

# LEHIGH CARBON COMMUNITY COLLEGE

## Minutes of the Meeting of the Board of Trustees

April 3, 2025

Volume 60

The scheduled regular meeting of the Board of Trustees of Lehigh Carbon Community College was held virtually Thursday, April 3, 2025. Public in-person access was available in the Nevin Earl Remaley Technology Center, Room TC203, on the Schnecksville Campus, PA. Ms. Sharon L. Albert, Secretary, convened the meeting at 5:30 p.m.

### Members Present:

Ms. Sharon L. Albert

Mr. John W. Corby

Mr. William P. Fonzone, Sr.

Mr. Mathias J. Green, Jr.

Mr. David J. Hein

Dr. Barbara C. Kistler

Mr. Matthew Korp

Mr. David L. Krause

Ms. Michelle Mazzola

Mr. Paul R. McArdle

Mrs. Ann L. Thompson

### Staff Present:

Ms. Tracy Bean, Executive Assistant to the President and Board of Trustees

Dr. Ann D. Bieber, President

Ms. Andrea L. Cole, Office Assistant to the Board of Trustees and President's Office

Dr. Cindy Haney, Vice President for Enrollment Management

Mr. Joshua Mitchell, CIO

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:

Olivia Demeuse, President, Student Government Association

Shen DeNardo, Vice President, Student Government Association

### Members of Public Present:

None.

### Call to Order:

In the absence of Chair DeFrank and Vice Chair Larvey, Trustee Albert recommended that David Krause, immediate past Chair, serve as Chair for the meeting and all were in agreement.

Public Comment –  
Agenda Items

None.

Minutes of Previous  
Meeting  
March 6, 2025

On a motion by Trustee Hein, seconded by Trustee Thompson, the minutes for the March 6, 2025, LCCC Board of Trustees meeting were approved.

## Treasurer's Report

David Hein, Treasurer, provided the Treasurer's Report as listed below:

Cash Balance 2/01/2025	\$42,458,386.00
Receipts	<u>+10,934,910.00</u>
Total	53,393,296.00
Disbursed	<u>-7,070,039.00</u>
Cash Balance 2/28/2025	<u>\$46,323,256.00</u>

Total revenues are \$32.9 million or 69% of the budget compared to 73% last year; Total expenditures are \$29 million, or 63% of the budget compared to 63% last year.

Two CD's renewed at the end of February. One with American Bank for \$3M at a rate of 4.49%. The second with Quakertown National Bank also for \$3M at a rate of 4.50%.

## President's Report

Dr. Bieber reported last week Dr. Shaw, State Board of Higher Education Executive Director, stated the Commonwealth continues to monitor very closely the directives concerning moving education back to the States, and that they will continue to monitor the situation and as soon as information arises they will share it with us.

In addition, Dr. Shaw visited our campus last week and we discussed several projects along with Dr. Greenawalt from LCTI.

Finally, Trustee Corby's tour has been rescheduled for next week.

Dr. Haney provided the enrollment report. We are in week nine of the spring session, headcount is down 0.8 % and credit hours are down 3.8%. Dual enrollment/Early College, new first time, readmits, and transfer students are up. For Spring, 2025, we currently have 423 active Reup students. 293 of those are persisting, and 130 of them are new.

She also noted the Spring Open House was going on tonight. With 220 registered attendees, plus guests, they expect approximately 600 people in attendance.

Word was also put out to the students about the new Grow PA Scholarship Program. The application did launch, and to date the PA Higher Education Assistance Agency (PHEAA) has received about 5,000 applications for that program.

The partnership that was started with Motimatic to help with our social media campaign was kicked off last week. The information of 5,400 students was sent to them who have applied over the past three years, but never actually registered with LCCC. It is the hope of this campaign to see an uptick in the Fall 2025 applications.

Personnel,  
Curriculum and  
Government  
Relations  
Committee  
*Student Government  
Association*

Dr. Kistler welcomed students Olivia Demeuse, President, Student Government Association and Shen DeNardo, Vice President, Student Government Association, to provide the Student Government Association (SGA) Update.

Ms. Demeuse and Ms. DeNardo shared the Student Government Association Senate currently has 16 Senators and is actively working to recruit and onboard new Senators for the Spring semester. Efforts to outreach to prospective members include; Representation at the Service and Activities Fair, updated SGA posters around campus, announcements, visits with first-year honors students and implementing monthly Executive Team Meetings to review their progress.

The SGA noted several successful events held last Fall, 2024 including: Halloween party and costume event, Friendsgiving, Stuff a Plush event, and the Holiday Hope Chests. In addition, the SGA played a crucial part in the encouragement of students to participate in the Climate Survey last fall. This was especially noted by the recent Climate Survey results and the remarkable results of student participation it revealed.

SGA Goals for Spring, 2025 included onboarding new Senators, sponsoring the annual Student Awards and Recognition Event on May 9<sup>th</sup>, prioritizing and addressing feedback from clubs, and planning and implementation of the following campus events: Annual Blood Drive, Outdoor End-of- Semester Carnival, and the Choose to Include and SEED event.

Finally, the SGA recently completed an outreach to other PA Community Colleges regarding food service on campus and options they provide to their students since Covid. Two PA

Community Colleges provided information regarding smaller-scale food service options. It was noted that not having food service on campus is a topic of conversation which has been brought to the Senate's attention in several meetings.

Trustee Kistler commended the efforts of the entire Senate regarding the active student participation with the Climate Survey.

Trustee Kistler also recognized LCCC IT employee, Joe Bolsover, who is leaving the college and has aided in the flow and success of the Board meetings and wished him well in his new position. IT employee, Alen Kurtish, will be the new point of contact going forward for the Board meetings.

Resolution 60.23 Trustee Kistler proceeded with the approval of pending resolutions.

Retirement Recognition – Peggy M. Heim

Resolution 60.24 This resolution in recognition of the retirement of Peggy M. Heim was approved with a vote of 11 Yea and 0 Nay.

Retirement Recognition – Janet Seggern

Resolution 60.25 This resolution in recognition of the retirement of Janet Seggern was approved with a vote of 11 Yea and 0 Nay.

Retirement Recognition – Ann C. Conte

Resolution 60.26 This resolution in recognition of the retirement of Ann C. Conte was approved with a vote of 11 Yea and 0 Nay.

Retirement Recognition – George E. Peters

Resolution 60.27 This resolution in recognition of the retirement of George E. Peters was approved with a vote of 11 Yea and 0 Nay.

Retirement Recognition – Timothy J. Gibbons

Resolution 60.28 This resolution in recognition of the retirement of Timothy J. Gibbons was approved with a vote of 11 Yea and 0 Nay.

Retirement Recognition – Susan M. Miner

Resolution 60.29 This resolution in recognition of the retirement of Susan M. Miner was approved with a vote of 11 Yea and 0 Nay.

Retirement Recognition – Linda P. Baker

Resolution 60.30

This resolution in recognition of the retirement of Linda P. Baker was approved with a vote of 11 Yea and 0 Nay.

Designation of Retired Faculty and Staff to Emeritus Status

Resolution 60.31

This Resolution approving emeritus status for retired faculty and staff members Robin German; and Linda Mesics was approved by a vote of 11 Yea and 0 Nay.

Designation of Retired Trustee to Emeritus Status

Resolution 60.32

This Resolution approving emeritus status for retired Trustee William Miracle was approved by a vote of 11 Yea and 0 Nay.

College Policies and Regulations Manual Amendment

Resolution 60.33

This Resolution to approve the amendments to the College Policies and Regulations Manual was approved with a vote of 11 Yea and 0 Nay.

Vision, Mission, and Value Statement Revision

This resolution to approve revisions to the Vision, Mission, and Value Statement was approved with a vote of 11 Yea and 0 Nay.

PACCC Legislative/  
Governmental  
Affairs Update

Trustee Thompson provided the following update;

1. The DOW went down today by 1,679 points, which can affect the College, specifically the Foundation.

2. Review of a letter from Dr. Carrie Rowe, Pennsylvania Acting Secretary of Education. The letter describes the Acting Secretary's plan to visit Washington D.C. to present concerns about the uncertainty of the future. Follow-ups regarding her visit have yet to be provided.

3. Middle States Commission update: On March 20, 2025 an Executive Order was issued, directing the Secretary of Education to take all necessary steps to facilitate the closure of the Department of Education and any such efforts must be focused on ensuring no disruption for students during these uncertain times.

4. A press release from the Department of Education was reviewed regarding negotiated rulemaking on various programs authorized under Title IV of the Higher Education Act of 1965.

The Department will host two public hearings and our College will be making comments on this.

5. Several local newspaper articles were presented by Trustee Thompson including; Changes coming to student loans following President Trumps Order, Penn State making deep cuts to their engineering and graduate school, Democrat James Andrew Malone won a special election for a PA State Senate seat, and East Penn School District was recently designated as a “Great Pennsylvania School”.

A complete report for this committee can be found in its minutes of March 17, 2025.

Finance and  
Facilities  
Committee

Trustee Hein reviewed this committee’s minutes for March 6, 2025. The committee reviewed the financial reports and the enrollment dashboard. Capital Project Status was reviewed and the two Capital Funding Applications which were sent to PDE are still pending.

Resolution 60.34

Lease Agreement with Municipal Capital

This resolution is to approve the Lease agreement with Municipal Capital for the lease/purchase of upgrading LCCC’s technology equipment was approved with a vote of 11 Yea and 0 Nay.

A complete report for this committee can be found in its minutes of March 17, 2025.

Negotiations  
Committee

No report.

Joint Coordinating  
Committee

Trustee Corby reports the Joint Coordinating Committee met on Friday, March 21, 2025 with Carbon Lehigh Intermediate Unit presenting.

Eric Lech from CLIU presented the Paraeducator Preparation Pathway Grant Program to the committee and it was discussed how the grant will focus on three different groups of Paraeducators: Special Education, Early Childhood, and General Education. The grant will run until 2027 and will cover approximately 30% of the active Paraeducator program.

The goal of the program is for Paraeducators to obtain their Associates Degree and then move onto a 4-year college to

become teachers. Currently, the program has three participants and can handle up to ten.

Trustee Corby also mentioned regarding two other programs that the CLIU offers including: A full Principal's Certification K-12, and a Superintendent's letter.

Finally, discussion was held regarding the scheduling of the Joint Committee Meetings. Going forward, the committee will meet only once annually with two to three of the institutions presenting at the meeting.

A complete report for this committee can be found in its minutes of March 21, 2025.

#### LCCC Foundation

Dr. Kistler reports the Spring Bingo event, to support student scholarships, is coming up on April 26. Tickets are still available. A raffle basket was provided by the Trustees and is worth \$525. Thanks to the Trustees for their participation in putting the basket together.

A new Scholarship was created by the Pantano Family and recently awarded to three students, two in technology programs and one to a CDL student.

The Bright Futures of Education Scholarship Fund was created by the reallocation of funds by the Foundation Board of Directors and is to be used for students enrolled in all of the Education Programs.

#### Old Business

Reminder to Trustees to complete the President's appraisal.

#### New Business:

Reminder that the Climate Survey results are available on the LCCC website.

#### Public Comment – Non-Agenda

None.

#### Announcements

Announced an Executive Session for legal updates immediately following the conclusion of the meeting.

#### Adjournment

Trustee Krause adjourned the meeting at 6:39 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Sharon Albert', with a stylized, looped end.

Ms. Sharon Albert, Secretary  
Board of Trustees  
Lehigh Carbon Community College