

# LEHIGH CARBON COMMUNITY COLLEGE

Minutes of the Meeting of the Board of Trustees

March 7, 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, March 7, 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. 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:

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

Ms. Teresa Heisey, Associate Professor of Biology

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  
February 1, 2024

On a motion by Trustee Fonzone, seconded by Trustee Hein, the minutes for the February 1, 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 1/1/2024	\$40,932,345.00
Receipts	<u>+3,957,564.00</u>
Total	\$44,889,909.00
Disbursed	<u>-4,168,365.00</u>
Cash Balance 1/31/24	<u>\$40,721,544.00</u>

## President's Report

Dr. Bieber thanked the Board for their assistance during the Budget process. The budget has been approved, with only two school districts remaining to vote.

Dr. Bieber reminded the trustees to consider nominations from their school districts for the Trustee At-Large seat. The deadline for nominations is March 15, after which time a ballot will be prepared with the final votes due by April 20. To date, there are two nominees.

Dr. Bieber informed on the enrollment assessment conducted in the Fall by the consulting firm, CLARUS. Their final report was presented last week and two college-wide sessions were held with faculty and employees attending. The report is 300 pages long with 2,000 pieces of documentation. An Executive Summary report will be prepared and presented to the Board in the near future. Dr. Bieber stated the report contained a lot of good information with areas of focus such as additional marketing, shorter programs, reorganization of the Admissions Department with customized communication for populations, and recruitment at the sites.

Dr. Bieber also provided an update on the Higher Education Blueprint. On February 29, a meeting was held with the PASSHE presidents and community college presidents, along with Dr. Shaw, where the conversations continued to focus on local governance. Dr. Shaw stated she would schedule meetings with the community college presidents only, since the PASSHE schools already have their local advisory boards established. There is a confidential checklist of about 40 items all dealing with local governance. Dr. Shaw has asked the PASSHE

presidents to go back and work on what they can agree upon and then come back with a document, and the same applies for the community college presidents.

Dr. Bieber reported meeting earlier in the day with ten of the 15 community college presidents, where she emphasized the importance of having everyone's voice heard and creating a paper trail that indicates where there is partial and full consensus. The next step in Dr. Shaw's plan is to meet alone with community college presidents along with a national consultant who will provide examples of local governance models with degrees of control by the local Board.

Dr. Bieber added that the presidents agreed upon defining the roles and authority of local boards in statutes and regulations as long as everything remains the way it is now, as it will only be beneficial to everyone if defined that the local boards maintain the control currently in place. There was partial agreement in requiring the Chancellor to provide justification if the preferred candidate for President is denied. The community colleges want to control the curriculum, since it could take up to six months for changes, which negates the responsiveness of the community colleges. The presidents also want the institutions to be able to set the tuition cap.

Dr. Shaw also stated that the Governor wanted to attend the March 28 meeting to meet with the community college presidents along with the Union representatives. That has changed to 'he may stop in,' but he still wants the presidents to meet with the Union leaders.

Dr. Bieber will continue to keep the Board updated.

Dr. Haney provided the Enrollment Update for the Spring semester and as of Monday enrollment is up 1.4% for student headcount and down .4% in credit hours, which is about 4% from budget for both Dual Enrollment and degree-seeking students. The Fall 2024 semester registration will open on March 19, and as mentioned earlier, the college is looking forward to implementing some of the initiatives outlined in the full report from CLARUS to increase enrollment over the next few semesters.

Personnel,  
Curriculum and  
Government  
Relations  
Committee

Dr. Kistler introduced Associate Professor of Biology, Teresa Heisey, a full time faculty member in the Biology Department. Teresa's presentation will provide information on the results of her sabbatical leave.

*Presentation:  
Sabbatical Project:  
Biology for All*

Ms. Heisey thanked the Board for the opportunity to present on the results of her sabbatical. The sabbatical focus was on the challenges associated with teaching biology to students not majoring in biology. There were three tasks completed during the sabbatical: 1) To develop a new course focused on contemporary issues in biological science, 2) Enroll in a course offered by the American Museum of Natural History in marine biology, and 3) Update and design inquiry based labs for non-majors.

- 1) The new course will be called Biology and Society-BIO 107. The students will study contemporary issues with underlying biology in issues such as epidemics, diseases, genetic diversity, ecological issues, where food comes from, and science in general. This course aligns with the college's Mission, Value and Equity Statement and will ignite student curiosity and foster personal growth and responsibility. The master course outline was approved by the Curriculum Committee and is on the schedule to run in Fall 2024.
- 2) The next major task was to take the online course at the American Museum of Natural History on the ocean system. The course provided outstanding resources and the essays written during the course will serve as excellent sources of information on ocean life that can be included in the BIO 101 lectures. Oceans always seem to interest students and students will be challenged by analyzing problems such as the human impact on marine ecosystems.
- 3) The third major task was to work on the biology labs for non-majors. Two new labs were proposed, the first one is called Backyard Neighborhood Ecology and the second one Nutrient Pollution and Algae. The first one is a versatile lab that can be accomplished in many different ways including face-to-face on campus at the campus pond, or as a make-up lab at home. A Powerpoint presentation guides the student through everything they need to know to do it remotely. The Nutrient Pollution and Algae lab will be done on campus, and will run for the first time this Spring semester. The course will serve as a replacement for the old water-testing lab that was expensive to run with the new lab being considerably less expensive. Students will test how fertilizer concentration affects growth of algae.

Students will benefit from the sabbatical results in a variety of ways. The new course will provide students reputable sources of information to help them make informed decisions about current topics in biology, and to get them thinking and excited about Biology seeing how science works firsthand.

Responding to a question on how the word gets out about a new course, Ms. Heisey replied that an email goes out to all the advisors so that it is at the top of their minds and it is mentioned to students during class.

Dr. Kistler applauded Ms. Heisey for being brave and taking the leap into sabbatical noting how different it was from teaching.

Trustee Krause thanked Ms. Heisey for a very comprehensive report.

Dr. Kistler reported the committee reviewed several reports and resolutions at the meeting on February 19.

Dr. Kistler presented the following resolutions for approval:

Resolution 59.23

Academic Year Calendar 2025-2026

This resolution to approve the Academic Calendar for 2025-2026 was approved by a vote of 13 Yea, 0 Nay.

Resolution 59.24

Academic Summer Calendar 2026

This resolution to approve the Academic Summer Calendar for 2026 was approved by a vote of 13 Yea, 0 Nay.

Resolution 59.25

Faculty Promotion Recommendations

This resolution to approve the Faculty Promotions as outlined was approved by a vote of 13 Yea, 0 Nay.

The PACCC Legislative/Governmental Affairs

Trustee Thompson noted that Dr. Bieber provided a thorough legislative update in her report and there was nothing further to add.

Trustee Thompson reported there was a virtual option to attend the PACCC annual meeting on April 2 and highly recommended trustees participate if they wished to hear directly from Dr. Shaw.

A complete report for this committee can be found in its minutes of February 19, 2024.

Finance and  
Facilities  
Committee

Trustee Mohr reviewed this committee's minutes for February 19, 2024. The committee met in Executive Session to discuss legal matters, reviewed the financial budget reports, the enrollment update, and the college Foundation endowment and annual proceeds. The committee reviewed several resolutions.

Trustee Mohr presented the following resolutions for approval:

Resolution 59.26

Appointment of Auditor

This resolution to appoint Maher Duessel as the college auditor for the FY2023-24 audit was approved by a vote of 13 Yea, 0 Nay.

Resolution 59.27

Science Hall Roof Replacement

This resolution authorizing the replacement of the roof for Science Hall was approved by a vote of 13 Yea, 0 Nay.

Resolution 59.28

Scheller Center – Miscellaneous Repairs

This resolution to authorize the completion of miscellaneous repairs for the Scheller Center was approved by a vote of 13 Yea, 0 Nay.

A complete report for this committee can be found in its minutes of February 19, 2024.

Negotiations  
Committee

No report.

Joint Coordinating  
Committee

Trustee Larvey reported the committee would meet next on March 15, 2024, and this would be the second and last meeting for the year.

LCCC Foundation

No report.

Old Business

Trustee Krause noted the school district budget approvals were posted with two school districts remaining to vote.

Trustee Thompson stated she was very impressed with the presentation on EdReady and the fact the school districts can use it with no additional expense, since the college pays for the licensing. Right now, Parkland School District is lending a hand to the East Penn School District in how to use EdReady for their students.

New Business

As a reminder, Trustee Krause noted that the deadline for registering to attend the PACCC Annual meeting via Zoom was March 21.

Public Comment  
Non-Agenda

None.

Announcements

None.

Adjournment

Trustee Krause called for a motion to adjourn. The meeting adjourned at 6:30 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Barbara C. Kistler".

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

/acc  
Attachments