

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

Tuesday, October 17, 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. Approval of August 29, 2023, Board Minutes Catherine R. O'Donnell, Esq., Board Chair
 4. Approval of October 17, 2023, Board Agenda Catherine R. O'Donnell, Esq., Board Chair
 5. **REPORT OF OFFICERS & AGENTS**
President's Report Thomas P. Leary, President
 - 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
 - A. President's Compensation
 - B. Appointment of the Next President
 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. RFP, Professional Architectural and Engineering Services
 - B. Food and Event Services Usage Policy
 9. **Compliance, Legal Affairs, Policies, Human Resources, Diversity & Inclusion Committee** C. Daniel Rodgers, Committee Chair
 - A. LCCC Cyber Security Policy
 - B. Sexual Assault, Domestic Violence, Dating Violence, and Stalking Policy
 - C. Title IX and Sexual Misconduct Policy
 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

6. EXECUTIVE COMMITTEE ACTION ITEM

6A. Recommendation to Approve President's Compensation

Recommend the Luzerne County Community College Board of Trustees approve the President's compensation to reflect a 3% increase for Fiscal Year 2023-2024 retroactive from July 1, 2023.

6B. Appointment of the Next President

Motion for the consideration, nomination, and appointment of the next President of Luzerne County Community College, subject to the College and the selected applicant negotiating a mutually agreeable employment contract.

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.

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

8A. Recommendation to Approve RFP, Professional Architectural and Engineering Services on As-Needed Basis.

Recommend the Luzerne County Community College Board of Trustees approve the award of Professional Architectural and Engineering Services for Miscellaneous Projects on an As-Needed Basis to the lowest responsible proposal provider: A+E Group, JV. The initial agreement will be for a period of three (3) and a half years (January 1, 2024 through June 30, 2027) with an option to renew for an additional two (2) year period (to June 30, 2029) based on performance and mutual agreement.

They will be compensated based on hourly rates for projects for work including but not limited to the initial consultation and project investigation, project specifications and design, cost estimate, and preparation of bid documents. If the College decides to proceed with the project, any additional architectural and engineering fees will be compensated by a predetermined percent of construction cost for work including but not limited to the finalization of bid documents, bidding, mandatory pre-bid meeting, bid opening, evaluation of bids and recommendation of award, contract administration, and project management through the completion of the project.

The College has a budgeted amount for general architectural and engineering fees. Approval for specific, larger, projects are based on priority and identified funding. The College uses the budget process to identify and request necessary projects requiring architectural and engineering services.

8B. Recommendation to Approve the Food and Event Services Usage Policy

Recommend the Luzerne County Community College Board of Trustees approve the administrative policy, Food and Event Services Usage Policy.

9. COMPLIANCE LEGAL AFFAIRS POLICIES HUMAN RESOURCES DIVERSITY & INCLUSION

9A. Recommend Approval of the Luzerne County Community College Cyber Security Policy

Recommend the Luzerne County Community College Board of Trustees approve the administrative Policy, Luzerne County Community College Cyber Security Policy.

9B. Recommend Approval of the Sexual Assault, Domestic Violence, Dating Violence, and Stalking Policy

Recommend the Luzerne County Community College Board of Trustees approve the administrative Policy, Sexual Assault, Domestic Violence, Dating Violence, and Stalking Policy.

9C. Recommendation to Approve Administrative Policy – Title IX and Sexual Misconduct Policy

Recommend the Luzerne County Community College Board of Trustees approve the administrative Policy, Title IX, and Sexual Misconduct Policy.

INFORMATION ON RECENT APPOINTMENTS

New Hires since August 7, 2023

Administration

Susan Koronkiewicz, FT Dean of Nursing and Health Sciences, \$87,295.64/yr, September 11, 2023

Faculty

Holly Ellis, FT Temporary Instructor of English (Fall Semester 2023), \$38,977.00/yr, August 24, 2023

Dagmar Frias, FT Temporary Instructor of Sociology/Human Services (Academic Year 2023-2024), \$38,977.00/yr, August 24, 2023

Cassandra Mahaffey, FT Student Support and Accessibility Services Specialist, \$46,765.00/yr, September 11, 2023

Classified

Julie Boyer, FT Academic Departments Assistant, \$29,188.54/yr, August 28, 2023

Carla Garrigan, FT Secretary for Purchasing, \$27,300.00/yr, August 30, 2023

LEAVE REPORT STATUS

Separations from Employment

Joelle Machese, PT Extension Center Administrator, Northumberland Regional Extension Center, August 21, 2023

Mia Heckman, PT Secretary, Pittston Extension Center, August 24, 2023

Patricia Pivrotto, PT Extension Center Administrator, Scranton Extension Center, August 25, 2023

Marilyn Wall, FT Business Office Operations Assistant, September 3, 2023

Melissa Day, FT Director of Berwick and Greater Susquehanna Extension Centers, September 29, 2023

Andrew Petonak, FT Faculty, English, October 9, 2023