

LEHIGH CARBON COMMUNITY COLLEGE

Minutes of the Meeting of the Board of Trustees

August 3, 2023

Volume 59

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 3, 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. 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

Mr. Joshua Mitchell, Chief Information Officer

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

Dr. Jodi Rowlands, Interim Dean of Academic Support and Student Success

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:

None.

Members of Public Present:

None.

Public Comment –
Agenda Items

None.

Minutes of
July 6, 2023

On a motion by Trustee Mohr, seconded by Trustee DeFrank, the minutes of the July 6, 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 6/01/23	\$37,524,099.00
Receipts	<u>+6,912,052.00</u>
Total	\$44,436,151.00
Disbursed	<u>-5,966,553.00</u>
Cash Balance 6/30/23	<u>\$38,469,598.00</u>

President's Report

Dr. Bieber provided an update on the Pennsylvania Commission for Community Colleges (PACCC). An interim CEO has been hired, Dr. Stan Sidor, who comes from Florida where he served as a community college president and actually held two other roles as a college president. Dr. Sidor has been looking for a role similar to this over the past year. He will attend the President's Retreat next week to meet the other presidents, and will be looking for a place to live in Harrisburg.

Dr. Bieber reported receiving word that the Governor would have liked to attend the President's Retreat as well to speak about his commitment and the value of community colleges, but his calendar did not allow, and he will schedule in September. However, he has selected a few members from his administration who will attend and they include the Secretary of Human Services, Dr. Valerie Arkoosh; Secretary for Policy and Planning, Akbar Hossain; and the Deputy Secretary and Commissioner for Postsecondary and Higher Education, Dr. Kate Shaw. Dr. Shaw and Dr. Bieber met last week to plan the half-day event. Dr. Shaw will present an update on the higher education landscape and what the Governor hopes to achieve from the report and the task force that is planned for December. Dr. Shaw made the suggestion of putting a challenge out to the presidents to come together to embrace one single initiative from the Governor's top three agenda items and make it really splashy to confirm his attention. Dr. Bieber agreed it was a great idea and great direction from Dr. Shaw, but of course the suggestion would need to be put before the other presidents to see if they agree. The Retreat is scheduled for a day and a half; Dr. Shaw will kick it off with the message that although the Governor could

not attend, he sent his administration to show his support and this will be good for the presidents to hear as well.

Dr. Bieber referred to the invite for the Morgan Center's 20th Anniversary Celebration posted to the agenda. Dr. Bieber remarked that it is hard to believe 20 years have passed and many remember it like it was only yesterday. Senator David Argall invited former PA Governor Mark Schweiker to come back for the celebration and the good news is that he will be attending. It will be a very nice day with many of the alumni returning to speak. Dr. Melanie Turrano is leading the alumni and will be creating a booklet so that in 20 years someone can pick it up and see all the wonderful things that took place there. Dr. Bieber thanked Dr. Turrano for her efforts putting this all together.

Dr. Bieber reported another exciting initiative is the Federal Grant Initiative pending for the tech hub program. Congresswoman Susan Wild is a big supporter for this initiative, and the Lehigh Valley is putting in an application. LCCC will be a part of it along with others and the Lehigh Valley Economic Development Corporation is leading the initiative. The Lehigh Valley chose to focus on semiconductors and advanced manufacturing from a list of ten areas. The college is strong in these areas and should it come about, LCCC programs will be aligned to support this tech initiative.

Dr. Bieber noted the enrollment reports were posted along with the Enrollment Push Report, which provides an update on what has been going on over the last few weeks.

Personnel,
Curriculum, and
Government
Relations
Committee
KEYS Program

Dr. Kistler introduced Dr. Jodi Rowlands, Interim Dean for Academic Support and Student Success, to provide an overview of the KEYS (Pennsylvania Keystone Education Yields Success) Program.

Dr. Rowland reported the KEYS Program funding funnels federal funds to the state and the program is managed officially through the State. The purpose of the program is to help students who are in a lower income bracket receive assistance with the idea of helping individuals with their educational goals to reach the point of employability in careers. The focus is on high priority occupations that have better employability. In order to participate, individuals must be SNAP or TANF recipients. Most of the students are SNAP recipients with a smaller population who are TANF recipients.

The second criteria is that students must be enrolled in a credit or non-credit program There is an hourly requirement per month

that must be maintained that includes class time and study time. The hours must be maintained even when students are not taking classes and the college is working on some initiatives to help students maintain those hours. Students must also maintain a 2.0 GPA, which is the basic standard of the college. If students do not meet the criteria, they are removed from the program. Monitoring takes place at the end of the semester.

Students come into the program in a couple of different ways. They can initiate the contact themselves, or be referred from faculty members or staff, or if connected with County Assistance they can do the referral. The college is able to provide a little bit more assistance for students on top of their SNAP and TANF benefits since the program is a type of a go-between process between the college and the program. Currently there are a high number of nursing students in the program, and it was recently learned that the Perfect Fit could provide free scrubs to students with the LCCC logo embroidered on them. The college can provide assistance with textbooks, mileage driving back and forth to classes and for nurses to their practicums. The college can also assist with car repairs if needed and other incentive programs that can help on top of other expenses. The textbook allowance includes school supplies and is only \$1,500 for the entire time in the program.

In Fall 2022, there were 37 participants with a 73% course completion rate and one graduate in December; in Spring 2023, there were 32 participants with a 72% course completion rate, and 6 graduates in Spring and two graduates pending in August. The requirement for the KEYs program is a 75% completion rate, but the good news is the number is up 6% from the last calendar year. There are some initiatives in the works to provide additional support for students.

In 2022-2023, the college was fortunate to receive some additional CARES Act funding and was able to use those funds to provide additional tuition assistance. The funds were also used to create a textbook loan library with some of the more expensive textbooks, and some additional support items were purchased for the nursing students. The college also purchased ten loaner laptops; and is in the process of buying some WiFi hotspots for students needing WiFi access. The funding was restrictive in that purchases had to be items the students could not get through the program.

To help students maintain the hours they need, some summer success courses were developed that cover a wide variety of topics such as financial well-being and time management. A

course on the learning management system, Canvas, was created that acts as a repository for students to receive and submit the forms they need. The college is also in the process of converting a vacant office into a quiet study area for KEYS students that will have a color printer for the nursing students.

Going forward, there will be outreach to incoming students for the Fall who are SNAP or TANF recipients to them to tell them about the KEYS program. The hope is to reach out to more students that need help and get them on the path to being successful in completing their degree. Many of the students bring so much other baggage besides the economic need and other pulls besides being in school. A satisfaction survey is being created that will be put out at the end of every semester to see what worked and what can be improved upon.

Chair Krause thanked Dr. Rowlands for an excellent presentation.

Dr. Kistler reviewed the minutes for the July 17 committee meeting. The committee received a complete report on the Academic program audits and reviewed trustee attendance for committee and Board meetings.

Dr. Kistler presented the following resolution:

Resolution 59.01

Policies and Regulations Manual Amendments

This resolution for approval of the amendments to the *Policies and Regulations Manual* as outlined in Exhibit A was approved by a vote of 14 Yea, 0 Nay.

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

PACCC
Legislative and
Governmental
Affairs Update

Trustee Thompson referred to the letter from the Secretary of Education outlining the appropriations funds not received in July and or possibly August because the budget was not approved. On Tuesday, the Morning Call published an article stating the Republicans signal an early return to Harrisburg. The sticking point for the budget was the \$100M for the scholarship program for children in low performing public schools to go to private schools.

Earlier today, Dr. Bieber received an update indicating a budget was signed that puts 75% of the general appropriations budget in place, which includes school districts and higher education funding, with the remaining 25% of the budget being held for

continued negotiations. Therefore, as of right now, there is a budget in place for 75% of the general appropriations including higher education and that is good news.

Finance and
Facilities
Committee

Trustee Mohr reviewed this committee's minutes for July 17, 2023. The committee reviewed the CARES/CRRSA/ARP update among other reports and the Committee Charter and Schedule of Activities for FY2023-2024.

Mr. Mohr presented the following resolution:

Resolution 59.02

Student Services Center-Server Room Upgrades

This resolution for approval of the Student Services Center Server Room upgrades was approved by a vote of 14 Yea, 0 Nay.

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

Negotiations
Committee

Trustee Kistler expressed thanks to Dr. Melanie Turrano and her entire team who worked in good faith to bring about this agreement.

Dr. Kistler presented the following resolution:

Resolution 59.03

Approval of the 2023-2026 Collective Bargaining Agreement with the Lehigh Carbon Community College Faculty Association PAHE/PSEA

This resolution for approval of the 2023-2026 Collective Bargaining Agreement with the Faculty Association PAHE/PSEA was approved by a vote of 14 Yea, 0 Nay.

Joint Coordinating
Committee

Trustee Larvey reported the committee would meet next in the Fall. As of this year, the meeting schedule has changed; there will be one meeting in the Fall and one in the Spring and meetings will now start at 8:30 a.m. instead of 7:30 a.m. with a light breakfast served.

LCCC Foundation

Dr. Kistler reported attending the Arts, Rhythm and Tasting event held earlier in the evening at the Rothrock Library and it was a wonderful event.

The Fall Foundation fundraiser is the Tony Boyle Golf Tournament to be held on October 2 at the Club at Twin Lakes. If anyone is interested in sponsorship, please contact the Foundation office.

Trustee Thompson remarked that retired Trustee Annabelle Creveling would always attend the golf fundraiser and suggested it would be a wonderful opportunity for trustees to interact with people and thank them for supporting the college. Trustees could attend the dinner that follows the outing; golfing is not actually required. Trustee Thompson stated, "I think it would be very nice to have trustees attend." Dr. Kistler reminded the Collegiate Award of Distinction will also be presented during this event.

Old Business

Trustee Thompson called attention to the Mission, Vision and Value Statement poster in the room remarking the statement really describes what the college does.

New Business

Chair Krause recognized Dr. Bieber for being selected to serve on the PA Commission for Community Colleges. Trustee Krause noted there are 236,000 students served by community colleges across the State. Working with the Commission will certainly require extra work since there will be a new person at the helm.

Public Comment
Non-Agenda

None.

Announcements

None.

Adjournment

Trustee Krause called for a motion to adjourn. The meeting adjourned at 6:22 p.m.

Respectfully submitted,



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

/acc
Attachments