

# LEHIGH CARBON COMMUNITY COLLEGE

Minutes of the Meeting of the Board of Trustees

May 4, 2023

Volume 58

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, May 4, 2023. 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.

Dr. Barbara C. Kistler

Mr. David L. Krause

Ms. Audrey L. Larvey

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

Dr. Kelly Trahan, Dean of Education, Computer Science and Online Learning

Mr. Joshua Mitchell, Chief Information Officer

Ms. Stefanie Nester, Vice President for Finance and Administrative Services

Ms. Rachel Plaksa, Professor of Business

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  
April 13, 2023

On a motion by Trustee Mohr, seconded by Trustee Fonzone, the minutes for the April 13, 2023 LCCC Board of Trustees meeting were approved.

## Treasurer's Report

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

Cash Balance 3/01/23	\$42,085,683.00
Receipts	<u>+6,954,249.00</u>
Total	\$49,039,932.00
Disbursed	<u>-9,151,455.00</u>
Cash Balance 3/31/23	<u>\$39,888,477.00</u>

## President's Report

Dr. Bieber reported Community College Day was conducted in Harrisburg and provided students a wonderful opportunity to visit with legislators. The President's Report contains the list of legislators and the students who met with them.

Dr. Bieber reminded the trustees about the \$7M Dual Enrollment Grant that has been out there for some time. Because the grant required submission by the school districts, the college provided assistance to those who were interested. The list of recipients who will receive funds has just come out and Lehigh, Carbon, and Schuylkill Counties all did very well. Institutions receiving \$75,000 each included Carbon Career and Technical Institute; Lehigh Career and Technical Institute; Northern Lehigh School District; Salisbury Township School District; and Executive Education Charter School. In Schuylkill County, the Schuylkill Career and Technical Center, North Schuylkill School District, and Pottsville Area School District all received funds. There were many who submitted and did not receive any funds and surprisingly no funds were awarded in either Northampton or Monroe Counties. However, the college is excited for those who did. The estimate is that \$6.7M of the \$7M was distributed to 100 school districts.

Trustee Thompson provided the legislative update. The Commission has suggested an amount to request for the Governor's budget and that suggestion was to ask for a higher amount to be in closer harmony with PASSHE and the other schools. An advocacy campaign will be launched that will include trustees, faculty, staff, and students, to be completed by May 19.

Dr. Bieber advised the notice to launch the advocacy campaign was received and the College Relations Department will work with the students. The Board will receive the PACCC widget within the next few days, which only requires the clicking of a button. The community college presidents are looking for more than the proposed 2% increase; the requested increase will be in the 7 to 8% range.

Dr. Haney provided the enrollment update for Summer 1 2023. At three weeks out from the start of the session, enrollment is up 4.9% in headcount and 3.1% in credit hours. There will be a drop for nonpayment on May 10. The Success Coaches have been contacting students about their outstanding bills; this outreach had very good results last year.

For Fall 2023 enrollment, it is too far out to examine the numbers; however, there are ongoing campaigns on campus to encourage students to register, and the faculty are reminding students about registering before leaving campus for the summer.

Nominating  
Committee

Chair Krause announced Trustee Ann Thompson will be the Chair for the Nominating Committee. Members of the committee include Trustees Audrey Larvey, Paul McArdle, Mathias Green, and William Fonzone. The committee will meet immediately following the regular meeting.

Personnel,  
Curriculum, and  
Government  
Relations  
Committee  
*Presentation:  
Transformative  
Strategic Planning*

Dr. Kistler introduced Dr. Kelly Trahan, Dean of Education, Computer Science & Online Learning, to provide an overview of the new Transformative Strategic Plan.

Dr. Trahan provided a comprehensive presentation of the new Strategic Plan outlining the goals, objectives, and metrics to meet those objectives. Six predominant themes came out of the SWOT analysis, which were Communication; Data; Diversity, Equity, Inclusion and Belonging; Employee Experience; Enrollment; and Programming.

Communication. Dr. Trahan reported Communication came up often. The College Relations Department has communication plans already in place, but they have decided that a comprehensive Strategic Communication Plan is needed. This will be a strategic plan within the larger strategic plan, which is good for driving change within the institution. The metric they will be using is the Climate Survey results to identify and adjust the framework for the new Comprehensive Strategic Communications Plan.

Information coming out of the Climate Survey will be utilized and implemented throughout the larger strategic plan. The plan

will not be static; it will be assessed constantly to see what needs to be tweaked moving forward.

Data. The goal is to develop a culture of data-informed decision-making and assessment. The first objective is to develop a comprehensive approach to data analysis, incorporating data into decision making and planning. The metric is to create a plan to show the system users; purpose; the data; the output, and the life cycle of each system. The data needs to be streamlined to make sure data is pulled from the same place and everyone is receiving the same data. Data governance is part of this and if needed external funding sources for things that might come up.

Diversity, Equity, Inclusion, and Belonging. This is a huge area with many stakeholders, many things to be done, and some things already being done. The first metric includes establishing the DEIB team. Throughout the metrics, there are discussions of different teams with a core team and sub-teams moving things forward. Anything already existing will be wrapped into this to avoid silos of people working independently. The goal is for everything to be included under one umbrella.

Employee Experience. The expectation is for some exciting changes with many different ideas being discussed. The first objective is to assess and implement incentives to recruit and retain top talent through promotion of professional development; work-life balance; and appreciation, with the goal to maintain retention rates in line with industry averages. Metrics include creating a metric dashboard to track performance relationship to retention and reviewing industry averages.

Enrollment. The strategic group working on enrollment is aligned with the Enrollment Retention Management Action Team (ERMAT). The co-chairs of ERMAT are the heads of the strategic group reporting to the Leadership Team. The metrics include increasing enrollment to the pre-pandemic levels, generating applications, and retention of students.

Programming. The first objective focuses on developing a process of how new programs are identified. Some of this is already in place, but the goal is to make that process more robust and include different areas such as student enrollment, regional open positions, and pathway alignment. This also includes the non-credit/credit workforce, thinking inclusively of all areas and how to align them.

A list of the six groups and the team members was provided. Dr. Trahan noted there may be individual migration from one group to another, but at each meeting what was done the month before

is shared and plans are made for what will be done in the coming month. Another big item are the celebrations for the institution, making the college community aware of when goals are being met and the institution is moving forward in these directions.

Chair Krause thanked Dr. Trahan for an excellent presentation.

Dr. Kistler reviewed the minutes for the April 17 committee meeting. Among other items, the committee reviewed the Open Job Report.

Dr. Kistler presented the following resolutions:

Resolution 58.44

*Policies and Regulations Manual Amendment*

This resolution approving changes to the *Policies and Regulations Manual* as outlined in Exhibit A was approved by a vote of 10 Yea, 0 Nay.

A complete report of this committee can be found in its minutes of April 17, 2023.

Finance and  
Facilities  
Committee

Trustee Mohr reviewed this committee's minutes for April 17, 2023. The committee reviewed the CARES/CRRSA/ARP Act update showing the balance of stimulus funds will be spent in FY 2023. The committee also reviewed the quarterly reports for Grants and Training Contracts.

Trustee Mohr presented the following resolutions for approval:

Resolution 58.45

OmniSOC Cyber Security Contract

This resolution to approve the cybersecurity contract with OmniSOC of Indiana University was approved by a vote of 10 Yea, 0 Nay.

Resolution 58.46

Fall 2023/Spring 2024 and Fall 2024/Spring 2025 Noncredit Publication Printing and Mail Preparation

This resolution to approve the noncredit publication printing and mailing preparation was approved by a vote of 10 Yea, 0 Nay.

A complete report for this committee can be found in its minutes of April 17, 2023.

Negotiations  
Committee

No report.

Joint Coordinating  
Committee

Trustee Larvey reported the next and last meeting of the year is Friday, May 19. Dr. Elaine Eib, Executive Director, Carbon Lehigh Intermediate Unit, has announced her retirement and this will be her last meeting. All are welcome to join the meeting.

LCCC Foundation

Dr. Kistler announced Silvia Vargas, Executive Director of the Foundation, has resigned. Silvia has accepted another position and will leave the college in May. The college wishes her well.

Old Business

Chair Krause announced the tour of the Lehigh Valley Airport site planned in conjunction with the June 19 committee meeting is canceled. The June 19 committee meeting will take place in TC203.

New Business

None discussed.

Public Comment  
Non-Agenda

None.

Announcements

Chair Krause announced an Executive Session for personnel matters immediately following the conclusion of the meeting.

Adjournment

Trustee Krause called for a motion to adjourn. The meeting adjourned at 6:20 p.m.

Respectfully submitted,



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

Attachments  
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