

# LEHIGH CARBON COMMUNITY COLLEGE

Minutes of the Meeting of the Board of Trustees

August 4, 2022

Volume 58

The scheduled regular meeting of the Board of Trustees of Lehigh Carbon Community College was held in a conventional manner with virtual access via a telecommunications device on Thursday, August 4, 2022. Public in-person access was available in the Nevin Earl Remaley Technology Center, Room TC203, on main campus. Mr. David Krause, Board Chair, convened the meeting at 5:30 p.m.

## Members Present:

Mr. Daniel C. Bosket	Mr. David L. Krause
Mr. Samuel P. DeFrank	Ms. Audrey L. Larvey
Mr. William P. Fonzone, Sr.	Mr. William Miracle
Mr. Mathias J. Green	Mr. Kenneth H. Mohr, Jr.
Mr. David J. Hein	Mr. Scott R. Pompa
Dr. Barbara C. Kistler	Mrs. Ann L. Thompson
Mr. Matthew T. Korp	

## Staff Present:

Dr. Ann D. Bieber, President  
Ms. Ann C. Conte, Office Assistant to the President's Office and Board of Trustees  
Ms. Cindy Haney, Vice President for Enrollment Management  
Mr. Joshua Mitchell, Chief Information Officer  
Ms. Michelle Mitchell, Professor of Disability Support Services  
Ms. Stefanie Nester, Vice President for Finance and Administrative Services  
Ms. June Rogers, Title III Assistant Project Director  
Ms. Larissa Verta, Vice President for Academic Services and Student Support

## Counsel Present:

Attorney Jerome B. Frank

## Press Present:

None.

## Others Present:

None.

## Members of Public Present:

None.

Announcement	Chair Krause announced an Executive Session would be held immediately following the meeting for discussion of real estate matters.										
Public Comment – Agenda Items	None.										
Minutes of July 7, 2022	On a motion by Mrs. Thompson, seconded by Mr. Fonzone, the July 7, 2022 Board meeting minutes were approved as presented.										
Treasurer’s Report	<p data-bbox="678 562 1520 630">Trustee William Miracle, Treasurer, provided the Treasurer’s Report as listed below:</p> <table border="0" data-bbox="678 655 1520 911"> <tr> <td data-bbox="678 655 959 688">Cash Balance 6/01/22</td> <td data-bbox="1317 655 1520 688" style="text-align: right;">\$34,460,140.00</td> </tr> <tr> <td data-bbox="678 714 792 747">Receipts</td> <td data-bbox="1317 714 1520 747" style="text-align: right;"><u>+7,685,807.00</u></td> </tr> <tr> <td data-bbox="678 772 748 806">Total</td> <td data-bbox="1317 772 1520 806" style="text-align: right;">\$42,145,947.00</td> </tr> <tr> <td data-bbox="678 831 808 865">Disbursed</td> <td data-bbox="1317 831 1520 865" style="text-align: right;"><u>-5,453,140.00</u></td> </tr> <tr> <td data-bbox="678 890 959 924">Cash Balance 6/30/22</td> <td data-bbox="1317 890 1520 924" style="text-align: right;"><u>\$36,692,807.00</u></td> </tr> </table>	Cash Balance 6/01/22	\$34,460,140.00	Receipts	<u>+7,685,807.00</u>	Total	\$42,145,947.00	Disbursed	<u>-5,453,140.00</u>	Cash Balance 6/30/22	<u>\$36,692,807.00</u>
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President's Report	<p data-bbox="678 968 1520 1220">Dr. Bieber reported it was a very exciting week on campus. On Tuesday, August 2, the college hosted the U.S. Secretary of Transportation, Pete Buttigieg, former Congressman Patrick Murphy, and Congresswoman Susan Wild, who were on campus to announce the new grants and scholarship opportunities available for CDL students and veterans. Dr. Bieber stated it was a wonderful visit and thanked the trustees who were able to attend.</p> <p data-bbox="678 1262 1520 1514">On Thursday, August 4, Andy Berke, Special Representative on Broadband from the U.S. Department of Commerce, along with Congresswoman Susan Wild were in the Lehigh Valley and toured the SHINE summer camp at Peters Elementary in Slatington. Following the tour, a panel discussion was held on campus to discuss the expansion of high-speed reliable Broadband service for everyone.</p> <p data-bbox="678 1556 1520 1766">Dr. Bieber advised PA State Treasurer, Stacy Garrity, would like to tour the campus and plans are underway for the conducting the tour on September 2. On August 10 and 11, the PACCC Council of Presidents will hold their annual retreat in the Lehigh Valley with meetings scheduled at the both the Hyatt Place Hotel and the LCCC campus.</p> <p data-bbox="678 1808 1520 1986">Dr. Bieber recognized Professor Michelle Mitchell, who served as president of the LCCC Faculty Association over the past several years. Michelle has been an outstanding partner with the college helping to move many initiatives forward during her tenure by providing strong leadership and strengthening shared governance.</p>										

The college is truly grateful to Michelle for all of her work as she prepares to pass on the role to Dr. Melanie Turrano. The Board recognized Professor Mitchell with a round of applause.

Trustee Thompson commented on the Broadband panel discussion, stating she was impressed with the commitment demonstrated by Special Representative Andy Berke to provide high-speed affordable internet service for everyone.

Personnel,  
Curriculum, and  
Government  
Relations  
Committee:  
*Title III Grant  
Update*

Trustee Kistler introduced Ms. June Rogers, Title III Assistant Project Director, to provide updates on the progress of the Title III grant. Dr. Kistler commented that Title III grants are historic at the college; there has been several grants and generations of people working on these over many years.

Ms. Rogers thanked the Board for the opportunity to present information regarding the Title III Grant. LCCC received from the U.S. Department of Education a Strengthening Institution Project Grant (SIP) for an estimated \$2.2M over a five year time span. The college received \$450,000 in the first year of the program that started in October 2020. The SIP grant was designed to help colleges and universities serve low-income students by providing funds to improve academic quality, institutional management, and fiscal stability. LCCC's project 'Pathways to Success' is designed to help increase student retention and completion and enhance the use of data for decision making in support of student success.

The four activities for Title III include 1) establishing an intrusive and holistic student success system 2) redesigning the mathematics course sequencing and implementing support strategies 3) providing professional development for faculty and staff and 4) expanding student data reporting tools and upgrading IT infrastructure.

Under Activity #1, Student Success System, Student Success Coaches were hired for seven career pathways with professional development provided for each coach. A holistic case management model was implemented, and an online student interest group was offered. In Spring 2022, data indicated 67% of students who interacted with a Title III Success Coach were in good academic standing at the end of the semester.

Under Activity #2, Mathematics redesign, the Math faculty identified challenging content and determined types of support. Math sequencing was revised to align with Career Pathways; Math placement testing was revised; embedded tutors were hired; classroom technology was enhanced; and a new one-credit basic study course was developed for several math courses. The data

indicates the embedded tutoring improved pass and retention rates by 16%.

Under Activity #3, Professional Development for Faculty and Staff included Canvas and Remote Certifications Courses, and a Credit Badging system launched in Spring 2021 for Excellence in Instruction and Excellence in Accessibility. In Academic Year 2022 plans include more Canvas and Remote certifications, additional trainings, and a Learning Stream Registration system launched in Spring 2022.

Under Activity #4, the expansion of student data reporting tools and upgrading information technology infrastructure included implementation of new student performance data reports, departments can access user-friendly reports for decision-making, and data traffic optimized for efficient operations.

The next steps for the program include hiring additional Career Readiness Coaches, more professional development that includes diversity, equity and inclusion, orientation for end-users on using reports, and upgrades to Ethernet network switches.

The college is happy to continue to be great stewards of the Title III funding.

Chair Krause thanked Ms. Rogers for a very comprehensive presentation.

Dr. Kistler presented the following resolution for approval:

Resolution 58.05

Collegiate Award of Distinction 2022

This resolution in nomination of Bernard “Buddy” M. Lesavoy as the recipient of the 2022 LCCC Collegiate Award of Distinction was approved by a vote of 13Yea, 0 Nay.

A complete report for this committee can be found in its minutes of July 18, 2022.

Finance and  
Facilities  
Committee

Trustee Mohr reviewed this committee’s minutes for July 18, 2022. The committee met jointly with the Personnel, Curriculum and Government Relations Committee on July 18 and an executive session was held to discuss real estate matters. The committee received updates on CARES/CRRSA/ARP funding, Cash Flow and Revenue and Expenditures statements, the Accounts Receivable report, and the year-end grants and training contracts report among others. The trustee site tours are in the process of revision and further information will follow.

Mr. Mohr presented the following resolution for approval:

Resolution 58.06

LCCC ARC/Bookstore Renovation

This resolution approving the professional services contract with Gordon H. Bayer, Inc. for renovations to the existing bookstore space was approved by a vote of 13 Yea, 0 Nay.

A complete report for this committee can be found in its minutes of July 18, 2022.

Negotiations  
Committee

No report.

Joint Coordinating  
Committee

No report.

LCCC Foundation

No report.

Old Business

None discussed.

New Business

Trustee Thompson noted the Gallup poll emphasized that stress was a major factor for students during the pandemic and inquired whether the college was looking to see if stress continues to be a factor now that the pandemic has ended. Dr. Bieber replied that according to the regular reports received from the Associate Dean in the Student Success and Counseling area, mental challenges remain significant, and there is staffing available to help students.

Trustee Miracle commended Dr. Bieber and the entire staff for doing a beautiful job in managing the visit of U.S. Transportation Secretary, Pete Buttigieg. He reported it was a smooth, comfortable, friendly day that operated perfectly resulting in good discussions with Secretary Buttigieg on the progress in transportation and the CDL programs.

Trustee Krause commented on the panel discussions held earlier in the day with Andy Berke, Special Representative for Broadband; Congresswoman Susan Wild; a Commissioner; a dairy farmer; workforce representatives, and State Broadband representatives. The discussion centered on the \$42.5M bill for improved speed and reliability of Broadband, increased accessibility to Broadband for everyone in the United States, and affordability. The plan is to accomplish this through workforce development, devices, and infrastructure connections including fiber optics for increased speed. The bill allocates \$2.75M for digital equity, targeting areas of affordability, devices and skills for the elderly who do not know how to use the internet and for

the underserved. Funding would be distributed through the states as well as some internet providers.

Public Comment  
Non-Agenda

None.

Announcements

None.

Adjournment

Trustee Krause called for a motion to adjourn. The meeting was adjourned at 6:15 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Barbara C. Kistler".

Dr. Barbara C. Kistler, Secretary  
Board of Trustees  
Lehigh Carbon Community College

/acc  
Attachments