

LEHIGH CARBON COMMUNITY COLLEGE

Minutes of the Meeting of the Board of Trustees

January 8, 2026

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, January 8, 2026. 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. Daniel C. Bosket

Mr. John W. Corby

Mr. Samuel P. DeFrank

Mr. William P. Fonzone, Sr.

Mr. David J. Hein

Dr. Barbara C. Kistler

Ms. Jeanne M. Knepper

Mr. Matthew T. Korp

Mr. David L. Krause

Ms. Audrey L. Larvey

Ms. Michele Mazzola

Mr. Kenneth H. Mohr, Jr.

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 Paul S. Frank

Press Present:

None.

Others Present:

Diane Furchner, Executive Director of Marketing and Communication

Members of Public Present:

None.

Public Comment:

None.

Agenda Items

Minutes of Previous
Meeting
December 4, 2025

On a motion by Trustee DeFrank, seconded by Trustee Hein, the minutes for the December 4, 2025, LCCC Board of Trustees meeting were approved.

Treasurer's Report

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

Cash Balance 11/01/2025	\$37,743,093.00
Receipts	<u>+6,579,027.00</u>
Total	\$44,322,120.00
Disbursed	<u>-5,017,103.00</u>
Cash Balance 11/30/2025	<u>\$39,305,017.00</u>

Total revenues are \$22,741,624 or 48% of the budget compared to 47% last year. Total expenditures are \$19,931,852 or 41% of the budget compared to 39% last year.

President's Report

Dr. Bieber reported the College was open on December 29th with limited staff and hours to support prospective and current students in registering for upcoming semesters. There were over 200 interactions recorded.

December graduating student numbers were reported at 248, the largest number of December graduates since 2018.

During a recent tour of the campus, Kutztown University's new president discussed topics such as the future of shared athletics and intramurals. The visit also highlighted opportunities for student involvement, specifically introducing the Kutztown men's soccer club to current LCCC students.

Finally, the College is thrilled to be continuing as one of four training centers in the country for Amazon. The first cohort started this week with 22 students.

Dr. Haney provided the enrollment report. We are in the third week of the compressed Winter session. Currently we are down 0.4% in headcount, and up 4.2 % in credits. Spring semester is three weeks away and we are down 3.3% in headcount, and 6.5% in credits.

As Dr. Bieber mentioned, the limited hours registration session over the holiday break was successful and an additional session is scheduled for this coming weekend. FASFA applications are still trending above in comparison to 2024-2025.

Personnel,
Curriculum and
Government
Relations
Committee:
*Social Media &
Marketing Updates
– Go Get It
Campaign*

Trustee Kistler welcomed Ms. Diane Furchner, Executive Director of Marketing, Communication and Student Life for her *Social Media & Marketing Updates – Go Get It Campaign*.

Ms. Furchner explained she would be reviewing the College's paid marketing program and will review the concept statement, marketing objective, messaging, visuals, media plan overview, key performance metric measuring and monitoring.

In July of 2025, the College entered into a 3-year contract with marketing company, Paskill, to provide marketing and communication services. Three campaign concepts were presented in August and the "Go Get It" campaign was ultimately chosen.

The concept statement explains, "The students at LCCC are ready to move forward, regardless of their starting point. They are outcome focused and determined to master real-world skills. They know success is earned through hard work and perseverance. LCCC provides the preparation, clarity, and skill to take that next step. Whether the students are ready to go out and get it right now or just need a proven path to start, their success begins here. Go Get It."

Ms. Furchner further reviewed the messaging and visuals on social media outlets. The messaging is created for branding as well as for specific audiences – High school, current students, transfer students, parents and workforce. The visuals used in the marketing use LCCC's bold colors and represent our campuses, students, and faculty. Ad content is comprehensive with academic interests as well as trades, technology, and workforce training and development. Billboards are also being used to amplify our messaging. An example was provided to Trustees that was used to promote the College's Open House for Fall 2025.

A media plan, highlighting the specific media channels used and the monthly budget for each, was reviewed. It is strategically executed for upcoming open houses and semester starts.

Finally, a dashboard provides key performance metrics that are measured and regularly monitored by Paskill. Metrics measured include: Investment, impressions, clicks, and conversion. Ms. Furchner and her team meet weekly and monthly with Paskill to review the reports and adjust as necessary with the marketing efforts.

PACCC Legislative/
Governmental
Affairs Update

Trustee Thompson provided the following Legislative/
Governmental Update:

1. The committee reviewed the opinion piece, 'Colleges oversold education, now they must sell connection,' as part of a broader discussion on the challenges facing modern higher education. The conversation focused specifically on the impacts of AI and student loneliness, highlighting how our college is already implementing the article's recommendations to support student success.

A complete report for this committee can be found in its minutes of December 15, 2025.

Finance and
Facilities
Committee

Trustee Mohr reviewed this committee's minutes for December 15, 2025. The committee reviewed the Cash Flow Statement, Revenue and Expenditures, Enrollment Report, Enrollment Data Update and approved the following Resolutions:

Resolution 61.09

Final Operating, Debt Service/Lease, and Capital Budget for Fiscal Year 2026-2027

This Resolution is to approve the proposed Operating and Debt Service/Lease Budgets and Capital Budget for the fiscal year 2026-2027, and was approved with a vote of 14 Yea and 0 Nay.

Resolution 61.10

Tuition and Fees and Refund Schedule 2026-2027

This Resolution is to approve and establish the Tuition and Fees and Refund Schedule, effective for the Fall semester of the 2026-2027 Academic year, and was approved with a vote of 14 Yea and 0 Nay.

Resolution 61.11

Course Fees 2026-2027

This Resolution is to approve and establish the Course Fees Schedule, effective for the Fall semester of the 2026-2027 Academic year, and was approved with a vote of 14 Yea and 0 Nay.

Resolution 61.12

2026-2027 Student Government Association Budget

This Resolution is to approve the proposed Student Government Association Budget for the fiscal year 2026-2027, and was approved with a vote of 14 Yea and 0 Nay.

Resolution 61.13

2026-2027 Current Restricted Fund – Auxiliary Operating Budget

This Resolution is to approve the proposed Auxiliary Fund Operating Budget for fiscal year 2026-2027, and was approved with a vote of 14 Yea and 0 Nay.

Resolution 61.14

Designation of Funds Allocation - Capital
Budget/Operations/Reserve

This Resolution approves the designated funds to be so noted by the college auditors for purposes of the 2024-2025 annual audit, and was approved with a vote of 14 Yea and 0 Nay.

Resolution 61.15

Appointment of Auditor

This Resolution is to approve Maher Duessel, Certified Public Accountants, for the Fiscal year 2025-2026, 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 December 15, 2025.

Negotiations
Committee

No report.

Joint Coordinating
Committee

No report. Next meeting is March 20, 2026.

LCCC Foundation

Trustee Kistler reported the Foundation's next fundraising event will be Bingo on Saturday, April 11th. Trustees were encouraged to contribute restaurant card donations for auction at the event.

Old Business

Trustee Mohr provided an update regarding the search for the Vice President of Finance and Administration position. New candidates have been interviewed via zoom and at least one will be moving on to in-person interview on campus.

New Business

Trustee Krause asked Dr. Bieber for her comments on the State Board of Higher Education Strategic Plan Draft. She believes it was developed with more stakeholder engagement than the board expected and the implementation and operationalizing of it has been very thorough and thoughtful.

Public Comment –
Non-Agenda
Announcements

None.

None.

Adjournment

Chair DeFrank adjourned the meeting at 5:02pm.

Executive Session

The Board of Trustees met for an Executive Session to review quarterly legal updates.

Respectfully submitted,



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