



BOARD OF TRUSTEES MEETING

Thursday, June 6, 2024

David A. Reed Community Room (CC 220), Bethlehem Campus

AGENDA

1. General Functions

1.1 Call to Order

1.2 Roll Call

1.3 Minutes

The President recommends that the Board of Trustees receive and file minutes of the meeting on May 2, 2024.

Attachment 1.3

1.4 Welcome to Guests

1.5 Public Comment on Agenda Items Only

1.6 Communications

1.7 Treasurer's Report

1.8 Report on Executive Session

1.9 The President recommends that the Board of Trustees approve as lodged at the May 2, 2024 meeting, revisions to Policy 1.21 – Professor/Administrator Emeritus, of the College's Policies and Procedures Manual.

Attachment 1.9

1.10 The President recommends that the Board of Trustees lodge for approval the revised Statement on Diversity.

Attachment 1.10

2. Personnel

- 2.1 Report of the Instructional Services & Personnel Committee
- 2.2 The President recommends that the Board of Trustees approve as lodged at the May 2, 2024 meeting, a new policy, Policy 2.26.37 – Data Classification and Protection, of the College’s Policies and Procedures Manual.

Attachment 2.2
- 2.3 The President recommends that the Board of Trustees lodge for approval a new policy, Policy 2.48.12 – Volunteer Time Off, of the College’s Policies and Procedures Manual.

Attachment 2.3
- 2.4 Letters of intent to reappoint contingent upon receipt of grant funds for 2024/2025 will be given to administrators on temporary assignments:

Administrators:

Lynette Chang	Instructional Manager, Adult Literacy (T)
Teresa Cortegerone-Romano	Professional Development Coordinator (PASSHE) (T)
Susan Davidson	Director, Diagnostic Medical Sonography
Tina Fitzgerald	Director, Respiratory Therapy Programs
Christopher Flynn	LMS Integration Specialist & Data Analyst (T)
Rachel Fuehrer	Career Readiness Specialist
Amber Gore	Study Abroad Administrative Liaison
Elizabeth Greer	KEYS Facilitator (T)
Maryann Haytmanek	Director, New Choices/New Options Program (T)
Margery Lafferty	Nursing Support Specialist (T)
Alexandra Ludman	Community School Director, Bangor Area School District (T)
Emilio Macas	Laboratory Simulation Technician (T)
Alicia MacKenzie	Program Manager, College and Career Readiness (T)
Dyane Miller	Operations Manager (T)
Kevin Molnar	Program Manager, Adult Literacy (T)
Mayra Perez	Program Manager, Adult Literacy (T)
Sean Sakdiponephong	Program Coordinator, International Student Services (T)
Michele Salkin	Program Manager, Trade and Technical Programs (T)
William Schaffer	Director, Center for College & Career Readiness
Karen Sebok	Student Success Specialist, Adult Literacy (T)
Jill Tobin	Experiential Learning/Internship Manager (T)

Faculty:

Initial appointments to be continued for members of the professional staff for the 2024/25 year with salaries as negotiated with the American Federation of Teachers and recorded in the Accounting Office.

Devereux Albarelli	Assistant Professor, Online Learning Information Services Librarian (12 month)
Jessica Bacho*	Assistant Professor, English
Tyler Baxter	Instructor, Culinary Arts (12 months)
Joe Biondo*	Assistant Professor, Architecture
Elena Brobyn-Navarro	Associate Advisor (12 month)
Paul Brutto	Assistant Professor, Information Technology
Kay Cartney*	Assistant Professor, Clinical Coordinator Respiratory Care Program (12 month)
Samuel Chen	Assistant Professor, Political Science
Leann Cocca*	Associate Professor, Academic Literacy
Michele Cohen	Assistant Professor, Nursing
Christine Collado	Assistant Professor, Nursing
Robin Cunconan-Lahr	Associate Professor, Special Education
Zack DePiero	Assistant Professor, English
Meghan Devlin	Associate Advisor (12 month)
Catarina DiMaria	Assistant Professor, Mathematics
Elizabeth Fullop	Associate Advisor (12 month)
Jaime Gallagher*	Assistant Professor, English
Rachael Gorchov*	Associate Professor, Fine Arts
Shani Hohneck	Assistant Professor, Dental Hygiene
Amber Horvath	Assistant Professor, Funeral Services
Kaitlin Karalunas	Assistant Professor, Dental Hygiene
Jessica Leese	Associate Advisor (12 month)
Tracy Lester	Professional Coordinator II, Nursing (10 month)
Roxanne Mayrosh*	Assistant Professor, Cardiac Sonography/Program Manager
Cleveland McCray	Associate Advisor (12 month)
Megan McIlvaine	Associate Advisor (12 month)
Ariane Medero	Assistant Professor, Counseling (12 month)
Abigail Michelini	Assistant Professor, English
Marshal Miller*	Assistant Professor, Computer Science and Information Technology
Jacey Mitchell	Assistant Professor, Dental Hygiene
Megan Nocek	Assistant Professor, Psychology
Katie Oscavich	Instructor, Culinary Arts (12 month)
Guy Patra	Assistant Professor, Biology
Selena Queitzsch*	Assistant Professor, Nursing
Julianna Rao	Academic Advisor I (12 month)
David Repyneck	Associate Advisor (12 month)
Skadi Rodewald	Assistant Professor, Nursing
Jean Savard	Assistant Professor, Diagnostic Medical Sonography
Travis Schuch	Assistant Professor, Information Technology
Tracie Springer	Associate Advisor (12 month)
Gabrielle Stanley	Instructional Coordinator, Writing Coordinator (12 month)
Amy Trumbauer	Associate Advisor (12 month)
Julia Van Pelt	Assistant Professor, Radiography
Dawn Walck	Associate Advisor (12 month)

Eric Walker*	Instructor, Automotive Technology
Benjamin Watchous	Assistant Professor, Nursing
Tiffany Whitehead	Associate Advisor (12 month)
David Yerger	Assistant Professor, Mathematics

*Denotes January appointments

Professor:

Mario Acerra	Professor, Communication/Theatre
Wendi Achey	Professor, Business/ Marketing
Kelly Allen	Professor, English
Brian Alnutt	Professor, History- on sabbatical
Chris Armstrong	Professor, Communication/Theatre
Jeff Armstrong	Professor, Psychology
Javier Avila	Professor, English
Ross Bandics	Professor, Counseling (12 month)
Belinda Bartholomew	Professor, Academic Literacy
Matt Bartholomew	Professor, Counseling (12 month)
Randy Boone	Professor, English
Jen Bradley	Professor, Psychology
Karen Britt	Professor, Business
Ken Burak	Professor, Philosophy
Paula Burch	Professor, Biology
Elba Carides	Professor, Counseling (12 month)
Allison Carpenter	Professor, English
Celisa Counterman	Professor, Mathematics
Jacqueline Crocetti	Professor, Nursing
Kate Curry	Professor, Early Childhood Education
S. E. Del Cueto	Professor, Spanish
Jennifer DelQuadro	Professor, Communication/Theatre
Anita Dickson	Professor, Business Administration
Bill Doney	Professor, Engineering/Physics
David Gelormo	Professor, Chemistry
Erik Grayson	Professor, English
Rebecca Heid	Professor, Hospitality Management- on Sabbatical
Hope Horowitz	Professor, Social Work/Sociology
Karen Klein	Professor, Biology
Kathleen Kresge	Professor, Biology
John Leiser	Professor, Biology
Sol Levy	Professor, History
Evonne Loomis	Professor, Acquisitions Librarian (12 month)
William Magilton	Professor, Chemistry
Rebecca Martin	Professor, English
Vertel Martin	Professor, Criminal Justice
Charles Mathers	Professor, Mathematics
Karen Mattes	Professor, Biology
Andrew McIntosh	Professor, Sociology

Annie Laurie Meyers	Professor, Business & Paralegal
Tim Molchany	Professor, Communication/Theatre
Earl Page	Professor, History/Sociology
Michael Pogach	Professor, English
Erin Reilly	Professor, Sociology- on sabbatical
Alex Rolon	Professor, Mathematics
Ronit Shemtov	Professor, Sociology
Melenese Sivells	Professor, Early Childhood Education
Cyd Skinner	Professor, Psychology
Jack Spirk	Professor, Criminal Justice
Brian Stokes	Professor, Computer Science
John Tindell	Professor, Communication/Theatre
Amy VanVarick-Colarusso	Professor, Business Law/Paralegal
Beatriz Villar-Fernandez	Professor, Biology
Kathi Jo Weinert	Professor, Disability Services Specialist
Harold Weiss	Professor, Philosophy
Kurt Withey	Professor, Mathematics

Associate Professor:

Anne Bittner	Associate Professor, Cataloger/Bibliographer (12 month)
Michelle Blease	Associate Professor, English
Alexandra Briggs	Associate Professor, Communication/Theatre
Dustin Briggs	Associate Professor, Communication/Theatre
Kevin Casey	Associate Professor, Automotive Technology
James Colon	Associate Professor, Counseling (10 Month)
Karin Donahue	Associate Professor, Psychology
Dan Ebner	Associate Professor, Architecture
Anita Forrester	Associate Professor, Geography
Diane Hahn	Associate Professor, Information Services Librarian (12 month)
Deanna Hammarsten	Associate Professor, Mathematics
Miles Harris	Associate Professor, Mathematics
Catherine Kehler	Associate Advisor (12 month)
Meredith Koncz	Associate Professor, Accounting
Antoinette McCreary	Associate Professor, Nursing
Stephanie Mclaughlin	Associate Advisor (12 month)
Beatriz Messina	Associate Professor, Counseling (12 month)
Josiah Mount	Associate Professor, Mathematics
Cassandra Nieves	Associate Professor, Information Services Librarian (12 month)
Lori Perez-Ruffo	Associate Professor, Disability Services (12 month)
Danielle Ringhoff	Associate Professor, Chemistry
Monique Sanchez	Associate Advisor (12 month)
Marketa Scott	Associate Professor, English as a Second Language
Amanda Seguinot	Associate Professor, Early Childhood Education
Jason Zulli	Associate Professor, Art

Assistant Professor:

Victor Bast	Assistant Professor, Automotive Technology
-------------	--

Mark Koberlein	Assistant Professor, Art
Sonia Massie	Assistant Professor, Biology
Mary Mathis	Assistant Professor, English
Katie Selness	Assistant Professor, English as a Second Language

Instructional Assistant:

Gerri Bunnion O'Dowd Instructional Coordinator II, Science Coordinator (12 month)

Professional Assistant:

Brandon Andrews	Professional Coordinator, ESL (12 month)
Faye Freer	Professional Coordinator III, Hannig Children's Center (12 month)
Brett Oliveira	Professional Coordinator, Communication/Theatre (10 month)

2.5 The President recommends that, consistent with the Administrative Evaluation Policy, the Board of Trustees approve administrative salary increases for fiscal year 2024/25, effective July 1, 2024, in the amount of \$377,095 or an average increase of 2.38%.

2.6 The President recommends merit awards (\$1,000 bonus and \$500 added to base pay) from the general operating budget totaling \$4,500 be awarded for exceptional performance of responsibilities during the past year.

Attachment 2.6

2.7 The President recommends that the Board of Trustees approve additional salary adjustments totaling \$26,825 for fiscal year 2024/25 effective July 1, 2024.

Attachment 2.7

3. Curriculum & Instruction

3.1 The President recommends that the Board of Trustees lodge for approval the following academic program audits:

<u>Program</u>	<u>Recommendation</u>
Special Education (AA & SD) Education:	Continuation of the Program
Middle Level Education: Grades 5-8 (AA)	Continuation of the Program
Secondary Education (AA)	Continuation of the Program
Medical Assistant (SD)	Continuation of the Program

3.2 The President recommends that the Board of Trustees approve the following individual to serve on the Early Childhood Education Advisory Committee:

David Fulton

Director of Hotel Operations, Wind Creek Bethlehem

4. Student Services

4.1 The President recommends that the Board of Trustees approve as lodged at the May 2, 2024 meeting, revisions to Policy 4.01.3 – Residency Policy - Northampton and Monroe Counties, of the College’s Policies and Procedures Manual.

Attachment 4.1

5. Community Services

5.1 Community Services Report

Attachment 5.1

6. College Facilities

6.1 Facilities Report

Attachment 6.1

7. Business and Finance

7.1 Report of the Finance & College Facilities Committee

7.2 The President recommends that the Board of Trustees accept the following grants and that he be authorized to expend the noted contractual funds for the purposes for which they are given.

GRANTS AWARDED IN MAY 2024, FY 2023-2024

No new grant approvals in May for 2023 - 2024

TOTAL GRANT MONIES AWARDED FOR FY 2023-2024

\$7,190,775

Attachment 7.2

7.3 The President recommends that the Board of Trustees approve a contract with T. Schiefer Contractors in the amount of \$43,500 for Alumni Hall concrete stairway replacement. Funding will come from the Alumni Hall, Conference and Training Center Endowment.

Attachment 7.3

7.4 The President recommends that the Board of Trustees approve a contract with Educational Furniture Solutions in the amount of \$35,757.88 for Hampton Winds Restaurant Patio Furniture. Funding will come from the Alumni Hall, Conference and Training Center Endowment.

Attachment 7.4

7.5 The President recommends that the Board of Trustees approve a contract with CAP Elevator LLC in the amount of \$36,940 for Elevator Rope Replacement at the Fowler Center. Funding will come from Fowler Center Building Funds.

Attachment 7.5

- 7.6 The President recommends that the Board of Trustees approve a contract with HB Engineers in the amount of \$120,000 for Mechanical Systems Design Services. Funding will come from the Facilities Deferred Maintenance Loan.

Attachment 7.6

- 7.7 The President recommends that the Board of Trustees approve a contract with Lebanon-Lancaster Intermediate Unit 13 in the amount of \$223,033.90 per year for five years for Microsoft Enrollment for Education Solutions Licensing. Funding will come from the ITS Operating Budget.

Attachment 7.7

- 7.8 The President recommends that the Board of Trustees approve a contract with Workday, Inc. in the amount of \$68,292 for Upgrade and Re-implementation of their Budget tool, formerly known as Adaptive Insights. Funding will come from the 2024-25 Capital Budget.

Attachment 7.8

- 7.9 The President recommends that the Board of Trustees approve a contract with Brightspace/Desire2Learn in the amount of \$645,278 for a 5-Year contract for a new Learning Management System. Funding will come from the 2024-25 Capital Budget and the ITS Operating Budget.

Attachment 7.9

8. Other Business

- 8.1 Old Business
- 8.2 New Business
- 8.3 General Public Comment

9. Adjournment