,977.00/yr, October 11, 2023

Tiffany Stefanski, FT Student Engagement Specialist, \$46,765.00/yr, November 15, 2023

Bonnie Orth, FT Temporary Coordinator – Clinical, Nursing, \$46,765.00/yr, November 20, 2023

Classified

Gina Ditalia, PT Secretary, Berwick Extension Center, \$15.00/hr, October 5, 2023

Marissa Siepietowski, FT Business Office Assistant, \$27,300.00/yr, October 30, 2023

Michael Truscott, FT Science Technical Services Technician, \$34,846.00/yr, November 13, 2023

Stephanie Capellan, PT Secretary, Pittston Extension Center, \$15.00/hr, November 29, 2023

LEAVE REPORT STATUS

Separations from Employment

Kelsey Leck, PT Secretary, Berwick Extension Center, October 20, 2023