

LEHIGH CARBON COMMUNITY COLLEGE

Minutes of the Meeting of the Board of Trustees

May 1, 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, May 1, 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:

Ms. Sharon L. Albert

Mr. Daniel C. Bosket

Mr. John W. Corby

Mr. Samuel P. DeFrank

Mr. William P. Fonzone, Sr.

Dr. Barbara C. Kistler

Mr. Matthew Korp

Mr. David L. Krause

Ms. Audrey L. Larvey

Ms. Michelle 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

Ms. Andrea L. 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

Press Present:

None.

Others Present:

Tonisha Taylor, Dean of Humanities, Social Sciences, and Community Engagement

Alen Kurtish, IT Tech

Members of Public Present:

None.

Public Comment:

None.

Agenda Items

Minutes of Previous Meeting
April 3, 2025

On a motion by Chair DeFrank, seconded by Trustee Fonzone, the minutes for the April 3, 2025, LCCC Board of Trustees meeting were approved.

Treasurer's Report

Stefanie Nester, Vice President of Finance and Administrative Services, provided the Treasurer's Report as listed below:

Cash Balance 3/01/2025	\$46,323,256.00
Receipts	<u>+7,268,154.00</u>
Total	53,591,410.00
Disbursed	<u>-5,319,879.00</u>
Cash Balance 3/31/2025	<u>\$48,271,532.00</u>

Total revenues are \$38.4 million or 80% of the budget compared to 83% last year; Total expenditures are \$33 million, or 70% of the budget compared to 70% last year.

No CDs renewed in the month of April. We will have a CD renewal at the end of May.

President's Report

Dr. Bieber reported the Middle States visit last week with Dr. Hartnett was a success and thanked everyone for their efforts. She stated Dr. Harnett spoke very highly of the trustees and their input and that the Self Study was exceptional.

Additionally, a thanks to all of the 13 school districts and their letters of support to submit for the Dual Enrollment Innovation Grant. The College did receive a \$1M Grant. With the grant, the College will be able to support the dual enrollment pipeline in five industry clusters including: Computer Science, Criminal Justice, Education, Healthcare, and Technology.

Finally, the College recently received a \$199,700 Manufacturing PA Training to Career Grant from the Department of Community and Economic Development, which will help to support the development of a Level II Mechatronics program.

Dr. Haney provided the enrollment report. We are 3 weeks away from Summer 1. Headcount is down 1.0%, and credit hours are down 4.0%. She reports an email and text blitz was sent out to over 2,000 students and from that group, 40 registered for Summer semester.

Summer 2 is 10 weeks away with headcount down 10.4% and credit hours down 9.4%. Fall semester is 17 weeks away with headcount down 5.0% and credit hours down 12.7%.

Additionally, Dr. Haney noted we are trending in the green for new incoming freshmen for the fall and stated an initiative that is helping with that is having the advisors go with the enrollment representatives into the school districts before the school year ends and getting the schedules built for those students.

Finally, enrollment staff recently participated in a Career Link job fair at Artsquest this week and they handed out over 500 bags to students who attended the career fair.

Nominating
Committee

Chair DeFrank reported Trustee Thompson has agreed to chair the Nominating Committee

Trustee Thompson reported along with herself, Trustee Mohr, Trustee Corby, Trustee Krause, and Trustee Korp, are the members of the Nominating Committee this year.

Personnel,
Curriculum and
Government
Relations
Committee
*Engaging with the
College Community
and Beyond*

Trustee Kistler welcomed Ms. Tonisha Taylor, Dean of Humanities, Social Sciences, and Community Engagement to provide her presentation on Engaging with the College Community and Beyond.

Ms. Taylor shared her presentation on Community Engagement with the tagline, "Putting the community back in community college." She utilizes the five tenets of belongingness which are: Psychological Safety, Empathy, Acceptance, Connection, and Embrace. This encompasses not only students, but staff and faculty as well. The idea is to reintegrate with the community at large and remind them we as a college are here for more than just enrollment.

She explains the project's Strategic Plan is: Engagement and Well-Being. The two main goals are: Develop Meaningful Opportunities and Experiences for Student Engagement, and Enhance Engagement with the Communities of Lehigh, Carbon, and Schuylkill counties.

Recent events to help support these goals included: Shine His Light Day, a day of remembrance for Martin Luther King, Jr., Revolutionary Love Open Mic, Create Your Own Lotion with Full Moon Blends, An Afternoon of Resilience and Inspiration, and Wellness with Norabodylove.

Future events include: Make Your Own Cheeseboard with Keystone Farms, Infused Olive Oil Tasting event, Mini Wellness Fair, Survey of Mathematics Holistic Support, and a Kidspace Kickoff Luncheon.

Finally, Ms. Taylor explained the long-term vision is yearly themed conferences, community workshops, and seminar service learning programs. She expressed the importance of these visions especially between our students and local vendors who may be in need of interns, cultural and networking events, and volunteer initiatives.

Trustee Kistler reviewed items from the minutes of the April 21, 2025 Committee Meeting including the Administrative position review recommendations and the open job report

PACCC Legislative/
Governmental
Affairs Update

Trustee Thompson provided the following update;

1. Kutztown University has a new president, Dr. Philip Cavalier who is coming from the University of Tennessee.
2. Trustee Thompson recently reviewed the State Board of Higher Education Bylaws in consideration of the new White House Executive Order “Preparing Americans for High-Paying Skilled Jobs of the Future.”
3. Review of a document from the President of Middle States regarding a recent White House Executive Order.
4. Discussion regarding Middle States and the roles of the Board of Trustees with the Colleges’ upcoming accreditation process. It was discussed that the Board of Trustees are expected to have an active role in the Standard Seven process this time. It was further noted about the importance of reviewing the Bylaws, the Self Study, and the ability to produce evidence for the accreditation process.

A complete report for this committee can be found in its minutes of April 21, 2025.

Finance and
Facilities
Committee

Trustee Mohr reviewed this committee’s minutes for April 21, 2025. The committee reviewed the financial reports, Net Assets Statement, Student Government Association Statement, Auxiliary Budget Statement, Accounts Receivable Report, Enrollment Data Update, Third Quarter Grants Progress Report, Third Quarter Training Contracts Report, 2024-2025 Audit Time

Tables, Future Capital Projects Relative to Debt Service Summary, Capital Project Status Update, Quarterly Unemployment Compensation Update, Quarterly TIAA/CREF Oversight Committee Update, and the Annual Security and Safety Update.

Resolution 60.35

Access Control Phase 2

This resolution is to approve the Access Control and Security Management System Phase 2 and was approved with a vote of 12 Yea and 0 Nay.

Resolution 60.36

Library HVAC

This resolution is to approve the Rothrock Library Rooftop HVAC Replacement and was approved with a vote of 12 Yea and 0 Nay.

A complete report for this committee can be found in its minutes of April 21, 2025.

Negotiations
Committee

No Report.

Joint Coordinating
Committee

No Report.

LCCC Foundation

Dr. Kistler reports the Executive Director of the Foundation thanked the Board of Trustees for their donation of the basket for the Bingo event on April 26th.

The Bingo event sold 187 tickets and it brought in about \$15,000 profit to go toward student scholarships.

The Pantano Family recently hosted a lunch for the four scholarship recipient students enrolled in technology programs at LCCC. Each student received a \$2,000 scholarship and discussions were held regarding their career aspirations and why they choose the technology field.

There are three new members to join the Foundation Board: Gerald Darville, Lutron; Devon Francis, Victaulic; and Kimberly Witner, Valley Health Partners.

Old Business

Trustee Thompson inquired about the student discussion regarding food vendors and if there happened to be any progress on that topic. Dr. Bieber stated she is waiting on the student proposal before moving forward.

New Business: None.

Public Comment –
Non-Agenda None.

Announcements Chair DeFrank announced the Nominating Committee will meet immediately following today's Board Meeting.

Adjournment Chair DeFrank adjourned the meeting at 6:31 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Sharon Albert', with a stylized, looped end.

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