

# LEHIGH CARBON COMMUNITY COLLEGE

## Minutes of the Meeting of the Board of Trustees

November 6, 2025

Volume 61

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, November 6, 2025. 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:

Mr. Samuel P. DeFrank	Mr. David L. Krause
Mr. William P. Fonzone, Sr.	Ms. Audrey L. Larvey
Mr. Mathias J. Green, Jr.	Ms. Michele Mazzola
Mr. David J. Hein	Mr. Kenneth H. Mohr, Jr.
Dr. Barbara C. Kistler	Mrs. Ann L. Thompson
Ms. Jeanne M. Knepper	

### Staff Present:

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  
Ms. Andrea Strock, Office Assistant to the Board of Trustees and President's Office  
Dr. Melanie Turrano, Professor of English  
Ms. Larissa Verta, Vice President for Academic Services & Student Development

### Counsel Present:

Attorney Jerome B. Frank

### Press Present:

None.

### Others Present:

Ms. Bethany Zornek, Professor of English as a Second Language and Coordinator of ESL/  
World Languages Division

### Members of Public Present:

None.

### Public Comment:

None.

## Agenda Items

The Board of Trustees were invited to tour the H.O.P.E. Center immediately preceding their scheduled board meeting.

Minutes of Previous  
Meeting  
October 9, 2025

On a motion by Trustee DeFrank, seconded by Trustee Mohr, the minutes for the October 9, 2025, LCCC Board of Trustees meeting were approved.

## Treasurer's Report

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

Cash Balance 9/01/2025	\$41,541,140.00
Receipts	<u>+2,019,297.00</u>
Total	\$43,560,437.00
Disbursed	<u>-5,475,828.00</u>
Cash Balance 9/30/2025	<u>\$38,084,608.00</u>

Total revenues are \$12,121,821 or 25% of the budget compared to 34% last year; Total expenditures are \$11,993,785 or 25% of the budget compared to 24% last year.

## President's Report

Dr. Bieber reported from the Commission's fall retreat last week in which they invited Representative Pete Schweyer, Senator Wayne Langerholc, Ben Kirshner, Governor's Chief Transformation Opportunity Officer, James Steely, the President for PHEAA, and Nathan Hensch, Vice President for PHEAA. Topics discussed included the State budget and State Board of Higher Education. Throughout the discussions regarding federal funding for colleges, legislators made it very clear to not expect more than flat funding this year, and they see in the future the inevitable closing of colleges due to ongoing federal funding issues. Lobbyists noted going into next year the federal budget will be the most challenging to date due to the structural deficit limited to no reserves and the federal impact. Tax increases have also been in discussion.

The Transfer of Authority Commission will be meeting next week and discussions will include whether the Committee should turn into more of a policy and regulation committee and also a standing committee.

Representatives from B. Braun visited the college this week and met with our workforce leaders regarding training programs. Specifically, plastics advanced manufacturing. B. Braun received a \$500,000 grant from the Governor and they have committed half of that towards advanced manufacturing training utilizing

our mobile lab. In addition, they committed to assisting us with equipment and developing curriculum.

The college continues to work with Amazon Web Services and their growing data centers in the surrounding areas. South Whitehall Township has tentatively approved a data center and an invitation was extended to the consultants, owners, and developers of the data center to attend LCCC's upcoming Splicing Workshop on November 19<sup>th</sup>.

Additionally, an organization named Bitfarm who is looking to purchase Panther Creek Energy, has also purchased land in the Carbon and Schuylkill Area to build data centers. The COO has been contacted and invited to LCCC to discuss training needs that the college can help with.

Trustees held a discussion regarding a recent article published in the PSBA which stated since the year 2000, the state has lost 140K students in public education and is predicted to lose another 60K by 2028. This was discussed in relation to the possibility of community colleges closing in the future and how the college will adapt to these changes and challenges.

Dr. Haney provided the enrollment report. Winter semester, which is fully online, is 6 weeks away. Currently we are down 10.3% in headcount, and 6.9% in credits. Winter applications are up by 41 or 9.3%. Spring semester is 12 weeks away and we are down 7.4% in headcount, and 13.8% in credits. Spring applications are down by 53 or 5.7%. Former guest students who have taken previous winter sessions as well as applicants who applied last spring but never enrolled are being contacted and encouraged to re-register for upcoming semesters.

Personnel,  
Curriculum and  
Government  
Relations  
Committee:  
*Sabbatical  
Presentation – ESL  
Redesign and  
Curriculum  
Revision*

Trustee Kistler welcomed Ms. Bethany Zornek, Professor of English as a Second Language and Coordinator of ESL/World Languages Division for her *Sabbatical Presentation – ESL Redesign and Curriculum Revision* presentation.

Ms. Zornek has been with LCCC for 25 years and with this being her first sabbatical, she was very excited to share what she describes as a necessary and timely redesign of curriculum and additions.

She explained the difference in goals between credit and non-credit ESL courses. With credit courses, the goal has been to provide academic language foundation so students can go on toward either degree programs or improve their professional language skills. ESL credit courses started at an intermediate

level with three levels of ESL which led students into College English 1 or English 105.

Non-Credit courses, which are heavily grant-funded and constrained by grant parameters, were not primarily designed for students solely seeking an academic path. Classes were offered from beginning through intermediate levels and also included some fee-based classes as well. It was becoming clear however, after students were finishing the grant-based classes, they were not quite ready for credit classes and many could not afford to take the fee-based classes, which created a skills gap.

This was the primary focus for Ms. Zornek's sabbatical, to create a new course for students at an intermediate level who want to progress their academic language skills and be more successful towards their degree programs. A 7-week, 6 credit course which integrates reading, writing, speaking, listening, grammar, and vocabulary, as well as some technical skills and background for academic skills was created. Financial aid will also be available for students. The first seven weeks students will meet four days a week for three hours and after completion, they will continue with Level 2 for the second seven weeks. This makes them full-time students and allows them to complete the two levels in one semester, so by the spring semester they can move on to level 3.

In addition to the creation of this new course, updates to current curriculum were also integrated including; updated writing/grammar and reading courses, revisions of course objectives, new textbooks and materials, expanded delivery modalities including in-person, remote, and online courses, as well as a division Canvas resource shell for increased part-time and adjunct instructor support.

To align with the development of the new course and updates to current course curriculum, the ESL Placement Test was redesigned. A newly developed grammar test was added to align with course objectives on Master Course Outlines, which also will help improve placement accuracy for overall student success.

Finally, future goals include: Evaluation of the new placement test and course impact on student success, retention, enrollment, a redesign of the speaking course, expanding support for ELLs in English 105 and explore micro-credentials in English language proficiency.

PACCC Legislative/  
Governmental  
Affairs Update

Trustee Thompson provided the following Legislative/  
Governmental Update:

1. Regarding the federal budget, the House and Senate were to be called back this week. However, that did not happen. The understanding is now they will not be called back until after Veterans Day. The Senate is emphatic about two items. One being school vouchers and the second Regional Greenhouse Gas Innovations.

2. East Penn School district has added courses for their dual-enrollment program with LCCC including: Environmental Science, Retail Management II, Marketing II, and Business Law.

3. The Education Department in Washington has reached an agreement to address a problem faced by student loan borrowers. Previously, borrowers enrolled in certain repayment plans were temporarily blocked from federal loan cancellation. This situation could have resulted in those individuals facing unexpected tax implications, which was not the intent of the loan cancellation deal.

To fix this, the Education Department and the American Federation of Teachers (AFT) formally urged the courts last month to compel the department to process loan discharges for eligible borrowers. With today's filing, borrowers can rest a little easier knowing they won't be unjustly hit with tax bills once their student loans are finally canceled.

#### Resolution 61.07

##### College Policies and Regulations Manual Amendment

This Resolution is to approve the amendment(s) to the College Policies and Regulations Manual, and was approved with a vote of 11 Yea and 0 Nay.

A complete report for this committee can be found in its minutes of October 20, 2025.

#### Finance and Facilities Committee

Trustee Mohr reviewed this committee's minutes for October 20, 2025. The committee had an Executive Session to discuss the budget workshop and reviewed the proposed status of the 2026-2027 budget. The committee additionally reviewed the Cash Flow Statement, Revenue and Expenditures Report, Net Asset, SGA, and Auxiliary Budget Reports, Accounts Receivable Report, First Quarter Training Contracts Report, Quarterly Unemployment Compensation Report, Capital Project Status Update, and the Quarterly TIAA/CREF Oversight Committee Report.

#### Resolution 61.08

##### Carbon Three C Scholarship Program

This Resolution is to approve and authorize the Carbon Three C Scholarship Program for the Academic years: 2026-27, 2027-28, and 2028-29, and was approved with a vote of 11 Yea and 0 Nay.

A complete report for this committee can be found in its minutes of October 20, 2025.

Negotiations  
Committee

No report.

Joint Coordinating  
Committee

No report. Next meeting is March 20, 2026.

LCCC Foundation

Trustee Kistler reports the Foundation's Strategic Plan and goals to get individuals involved with the college and Foundation has two primary focuses: Strengthening relationships with current donors, and reaching out and connecting with future donors.

Old Business

Trustee Thompson commented on the current issues with SNAP payments and questioned whether our college has seen an increase in students using our food pantries. Dr. Bieber ensured all of the LCCC locations are fully stocked with food and has asked college leaders to communicate on our student portal that resources are available.

Trustee Mohr provided an update regarding the search for the Vice President of Finance and Administration position. Several qualified applications were received, and virtual interviews were conducted. Of these applicants interviewed, two were selected for in-person interviews which will be conducted later this month.

New Business

Trustee Hein announced along with himself, Lisa Greenawalt, the Director of LCTI, and LCTI Board Member, Gary Fedorcha, they presented the Friend of LCTI Award to Dr. Bieber for her long-term commitment to the partnership between LCCC and LCTI.

Public Comment –  
Non-Agenda

None.

Announcements

None.

Adjournment

Chair DeFrank adjourned the meeting at 5:22pm.

Respectfully submitted,



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

LEHIGH CARBON COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
November 6, 2025  
Volume 61

For Action

61.07      College Policies and Regulations Manual Amendment

Be It Resolved,

That the Board of Trustees of Lehigh Carbon Community College 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: Administrative Organizational Chart

SECTION 3 – ADMINISTRATIVE REGULATIONS

2. Collegewide Regulations  
Policy 3-223 – Lost and Found Practice
6. Organization and Function  
Policy 3-604 – Leadership of College

Presenting Committee: Personnel, Curriculum and Government Relations

Presented by:      Dr. Barbara C. Kistler

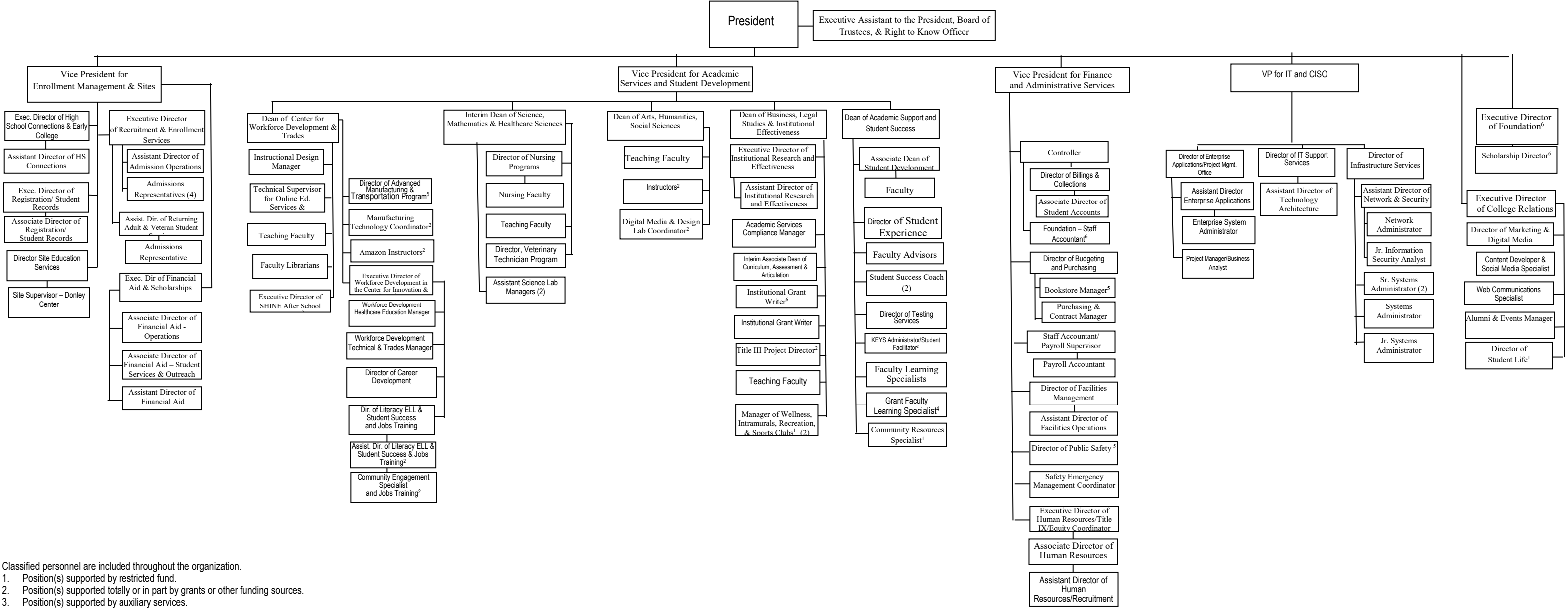
Motion made by:      Dr. Barbara C. Kistler

Seconded by:      Mr. William P. Fonzone, Sr.

Yea 11    Nay 0

Attachments: Exhibit “A”

Lehigh Carbon Community College  
Administrative Organizational Chart



Classified personnel are included throughout the organization.

1. Position(s) supported by restricted fund.
2. Position(s) supported totally or in part by grants or other funding sources.
3. Position(s) supported by auxiliary services.
4. Faculty positions supported by grants.
5. Contracted employee.
6. Funded by College Foundation





**Policy No. 3-223**

**SECTION 3: Administrative Regulations  
2. Collegewide Regulations**

**TITLE: Lost and Found Practice**  
**ADOPTED: November 6, 2025** (Resolution 61.07)

**Lost and Found Practice**

**Purpose**

The College has implemented the following policy for lost items for disposal or retention purposes. Any questions can be directed to the Office of Public Safety.

**Guidelines**

Turn-In Location: Lost items should be turned into the Office of Public Safety.

Retention Period: Items will be retained for 90 days.

Disposal or Donation of Items:

Cash – Any cash found will be turned over the College's Business Office and will follow the retention process.

Clothing & Bags: These items will be donated unless a student need exists within the College. If not claimed, they will be donated to an outside organization.

Technology-Related Items: These items will be reviewed by the College's IT department before being either donated or disposed of.

Other: Other items not falling into the above categories will be discarded.



**SECTION 3: ADMINISTRATIVE REGULATIONS**  
**6. Organization and Function**

**TITLE: Leadership of College**

**ADOPTED:** February 2, 2017 (Resolution 52.35)

**REVISED:** May 7, 2020 (Resolution 55.46)

November 4, 2021 (Resolution 57.06)

August 3, 2023 (Resolution 59.01)

November 6, 2025 (Resolution 61.07)

**Leadership of College**

**Purpose**

**President's Cabinet**

**Composition**

President  
Vice Presidents  
Deans  
Faculty Representatives  
Educational Support Professionals Representative

**Guidelines**

**Functions**

The President's Cabinet considers and makes recommendations on matters of operations, budgeting, planning, policy, and programmatic priorities of the College and advises the president on important and urgent matters. The President's Cabinet facilitates communication throughout the College.

**Leadership Team**

**Composition**

Deans  
Associate Deans  
Directors  
Faculty Representatives  
Leadership Fellows

There is a Core Team, a Resource Team, and additional staff as determined by the Strategic Goals.

**Functions**

The Leadership Team's primary focus is the College's *Many Voices, One Vision: Strategic Plan* which is a rolling plan. The Leadership Team identifies key priorities and incorporates the tactical plan to reach these goals and are informed by the Academic Plan, Enrollment Management Plan, Facility Master Plan and the Information Technology Plan. The Strategic Plan is revisited and updated annually with progress on goals.

**Academic Council**

**Delegation of Responsibility**

**Composition:**

Two to three Teaching Faculty members from each of the five schools  
Three Service Faculty members  
One PT Faculty member  
One Adjunct Faculty member

	<p>One Faculty member who is coordinator One Faculty member from the Evaluation Committee One Faculty member from the Professional Development Committee Chair of Academic Standards Committee President of the Faculty Association Vice President for Academic Services and Student Development Faculty liaisons from the Leadership Team and the President's Cabinet</p> <p>The chair of the Academic Council is a faculty member chosen from the representatives of the Council by majority vote. Vote on the Council chair takes place annually. The faculty selects its members.</p> <p><b>Functions</b> Academic Council continually considers the current state and future trajectory of academics and student development at LCCC. It is responsible for the Academic Plan. It gathers supplemental input from other groups within the College and, when needed, works with the President's Cabinet to implement academic services and student development proposals.</p>
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LEHIGH CARBON COMMUNITY  
COLLEGE BOARD OF TRUSTEES

November 6, 2025

Volume 61

For Action

61.08

Carbon Three C Scholarship Program

Be It Resolved,

That the Lehigh Carbon Community College Board of Trustees hereby approves and authorizes the Carbon Three C Scholarship Program for the Academic Years: 2026-27, 2027-28, and 2028-29.

Be It Further Resolved,

The scholarship will permit eligible students to enroll in all programs and locations.

Presenting Committee: Finance and Facilities

Presented by: Mr. Kenneth H. Mohr, Jr.

Motion made by: Mr. Kenneth H. Mohr, Jr.

Seconded by: Mrs. Ann L. Thompson

Yea 11    Nay 0