

LEHIGH CARBON COMMUNITY COLLEGE

Minutes of the Meeting of the Board of Trustees

August 7, 2025

Volume 61

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 7, 2025. Public in-person access was available in the Nevin Earl Remaley Technology Center, Room TC203, on the Schnecksville Campus, PA. Mr. Samuel DeFrank, Chair, convened the meeting at 5:30 p.m.

Members Present:

Mr. Daniel C. Bosket	Ms. Jeanne M. Knepper
Mr. John W. Corby	Mr. Matthew Korp
Mr. Samuel P. DeFrank	Mr. David L. Krause
Mr. William P. Fonzone, Sr.	Ms. Audrey L. Larvey
Mr. Mathias J. Green, Jr.	Ms. Michele Mazzola
Mr. David J. Hein	Mr. Kenneth H. Mohr, Jr.
Dr. Barbara C. Kistler	Mrs. Ann L. Thompson

Staff Present:

Dr. Ann D. Bieber, President
Dr. Cindy Haney, Vice President for Enrollment Management
Mr. Joshua Mitchell, CIO
Ms. Stefanie Nester, Vice President for Finance and Administrative Services
Ms. Andrea Strock, Office Assistant to the Board of Trustees and President's Office
Dr. Melanie Turrano, Professor of English
Ms. Larissa Verta, Vice President for Academic Services & Student Development

Counsel Present:

Attorney Jerome B. Frank

Press Present:

None.

Others Present:

Jennifer Aquila – Executive Director of Enrollment

Members of Public Present:

None.

Public Comment:

None.

Chair DeFrank welcomed new Trustee, Jeanne M. Knepper, to the LCCC Board of Trustees. An Executive Session was held for purposes of Legal updates.

Agenda Items

Minutes of Previous Meeting
July 10, 2025

On a motion by Chair DeFrank, seconded by Trustee Thompson, the minutes for the July 10, 2025, LCCC Board of Trustees meeting were approved.

Treasurer's Report

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

Cash Balance 6/01/2025	\$42,627,327.00
Receipts	<u>+6,509,949.00</u>
Total	\$49,137,276.00
Disbursed	<u>-5,560,760.00</u>
Cash Balance 6/30/2025	<u>\$43,576,517.00</u>

Total revenues are \$46,081,004 or 96% of the budget compared to 98% last year; Total expenditures are \$43,224,344 or 91% of the budget compared to 90% last year.

End of year numbers should be finalized by the end of August or early September.

President's Report

Dr. Bieber reported on a letter received from the Secretary of the Budget for Pennsylvania. While the commission lobbyist has been hearing conflicting reports about budget discussions, with the latest thought of a resolution coming mid-September, Senator Argall noted, "No information is being shared at all" regarding a resolution.

The team recently spent time with Senator Argall at the Morgan Center, specifically discussing Temple University's dental school coming to LCCC Tamaqua. Primary focus of this new dental school will be Medicaid patients. They are currently considering converting a closed Rite Aid building into the dental school. The Senator has asked us to provide a "wish list" of needs regarding LCCC offering programs in dental assisting and dental hygiene in the future and he will explore how he can help.

We continue to work with Amazon Web Services, who is actively constructing a data center in the Lehigh Valley. Additional locations will be in Northampton, the Philadelphia

area and Luzerne. Amazon has asked LCCC to send a team to Arlington, Virginia in two weeks to understand more of what they are looking for regarding curriculum.

Dr. Haney provided the enrollment report. We are four weeks into Summer 2 session with headcount down 7.6% and credit hours down 6.9%.

Fall semester is three weeks away with headcount down 1.2% and credit hours down 3.5%. Fall applications are up by 57 applications or 1.6% compared to Fall 2024. Non-payment drops were done this past week, which reflect those numbers. Some students have re-registered and the department has been diligently working with students to complete and file their FASFAs or sign up for payment plans. “Last Call for Fall” marketing campaign is helping to positively impact application numbers for Fall 2025.

Personnel,
Curriculum and
Government
Relations
Committee
*Admissions and
Recruitment*

Trustee Kistler welcomed Mrs. Jennifer Aquila, Executive Director of Enrollment for her *Admissions and Recruitment* presentation.

Mrs. Aquila shared her presentation on Admissions and Recruitment and explained the main focus right now is fall application numbers and what is happening in the next three weeks leading up to the new semester.

Fall applications are still rapidly being submitted to the Admissions Office and numbers are ahead year over year. LCCC uses a service named S.A.F.E., which is a software that reviews and processes fake and fraudulent applications. Since its inception in February 2023, 13,507 applications have been reviewed and 5,071 were found to be fraudulent or fake.

Admissions Initiatives include:

1. School Counselor Partnerships – to create mutually beneficial relationships. This includes school counselor visits/meetings, Fall and Spring admission update letters, and an In-Service day with High School counselors to tour labs and participate in hands-on activities to showcase our programs.
2. Group Visits – Northwestern and Northern Lehigh 8th grade classes were hosted on campus to tour different spaces and participate in activities such as; Yoga, basketball, building Lego robots, viewing a presentation on dual enrollment, and a “What is in your food” activity.
3. On Campus Events – Open Houses, Partner with Program Events, Program Information Sessions, Walk-In Events, Family Outreach and Events for Scholarships.

Mrs. Aquila explained High School visits are not the same as they used to be 5-10 years ago and it is important now more than ever to meet with prospective students and their families outside of the high school environment. To help with this, conversations and partnering with our Community Based Organizations is essential. CBO examples are: Generation Next, Communities in Schools, The Kindness Project, The Literacy Center, Valley Youth House, Century Promise, Volunteers of America, ProJeCt of Easton, Greater Lehigh Valley Chamber of Commerce, and Carbon Chamber and Economic Development Corporation. A lunch is scheduled for Fall 2025 to bring all of the CBO's together.

Additional admissions initiatives include:

Marketing/College Relations Collaborations, TargetX/Salesforce, Collegevine, Motimatic, Liaison, and ReUp.

Finally, Mrs. Aquila summarized the initiatives for our Targeted Veteran Outreach. Outreach has not only been done through our community partnerships to our veterans, but through CareerLink and local employers that are going out of business. We are working to support those companies providing information to those workers that will be dislocated and for them to understand our training offerings. Specific Community Engagement and Partnerships include: Brush-up Project with LV Veterans & Military Council Chamber of Commerce, Annual Ruck N' Walk 2025, Lehigh Valley Veterans Brotherhood Organization, Veterans Leadership Summit, Meeting with the GLV Chamber of Commerce Veterans and Military Council, LV MAC, and Victory House.

Trustee Kistler reported on the PC&GR Committee minutes from the July 21, 2025 meeting. The Committee reviewed the Open Job Report, three upcoming Resolutions and trustee attendance at the Board and Committee meetings. Also to note, changes to the President's Evaluation Report as discussed in Committee meeting were changed.

Trustee Thompson provided the following Legislative/Governmental Affairs update:

PACCC Legislative/
Governmental
Affairs Update

1. East Penn Newspaper printed an informative article regarding LCCC's newly formed Cyber Security program.

2. An article printed on July 29, 2025 stated public transportation is a key issue holding up the Pennsylvania budget and it seems to be a challenging issue in terms of the funding.

3. Foreign students are having second thoughts about coming to the US for their higher education. The US still remains the first choice for many international students, but institutions elsewhere are recognizing opportunities and applicants are considering destinations they might have overlooked.

4. Albright College stated they ended their fiscal year with more than ten million dollars surplus, zeroing out its deficit by slashing operational costs and eliminating half of their full-time faculty as well as selling unused property and other assets.

5. Trump officials moved to freeze \$2.2 billion dollars in medical research grants to Harvard University following the Universities rejection of the Government's demand regarding anti-Semitism.

6. The Federal Government is threatening to cut housing and food security. Specifically, local programs such the Second Harvest Food Bank, 6th Street Shelter and Community Actions Homes, who all provide fresh produce, heating and energy assistance, and housing could all be drastically affected by this.

7. Changes with student loans are coming and will affect practically everyone with a student loan. The new rules, which are slated to begin July 2026, will reduce the number of payment plans. It will cause many borrowers' payments to significantly increase and stricter limits on the amount that parents and students can borrow will reduce access to college and choice of schools for many families.

Resolution 61.02

Collegiate Award of Distinction – 2025

This Resolution is to approve and present the 2025 Collegiate Award of Distinction to Mr. Lee Butz, and was approved with a vote of 14 Yea and 0 Nay.

Resolution 61.03

Naming of the Humanities, Opportunities, Programming, and Engagement (H.O.P.E) Center

This Resolution is to approve and authorize the former Diversity, Equity, and Inclusion Center be named the Humanities, Opportunities, Programming, and Engagement (H.O.P.E.) Center in consideration of a \$100,000 donation from the Lehigh Carbon Community College Foundation and was approved with a vote of 14 Yea and 0 Nay.

Resolution 61.04

Naming Opportunities for Supporters – Revised

This Resolution is to approve the revised guidelines for Naming Opportunities for Supporters and was approved with vote of 14 Yea and 0 Nay.

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

Finance and
Facilities
Committee

Trustee Mohr reviewed this committee's minutes for July 21, 2025. The committee reviewed the Cash Flow Statement, Revenue and Expenditures Report, Enrollment Data Update, Capital Projects Status Report, Fourth Quarter Grants Report, Fourth Quarter Training Contracts, Committee Charter and Schedule, Quarterly TIAA Report, and the Quarterly Unemployment Compensation Report.

Resolution 61.05

Wayfinding Signage Restoration & Upgrade

This Resolution is to approve and authorize the hiring of Fast Signs of Allentown, PA, to provide signage restoration and upgrades for the amount of \$36,655.00 and was approved with a vote of 14 Yea and 0 Nay.

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

Negotiations
Committee

Chair DeFrank received a letter from the LCCFA thanking the Board of Trustees for their approval of the extension agreement.

Joint Coordinating
Committee

No Report. Next meeting is March 20, 2026.

LCCC Foundation

Trustee Kistler reports the Foundation has been sending birthday wishes via postal mail or email to LCCC Alumni to help with getting them reconnected to the Foundation. Several Alumni members have written back thanking the Foundation for the birthday wishes and positive feedback on their experiences here at LCCC.

Reminder of the upcoming Tony Boyle Golf Classic on September 8th at Twin Lakes Golf Course. Proceeds from the event will go toward student scholarships.

Old Business

A discussion was held regarding the requesting from the Finance Department a report showing grants the College has received in correlation with the Debt Service Report. VP Nester stated the report is currently being worked on.

New Business:

None.

Public Comment –
Non-Agenda

None.

Announcements

None.

Adjournment

Chair DeFrank adjourned the meeting at 6:43p.m.

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