

LUZERNE COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES

Board Meeting

Tuesday, December 22, 2020

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 October 27, 2020 Board Minutes Lynn Distasio, Board Chair
3. Approval of December 22, 2020 Board Agenda Lynn Distasio, Board Chair
4. Report of Officers and Agents
 - o President's Report Thomas P. Leary, President
 - o Audit Report Lisa Ritter, Maher Duessel
 - o Foundation Report Rebecca Brominski, Executive Director, Institutional Advancement

ACTION ITEMS

5. Executive Committee Lynn Distasio, Board Chair
 - A. Modified Spring 2021 Academic Calendar
 - B. LCCC Association of Higher Education- PSEA/NEA Contract Extension
6. Academic Committee Bernard W. Graham, Ph.D., Committee Chair
 - A. Approval, Fitness Center Usage Policy (Revised)
7. Finance Committee Susan E. Unvarsky, Committee Chair
 - A. Bid #493 – GEER Funding Classroom Equipment
 - B. Approval, Tuition and Fees Refund Policy (Revised)
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 Paul Halesey, Committee Chair
 - Information on Appointments/Leave Report
5. Communications Lynn Distasio, Board Chair
6. Adjournment Lynn Distasio, Board Chair

5. Executive Committee Action Items

5A. Recommendation to Approve the Revised Spring 2021 Academic Calendar

Recommend the Luzerne County Community College Board of Trustees approve the revised Spring 2021 Academic Calendar. (attached)

5B. Recommendation to Approve Extension of the LCCC Association of Higher Education-PSEA/NEA Contract

Recommend the Luzerne County Community College Board of Trustees ratify a two-year extension of the LCCC Association of Higher Education-PSEA/NEA contract and a new memorandum of agreement concerning health care. The two-year contract begins retroactively from September 1, 2020 through August 31, 2022.

6. Academic Committee Action Item

6A. Recommendation to Approve Administrative Policy

Recommend the Luzerne County Community College Board of Trustees approve the revised Fitness Center Usage Policy. (attached)

7. Finance Committee Action Items

7A. Recommendation to approve Bid # 493 for GEER Funding Classroom Equipment

Recommend Luzerne County Community College Board of Trustees approve the award of Bid # 493 in the amount of \$161,845.81 to the following vendors:

Section A – CDW-G for Smartboards & Classroom Support Equipment in the amount of \$129,982.32;
Section B – CDW-G for Video Conferencing Equipment in the amount of \$24,109.40; and,
Section C - IntegraONE for Miscellaneous in the amount of \$7,754.09.

The total amount for sections A through C is \$161,845.81.

7B. Recommendation to Approve the Revised Tuition and Fees Refund Policy

Recommend the Luzerne County Community College Board of Trustees approve the revised Tuition and Fees Refund Policy. (attached)

Spring 2021

Registration - Begins November 2020	Ongoing
Martin Luther King, Jr. Day (College Closed)	Monday, January 18, 2021
College In-Service	Wednesday, January 27, 2021 (Snow date Jan 28th)
Adjunct In-service	Wednesday, January 27, 2021 (Snow date Jan 28th)
Late Registration	February 1 & 2, 2021
Classes Begin (15 Week Session)	Monday, February 1, 2021
Classes Begin – Wilkes-Barre Center & Late Start Session	Monday, February 15, 2021
Last Day for Withdrawal with Partial Tuition Refund	Monday, February 22, 2021
Deadline for Submitting Application for Graduation	Friday, March 5, 2021
Fall 2021 Registration Begins	March 2021.
Snow Make Up Day (No Classes Unless Needed)	Friday, March 5, 2021
Professional Development Day (No Classes)	Wednesday, March 17, 2021
Snow Make Up Day (No Classes Unless Needed)	Thursday, April 1, 2021
Holiday Recess (College Closed)	Friday, April 2- Monday, April 5, 2021
Last Day to Drop Classes or Withdraw Officially from School	Monday, April 19, 2021
Last Day of Classes	Friday, May 14, 2021
Final Exams	Saturday – Friday, May 15-21, 2021
Final Grade Reports Due	Monday, May 24, 2021
Commencement	Thursday, May 27, 2021
Day after Graduation (College Closed)	Friday, May 28, 2021
<u>7 Week Session I</u>	<u>2/1/21-3/15/21</u>
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	Thursday, February 25, 2021
Classes End	Thursday, March 11, 2021
Final Exam	Friday, March 12, 2021
Final Grades Due by noon	Monday, March 15, 2021

TITLE: FITNESS CENTER USAGE

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: June 19, 2018, June 12, 2007

Membership for the LCCC Fitness Center is provided as a benefit to LCCC students, faculty, staff, retirees, and third party independent contractors working 15 hours or more per week. Non-registered students who are not employed by the College may obtain membership by registering for HPE-FLS (Fitness Lifestyles) for a course fee of \$50.00. (The HPE-FLS course will not apply towards graduation requirements and will not be limited to the current repeat policy for credit courses.) Waivers are available under certain conditions. Waivers must be authorized by the Director of Student Activities and Athletics, or the Physical Education Department Chair or the Dean of Health Sciences.

Membership includes the use of locker rooms, fitness room, aerobic room, pool table and ping pong table.

LCCC Fitness Center users must present a valid student or staff member I.D. for admittance to Fitness Center facilities. No one under the age of sixteen may be in the Fitness Center unless they have a valid LCCC ID.

Lockers are for temporary use only. Users are required to remove their property from Fitness Center lockers immediately following fitness center usage. The College reserves the right to remove items left in lockers. Those items, as well as any unattended items left in any Fitness Center area, will be forwarded to the LCCC Security Office and will be subject to the Security Office lost and found policy.

All College policies regarding appropriate conduct on College property applies to usage of the Fitness Center. In addition, users must follow all safety and health guidelines posted in the facility. Chewing gum, food and soda cans/bottles are prohibited in the Fitness Center. Appropriate athletic footwear is required in all areas.

Users may be required to reimburse the College for damaged, lost, or stolen equipment that has been signed out in their name.

If found violating the posted Fitness Center usage rules and guidelines, users will be asked to refrain from that activity and to comply with College policy. Continued or repeated violation will be reported to campus security and may result in revocation of Fitness Center privileges and/or other disciplinary measures as defined in the Student and/or Employee Conduct Code.

TITLE: TUITION and FEES REFUND POLICY

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: September 11, 2020

After classes commence, a student finding it necessary to withdraw from the College or change from full-time to part-time status for acceptable reasons, shall receive tuition AND fee refund as follows:

**Fall and Spring 15 Week Semesters
(Day, Evening, Off-Campus and Weekend Classes)**

Until the end of the first week of scheduled classes	100%
Until the end of the second week of scheduled classes	60%
Until the end of the third week of scheduled classes	40%
After the third week of scheduled classes	No Refund

**Summer Session
(Day and Evening Classes Scheduled 4 Days Per Week)**

Until the end of the second day of Regularly scheduled classes	100%
After the end of the second day and until the end Of the fourth day of regularly scheduled classes	75%
After the end of the fourth day of Regularly scheduled classes	No Refund

**Special Fall / Special Spring / Summer Session
(Day, Evening, Off-Campus and Weekend Classes Scheduled 1 Day Per Week)**

Until the end of the first week of scheduled classes	100%
Until the end of the second week of scheduled classes	75%
After the second week of scheduled classes	No Refund

Intermediate Summer and Non-Traditional Sessions

Refunds for Intermediate Summer and Non-Traditional Sessions (not listed above) will be made in compliance with this policy (at the end of 20% of the scheduled instruction for special sessions and irregularly scheduled sessions and courses.)

Please Note:

- (1) Students who withdraw *before* classes commence will be assessed a \$15.00 *Withdrawal Fee*.
- (2) Students who *alter* their registration form *after* they have gone through the registration process will be assessed a \$10.00 per Course Change Fee.

INFORMATION ON RECENT APPOINTMENTS

New Hires since October 27, 2020

Kimberly Pokrinchak, FT Bookstore Sales Associate, \$22,355.48/yr, December 7, 2020

LEAVE REPORT STATUS

Separations from Employment

Margaret Matteo, PT Extension Center Administrator, Hazleton Center, October 27, 2020

Shaniqua Brown, PT Public Safety and Security Officer, November 15, 2020

Carol O'Holla, PT Secretary, Hazleton Center, November 25, 2020