

PREVIOUS BOARD MINUTES

Name: Luzerne County Community College Board of Trustees Board Meeting
Date: Tuesday, April 23, 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	<p>Present: Robert Bertoni, Vice Chair; Joseph Esposito; Holly Evanoski; Erin K. Keating, Ed.D.; Megan Kennedy, Esq.; Dr. William V. Lewis; Catherine R. O'Donnell, Esq., Board Chair; C. Daniel Rodgers, Anthony Seiwel; Robert Schnee; Susan E. Unvarsky; and Joseph Kluger, Esq., College Solicitor.</p> <p>Excused: Mayor George Brown, Paul DeFabo, Joseph Long, August Piazza</p>	
2. Public Comment	<p>Catherine R. O'Donnell, Esq., Board Chair, reported prior to the start of the March 5, 2024, Board meeting an Executive Session was held to discuss personnel and litigation issues.</p> <p>2. Catherine R. O'Donnell, Esq., Board Chair, opened the floor for public comment.</p>	2.n/a
AGENDA ITEM	NOTES	ACTION TAKEN
3. Approval of March 5, 2024, Board Minutes	<p>3. Board Chair O'Donnell recommended approval of the March 5, 2024, Board minutes.</p>	<p>3. Approved. Motion made by Robert Bertoni, Vice Chair; seconded by Holly Evanoski.</p> <p>Vote was all "yes". Motion carried.</p>
4. Approval of April 23, 2024, Board Agenda	<p>4. Board Chair O'Donnell recommended approval of the April 23, 2024, Board agenda.</p>	<p>4. Approved. Motion made by Robert Bertoni, Vice Chair; seconded by Megan Kennedy, Esq</p> <p>Vote was all "yes." Motion carried.</p>

ACTION ITEMS		ACTION TAKEN
<p>5. Executive Committee Report</p> <p>5A. Nomination Committee</p> <p>5B. Board of Trustees Distinguished Leadership Medal and Trophy</p> <p>5C. Naming of New Education Center, Founder's Hall Building 3</p>	<p>5. Catherine R. O'Donnell, Esq., Board Chair, presented the Executive Committee report.</p> <p>5A. Catherine R. O'Donnell, Board Chair reported in accordance with the by-laws the nominating committee for the election of officers for the Board of Directors are to be by May 7th. Board Chair nominated Susan Unvasky to serve as Chair of the Nomination Committee; members include Joseph Esposito and Mayor George Brown. As the Board Secretary has not received any other standing committee chair nominations, if any board members would like to be a part of the committee, please let Board Chair O'Donnell know by May 7th. The By-Laws provide that the Board Officers can serve two consecutive one-year terms. The current officers are Board Chair O'Donnell; Robert Bertoni, Vice Chair and Joseph Long, Board Secretary. All current officers have served one year and are eligible for consideration for a second year. Any Board member or sitting current officers must notify Joseph Long in writing no later than May 7th if he or she would like to be considered for a board officer position.</p> <p>5B. Recommend that in order to commemorate Thomas P. Leary, nearly 50 years of service to Luzerne County Community College including 16 years as College President the Luzerne County Community College Board of Trustees approve the first ever Board of Trustees Distinguished Leadership award be formally bestowed upon President Thomas P. Leary during the 56th Commencement Ceremony scheduled for Thursday, May 23, 2024 at 6 p.m. at Mohegan Sun Arena.</p> <p>5C. Recommend the Luzerne County Community College Board of Trustees approve the naming of the new Educational Center to Founder's Hall-Building 3 as the Luzerne County Community College Marcella Nagorski-Waldo Center for Innovative Teaching and Learning.</p>	<p>5A. No action required.</p> <p>5B. Approved. Motion made by Robert Bertoni, Vice Chair; seconded by Robert Schnee. Vote was all "yes." Motion carried.</p> <p>5C. Approved. Motion made by Robert Schnee; seconded by Dr. William Lewis. Vote was all "yes." Motion carried.</p>

6. Student Success & Workforce Development Committee	6. Board Chair Catherine O'Donnell presented the Student Success, and Workforce Development Committee report.	ACTION TAKEN								
6A. Professor Emeritus	6A. Recommend the Luzerne County Community College Board of Trustees approve the status of Professor Emeritus be formally bestowed upon Lori Gerich, MSN, RN; Dr. Murali T. Panen, and Dr. John Pisano during the 56 th Commencement Ceremony scheduled for 6 p.m. Thursday, May 23, 2024, at Mohegan Sun Arena.	6A. Approved. Motion made by Robert Bertoni, Vice Chair; seconded by Susan Unvarsky. Vote was all "yes." Motion carried.								
7.Report of the Audit, Finance and Facilities Committee	7. Susan E. Unvarsky, Committee Chair, Audit Finance and Facilities Committee presented the following report.	ACTION TAKEN								
7A. RFP, Audit Services	7A. Recommend the Luzerne County Community College Board of Trustees approve the award of the annual Audit Services to Maher Duessel for Fiscal Years ending June 30, 2024, 2025, and 2026 in the base proposal amounts of \$85,000; \$89,300, and \$93,800 respectively.	7A. Approved. Motion made by Joseph Esposito; seconded by Holly Evanski. Vote was all "yes." Motion carried.								
7B. RFP, Snack Vending Services	7B. Recommend the Luzerne County Community Board of Trustees approve the award of the Snack Vending Service to Canteen at a 25% commission rate and \$1,000 annual donation to the Alumni.	7B. Approved. Motion made by Holly Evanski; seconded by Megan Kennedy, Esq. Vote was all "yes." Motion carried.								
8. Compliance, Legal Affairs, Policies, Human Resources, Diversity & Inclusion Committee Report	8. C. Daniel Rodgers, Chair, Compliance, Legal Affairs, Policies, Human Resources, Diversity and Inclusion Committee presented the following report.									
8A. Faculty Promotions	8A. Recommend the Luzerne County Community College Board of Trustees approve, in accordance with the Faculty Association Contract, the following three (3) faculty members for promotion. <table border="1" data-bbox="1117 1018 1252 1522"> <thead> <tr> <th>Applicant</th> <th>Rank</th> </tr> </thead> <tbody> <tr> <td>William Liotta</td> <td>Professor</td> </tr> <tr> <td>Cindy Malkemes</td> <td>Professor</td> </tr> <tr> <td>Jamie Brungard-Roseman</td> <td>Assistant Professor</td> </tr> </tbody> </table>	Applicant	Rank	William Liotta	Professor	Cindy Malkemes	Professor	Jamie Brungard-Roseman	Assistant Professor	8A. Approved. Motion made by Robert Schnee; seconded by Robert Bertoni, Vice Chair. Vote was all "yes." Motion carried.
Applicant	Rank									
William Liotta	Professor									
Cindy Malkemes	Professor									
Jamie Brungard-Roseman	Assistant Professor									

<p>9. Report of the Government and External Affairs, Public Relations, and Marketing, and College Foundation Committee</p>	<p>10. Joseph Esposito, Committee Chair, Government and External Affairs, Public Relations, and Marketing, and College Foundation Committee noted the following</p>	<p>10, N/A</p>
	<p>Committee Chair Esposito stated the committee met with the Marketing and Public Relations Directors. The committee suggested different ideas and the directors were very receptive. Committee Chair Esposito also noted Mrs. Brominski will report on the upcoming hybrid Legislative Breakfast and encouraged trustee participation.</p>	<p>N/A.</p>
<p>10. REPORT OF OFFICERS AND AGENTS</p>		
<p>President's Report</p> <ul style="list-style-type: none"> ○ Treasurer's Report 	<p>Cheryl Baur, Vice President of Finance presented the following Treasurer's Report through March 31, 2024. Operating/Revenue When all the transfers that need to be made to the other funds, which include Bookstore, Food Service, and Capital Fund, the projection is that the College will have revenue exceeding expenses of over \$1 million. The major players on the expenses side are salary and benefits. We are currently running \$2.2 million under what we had budgeted and that is due to open positions and high paid retirements. On the revenue side the credits that we projected in the budget were 4,000 credits lower than what we had come in at in the spring.</p>	
<ul style="list-style-type: none"> ○ Foundation Report 	<p>Rebecca Brominski, Executive Director of Institutional Advancement and Foundation presented the following Foundation update. The Foundation was recently selected to be one of 30 non-profits to receive funding during the Luzerne Foundation's non-profit forum. The funds we receive will support our food banks at five of our campus locations. Refrigerators will be purchased to be able to offer fresh fruit and vegetables as a healthy option thus extending the shelf life of fresh products. This initiative continues to help hunger and food insecurities among our students and their families. Thank you to the Luzerne Foundation for supporting our efforts. The Foundation is proud to announce they will have 99 members of the class of 2024 who will graduate as scholarship recipients. Thank you for the</p>	

hundreds of donors who have made it possible for our students. Looking to the next academic year, the Foundation has already received over 600 scholarship applications for the 2024-2025 academic year. The deadline to apply is April 30th and shortly thereafter the Foundation will award over \$400,000 in scholarship funds. Friday, April 26th the College will welcome over 60 guests for the annual Legislative Breakfast. The theme is the national and regional teacher shortage and discussion will center around the College's efforts to work for a solution to this shortfall. The day will also consist of a ribbon cutting and dedication of a new educational space on campus as well as a celebration of Arbor Day and a sneak peak of the College's new Yeager Arboretum.

Upcoming events include: Communication Arts Student Exhibit, May 3rd, 25th Dental Health Alumni Day, May 10th; Alumni Association Golf Tournament, May 20th, Graduate Reception May 21st, and the 56th Annual Commencement on May 23rd. And congratulations to our student honorees present this evening.

o **Student Recognition Ceremony**

On Tuesday, April 2, 2024, President Thomas P. Leary reported he along with Board Chair Catherine O'Donnell, and Luzerne County Community College's leadership team and had the opportunity to attend the Pennsylvania Commission for Community Colleges Annual Meeting and All-PA Academic Team Awards Banquet to celebrate our outstanding students, whom we will be recognizing this evening.

In celebration of April as Community College Month, it is my honor to recognize the following students for their leadership and academic achievements. For 30 years, the Pennsylvania Commission for Community Colleges has joined Phi Theta Kappa to honor students the community colleges nominated to the All-PA Academic Team. The All-PA Academic Team Awards, built from the National All-USA Academic Team for two-year colleges, recognizes an exceptional group of community college students who have achieved academic excellence and demonstrated a commitment to their colleges and their communities. These students represent the great diversity of community colleges and confirm the community colleges' commitment to providing accessible and affordable higher education

to our region in Northeastern Pennsylvanians and throughout the Commonwealth. Most of the All-PA Academic Team members will graduate intending to continue their education at baccalaureate degree-granting colleges and universities with scholarships.

President Leary invited Board Chair Catherine R. O'Donnell to join him in the presentation of certificates to our student honorees.

Recipients of the **2024 Pennsylvania All-Academic Team Award:**
Emily Kaufman and Miguel Saldana

The **Coca-Cola Leaders of Promise Scholarship** program provides new Phi Theta Kappa members with financial resources to help defray educational expenses while enrolled in an associate degree program to develop leadership potential through participation in Phi Theta Kappa programs.

The **COCA-COLA LEADER OF PROMISE SCHOLAR** recipients are **Lalaj Johnson and Emily Kaufman.**

For their demonstrated leadership, service and dedication to Luzerne County Community College and Board Chair O'Donnell and I are honored to present the following **Certificates of Appreciation:**
SGA SHAMOKIN -Katy Clark - President

BASIC CLUB -Kevin Lloyd - President
LCCC BUSINESS CLUB - Justin Fischer - President, Joseph Maffei, Vice President, Nadia Peimany - Secretary, Mackenzie Salmo - Treasurer
GAMING CLUB-Colton Miller - Leadership Team
LCCC HISTORY CLUB- Olivia Kishbaugh - President, Kaila Hartman - Vice President, Robert Carroll - Treasurer
LATINO ALLIANCE-Hilary Pujols - President, Juribeth Roman - Vice President, Sandy Ortiz - Secretary, Angelina Ramos - Treasurer
MATH CLUB-Aaron Anthony - President, Sage Buddock - Vice President, Emily Lewis - Secretary, Odesia Griffith - Treasurer
NAACP-Rose Daniels - President, Kasia Stewart - Vice President
Wanda Walker - Secretary

	<p>PEER MENTORS-Catherine Hidalgo,Laura Lehrman,Joseph Maffei Stephanie McCauley,Deborah Meck,Colton Miller,Miriam Suzadail Christal Zermame</p> <p>PSYCHOLOGY CLUB-Maximillian Dommes – Vice President, Raiden Vicchitto - Secretary</p> <p>TV LCCC-Lalaj Johnson – President, Michael Apichella – Vice President Bobby Brenner - Secretary</p> <p>WSFX RADIO -Elliot Williams – Program Director / President EJ Samuel – Assistant Program Director/Vice President John Sobocinski – Sports Director / Secretary Jarod Briggs – Music Director / Treasurer</p> <p>President Leary congratulated all of the recipients who have distinguished themselves in addition to the classroom and thank them for choosing Luzerne County Community College and acknowledged their families in attendance this evening.</p>	
Informational Items		
1.Unfinished Business-Previous Meeting	1.Robert Bertoni, Vice Chair, stated as Chairman of the Presidential Search Committee, he would like to formally introduce our President-elect, John Yudichak, who joined us this evening in this great occasion of honoring our students.	1. No action required.
2. Communications	2. Board Chair O'Donnell noted all communications were included in the Board packets under informational item.	2. No action required.
3.Adjournment	3. Board Chair O'Donnell asked for a motion to adjourn the meeting.	3. Approved. Motion made by Robert Bertoni, Vice Chair; seconded by Joseph Esposito. Vote was all yes. Motion carried.

**STUDENT SUCCESS AND
WORKFORCE DEVELOPMENT
ACTION ITEMS**

Approved COURSE Addition, Deletion, Modification

Course #	Title	Change Type	Rationale
BUS-135	Entrepreneurship	Addition	Revise department courses to address current workforce & transfer requirements
	This course will explore various frameworks for understanding the entrepreneurial process with a particular emphasis on developing a robust business plan. Students will learn to synthesize information about the entrepreneurial mindset, market analysis, legal considerations, financial planning, and resource management into a comprehensive business plan.		
	Credits: 3		
	Format: 3 LEC		
BUS-268	Legal Environment of Business	Addition	Revise department courses to address current workforce & transfer requirements
	The fundamental principles of the legal environment and their application to the business environment are covered in this course. Topics include principles of constitutional & criminal law, resolution of disputes through the legal system & alternative systems, tort liability of businesses, formation and enforcement of contracts in business, and agency issues in business. Also discussed are property, including real property and intellectual property, debtor/creditor relations, employment law, ethics, and social responsibility.		
	Credits: 3		
	Format: 3 LEC		
CIS-143	Business Data Analytics	Addition	Revise department courses to address current workforce requirements
	Business Data Analytics is intended for students who seek an overall understanding of data analytics fundamental principles and workflows to frame business-oriented challenges. Obtaining raw datasets and transforming them into information in support of an informed, decision-making business cadence underlies the course activities. Data analytics lifecycle work will also integrate statistical analysis to uncover trends and promote data storytelling across functional business areas. A range of technology tools will be leveraged during analytical tasks involving extract / transform / load (ETL) operations and data visualizations.		
	Credits: 3		
	Format: 3 LEC		
CIS-151	Cloud Computing Foundations	Addition	Revise department courses to address current workforce requirements
	Cloud Computing Foundations is intended for students who seek an overall understanding of cloud computing concepts, independent of specific technical roles. The course provides a detailed overview of cloud concepts, core services used by a leading cloud service provider (CSP) such as Amazon Web Services (AWS), Microsoft Azure, and Google Cloud Platform (GCP) including security, architecture, pricing, support, and certification options.		
	Credits: 3		
	Format: 3 LEC		

7A.

Course #	Title	Change Type	Rationale
CIS-153	Object Oriented Programming with Python	Addition	Revise department courses to address current workforce requirements
	<p>The purpose of this course is to guide students in using Python to write stand-alone applications. The student will come away with a basic understanding of the language and a working ability to use it. In addition to the basic syntax, data types and operators of the language the student will be introduced to object-oriented programming.</p>		
	Credits:	3	
	Format:	3 LEC	
CIS-2xx	Networking & Communications II	Addition	Revise department courses to address current workforce requirements
	<p>Students will be introduced to local and cloud network architecture through demonstration and discussion. Fundamentals of network security will be introduced. Security implications of network configuration will be discussed. The concept of data encryption will be covered. Various methods for protecting in-transit data using encryption will be discussed. Various network attacks will be discussed as well as ways to protect against these attacks.</p>		
	Credits:	3	
	Format:	3 LEC	
	Prerequisite:	CIS-180	
CIS-221	Operating Systems II	Addition	Revise department courses to address current workforce requirements
	<p>This course introduces students to interacting with an operating system using the command line and basic shell scripting. Basic network concepts and network hardware will be introduced and demonstrated. In addition, students will be introduced to the configuration of client/server systems as well as common network services. Through lectures and hands-on exercises students will interact with several common operating systems and configure servers. Directory services, DNS, web servers and application servers will be discussed and implemented.</p>		
	Credits:	3	
	Format:	3 LEC	
	Prerequisite:	CIS-121	
CIS-225	Cloud Architecting	Addition	Revise department courses to address current workforce requirements
	<p>Cloud Architecting is intended for students who seek an overall understanding of the fundamentals of building IT infrastructure used by a leading cloud service provider (CSP) such as Amazon Web Services (AWS). The course teaches students how to optimize use of cloud components by understanding CSP services and how they fit into cloud-based solutions.</p>		
	Credits:	3	
	Format:	3 LEC	
	Prerequisite:	CIS-151	

Course #	Title	Change Type	Rationale
GET-140/140L	AI Applications in Manufacturing	Addition	Revise department courses to address current workforce requirements
	This course provides a comprehensive exploration of AI applications tailored specifically for manufacturing environments. Through a combination of lectures, case studies, hands-on projects, and industry guest speakers, students will gain a deep understanding of how AI technologies can be utilized across various facets of manufacturing, including production planning, predictive maintenance, quality control, supply chain management, and autonomous systems. They will learn how AI algorithms can analyze large datasets to uncover patterns, predict equipment failures before they occur, optimize production schedules, and enhance product quality. By the end of the course, students will be equipped with the knowledge and practical skills necessary to leverage AI effectively in manufacturing environments, empowering them to drive innovation, improve operational efficiency, and gain a competitive edge in today's rapidly evolving industrial landscape.		
	Credits: 3		
	Format: 2 LEC, 2 LAB		
HCM-211	Legal & Ethical Issues	Addition	Revise department courses to address current transfer and workforce requirements
	This course introduces the student to the legal and ethical aspects of healthcare administration to enhance the necessary knowledge to become conversant with both legal and ethical issues pertinent to the healthcare profession. Included is discussion of the legal system, including the sources of law and government organization, basic reviews of tort law, criminal issues, contracts, civil procedure and trial practice, and a wide range of real-life legal and ethical dilemmas that caregivers face.		
	Credits: 3		
	Format: 3 LEC		

Course #	Title	Change Type	Rationale
BUS-299	Business Internship	Modification	Update prerequisite courses to align with program changes
	Students will search for an internship opportunity, coordinate with the instructor and the internship supervisor to approve the internship, and complete 120 internship hours performing work for the business organization which could include shadowing or receiving instruction from a business manager.		
	Credits: 3		
	Format: 3 LEC		
CIS-121	Operating Systems I	Modification	Align objectives with workforce requirements, update description
	This course introduces students to common desktop and server operating systems. Topics include graphical user interfaces (GUI), file management, account management, resource management & storage management for each operating system covered. Through lectures and hands-on exercises students will interact with several common operating systems.		
	Credits: 3		
	Format: 3 LEC		
CIS-180	Networking & Communications New Title: Networking & Communications I	Modification	Revise department courses to address current workforce requirements
	This course introduces the basic concepts of data communications and networking. Common network hardware and their functions will be discussed and demonstrated. Students will be introduced to the TCP/IP network protocol. Addressing and multiple protocols will be discussed. Both wireless and wired communications will be discussed and shown. Discussions will include various standards of wireless networking as well as cabling types. Topics will include the communications media, communications equipment, data transmission, protocols, the Internet and IP networks, and general network architecture.		
	Credits: 3		
	Format: 3 LEC		
	Prerequisite: CIS-120		
Dental Hygiene Courses			
		Modification	Update prerequisites/corequisites to align with updated program course sequencing
DHY-100	Fundamentals of Dental Hygiene		
DHY-101	Dental Hygiene Seminar I		
DHY-102	Dental Hygiene Clinic I		
DHY-103	Oral Histology and Embryology		
DHY-104	Dental Anatomy		
DHY-105	Dental Radiology		
DHY-111	Dental Hygiene Seminar II		
DHY-112	Dental Health Clinic II		
DHY-113	Periodontics		
DHY-114	Dental Materials		
DHY-115	Nutrition and Oral Health		
DHY-122	Advanced Dental Hygiene Procedures		
DHY-201	Dental Hygiene Seminar III		
DHY-202	Dental Hygiene Clinic III		
DHY-203	Dental Health Education		
DHY-204	Dental Pharmacology		
DHY-205	Oral Pathology		
DHY-206	Periodontics II		
DHY-211	Dental Hygiene Seminar IV		
DHY-212	Dental Hygiene Clinic IV		

DHY-213

Community Dental Health

GET-109 Blue Print Reading & Estimating Modification

Revise department courses to address current workforce requirements

This course introduces students to the fundamentals of reading and interpreting welding blueprints and symbols commonly used in the welding industry. Through a combination of lectures, hands-on exercises, and practical applications, students will gain the skills necessary to understand welding prints, including weld symbols, welding joint types, dimensioning, and tolerances

Credits: 3

Format: 2 LEC, 2 LAB

Course #	Title	Change Type	Rationale
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LAP-201	Tort & Criminal Law	Modification	
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Revise department courses to address current workforce & transfer requirements

This course provides the student with the opportunity to complete an internship in the legal profession. Internships may be done in any legal environment with the approval of the course instructor. This internship is intended to give the student practical work experience in the private and public law sectors in doing the work required of a paralegal. The student will be supervised by the coordinator of the internship at the internship site.

Credits: 3

Format: 3 LEC

LAP-279	Legal-Assisting Internship Paralegal Internship	Modification	
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Revise name & description to align with program title Change

This course provides the student with the opportunity to complete an internship in the legal profession. Internships may be done in any legal environment with the approval of the course instructor. This internship is intended to give the student practical work experience in the private and public law sectors in doing the work required of a paralegal. The student will be supervised by the coordinator of the internship at the internship site.

Credits: 3

Format: 3 LEC

Prerequisites 18 credits of Paralegal courses with a minimum GPA of 2.0

Course #	Title	Change Type	Rationale
BUS-253	First-line Supervisory Principles	Deletion	No longer fulfill a program learning objective/outcome, a transfer or workforce need and/or have not rostered in at least 3 years
BUS-210	Introduction to Customer Service	Deletion	No longer fulfill a program learning objective/outcome, a transfer or workforce need and/or have not rostered in at least 3 years
BUS-105	Business Math	Deletion	No longer fulfill a program learning objective/outcome, a transfer or workforce need and/or have not rostered in at least 3 years
BUS-261	Business Law I	Deletion	No longer fulfill a program learning objective/outcome, a transfer or workforce need and/or have not rostered in at least 3 years
BUS-262	Business Law II	Deletion	No longer fulfills a program learning objective/outcome
BUS-263	Office Management	Deletion	No longer fulfills a program learning objective/outcome
HCM-280	Health Care Internship	Deletion	No longer fulfills a transfer requirement

Approved PROGRAM Addition, Deletion, Modification

Program Code	Title	Proposed Changes	Rationale
AS.ACC	Accounting	Modification	Revise description, PLO's & courses to align with transfer requirements
Program Mission/Description:			
<p>This program provides students with a strong foundation in accounting and includes fundamental and intermediate courses in accounting, introductory courses in economics and business law, as well as a range of general education courses. This program is appropriate for the student who intends to transfer to a baccalaureate program in accounting, and as such, the program models the first two years of a bachelor's degree in accounting. This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).</p>			
Goals:			
This program provides the student the opportunity to:			
<ul style="list-style-type: none"> • Learn the applicable skills for the field of accounting. • Understand the principles and laws used in the field of accounting. 			
Learning Objectives:			
The graduate of this program is able to:			
<ul style="list-style-type: none"> • Apply generally accepted accounting principles (GAAP) by preparing a U.S. tax return and preparing and analyzing financial statements. • Apply critical thinking skills to business scenarios. • Demonstrate an understanding of legal compliance and ethics in the field of accounting by applying basic business law concepts to accounting situations. 			
Required Courses			
ACC 111	Principles of Accounting I	3	ENG 101 – English Composition
ACC 112	Principles of Accounting II	3	ENG 102 – Advanced Composition <i>or</i>
ACC 211	Intermediate Accounting I	3	ENG 261 – Technical Communications
ACC 212	Intermediate Accounting II	3	FIN 101 – Introduction to Finance
ACC 214	Tax Accounting	3	FYE 101 – First Year Experience *
ACC 215	Cost Accounting	3	Health and Wellness Elective
BUS 268	Legal Environment of Business	3	MAT 107 – Basic Statistics
Business Elective (recommend BUS 201 or 231)		1	MAT 121 – College Algebra <i>or</i>
CIS 112	Spreadsheet Analysis with Microsoft Excel	3	MAT 140 – Calculus for Business ***
Critical Thinking, Cultural Awareness & Diversity,		3	Scientific Skills Elective
Quantitative Skills <i>or</i> Scientific Skills Elective		3/4	SPE 125 – Fundamentals of Speech
Cultural Awareness and Diversity Elective		3	
ECO 151	Principles of Economics I	3	
ECO 152	Principles of Economics II	3	
			62-63

Program Code Title Proposed Changes Rationale

AAS.ACC Accounting Modification
 Revise description, PLO's & courses to align with workforce needs

Program Mission/Description:

This curriculum, with its concentration in accounting, enables the student to qualify for employment upon completion of the program in positions such as accounting technician, accounts receivables clerk, payroll technician, etc. Graduates may seek employment in an accounting office or any business office. This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Goals:

- This program provides the student the opportunity to:
 - Learn the applicable accounting skills for entry-level employment in accounting.
 - Understand the basic principles of accounting.

Learning Objectives:

- The graduate of this program is able to:
 - Apply United States generally accepted accounting principles (GAAP) to prepare and analyze company budget information and financial statements.
 - Prepare an individual United States tax return.
 - Demonstrate use of accounting software to record business transactions simulating real-world company environments.
 - Demonstrate an understanding of legal compliance and ethics in the field of accounting by applying basic business law concepts to accounting situations.

Required Courses

ACC 111 – Principles of Accounting I	3	CIS 112 – Spreadsheet Analysis with Microsoft Excel	3
ACC 112 – Principles of Accounting II	3	Cultural Awareness and Diversity Elective	3
ACC 121 – Applications in Microcomputing Accounting	3	ECO 151 – Principles of Economics I	3
ACC 211 – Intermediate Accounting I	3	ENG 101 – English Composition	3
ACC 212 – Intermediate Accounting II	3	FIN 101 – Introduction to Finance	3
ACC 213 – Managerial Accounting	3	FYE 101 – First Year Experience	1
ACC 214 – Tax Accounting	3	Health and Wellness Elective	1
BUS 101 – Introduction to Business	3	MAT 121 – College Algebra	3
BUS 268 – Legal Environment of Business	3	Oral Communication Elective	3
Business Elective	3	Scientific Skills Elective	3
Business Elective <i>or</i> Quantitative Skills Elective **	3		
CIS 110 – Computer Literacy and Applications	3		
			62

Program Code	Title	Proposed Changes	Rationale
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CS.ACC	Accounting	Modification	Revise description & courses to align with workforce needs
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Program Mission/Description:

This program introduces the student to basic accounting practices, and could lead to employment as an accounting clerk, a bookkeeper for a small business, or another similar position. Because of course prerequisites, this program will require more than one academic year to complete the minimum requirements. This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Goals:

This program provides the student the opportunity to:

- Understand basic accounting principles for an entry level accounting clerk position.
- Learn the applicable skills to function as an accounting clerk.

Learning Objectives:

The graduate of this program is able to:

- Prepare and analyze United States generally accepted accounting principle (GAAP) financial statements.
- Prepare individual United States tax return.
- Demonstrate understanding of basic business law concepts.

Required Courses

ACC 111 – Principles of Accounting I	3
ACC 112 – Principles of Accounting II	3
ACC 121 – Applications in Microcomputer Accounting	3
ACC 214 – Tax Accounting	3
ACC 215 – Cost Accounting	3
BUS 268 – Legal Environment of Business	3
CIS 110 – Computer Literacy and Applications	3
CIS 112 – Spreadsheet Analysis using Microsoft Excel	3
ENG 101 – English Composition	3
<u>MAT 121 – College Algebra</u>	<u>3</u>
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Program Code Title Proposed Changes Rationale

AS.BUS Business Administration Modification Revise description & courses to align with transfer requirements

Program Mission/Description:

This program provides students with a strong foundation in business administration and includes fundamental courses in accounting, economics, marketing, management, and business law, as well as a range of general education courses. This program is appropriate for the student who intends to transfer to a baccalaureate program in business, and as such, the program models the first two years of a bachelor's degree in business administration. This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Goals:

This program provides the student the opportunity to:
Understand the principles of business administration.

- Learn the applicable skills for the business administration field.

Learning Objectives:

The graduate of this program is able to:

- Apply critical thinking to business scenarios.
- Demonstrate an understanding of business principles through written and oral reports.
- Prepare and analyze various business documents.

Required Courses

ACC 111 – Principles of Accounting I	3	BUS 209 – Business Communications	3
ACC 112 – Principles of Accounting II	3	FIN 101 – Introduction to Finance	3
ACC 213 – Managerial Accounting	3	FYE 101 – First Year Experience *	1
BUS 201 – Principles of Marketing	3	Health and Wellness Elective	1
BUS 231 – Principles of Management	3	MAT 107 – Basic Statistics	3
BUS 251 – Human Resource Management	3	MAT 140 – Calculus for Business	3
BUS 268 – Legal Environment of Business	3	Scientific Skills Elective	3/4
CIS 110 – Computer Literacy and Applications	3	Critical Thinking, Cultural Awareness & Diversity,	
Cultural Awareness and Diversity Elective	3	Quantitative Skills <i>or</i> Scientific Skills Elective	6
ECO 151 – Principles of Economics I	3	SPE 125 – Fundamentals of Speech	3
ECO 152 – Principles of Economics II	3		
ENG 101 – English Composition	3		
			62/63

Program Code Title Proposed Changes Rationale

AAS.BUM Business Management Modification Revise courses to align with workforce needs

Program Mission/Description:

The AAS degree in Business Management is designed to prepare students to apply business principles when entering the workforce. This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Goals:

This program provides the student the opportunity to:

- Understand and apply principles of business management to real-world business scenarios.
- Learn applicable skills to function as a business manager.

Learning Objectives:

The graduate of this program is able to:

- Apply critical thinking to business scenarios.
- Analyze business documents to support managerial decision-making.
- Demonstrate effective managerial communication skills.

Required Courses

ACC 110 – Survey of Accounting or ACC 111 – Principles of Accounting I	3	Critical Thinking Elective	3
BUS 101 – Introduction to Business	3	Cultural Awareness and Diversity Elective	3
BUS 201 – Principles of Marketing	3	ECO 151 – Principles of Economics I	3
BUS 231 – Principles of Management	3	ENG 101 – English Composition	3
BUS 248 – Small Business Management	3	ENG 102 – Advanced Composition or BUS 209 – Business Communications	3
BUS 251 – Human Resource Management	3	FYE 101 – First Year Experience	1
BUS 268 – Legal Environment of Business	3	Health & Wellness Elective	1
BUS 299 – Business Internship <i>or</i> Business Elective	3	Oral Communication Elective	3
Business Electives	9	Quantitative Skills Elective	3
CIS 110 – Computer Literacy and Applications	3	Scientific Skills Elective	3
			62

Program Code Title Proposed Changes Rationale

CS.BMT Business Management Modification Revise courses to align with workforce needs

Program Mission/Description:

This program prepares the student to apply principles of business management. This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Goals:

- This program provides the student the opportunity to:
 - Understand principles of business management to real-world business situations.
 - Learn applicable skills to function as a business manager.

Learning Objectives:

- The graduate of this program is able to:
 - Prepare various business documents in a simulated business environment.
 - Prepare financial statements.
 - Exhibit professional ethical behavior in the analysis of real-world business situations.

Required Courses

ACC 110 – Survey of Accounting or	3
ACC 111 – Principles of Accounting I	3
BUS 101 – Introduction to Business	3
BUS 231 – Principles of Management	3
BUS 201 – Principles of Marketing I	3
BUS 209 – Business Communications	3
BUS 268 – Legal Environment of Business	3
CIS 110 – Computer Literacy and Applications	3
ENG 101 – English Composition	3
Business Electives	3
Mathematics Elective	3
	30

Program Code Title Proposed Changes

AAS.CIS Computer Information Systems Modification

Rationale

Revise description, PLO's & courses to align with transfer requirements

Program Mission/Description:

The AAS degree in Computer Information Systems (CIS) is designed to prepare students for entry-level employment in the IT workforce as Desktop, Web and Mobile Software Developers, Social Media Specialists, Database Developers, Data Analysts, Cloud Architects, and System Administrators. This program provides a strong foundation in IT skills and knowledge worker competencies.

Goals:

This program provides the student the opportunity to:

- Acquire the skills to perform as an IT entry-level team member
- Develop a working knowledge needed for an IT entry-level team member

Learning Objectives:

The graduate of this program is able to:

- Design and develop web pages and web sites
- Design and develop IT solutions using front-end and back-end web resources
- Successfully work with multiple operating systems

Required Courses

CORE:

CIS 110 – Computer Literacy and Applications	3
CIS 121 – Operating Systems I	3
CIS 135 – iOS Development I	3
CIS 145 – Internet Concepts with HTML	3
CIS 148 – Database Design with SQL	3
CIS 151 – Cloud Computing I	3

CIS 156 – Programming with JAVA	3
CIS 163 – Programming with C#	3
CIS 180 – Networking and Communications	3
CIS 290 – Computer Information Systems Projects or	
CIS 299 – Computer Information Systems Internship	3

GENERAL EDUCATION Courses

Critical Thinking Elective	3
Cultural Awareness & Diversity Elective	3
ENG – 101 English Composition	3
FYE – 101 – First Year Experience	1
Health & Wellness Elective or	

EMS 207 – Cardio-Pulmonary Resuscitation (CPR)	1
SPE 125 – Fundamentals of Speech	3
Scientific Skills Elective	3
Quantitative Elective	3

OPTION 1: Cloud Computing

CIS 1xx – Business Data Analytics	3
CIS 112 – Spreadsheet Analysis using Microsoft Excel	3
CIS 155 – Object-Oriented Programming with Python	3
CIS 2xx – Cloud Computing II	3

CIS 2xx – Networking and Communications II	20
	3

OPTION 2: Systems Administration	
CIS 155 – Object-Oriented Programming with Python	3
CIS 170 – Management Information Systems	3
CIS 2xx – Operating Systems II	3

OPTION 3: Web & Mobile Applications

CIS 141 – Social Media	3
CIS 170 – WordPress	3
CIS 235 – iOS Development II	3
CIS 265 – Internet Programming with PHP	3
	12
	65

Program Code	Title	Proposed Changes	Rationale
AS.HCM	Health Care Management	Modification	Revise required courses to improve program transferability
Program Mission/Description:			
The Health Care Management degree focuses on management and administration in the health care industry. The student will complete core business courses such as accounting, marketing, management, and economics, as well as courses specific to health care management. Health care management courses will give students an understanding the U.S. health care system, health care delivery within the system, management of health care organizations, and current issues in health care. The graduate of the program may pursue a variety of career paths such as medical office managers in physician's offices, health care managers in hospitals, nursing homes, retirement centers and related facilities, health information managers, health care project managers and case coordinators.			
Goals:			
This program provides the student the opportunity to:			
<ul style="list-style-type: none"> • Gain a foundation in core business concepts. • Learn about contemporary health care systems and management of health care operations. • Explore current issues and trends in health care. 			
Learning Objectives:			
The graduate of this program is able to:			
<ul style="list-style-type: none"> • Apply critical thinking to business scenarios. • Demonstrate an understanding of business principles through written and oral reports. • Describe the major components of today's health care system, contemporary medical practice, and resources compromising the health care delivery system. • Demonstrate an understanding of the management of health care organizations, and current issues and trends in health care as they apply to day-to-day operations. 			
Required Courses			
ACC 110 – Survey of Accounting or			3
ACC 111 – Principles of Accounting			3
BUS 26X – Legal Environment of Business			3
CIS 110 – Computer Literacy and Applications			3
ENG 101 – English Composition			3
FYE 101 – First Year Experience			1
Health and Wellness Elective			1
CJU 140 – Criminal Law			3
Cultural Awareness/Diversity Elective			3
LAP 100 – Introduction to Paralegal Studies			3
LAP 201 – Tort & Personal Injury Law			3
LAP 202 – Estate Law			3
LAP 203 – Corporate Law			3
		LAP 205 – Family Law	3
		LAP 206 – Civil Litigation	3
		LAP 250 – Legal Research and Writing	3
		LAP 279 – Paralegal Internship	3
		Quantitative Elective	3
		OMT 154 – Administrative Professional I	3
		RET 107 – Real Estate Law	3
		Scientific Skills Elective	3
		Critical Thinking Elective	3
		SPE 125 – Fundamentals of Speech	3
			62

Program Code	Title	Proposed Changes	Rationale
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AAS.LEG	Legal Assisting/Paralegal New Title: Paralegal	Modification	Revise name, description, goals, PLO's & courses to align with workforce needs
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Program Mission/Description:

The Paralegal Studies Program prepares the student for a career as a paralegal in law firms, insurance companies, title companies, government agencies, and large corporations. As a two-year recommended program of study, the Paralegal Studies curriculum combines liberal arts courses with law courses to prepare the student as a well-rounded paralegal. This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

Goals:

This program provides the student the opportunity to:

- Understand legal concepts and principles.
- Learn the applicable skills to function as a paralegal.

Learning Objectives:

The graduate of this program is able to:

- Apply fundamental legal concepts and principles.
- Conduct legal research and prepare legal documents.
- Explain the constitutional foundation of the federal and state court systems for both civil and criminal procedures.

Required Courses

ACC 110 – Survey of Accounting or			LAP 205 – Family Law	3
ACC 111 – Principles of Accounting	3		LAP 206 – Civil Litigation	3
BUS 26X – Legal Environment of Business	3		LAP 250 – Legal Research and Writing	3
CIS 110 – Computer Literacy and Applications	3		LAP 279 – Paralegal Internship	3
ENG 101 – English Composition	3		Quantitative Elective	3
FYE 101 – First Year Experience	1		OMT 154 – Administrative Professional I	3
Health and Wellness Elective	1		RET 107 – Real Estate Law	3
CJU 140 – Criminal Law	3		Scientific Skills Elective	3
Cultural Awareness/Diversity Elective	3		Critical Thinking Elective	3
LAP 100 – Introduction to Paralegal Studies	3		SPE 125 – Fundamentals of Speech	3
LAP 201 – Tort & Personal Injury Law	3			
LAP 202 – Estate Law	3			
LAP 203 – Corporate Law	3			
				62

Program Code Title Proposed Changes Rationale

CS.SBS Small Business Skills **Modification** **Revise title & courses to align with workforce needs**
New Title: Entrepreneurship

Program Mission/Description:

This certificate of specialization program helps the student to develop an understanding of how entrepreneurs act upon their own creative ideas to start a new business, including the development of a business plan. Students will learn basic business skills such as accounting and marketing which are necessary to successfully manage a new small business.

Goals:

This program provides the student the opportunity to:

- Develop the ability to generate creative business ideas and start a new business venture
- Learn the business skills necessary to manage a small business

Learning Objectives:

The graduate of this program is able to:

- Demonstrate an entrepreneurial mindset by creating and presenting a new business idea.
- Develop a business plan for a new business.
- Demonstrate an understanding of how to market and manage a small business

Required Courses

ACC 110 – Survey of Accounting or			
ACC 111 – Principles of Accounting I	3		BUS 215 – Digital Marketing
BUS 101 – Introduction to Business	3		BUS 248 – Small Business Management
BUS 1XX – Entrepreneurship	3		Business Elective
BUS 201 – Principles of Marketing	3		<u>PSY 103 – General Psychology</u>
BUS 203 – Salesmanship	3		
BUS 209 – Business Communications	3		
			30

Program Code	Title	Proposed Changes	Rationale
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AS.EDU	Education	Modification	Revise courses to align with transfer requirements
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Program Mission/Description:

The AS in Education is designed to provide an excellent foundation of knowledge, skills and dispositions for students preparing to major in education at the Middle Level (grades 4-8) or Secondary Level (grades 7-12). In addition to a coherent sequence of education courses, the education curriculum provides students with the opportunity to complete general education courses and electives required for transfer to four-year institutions to earn bachelor's degrees in education. The program is designed to facilitate a smooth transition to four-year institutions. All students will be required to have Pennsylvania Child Abuse Clearances, Pennsylvania Criminal Clearances, FBI Clearances and documentation of current immunizations and TB screening. The background checks should be acquired prior to starting coursework.

Goals:

This program provides the student the opportunity to:

- Acquire knowledge of theories, principles and concepts of education and human development in the context of effective teaching and learning
- Develop foundational skills and dispositions required to become an effective teacher 3. Understand the philosophy of education, the history of education, and education in the 21st century.

Learning Objectives:

The graduate of this program is able to:

- Demonstrate knowledge of the theories, principles and concepts of education as applicable to effective teaching and learning;
- Demonstrate knowledge of the theories, principles and concepts of human development, specifically that of adolescence and cognition, as applicable to effective teaching and learning
- Demonstrate the development of teaching and learning environments that are culturally responsive, recognize the uniqueness of the individual, and the impact of culture, family, and society on the learner and teacher.
- Demonstrate the ability to integrate technology, critical thinking, effective written and oral communication into the classroom
- Develop a philosophy of education for middle or secondary level
- Demonstrate knowledge of the historical antecedents and current trend in middle and secondary education.
- Develop skills to prepare for transfer and/or post-baccalaureate employment

Required Courses

EDU 150 Introduction to Education or		MAT 109 Math for Elementary Teachers	3
ECE 100 Introduction to Early Childhood Education	3	MAT 107 Basic Statistics or	
EDU 151 Educational Technology	3	MAT 110 Math for Elementary Teachers II	3
EDU 210/PSY 210 Educational Psychology	3	MUS 150 Music Appreciation	3
EDU 219/PSY 219 Adolescent Psychology	3	ART 110 Art Appreciation	3
EDU 225 Exceptional Learners Middle Childhood Adolescence	3	POS 101 American Government	3
ENG 101 English Composition	3	PSY 103 General Psychology	3
ENG 102 Advanced Composition or		Science with Lab (2 courses)	7/8
ENG 104 Advanced Composition: Literature	3	SPE 125 Fundamentals of Speech or	
ENG Literature Elective	3	SPE 210 Interpersonal Communication	3
FYE 101 First Year Experience	1	CIS 110 Computer Literacy and Application	3
HPE Health & Wellness Elective	1	<u>Elective</u>	3
HIS 101 Western Civilization	3		62
MAT 101 Survey of Mathematics or			

///Program Code Title Proposed Changes Rationale

AS.PRO Pre-Professional Modification Revise courses to align with transfer requirements

Program Mission/Description:

The two-year program is designed to provide students with the appropriate liberal arts and science background to apply to professional programs such as pharmacy, chiropractic, optometry, physician's assistant, physical therapy etc. It is recommended students review the program at the school they are interested in attending during their first semester to ensure program alignment. A minimum grade of "C" must be earned in all Science courses.

Goals:

This program provides the student the opportunity to:

- Understand content specific knowledge in the appropriate discipline for admission to a professional
- Develop the skills within the appropriate discipline to lay the foundation for continued professional development

Learning Objectives:

The graduate of this program is able to:

- Apply principles and theories in the appropriate disciplines to include Biology, Chemistry and Physics
- collect, describe and analyze data in the appropriate scientific discipline
- communicate scientific information in a written and/or verbal format
- utilize critical thinking while problem solving
- describe the techniques involved in the conduction of research
- use basic laboratory instrumentation within the appropriate discipline
- explain the various possible areas of study in a specific discipline with regards to professional development

Required Courses

BIO 151 – Principles of Biology I	4	Critical Thinking Electives (2)	6
CHE 151 – General Chemistry I	4	SPE 125 – Fundamentals of Speech or	
CHE 152 -- General Chemistry II	4	SPE-210 – Interpersonal Communication	3
CHE-251 – Organic Chemistry I	4	Elective	3
CHE 252 – Organic Chemistry II	4	Science Electives:	16
CIS-110 -- Computer Literacy & Applications or		<i>Select 4 courses from the following:</i>	
CIS-118 – Excel for the Sciences	2/3	BIO-152 Principles of Biology II	
ECO (micro or macro)	3	BIO 135 Anatomy Physiology I	
ENG 101 – English Composition	3	BIO-136 Anatomy Physiology II	
FYE 101 – First Year Experience	1	BIO-230 Genetics	
Health and Physical Education	1	PHY-131 General Physics I	
Cultural Awareness & Diversity (Not SPE)	3	PHY-132 General Physics II	
MAT-107 Statistics	3	PHY-151 Calculus-Based Physics I	
MAT-125 Pre-Calculus or		<u>PHY-152 Calculus-Based Physics II</u>	
MAT 151 – Calculus I	4		

68/69

<u>Program Code</u>	<u>Title</u>	<u>Proposed Changes</u>	<u>Rationale</u>
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AS.SOC	Social Science	Modification	Update program description and objectives to better clarify the program
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Program Mission/Description:

The Social Science curriculum is designed for students who are interested in fields that deal with human behavior in its social and cultural aspects. The disciplines within. The curriculum include: psychology - the science of behavior and mental process; sociology - the science of people in social contexts; history - study of past events; and political science - systematic study of governance. The Social Science program prepares students for transfer to four-year institutions. CAREERS: This curriculum will provide students pre-professional preparation to enter transfer programs in pre-law, public service, research, teaching, clergy, social work, business, and politics.

Goals:

This program provides the student the opportunity to:

- Utilize a content specific knowledge base to describe and explain behavior
- Acquire the skills needed within the social sciences to advance personal and professional development

Learning Objectives:

The graduate of this program is able to:

- Demonstrate knowledge of the disciplines included within the program
- Describe and explain behavior in the context of culture and society
- Demonstrate knowledge of gender, ethnicity, culture, history, and other factors to understanding human experiences and perspectives
- Demonstrate the ability to think logically and creatively in solving problems with the disciplines through oral and written expression;
- Critically assess the validity and reliability of research and information generated by others including speeches, written documents, and media transmission within the disciplines.

Required Courses

ECO 151 Principles of Economics I or			
POS 101 American Government	3		MAT 121 College Algebra
Electives	9		MAT 107 Basic Statistics
ENG 101 English Composition	3		PHI 151 Introduction to Ethics
ENG 102 Advanced Composition or			POS 101 American Government or
ENG 104 Advanced Composition: Literature	3		ECO 151 Principles of Economics
FYE 101 First Year Experience	1		PSY 103 General Psychology
Health and Wellness Elective	1		Science Skills w/wo Lab (2 courses)
HIS 101 Western Civilization I or			Social and Behavioral Sciences Electives (3 courses)
HIS 102 Western Civilization II or			SOC 101 Principles of Sociology
HIS 201 American History I or			SPE 125 Fundamentals of Speech or
HIS 202 American History II			<u>SPE 210 Interpersonal Communication</u>
MAT 101 Survey of Mathematics or	3		
			64/65

Program Code	Title	Proposed Changes	Rationale
D.SBS	Small Business Skills	Deleted	No longer meets community needs (??) Low enrollment

Policy	Title	Proposed Changes	Rationale
	Academic Honesty	Modification	Update to include Artificial Intelligence (AI) Modify consequences to align with context

Other	Title	Proposed	Rationale
	Academic Calendar	2026-2029	Required by PDE/MSCHE

7B

6 Week Summer Session I - 2026

Summer 2026-Veterans-Priority Registration Dates	(Monday-Tuesday) October 6-7, 2025
Summer 2026-Registration-Begins for All Students	Wednesday, October 8, 2025
Classes Begin	Monday, May 18, 2026
Memorial Day-College Closed	Monday, May 25, 2026
College Graduation Day (Limited Registration Hours) no in-person classes.	Thursday, May 28, 2026
Day after Graduation-College Closed	Friday, May 29, 2026
Classes resume	Tuesday, June 2, 2026
Classes End	Tuesday, June 30, 2026
Final Exams	Wednesday, July 1, 2026
Final Grades Due by Noon	Thursday, July 2, 2026

***Refund Withdrawal Policy Information:**
<https://www.luzerne.edu/admissions/refundpolicy.jsp>

4 Week Summer Session I - 2026

Summer 2026-Veterans-Priority Registration Dates	(Monday-Tuesday) October 6-7, 2025
Summer 2026-Registration-Begins for All Students	Wednesday, October 8, 2025
Memorial Day-College Closed	Monday, May 25, 2026
College Graduation Day (Limited Registration Hours) no in-person classes.	Thursday, May 28, 2026
Day after Graduation-College Closed	Friday, May 29, 2026
Classes Begin	Tuesday, June 2, 2026
Classes End	Tuesday, June 30, 2026
Final Exams	Wednesday, July 1, 2026
Final Grades Due by Noon	Thursday, July 2, 2026

***Refund Withdrawal Policy Information:**
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11 Week Full Summer Session I - 2026

Summer 2026-Veterans-Priority Registration Dates	(Monday-Tuesday) October 6-7, 2025
Summer 2026-Registration-Begins for All Students	Wednesday, October 8, 2025
Memorial Day-College Closed	Monday, May 25, 2026
College Graduation Day (Limited Registration Hours) no in-person classes.	Thursday, May 28, 2026
Day after Graduation-College Closed	Friday, May 29, 2026
Classes Begin	Tuesday, June 2, 2026
Holiday Recess-Independence Day-College Closed	(Friday-Saturday) July 3- 4,2026
Classes resume	Monday, July 6, 2026
Classes End	Friday, August 7, 2026
Final Exams	(Saturday-Thursday) August 8-13, 2026
Final Grades Due by Noon	Monday, August 17, 2026

***Refund Withdrawal Policy Information:**
<https://www.luzerne.edu/admissions/refundpolicy.jsp>

8 Week Summer Session I - 2026

Summer 2026-Veterans-Priority Registration Dates	(Monday-Tuesday) October 6-7, 2025
Summer 2026-Registration-Begins for All Students	Wednesday, October 8, 2025
Classes Begin	Monday, June 22, 2026
Holiday Recess-Independence Day-College Closed	(Friday-Saturday) July 3- 4,2026
Classes End	Wednesday, August 12, 2026
Final Exams	Thursday, August 13, 2026
Final Grades Due by Noon	Monday, August 17, 2026

***Refund Withdrawal Policy Information:**
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6 Week Summer Session II - 2026

Summer 2026-Veterans-Priority Registration Dates	(Monday-Tuesday) October 6-7, 2025
Summer 2026-Registration-Begins for All Students	Wednesday, October 8, 2025
Classes Begin	Monday, July 6, 2026
Classes End	Wednesday, August 12, 2026
Final Exams	Thursday, August 13, 2026
Final Grades Due by Noon	Monday, August 17, 2026

***Refund Withdrawal Policy Information:**
<https://www.luzerne.edu/admissions/refundpolicy.jsp>

4 Week Summer Session II - 2026

Summer 2026 - Veterans-Priority Registration Dates	(Monday-Tuesday) October 6-7, 2025
Summer 2026 - Registration - Begins for All Students	Wednesday, October 8, 2025
Classes Begin	Monday, July 13, 2026
Deadline for Submitting Graduation Applications	Friday, July 24, 2026
Classes End	Wednesday, August 12, 2026
Final Exams	Thursday, August 13, 2026
Final Grades Due by Noon	Monday, August 17, 2026
Diplomas Issued	Thursday, August 27, 2026

***Refund Withdrawal Policy Information:**
<https://www.luzerne.edu/admissions/refundpolicy.jsp>

Fall 2026

Fall & Winter Intersession 2027-Veterans-Priority Registration Dates	(Monday-Tuesday) March 2-3, 2026
Fall & Winter Intersession 2027-Registration-Begins for All Students	Wednesday, March 4, 2026
College In-service-Main Campus	Thursday, August 27, 2026
Adjunct In-service-Main Campus	Thursday, August 27, 2026

Classes Begin- Except Wilkes-Barre Center & Late Start Sections	Monday, August 31, 2026
Labor Day-College Closed	Monday, September 7, 2026
Classes Begin-Wilkes-Barre Center & Late Start Sections	Monday, September 14, 2026
Spring 2027-Veterans-Priority Registration Dates	(Monday-Tuesday) October 5-6, 2026
Spring 2027-Registration-Begins for All Students	Wednesday, October 7, 2026
Professional Development Day-No Classes	Wednesday, October 21, 2026
Thanksgiving Recess-College Closed	(Thursday-Monday) November 26-30, 2026
Classes Resume	Tuesday, December 1, 2026
Last Day of Classes	Friday, December 11, 2026
Final Exams	(Saturday-Friday) December 12-18, 2026
Final Grades Due by Noon	Monday, December 21, 2026

7 Week Session I

Classes Begin	<u>8/31/26-10/16/26</u> Monday, August 31, 2026
Classes End	Thursday, October 15, 2026
Final Exam	Friday, October 16, 2026
Final Grades Due by Noon	Monday, October 19, 2026

7 Week Session II

Classes Begin	<u>10/26/26-12/11/26</u> Monday, October 26, 2026
Classes End	Thursday, December 10, 2026
Final Exam	Friday, December 11, 2026
Final Grades Due by Noon	Monday, December 21, 2026

***Refund Withdrawal Policy Information:**
<https://www.luzerne.edu/admissions/refundpolicy.jsp>

Winter Intersession 2027

Classes Begin Monday, December 21, 2026
Last Day to Register Monday, December 21, 2026

campus is closed from 12/24/26 through 1/3/27.

Classes End/Final Exam Thursday, January 14, 2027
Final Grades Due by Noon Friday, January 15, 2027

***Refund Withdrawal Policy Information:**

<https://www.luzerne.edu/admissions/refundpolicy.jsp>

Spring 2027

Spring 2027-Veterans-Priority Registration Dates (Monday-Tuesday) October 5-6, 2026
Spring 2027-Registration-Begins for All Students Wednesday, October 7, 2026
College In-service-Main Campus Wednesday, January 13, 2027 (snow date Jan. 14th)
Martin Luther King, Jr. Day-College Closed Monday, January 18, 2027
Classes Begin-Except Wilkes-Barre Center & Late Start Sections Tuesday, January 19, 2027
Classes Begin-Wilkes-Barre Center & Late Start Sections Monday, February 1, 2027
Deadline for Submitting Application for Graduation Friday, February 19, 2027
Fall 2027 & Winter Intersession 2028-Veterans-Priority Registration Dates (Monday-Tuesday) March 1-2, 2027
Fall 2027 & Winter Intersession 2028-Veterans-Priority Registration Dates Wednesday, March 3, 2027
Winter Break-No Classes unless needed for Snow Make-Up Days (Monday-Sunday) March 1- 7, 2027
Classes Resume Monday, March 8, 2027
Professional Development Day-No Classes Wednesday, March 17, 2027
Snow Make Up Day-No Classes Unless Needed Thursday, March 25, 2027
Holiday Recess-College Closed (Friday-Monday) March 26-29, 2027
Last Day of Classes Friday, May 7, 2027
Final Exams (Saturday-Friday) May 8-14, 2027
Final Grades Due by Noon Monday, May 17, 2027
Commencement Thursday, May 27, 2027
Day after Graduation-College Closed Friday, May 28, 2027
Memorial Day-College Closed Monday, May 31, 2027

7 Week Session I

Classes Begin Tuesday, January 19, 2027
Classes End Thursday, March 11, 2027
Final Exam Friday, March 12, 2027
Final Grades Due by Noon Monday, March 15, 2027

7 Week Session II

3/22/27-5/7/27

Classes Begin

Monday, March 22, 2027

Classes End

Thursday, May 6, 2027

Final Exam

Friday, May 7, 2027

Final Grades Due by Noon

Monday, May 17, 2027

***Refund Withdrawal Policy Information:**

<https://www.luzerne.edu/admissions/refundpolicy.jsp>

6 Week Summer Session I - 2027

Summer 2027-Veterans-Priority Registration Dates

(Monday-Tuesday) October 5-6, 2026

Summer 2027-Registration-Begins for All Students

Wednesday, October 7, 2026

Classes Begin

Monday, May 17, 2027

College Graduation Day (Limited Registration Hours) no in-person classes.

Thursday, May 27, 2027

Day after Graduation-College Closed

Friday, May 28, 2027

Memorial Day-College Closed

Monday, May 31, 2027

Classes resume

Tuesday, June 1, 2027

Classes End

Tuesday, June 29, 2027

Final Exams

Wednesday, June 30, 2027

Final Grades Due by Noon

Thursday, July 1, 2027

***Refund Withdrawal Policy Information:**

<https://www.luzerne.edu/admissions/refundpolicy.jsp>

4 Week Summer Session I - 2027

Summer 2027-Veterans-Priority Registration Dates

(Monday-Tuesday) October 5-6, 2026

Summer 2027-Registration-Begins for All Students

Wednesday, October 7, 2026

College Graduation Day (Limited Registration Hours) no in-person classes.

Thursday, May 27, 2027

Day after Graduation-College Closed

Friday, May 28, 2027

Memorial Day-College Closed

Monday, May 31, 2027

Classes Begin

Wednesday, June 2, 2027

Classes End

Tuesday, June 29, 2027

Final Exams

Wednesday, June 30, 2027

Final Grades Due by Noon

Thursday, July 1, 2027

***Refund Withdrawal Policy Information:**

<https://www.luzerne.edu/admissions/refundpolicy.jsp>

11 Week Full Summer Session I - 2027

Summer 2027-Veterans-Priority Registration Dates	(Monday-Tuesday) October 5-6, 2026
Summer 2027-Registration-Begins for All Students	Wednesday, October 7, 2026
College Graduation Day (Limited Registration Hours) no in-person classes.	Thursday, May 27, 2027
Day after Graduation-College Closed	Friday, May 28, 2027
Memorial Day-College Closed	Monday, May 31, 2027
Classes Begin	Wednesday, June 2, 2027
Holiday Recess-Independence Day-College Closed	(Sunday-Monday) July 4-5, 2027
Classes resume	Tuesday, July 6, 2027
Classes End	Sunday, August 8, 2027
Final Exams	(Monday-Thursday) August 9-12, 2027
Final Grades Due by Noon	Monday, August 16, 2027

***Refund Withdrawal Policy Information:**

<https://www.luzerne.edu/admissions/refundpolicy.jsp>

8 Week Summer Session I - 2027

Summer 2027-Veterans-Priority Registration Dates	(Monday-Tuesday) October 5-6, 2026
Summer 2027-Registration-Begins for All Students	Wednesday, October 7, 2026
Classes Begin	Monday, June 21, 2027
Holiday Recess-Independence Day-College Closed	(Sunday-Monday) July 4-5, 2027
Classes End	Wednesday, August 11, 2027
Final Exams	Thursday, August 12, 2027
Final Grades Due by Noon	Monday, August 16, 2027

***Refund Withdrawal Policy Information:**

<https://www.luzerne.edu/admissions/refundpolicy.jsp>

6 Week Summer Session II - 2027

Summer 2027-Veterans-Priority Registration Dates	(Monday-Tuesday) October 5-6, 2026
Summer 2027-Registration-Begins for All Students	Wednesday, October 7, 2026
Classes Begin	Tuesday, July 6, 2027
Classes End	Wednesday, August 11, 2027
Final Exams	Thursday, August 12, 2027
Final Grades Due by Noon	Monday, August 16, 2027

***Refund Withdrawal Policy Information:**

<https://www.luzerne.edu/admissions/refundpolicy.jsp>

4 Week Summer Session II - 2027

Summer 2027-Veterans-Priority Registration Dates	(Monday-Tuesday) October 5-6, 2026
Summer 2027-Registration-Begins for All Students	Wednesday, October 7, 2026
Classes Begin	Monday, July 12, 2027
Deadline for Submitting Graduation Applications	Friday, July 23, 2027
Classes End	Wednesday, August 11, 2027
Final Exams	Thursday, August 12, 2027
Final Grades Due by Noon	Monday, August 16, 2027
Diplomas Issued	Thursday, August 26, 2027

***Refund Withdrawal Policy Information:**

<https://www.luzerne.edu/admissions/refundpolicy.jsp>

Fall 2027

Fall & Winter Intersession 2027-Veterans-Priority Registration Dates	(Monday-Tuesday) March 1-2, 2027
Fall & Winter Intersession 2027-Registration-Begins for All Students	Wednesday, March 3, 2027
College In-service-Main Campus	Thursday, August 26, 2027
Adjunct In-service-Main Campus	Thursday, August 26, 2027
Classes Begin- Except Wilkes-Barre Center & Late Start Sections	Monday, August 30, 2027
Labor Day-College Closed	Monday, September 6, 2027
Classes Begin-Wilkes-Barre Center & Late Start Sections	Monday, September 13, 2027
Spring & Summer 2028-Veterans-Priority Registration Dates	(Monday-Tuesday) October 4-5, 2027
Spring & Summer 2028-Registration-Begins for All Students	Wednesday, October 6, 2027
Professional Development Day-No Classes	Wednesday, October 20, 2027
Thanksgiving Recess-College Closed	(Thursday-Monday) November 25-29, 2027
Classes Resume	Tuesday, November 30, 2027
Last Day of Classes	Friday, December 10, 2027
Final Exams	(Saturday-Friday) December 11-17, 2027
Final Grades Due by Noon	Monday, December 20, 2027

7 Week Session I

Classes Begin	<u>8/30/27-10/15/27</u> Monday, August 30, 2027
Classes End	Thursday, October 14, 2027
Final Exam	Friday, October 15, 2027
Final Grades Due by Noon	Monday, October 18, 2027

7 Week Session II

Classes Begin	<u>10/25/27-12/10/27</u> Monday, October 25, 2027
Classes End	Thursday, December 9, 2027
Final Exam	Friday, December 10, 2027
Final Grades Due by Noon	Monday, December 20, 2027

***Refund Withdrawal Policy Information:**

<https://www.luzerne.edu/admissions/refundpolicy.jsp>

Winter Intersession 2028

Classes Begin	Monday, December 20, 2027
Last Day to Register	Monday, December 20, 2027
<i>campus is closed from 12/24/27 through 1/3/28.</i>	
Classes End/Final Exam	Thursday, January 13, 2028
Final Grades Due by Noon	Friday, January 14, 2028

***Refund Withdrawal Policy Information:**

<https://www.luzerne.edu/admissions/refundpolicy.jsp>

Spring 2028

Spring 2028-Veterans-Priority Registration Dates	(Monday-Tuesday) October 4-5, 2027
Spring 2028-Registration-Begins for All Students	Wednesday, October 6, 2027
College In-service-Main Campus	Wednesday, January 12, 2027 (snow date Jan. 13th)
Martin Luther King, Jr. Day - College Closed	Monday, January 17, 2028
Classes Begin- Except Wilkes-Barre Center & Late Start Sections	Tuesday, January 18, 2028
Classes Begin-Wilkes-Barre Center & Late Start Sections	Monday, January 31, 2028
Deadline for Submitting Application for Graduation	Friday, February 25, 2028
Winter Break - No Classes unless needed for Snow Make-Up Days	(Monday-Sunday) February 28-29 & March 1-5, 2028
Classes Resume	Monday, March 6, 2028
Fall 2028 & Winter Intersession 2029-Veterans-Priority Registration Dates	(Monday-Tuesday) March 6-7, 2028
Fall 2028 & Winter Intersession 2029-Veterans-Priority Registration Dates	Wednesday, March 8, 2028
Professional Development Day-No Classes	Wednesday, March 15, 2028
Snow Make Up Day-No Classes Unless Needed	Thursday, April 13, 2028
Holiday Recess-College Closed	(Friday-Monday) April 14-17, 2028
Last Day of Classes	Friday, May 5, 2028
Final Exams	(Saturday-Friday) May 6-12, 2028
Final Grades Due by Noon	Monday, May 15, 2028
Commencement	Thursday, May 25, 2028
Day after Graduation-College Closed	Friday, May 26, 2028
Memorial Day-College Closed	Monday, May 29, 2028

7 Week Session I

Classes Begin	<u>1/18/28-3/10/28</u> Tuesday, January 18, 2028
Classes End	Thursday, March 9, 2028
Final Exam	Friday, March 10, 2028
Final Grades Due by Noon	Monday, March 13, 2028

7 Week Session II

Classes Begin
Classes End
Final Exam
Final Grades Due by Noon

3/20/28-5/5/28

Monday, March 20, 2028
Thursday, May 4, 2028
Friday, May 5, 2028
Monday, May 15, 2028

***Refund Withdrawal Policy Information:**

<https://www.luzerne.edu/admissions/refundpolicy.jsp>

6 Week Summer Session I - 2028

Summer 2028-Veterans-Priority Registration Dates
Summer 2028-Registration-Begins for All Students
Classes Begin
College Graduation Day (Limited Registration Hours) no in-person classes.
Day after Graduation-College Closed
Memorial Day-College Closed
Classes resume
Classes End
Final Exams
Final Grades Due by Noon

(Monday-Tuesday) October 4-5, 2027
Wednesday, October 6, 2027
Monday, May 15, 2028
Thursday, May 25, 2028
Friday, May 26, 2028
Monday, May 29, 2028
Tuesday, May 30, 2028
Wednesday, June 28, 2028
Thursday, June 29, 2028
Friday, June 30, 2028

***Refund Withdrawal Policy Information:**

<https://www.luzerne.edu/admissions/refundpolicy.jsp>

4 Week Summer Session I - 2028

Summer 2028-Veterans-Priority Registration Dates
Summer 2028-Registration-Begins for All Students
College Graduation Day (Limited Registration Hours) no in-person classes.
Day after Graduation-College Closed
Memorial Day-College Closed
Classes Begin
Classes End
Final Exams
Final Grades Due by Noon

(Monday-Tuesday) October 4-5, 2027
Wednesday, October 6, 2027
Thursday, May 25, 2028
Friday, May 26, 2028
Monday, May 29, 2028
Wednesday, May 31, 2028
Wednesday, June 28, 2028
Thursday, June 29, 2028
Friday, June 30, 2028

***Refund Withdrawal Policy Information:**

<https://www.luzerne.edu/admissions/refundpolicy.jsp>

11 Week Full Summer Session I - 2028

Summer 2028-Veterans-Priority Registration Dates	(Monday-Tuesday) October 4-5, 2027
Summer 2028-Registration-Begins for All Students	Wednesday, October 6, 2027
College Graduation Day (Limited Registration Hours) no in-person classes.	Thursday, May 25, 2028
Day after Graduation-College Closed	Friday, May 26, 2028
Memorial Day-College Closed	Monday, May 29, 2028
Classes Begin	Wednesday, May 31, 2028
Holiday Recess-Independence Day-College Closed	(Monday-Tuesday) July 3-4, 2028
Classes resume	Wednesday, July 5, 2028
Classes End	Tuesday, August 8, 2028
Final Exams	(Thursday-Tuesday) August 9-15, 2028
Final Grades Due by Noon	Thursday, August 17, 2028

***Refund Withdrawal Policy Information:**

<https://www.luzerne.edu/admissions/refundpolicy.jsp>

8 Week Summer Session I - 2028

Summer 2028-Veterans-Priority Registration Dates	(Monday-Tuesday) October 4-5, 2027
Summer 2028-Registration-Begins for All Students	Wednesday, October 6, 2027
Classes Begin	Monday, June 19, 2028
Holiday Recess-Independence Day-College Closed	(Monday-Tuesday) July 3-4, 2028
Classes End	Wednesday, August 9, 2028
Final Exams	Thursday, August 10, 2028
Final Grades Due by Noon	Thursday, August 17, 2028

***Refund Withdrawal Policy Information:**

<https://www.luzerne.edu/admissions/refundpolicy.jsp>

6 Week Summer Session II - 2028

Summer 2028-Veterans-Priority Registration Dates	(Monday-Tuesday) October 4-5, 2027
Summer 2028-Registration-Begins for All Students	Wednesday, October 6, 2027
Classes Begin	Wednesday, July 5, 2028
Classes End	Thursday, August 10, 2028
Final Exams	Friday, August 11, 2028
Final Grades Due by Noon	Thursday, August 17, 2028

***Refund Withdrawal Policy Information:**

<https://www.luzerne.edu/admissions/refundpolicy.jsp>

4 Week Summer Session II - 2028

Summer 2028-Veterans-Priority Registration Dates	(Monday-Tuesday) October 4-5, 2027
Summer 2028-Registration-Begins for All Students	Wednesday, October 6, 2027
Classes Begin	Monday, July 10, 2028
Deadline for Submitting Graduation Applications	Friday, July 21, 2028
Classes End	Thursday, August 10, 2028
Final Exams	Friday, August 11, 2028
Final Grades Due by Noon	Thursday, August 17, 2028
Diplomas Issued	Thursday, August 24, 2028

***Refund Withdrawal Policy Information:**

<https://www.luzerne.edu/admissions/refundpolicy.jsp>

Fall 2028

Fall & Winter Intersession 2028-Veterans-Priority Registration Dates	(Monday-Tuesday) March 6-7, 2028
Fall & Winter Intersession 2028-Registration-Begins for All Students	Wednesday, March 8, 2028
College In-service-Main Campus	Thursday, August 24, 2028
Adjunct In-service-Main Campus	Thursday, August 24, 2028
Classes Begin-Except Wilkes-Barre Center & Late Start Sections	Monday, August 28, 2028
Labor Day-College Closed	Monday, September 4, 2028
Classes Begin-Wilkes-Barre Center & Late Start Sections	Monday, September 11, 2028
Spring & Summer 2029-Veterans-Priority Registration Dates	(Monday-Tuesday) October 2-3, 2028
Spring & Summer 2029 - Registration-Begins for All Students	Wednesday, October 4, 2028
Professional Development Day-No Classes	Wednesday, October 18, 2028
Thanksgiving Recess-College Closed	(Thursday-Monday) November 23-27, 2028
Classes Resume	Tuesday, November 28, 2028
Last Day of Classes	Friday, December 8, 2028
Final Exams	(Saturday-Friday) December 9-15, 2028
Final Grades Due by Noon	Monday, December 18, 2028

7 Week Session I

Classes Begin	<u>8/28/28-10/13/28</u> Monday, August 28, 2028
Classes End	Thursday, October 12, 2028
Final Exam	Friday, October 13, 2028
Final Grades Due by Noon	Monday, October 16, 2028

7 Week Session II

Classes Begin

Classes End

Final Exam

Final Grades Due by Noon

10/23/28-12/8/28

Monday, October 23, 2028

Thursday, December 7, 2028

Friday, December 8, 2028

Monday, December 18, 2028

***Refund Withdrawal Policy Information:**

<https://www.luzerne.edu/admissions/refundpolicy.jsp>

Winter Intersession 2029

Classes Begin	Monday, December 18, 2028
Last Day to Register	Monday, December 18, 2028
<i>campus is closed from 12/22/28 through 1/2/29.</i>	
Classes End/Final Exam	Thursday, January 11, 2029
Final Grades Due by Noon	Friday, January 12, 2029

***Refund Withdrawal Policy Information:**

<https://www.luzerne.edu/admissions/refundpolicy.jsp>

Spring 2029

Spring 2029-Veterans-Priority Registration Dates	(Monday-Tuesday) October 2-3, 2028
Spring 2029-Registration-Begins for All Students	Wednesday, October 4, 2028
College In-service-Main Campus	Wednesday, January 11, 2028 (snow date Jan. 12th)
Martin Luther King, Jr. Day-College Closed	Monday, January 15, 2029
Classes Begin- Except Wilkes-Barre Center & Late Start Sections	Tuesday, January 16, 2029
Classes Begin-Wilkes-Barre Center & Late Start Sections	Monday, January 29, 2029
Deadline for Submitting Application for Graduation	Friday, February 23, 2029
Fall 2029 & Winter Intersession 2030-Veterans-Priority Registration Dates	(Monday-Tuesday) March 5-6, 2029
Fall 2029 & Winter Intersession 2030-Veterans-Priority Registration Dates	Wednesday, March 7, 2029
Winter Break-No Classes unless needed for Snow Make-Up Days	(Monday-Sunday) March 5-11, 2029
Classes Resume	Monday, March 12, 2029
Professional Development Day-No Classes	Wednesday, March 21, 2029
Snow Make Up Day-No Classes Unless Needed	Thursday, March 29, 2029
Holiday Recess-College Closed	(Friday-Monday) March 30-April 2, 2029
Last Day of Classes	Friday, May 4, 2029
Final Exams	(Saturday-Friday) May 5-11, 2029
Final Grades Due by Noon	Monday, May 14, 2029
Commencement	Thursday, May 24, 2029
Day after Graduation-College Closed	Friday, May 25, 2029
Memorial Day-College Closed	Monday, May 28, 2029

7 Week Session I

Classes Begin	<u>1/16/29-3/2/29</u> Tuesday, January 16, 2029
Classes End	Thursday, March 1, 2029
Final Exam	Friday, March 2, 2029
Final Grades Due by Noon	Monday, March 12, 2029

7 Week Session II

Classes Begin	<u>3/14/29-5/4/29</u> Wednesday, March 14, 2029
Classes End	Thursday, May 3, 2029
Final Exam	Friday, May 4, 2029
Final Grades Due by Noon	Monday, May 14, 2029

***Refund Withdrawal Policy Information:**

<https://www.luzerne.edu/admissions/refundpolicy.jsp>

MC

TITLE: ACADEMIC HONESTY POLICY

**DATE(S) OF POLICY AND POLICY REVISION APPROVALS: June xx, 202x;
October 30, 2014; December 6, 2011**

Luzerne County Community College upholds high standards of academic integrity and honesty for all students, faculty, and staff. The foundation for student success at the College is the acquisition of knowledge and critical thinking skills through adherence to principles of honesty and respect for the ideas of others. Plagiarism and cheating are strictly prohibited and will not be tolerated.

Student Responsibilities. All Luzerne County Community College (LCCC) students must maintain honest and ethical standards in all assigned academic work. Academic work submitted or otherwise presented by students must genuinely represent their personal effort to meet the requirements of the class.

Another person's work must be properly attributed. To that end, the LCCC Library provides assistance on how to cite sources, both in person and via the *Citing Sources* link of the LCCC Library Web page at <https://luzerne.libguides.com/cite/home>.

Instructor Responsibilities: Every LCCC instructor shall:

1. Create and maintain an environment conducive to academic honesty including modeling academic honesty in their work
2. Reference the *Academic Honesty Policy* in the syllabus and other relevant class materials. Faculty can elect to follow the *Academic Honesty Policy* or use it as a framework for creating class policies and procedures customized to their class content to distinguish the uses of technology and AI that are acceptable, unacceptable, or encouraged in that class
3. If an instructor does not provide a class-specific policy about academic honesty, the *Academic Honesty Policy* is in force.
4. Ensure that students who violate the *Academic Honesty Policy* adhere to the consequence(s) outlined below or the consequences described in the syllabus

Violations. Violations of the *Academic Honesty Policy* include but are not limited to the following:

1. Cheating on examinations and assignments, which includes:
 - Purchasing, selling, stealing, or otherwise improperly obtaining examinations or assignments
 - Using aids, materials, or other resources not authorized by the instructor to complete an examination or assignment including content generated by artificial intelligence (AI) unless specifically directed to use AI by the instructor

- Providing or receiving assistance not authorized by the instructor when completing an examination or an assignment
 - Copying another person's work or presenting another person's work as one's own including content generated by generative AI applications, and/or
 - Employing any other form of deceit in completing examinations and assignments
2. Plagiarism or falsification of the origin of data, which includes:
- Failing to provide appropriate documentation for another person's original idea, words, opinion, theory, fact, statistic, graph, or drawing, taken from oral, print, electronic, and other forms of communication of information
 - Failing to cite quoted language properly, with documentation of source
 - Copying part or all of an assignment, such as a research paper, lab report, or workbook from another person or resource such as oral, print, electronic, generative AI content, and other forms of communication of information and presenting it as one's own work
 - Purchasing an assignment and submitting the assignment as one's own work
 - Listing sources that were not consulted in the completion of the assignment, and/or
 - Submitting previously submitted work without the approval of the instructor
3. Misconduct which includes:
- Completing an exam intended for another student, or allowing another person to pose as one in taking the exam
 - Using electronic communications devices when completing an examination, assignment, or any other ancillary coursework without instructor authorization
 - Using AI to complete an examination, assignment, or any other ancillary coursework without instructor authorization
 - Employing or assisting another student in other forms of deceit to complete class requirements

Consequences (within one class):

First Violation

1. Faculty shall discuss the nature of the violation and the consequences for the behavior as stated in the *Academic Honesty Policy* or the syllabus
2. Students shall receive a zero (0) for the assignment in question. Faculty may:
 - a. include the zero (0) in the final class grade calculation or
 - b. allow students to redo the assignment or complete a comparable assignment to regain the points lost or
 - c. adhere to the consequence(s) identified in the syllabus (if different than a. or b.)

Second Violation

1. Faculty shall discuss the nature of the violation and the consequence for the behavior as stated in the syllabus and provide written documentation to the student identifying the violation, consequence(s), and discussion.
2. Students shall receive a zero (0) for the assignment and faculty may:

- a. reduce the student's final grade by one full letter grade and require the student to participate in remediation. (e.g., the student would complete an online module developed by the College)
 - b. drop the student from the class with a final grade of F
 - c. adhere to the consequences identified in the syllabus (if different than a. or b.).
3. At the time of the second violation, the instructor must provide written documentation of the violations and the consequences to the Department Chairperson, student-assigned Counselor, and the Vice President of Academic Affairs within ten (10) business days of the violation. The documentation shall include the following:
 - a. each violation
 - b. the class in which the violations occurred
 - c. consequences as a result of the violations
 - d. other circumstances as it relates to the violations
4. The Vice President of Academic Affairs shall retain the records associated with the violations and provide a copy of the documentation to the Vice President of Enrollment Management and Student Affairs

Multiple Violations: More than two violations of the *Academic Honesty Policy* will constitute multiple violations of the *Academic Honesty Policy*. This includes violations that occur in:

- a. one class
- b. two or more classes in the same semester or
- c. more than one semester

Multiple violations of the *Academic Honesty Policy* shall result in the following:

1. Suspension from the College for the duration of the remainder of the semester or
2. Suspension from the College for the duration of the remainder of the semester and the subsequent semester or
3. Expulsion from the College

Student Appeals: The consequence(s) of the violation(s) of the *Academic Honesty Policy* may be appealed by submitting in writing to the Academic Affairs Office the following:

- a. violation(s)
- b. the class (including class section number) in which the violation(s) occurred
- c. consequence(s) as a result of the violation
- d. other circumstances as it relates to the violation(s).

The documentation for the appeal of the consequence(s) of the violation(s) of the *Academic Honesty Policy* must be received by Academic Affairs within ten (10) business days. Appeals of the assigned consequences shall be reviewed by Academic Affairs per the *Academic Grievance Procedure*.

Audit, Finance, and Facilities Committee

ACTION ITEMS

2024 - 2025 Budget



LUZERNE
County Community College

Luzerne County Community College

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Luzerne County Community College Annual Fact Sheet



Vision

Luzerne County Community College

will be the first choice for higher education in northeastern Pennsylvania, serving a diverse population through comprehensive programming and services that prepare students for self-sustaining careers and in high demand fields.

Mission

Luzerne County Community College

is a student-centered institution prioritizing support and access to an inclusive, equitable learning environment that fosters academic and personal success and strengthens communities in the Northeastern Pennsylvania region.

History

Luzerne County Community College

Local communities petitioned the Pennsylvania State Board of education to sponsor and establish community colleges in the Commonwealth. The Community College Act of 1963 was signed into law by Governor William Scranton creating Pennsylvania's community college system. Each college needed a local sponsor which could be a city, county, or individual school district(s). Luzerne County Community College became a reality on December 15, 1965 when the Luzerne County Commissioners adopted a resolution agreeing the county would act as the sponsor of a two-year college. Luzerne County Community College began operations on October 2, 1967. The first class of 836 students attended classes in two buildings in downtown Wilkes-Barre. The college offered 11 programs with tuition at \$12.50 per credit.

Funding

Total operating and capital budget, 2025 - \$47,294,546

Revenue Sources for the operating budget

Credit tuition and fees	47.5%
State appropriation	30.7%
Sponsor appropriation	13.7%
Interest income	3.4%
Noncredit tuition and fees	2.8%
Miscellaneous income	.1%
Adjustment to balance budget	1.8%

Campus Locations

Nanticoke - Main	Scranton
Berwick	Shamokin
Hazleton	Watsonstown
Pittston	Wilkes-Barre

Transfer Programs

LCCC has transfer agreements with 41 colleges and universities in Pennsylvania.

Dual Admission Programs

The College has dual admission agreements with 12 area high schools and 22 articulation agreements.

Noncredit Programs

Luzerne has career programs and job training opportunities in healthcare, truck driving, automotive, manufacturing, business, computers and other high priority areas.

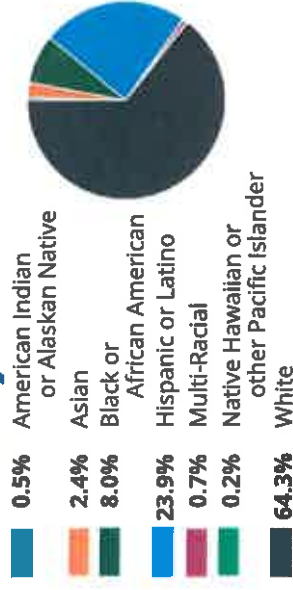
Enrollment (Numbers of Students)

Credit Enrollment 2022-2023	6,241
NonCredit Enrollment 2022-2023	3,506

Student Statistics (Fall 2023)

Headcount	4,318
Full Time	32%
Enrollment in Career Programs (AAS)	68%
Enrollment in Transfer Programs (AA,AS)	37%
Enrollment in programs under 2 year (Certificates and diplomas)	59%
	4%

Ethnicity



Age (Fall 2023)

Under 18	21.1%
18-24	49.0%
25-34	18.1%
35-44	7.6%
45-54	2.9%
55+	1.3%

The mean age of all LCCC credit headcount 21

Background

Full-Time employees	295
Faculty	135
Administrative	48
Classified Staff	107
Security	5
Part-Time employees	369
Part-time	18
Adjuncts	351

In 2022-2023 the college awarded nearly \$8 million in aid forms of financial aid and scholarships to over 2,500 students. The LCCC Foundation disbursed more than \$500,000 in student scholarships to 651 students.



Thrive in Five & Thrive in Three

In 2023-24, LCCC introduced the “Thrive in Five” and “Thrive in Three” academic program models. The purpose of this innovative program design is to provide the needed training and education to support a thriving NEPA economy and workforce.

By offering five (5) or three (3) options in one program, students have the opportunity and the flexibility to choose the educational path(s) that best suits their educational and career goals. Additionally, this program model affords an easy transition to micro-credentials, “short burst” training, that can be completed in 2-6 weeks. These micro-credentials are “stackable” and can be converted to credits earned toward a LCCC certificate or associate degree.

- ◆ **Advanced Manufacturing -**
 - Electrical Technology
 - HVAC
 - Industrial Maintenance
 - Machining (CNC)
 - Welding
- ◆ **Electrical Engineering Technology -**
 - Electrical Engineering
 - Electrical Engineering Drafting
 - Robotics
- ◆ **Computer Information Systems -**
 - Cloud Computing
 - Data Analytics
 - Programming

High-Priority Occupations:

Pathways to a Career or Further Learning
Luzerne County Community College (LCCC) offers transfer and career programs in 115 programs in the following areas.

- ◆ **Advanced Manufacturing, Skilled Trades, & Automotive/Diesel Technology**
- ◆ **Arts, Communication, Design, TV/Audio Production**
- ◆ **Business, Paralegal Studies**
- ◆ **Computer Science, Computer Information Systems, & Cyber Security & Networking**
- ◆ **Science, Mathematics & Engineering**
- ◆ **English as a Second Language**
- ◆ **Health Science, Nursing, and Allied Health**
- ◆ **Humanities & Professional Writing**
- ◆ **Social & Behavioral Sciences**

Credentialing

Over 100 practitioner licenses and industry-recognized certifications can be earned through LCCC coursework and program requirements. Each of the five Health Science programs prepares students for the licensing exam in that health care discipline. Computer Science, Computer Information Systems (CIS), and Communication Arts students can choose from over 31 certifications.

Honor Societies

5 HONOR SOCIETIES

- ◆ Alpha Sigma Lambda - Adult Learners
- ◆ Kappa Beta Delta - Business
- ◆ Phi Theta Kappa - Overall Academics
- ◆ Psi Beta - Psychology
- ◆ Sigma Kappa Delta - English/English Literature

HONORS

Over 50 students were recognized for their academic and service to the College and other students in April 2025.

Academic Discipline Related Clubs & Events

15 ACADEMIC DISCIPLINE STUDENT CLUBS

- ◆ Architecture and Design Club
- ◆ Art Club
- ◆ Business Club
- ◆ Computer Club
- ◆ Drama Club
- ◆ Educators of Tomorrow
- ◆ Great Expectations for Respiratory Therapy
- ◆ History Club
- ◆ Math Club
- ◆ Nursing Forum
- ◆ Psychology Club
- ◆ Science Club
- ◆ Student American Dental Hygienist Association
- ◆ TV-LCCC
- ◆ WSFX Radio Club

ACADEMIC DEPARTMENT EVENTS

The 10 academic departments and clubs hosted over 50 campus events for students, faculty, and the community. This includes the Business Symposium, the Student Communications arts Show, and several History Club lectures.



Revenues:

Overview

- ◆ The college's 2024-2025 operating budget total revenues reflects no change in comparison to the 2023-2024 budget.

Enrollment

- ◆ Enrollment is budgeted at 77,715 credits which is a 4% increase from the 2023-2024 budget.
- ◆ Workforce and community services noncredit are estimated to serve 3,506 students.

Tuition and Fees

- ◆ Tuition and fees for a full-time sponsored student will be \$3,300 a semester, a \$75 increase over the 2023-2024 rate of \$3,225.
- ◆ Part time tuition will increase from \$145 per credit to \$150 per credit.
- ◆ Tuition and fees for a full-time sponsored student Early College tuition per credit will remain flat at \$45 per credit in high schools and \$70 at LCCC. Fees will remain at \$30.
- ◆ Technology fees will remain at \$40 per credit.
- ◆ The general service fee of \$30 will remain the same.

State Appropriation

- ◆ The state appropriation for operations is projected to be \$13,165,225, the same as the 2024-2025 allocation.
- ◆ The capital appropriation is estimated at \$1,333,663.

Sponsor Appropriation

- ◆ The County sponsorship for operations and capital will remain the same at \$6,170,000.



Expenses:

Overview

- ◆ The proposed operating budget expenditures reflect no change versus the 2023-2024 adopted budget.

Salaries and Wages

- ◆ Salaries and wages budgeted include a 3% increase for faculty, administration and classified staff.
- ◆ Adjunct faculty rate is increasing by \$15 per credit to \$700 per credit.

Fringe Benefits

- ◆ The medical cost analysis provided by Insurance Consultants, Evolve, indicate an increase in costs of 15.8% versus 2023-2024 actuals and 5% increase versus 2023-2024 budget.
- ◆ Dental premiums are projected to increase by 13% from 23-24 budget.
- ◆ Vision premiums are projected to increase by 3.7% from 23-24 budget.

Other Expenses

- ◆ Other expenses budgeted are estimated to increase by 11% due to inflationary costs of program supplies, technology software and equipment and as well as increases in workers compensation and cybersecurity insurances costs.



LUZERNE
County Community College



Luzerne County Community College

2025FY Operating Budget

(Includes open position allowance, \$5 tuition increase)

Recommended

Operating Fund	2024FY Budget	2025FY Budget	% Of Budget	Difference From Prior Year Budget	% Change
Expenses					
1. Salaries					
Faculty	\$ 8,117,816.07	\$ 8,091,169.68	18.8%	\$ (26,646.39)	0%
Classified	\$ 4,533,614.55	\$ 4,728,575.64	11.0%	\$ 194,961.09	4%
Administrators	\$ 3,712,735.16	\$ 4,047,950.70	9.4%	\$ 335,215.54	9%
Adjunct Faculty	\$ 1,815,000.00	\$ 1,855,000.00	4.3%	\$ 40,000.00	2%
Overload Pay For FT Faculty	\$ 1,750,000.00	\$ 1,750,000.00	4.1%	\$ -	0%
Security	\$ 225,461.33	\$ 227,572.16	0.5%	\$ 2,110.83	1%
Non-Credit Instructors	\$ 142,500.00	\$ 144,500.00	0.3%	\$ 2,000.00	1%
Dept Chair & Coordinators	\$ 175,000.00	\$ 175,000.00	0.4%	\$ -	0%
Overtime Pay For FT Faculty	\$ 15,000.00	\$ 15,000.00	0.0%	\$ -	0%
Work Study Program/Tutors	\$ 80,000.00	\$ 80,000.00	0.2%	\$ -	0%
Total Salary	\$ 20,567,127.11	\$ 21,114,768.18	49.2%	\$ 547,641.07	3%
2. Benefits					
Health Care	\$ 6,976,648.81	\$ 7,295,490.98	17.0%	\$ 318,842.17	5%
Retirement - TIAA	\$ 1,458,120.20	\$ 1,482,122.47	3.5%	\$ 24,002.27	2%
Retirement - State	\$ 1,019,463.01	\$ 973,969.83	2.3%	\$ (45,493.18)	-4%
FICA/Social Security & Medicare	\$ 637,580.94	\$ 716,405.63	1.7%	\$ 78,824.69	12%
Health Care Waivers	\$ 801,423.92	\$ 923,364.00	2.2%	\$ 121,940.08	15%
Early Retirement Incentives	\$ 600,000.00	\$ 650,000.00	1.5%	\$ 50,000.00	8%
Retirement - PSERS	\$ 455,649.90	\$ 346,522.06	0.8%	\$ (109,127.84)	-24%
Other	\$ 225,000.00	\$ 304,000.00	0.7%	\$ 79,000.00	35%
Dental	\$ 192,470.00	\$ 217,642.00	0.5%	\$ 25,172.00	13%
Life Insurance	\$ 102,172.92	\$ 110,866.54	0.3%	\$ 8,693.62	9%
Disability	\$ 41,734.00	\$ 45,285.03	0.1%	\$ 3,551.03	9%
Vision	\$ 30,000.00	\$ 31,116.00	0.1%	\$ 1,116.00	4%
Total Benefits	\$ 12,540,263.70	\$ 13,096,784.54	30.5%	\$ 556,520.84	4%
3. Remaining Expenses					
Utilities	\$ 1,300,570.00	\$ 1,369,800.00	3.2%	\$ 69,230.00	5%
Miscellaneous - All Other Expenses	\$ 1,351,794.00	\$ 1,363,912.00	3.2%	\$ 12,118.00	1%
Supplies	\$ 1,431,775.70	\$ 1,746,516.98	4.1%	\$ 314,741.28	22%
Technology Software & Equipment	\$ 1,074,340.51	\$ 1,325,268.73	3.1%	\$ 250,928.22	23%
Contracted Services	\$ 1,191,834.00	\$ 1,267,250.00	3.0%	\$ 75,416.00	6%
Maintenance Agreements	\$ 562,450.00	\$ 603,950.00	1.4%	\$ 41,500.00	7%
Advertising	\$ 575,800.00	\$ 562,500.00	1.3%	\$ (13,300.00)	-2%
Travel & Conference	\$ 212,765.00	\$ 217,007.00	0.5%	\$ 4,242.00	2%
Equipment Repairs	\$ 201,225.00	\$ 216,225.00	0.5%	\$ 15,000.00	7%
Insurances	\$ 255,000.00	\$ 350,000.00	0.8%	\$ 95,000.00	37%
Total Remaining Expenses	\$ 8,157,554.21	\$ 9,022,429.71	21.0%	\$ 864,875.50	11%
4. Budget Adjustments					
Transfer to (from) Other Funds	\$ 1,734,310.00	\$ (294,126.72)	-0.7%	\$ (2,028,436.72)	-117%
Total Expenses	\$ 42,999,255.02	\$ 42,939,855.71		\$ (59,399.31)	0%



Luzerne County Community College

2025FY Operating Budget

(Includes open position allowance, \$5 tuition increase)

Recommended

Revenue					
1. Sponsorships					
Commonwealth of PA	\$ 13,165,225.00	\$ 13,165,225.00	30.7%	\$ -	0%
Luzerne County	\$ 5,897,500.00	\$ 5,897,500.00	13.7%	\$ -	0%
Total Sponsorships	\$ 19,062,725.00	\$ 19,062,725.00	44.4%	\$ -	0%
2. Tuition					
Fall - (In-County)	\$ 3,820,126.95	\$ 4,064,284.59	9.5%	\$ 244,157.64	6%
Fall - (Out-of-County)	\$ 1,431,598.96	\$ 1,494,861.74	3.5%	\$ 63,262.78	4%
Fall - (Out-of-State & Interntl)	\$ 241,043.30	\$ 250,999.24	0.6%	\$ 9,955.94	4%
Fall - (Early College)	\$ 241,207.55	\$ 275,963.76	0.6%	\$ 34,756.21	14%
Spring - (In-County)	\$ 3,392,524.31	\$ 3,739,000.16	8.7%	\$ 346,475.85	10%
Spring - (Out-Of-County)	\$ 1,325,115.28	\$ 1,476,316.16	3.4%	\$ 151,200.88	11%
Spring - (Out-of-State & Interntl)	\$ 193,219.88	\$ 219,316.82	0.5%	\$ 26,096.94	14%
Spring - (Early College)	\$ 226,661.33	\$ 250,902.78	0.6%	\$ 24,241.45	11%
Summer 1	\$ 1,094,296.50	\$ 1,072,278.00	2.5%	\$ (22,018.50)	-2%
Summer 2	\$ 263,695.57	\$ 151,573.19	0.4%	\$ (112,122.38)	-43%
Winter Intersession	\$ 147,925.33	\$ 125,722.67	0.3%	\$ (22,202.66)	-15%
Other Tuition	\$ 382,000.00	\$ 492,000.00	1.1%	\$ 110,000.00	29%
Total Tuition	\$ 12,759,414.96	\$ 13,613,219.11	31.7%	\$ 853,804.15	7%
3. Fees					
General Service	\$ 1,958,097.77	\$ 1,857,642.82	4.3%	\$ (100,454.95)	-5%
Technology	\$ 2,480,230.63	\$ 2,675,473.13	6.2%	\$ 195,242.50	8%
Course	\$ 1,590,000.00	\$ 2,100,000.00	4.9%	\$ 510,000.00	32%
Other	\$ 147,100.00	\$ 160,200.00	0.4%	\$ 13,100.00	9%
Total Fees	\$ 6,175,428.40	\$ 6,793,315.95	15.8%	\$ 617,887.55	10%
4. Other					
Miscellaneous	\$ 1,194,300.00	\$ 1,245,000.00	2.9%	\$ 50,700.00	4%
Interest Income	\$ 1,443,756.00	\$ 1,450,187.00	3.4%	\$ 6,431.00	0%
Total Other	\$ 2,638,056.00	\$ 2,695,187.00	6.3%	\$ 57,131.00	2%
5. Adjustments to Balance Budget					
Adjustments to Balance Budget	\$ 2,363,630.66	\$ 775,408.65	1.8%	\$ (1,588,222.01)	-67%
Total Revenue	\$ 42,999,255.02	\$ 42,939,855.71		\$ (59,399.31)	0%

Operating Fund - 2025FY	
Total of Expenses	\$ 42,939,855.71
Total of Revenue	\$ 42,939,855.71
Difference	\$ -

Proposed Tuition and Fees (2024-2025)															
	Allegheny	Erie	Northampton	Lehigh Carbon	Philadelphia	Butler	Bucks	Delaware	Westmoreland	Luzerne	Montgomery	Reading	Harrisburg	PA Highlands	Beaver
Sponsored Tuition	\$ 126.00	\$ 160.00	\$ 130.00	\$ 135.00	\$ 159.00	\$ 140.00	\$ 166.00	\$ 136.00	\$ 143.00	\$ 150.00	\$ 170.00	\$ 166.00	\$ 187.50	\$ 165.00	\$ 185.00
Technology Fee	\$ 23.25	\$ 10.00	\$ 28.00	\$ 27.00	\$ 30.00		\$ 35.00			\$ 40.00	\$ 25.00	\$ 29.00	\$ 12.75		\$ 37.00
General Services (Comprehensive) Fee	\$ 6.00	\$ -	\$ 24.00	\$ 24.00	\$ -	\$ 57.00		\$ 70.00	\$ 72.00	\$ 30.00	\$ 20.00	\$ 24.00	\$ 32.25	\$ 68.00	\$ 24.00
Activity Fee					\$ 4.00		\$ 4.00	\$ 5.00			\$ 8.00	\$ 4.00			
Student Services Fee	\$ 8.25														
Total	\$ 163.50	\$ 170.00	\$ 182.00	\$ 186.00	\$ 193.00	\$ 197.00	\$ 205.00	\$ 211.00	\$ 215.00	\$ 220.00	\$ 223.00	\$ 223.00	\$ 232.50	\$ 233.00	\$ 246.00
Tuition and Fees Increase	\$ -	\$ -	\$ 5.00	\$ 3.00	\$ -	\$ 10.00	\$ 4.00	\$ 3.00	\$ 5.00	\$ 5.00	\$ 14.00	\$ 7.00	\$ (13.25)	\$ 7.00	\$ 3.00
% Increase of Tuition	0.00%	0.00%	4.00%	0.00%	0.00%	7.70%	0.60%	0.75%	2.14%	3.45%	9.00%	4.40%	-6.60%	0.00%	1.65%
Average															
Total	\$ -	\$ -	\$ 5.00	\$ 3.00	\$ -	\$ 10.00	\$ 4.00	\$ 3.00	\$ 5.00	\$ 5.00	\$ 14.00	\$ 7.00	\$ (13.25)	\$ 7.00	\$ 3.00
% Increase of Tuition	0.00%	0.00%	4.00%	0.00%	0.00%	7.70%	0.60%	0.75%	2.14%	3.45%	9.00%	4.40%	-6.60%	0.00%	1.65%
Average															
Total	\$ 206.67														
% Increase of Tuition															

Transfers- With Allowance

Capital Fund	\$	-
Bookstore	\$	103,519.62
Food Services	\$	343,666.21
Student Activities	\$	300,000.00
Open Position Allowance	\$	<u>(1,041,312.55)</u>
	\$	<u>(294,126.72)</u>



Luzerne County Community College

2025FY Capital Budget

	2024FY Budget	2025FY Budget	% Of Budget	Difference From Prior Year Budget	% Change
Expenses					
Facility Leases	\$ 697,977.63	\$989,503.80	23%	\$ 291,526.17	42%
Equipment Purchases/Leases	\$ 504,900.00	\$1,482,664.44	34%	\$ 977,764.44	194%
Debt Service	\$ 1,813,069.12	\$1,832,521.62	42%	\$ 19,452.50	1%
Architect	\$ 50,000.00	\$50,000.00	1%	\$ -	0%
Total Expenses	\$ 3,065,946.75	\$ 4,354,689.86	100%	\$ 1,288,743.11	42%
Revenue					
State Appropriation	\$ 1,334,850.00	\$1,333,662.50	31%	\$ (1,187.50)	0%
Luzerne County Appropriation	\$ 272,500.00	\$272,500.00	6%	\$ -	0%
Capital Projects Reserve Fund	\$ -	\$2,457,011.36	56%	\$ 2,457,011.36	
Capital Fees	\$ 268,015.00	\$255,000.00	6%	\$ (13,015.00)	-5%
Sale of Assets	\$ 10,000.00	\$10,000.00	0%	\$ -	0%
Interest Income	\$ 6,602.00	\$26,516.00	1%	\$ 19,914.00	302%
Transfer of Operating Funds	\$ 1,173,979.75	\$0.00		\$ (1,173,979.75)	-100%
Total Revenue	\$ 3,065,946.75	\$ 4,354,689.86	100%	\$ 1,288,743.11	42%

Capitals Fund - 2025FY	
Total of Expenses	\$ 4,354,689.86
Total of Revenue	\$ 4,354,689.86
Difference	\$ -

FY2025 Capital Projects - May 21, 2024	
Balance of Allocated Capital monies available to date:	\$422,732.44
FY2025 Interest Income to be available for Capital Projects:	\$600,000.00
	\$1,022,732.44
Anticipated monies from PDE for Water Line Replacement Project:	\$149,023.50
	\$1,171,755.94
1	Phase I Water Line Replacement Project (cost estimate):
	Balance:
	(\$426,106.88)
2	Exterior Lighting Replacement B1 to Prospect Street (cost estimate):
	Balance:
	(\$227,196.90)
3	Gymnasium Floor Refinishing (cost estimate):
	Balance:
	\$518,452.16
4	New Concrete Walkway to Building 9 for EIP (cost estimate):
	Balance:
	(\$66,860.00)
	\$372,542.16
Next Priority Projects - Cost Estimates:	
	Culinary Institute Hallway Lighting Replacement:
	Bleacher Replacement:
	Roof Replacement - Building 3:
	Roof Replacement - Building 11:
	Roof Replacement - Building 7:
	Roof Replacement - Building 12:
	Roof Replacement - Building 13:
	Phase II Water line replacement:
	Oil Switch Replacement:
	Switchgear Replacement - Building 3 (3 of 3):
	\$48,654.88
	pending
	\$512,000.00
	\$280,050.00
	\$501,750.00
	\$1,425,500.00
	\$416,550.00
	\$297,153.20
	\$350,000.00
	\$664,876.12
	\$4,496,534.20



Luzerne County Community College 2025FY Bookstore Budget

Bookstore Fund	2024FY Budget	2025FY Budget	% Of Budget	Difference From Prior Year Budget	% Change
Expenses					
Salary	\$ 126,620.74	\$ 110,500.44	50%	\$ (16,120.30)	-13%
Benefits	\$ 90,942.61	\$ 109,702.18	50%	\$ 18,759.57	21%
Miscellaneous	\$ 250.00	\$ 250.00	0%	-	0%
Total Expenses	\$ 217,813.35	\$ 220,452.62	100%	\$ 2,639.27	1%
Revenue					
Commissions From Follett	\$ 202,000.00	\$ 107,000.00	49%	\$ (95,000.00)	-47%
Interest Income	\$ 10,280.00	\$ 9,933.00	5%	\$ (347.00)	-3%
Transfer to Operating Funds	\$ 5,533.35	\$ 103,519.62	47%	\$ 97,986.27	1771%
Total Revenue	\$ 217,813.35	\$ 220,452.62	100%	\$ (95,347.00)	1%

Bookstore Fund - 2025FY	
Total of Expenses	\$ 220,452.62
Total of Revenue	\$ 220,452.62
Difference	\$ -



Luzerne County Community College

2025FY Food Services Budget

Food Services Fund	2024FY Budget	2025FY Budget	% Of Budget	Difference From Prior Year Budget	% Change
Expenses					
Salary	\$ 261,124.30	\$272,042.17	44%	\$ 10,917.87	4%
Benefits	\$ 132,826.50	\$143,388.04	23%	\$ 10,561.54	8%
Food Supplies	\$ 155,000.00	\$155,000.00	25%	\$ -	0%
Credit Card Fees	\$ 8,000.00	\$12,000.00	2%	\$ 4,000.00	50%
Office Supplies	\$ 4,000.00	\$4,000.00	1%	\$ -	0%
Miscellaneous	\$ 38,500.00	\$38,500.00	6%	\$ -	0%
Total Expenses	\$ 599,450.80	\$ 624,930.21	100%	\$ 25,479.41	4%
Revenue					
Food Sales	\$ 210,000.00	\$210,000.00	34%	\$ -	0%
Vending Sales	\$ 51,000.00	\$35,000.00	6%	\$ (16,000.00)	-31%
Interest Income	\$ 83,653.00	\$36,264.00	6%	\$ (47,389.00)	-57%
Transfer of Operating Funds	\$ 254,797.80	\$343,666.21	55%	\$ 88,868.41	35%
Total Revenue	\$ 599,450.80	\$ 624,930.21	100%	\$ 25,479.41	4%

Food Services Fund - 2025FY	
Total of Expenses	\$ 624,930.21
Total of Revenue	\$ 624,930.21
Difference	\$ 0.00



Luzerne County Community College

2025FY Student Activities Budget

Student Activities Fund	2024FY Budget	2025FY Budget	% Of Budget	Difference From Prior Year Budget	% Change
Expenses					
Club Activity	\$ 87,200.00	\$76,150.00	25%	\$ (11,050.00)	-13%
Supplies - Department/Office	\$ 44,500.00	\$43,500.00	15%	\$ (1,000.00)	-2%
Salary - Coaches/Advisors	\$ 54,050.00	\$60,200.00	20%	\$ 6,150.00	11%
Transportation	\$ 37,750.00	\$40,000.00	13%	\$ 2,250.00	6%
Consultants/Honoraria	\$ 45,000.00	\$40,000.00	13%	\$ (5,000.00)	-11%
Independent Contractors	\$ 10,000.00	\$22,600.00	8%	\$ 12,600.00	126%
Supplies - Other	\$ 5,000.00	\$3,000.00	1%	\$ (2,000.00)	-40%
Athletic Activity	\$ 14,500.00	\$12,550.00	4%	\$ (1,950.00)	-13%
Special Activity	\$ 2,000.00	\$2,000.00	1%	\$ -	0%
Total Expenses	\$ 300,000.00	\$ 300,000.00	100%	\$ -	0%
Revenue					
Transfer From General Service Fees	\$ 300,000.00	\$300,000.00	100%	\$ -	0%
Total Revenue	\$ 300,000.00	\$ 300,000.00	100%	\$ -	0%

Student Activities Fund - 2025FY	
Total of Expenses	\$ 300,000.00
Total of Revenue	\$ 300,000.00
Difference	\$ -

Recommend approval of Bid # 513 - Computers & Technology Hardware Replacement Plan.

Recommend Luzerne County Community College Board of Trustees approve Bid # 513, Computers and Technology Hardware Replacement Plan be awarded to the lowest responsible bidders, as follows:

Part A

Section A - Dell/HP Computers

- **Topp Copying Products** for Dell Computers in the amount of **\$139,209.**
- **CDW Government** for HP Computers in the amount of **\$47,750.**
- **Total Section A = \$186,959**

Section B - Apple Computers

- **CDW Government** for Apple computers in the amount of **\$50,491.48.**

Section C - Miscellaneous Technology Hardware

- **IntegraOne** for lowest submitted miscellaneous technology items in the amount of **\$3,245.85;**
- **CDW Government** for lowest submitted miscellaneous technology items in the amount of **\$57,425.70;**
- **Total Section C = \$60,671.55**

Section D - Networking Hardware

- **IntegraONE** for Networking hardware in the amount of **\$28,056.76.**

The total amount for sections A through E is **\$326,178.79.**

Part B: Leasing

Recommend the Luzerne County Community College Board of Trustees approve **First American Equipment Financing** proposal for the lease financing.

Rationale:

These items are for the College's annual technology replacement plan. Each year the College's replaces a percentage of technology related items such as academic lab and staff computers, networking hardware, and College servers. The College continues to receive funding from the Commonwealth of PA to support a portion of these leasing costs.



TO: Thomas P. Leary, President

FROM: Patricia Yencha, Chief Information Officer

RE: Bid # 513 – COMPUTERS & TECHNOLOGY HARDWARE REPLACEMENT PLAN- (Board Approval Required)

DATE: May 08, 2024

Bid # 513 was advertised on April 08, 2024, and specifications were sent to 30 vendors. The College opened the bids on April 29, 2024. Four (4) bid responses were received. The bid was comprised of 5 sections (A, B, C, D, and E) and bidders could submit bids on individual sections and individual items within each section (partial bids are considered). The results are as follows:

Section A – Dell/HP Computers

- **Topp Copying Products** - \$139,209.00 (Partial Bid – Dell Computers only)
- **IntegraOne** - \$57,243.50 (Partial Bid – HP Computers only)
- **CDW Government** - \$208,493.58

Section B - Apple Computers

- **CDW Government** - \$50,491.48

Section C – Miscellaneous Technology Hardware

- **IntegraOne** – \$54,745.35 (Partial Bid)
- **CDW Government** - \$61,003.25 (Partial Bid)
- **No bids on 4 items.**

Section D – Networking Hardware

- **Shadow Technologies** - \$32,565.61
- **IntegraOne** - \$28,056.76
- **CDW Government** - \$9,365.97 (Partial Bid – 2 items only)

Section E – CCTV Equipment

- **No Bids.**

Therefore, I recommend BID #513 be awarded to the lowest responsible bidders as follows:

Part A:

Section A – Dell/HP Computers

- **Topp Copying Products** for Dell Computers in the amount of **\$139,209.**
- **CDW Government** for HP Computers in the amount of **\$47,750.**
- Total Section A = \$186,959

Section B – Apple Computers

- **CDW Government** for Apple computers in the amount of **\$50,491.48.**

Section C - Miscellaneous Technology Hardware

- IntegraOne for lowest submitted miscellaneous technology items in the amount of \$3,245.85;
- CDW Government for lowest submitted miscellaneous technology items in the amount of \$57,425.70;
- Total Section C = \$60,671.55
- For the 4 missing items, we will quote and purchase separately.

Section D – Networking Hardware

- IntegraONE for Networking hardware in the amount of **\$28,056.76.**

Section E - CCTV Equipment

- Since no bids were received, we will quote and purchase separately.

The total amount for sections A through E is **\$326,178.79.**

Part B

Leasing:

Leasing proposals for the financing were obtained based upon an estimate of \$330,000 and are as follows:

1. California First Leasing Corporation – Four annual payments of \$90,762.42 for a total of \$363,049.68.
2. First American Equipment Financing - Four annual payments of \$90,486.00 for a total of \$361,944.00.

I recommend selecting the **First American Equipment Financing** proposal for the financing. The College continues to receive funding from the Commonwealth of PA to support a portion of these leasing costs. Note that the financed amount will be adjusted to reflect the actual total of \$326,178.79.

Recommend approval of IaaS RFP

Recommend Luzerne County Community College Board of Trustees approve the award of our Infrastructure as a Service (IaaS) RFP to Rackspace Technologies including the Disaster Recovery as a Service (DRaaS) option based upon our comprehensive assessment and ranking of pricing and desired features and functionality.

The total amount for a 3-year engagement is \$ **294,848.00**.

Rationale:

This new IaaS solution will not only modernize and upgrade our aging, on-premise server infrastructure, but it will also ensure business continuity and rapid disaster recovery/resiliency with the Disaster Recovery as a Service (DRaaS) option - a huge benefit which we do not have in the current on-premise infrastructure. Additionally, it will lock in VMware license pricing over the 3-year term – this is a cost savings since VMware licensing which is expected to increase by 200% (due to the recent Broadcom acquisition of VMware) if we were to renew our current on-premise VMware license ourselves later this year (currently \$30,000/year – expected to increase to \$90,000/year). Rackspace will absorb the VMware costs for us in this proposal since they have already locked in lower VMware licensing costs for the next 3 years.



TO: Thomas P. Leary, President
FROM: Patricia Yench, Chief Information Officer
RE: RFP for Infrastructure as a Service (IaaS)
DATE: June 04, 2024

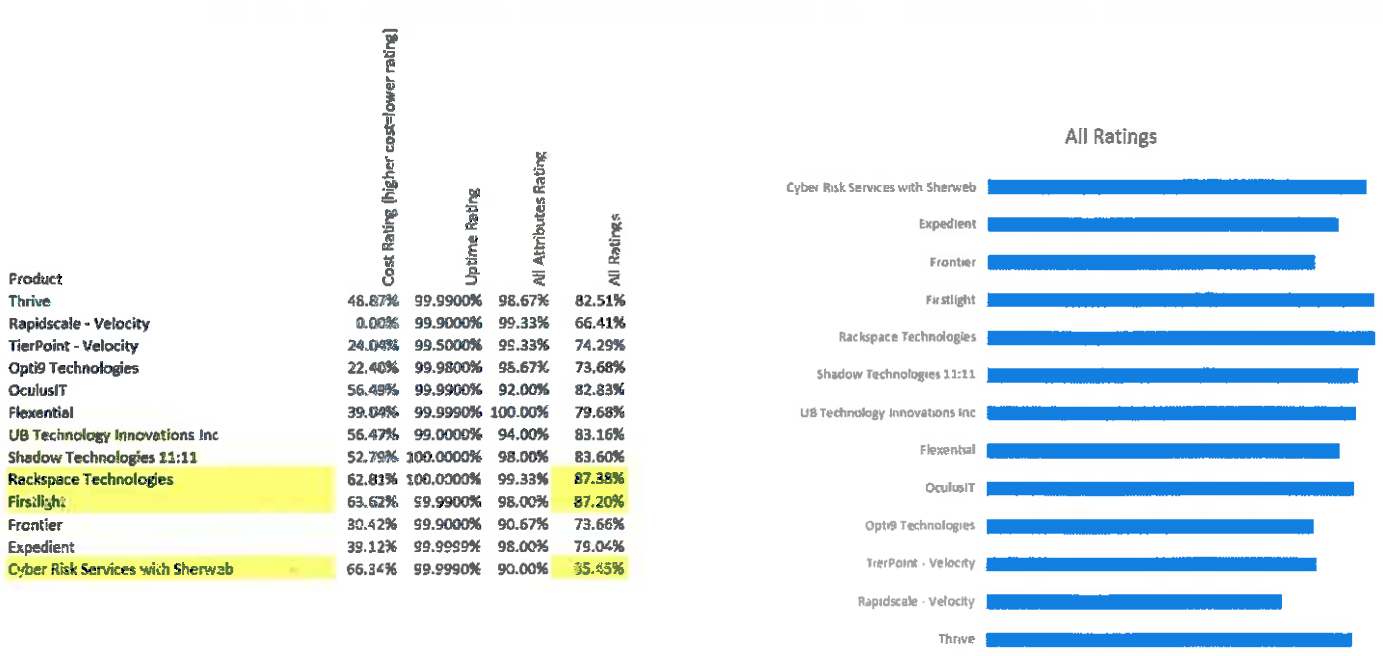
The RFP for Infrastructure as a Service (IaaS) solutions (moving our aging on premise servers to a cloud-based provider) was advertised on April 14, 2024, and specifications were sent directly to 6 vendors. The College opened the RFP bids on May 6, 2024. Thirteen (13) bid responses were received. Bidders were asked to provide bids for an all-inclusive, 3-year term payable either monthly or annually. Most included an option for Disaster Recovery as a Service (DRaaS) as well, as noted below. The results are as follows:

RFP Results (Total 3-Year Term Costs):

- **Thrive**
 - IaaS Only = \$222,403.76
 - IaaS with DRaaS Option = \$405,408.76
- **Rapidscale - Velocity**
 - IaaS Only = \$382,207.56
 - IaaS with DRaaS Option = \$792,880.45
- **TierPoint - Velocity**
 - IaaS Only = \$441,662.40
 - IaaS with DRaaS Option = \$602,249.04
- **Opti9 Technologies**
 - IaaS Only = \$501,425.68
 - IaaS with DRaaS Option = \$615,305.08
- **OculusIT**
 - IaaS Only = \$285,000.00
 - IaaS with DRaaS Option = \$345,000.12
 - **NOTE:** Licensing costs not included in the quotes.
- **Flexential**
 - IaaS Only = \$327,239.48
 - IaaS with DRaaS Option = \$483,371.06
- **UB Technology Innovations**
 - IaaS Only = \$252,800.00
 - IaaS with DRaaS = \$345,176.00
 - **NOTE:** Support is \$80*25. Implementation cost includes both IaaS and DRaaS. Azure costs are estimated and will vary with usage so can be higher month to month.
- **Shadow Technologies – 11:11**
 - IaaS Only = \$246,331.31
 - IaaS with DRaaS = \$374,314.31

- **Rackspace Technologies**
 - IaaS Only = \$254,911.00
 - IaaS with DRaaS Option = \$294,848.00 (with first month incentive discount)
 - **NOTE:** Windows/Linux licensing not included but savings on Duo licenses available.
- **Firstlight**
 - IaaS Only = \$234,494.44
 - IaaS with DRaaS Option = \$288,456.40
- **Frontier**
 - IaaS Only = \$551,650.00
 - No DRaaS Option available. BRaaS only.
- **Expedient**
 - IaaS Only = \$275,767.00
 - IaaS with DRaaS Option = \$482,731.00
- **Cyber Risk Services - Sherweb**
 - IaaS Only = \$266,860.00
 - No DRaaS Option available. BRaaS only.

Since there are several differentiating factors between these 13 options, we devised a scorecard, as shown below...



After a thorough review of all 13 IaaS options, I am recommending that we select the Rackspace Technologies proposal at \$294,848.00 including the DRaaS option (over the 3-year term billed monthly or annually) since they offered the best combination of pricing and the highest ratings for features and functionality, uptime, and references/reviews.

Additional information is in the attached "IaaS Comparison Matrix" document.

RECOMMENDATION:

Recommend approval of RFP for Audio/Video Technical Support and Apple/Macintosh Computer Support Consultant.

Recommend Luzerne County Community College Board of Trustees approve the proposal to David J. McSweyn at the rate of \$30.00 per hour for the contract period July 1, 2024, through June 30, 2027.

Rationale:

David J. McSweyn would act as an independent contractor in the Communications Arts department for the College performing Audio/Video technical support and Apple/Mac Computer Support. The contract period would begin July 1, 2024 and run through June 30, 2027.



TO: Thomas P. Leary, President

FROM: Len Olzinski, Director of Purchasing

RE: RFP – Audio/Video Technical Support and Apple/Macintosh Computer Support
(Board Approval Required)

DATE: May 6, 2024

A request for proposal for Audio/Video Technical Support and Apple/Macintosh Computer Support Consultant was advertised on April 8, 2024.

One (1) proposal was received and opened on Tuesday, April 30, 2024 with the following results:

Contract Period – July 1, 2024 thru June 30, 2027

Name	Hourly Rate/Yearly Compensation
David J. McSweyn	\$30.00

Upon discussion with Doug Martin, Faculty/Chair Communication Arts Department, I concur with his recommendation that we award the contract to David J. McSweyn at the rate of \$30.00 per hour. The contract period is July 1, 2024 thru June 30, 2027.

Rationale:

David J. McSweyn would act as an independent contractor in the Communications Arts department for the College performing Audio/Video technical support and Apple/Mac Computer Support. The contract period would begin July 1, 2024 and run through June 30, 2027.

Please contact me with any questions or concerns.

Thank You.

To: Len Olzinski

From: Doug Martin

Re: Recommendation – Audio/Video Technical Support

Date: May 6, 2024

Good morning Len,

I would like to recommend Dave McSweyn for this position at the rate of \$30.00 per hour.

Please let me know if you need anything else from me for this.

Thanks,

Doug