

# LEHIGH CARBON COMMUNITY COLLEGE

Minutes of the Meeting of the Board of Trustees

February 1, 2024

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, February 1, 2024. 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

Mrs. Michele Mazzola

Mr. Paul R. McArdle, Jr.

Mr. William Miracle

Mr. Kenneth H. Mohr, Jr.

Mrs. Ann L. Thompson

## Staff Present:

Mr. James Ayrton, Associate Dean of Curriculum, Assessment and Articulation

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. Stefanie Nester, Vice President for Finance and Administrative Services

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:

## Members of Public Present:

None.

Public Comment –  
Agenda Items

None.

Minutes of  
January 4, 2024

On a motion by Trustee DeFrank, seconded by Trustee Green, the minutes for the January 4, 2024, LCCC Board of Trustees meeting were approved.

## Treasurer's Report

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

Cash Balance 12/01/23	\$34,124,947.00
Receipts	<u>+11,967,887.00</u>
Total	\$46,092,834.00
Disbursed	<u>-5,160,489.00</u>
Cash Balance 12/31/23	<u>\$40,932,345.00</u>

## President's Report

Dr. Bieber referred to the update notes on the meeting with Dr. Kate Shaw provided earlier in the day. The update outlined the different categories for Phase 1 of the plan that the presidents are tasked with completing by early April. Discussions included breaking down the responsibilities for the system, what the institutional presidents will be responsible for, as well as the local entities, advisory committee, or local board. The Governor requested recommendations from the presidents on the system board composition, the local board or advisory council composition, and input around local funding. Dr. Melanie Turrano met with the Government Relations representative of PSEA, who met with local community college presidents of PSEA to provide them with updates. Dr. Shaw or another representative from the Governor's office will meet with the Government Relations presidents of all the unions to keep representatives updated.

The working group is focused on finance and funding and will begin work in mid-February. Dr. Shaw's criteria for Dr. Bieber, Dr. Stanley Sidor, Interim President for PACCC, and Dr. Tuesday Stanley, President of Westmoreland County Community College, was to select four individuals representing the east and west and big and small campuses both in finance and provost to serve on the Finance Committee. The Finance Committee will consist of four representatives from the PASSHE schools, four from Penn State, and four from the community colleges.

Dr. Bieber advised that a folder in Google Drive will be shared with the college community to keep them updated on the latest developments.

The next meeting will take place in Harrisburg on Thursday, February 15, and will be an in-person meeting.

Vice President Haney reviewed the registration dashboard for the Spring semester. As of Monday, enrollment is down 8% in headcount and 1.5% in credit hours compared to the same point in time for last year. Total budgeted credits were 43,533 and as of Monday, the numbers are 7.3% away from that number. Recruitment for dual enrollment continues in the high schools and along with the late start sessions should help to move the numbers.

#### Announcement

Board Chair David Krause welcomed Mrs. Michele Mazzola to the Board. Michelle will serve as the new trustee representing the Jim Thorpe Area School District. Mrs. Mazzola stated she was very happy to be a member of the Board and was looking forward to working with everyone.

Personnel,  
Curriculum and  
Government  
Relations  
Committee  
*Presentation:  
Programs with Low  
Enrollment*

Dr. Kistler called Mr. James Ayrton, Associate Dean of Curriculum, Assessment and Articulation to the podium to provide information on Programs with Low Enrollment.

Mr. Ayrton stated the Low Enrollment Report was prepared slightly different from previous years and contained information on how decisions are made based on data, the results learned from the data, and recommendations of the academic deans in charge of the programs. The report aligns with the Strategic Plan for 2023-2026 and the analytics based on the three categories of Student Enrollment, Regional Open Positions, and Pathway Alignment.

The internal factors for Student Enrollment are recruitment and retention, and the only thing the college can do here is to bring in more students and retain more students. External factors include the students' interests for both traditional and non-traditional students, along with the general population of the region, which is another huge factor. The Regional Open Positions category is based entirely on external factors, which include the economy, market conditions, and workforce status, which is an area the college needs to pay close attention to.

Mr. Ayrton presented a graph plotting all 90 programs. The graph provides a visual understanding of how the programs fit into enrollment and what the job outcomes are along those lines. The graph was divided into four quadrants for high enrollment with low and high jobs, and low enrollment with high and low jobs. The median timeline across all of the programs showed an upward movement indicating there is a correlation between the two categories.

The third factor, Pathway Alignment, is an internal factor based on how the curriculum is aligned for students to have somewhere to come from and somewhere to go when completing any given program, and the opportunities available after leaving the program to continue their education or begin their career. The other factors considered here are partnerships and agreements, and transfer opportunities for students. Research shows that when students understand their pathway, it increases retention; whereas, uncertainty leads to more students dropping out.

For the Low Enrollment Report, the program decision factors were to choose the programs with enrollment of 20 or fewer students. A graph chart was created showing student enrollment; regional open positions projected over the next two years within a ten county area; and the pathway alignment factors, to visualize how the program aligns with other programs available through articulation or other transfer opportunities. The graph chart easily pinpoints the programs with potential issues providing an opportunity to examine if the problems can be solved or whether the program is worth keeping or not.

Another consideration in the Low Enrollment Report was the elimination of redundancy as outlined in Governor Shapiro's initiative for higher education. The college can be proactive in reviewing how programs align with other schools in the region and will be better prepared if elimination of redundancy is mandated.

Trustee Krause thanked Mr. Ayrton for a very comprehensive report.

Dr. Kistler reported the committee reviewed several reports at the meeting on January 19 and reviewed one resolution.

Dr. Kistler presented the following resolution for approval:

Resolution 59.22

Retirement Recognition – Trustee Scott R. Pompa

This resolution in recognition of the retirement of Trustee Scott R. Pompa was approved by a vote of 14 Yea, 0 Nay.

The PACCC Legislative/Governmental Affairs

Trustee Thompson commented that big changes are difficult to accomplish these days due to the polarization of society, but the hope is for good things to happen for the college. Trustee Thompson stated that Dr. Bieber has done a good job in leading

the college to the forefront by doing the things that will be rewarded.

A complete report for this committee can be found in its minutes of January 15, 2024.

Finance and  
Facilities  
Committee

Trustee Mohr reviewed this committee's minutes for January 15, 2024. Prior to the start of the meeting, the committee met in Executive Session for a brief update on real estate matters. The committee also reviewed the financial budget reports along with other reports. There were no resolutions for review.

A complete report for this committee can be found in its minutes of January 15, 2024.

Negotiations  
Committee

No report.

Joint Coordinating  
Committee

Trustee Larvey reported the committee would meet next on March 15, 2024.

LCCC Foundation

Trustee Kistler reported meeting with the new Executive Director for the Foundation, Mr. Richard Christ. During the meeting, Dr. Kistler expressed her hope for more engaging meetings and for the Foundation to have goals aligned with the college's Strategic Plan. Mr. Christ was in total agreement and shared many new ideas for modernizing the Foundation with data analysis and a new approach to fundraising. Dr. Kistler was very impressed with Mr. Christ's vision for the Foundation.

Old Business

None discussed.

New Business

None discussed.

Public Comment  
Non-Agenda

None.

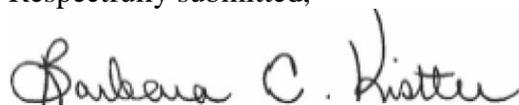
Announcements

None.

Adjournment

Trustee Krause called for a motion to adjourn. The meeting adjourned at 6:35 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Barbara C. Kistler". The signature is written in a cursive style with a large initial 'B' and 'K'.

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

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Attachments