

LEHIGH CARBON COMMUNITY COLLEGE
Minutes of the Meeting of the Board of Trustees
January 8, 2009
Volume 44

The scheduled regular meeting of the Board of Trustees of Lehigh Carbon Community College was held on Thursday, January 8, 2009, in the Don Mershon Conference Room at the Community College. Mr. Green, Chairman, convened the meeting at 7:00 p.m.

Members Present:

Mr. Joseph A. Alban	Mr. Kenneth H. Mohr, Jr.
Mr. Robert M. Cohen	Mr. William Santore, Jr.
Mrs. Annabelle B. Creveling	Mr. Randall L. Smith
Mr. Mathias J. Green, Jr.	Mr. Larry E. Stern
Mr. David R. Hunsicker	Mrs. Ann L. Thompson
Mr. Matthew T. Korp	Mr. Michael J. Torbert
Ms. Audrey L. Larvey	Mr. Joseph C. Volk
Mr. Thomas F. Mantz	

Staff Present:

Ms. Ann D. Bieber, Vice President of Strategic College and Workforce Initiatives
Ms. Cindy L. Brooks, Administrative Secretary to the Board of Trustees
Dr. Nils E. Hovik, Interim Vice President for Academic and Student Affairs
Ms. Heather L. Kuhns, Associate Dean for Institutional Advancement
Ms. Rachel Plaksa, Professor of Business
Mr. Larry W. Ross, Vice President-Controller
Mr. Donald W. Snyder, President

Counsel Present:

Attorney Jerome B. Frank

Press Present:

Ms. Genevieve Marshall, The Morning Call

Others Present:

None

Minutes of
December 4, 2008

On a motion by Mr. Volk, seconded by Mr. Torbert, the minutes of the December 4, 2008, meeting were approved.

Treasurer's Report

Mr. Ross presented the Treasurer's Report as listed below:

Cash Balance 11/1/08	\$ 10,452,200.00
Receipts	+ <u>4,364,500.00</u>
Total	\$14,816,700.00
Disbursed	- <u>4,405,300.00</u>
Cash Balance 11/30/08	<u>\$10,411,400.00</u>

President's Report

President Snyder reviewed the December 2008 issue of the *President's Desk* and reported the following:

- Dr. Nils Hovik, Interim Vice President for Academic and Student Affairs, was welcomed by President Snyder and the Board.
- During the December Graduate Recognition Ceremony, tribute was paid to the late Dr. Berrier who recently passed away at the age of 90. A charitable fund to support LCCC scholarships for the urban Boy Scout program will be established in Dr. Berrier's memory.
- Spring enrollment figures are strong, with 78 credit and 40 online registrations occurring on January 2 during special open hours at the College.
- The Davison Group will be on campus in February to determine the support technology and personnel needed to implement the Strategic Plan.
- A Grants Management Workshop covering topics such as compliance and record-keeping was attended by 30 staff and faculty members.

Personnel and
Curriculum
Committee

Ms. Bieber introduced Heather L. Kuhns, Associate Dean for Institutional Advancement, who gave the following PowerPoint presentation:

Program Presentation

Ms. Kuhns updated the Board on the changed face of the College's communications over the past year, including marketing, advertising, the web site, and how we communicate with students. Brochures and other marketing materials have been updated with new faces, logo, and messages. The latest advertising campaign, "I will..." features actual LCCC students sharing aspirational messages. She reported that the campaign has been very well received and is being used on billboards,

newspaper ads, television, web site home page, admissions materials, etc. The presentation concluded with the airing of the “I will...” television ad.

During a question and answer period following the presentation, it was noted that several speakers are under consideration for the next speaker series and that bringing in guest speakers is one way of showcasing the College’s many facilities available to the community.

Mrs. Creveling then reviewed the minutes of this committee’s meeting of December 4, 2008, and reported that this committee held a meeting earlier this evening and reviewed two proposed resolution and the open job report.

Mrs. Creveling then presented the following resolutions:

Resolution 44.26

Establishment of Geographic Information System Certificate

This resolution establishing this Certificate program effective spring 2009 was approved by a vote of 14 Yea, 0 Nay.

Resolution 44.27

Interim Dean of Academic Services

This resolution approving Dr. Barry L. Spriggs as Interim Dean of Academic Services was approved by a vote of 14 Yea, 0 Nay.

A complete report of this committee is contained in its minutes of December 4, 2008.

Finance and
Insurance
Committee

Mr. Volk reviewed this committee’s minutes of its meeting of December 15, 2008.

Mr. Volk then presented the following resolutions:

Resolution 44.28

Tuition, Fees, and Refund Schedule Amendment

It was noted that the Graduation Fee will no longer be charged. This resolution was then approved by a vote of 14 Yea, 0 Nay.

Resolution 44.29

Course Fees for Courses with Associated Costs

It was noted that course fees have been dropped for all but Art and Aviation courses and that \$1 dollar of the tuition increase will offset the elimination of course fees. This resolution was then approved by a vote of 14 Yea, 0 Nay.

- Resolution 44.30 2009-2010 Operating and Debt Service/Lease Budgets
This resolution was approved by a vote of 14 Yea, 0 Nay.
- Resolution 44.31 2009-2010 Capital Budget
This resolution was approved by a vote of 14 Yea, 0 Nay.
- Resolution 44.32 Approval of 2009-2010 Student Government Association Projects Budget
This budget was approved by a vote of 14 Yea, 0 Nay.
- Resolution 44.33 Approval of 2009-2010 Current Restricted Fund-Auxiliary Budget
This budget was approved by a vote of 14 Yea, 0 Nay.
- Resolution 44.34 Fees for the Early Learning Center
This resolution was approved by a vote of 14 Yea, 0 Nay.
- Resolution 44.35 Purchase of a Computer Numerical Control Lathe for Technology Programs
This resolution was approved by a vote of 13 Yea, 1 Nay.

A complete report of this committee is contained in its minutes of December 15, 2008.
- Building and Site Committee Mr. Hunsicker reviewed this committee's minutes of its meeting of December 15, 2008.

A complete report of this committee is contained in its minutes of December 15, 2008.
- Community and Government Relations Committee Mr. Torbert reported that this committee will meet on January 22, 2009. He noted several upcoming events, including the PACCC Annual Meeting on March 30-31 and the ACCT National Legislative Summit in February.
- Joint Coordinating Committee Mr. Alban stated that this committee will meet on January 9, 2009.
- Strategic Planning Committee Mr. Santore stated that this committee will meet on January 13, 2009.

Negotiations Committee Mr. Korp stated that this committee did not meet in December.

Foundation Mrs. Creveling stated there was nothing to report.

Old Business None.

New Business None.

Announcements Mr. Green announced that Mr. Ross is appointed as the Open Records Officer for the College.

He also announced that an executive session will be held following the Board meeting to discuss personnel and legal matters.

Adjournment The meeting adjourned at 7:45 p.m.

Respectfully submitted,



Thomas F. Mantz
Secretary to the Board of Trustees
Lehigh Carbon Community College