

LEHIGH CARBON COMMUNITY COLLEGE

Minutes of the Meeting of the Board of Trustees

December 7, 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, December 7, 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 Albert

Mr. Daniel C. Bosket

Mr. Samuel P. DeFrank

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. William Miracle

Mr. Kenneth H. Mohr, Jr.

Mrs. Ann L. Thompson

Staff Present:

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

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. Michelle Mitchell, Professor, Disability Support Services

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

Dr. Melanie Turrano, Professor of English

Counsel Present:

Attorney Jerome B. Frank

Press Present:

None.

Others Present:

Mr. Aaron Heydt, Program Manager, Lehigh Valley Center for Independent Living

Members of Public Present:

None.

Public Comment –
Agenda Items

None.

Minutes of
November 2, 2023

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

Treasurer's Report

Assistant Treasurer, Stefanie Nester, provided the Treasurer's Report as listed below:

Cash Balance 10/01/23	\$34,017,774.00
Receipts	<u>+11,463,310.00</u>
Total	\$45,481,084.00
Disbursed	<u>-10,038,281.00</u>
Cash Balance 10/31/23	<u>\$35,442,803.00</u>

President's Report

Dr. Bieber reported there has been much discussion about passing the budget, but to date no movement. Dr. Bieber thanked those who participated in the media outreach stating the strategy was successful in reaching an audience of 29.4 million and gained the attention of the legislators. According to the lobbyists, the senior leaders are informing regular members that there needs to be some action next week and to report to Harrisburg with the expectation of staying for the entire week. Three proposals are under consideration, each has the community colleges in them and the most optimistic one is a pared down version of the education code. The presidents requested today that the lobbyists continue to do outreach with editorials in the newspaper. PSEA has agreed to send a full member alert to 177,000 of their members to contact legislators. If the Budget does not pass next week, State Legislature will not be back in session until mid-March, which is very concerning. A request was submitted to the Treasury Department to expedite funding when the budget is approved, and a request was made for additional funding to make up for some of the lost revenue. The last request was denied, however, the presidents will continue to try to recoup some funds for next year.

Dr. Bieber noted the Higher Education Task Force Report is due next Thursday and when asked if there were any updates, Dr. Kate Shaw responded she did not have anything ready to share. If the report does not address governance, Executive Committee Chair, Dr. Tuesday Stanley, will speak with Dr. Shaw to learn when the colleges can expect to hear something further.

Dr. Bieber stated the college continues to work with the Clarus Consulting Group. Dr. Haney and her team are leading the

initiative. Individual interviews took place across the campus and the final report is due in January. The goal is to identify markets where the college can increase programming.

Dr. Haney reviewed the enrollment dashboard for the Winter 2023 session that begins in two weeks. As of Monday, enrollment is up .6% for headcount and 1.4% in credit hours. The team is reviewing the list of drops for nonpayment and conducting outreach to those students to prevent drops.

The Spring 2024 session is seven weeks out and as of Monday, enrollment is up 6.2% in headcount and 8.1% in credit hours for the same point in time. The team has put many initiatives in place to register students before they leave for the semester break and based on the outcomes these appear to be working.

Also attached to the agenda was the December 2023 Admissions Newsletter that is sent to the high schools and community-based organizations the college works with. One of the first things mentioned in the newsletter are campus visits, and today the college was happy to host 104 students from the Allentown School District. The students had a great time.

Personnel,
Curriculum and
Government
Relations
Committee
*Presentation:
SEED Program*

Dr. Kistler introduced Michelle Mitchell, Professor, Disability Support Services, to provide an overview of the SEED Program.

Ms. Mitchell introduced Mr. Aaron Heydt, Program Director for LVCIL (Lehigh Valley Center for Independent Living), whom she invited to join her for the presentation. LVCIL is a joint partner for the SEED Program.

Ms. Mitchell stated all students struggle for academic success and there are always barriers that create difficulties. The same is also true for students with disabilities, except these students operate in an environment that is not necessarily built with their needs in mind. This is where LCCC SEED and LVCIL work collaboratively to remove barriers and work together to become leaders in providing access for individuals with disabilities, while showing others how to make this happen successfully at their institutions. Community is in the name.

The best way to get the message across is to hear directly from students about what the SEED Program means to them and the presentation included a short video of student testimonials.

The SEED Program provides a variety of support to help students break down barriers, which include Coaching; Academic Support; Individualized Instruction; Socialization; and Structured Study Lounges. All support is offered on an

individual basis with three different support structures, so it is not a one size fits all program.

From 2018 until 2023, the SEED Program has significantly grown. Completion rates, meaning courses completed with a passing grade, are considerably higher than the 32% national average completion rate. The Retention rates are also better than the national average of 45% for students with disabilities and 76% for students without disabilities. The national average retention rate for students with disabilities in a two-year institution is 38%. With an 88% retention rate for Fall 2022, the SEED program greatly exceeds those numbers.

New for this year is the Cross Institutional Studies Certificate. This newly created 32 credit-bearing certificate focuses primarily on job readiness and career focus areas using the college's 90 plus majors to create seven career focus areas. This allows students to focus solely on their career area and not necessarily on general education. SEED students can transfer to many local colleges and students are encouraged to maintain employment while taking courses. The employment rate after completing training is 87%.

Through consultation services, many of the other community colleges are impacted through the Pennsylvania Inclusive Higher Education Consortium to create likeminded programs, making LCCC a national and regional leader in this area. The SEED Program also consults with some of the four-year colleges to help start or move their programs forward. Millersville University is the only four-year college in the country that was able to create an articulation agreement from one inclusive post-secondary education program SEED at cross-institutional studies into their four-year program equivalent. SEED also serves the local school districts including some out of county and out of state where similar programs do not exist.

The SEED program partners with regional supporters to advocate for funding and create more programs across Pennsylvania. The program also partners with national leaders to advocate for funding and put LCCC out there as a national leader in maintaining a successful inclusive post-secondary education program.

Trustee Krause thanked Ms. Mitchell for a very comprehensive review of the SEED Program.

Trustee Kistler reviewed the committee minutes for November 20. Trustees Audrey Larvey and Matthew Korp were appointed to serve on the Administrative Sabbatical Committee.

Trustee Kistler presented the following resolutions:

Resolution 59.11

Appointment of Labor Attorney-January 1 to June 30, 2024

This resolution approving the appointment of King, Spry, Herman, Freund, & Faul, LLC to serve as labor attorney was approved by a vote of 12 Yea, 0 Nay.

Attorney Frank added that the primary contact for labor law matters is Attorney Jody Mooney. Ms. Mooney has a wealth of experience in negotiating labor contracts.

The PACCC Legislative/Governmental Affairs Update was provided by Trustee Thompson. Trustee Thompson stated there were no additional updates not already covered by Dr. Bieber.

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

Finance and
Facilities
Committee

Trustee Mohr reviewed this committee’s minutes for November 20, 2023. The committee received the annual audit update and met with the auditor in Executive Session following the report. The changes made to the audit schedule proved to be beneficial for purposes of the audit. The committee also held a Budget Workshop to discuss the budget and it was a productive session.

Trustee Mohr presented the following resolution for approval:

Resolution 59.12

Cleaning Services RFP – Donley Center and Airport Site

This resolution to approve cleaning services for the Donley Center and Airport site was approved by a vote of 12 Yea, 0 Nay.

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

Negotiations
Committee

No report.

Joint Coordinating
Committee

Trustee Larvey reported the committee met on Friday, November 17. Beginning with this academic year, only two institutions will present at each meeting. LCCC’s Brandon Kwiatek, Director of High School Connections and Early College, provided a presentation on Dual Enrollment and the Early College Programs. LCTI’s presentation was on health and medical sciences. LCTI revised their entire curriculum to become project based with a focus on experiential learning. Students who complete the course have the opportunity to earn certificates. Ms.

Larvey remarked that it was an exciting and innovative way to approach this career path.

The next scheduled meeting is March 15, 2024.

LCCC Foundation

Trustee Kistler was pleased to announce the hiring of a new Executive Director for the Foundation, Mr. Rick Christ. Mr. Christ has reached out to Dr. Kistler, and they will meet in January to discuss the vision for the Foundation. Dr. Kistler noted that she was in favor of the Foundation having specific goals linked to the Strategic Plan.

Old Business

None discussed.

New Business

None discussed.

Public Comment
Non-Agenda

None.

Announcements

For the end of the year, Dr. Kistler asked the trustees to consider donating to the Foundation.

Adjournment

Trustee Krause called for a motion to adjourn. The meeting adjourned at 6:19 p.m.

Respectfully submitted,



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

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Attachments