

Name: Luzerne County Community College Board of Trustees Board Meeting

Date: August 27<sup>th</sup>, 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	ACTION TAKEN
Pledge of Allegiance		
1. Roll Call	Present: Robert Bertoni, Vice Chair; Paul DeFabio; Joseph Esposito; Holly Evanoski; Megan Kennedy, Esq.; Dr. William V. Lewis; Joseph Long, Board Secretary; Catherine R. O'Donnell, Esq., Board Chair; Daniel Rodgers; Robert Schnee; Susan Unvasky; and Lars Anderson, College Solicitor. Excused: George Brown; August Piazza; and Anthony Seiwel.	
	Catherine R. O'Donnell, Esq., Board Chair, reported prior to the start of the August 27 <sup>th</sup> , 2024, Board meeting an Executive Session was held to discuss personnel and litigation issues.	
2. Public Comment	2. Catherine R. O'Donnell, Esq., Board Chair, opened the floor for public comment	2.n/a
AGENDA ITEM	NOTES	ACTION TAKEN
3A. Approval of June 18 <sup>th</sup> , 2024 Board Minutes	3A. Board Chair O'Donnell recommended approval of the June 18 <sup>th</sup> , 2024, Board minutes.	3A. Approved; Motion made by Joseph Long, Board Secretary; seconded by Robert Schnee. Vote was all 'yes'. Motion carried.
3B. Approval of July 16 <sup>th</sup> , 2024 Board Minutes	3B. Board Chair O'Donnell recommended approval of the July 16 <sup>th</sup> , 2024 Board minutes.	3B. Approved. Motion made by Robert Bertoni, Vice Chair; seconded by Daniel Rodgers. Vote was all 'yes'. Motion carried.

<p><b>4. Approval of August 27<sup>th</sup>, 2024 Board agenda</b></p>	<p>4. Board Chair O'Donnell recommends approval to amend the August 27<sup>th</sup>, 2024 Board Agenda to include a resolution authorizing President Yudichak to execute contracts with People's Security Bank and Trust Co.</p> <p>Board Chair O'Donnell asks for public comment regarding the amendment, at this time.</p>	<p>4. Approved. Motion made by Joseph Esposito; seconded by Joseph Long, Board Secretary. Vote was all "yes." Motion carried.</p>
<p><b>Report of Officers and Agents</b></p> <p><b>President's Report</b></p>	<p>John T Yudichak, President Luzerne County Community College, presented the president's report. President Yudichak provided an update on the Pennsylvania commission on community colleges. The commission is sponsoring a retreat scheduled for September 12 in Harrisburg. The commission is looking for a new president and CEO. Currently, Dr Tuesday Stanley, former Community College president, is serving as the interim president and CEO of the commission. The Commission has met several times over the last few weeks with the Department of Education's deputy secretary, Dr Kate Shaw, who has been very helpful in discussing the impact of the new state budget, which increased community college funding by 6%, and a new higher ed law which created a new state Board of Higher Education, which will advise the governor and the state legislature on higher education issues in Pennsylvania. The new board is advisory in nature, not a governing board. President Yudichak provided the trustees with updates on the president's office improving the capital budget process. He indicated we are working with Attorney Anderson to establish a new no oral agreement policy that would not allow an oral agreement to advance a capital budget project. President Yudichak thanked the finance administrator, Nataile Staron, for putting together a traffic safety plan to add pickup and drop off of students from Head Start and the early intervention programs.</p>	

This new safety plan will result in additional parking spaces near building one and the reassignment of some staff parking spaces. The total cost of this project is \$3,500 and is being done in house by the maintenance staff. The president's office has also requested the addition of a new column to the capital budget list, a column that reflects both public and private funds being pursued for projects unfunded by the current capital budget. As a test to this process, the President's leadership team identified one project, a \$38,000 renovation to the college's Respiratory Therapy laboratory currently an unfunded Capital Budget Project. The respiratory therapy program and its labs have not been updated for many decades to date due to the generosity of the Lucerne foundation and southwest energy and their partnership with the Community Foundation of the endless mountains \$35,000 has been committed to the renovation of these labs. President Yudichak thanked the leadership team for their work on this project.

President Yudichak reported, Luzerne County Community College was awarded \$149,023 in capital budget funds. This will go towards the \$457,635 lower campus project, which was approved by our board of trustees in our July meeting. President Yudichak reported that a grant of 94,000 was secured from the Office of State Fire commission to upgrade the PST center. Congrats to Doug Fawbush, public safety director who worked with Dr. Mary Lou D'Allegro and Sue Spry for writing that grant. Thanks to the support as well of Senator Baker who assisted in this grant.

President Yudichak provided an update on the operational excellence RFP. Proposals were due August 26 2024. We received two proposals, one from Baker Tilly and one from Resiliency Solutions. Staff will review these proposals in early September, schedule presentations for the board on September 9 and or 10th, and will look to have a vote at a special Board of Trustees meeting on September 18th on the operational excellence proposals.

President Yudiachak offered engagement updates from the president's office over the last 30 to 40 days. The president's office met with Senator Lisa Baker to review the college's \$250,000 job training grant application with Pennsylvania Department of Education. The Pennsylvania Department of Education notified the college that we have been awarded the grant, which will support thrive in five advanced manufacturing programs, all geared towards workforce development programs. The president's office met with met with the Bridge Foundation, an EITC organization based out of Harrisburg that provides both secondary and higher education scholarships. They're interested in forming new partnerships with Luzerne County Community College to identify secondary students in Luzerne County, who would benefit from the Bridge Foundation's new community college scholarship program. The president's office met with leaders of the Hazleton integration project, a community center that serves 1000s of Hispanic students in the Hazleton area. The Hazleton integration project is looking to build new partnerships with the Luzerne County Community College to build educational partnership pathways to serve its community. The president's office met with Wyoming Valley Chamber of Commerce to discuss Luzerne learns to work a digital platform offered to students in the area. It will provide high school students workforce and career development tools. Luzerne County Community College is looking to become a significant partner if not primary partner with the Wyoming Valley Chamber of Commerce to advance this workforce program. The president's office met with Luzerne County Manager Romilda Crocamo and staff to discuss how the college can be the county's one stop shop for workforce development and training for employees by developing academic programs through certificate and micro credentials that will accelerate hiring and the retention of county workers. The president's office also met with Luzerne County Transit Authority and its director, Robert Plume to discuss how the LCTA's new Micro transit system can make an impact with Luzerne County Community College students. We believe it can offer better access through website, apps and our students can have a better experience. We also discussed building

	<p>training and academic programs to help LCTA retain and recruit employees. The president's office also met with Dr Tony Grieco, the executive director of Luzerne Intermediate Unit 18, to discuss locating the LIU's PAL program on the LCCC Nanticoke campus. This would require 10 to 15,000 square feet of space to serve 100 students that potentially not only be served by Liu but take advantage of programs offered at LCCC as well. Current sites are being evaluated and opportunities are being looked at here on the Nanticoke campus.</p> <p>The president's office also met with Dr. Maria Montero, President and CEO, of maternal family health services to discuss partnerships with the college to expand health services to our students and educational opportunities to the nearly nine thousand individuals served by MFHS. Finally, the president's office met with Kelly O'Brien, executive Director of BIDA to receive their in-kind donation for the college's Berwick Center, and to discuss how Luzerne County Community College can play a large role in providing workforce development opportunities for industries in the greater Berwick area. Finally, President Yudichak thanked and welcomed Doug Palmieri to the college. The President indicated that Doug and Sharon Shea have done exceptional work over the last thirty days of brisk activity in the president's office. President Yudichak also thanked the Ashley Shaw in HR, and the finance team in helping establish a stronghold of the new administration here at Luzerne County Community College.</p>	
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## Treasurer's Report

Andrea Gibbons, interim designee in the finance department, presented the Treasurer's Report as of June 30, 2024. She noted the college is still in the process of closing books for the fiscal year, and a number of adjusted entries are yet to be made. Andrea Gibbons starts with the operating budget on page one, and began with expenses, of which are noted, total salaries are coming in under budget by 1%. In regards to total benefits, FICA and Social Security was budgeted at over 1,037,000 but will come in at just over 803,000 equating to total benefits, actually going down 2%. Remaining, actual expenses are down approximately 7% Compared to Budget. This is likely to change as final expenses are booked for the fiscal year. The fiscal year, projected transfers to other funds to cover the losses of the bookstore, food service and the capital budget are down 2% from what was budgeted. Andrea Gibbons continued with discussing the operating budget, this time with revenue. Sponsorships are on budget at over 19 million projected and actual tuition is up 4% compared to budget. Total fees are up approximately 11% and other revenue is down 2%. Andrea Gibbons noted that taking into account the FICA social Security, Medicare, year end entry, the projected deficit looks to be approximately 109,000, as opposed to the budgeted 343,000 shown on the Treasurer's Report. This is favorable compared to the budgeted deficit. Andrea Gibbons proceeds to discuss the bookstore fund page three in the Treasurer's Report, she indicated we are looking at a deficit approximately \$99,000 as opposed to a budgeted amount of \$5,000 due to a decrease in budgeted commissions being received totaling 52%. Page four of the Treasurer's Report lists the food service fund. We are looking at approximately a deficit of \$236,000, which is favorable compared to the budgeted deficit of \$255,000. Food supply expenses are up but so are the sales. Gibbons turned her attention to the capital fund. She indicated we are looking at an approximate deficit of one point four million, slightly higher than what we budgeted at one point two million. this is attributed she indicated to higher than expected equipment purchases. Andrea Gibbons asks if there are questions. Trustee Daniel Rogers comments that with a budget of this size, 4.2 million, a \$100,000 variance is pretty darn good. Andrea

Gibbons mentioned the submission of a recent report to the board of trustees that clarifies a misunderstanding relating to the college fiscal year 2025 operating budget and a recent \$5 increase in tuition approved by the Board of Trustees. A trustee had raised questions in using a discussed surplus to offset the \$5 tuition increase. Andrea Gibbons indicates the college does not have a surplus during that time period, instead having \$40 million in operating cash required to manage the college short term and long term financial liabilities. As a result of the \$5 tuition increase and the 6% increase in the state appropriations the operating fund currently has \$78,407 budget deficit. Eliminating the \$5 tuition increase would subsequently increase the budget deficit to over \$466,982.

## Foundation Report

Rebecca Brominski, Executive Director of Institutional Advancement and the LCCC Foundation, presented the following foundation update. Ms. Brominski indicated the beginning of a new initiative called Mission minute highlights. This initiative, highlights success stories from our institution. Rebecca Brominski introduced Robert Bogdan, Director of Marketing, to explain and show these highlights. Bob Bogdan explained this is part of promoting the institution, highlighting our success stories, and indicated this as an initiative from the President. He went further, indicating it will be shown on social media, our website, etc. Each month will feature, at least one current student, and one alumni in these mission minutes. Mr. Bogdan introduced the first mission minute, featuring a current student, and followed with another mission minute featuring a prominent alumnus. He finished by indicating that those with ideas for these mission minutes, should reach out and contact him or the department. Rebecca Brominski indicated the following foundation updates. We have officially cut the ribbon on the Yeager Arboretum, the dream of Libby Yeager and her late husband. We welcomed over 200 guests to campus for a narrated tour and reception. Thanks to our friends at the Luzerne Foundation, every Luzerne County Community College Center has an opportunity to offer healthier food choices in their food banks. This summer,

center directors received refrigeration units, and we'll fill them in anticipation of students arriving next week. Thanks to the generous grant from the All One Foundation, our health science department will await a state-of-the-art interdisciplinary mannequin for our students next week. We will welcome back students to campus. More than 320 students, both first time and returning have been awarded scholarships totaling over \$320,000. Next week, the foundation will begin supporting students with funds for course materials, books, and transportation.

Rebecca Brominski noted upcoming events.

We will have a 23rd remembrance of September 11th with a ceremony here to be held at 10am at our walk of honor. We will have President Yudichak's inauguration on September 14th. The Schulman gallery fall signature opening reception titled "The art of music", will be held September 27th. Our annual craft festival will be held October 19, the annual Foundation Scholarship celebration will be held October 26 beginning at 5pm at Mohegan Pocono. This year, we are honoring three longtime donors to our foundation, the Luzerne foundation will receive the community Champion Award. Geisinger will receive the Circle of Excellence Award, and Cross Valley Federal Credit Union will receive our Legacy Award. She indicated this is the foundation's largest event of the year. Last year, the foundation raised over \$100,000 for students, scholarships, and initiatives. She asked for questions. Board Chair Cathy O'Donnell asked Doug Palmeri Special Assistant to the President for calendar reminders to be sent to all of the Board of Trustee members.



<b>ACTION ITEMS</b>		
<b>6. Executive Committee Report</b>	<b>6. Catherine R. O'Donnell, Esq., Board Chair, presented the Executive Committee report.</b>	<b>ACTION TAKEN</b>
<b>6A. Service of Investiture</b>	<b>6A. Recommend the Luzerne County Community College Board of Trustees approve the Service of Investiture script to be utilized in the upcoming Inauguration of John Yudichak.</b>	<b>6A. Approved. Motion made by Robert Bertoni, Vice Chair. Seconded by Joseph Esposito.</b>
		<b>Vote was all 'yes'. Motion carried.</b>
<b>6B. Resignation of Dr. Erin Keating</b>	<b>6B. Recommend the Luzerne County Community College Board of Trustees approve the resignation of Dr. Erin Keating, Luzerne County Community College Board of Trustees, effective June 30<sup>th</sup>, 2024.</b>	<b>6B. Attorney Lars Anderson, College Solicitor, indicates a Board of Trustees vote is not necessary, just the recommendation.</b>
<b>7. Student Success &amp; Workforce Development Committee</b>	<b>7. Board Secretary, Committee Chair Joseph Long, presented the Student Success and Workforce Development Committee report.</b>	<b>ACTION TAKEN</b>
<b>7A. Preferred Name Policy (revised)</b>	<b>7A. Recommend the Luzerne County Community College Board of Trustees approve the Preferred Name Policy (revised) as presented.</b>	<b>7A. Approved. Motion made by Daniel Rodgers. Seconded by Dr. William Lewis.</b>
		<b>Vote was all 'yes'. Motion carried.</b>
<b>8. Report of the Audit, Finance and Facilities Committee</b>	<b>8. Joseph Esposito, Committee Chair, Audit Finance and Facilities Committee presented the following report.</b>	<b>ACTION TAKEN</b>
<b>8A. Investment Policy Statement (revised)</b>	<b>8A. Recommend the Luzerne County Community College Board of Trustees approve the Investment Policy Statement (revised) as presented.</b>	<b>8A. Approved. Motion made by Robert Bertoni, Vice Chair. Seconded by Joseph Long, Board Secretary.</b>
		<b>Vote was all 'yes'. Motion carried.</b>

<p><b>8B. Resolution – Emergency Peoples Security Bank and Trust</b></p>	<p><b>8B. Recommend the Luzerne County Community College Board of Trustees approve the Resolution – Emergency, allowing President Yudichak to sign any and all contracts, agreements, and grants with Peoples Security Bank and Trust, and that no pen signature shall be required.</b></p>	<p><b>8B. Approved. Motion made by Joseph Long, Board Secretary. Seconded by Robert Schnee.</b></p> <p><b>Vote was all 'yes'. Motion carried.</b></p>
<p><b>8C. Water Line Replacement (Lower Campus) Project Bid</b></p>	<p><b>8C. Recommend that the Luzerne County Community College Board of Trustees approve the awarding of the Water Line Replacement (Lower Campus) Project Bid to the new lowest responsible bidder, James T. O'Hara.</b></p>	<p><b>8C. Approved. Motion was made by Robert Berton, Vice-Chair. Seconded by Susan Unvarsky.</b></p> <p><b>Vote was all 'yes'. Motion carried.</b></p>

<b>9. Compliance, Legal Affairs, Policies, Human Resources, Diversity &amp; Inclusion Committee</b>	<b>9. No report.</b>	<b>9. N/A</b>
<b>10. Government and External Affairs, Public Relations, and Marketing, College Foundation Committee</b>	<b>10. No report.</b>	<b>10. N/A</b>
<b>Informational Items</b>		
<b>1. Unfinished Business-Previous Meeting</b>	<b>1. Robert Bertonl, Vice Chair thanked Dr. Erin Keating, former Luzerne County Community College Board of Trustees member for serving on this board. He indicated he wanted to acknowledge her service and offer thanks.</b>	<b>1. No action required.</b>
	<b>Daniel Rodgers, Committee Chair, also wanted to personally thank Dr. Keating for her service, as a very valuable member of the team, especially through the recent transition process.</b>	

<b>2. Communications</b>	<b>2. Board Chair O'Donnell noted all communications were included in the Board packets under informational items.</b>	<b>2. No action required.</b>
<b>3. Adjournment</b>	<b>3. Board Chair O'Donnell asked for a motion to adjourn the meeting.</b>	<b>3. Approved. Motion made by Daniel Rodgers. Seconded by Robert Bertoni, Vice Chair.  Vote was all 'yes'. Motion carried.</b>