

LEHIGH CARBON COMMUNITY COLLEGE

Minutes of the Meeting of the Board of Trustees

December 4, 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, December 4, 2025. Public in-person access was available in the Nevin Earl Remaley Technology Center, Room TC203, on the Schnecksville Campus, PA. Mr. Samuel P. DeFrank, Chair, convened the meeting at 4:30 p.m.

Members Present:

Ms. Sharon L. Albert

Mr. John W. Corby

Mr. Samuel P. DeFrank

Mr. William P. Fonzone, Sr.

Mr. Mathias J. Green, Jr.

Mr. David J. Hein

Dr. Barbara C. Kistler

Ms. Jeanne M. Knepper

Mr. Matthew T. Korp

Mr. David L. Krause

Ms. Audrey L. Larvey

Mr. Kenneth H. Mohr, Jr.

Mrs. Ann L. Thompson

Staff Present:

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

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

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:

Dr. Andrea Grant-Friedman, Associate Professor of Sociology and Social Science Division Coordinator

Members of Public Present:

None.

Public Comment:

None.

Agenda Items

Trustee Thompson requested the date and title of the article, “How Higher Education Now Powers the Lehigh Valley,” reviewed during the PACCC Legislative/Governmental Affairs update on November 17, 2025, to be added to the PC&GR Committee minutes.

Minutes of Previous
Meeting
November 6, 2025

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

Treasurer’s Report

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

Cash Balance 10/01/2025	\$38,084,608.00
Receipts	<u>+10,124,270.00</u>
Total	\$48,208,878.00
Disbursed	<u>-10,465,786.00</u>
Cash Balance 10/31/2025	<u>\$37,743,093.00</u>

Total revenues are \$15,812,001 or 33% of the budget compared to 41% last year. The gap stems from the late arrival of the first quarter state appropriations. It has since been received and will be reflected on next month’s Revenue and Expenditures Report. Total expenditures are \$15,666,704 or 32% of the budget compared to 32% last year.

President's Report

Dr. Bieber reported the College welcomed Amazon Web Services to campus on November 19th for a Fiber Optic Splicing workshop. The workshop was open for students and community members and was well received.

As reported last month, BitFarm is another organization that operates high-performance data centers, much like Amazon Web Services, and they are building a data center in Nesquehoning. The Colleges’ workforce team met with BitFarm’s COO and their team will be visiting our campus sometime in January or February to work on a curriculum and training program.

The State Board of Higher Education is ready to release their strategic plan for higher education. The report will be published for their upcoming December 18th meeting. It is a high-level plan and over 1,500 stakeholders provided input as well as numerous regional meetings were held to put together the plan. This will be the Commonwealth’s first time having a singular higher education plan.

Finally, the State Board Transfer of Authority Committee has been changed to a Policy Committee and the first meeting is forthcoming. Dr. Bieber stated she will continue to chair the Committee which also allows her to be a member of the State Board Executive Committee.

Dr. Haney provided the enrollment report. Winter semester, which is fully online, is two weeks away. Currently we are down 3.6% in headcount, and up 1.2% in credits. A non-payment drop is scheduled for December 9th, and the offices will work with students to recover any who are dropped. Spring semester is 8 weeks away and we are down 0.9% in headcount, and 5.7% in credits.

Applications are trending up for Winter, Spring, and Summer sessions as well as FASFA applications are continuing to trend above last year.

A new Commonwealth School Code was passed along with the recent budget and states students graduating high school starting with 2026-2027 will be required to file a FASFA application to meet graduation requirements. Our financial aid office provides free financial aid workshops and informational sessions to our school districts and community-based organizations and flyers are distributed to reach our community regarding those who need help completing the application.

Personnel,
Curriculum and
Government
Relations
Committee:
*Sabbatical
Presentation –Latin
America, the Lehigh
Valley’s Latino
Community and
Lehigh Carbon
Community College*

Trustee Kistler welcomed Dr. Andrea Grant-Friedman, Associate Professor of Sociology and Social Science Division Coordinator for her *Sabbatical Presentation – Latin America, the Lehigh Valley’s Latino Community and Lehigh Carbon Community College* presentation.

Dr. Grant-Friedman explained the three overall goals of her Sabbatical; Develop specialization in Latin American and Latino Studies, conduct demographic and sociological research on the Lehigh Valley’s changing communities, and strengthen curriculum and institutional planning.

In the spring of 2025, Dr. Grant-Friedman completed an extensive review of the disciplines of Latin American and Latino studies, reviewing more than 40 foundational works on cultural history, political economy, migration, diaspora, and community formation. This work deepened the understanding of the historical and contemporary realities facing the diverse community LCCC serves, and the push and pull factors shaping past and present migration to the region.

Based on this effort, Dr. Grant-Friedman conducted a comprehensive review of LCCC's sociology curriculum, and identified new source materials for sociology, social problems, and diversity and inequality. Additionally located were materials relevant for political science, geography, and history and she plans on partnering with colleagues to incorporate these materials where appropriate.

Also reviewed was LCCC's Latin America-related curriculum and that curriculum at nearby transfer institutions such as Kutztown University, Temple University, Cedar Crest College, and Penn State University. Certain changes including converting the Latin American Studies course into a Latin America History class, will align more closely with programming at these major transfer schools.

Dr. Grant-Friedman used census data to examine poverty, linguistic diversity, racial and ethnic composition, age structures, and household economics related to the Lehigh Valley's demographic and sociological research.

Poverty rates, SNAP participation, and public assistance usages are elevated across the region as well as rapid transformation regarding migration, in particular from high-cost nearby areas, and from Puerto Rico, the Dominican Republic, and Central America is accelerating.

These transformations and demographics also present major challenges. Nearly one-third of Allentown residents speak English less than very well, creating barriers to accessing higher education and limiting our enrollment reach. One suggestion is the College should explore the viability of emerging AI-based translation tools as part of a broader access strategy to make coursework more accessible and to improve student access.

A notable finding is how little contemporary scholarship exists in the Lehigh Valley. Most existing studies focus on early German settlement, or, to a limited extent, the steel industry. Only one 20-year-old study of the region's Latino communities exists and there are no comprehensive up-to-date complete analysis of the Lehigh Valley over the last two decades. This will be a major focus on the next stage of Dr. Grant-Friedman's research. The goal is to continue developing an ever more detailed portrait of our region, thereby enhancing LCCC's ability to anticipate community needs.

As part of this effort, Dr. Grant-Friedman is exploring the possibilities associated with the creation of a center at LCCC for the study of the Lehigh Valley, which could serve as a hub for

research, student learning, community engagement, and business partnerships.

Trustee Kistler reviewed this committee's minutes for November 17, 2025. The committee appointed two trustees to the Administrative Sabbatical Committee, the low enrollment report was reviewed as well as the professional development schedule for January – June next year.

PACCC Legislative/
Governmental
Affairs Update

Trustee Thompson provided the following Legislative/
Governmental Update:

1. Senator Dave McCormick visited the Lehigh Valley recently and stated it is a, "Healthcare and education hub," noting LCCC as one of the great education institutions in the area.

2. The Middle States Standard 7 group met on November 21st and the leaders of the Middle States groups will be working on the Self-Study draft over the holidays. A challenge they are facing is the collection, cataloging, and cross-referencing the inventory of supporting evidence for each of the standards.

3. An article from The Morning Call was reviewed regarding cuts in the Education Department. The Trump administration announced an aggressive program to continue dismantling the Education Department.

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

Finance and
Facilities
Committee

Trustee Mohr reviewed this committee's minutes for November 17, 2025. Lisa Ritter of Maher Duessel provided a review of the fiscal year 2024-2025 audit. The committee met with Ms. Ritter in an Executive Session. Vice President Nester provided a high-level review of the proposed 26-27 budget, and the committee reviewed the Cash Flow Statement, Revenue and Expenditures, and Enrollment Reports.

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

Negotiations
Committee

No report.

Joint Coordinating
Committee

No report. Next meeting is March 20, 2026.

LCCC Foundation

Trustee Kistler reported the Foundation, in coordination with the College Relations Marketing and Graphic Design team, has created a Case Statement pamphlet to be used when visiting with

potential donors and friends of the college. It is intended to help friends in the community understand why giving to the LCCC Foundation is important and how they can do so when the time is right.

Old Business

Trustee Mohr provided an update regarding the search for the Vice President of Finance and Administration position. Several qualified applications were received, virtual and in-person interviews were conducted. At this time however, a candidate has not been selected and the position is still open for applications to be received.

New Business

None.

Public Comment –
Non-Agenda

None.

Announcements

Attorney Jerome B. Frank announced his retirement as LCCC's solicitor after 55 years of representing the College. He expressed his perpetual appreciation to the Board of Trustees, President, and leaders of the College over his years as solicitor. Attorney Paul S. Frank will be filing the position as of next month's Board Meeting.

The Board of Trustees, President and Administrative staff thanked Mr. Frank for his 55 years of service and dedication to the College.

Adjournment

Chair DeFrank adjourned the meeting at 5:20pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Sharon Albert', with a stylized flourish at the end.

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