

LEHIGH CARBON COMMUNITY COLLEGE

Minutes of the Meeting of the Board of Trustees

April 13, 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, April 13, 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. Samuel P. DeFrank

Mr. William P. Fonzone, Sr.

Mr. Mathias J. Green, Jr.

Mr. David J. Hein

Dr. Barbara C. Kistler

Mr. Matthew T. Korp

Mr. David L. Krause

Ms. Audrey L. Larvey

Mr. William Miracle

Mr. Kenneth H. Mohr, Jr.

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

Mr. Joshua Mitchell, Chief Information Officer

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

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:

Members of Public Present:

None.

Public Comment –
Agenda Items

None.

Minutes of
March 2, 2023

On a motion by Trustee Mohr, seconded by Trustee Hein, the minutes for the March 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 2/01/23	\$37,377,197.00
Receipts	<u>+9,827,734.00</u>
Total	\$47,204,931.00
Disbursed	<u>-5,119,248.00</u>
Cash Balance 2/28/23	<u>\$42,085,683.00</u>

President's Report

Dr. Bieber expressed appreciation to Trustee William Miracle and Trustee Kenneth Mohr for attending the All PA Assembly and Board of Directors meeting in Harrisburg. It was a great event as always, and the presidents had the opportunity to meet with the new Deputy Secretary and Commissioner for Post-Secondary and Higher Education. She is a very strong supporter of the community colleges and believes the Governor is committed to improving the higher education system, but is not sure exactly what he has in mind or what the Coordinating Board would look like if established. She noted there is competition for scarce resources among the higher education institutions and not enough students for any sector, and these will be the two challenging factors in the coming years. She believes in providing a transparent pathway for students to the four-year institutions, which may mean a common numbering system, an idea she considered back in 2009. The presidents also met with the Lieutenant Governor and he spoke about the need for higher education as well. He wanted to know of any obstacles the community colleges face working with PASSHE, because he meets with them every day. His message resonated the need for the institutions to work together to solve problems.

Senator David Argall and Cindy Urban also attended and both are strong supporters of community colleges and dual enrollment. Senator Argall cited the Morgan Center as an example of what can be accomplished through partnerships. His message was very clear and resonated throughout the day--the community colleges and the PASSHE institutions need to collaborate and work together. The legislators are not referees.

Dr. Bieber reported the good news is the northeast region is being proactive in promoting this idea. On Monday, April 17, a press conference will be held along with some of the PASSHE partners to talk about the pledge they have signed together and to discuss new ideas for collaboration.

Dr. Bieber also reported Dr. Amy Loyd, Assistant Secretary, U.S. Department of Education, spoke about the focus on career, technical, and adult education, which ties in with the work the college is doing. The student awards were very special with LCCC students, Emma Hope, and Evangelique Myers receiving awards.

Trustee Thompson reiterated some highlights from the pledge signed between the community college and PASSHE presidents. The pledge states the institutions will work collaboratively to provide high quality affordable academic and career education. Seek opportunities to market jointly educational pathways from community colleges to PASSHE universities. PASSHE will waive application fees for community college students and advise students on academic probation of the opportunity to regain academic standing by successfully completing course work at a community college. The reverse transfer agreements were addressed and allocating a portion of institutional financial aid for community college graduates. PASSHE universities and the community colleges will explore expansion of baccalaureate degree opportunities provided by PASSHE universities on community college campuses.

In response to a question on whether the state sponsored universities were included, Dr. Bieber reported having conversations with the president of Penn State on partnerships for dual admissions, however, right now they are focused on budget deficits and so the conversation is delayed--but not off the table.

Vice President Haney reviewed the enrollment dashboard for the tenth week of the Spring 2023 semester. The college is wrapping up the semester with efforts to prevent students dropping out. The six-week headcount was down 2% compared to Spring 2022 and credit hours were down about 2,200 credits or 4.7%. Long range for Spring 2023, headcount is down 2.1% or 120 students and credits hours down 4.7% or 2,200 credits. Credit hours are about .6% away from meeting the budget. This will most likely be the final dashboard for the Spring 2023 semester.

Dr. Haney reported Summer 1 enrollment helps to round out the fiscal year budget and various initiatives are in place to increase enrollment. These initiatives include adding a late start to

Summer 1 for seniors in high school, since the semester starts before the high schools finish for the year. Pell grant recipients for the current academic year were notified about the additional Summer courses covered by Pell. There was an additional marketing campaign through social media drawing attention to the summer sessions and the college has received numerous calls resulting from these ads. Right now enrollment is down 3.1% for headcount with 7 weeks remaining until the start of the semester. Summer 2 registration is open and will be the start for the new fiscal year.

Personnel,
Curriculum, and
Government
Relations
Committee

Dr. Kistler reviewed this committee's minutes of March 20, 2023 noting that Trustee Pompa chaired the meeting in her absence. There was no Board presentation this month due to the campus tour held earlier in the evening.

Dr. Kistler presented the following resolutions:

Resolution 58.31

Retirement Recognition – Robin R. German

This resolution in recognition of the retirement of Robin R. German was approved by a vote of 12 Yea, 0 Nay.

Resolution 58.32

Retirement Recognition – Nancy M. Kelley

This resolution in recognition of the retirement of Nancy M. Kelley was approved by a vote of 12 Yea, 0 Nay.

Resolution 58.33

Retirement Recognition – Holly J. Morris

This resolution in recognition of the retirement of Holly J. Morris was approved by a vote of 12 Yea, 0 Nay.

Resolution 58.34

Retirement Recognition – Jeanette M. Polizzi

This resolution in recognition of the retirement of Jeanette M. Polizzi was approved by a vote of 12 Yea, 0 Nay.

Resolution 58.35

Retirement Recognition – Mary E. Rasley

This resolution in recognition of the retirement of Mary E. Rasley was approved by a vote of 12 Yea, 0 Nay.

Resolution 58.36

Retirement Recognition – Richard C. Warner

This resolution in recognition of the retirement of Richard C. Warner was approved by a vote of 12 Yea, 0 Nay.

Resolution 58.37

Retirement Recognition – Jay T. Wilt

This resolution in recognition of the retirement of Jay T. Wilt was approved by a vote of 12 Yea, 0 Nay.

Resolution 58.38

Designation of Retired Faculty and Staff to Emeritus Status

This resolution approving emeritus status for retired faculty and staff members Dr. Cecelia Connelly-Weida; Terri Keefe; Cindy Rifenburg; and Melanie Wursta was approved by a vote of 12 Yea, 0 Nay.

Resolution 58.39

Designation of Retired Trustee to Emeritus Status

This resolution approving emeritus status for retired Trustee Annabelle B. Creveling was approved by a vote of 12 Yea, 0 Nay.

Trustee Larvey commented that Trustee Creveling was her mentor and she was outstanding. Annabelle was always gracious, knowledgeable, and kind, and always knew the answer to any question. Trustee DeFrank commended Trustee Creveling for the passion she brought to her role as a trustee and the love she had for the college.

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

Finance and
Facilities
Committee

Trustee Mohr reviewed this committee's minutes for March 20, 2023, noting that Trustee Korp chaired the meeting in his absence. The committee reviewed the CARES/CRRSA/ARP Act update showing the majority of the funds have been spent down. The Enrollment Management Mid-Year update was presented and reviewed along with the monthly enrollment dashboard update for Spring 2023.

Mr. Mohr presented the following resolutions for approval:

Resolution 58.40

Course Fee Schedule

This resolution approving the Course Fee Schedule for 2023-24 was approved by vote of 12 Yea, 0 Nay.

Resolution 58.41

LCCC Food, Beverage, and Vending Operations

This resolution to approve and authorize Canteen of Exton to provide vending services for the college was approved by a vote of 13 Yea, 0 Nay.

Resolution 58.42

Promise Scholarship Program Fund

This resolution to adopt the Promise Scholarship Program Proposal was approved by a vote of 12 Yea, 0 Nay.

Resolution 58.43

Amended Projected Board Designation of Reserves Fiscal Year 2023-2024

This resolution to approve the amended designated reserves was approved by a vote of 12 Yea, 0 Nay.

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

Negotiations
Committee

No report.

Joint Coordinating
Committee

Trustee Larvey reviewed this committee's minutes for March 17. LCTI provided a presentation on using technology with the sending school districts for easy access to collaborate and find pathways for students. The CLIU presentation focused on mental health and Project AWARE, a nationwide grant to develop school-based mental health programs and services. LCCC presented on the First Year Experience with much thought put into the mission to provide quality, supportive programming for all first time college students, and CCTI presented on the use of QR codes to ensure students with special needs have equal access to the technical programs offered.

A complete report for this committee can be found in its minutes of March 17, 2023.

LCCC Foundation

Dr. Kistler reviewed the next three fundraisers planned by the Foundation. The annual Clay Shoot fundraiser will be June 30 at Lehigh Valley Sporting Clays. The next event, and new for this year, is the ART (Art, Rhythm and Tasting) event on August 3 at the ARTHAUS in downtown Allentown; and the third big fundraiser is the Tony Boyle Memorial Golf Classic on October 2 at the Club at Twin Lakes. Further information about these events can be found on the website and a flyer will be forthcoming.

Old Business

Chair Krause reminded everyone that April is community college month if anyone is interested in an activity to promote the college.

New Business

Trustee Krause reported attending the ACCT webinar for the northeast that included Quebec and Ontario. The webinar addressed the function of the ACCT with a presentation from the Philadelphia representative. There were about 40 people on the

call. A link is available; if interested please contact Chair Krause or the President's Office

Public Comment
Non-Agenda

None.

Announcements

Chair Krause reported the dress code was relaxed for this evening due to the tour and recommended continuing with casual attire starting at the May Board meeting, instead of June, which is the usual practice. There were no objections.

For the record, Chair Krause noted Trustee Green joined the meeting after the meeting had begun. Trustee Green joined via Zoom at approximately 5:35 p.m.

Chair Krause announced an Executive Session would immediately follow the meeting for the purpose of legal updates.

Adjournment

Trustee Krause called for a motion to adjourn. The meeting adjourned at 6:32 p.m.

Respectfully submitted,



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

Attachments

/acc