

LEHIGH CARBON COMMUNITY COLLEGE

Minutes of the Meeting of the Board of Trustees

June 4, 2026

Volume 61

The scheduled regular meeting of the Board of Trustees of Lehigh Carbon Community College was held in an in-person and virtual manner on Thursday, June 4, 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. 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

Ms. Michele Mazzola

Mr. Kenneth H. Mohr, Jr.

Mrs. Ann L. Thompson

Staff Present:

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

Ms. Stacey Betz, Interim Vice President for Finance and Administrative Services

Dr. Ann D. Bieber, President

Alen Kurtish, IT Support

Mr. Joshua Mitchell, CIO

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:

Mr. Jason Bashaw

Members of Public Present:

None.

Public Comment:

None.

Agenda Items

Minutes of Previous Meeting
May 7, 2026

On a motion by Trustee DeFrank, seconded by Trustee Fonzone, the minutes for the May 7, 2026 LCCC Board of Trustees meeting were approved after a correction regarding the enrollment reports – Dr. Bieber provided the update, not Dr. Haney as indicated in the minutes.

Treasurer's Report

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

Cash Balance 4/01/2026	\$46,680,362.00
Receipts	<u>+2,949,443.00</u>
Total	\$49,629,805.00
Disbursed	<u>-5,438,693.00</u>
Cash Balance 4/30/2026	<u>\$44,191,112.00</u>

Total revenues are \$40,598,891 or 84% of the budget compared to 83% last year. Total expenditures are \$38,853,086 or 80% of the budget compared to 77% last year. There were two CD's renewed in May, each for \$2M and both are with American Bank.

President's Report

Dr. Bieber thanked everyone who attended Commencement. She reported on recent developments, including \$200,000 funding from the Morgan Foundation for dental assisting simulation equipment and scholarships, Temple University's offer to include LCCC in a \$1 million grant, and a visit from Lilly's Senior VP and their HR Business Strategist regarding the collaboration of the new facility. The Rural Regional Talent Lab was held at the Morgan Center with Dr. Kate Shaw and her team.

Dr. Bieber also covered enrollment efforts, noting positive results from recent recruitment activities including two new student inquiries following the Foundation event held yesterday, which Dr. Kistler will provide details on.

Nominating Committee

Trustee Thompson reported on the election of officers for 2026-2027;

Mr. David Hein, Chair
Mr. John Corby, Vice-Chair
Ms. Sharon Albert, Secretary
Mr. William Fonzone, Sr., Treasurer
Ms. Stacey Betz, Assistant Treasurer
Ms. Tracy Bean, Assistant Secretary
All positions were unanimously confirmed.

Trustee DeFrank thanked the Board for the opportunity to serve as Chair the past two years and wished the new officers all the best in the upcoming year.

Personnel,
Curriculum and
Government
Relations
Committee:
*AI Initiatives at
LCCC*

Trustee Kistler welcomed Josh Mitchell, CIO for the *AI Initiatives at LCCC* presentation.

Josh Mitchell presented an update on AI initiatives at the college, noting the implementation of policy and governance by creating an AI Taskforce, developing AI policy guidelines, establishing data security and providing AI literacy training. He reviewed the three approved academic tools (Gemini, Genio, and Zoom Companion) and how various departments, faculty and staff are using the tools. A brief discussion was held addressing concerns about AI pushback in school districts.

The Board approved the following Resolutions:

Resolution 61.41

Trustee Retirement Recommendation – Matthew T. Korp

This resolution approves and recognizes with appreciation Mr. Matthew T. Korp's loyal and dedicated service to the college and wishes him many years of good health, happiness, and fulfillment in his future endeavors and was approved with a vote of 13 Yea and 0 Nay.

Trustee Korp was presented with a gift and a copy of the resolution. Trustee Korp expressed his gratitude and thanked the group for their kind words.

Resolution 61.42

Vice President of Finance and Administrative Services

This resolution approves the personnel recommendation of Stacey Betz to Vice President of Finance and Administrative Services and was approved by a vote of 13 Yea, 0 Nay.

Resolution 61.43

Appointment of Solicitor and Labor Law Counsel

This resolution appoints Paul S. Frank, Esquire, King, Spry, Herman, Freund & Faul, LLC, to serve as Solicitor for the College, for the fiscal year July 1, 2026 through June 30, 2027, and appoints Elizabeth Kelly, Esquire, King, Spry, Herman Freund & Faul, LLC, to serve as primary Labor Law Counsel for all labor law matters for the College, including collective bargaining negotiations and services related to collective bargaining sessions, for the fiscal year July 1, 2026 through June 30, 2027 and was approved by a vote of 13 Yea, 0 Nay.

Resolution 61.44

Schedule of Board Meetings for Fiscal Year 26-27

This resolution establishes the dates of the regular monthly meetings for the 2026–2027 fiscal year and was approved by a vote of 13 Yea, 0 Nay.

PACCC Legislative/
Governmental
Affairs Update

Trustee Thompson provided the following Legislative/
Governmental Update:

- Middle States Standard 7 committee held its last meeting and reviewed the final draft of the submission. A few items will need to be updated in the new fiscal year.
- The SBHE meeting notes for May 2026 were attached for review.

A complete report for this committee can be found in its minutes of May 11, 2026.

Finance and
Facilities
Committee

Trustee Mohr reviewed this committee's minutes for May 11, 2026. The committee heard from Ryan Amey of Meiers Insurance and the recommended changes for 26-27. Premiums from 25-26 will rise from \$463,000 to \$469,000 in 26-27. The cash flow, revenue and expenditures and enrollment data reports were reviewed. Tuition revenue at the end of April was \$594,000 under budget, however, summer tuition was \$130,000 over budget.

The Board approved the following Resolutions:

Resolution 61.37

Professional Trades Building Renovations

This resolution approves and authorizes that the Board of Trustees hereby approves the hiring of Uhrig Construction to provide the Professional Trades Building Renovations meeting all specifications as outlined, and was approved with a vote of 13 Yea and 0 Nay.

Resolution 61.38

Elevator Maintenance Service

This resolution approves and authorizes that the Board of Trustees hereby approves the hiring of Schindler Elevator Corporation, Allentown, PA, to provide one-year, Elevator Maintenance Service meeting all specifications as outlined, and was approved with a vote of 13 Yea and 0 Nay.

Resolution 61.39

Berrier Hall Entrance Ramp Renovations

This resolution approves and authorizes that the Board of Trustees hereby approves the hiring of South Shore Construction, LLC to provide the Berrier Hall Entrance Ramp Renovations meeting all specifications as outlined, and was approved with a vote of 13 Yea and 0 Nay.

Resolution 61.40

Campus Wide HVAC

This resolution approves and authorizes that the Board of Trustees hereby approves the hiring of ASL Mechanical, Inc. to provide the campus-wide HVAC Renovations meeting all specifications as outlined, and was approved with a vote of 13 Yea and 0 Nay.

A complete report for this committee can be found in its minutes of May 11, 2026.

Negotiations
Committee

No report.

Joint Coordinating
Committee

No report.

LCCC Foundation

Trustee Kistler provided the following updates;

- The Foundation held a retreat on May 20 and focused on new scholarship initiatives in an effort to close the gap for students struggling to pay for college.
- The college is partnering with the Lehigh County District Attorney to provide \$500,000 in scholarships for students facing opioid-related hardships or who have been incarcerated, which was featured in local media coverage.

Old Business

None.

New Business

Trustee Hein thanked the group for his election to Chair and appreciates the support and confidence they have shown in him. Mr. Hein also thanked Trustee Korp for serving as his mentor; he thanked Trustee DeFrank for his leadership over the last two years, and presented him with a gift.

Mr. Jason Bashaw was welcomed to the group, serving as the new trustee representing Catasauqua school district.

Public Comment –
Non-Agenda

None.

Announcements

None.

Adjournment

Chair DeFrank adjourned the meeting at 5:26pm.

Respectfully submitted,



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

LEHIGH CARBON COMMUNITY COLLEGE
BOARD OF TRUSTEES

June 4, 2026

Volume 61

For Action

61.41 Retirement Recognition – Trustee Matthew T. Korp

Whereas,

Mr. Matthew T. Korp has served the Board of Trustees of Lehigh Carbon Community College Board as Trustee representing Catasauqua School District from December 2, 1999, to June 30, 2026; and,

Whereas,

Mr. Korp has served as Chair and Vice Chair of the Board; Chair and member of the Negotiations Committee; Chair and member of the Nominating Committee; Chair and Vice Chair of the Community and Government Relations Committee; Chair, Vice Chair and member of the Personnel, Curriculum and Government Relations Committee; Vice Chair and Member of the Personnel and Curriculum Committee; Vice Chair and member of the Strategic Planning Committee; and member of the Finance and Facilities Committee; and,

Whereas,

Mr. Korp was passionate in his support for the college and demonstrated an unwavering dedication to the needs of the students; and,

Whereas,

Mr. Korp, with his smooth but serious voice, served as newsman of WAEB radio for 21 years and is currently in his 29th year as broadcaster for the Lehigh Mountain Hawks. After 20 years with the Catholic Diocese of Allentown, he retired as Director of Communications; and,

Whereas,

Mr. Korp's well-respected, long-time community member standing enhanced his staunch advocacy of Lehigh Carbon Community College and representation of the needs and interests of the sponsor school districts; and,

Whereas,

Mr. Korp has retired his seat on the LCCC Board of Trustees.

Now, Therefore, Be It Resolved,

That the Board of Trustees of Lehigh Carbon Community College recognizes with appreciation Mr. Matthew T. Korp's loyal and dedicated service to the college and wishes him many years of good health, happiness, and fulfillment in his future endeavors; and,

Be It Further Resolved,
That a copy of this resolution be presented to Mr. Matthew Korp.

Presenting Committee: Personnel, Curriculum, and Government Relations

Presented by: Barbara C. Kistler

Motion made by: Barbara C. Kistler

Seconded by: David J. Hein

Yea 13 Nay 0

LEHIGH CARBON COMMUNITY COLLEGE
BOARD OF TRUSTEES

June 4, 2026

Volume 61

For Action

61.42 Personnel Recommendation

Be It Resolved,

That the Board of Trustees hereby approves the personnel recommendation listed on the reverse.

Presenting Committee: Personnel, Curriculum and Government Relations

Presented by: Barbara C. Kistler

Motion Made by: Barbara C. Kistler

Seconded by: Samuel P. DeFrank

Yea __13__ Nay __0__

For Action

61.42 Personnel Recommendation (continued)

ADMINISTRATIVE - FULL TIME

<u>NAME</u>		<u>ASSIGNMENT</u>	<u>SALARY</u>	EFFECTIVE DATES	
				<u>BEGINNING</u>	<u>ENDING</u>
Stacey A. Betz		Vice President for Finance and Administrative Services	\$149,174	June 5, 2026	

LEHIGH CARBON COMMUNITY COLLEGE
BOARD OF TRUSTEES

June 4, 2026

Volume 61

For Action

61.43 Appointment of Solicitor and Labor Law Counsel

Be It Resolved,

That the Board of Trustees of Lehigh Carbon Community College hereby appoints Paul S. Frank, Esquire, King, Spry, Herman, Freund & Faul, LLC, to serve as Solicitor for the College, for the fiscal year July 1, 2026 through June 30, 2027, at an annual retainer fee of Three Thousand Dollars (\$3,000.00), billed in equal monthly amounts, plus any additional fees not covered by the annual retainer, as outlined in the Scope of Services and Engagement Agreement dated April 20, 2026; and

Be It Further Resolved,

That the Board of Trustees hereby appoints Elizabeth Kelly, Esquire, King, Spry, Herman Freund & Faul, LLC, to serve as primary Labor Law Counsel for all labor law matters for the College, including collective bargaining negotiations and services related to collective bargaining sessions, for the fiscal year July 1, 2026 through June 30, 2027, as outlined in the Scope of Services and Engagement Agreement dated April 20, 2026.

Presenting Committee: Personnel, Curriculum and Government Relations

Presented by: Barbara C. Kistler

Motion made by: Barbara C. Kistler

Seconded by: Ann Thompson

Yea 13 Nay 0

LEHIGH CARBON COMMUNITY COLLEGE
BOARD OF TRUSTEES
June 4, 2026
Volume 61

For Action

61.44 Schedule of Regular Board Meetings for Fiscal Year 2026–2027

Be It Resolved,

That the Board of Trustees hereby establishes the dates set forth below as the dates of the regular monthly meetings for the 2026–2027 fiscal year. All meetings will be held in the Don Mershon Conference Room (TC203) located in the Nevin Earl Remaley Technology Center on the College's main campus in Schnecksville, starting at 4:30 p.m.

Thursday, July 2, 2026	Thursday, January 7, 2027
Thursday, August 6, 2026	Thursday, February 4, 2027
Thursday, September 3, 2026	Thursday, March 4, 2027
Thursday, October 1, 2026	Thursday, April 1, 2027
Thursday, November 5, 2026	Thursday, May 6, 2027
Thursday, December 3, 2026	Thursday, June 3, 2027

Be It Further Resolved,

That the Board hereby directs the Secretary to publish appropriate notice of such meetings.

Presenting Committee: Personnel, Curriculum and Government Relations

Presented by: Barbara C. Kistler

Motion made by: Barbara C. Kistler

Seconded by: William P. Fonzone

Yea 13 Nay 0