

LEHIGH CARBON COMMUNITY COLLEGE

Minutes of the Meeting of the Board of Trustees

March 2, 2023

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, March 2, 2023. Public in-person access was available in the Nevin Earl Remaley Technology Center, Room TC203, on the Schnecksville Campus, PA. Mr. David Krause, Board Chair, convened the meeting at 5:30 p.m.

Members Present:

Ms. Sharon L. Albert

Mr. Daniel C. Bosket

Mr. William P. Fonzone, Sr.

Mr. Mathias J. Green, Jr.

Mr. David J. Hein

Dr. Barbara C. Kistler

Mr. David L. Krause

Ms. Audrey L. Larvey

Mr. Paul R. McArdle, Jr.

Mr. William Miracle

Mr. Kenneth H. Mohr, Jr.

Mr. Scott R. Pompa

Mrs. Ann L. Thompson

Staff Present:

Dr. Ann D. Bieber, President

Ms. Ann C. Conte, Office Assistant to the President's Office and Board of Trustees

Dr. Cindy Haney, Vice President for Enrollment Management

Ms. Elyse McGovern, Director of Admissions and Placement

Mr. Joshua Mitchell, Chief Information Officer

Ms. Stefanie Nester, Vice President for Finance and Administrative Services

Ms. Ellia Sablan-Zebedy, Executive Director of Enrollment

Dr. Melanie Turrano, Professor of English

Ms. Larissa Verta, Vice President for Academic Services and Student Support

Counsel Present:

Attorney Jerome B. Frank

Press Present:

None.

Others Present:

Ms. Marie Alexis, Vice President, Student Government Association

Ms. Emma Hope, President, Student Government Association

Members of Public Present:

None.

Public Comment –
Agenda Items

None.

Minutes of
February 2, 2023

On a motion by Trustee Mohr, seconded by Trustee Thompson, the minutes for the February 2, 2023 LCCC Board of Trustees meeting were approved.

Treasurer's Report

Trustee William Miracle, Treasurer, provided the Treasurer's Report as listed below:

Cash Balance 1/01/23	\$36,740,376.00
Receipts	<u>+5,159,885.00</u>
Total	\$41,900,261.00
Disbursed	<u>-4,523,064.00</u>
Cash Balance 1/31/23	<u>\$37,377,197.00</u>

President's Report

Dr. Bieber thanked the trustees for their support in working with their school districts for approval of the College's 2023-2024 Budget. The College has the two-thirds approval needed, with 11 of 13 sponsoring school districts approving the Budget. A listing of the approvals and presentations is posted under the Board of Trustees folder.

Dr. Bieber noted the Climate Study PowerPoint presentation was posted under the President's Report and the consultant has begun to roll this out campus wide. The Administration is hopeful the study will be an opportunity to make positive lasting changes and build upon the tenets on which LCCC was founded.

Dr. Bieber reported Representative Ryan McKenzie visited the campus earlier in the day and advised he is now the House Chair for the Workforce Development Committee. The visit included a tour of the Amazon training center and a visit to the nursing students and nursing simulation center where McKenzie had the opportunity to speak with both the instructors and students.

Dr. Bieber called attention to the *Cougar News* also posted under the President's Report. The newsletter is a new item that will be prepared each semester with great talking points for trustees to take back to their school districts. The idea came about from comments made during the Board Self-Evaluation discussions.

Dr. Bieber introduced the officers for the Student Government Association (SGA), Ms. Emma Hope, President, and Marie Alexis, Vice President, to provide an update on SGA activities.

Ms. Alexis reported the SGA is working hard to achieve full capacity of 21 senators. The focus is on recruiting first-year second semester students with the hope they will be willing to serve as committee chairs. Ms. Alexis was formerly the Advocacy Chair and is currently serving as the Vice President due to a vacancy. Ms. Alexis also reviewed the SGA Funding Requests for the Spring semester.

Ms. Hope reviewed the SGA Goals for 2022-23 and the Spring 2023 highlights, which included the “Stuff a Plush” Welcome Back event where students stuffed and personalized their own plush bear. The event was a huge success and provided valuable feedback on the student’s knowledge of the SGA. Another “Stuff a Plush” event will take place at the Donley campus on March 24th.

A complete report for the SGA Activities/Spring 2023 was posted to the agenda.

Trustee Thompson provided a legislative update noting there was a new Speaker for the PA House of Representatives. In addition, President Bolden has indicated to Dr. Bieber the possibility of the Governor recommending a Coordinating Board or some type of entity for Higher Education, recognizing that not all institutions are viable at present. Bolden also suggested the colleges be prepared for a media response.

Vice President Haney reviewed the Enrollment update for Spring 2023. The six-week headcount is up by 52 students or .9% compared to Spring 2022, and the six-week credits are down 1,700 credits or 3.7%. Compared to last Spring’s final numbers, student headcount is down by 146 or 2.6% and credits down by 2,300 or 4.8%. Budgeted credits were 45,600, and currently the numbers are down by 318 credits or 0.7% from budget. This number is low due to the projected Dual Enrollment credits being up by 13.8% or 812 credits; however, the degree-seeking students are down 2.8% or 1100 credits.

Personnel,
Curriculum, and
Government
Relations
Committee
Presentation:
*Admissions
Initiatives 2022-
2023*

Trustee Kistler introduced the presenters, Elyse McGovern, Director of Admissions and Placement, and Ellia Sablan-Zebedy, Executive Director of Enrollment, to provide information on admissions highlights and initiatives for 2022-2023.

Ms. Sablan-Zebedy thanked the Board for the opportunity and introduced Elyse McGovern, who has been with the college for about a year and a half. Hard copies of the View Book, Summary of Reports, and total applications by school districts were distributed at the trustees’ places and posted to the agenda.

Ms. McGovern thanked the Board for the opportunity and began with an overview of the Admissions team and their areas of responsibility. All of the sponsor school districts are covered including some targeted outreach to out-of-state, out-of-county students and Veterans and adult learners.

Some initiatives for the past Fall were first and foremost outreach to the school counselors. Counselors are the ‘word of mouth’ to their students and the ones the college needs to communicate with the most. There is a School Counselors Advisory Board that is hosted twice a year, a quarterly Seasonal Admissions Newsletter with updates on upcoming events, and last year the college hosted a very successful breakfast event with about 27 school counselors from the sponsor districts attending. This event will be brought back again for next year.

Another primary role is targeted high school visitations. In Fall 2022, there were 73 unique visits to high schools in the area. These can include general high school admissions visits, college fairs, panelist/speaker invitations, placement testing days, class shadow days, and application days. New for this year is out-of-county recruitment in Bucks, Montgomery, and Northampton counties. The Admissions team are all members of PACAC, Pennsylvania Association for College Admission Counseling, attending regional fairs as well.

Admissions also does targeted outreach to the Veterans and Adult students. If the Dual Enrollment headcount was removed from the high school counts, 50% of LCCC students are adults over the age of 26. Admissions is trying to find ways to target those adults in the community through LCCC representation on local advisory councils and Boards. There was a grand reopening event held for the Veterans Lounge post pandemic, and a newly created Veteran Events Committee and Veteran Support Committee on campus to help connect veterans and plan events. The Veteran Services Brochure was rebranded with updated items and outreach. The college also continues to maintain a relationship with ReUp Education, which helps to recapture stop-out students to come back and finish their degree. Ms. McGovern sits on the Advisory Board for the Catasauqua Area School District and Genesis Reyes sits on the Advisory Boards for CCTI and LCTI.

The ESL/ELL Services fall under the guidance of Director Kenza Glass. Kenza is developing ESL-centered View Books for Fall 2023, and an awareness campaign for the recently adopted policy that ESL 251 is now in the Humanities curriculum. This change will hopefully encourage students to continue on to earn their Associate’s Degree.

Admissions also hosts group visits when community based organizations or high schools reach out to the college. Today, the William Allen High School Health Services Club was on campus for a campus tour and presentation of the nursing simulation lab. There are also tons of on-campus events. On main campus, there are summer applications days, Open House, and new for this year is a Dual Enrollment and Admissions Joint Information Session. This session targets junior students who are contemplating college. They receive information on Dual Enrollment at the same time with the hope to capture them as a Dual Enrollment student and then as a new student when they graduate.

There are also specific Program based Information Sessions with the program coordinators hosting the session. Last year, a very successful Communications, Media, and Design event took place with an alumni student panel, and tour of the facilities. This helps to make it more personalized and special for the prospective student. Also new is the Returning Adults and Veteran information sessions that include information on advising, certifying officials, and financial aid. This is helpful for the adult students who can ask those questions about maintaining work life balance. Information sessions are now in place at all sites.

All of the admissions materials were recently rebranded in order to stand out among the other colleges and universities. The branding is very consistent and received a great response.

Admissions works closely with the Honors Scholars Program, sending emails to all new students encouraging them to apply. Admissions has a presence on the Honors Council and does a monthly outreach to program applicants encouraging application completion. The Honors Scholars materials were translated to Spanish--about 40% of the students in the Honors college are bilingual.

New for Spring is targeted Community Based Organization (CBO) outreach aimed specifically for recruiting adult students. All Admissions team members were tasked with coming up with at least 2 CBO visits this Spring and currently about 23 visits are scheduled.

All of the on-campus events will continue into the Spring. Another new initiative for this year is a Dual Enrollment to Recruitment Event; this is an exclusive event for dual enrollment students encouraging them to apply as a new student. There will be a mini service fair and a panel of former Dual Enrollment students including SGA President, Emma Hope. There will also be a focus on the parents as well.

The Returning Adult and Veteran Information sessions will continue across all of the sites. The Fast Track Registration Event held in January was very successful with 40 students applying and registering on the spot.

Targeted Allentown School District outreach includes bilingual Parent Information Sessions and placement testing on site at all ASD schools. Large-scale group visits to campus are planned for April that include Building 21, Dieruff, and William Allen High Schools. Office hours are in place at all of the Allentown School District schools to help students with any questions.

The Admissions teams are working to develop the transfer pathways between LCTI and LCCC and are planning to paint a crosswalk between LCTI and LCCC that they are calling the *Cougar Crossing*.

Chair Krause thanked Ms. McGovern and Ms. Sablan-Zebedy for an excellent presentation and for all of the initiatives put in place.

Dr. Kistler reviewed this committee's minutes of February 20, 2023. The committee was informed that no applications were received for faculty or administrative sabbatical. The IPEDS data was reviewed and even though some data was skewed, there was good data for future planning.

Dr. Kistler presented the following resolution:

Resolution 58.24

Academic Calendars for Fall 2024, Winter 2024-25, and Spring 2025

This resolution to approve the Fall 2024, Winter 2024-25 and Spring 2025 Academic Calendars as presented was approved by a vote of 13 Yea, 0 Nay.

Resolution 58.25

Academic Calendar – 2025 Summer Sessions

This resolution to approve the Summer 2025 Academic Calendar as presented was approved by a vote of 13 Yea, 0 Nay.

Resolution 58.26

Faculty Promotions for 2023-2024 Academic Year

This resolution to approve the faculty promotions as set forth for the Academic Year 2023-24 was approved by a vote of 13 Yea, 0 Nay.

Resolution 58.27

College Policies and Regulations Manual Amendment

This resolution to approve the amendments to the Policies and Regulations Manual as set forth in Exhibit A was approved by a vote of 13 Yea, 0 Nay.

A complete report of this committee can be found in its minutes of February 20, 2023.

Finance and
Facilities
Committee

Trustee Mohr reviewed this committee's minutes for February 20, 2023. The committee reviewed the CARES/CRRSA/ARP update and the financial reports as presented this evening. The committee was also apprised of withdrawals from the endowment funds. Dr. Bieber provided a comprehensive budget update.

Mr. Mohr presented the following resolutions for approval:

Resolution 58.28

Approval of submission of PDE Capital Funding Application

This resolution to approve submission of the PDE Capital Funding application was approved by a vote of 13 Yea, 0 Nay.

Resolution 58.29

Online Tutoring Service

This resolution to approve the contracted services for online tutoring was approved by a vote of 13 Yea, 0 Nay.

A complete report for this committee can be found in its minutes of February 20, 2023.

Negotiations
Committee

Trustee Kistler presented the following resolution for approval:

Resolution 58.30

ESP/PSEA Collective Bargaining Agreement 2023-2024

This resolution to approve the 2023-2024 Collective Bargaining Agreement between Lehigh Carbon Community College and the LCCC Education Support Professionals was approved by a vote of 13 Yea, 0 Nay.

Trustee Mohr motioned for an amendment to Resolution 58.30 to change the wording from 'this meeting' to the date of the meeting when the terms of settlement were reviewed. Attorney Frank was in agreement with the proposed amendment and Trustee Thompson seconded the amended motion.

Chair Krause called for a second vote to approve the amendment as proposed and all were in favor.

Joint Coordinating
Committee

Trustee Larvey reported the next committee meeting will be Friday, March 17.

LCCC Foundation

Dr. Kistler reported the next Foundation fundraising event would be the Foundation Clay Shoot on Friday, June 30, at Lehigh Valley Sporting Clays, to benefit basic needs and education.

The Foundation recently collaborated with the Executive Director of the Pediatric Cancer Foundation for establishing scholarships for the pediatric cancer warrior survivors and siblings offering \$3,000 scholarships.

Old Business

None discussed.

New Business

Trustee Thompson commended the letter sent by Dr. Bieber to the college community on February 14.

Public Comment
Non-Agenda

None.

Announcements

Chair Krause announced that Dr. Bieber was recognized on the City and State Power 100 List. There was a round of applause and Dr. Bieber thanked the Board for their support.

Adjournment

Trustee Krause called for a motion to adjourn. The meeting adjourned at 6:47 p.m.

Respectfully submitted,



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

Attachments

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