

LEHIGH CARBON COMMUNITY COLLEGE

Minutes of the Meeting of the Board of Trustees

March 5, 2026

Volume 61

The scheduled regular meeting of the Board of Trustees of Lehigh Carbon Community College was held in a virtual manner on Thursday, March 5, 2026. 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 4:30 p.m.

Members Present:

Ms. Sharon L. Albert
Mr. Daniel C. Bosket
Mr. John W. Corby
Mr. Samuel P. DeFrank
Mr. Mathias J. Green, Jr.
Mr. David J. Hein

Dr. Barbara C. Kistler
Ms. Jeanne M. Knepper
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
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
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:

Ms. Diane Furchner, Executive Director of Communications, Marketing and Student Life
Ms. Jennifer Myskowski, Professor of English
Dr. Betsy Swope, Professor of Psychology

Members of Public Present:

None.

Public Comment:
None.

Agenda Items

An Executive Session was held prior to the beginning of the regular meeting to discuss Legal Matters. The college is currently experiencing an IT disruption, beginning February 27, 2026.

Minutes of Previous Meeting February 5, 2026

On a motion by Trustee DeFrank, seconded by Trustee Hein, the minutes for the February 5, 2026 LCCC Board of Trustees meeting were approved.

Treasurer's Report

Stefanie Nester, VP of Finance & Facilities, provided the Treasurer's Report as listed below:

Cash Balance 1/01/2026	\$41,750,151.00
Receipts	<u>+2,835,327.00</u>
Total	\$44,585,478.00
Disbursed	<u>-4,443,936.00</u>
Cash Balance 12/31/2026	<u>\$40,141,542.00</u>

Total revenues are \$32,362,705 or 68% of the budget compared to 67% last year. Total expenditures are \$27,914,318 or 58% of the budget compared to 56% last year.

President's Report

Dr. Bieber reported an anonymous donor would like to name a hallway in the future site of the Lilly Suite. An amended resolution will be forthcoming to add 'Hallways' on the approved list of designated spaces.

Dr. Haney provided the enrollment reports from the February 23 dashboard. As of February 23, we are down 5.5% in headcount, and down 5.2% in credit hours. She noted that the 10-week session started February 27th and the 7-week session would begin March 27th, with dual enrollment registration extended due to system issues.

Personnel,
Curriculum and
Government
Relations
Committee:
*Middle State
Accreditation*

Trustee Kistler reports there are no Administrative Sabbatical Leave application to review.

Trustee Kistler welcomed Ms. Jennifer Myskowski, Dr. Betsy Swope and Dr. Melanie Turrano for the *Middle States Accreditation* presentation.

The Middle States accreditation team provided updates on their progress, including the submission of first draft standards in December and attendance at a Philadelphia conference. The team has doubled their evidence inventory and is working on narrative writing with a recursive review process involving faculty and administration. The timeline includes finalizing drafts by late spring/early summer, completing the evidence inventory by summer, and uploading the final report to the Middle States portal by December 1st ahead of an anticipated March 2027 visit.

Several Trustees thanked the team for their hard work and diligence to complete the accreditation process.

The Board approved the following Resolutions:

Resolution 61.18

Academic Calendars for Fall 2027, Winter 2027-28, and Spring 2028

This resolution approves the Academic Calendars for Fall 2027, Winter 2027-2028, and Spring 2028, and was approved with a vote of 13 Yea and 0 Nay.

Resolution 61.19

Academic Calendar – Summer Calendar 2028

This resolution approves the calendar for Summer 2028, and was approved with a vote of 13 Yea and 0 Nay.

Resolution 61.20

Faculty Promotions for 2026-2027 Academic Year

This resolution approves the faculty promotions for the 2026-2027 Academic Year, and was approved with a vote of 13 Yea and 0 Nay.

Resolution 61.21

College Policies and Regulations Manual Amendment

This resolution approves the amendment(s) to the College Policies and Regulations Manual as set forth, which shall be incorporated and become part of the College Policies and Regulations Manual effective this date, and was approved with a vote of 13 Yea and 0 Nay.

PACCC Legislative/
Governmental
Affairs Update

Trustee Thompson provided the following Legislative/
Governmental Update:

- Reported on Middle States accreditation activities and discussed a newspaper article about the Pennsylvania Higher Education Assistance Agency's scholarship funding dispute.

A complete report for this committee can be found in its minutes of February 16, 2026.

Finance and
Facilities
Committee

Trustee Mohr reviewed this committee's minutes for February 16, 2026. The committee reviewed the Cash Flow Statement and Revenue and Expenditures reports. The college is expected to receive an additional \$1,000,000 outside the annual distribution from the state. The Foundation Endowments Annual Proceeds Usage was reviewed and noted that the requests must be approved by the Foundation Board of Directors before any funds can be released to the college. The Enrollment update and School Budget Approval update were reviewed. Beginning in the fall semester, an additional \$3 fee will go into place to help bridge the gap between Follett charges and student payments.

The Board approved the following Resolutions:

Resolution 61.22

PDE Capital Funding Application for Morgan Center Roof Replacement

This resolution authorizes the Administration to submit a Capital Funding Application to the Pennsylvania Department of Education (PDE) for Morgan Center Roof Replacement at a total project cost of Four Hundred Thousand Dollars (\$400,000) with the understanding that approval for funding will require the College to provide a 50% local match, and was approved with a vote of 13 Yea and 0 Nay.

Resolution 61.23

PDE Capital Funding Application for Main Campus Road Resurfacing

This resolution approves the Administration to submit a Capital Funding Application to the Pennsylvania Department of Education (PDE) for Main Campus Road Resurfacing at a total project cost of One Million Nine Hundred Thousand Dollars (\$1,900,000) with the understanding that approval for funding will require the College to provide a 50% local match, 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 February 16, 2026.

Negotiations
Committee

No report.

Joint Coordinating
Committee

No report. Next meeting is March 20, 2026.

LCCC Foundation

Trustee Kistler reminded the group of the upcoming basket raffle and bingo fundraisers, as well as a new Lehigh County District Attorney Career Pathway Scholarship Program worth \$150,000 for individuals affected by opioid addiction.

Old Business

Trustee Mohr provided an update regarding the search for the Vice President of Finance and Administration position, noting that a candidate has moved forward to a second interview.

The School District Budget Approval update was reviewed.

New Business

None.

Public Comment –
Non-Agenda

None.

Announcements

Trustee Mohr asked that Trustee Hein can provide the Treasurers report at the March Finance and Facilities meeting as he will be on jury duty.

Adjournment

Chair DeFrank adjourned the meeting at 5:43pm.

Respectfully submitted,



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

LEHIGH CARBON COMMUNITY COLLEGE
BOARD OF TRUSTEES
March 5, 2026
Volume 61

For Action

61.18 Academic Calendars for Fall 2027, Winter 2027-28, and Spring 2028

Be It Resolved,

That the Board of Trustees hereby approves the attached Academic Calendars for Fall 2027, Winter 2027-2028, and Spring 2028.

Presenting Committee: Personnel, Curriculum and Government Relations

Presented by: Dr. Barbara Kistler

Motion made by: Dr. Barbara Kistler

Seconded by: Mr. Samuel DeFrank

Yea 13 Nay 0

Attachments

LEHIGH CARBON COMMUNITY COLLEGE 2027-28 CALENDAR

For important dates regarding classes that run on a non-standard schedule, reference the [Part of Term Start/End and Withdrawal Dates](#). The academic calendar is *subject to change without notice.

FALL 2027 Full Term Classes

Virtual Administrative Office Hours (9 a.m-3 p.m.)*	Saturday, August 14
Faculty Convocation	Tuesday, August 17
Adjunct/Part-Time Faculty Convocation Evening	Wednesday, August 18
Virtual Administrative Office Hours (9 a.m-3 p.m.)*	Saturday, August 21
Fall Classes Begin	Monday, August 23
Late Registration and Add/Drop Period	Mon. Aug. 23-Sun. Aug. 29
Labor Day Holiday (No Classes-College Closed)	Sun. Sept. 5-Mon. Sept. 6
Attendance Reporting Due (10 a.m.)	Thursday, September 16
December Graduation Application- Deadline to Apply	Friday, October 1
Professional Development Day (No Classes)	Tuesday, October 12
Midterm Grades Due (10 a.m.)	Friday, October 22
Incomplete Grade Deadline for Spring & Summer 2027	Tuesday, October 26
Last Day to Withdraw from class(es)	Tuesday, November 2
Thanksgiving Holiday (No Classes)	Wednesday, November 24
Thanksgiving Holiday (No Classes-College Closed)	Thurs. Nov. 25-Sun. Nov.28
Fall Classes End	Friday, December 3
Final Examinations	Sat. Dec. 4-Fri. Dec. 10
Deadline for Faculty Submission of Grades (10 a.m.)	Monday, December 13
Winter Break	Fri. Dec. 24-Mon. Jan. 3
Administrative Offices Open (9 a.m-3 p.m.)*	Tuesday, December 28

LEHIGH CARBON COMMUNITY COLLEGE 2027-28 CALENDAR

For important dates regarding classes that run on a non-standard schedule, reference the [Part of Term Start/End and Withdrawal Dates](#). The academic calendar is *subject to change without notice.

WINTER 2027-2028

Winter Classes Begin	Monday, December 13
Late Registration and Add/Drop Period	Mon. Dec. 13-Tues. Dec. 14
Attendance Reporting Due (10 a.m.)	Wednesday, December 22
Administrative Offices Open (9 a.m.-3 p.m.)*	Tuesday, December 28
Midterm Grades Due (10 a.m.)	Monday, January 3
Last Day to Withdraw from class(es)	Tuesday, January 4
Winter Classes End	Saturday, January 15
Deadline for Faculty Submission of Grades (10 a.m.)	Tuesday, January 18

LEHIGH CARBON COMMUNITY COLLEGE 2027-28 CALENDAR

For important dates regarding classes that run on a non-standard schedule, reference the [Part of Term Start/End and Withdrawal Dates](#). The academic calendar is *subject to change without notice.

SPRING 2028 Full Term Classes

Virtual Administrative Office Hours (9 a.m-3 p.m.)*	Saturday, January 15
Faculty Convocation	Tuesday, January 18
Adjunct/Part-Time Faculty Convocation Evening	Wednesday, January 19
Spring Classes Begin	Friday, January 21
Virtual Administrative Office Hours (9 a.m-3 p.m.)*	Saturday, January 22
Late Registration and Add/Drop Period	Fri. Jan. 21-Thurs. Jan. 27
May Graduation Application- Deadline to Apply	Tuesday, February 1
Attendance Reporting Due (10 a.m.)	Sunday, February 13
Spring Break (No Classes)	Mon. Mar. 13-Sat. Mar. 18
Midterm Grades Due (10 a.m.)	Saturday, March 25
Incomplete Grade Deadline for Fall & Winter 2027	Wednesday, March 29
Last Day to Withdraw from class(es)	Wednesday, April 5
No Classes-College Closed	Fri. April 14-Sun. April 16
Spring Classes End	Friday, May 5
Final Examinations	Sat. May 6-Fri. May 12
Deadline for Faculty Submission of Grades (10 a.m.)	Monday, May 15
Commencement Ceremony	Wednesday, May 17

LEHIGH CARBON COMMUNITY COLLEGE
BOARD OF TRUSTEES
March 5, 2026
Volume 61

For Action

61.19 Academic Calendar – Summer Calendar 2028

Be It Resolved,

That the Board of Trustees of Lehigh Carbon Community hereby approves
the attached calendar for Summer 2028.

Presenting Committee: Personnel, Curriculum and Government Relations

Presented by: Dr. Barbara Kistler

Motion made by: Dr. Barbara Kistler

Seconded by: Mr. John Corby

Yea 13 Nay 0

Attachment

LEHIGH CARBON COMMUNITY COLLEGE 2027-28 CALENDAR

For important dates regarding classes that run on a non-standard schedule, reference the [Part of Term Start/End and Withdrawal Dates](#). The academic calendar is *subject to change without notice.

SUMMER 2028 Part of Term1: 10 Week Classes

Summer Classes Begin	Monday, May 15
Late Registration and Add/Drop Period	Mon. May 15-Fri. May 19
Memorial Day Holiday (No Classes-College Closed)	Monday, May 29
Attendance Reporting Due (10 a.m.)	Wednesday, May 31
Midterm Grades Due (10 a.m.)	Saturday, June 24
Last Day to Withdraw from class(es)	Saturday, July 1
Summer Break (No Classes)	Mon. July 3-Sat. July 8
4 th of July Holiday (No Classes-College Closed)	Tuesday, July 4
Summer Classes End	Monday, July 31
Final Examinations	Tues. Aug. 1-Wed. Aug. 2
Deadline for Faculty Submission of Grades (10 a.m.)	Saturday, August 5

SUMMER 2028 Part of Term S: 1st 5 Week of Classes

Summer Classes Begin	Monday, May 15
Late Registration and Add/Drop Period	Mon. May 15-Tues. May 16
Attendance Reporting Due (10 a.m.)	Wednesday, May 24
Memorial Day Holiday (No Classes-College Closed)	Monday, May 29
Midterm Grades Due (10 a.m.)	Tuesday, June 6
Last Day to Withdraw from class(es)	Wednesday, June 7
Summer Classes End	Monday, June 19
Final Examinations	Tue. June 20-Wed. June 21
Deadline for Faculty Submission of Grades (10 a.m.)	Saturday, June 24

SUMMER 2028 Part of Term 2: 2nd 5 Week of Classes

Summer Classes Begin	Monday, July 10
Late Registration and Add/Drop Period	Mon. July 10-Tues. July 11
Attendance Reporting Due (10 a.m.)	Wednesday, July 19
Midterm Grades Due (10 a.m.)	Monday, July 31
Last Day to Withdraw from class(es)	Tuesday, August 1
Summer Classes End	Sunday, August 13
Final Examinations	Mon. Aug. 14-Tues. Aug. 15
Deadline for Faculty Submission of Grades (10 a.m.)	Friday, August 18

LEHIGH CARBON COMMUNITY COLLEGE 2027-28 CALENDAR

SUMMER 2028 Part of Term G: VetTech

Summer Classes Begin	Monday, May 15
Late Registration and Add/Drop Period	Mon. May 15-Thurs. May 18
Attendance Reporting Due (10 a.m.)	Sunday, May 28
Memorial Day Holiday (No Classes-College Closed)	Monday, May 29
Midterm Grades Due (10 a.m.)	Saturday, June 17
Last Day to Withdraw from class(es)	Wednesday, June 21
Summer Break (No Classes)	Mon. July 3-Sat. July 8
4 th of July Holiday (No Classes-College Closed)	Tuesday, July 4
Summer Classes End	Monday, July 17
Final Examinations	Tues. July 18-Wed. July 19
Deadline for Faculty Submission of Grades (10 a.m.)	Saturday, July 22

SUMMER 2028 Part of Term W: Nursing

Summer Classes Begin	Monday, May 15
Late Registration and Add/Drop Period	Mon. May 15-Sat. May 20
Memorial Day Holiday (No Classes-College Closed)	Monday, May 29
Attendance Reporting Due (10 a.m.)	Sunday, June 4
Midterm Grades Due (10 a.m.)	Sunday, July 2
Summer Break (No Classes)	Mon. July 3-Sat. July 8
4 th of July Holiday (No Classes-College Closed)	Tuesday, July 4
Last Day to Withdraw from class(es)	Monday, July 17
Summer Classes End	Monday, August 14
Final Examinations	Tues. Aug. 15-Wed. Aug 16
Deadline for Faculty Submission of Grades (10 a.m.)	Saturday, August 19

LEHIGH CARBON COMMUNITY COLLEGE
BOARD OF TRUSTEES
March 5, 2026
Volume 61

For Action

61.20 Faculty Promotions for 2026-2027 Academic Year

Be It Resolved,

That the Board of Trustees hereby approves the faculty promotions set forth below for the 2026-2027 Academic Year:

Assistant Professor to the rank of Associate Professor

Jessie Heimann

Associate Professor to the rank of Professor

Scott Keim
Dr. Eike Reichardt
Christine Flores

Presenting Committee: Personnel, Curriculum, and Government Relations

Presented by: Dr. Barbara Kistler

Motion made by: Dr. Barbara Kistler

Seconded by: Mr. Mathias Green, Jr.

Yea 13 Nay 0

Attachments



Lehigh Carbon
COMMUNITY COLLEGE

Office of the Vice President for
Academic Services and Student Development

To: Dr. Ann Bieber, President

From: Larissa M. Verta,
Vice President for Academic Services and Student Development

Date: February 5, 2026

Re: Promotion Recommendation

The Promotion Committee met on Friday, January 30, 2026 and the following are their recommendations, which I support.

Assistant Professor to Associate Professor
Jessie Heimann

Associate Professor to Professor
Scott Keim
Dr. Eike Reichardt
Christine Flores

Attached please find brief write-ups on each promotion candidate to accompany the recommendations to the Board of Trustees.

2026 CANDIDATES FOR PROMOTION

To Associate Professor

Jessie Heimann is an exceptional faculty member whose contributions to Lehigh Carbon Community College extend far beyond the classroom. In her teaching, Jessie demonstrates enthusiasm, clarity, and strong organization, creating an engaging and inclusive learning environment where students thrive.

In addition to her teaching excellence, Jessie plays an active and impactful role across the college. As advisor for The Paw Print, she has cultivated a platform for student expression and growth in journalism. Her mentorship of Phi Theta Kappa and Honors College students reflects her deep commitment to academic excellence and leadership development. Jessie's involvement on the SEED Selection Committee, Mission, Vision, and Values Committee, Assessment Committee, and Leadership Team demonstrates her dedication to shaping the institution's mission and priorities. She also represents LCCC in the broader community through her service on the Lehigh Career and Technical Institute's Marketing Advisory Committee, the Counselor's Breakfast panel, and as a SkillsUSA presenter and DECA competition judge. Overall, Jessie Heimann shows outstanding dedication to her students, colleagues, and the college community. Her enthusiasm for teaching, commitment to mentorship, and active leadership on campus and in the community continue to make her an invaluable member of LCCC.

To Professor

Scott Keim has been nominated for the rank of Professor. Based on various classroom and site experiences, he gained firsthand insight into the diverse academic and personal challenges faced by students throughout the region. Professor Keim's work supporting students extends beyond the classroom through close collaboration with tutors and librarians, active involvement in transfer pathways such as the Bucknell Community College Scholars Program, and a long record of mentoring students into scholarship, transfer, and leadership opportunities. Professor Keim has made significant contributions to the college through service and leadership, collaborating across divisions and forging partnerships with institutions such as Northampton Community College and the Community College of Morris. A curriculum innovator, he developed ENG 216: *Minoritized Characters in Shakespeare*, a unique course born from extensive research and professional development. In his role as Liberal Arts Facilitator, he supports curriculum design, statewide transfer pathways, recruitment, and assessment for one of the college's largest academic programs. His wide-ranging committee service includes work in enrollment management, retention, leadership development, academic task forces, and safety. Through teaching, mentorship, program development, and institutional leadership, Professor Keim has demonstrated a sustained and deeply rooted commitment to the mission and values of LCCC.

Dr. Eike Reichardt is being recommended for promotion to the rank of Professor. Dr. Reichardt is known for his dedication to teaching, curriculum development, and institutional service. He redesigned several courses for online delivery and responded proactively to student feedback, improving clarity and accessibility of assignments and exams. His courses in history and geography are thoughtfully designed to foster student engagement and real-world connections. Beyond the classroom, Dr. Reichardt has made significant contributions to LCCC, which included serving as the Interim Dean of Humanities, Arts, and Social Sciences. Additionally, he helped launch the History Club, served on multiple committees including Academic Standards, Diversity, Equity & Inclusion, and the Middle States accreditation working group. Dr. Reichardt has also presented scholarly work at regional and national conferences. His commitment to student success, inclusive education, and historical scholarship underscores his value as both an educator and institutional leader at LCCC.

Christine Flores As an Academic Advisor for the Nursing program, Chris provides expert navigation through the complex and highly competitive transition from pre-Nursing to clinical entry. She has institutionalized several group advising sessions per semester, proactively preparing students for rigorous non-academic requirements—such as transcript auditing and federal clearances—thereby reducing administrative delays and ensuring a seamless student onboarding experience. Chris maintains a persistent, supportive presence for her cohort, providing realistic career guidance while successfully bridging the gap between rigorous academic standards and the lived student experience. Her critical role in the Nursing application review process involves a meticulous evaluation of comprehensive academic histories, ensuring that only the most qualified candidates progress to meet our program's high standards. Chris's leadership extends to the institutional level as Chair of the Academic Council.

LEHIGH CARBON COMMUNITY COLLEGE
BOARD OF TRUSTEES
March 5, 2026
Volume 61

For Action

61.21 College Policies and Regulations Manual Amendment

Be It Resolved,

That the Board of Trustees hereby approves the amendment(s) to the College Policies and Regulations Manual as set forth and attached hereto as “Exhibit “A”, which attachment shall be incorporated and become part of the College Policies and Regulations Manual effective this date.

SECTION 2: Policy Manual

Policy 2-404 – Purchasing Requirements for Purchasing Goods and Services

SECTION 2: Policy Manual

Policy 2-408 – Third Party Vendor

Presenting Committee: Personnel, Curriculum and Government Relations

Presented by: Dr. Babara Kistler

Motion made by: Dr. Barbara Kistler

Seconded by: Mr. David Hein

Yea 13 Nay 0

Attachments

SECTION 2: POLICY MANUAL
4. Finances



TITLE: Purchasing Requirements for Purchasing Goods and Services

ADOPTED: February 2, 2017 (Resolution 52.35)

REVISED: May 7, 2020 (Resolution 55.46)

REVISED: March 5, 2026 (Resolution 61.21)

Purchasing

Purchasing Requirements for Purchasing Goods and Services

Purpose

The goal of the Purchasing Department is to facilitate the acquisition of goods and services in order to meet the needs of the College and its sites and departments. Purchase orders are required before making purchases of goods and services. Purchase orders encumber funds against departmental budget lines which allows for more accurate and more current budget monitoring. Purchase orders also provide authorization to outside vendors to deliver the goods or services to the ordering department. Finally, use of the purchase orders provides the necessary accounting trail to more efficiently track orders through receipt of goods and services and payment of invoices.

Guidelines

The following directives are intended to serve as a guide for understanding the processes and parameters associated with purchasing necessary goods and services for the College. The Purchasing and Contract Manager in conjunction with the College Controller/Vice President for Finance and Administrative Services is responsible for ensuring compliance with the College procurement policy or other approved purchasing process.

Requisitions using the College's software application (Banner) are essential to purchase goods and services. The requisition starts the procurement process and must include appropriate, active budget codes with sufficient funds to cover the purchase and proper authorization. Upon approval by the Purchasing Department, a Purchase Order is generated and provides the authority for the department to place the order. Timely submission is essential to ensure timely acquisition and delivery.

Bidding and Quotations

College guidelines dictate that certain items or projects must be advertised for competitive bids. The guidelines for this process are as follows:

1. For the purpose of this section, "Items" shall be defined as an individual unit of goods and/or services, or a grouping together of units of goods and/or services combined together to form a complete unit of integral parts which are functionally compatible, normally purchased together, and used as together as a complete unit. The definition of "Items", shall not include individual units or component parts which comprise a functionally compatible unit as described above; the purchasing of such individual units or component parts in small groupings to avoid the requirements of this policy shall be discouraged and deemed contrary to the policy of the College.
2. Items with a cost exceeding \$5,000 but less than \$20,000 may only be purchased after soliciting quotations from at least two (2) different vendors. Quotations for such purchases may be received by telephone,

Internet, or in writing. Quotations will be tabulated and recorded for permanent file in the Finance Department, indicating the Items quoted, the date, and the vendor quoting. The decision to accept a quote and award the contract shall be made by the VP for Finance and Administrative Services.

3. Purchases of Items costing over \$20,000 must be advertised for competitive bids in at least one (1) newspaper of general circulation serving the sponsors of the College, at least ten (10) days before the deadline for vendors to submit their bids. The Finance Department handles the administration of all bid processes for the College. The entire process involves a minimum of two (2) months' time until an order may be placed.
4. Advertisement for competitive bids may be waived whenever the Chair of the Board of Trustees determines that an emergency exists.
5. The College shall have the right to reject any or all bids or quotations, or select a single item from any bid or quotation.
6. All bids as stated above shall be received by the Purchasing and Contract Manager in properly identified sealed envelopes. The bids shall be opened at a designated time and place in the presence of the Vice President for Finance and Administrative Services or his/her designee, who shall be responsible for properly recording and preparing a list of all bids received. The decision of acceptance of a bid and awarding of the contract shall be made by the Board of Trustees upon recommendation of the proper committee of the Board of Trustees.

Purchasing Items Excluded from Above Stated Requirements Are as Follows:

1. Professional Services – actuary, architects, appraisers, business consultants, business development managers, certified public accountant, construction managers, copy writers, legal, medical, engineering, or other professional services involving professional expert advice
2. Contracts with governments (federal, state, and local)
3. Contracts for Advertising and Media
4. Purchase of insurance and surety bonds
5. Services that require software or hardware licensing/maintenance agreements
6. Service contracts with a maximum length of one (1) year
7. Contracts for equipment parts
8. Utility services, electric, heating, telephone, water, and sewerage
9. Emergency maintenance and repairs
10. Supplies and materials which can only be furnished by one supplier such as purchase of patented and manufactured articles sold in a noncompetitive market
11. Purchase of books and digital materials for the library
12. Purchase of items through Pennsylvania Department of State piggyback purchasing program, the Lehigh Valley Association of Independent Colleges, the Lehigh County School Joint Purchasing Board, the Educational and Institutional Cooperative Purchasing, or any other purchasing consortiums in which the College associates
13. Vendors providing lower discounts than #12 purchasing consortiums
14. Enhancements or expansion of existing operation systems

Bidding and Award of Contracts: Construction and Planned Repairs

Subject to the Rules, Regulations, and Procedures for Lehigh Carbon Community College, the Board of Trustees may have any construction,

reconstruction, repairs, or work of any nature performed by Lehigh Carbon Community College maintenance personnel or may have the work performed under contract in the following circumstances:

1. If a contract is estimated to exceed \$20,000, the College shall, with public notice, solicit competitive bids and shall award the contract to the lowest responsible bidder.
2. If a contract is estimated to exceed \$5,000 but less than \$20,000, the College shall solicit competitive bids from at least three (3) responsible bidders and shall award the contract to the lowest responsible bidder.
3. If a contract is estimated to cost less than \$5,000, the College may award the contract without soliciting competitive bids.
4. In an emergency in which any part of the College plant may become unusable, on the approval of the Department of Education, a contract may be awarded without soliciting quotes/bids.
5. All bids under public notice shall be received in sealed envelopes at a designated place and time and shall be opened publicly and the contract awarded thereon.
6. All bids under public notice shall be accompanied by a bond with corporate surety or certified check in such amount as the Board of Trustees shall determine, but not less than ten percent (10%) of the amount bid. In the event any bidder shall, upon award of the contract, fail to comply with the requirements as to a bond guaranteeing the performance of the contract, such bid bond or certified check shall be forfeited.
7. The bidder to whom the contract is awarded shall furnish bonds to guarantee the performance of the contract and payment for labor and materials. Bonds shall be in compliance with the Public Works Contractors' Bond Law of 1967 (8 PS § 191–202). Failure to furnish bonds shall void the previous award.
8. The bidder awarded the contract must agree to compliance with applicable statutes that may include but is not limited to Health Insurance Portability and Accountability Act (HIPAA) and Affirmative Action, FERPA, Section 504, Americans with Disabilities Act, Title IX, Title VII and any other federal, state or local anti-discrimination statutes.
9. All bids for construction, reconstruction, repair, demolition, and/or alteration where estimated cost of the total project is in excess of \$25,000, shall be required to provide a verification form (EVP) to the College acknowledging compliance with the Public Works Employment Verification Act signed into law on July 5, 2012. The verification form (EVP) is provided by the Secretary of General Services of the Commonwealth, acknowledging their responsibilities under and compliance with the Act.
10. The bidder/Contractor shall provide and maintain in full force and effect insurance coverage as evidenced by Insurance certificates, which shall be furnished to Lehigh Carbon Community College in advance of beginning the Services. Such insurance coverage shall be placed with or carried by insurance carrier or carriers with an A.M. Best Rating of "A" or better, and Lehigh Carbon Community College may elect to require certified copies of the policies in lieu of, or in addition to, certificates of insurance. (See "General Bidding Instructions" for minimum insurance directives).

Open Purchase Orders

Open purchase orders may be used in certain instances where a particular vendor is utilized on a regular basis throughout the year. Open purchase orders enable a department to make several transactions with a given vendor without the need to complete a requisition for each order. Capital items may not be ordered on an Open purchase order.

Capital

Individual items or a group of items that cost \$10,000 or more and have a useful life of more than one (1) year and capital improvement projects that total \$10,000 or more are subject to the capital guidelines. Budget managers and faculty coordinators do not have the discretion to order these items and may not requisition these items from operating budgets.

Related items are those items purchased with the intent of improving or adding to a common area being assembled into a common piece of equipment, or those needed to address a specific need. Examples of related items would include the following: Purchase of individual pieces of furniture for an office or a classroom.

A capital improvement project is defined by *Kohler's Dictionary for Accountants* as any expenditure intended to benefit future periods, in contrast to an operating expense, which benefits a current period. A capital improvement project must significantly increase the capacity, efficiency, lifespan, or economy of operation of an existing fixed asset.

In contrast, maintenance and repair projects are defined as expenses that keep current equipment or property in operable condition or any expense that restores an asset to its full productive capacity without significantly increasing the asset's estimated service life or productive capacity. A maintenance and repair expense is not considered a capital purchase and not subject to capital guidelines. Maintenance and repair projects must be reviewed by the Finance Department, prior to the start of the project or the expending of any funds.

All lease and rental agreements need to be approved by the Vice President for Finance and Administrative Services.

Office Supplies

The College has an exclusive contract for the purchase of all office supplies. All office supplies should be ordered on this contract. A separate ordering system exists for these orders. Specific directions may be obtained by contacting the Purchasing and Contract Manager.

Bookstore Purchases

Bookstore items may be purchased by departments after completing a bookstore voucher and receiving the required approvals. Any technology equipment purchased requires the signature of the Chief Information Officer. Purchase of any gift cards in any denomination require a signature of the Vice President for Finance and Administration.

Procurement Cards

Account directors and faculty coordinators may request the use of a College procurement cards. These cards functions essentially the same as a normal Visa card. No requisitions need to be completed for transactions made with a College procurement card.

Reimbursement

Employees may be reimbursed for purchases made on their own. Small amounts are reimbursed through Petty Cash or an expense requisition form must be completed and a copy of the receipts must be sent to the Finance Department.

Request for Proposals

A request for proposal (RFP) outlines the required services sought and some general information about the manner in which the services are to be performed. The RFP process brings structure to the procurement decision and allows the risks and benefits to be identified clearly upfront. The added benefit of input from a broad spectrum of functional experts ensures that the solution chosen will suit the College's requirements. The Finance Department issues a RFP on behalf of the College along with the assistance of the department requesting the professional service. If the service is over \$20,000, Board of Trustees approval is necessary if it has not been previously approved by the annual budget adoption or items brought to the Board of Trustees during the course of the fiscal year.

Exceptions to the above statement: auditors, architects, attorney's, construction managers, engineers, financial services, and insurance brokers need Board of Trustee approval no matter the dollar amount.

Sale of Surplus Equipment

1. Equipment will be offered to the sponsoring school districts at a fair market value or free if items are of minimal value.
2. The College will periodically dispose of surplus equipment by auction, sealed bids, or by sale at fair market value. The sale will be to the highest bidder, but the College reserves the right to refuse any bid.
3. Such auction or sealed bid sales will be open to the entire College community and, if deemed advisable by the Vice President for Finance and Administrative Services or his/her designee, will also be made open to individuals, corporations, or groups outside of the College.
4. Items of nominal value left unsold after auction, sealed bid or on sale at fair market value will be sold for scrap or disposed of as trash at the discretion of the Vice President for Finance and Administrative Services.
5. All disposition of surplus property will be recorded.
6. Any monies received in such sales shall be placed in the capital budget of the current fiscal year.

Taxes

The College is considered an Instrumentality of the Commonwealth. Based upon this classification, the College is exempt from paying sales taxes in most instances. Accordingly, College employees should not pay sales taxes on any purchases made on behalf of the College.

Sales tax exemption forms may be obtained in the Finance Department.

**SECTION 2: Policy Manual****4. Finances****TITLE: Third Party Vendor****ADOPTED:** March 5, 2026 (Resolution 61.21)**Third Party Vendor****Purpose**

Lehigh Carbon Community College (the “College”) is committed to ensuring the quality, ethics, integrity, and transparency of all academic programs and services conducted in its name, including those delivered in whole or in part by third-party providers, as defined in Section III below. This policy establishes the requirements for selecting, approving, contracting with, overseeing, evaluating, disclosing, and maintaining compliance related to third-party providers, in accordance with the Middle States Commission on Higher Education (“MSCHE”) Standards for Accreditation and Requirements of Affiliation (“MSCHE Standards”) and applicable state and federal regulations.

Guidelines**Scope**

This policy applies to all third-party providers that are engaged by the College to provide any of the following services:

1. Student learning opportunities, including, but not limited to, credit and non-credit instruction, workforce development, internships, clinical experiences and student teaching (MSCHE Standards III & IV);
2. Student support services including, but not limited to, advising, counseling, tutoring, international student management, marketing, recruitment, campus safety, and food or dining services (MSCHE Standard IV);
3. Services for the assessment of student learning (MSCHE Standard V); and
4. Operational or business functions including, but not limited to, procurement, information technology and human resources (MSCHE Standard VI).

This policy does not apply to contracts solely for construction or construction management, or goods, products, books, equipment, or software that do not involve services to be provided to the College.

Definitions**Accreditation Activities**

All reviews, reports, visits, and related actions conducted by MSCHE representatives as part of the College’s accreditation phase, status, scope, and monitoring cycle.

Articulation Agreement

An agreement between two or more accredited institutions of higher education that specifies how courses transfer to meet degree or program

requirements. These agreements do not require MSCHE approval before implementation.

Educational Program

A legally authorized postsecondary program of organized instruction or study that: (i) leads to an academic, professional, or vocational degree, or certificate, or other recognized educational credential, or is a comprehensive transition and postsecondary program, as described in 34 CFR part 668, subpart O; and (ii) may, in lieu of credit hours or clock hours as a measure of student learning, utilize direct assessment of student learning, or recognize the direct assessment of student learning by others, if such assessment is consistent with the College's accreditation and with the provisions of § 668.10. (federal definition in 34 CFR § 600.2).

Learning management systems ("LMS")

Software applications designed to support and manage the delivery of educational content and services to learners, faculty, and staff in higher education institutions.

Online Program Manager (OPM)

An external provider that offers technology, support, or operational services to help the College deliver online or distance education programs. Such services may include, but are not limited to, the learning management system ("LMS"), instructional design, market research, marketing and student recruiting, enrollment management, and/or student retention services.

Outsourcing

An arrangement in which the College contracts with another entity to provide a service or program that otherwise could be performed internally.

Student Learning Opportunities

Educational experiences including noncredit instruction, workforce development, internships, clinical experiences, student teaching, study abroad, or credit-bearing coursework. Delivery may occur through classroom, online, blended, self-paced, experiential, or hybrid formats. Written arrangements, contracts and/or agreements are formal mechanisms through which certain student learning opportunities are delivered and may require prior MSCHE approval when specific thresholds are met.

Third-Party Provider

An entity, institution or organization that has a contract or written arrangement (see definition below) to provide services to the College described in Section II Scope above. A third-party provider is considered ineligible if it is not accredited by a United States Department of Education ("USDE") or successor or substitute recognized accreditor and is not certified to participate in Title IV programs.

Third-Party Servicer (TPS)

An individual, state or private profit or non-profit organization that enters into a contract with the College to administer, through either manual or automated processing, any aspect of the College's participation in any Title IV or HEA program. An employee of the College is not considered a third-party servicer so long as they are not employed by, or associated with a third-party servicer for, an outside organization.

Transfer Agreement

An agreement typically between institutions in the same system or between institutions of higher education within the same service area. The determinations for transfer of credit will be based on local/campus equivalencies and without reference to fulfillment of specific requirements for a degree or credential. These types of agreements do not require MSCHE approval prior to implementation.

Written Arrangement

A written arrangement wherein an institution outsources some portion of one or more of its educational programs or educational business operations to a third-party provider that is not accredited. For purposes of substantive change, the institution is outsourcing more than 25 percent of credit-bearing educational programs to another institution or organization that is not certified to participate in Title IV, HEA programs.

General Responsibilities

The College shall retain responsibility for the management, assessment, oversight and support of third-party providers that deliver services and programs on its behalf. This responsibility includes maintaining institutional authority and oversight of the following program areas:

1. Teaching and instruction;
2. Marketing, advertising, and recruitment materials;
3. Admissions criteria;
4. Tuition and fees;
5. Enrolled student records, including measures for privacy and security of such records;
6. Faculty qualifications and appointment;
7. Curriculum planning and development;
8. Course/program content and rigor, including any intellectual property;
9. Outcomes assessment for student learning;
10. Academic advising and support services;
11. Awarding of course credit or degrees; and
12. Transcripts.

Arrangements with Third-Party Providers

A. Permissible Forms of Arrangements

The College may enter into an arrangement with third-party providers in one of several forms, including written arrangements, contracts, articulation agreements and transfer agreements.

B. Required Elements of Arrangements

The content of the written arrangement, contract and/or agreement between the College and the third-party provider must include the following:

1. Description of the services which the College will provide;
2. Description of the services which the third-party provider will provide including how such services will be delivered and what

percent, if any, of credit-bearing educational programs the third-party provider will deliver;

3. Duration of agreement;
4. Institution that will award credit, certification, and/or degree, if applicable;
5. Compensation for services by each party, including compensation of faculty;
6. Terms of evaluation and conditions under which the services may be terminated and/or renewed;
7. Protections for students if services are terminated or amended, if applicable;
8. Protections for the secure maintenance of student records, if applicable;
9. Procedures for addressing grievances; and
10. Venue for addressing any perceived breach of services, including the appropriate legal jurisdiction.

Any written arrangement, contract, or agreement with an international third-party provider must be translated into English and accompanied by a Certificate of Translation Accuracy.

Internal and External Review and Approval of Third-Party Provider Arrangements

A. Internal Approvals

All third-party provider arrangements must be reviewed and approved in accordance with applicable College policies and procedures.

B. External Approvals and Notifications

The College shall obtain all external approvals required by the Pennsylvania Department of Education, the U.S. Department of Education or its successor or substitute, MSCHE, and any other applicable regulatory or accrediting body.

C. MSCHE Substantive Change and Prior Approval Requirements

The College shall obtain prior written MSCHE approval, in the form of a substantial change request, before entering into a third-party provider arrangement under any of the circumstances described below:

1. When a third-party provider will deliver 25% or more of an educational program; or
2. When a non-accredited entity will deliver 25% or more of an educational program; or
3. When an OPM will deliver 25% or more of a credit-bearing educational program. Such arrangement for delivery of the educational program include any of the following: teaching, instruction, curriculum development, instructional design, online delivery of courses, assessment of student learning, marketing/recruitment, student support services, tutoring and/or advising; or
4. Prior written MSCHE approval shall not be required when a third-party provider will deliver less than 25% of a credit-bearing

educational program; however the College shall notify MSCHE of such third-party provider arrangement by submission of a Substantive Change Screening form.

Oversight & Monitoring

In its arrangement with third-party providers, the College shall:

1. Maintain systematic oversight of teaching, curriculum, assessment, student records, faculty qualifications, and student support services provided by third-party providers;
2. Conduct regular evaluations of third-party providers, documenting assessment results and follow-up actions; and
3. Ensure compliance with Title IV regulations for student financial aid and report third-party servicers as required.
- 4.

Student Information and Public Disclosure

The College shall provide public disclosure, through its website and official program publications, in accordance with MSCHE's *Public Disclosures Policy and Procedures and 34 CFR § 668.43(a)(12)*, if any portion of an educational program is delivered by a third-party provider.

Such disclosure must include:

1. Description of the arrangement;
2. Information related to the portion of the program provided by the third-party;
3. Method of delivery; and
4. Estimated additional costs, if any, that students may incur in connection with enrolling in a program offered through the arrangement.

Recordkeeping

The College shall maintain complete and accurate records for all third-party provider arrangements, including:

1. Written arrangements, contracts and agreements, together with any amendments;
2. Documentation of internal review and approvals;
3. Records of oversight, monitoring, and evaluation activities;
4. Evidence of public disclosures and student communications;
5. Financial arrangements, including payments and compensation; and
6. Compliance documentation for Title IV and other regulatory requirements.

Records shall be retained in accordance with the College's record retention policies, applicable federal and state regulatory requirements, and MSCHE guidelines.

LEHIGH CARBON COMMUNITY COLLEGE
BOARD OF TRUSTEES
March 5, 2026
Volume 61

For Action

61.23 Approval of Submission of PDE Capital Funding Application for Main Campus Road Resurfacing

Be it Resolved,

That the Board of Trustees of Lehigh Carbon Community College hereby authorizes the Administration to submit a Capital Funding Application to the Pennsylvania Department of Education (PDE) for Main Campus Road Resurfacing at a total project cost of One Million Nine Hundred Thousand Dollars (\$1,900,000) with the understanding that approval for funding will require the College to provide a 50% local match.

Information

This project was identified as a short term need in the Facilities Master Plan condition assessment conducted in 2022. It was recommended to improve vehicular access to and egress from Route 309, Orchard Road and our various parking lots.

Presenting Committee: Finance and Facilities

Presented by: Mr. Kenneth Mohr, Jr.

Motion made by: Mr. Kenneth Mohr, Jr.

Seconded by: Mr. David Krause

Yea 13 Nay 0

LEHIGH CARBON COMMUNITY COLLEGE
BOARD OF TRUSTEES
March 5, 2026
Volume 61

For Action

- 61.22 Approval of Submission of PDE Capital Funding Application for Morgan Center Roof Replacement

Be it Resolved,

That the Board of Trustees of Lehigh Carbon Community College hereby authorizes the Administration to submit a Capital Funding Application to the Pennsylvania Department of Education (PDE) for Morgan Center Roof Replacement at a total project cost of Four Hundred Thousand Dollars (\$400,000) with the understanding that approval for funding will require the College to provide a 50% local match.

Information

The College had the engineering firm Barry Isett & Associates complete the engineering and design to replace the roof. This project was identified as an immediate need in the Facilities Master Plan condition assessment conducted in 2022. There have been multiple leaks and temporary repairs required in the past few years.

Presenting Committee: Finance and Facilities

Presented by: Mr. Kenneth Mohr, Jr.

Motion made by: Mr. Kenneth Mohr, Jr.

Seconded by: Mr. Mathias Green, Jr.

Yea 13 Nay 0