

# LEHIGH CARBON COMMUNITY COLLEGE

Minutes of the Meeting of the Board of Trustees

January 4, 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, January 4, 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. 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. Matthew T. Korp

Mr. David L. Krause

Ms. Audrey L. Larvey

Mr. Paul R. McArdle, Jr.

Mr. William Miracle

Mr. Kenneth H. Mohr, Jr.

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

Dr. Cindy Haney, Vice President for Enrollment Management

Mr. Brandon Kwiatek, Executive Director of High School Connections and Early College

Mr. Joshua Mitchell, Chief Information Officer

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

Dr. Kelly Trahan, Dean of Education, Computer Science, and Online Learning

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  
December 7, 2023

On a motion by Trustee Thompson, seconded by Trustee DeFrank, the minutes for the December 7, 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 11/01/23	\$35,442,803.00
Receipts	<u>+3,276,270.00</u>
Total	\$38,719,073.00
Disbursed	<u>-4,594,126.00</u>
Cash Balance 11/30/23	<u>\$34,124,947.00</u>

## President's Report

Dr. Bieber provided an update on the December 21<sup>st</sup> meeting with the Governor. Dr. Bieber informed that the conversations have been ongoing for about the last nine months following the Governor's budget address in March 2023, where he stated that he would like to have a new system for Higher Education because the current one was not working and that it was up to us to rethink it. A Higher Education Task Force representing the higher education sectors was formed to gather information and report to the Governor by December. After receiving the report in early December, the Governor requested a meeting with the community college presidents and subsequently a meeting with the PASSHE presidents. During these meetings, the Governor talked about a new system, which he referred to as a marriage or union, not a takeover, and he wanted the presidents to work on it and have something ready by his budget address scheduled for February 6. Subsequently, Dr. Kate Shaw, Deputy Secretary, has reached out to the presidents and there will be a meeting with the community college and PASSHE presidents on January 18. The purpose for that meeting will be to work on a timeline and key accomplishments for the February 6th address.

The community college presidents have invited Dr. Shaw to join the President's Retreat on January 12 to provide more details and she has agreed to do so. Dr. Shaw also informed that the Governor was pleased with the strong support expressed by the presidents for his vision for a new unified public Higher Education System. He understands that there are many details to work through and he is relying on the presidents for specific elements of the new system.

The Pennsylvania Department of Education (PDE) has started working with the legislative leadership updating them on the status of discussions. The APSCUF Union (Association of Pennsylvania State College and University Faculties) received a briefing prior to the holidays, and there will be continued outreach to the other unions.

Dr. Bieber reported the Governor sees this as a marriage and a union with one governing Board over the two institutions. For right now, there are many details remaining to be resolved. Dr. Bieber added the college does want a seat at the table and there will be some positives. The Governor expressed his thought that the two things missing in the old system were governance and funding, and he is prepared to do both. Dr. Bieber will continue to keep the Trustees as well as the college community informed.

Dr. Haney reviewed the enrollment dashboard for the Winter 2023 session that ran December 18 to January 1. The numbers are down 1.3% in headcount and down 5% in credit hours compared to the same point in time for last year. The total budget difference is 126 credit hours away from budget. The Spring 2024 session starts January 22 and as of Monday the numbers are up 2.6% in headcount and 2.1% in credit hours. Review has begun on the Spring list for non-payment and students contacted to make sure they are aware of the need to have a payment plan or financial aid in place. The initial drop will be on January 8.

Personnel,  
Curriculum and  
Government  
Relations  
Committee  
*Presentation: Dual  
Enrollment: Quick  
Start to Teaching-A  
Pathway into the  
Education Field for  
Allentown School  
District Students*

Dr. Kistler called Dr. Kelly Trahan, Dean of Education, Computer Science, and Online Learning; and Mr. Brandon Kwiatek, Executive Director of High School Connections and Early College, to the podium to provide information on the Quick Start to Teaching Program for the Allentown School District.

Dr. Trahan provided an overview of the Quick Start program, which is a collaboration between the Allentown School District (ASD) and Cedar Crest College in response to teacher shortages within the Allentown School District. The team met with Representative Michael Schlossberg and devised a pathway for students to start at Allentown School District, continue on to LCCC, from there to Cedar Crest College, and then back to ASD with the hope of finding teaching employment with the school district.

The LCCC Quick Start to Teaching Program is 13 credits. ASD students would attend LCCC as a Dual Enrollment student to complete the Quick Start Program earning 13 credits towards a Teacher Education Associate's Degree. Following the pathway,

students would then become full-time regular students at LCCC to finish their Associates Degree, then transfer to Cedar Crest College. The end goal is for students to return to the Allentown School District as educators.

The Teacher Education program at the college provides Dual Enrollment students' exposure to the Makerspace and the Design Den where they learn STEM training. The students are also able to do their fieldwork at the Allentown School District, which allows them to practice where they could potentially work. This is a great pathway for students.

A funding request was submitted for funding scholarships, transportation, and meals for students at both LCCC and Cedar Crest College. ASD also has a program called "Grow Your Own" that provides students who return to work for the district the opportunity to apply for different incentives, such as rent rebates, etc.

Mr. Brandon Kwiatek, Executive Director of High School Connections and Early College, provided some context on the Dual Enrollment Program and the difference between Dual Enrollment and Early College. The college promotes Dual Enrollment because it represents one of the strongest partnerships between LCCC and the school districts. Mr. Kwiatek is in constant contact with school counselors, even more so than students, to help keep those connections strong. The real benefit for students is the reduced tuition rate that ties into accessibility for higher education in the community. Dual Enrollment credits roll into LCCC programs and are transferable credits. It is a great opportunity for students to explore their academic interests and strengths before they begin college as a traditional student. Dual Enrollment students are enrolled in over 100 different classes in any given semester. Another benefit is the lighter course load for students when they do start college. The average number of credits completed is about eight credits, which may not sound like much; however, it does make quite a difference in that first year. One of the biggest benefits is that students learn how to be successful in a college class. Students who participate in Dual Enrollment are more likely to enroll in college and this is because they know what to expect. The data indicates that Dual Enrollment students also have higher GPAs and are more likely to complete.

The college is seeing increased interest in Dual Enrollment from the schools, students, and families reflecting well on the college's partnerships with the school districts. Even, the Governor and PDE are interested in creating more Dual Enrollment opportunities. Dual Enrollment trends have been

increasing year over year. In Fall 2021, the Dual Enrollment headcount was 1,399 and in Fall 2023 headcount was 1,769.

Dual Enrollment classes are available at all of the sites as well as online with about 23% of the Fall enrollment for Dual Enrollment and Early College on the Schnecksville or the Morgan campuses. On line and remote are also popular choices and about half of Dual Enrollment students are taking classes at their own high school with teachers who are certified for teaching college curriculum. If the school district does not have a certified teacher, the college will send an instructor to the high school with this being the most affordable option for students.

Trustee DeFrank inquired if similar information was available on the Early College Program. Mr. Kwiatek stated he will be doing a presentation on Early College to one of the school districts and could share that information.

Trustee Krause thanked Dr. Trahan and Mr. Kwiatek for a very informative and comprehensive review of Dual Enrollment.

Trustee Kistler reviewed the committee minutes for December 18. The committee reviewed a resolution to amend the *Policy and Regulations Manual*.

Dr. Kistler presented the following resolution for approval:

Resolution 59.13

*Policy and Regulations Manual Amendment*

This resolution to approve the amendment to the *Policy and Regulations Manual* as outlined in Exhibit "A" was approved by a vote of 14 Yea, 0 Nay.

*The PACCC Legislative/Governmental Affairs*

Trustee Thompson stated the House will not be back in session until March 18 due to repairs that need to be done on the building. As Dr. Bieber mentioned, the House will attend the Governor's budget introduction on February 6.

A complete report for this committee can be found in its minutes of December 18, 2023.

Finance and  
Facilities  
Committee

Trustee Mohr reviewed this committee's minutes for December 18, 2023. The committee met in Executive Session for a brief update on real estate matters. The committee also reviewed a report on tuition income by student category and was informed of the administration's recommendation for insurance brokers.

Trustee Mohr presented the following resolutions for approval:

Resolution 59.14

2024-2025 Operating and Debt Service/Lease Budgets and Capital Budget

This resolution to approve the Operating, Debt Service/Lease and Capital Budgets was approved by a vote of 14 Yea, 0 Nay.

Resolution 59.15

2024-2025 Student Government Association Budget

This resolution to approve the Student Government Association Budget was approved by a vote of 14 Yea, 0 Nay.

Resolution 59.16

2024-2025 Current Restricted Fund-Auxiliary Operating Budget

This resolution to approve the Auxiliary Operating Budget was approved by a vote of 14 Yea, 0 Nay.

Resolution 59.17

Designation of Funds-Capital Budget-Operation-Reserves

This resolution to approve the designated funds as set forth was approved by a vote of 14 Yea, 0 Nay.

Resolution 59.18

Tuition and Fees 2024-2025

This resolution to approve the Tuition and Fee Schedule for AY2024-2025 was approved by a vote of 14 yea, 0 Nay.

Resolution 59.19

Course Fees 2024-2025

This resolution to approve the Course Fees for AY2024-2025 was approved by a vote of 14 Yea, 0 Nay.

Resolution 59.20

Lease Agreement with TD Equipment Finance – 2024 - #1

This resolution to authorize entry into a lease agreement with TD Equipment Finance was approved by a vote of 14 Yea, 0 Nay.

Resolution 59.21

Lease Agreement with TD Equipment Finance – 2024 - #2

This resolution to authorize entry into a lease agreement with TD Equipment Finance was approved by a vote of 14 Yea, 0 Nay.

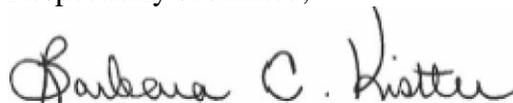
A complete report for this committee can be found in its minutes of December 18, 2023.

Negotiations  
Committee

No report.

Joint Coordinating Committee	Trustee Larvey reported the committee would meet next on March 15, 2024.
LCCC Foundation	Trustee Kistler noted two documents were included in the packet, the Foundation 2023 Fact Sheet and a summary of the marketing activities. The Foundation is valued at \$28.3M with an additional \$54,000 recently added to the scholarship endowment by the Stabler Foundation. Dr. Kistler will meet with the new executive director for the Foundation later in the month.
Old Business	None discussed.
New Business	Trustee Thompson noted the trustee site tours were very helpful and requested a tour of the new J.E.D.I. Center and the Design Den.
Public Comment Non-Agenda	None.
Announcements	Trustee Fonzone commented on the push for three new charter schools in Allentown, Whitehall and Bethlehem. It is an extensive push by the group and the school is modeled after a STEM school in Harrisburg. Trustee Bosket remarked that some of the hearings were held in Allentown.
Adjournment	Trustee Krause called for a motion to adjourn. The meeting adjourned at 6:39 p.m.

Respectfully submitted,



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

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Attachments