

LEHIGH CARBON COMMUNITY COLLEGE

Minutes of the Meeting of the Board of Trustees

June 5, 2025

Volume 60

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, June 6, 2025. Public in-person access was available in the Nevin Earl Remaley Technology Center, Room TC203, on the Schnecksville Campus, PA. Mr. Samuel DeFrank, Chair, convened the meeting at 5:30 p.m.

Members Present:

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

Mr. Matthew 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 and Board of Trustees

Dr. Ann D. Bieber, President

Ms. Andrea Cole, Office Assistant to the Board of Trustees and President's Office

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

Counsel Present:

Attorney Jerome B. Frank

Attorney Alyssa Hicks

Press Present:

None.

Others Present:

Amber Zuber, Director of Site Educational Services, LCCC Allentown and Tamaqua sites

Gladys Malpica, Site Supervisor, LCCC Allentown

Members of Public Present:

None.

Public Comment:

None.

An Executive Session was held for purposes of Legal updates.

Agenda Items

Minutes of Previous Meeting
May 1, 2025

On a motion by Chair DeFrank, seconded by Trustee Thompson, the minutes for the May 1, 2025, LCCC Board of Trustees meeting were approved.

Treasurer's Report

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

Cash Balance 4/01/2025	\$48,271,532.00
Receipts	<u>+3,789,541.00</u>
Total	\$44,481,991.00
Disbursed	<u>-5,604,568.00</u>
Cash Balance 4/30/2025	<u>\$46,456,504.00</u>

Total revenues are \$39,535,914 or 83% of the budget compared to 86% last year; Total expenditures are \$36,583,012, or 77% of the budget compared to 77% last year.

A \$2M CD renewed in the month of May with a 5.4% interest rate with American Bank.

President's Report

Dr. Bieber reported on the strategic plan under development with the State Board of Higher Education. Five stakeholder meetings were recently held with over 150 people in attendance each time. The Strategic Plan is expected to be complete by September.

Additionally, a draft report regarding the transfer of authority from the State Board of Education (SBE) to the State Board of Higher Education (SBHE) was reviewed. The plan is for the Governor's office to submit the report with the budget in time for legislative approval.

Finally, a meeting with the Morgan Foundation was held this week and they awarded the College with \$100,000. Fifty-Thousand for students graduating from Tamaqua High School to take courses during the summer and winter semesters with LCCC while attending a four-year college, and \$50,000 for returning adult students.

Dr. Haney provided the enrollment report. We are 2 weeks into Summer 1 with headcount down 0.8% and credit hours down 1.2%. Twenty-Eight students were dropped for 103 credits this past week for non-attendance.

Summer 2 is 5 weeks away with headcount down 10.7% and credit hours down 9.4%. Fall semester is 14 weeks away with headcount up 9.5% and credit hours up 7%. Dr. Haney expressed the initiatives encouraging continuing students to register earlier are working, as well as going into the high schools before graduation to have students register.

Additionally, Dr. Haney noted with the continued use of Motimatic we are up to 91 active guideposts and up almost 14,000 in engagements with those ongoing guideposts.

Finally, this morning was the PA CareerLink NCC and LCCC Trades Showcase and it was the College's first attempt to showcase training opportunities leading to a career in the trades, including noncredit, short-term certificate programs, as well as degree programs. Thirty-one students pre-registered for the event and 20 actually showed up.

Nominating Committee

The Nominating Committee was comprised of Trustee Thompson, Trustee Mohr, Trustee Corby, Trustee Krause, and Trustee Korp.

On behalf of the Nominating Committee, Chair Thompson presented the following names in nomination to serve as officers of the Board for FY 2025-2026:

Chair.....Mr. Samuel P. DeFrank
 Vice Chair.....Mr. David J. Hein
 Treasurer.....Mr. William P. Fonzone, Sr.
 Secretary.....Ms. Sharon L. Albert
 Assistant Treasurer.....Ms. Stefanie Nester
 Assistant Secretary.....Ms. Andrea Cole

Chair DeFrank called for nominations from the floor for each position and hearing none, nominations were closed. An oral vote was held to approve each position. The slate of officers presented by the Nominating Committee received unanimous approval.

Personnel, Curriculum and Government Relations Committee *LCCC Allentown at the Donley Center*

Trustee Kistler welcomed Ms. Amber Zuber, Director of Site Educational Services LCCC Allentown and Tamaqua, and Ms. Gladys Malpica, Site Supervisor LCCC Allentown for their presentation on *LCCC Allentown at the Donley Center*.

Ms. Zuber and Ms. Malpica shared their presentation on LCCC Allentown at the Donley Center, pointing out the first slide reflects the rendering of the façade project currently underway at the center. The front and side of the building is almost complete,

and the storefront area is scheduled to be completed in the fall. A ribbon cutting event is scheduled in the fall to celebrate the updates and changes at the site.

Offerings and Events at Donley for the 2024-2025 school year include; 121 credit classes, 51 non-credit classes, 20 student events, 8 enrollment events, and 9 external stakeholder events.

Credit headcount has significantly increased since Covid with only 146 in the 2020-2021 school year and 593 in the 2024-2025 school year. Continued work with credit enrollment initiatives including fast track events are helping to support this.

Workforce headcount enrollment has also seen an increase in the adult basic education sector including GED and ESL offerings. The Donley center offers multiple levels of non-credit ESL along with non-credit training programs such as Phlebotomy and CNA (Certified Nursing Assistant).

Future goals include:

A focus on expanding GED programs, offering the official GED exam on site, as well as expanding Integral Education Training Programs (IET). Currently, there are two IET's in operation. The first is a Microsoft certificate and the other is in pharmacy technology. A new IET will be piloted in the fall for entrepreneurship.

Enhancing relationships with the Allentown School District through coffee and conversation events where parents of prospective and current students have a chance to meet with Donley staff and gain the ability to learn more about programs and LCCC in general.

Partnering with Dr. Kelly Trahan, Dean of the Center for Workforce Development, Arts, Education, and Technology and her new team to expand workforce training opportunities and develop short term credit pathways. This will allow students to start a non-credit program if they are hesitant to seek a degree and then hopefully transfer some of those credits to a degree program.

The Donley Center offers several student support services including: Admissions, Advising, Financial Aid, Bilingual Staff, Cougar Cabinet Food Pantry, Counseling Services, Discounted Parking Passes (for students and faculty), Discounted Bus Passes, Disability Support Services, Success Coaches, and Face-to-Face Tutoring.

Finally, several partnerships and achievements were highlighted from the past year. Representatives from PA Career Link visit the Donley Center on a weekly basis to help support students and community members who are interested in changing careers. They were also able to support the Allentown School District with the relocation of the students from Harrison Morton Middle School for 7 weeks after they experienced a flood in their building. The Donley Center also hosted orientation and post-testing for the Allentown Literacy Center after they experienced a fire in their facility. Finally, companies such as Bakerly Bakery and the Allentown Policy Department utilize the Donley Center for professional development through the workforce training department.

Resolution 60.37

Schedule of Regular Board Meetings for Fiscal Year 2025-2026

This resolution is to approve the Schedule of Regular Board meetings for Fiscal Year 2025-2026 and was approved with a vote of 11 Yea and 0 Nay.

Resolution 60.40

Appointment of Solicitor and Labor Law Counsel

This resolution is to approve the Appointment of the Solicitor and Labor Law Counsel and was approved with a vote of 11 Yea and 0 Nay.

Trustee Kistler noted negotiations will be discussed at the next Committee Meeting on June 16, 2025.

Trustee Kistler reminded the Board members the draft Professional Development Schedule could be changed at any time.

PACCC Legislative/
Governmental
Affairs Update

Trustee Thompson provided the following update;

1. A thank you to Dr. Bieber with her work and representation regarding the SBE and SBHE and the transfer of authority document.
2. Penn State Board of Trustees voted to close seven of their campuses including: DuBois, Fayette, Mont Alto, New Kensington, Shenango, Wilkes Barre, and York.
3. Review of a newspaper article explaining the State of Pennsylvania is suing the Trump Administration regarding cutting funding for food aid to farmers and food banks.

4. Review of a newspaper article stating retirees on social security who still owe student loans and the government garnishing their social security wages.

5. The Pennsylvania budget in Harrisburg is slated to be finished by June 30th. A newspaper article published this past week reported compelling priorities regarding the budget includes: Education, Transportation, and Medicaid. Because of the financial uncertainty remaining in Pennsylvania, there is a possibility Harrisburg will pass a temporary or short-term budget until the Trump Administration signs a spending bill.

6. Peter Schweyer, a Pennsylvania State Representative, introduced a bill to make changes in Cyber Charter Schools regarding fixed tuition.

A complete report for this committee can be found in its minutes of May 19, 2025.

Finance and
Facilities
Committee

Trustee Mohr reviewed this committee's minutes for May 19, 2025. The committee reviewed the insurance update presentation with our insurance broker representative, Ryan Amey. Additionally reviewed was the Cash Flow Statement, Revenue and Expenditures Report, Enrollment Update, Mid-Year Enrollment Management Plan, Airport Site lease renewal, the plan for the donation of the Foundation's Nesquehoning land, and the Donley façade renovation.

Resolution 60.38

Marketing and Creative Services

This resolution is to approve the hiring of Paskill, to provide marketing and creative services and was approved with a vote of 11 Yea and 0 Nay.

Resolution 60.39

Courier Services

This resolution is to approve the hiring of Abel's Express to provide courier services and was approved with a vote of 11 Yea and 0 Nay.

A complete report for this committee can be found in its minutes of May 19, 2025.

Negotiations
Committee

No Report.

Joint Coordinating
Committee

No Report.

LCCC Foundation

Dr. Kistler reports our CIO, Joshua Mitchell, has been working with the Foundation to establish a customer relationship management software tool, Salesforce, to help the Foundation with engagement, stewardship, and donor tracking.

The Tony Boyle Golf Classic will be held on September 8th at Twin Lakes Golf Course. Proceeds from the event will go toward student scholarships.

The LCCC Foundation Board will meet next week to discuss the consideration of a new staff position to help coordinate all new scholarships coming forth.

Old Business

Trustee Corby thanked Dr. Bieber and staff for a successful commencement and appreciated being a part of the day.

Trustee Thompson mentioned the Bethlehem School District has a “Signing Ceremony” for their top academic students and suggested LCCC could integrate a similar ceremony for our honors students at commencement.

New Business:

None.

Public Comment –
Non-Agenda

None.

Announcements

None.

Adjournment

Chair DeFrank adjourned the meeting at 7:00 pm.

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