

# LEHIGH CARBON COMMUNITY COLLEGE

Minutes of the Meeting of the Board of Trustees

September 7, 2023

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, September 7, 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. 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

Mr. William Miracle

Mr. Kenneth H. Mohr, Jr.

Mr. Scott R. Pompa

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

Mr. Joshua Mitchell, Chief Information Officer

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

Ms. Elizabeth Rivera, Community Resources and Basic Needs Specialist

Dr. Melanie Turrano, Professor of English

## Counsel Present:

Attorney Jerome B. Frank

## Press Present:

None.

## Others Present:

None.

## Members of Public Present:

None.

Public Comment –  
Agenda Items

None.

Minutes of  
August 3, 2023

On a motion by Trustee Mohr, seconded by Trustee Hein, the minutes of the August 3, 2023 LCCC Board of Trustees meeting were approved.

## Treasurer's Report

Assistant Treasurer, Stefanie Nester, provided the Treasurer's Report as listed below:

Cash Balance 7/01/23	\$38,469,598.00
Receipts	<u>+3,876,562.00</u>
Total	\$42,346,160.00
Disbursed	<u>-4,460,019.00</u>
Cash Balance 7/31/23	<u>\$37,886,141.00</u>

## President's Report

Dr. Bieber reported on the outcomes of the Council of Presidents Retreat held in August. The Secretary for Policy and Planning, Akbar Hossain; along with the Deputy Secretary and Commissioner for Postsecondary and Higher Education, Dr. Kate Shaw attended for a half-day session. Dr. Shaw confirmed the Governor's support for change within higher education, but reported it would not be business as usual since the days of the legislature being willing to write blank checks has ended. What she is hearing though, is the great value of the community college's ability to respond rapidly and the Governor's North Star is responsiveness. The community college is recognized as the nexus of K-12 and higher education, and they do not want any college to fail. However, the thought is that some will fail without change, and it is more about everyone being prepared to be part of the change. The Governor will provide the vision and it is up to the individual colleges on how to get there. In August, the Governor's Task Force began to examine how much the state is currently giving to higher education, what the expected outcomes are, and ways to drive monies to institutions serving students that require more services, which is a positive for LCCC.

Dr. Bieber noted it would be important for the group to look at ways to determine how to reduce competition and duplication among the sectors to operate more efficiently and effectively. The discussions already began at the meeting with some of the presidents expressing the need for a coordinated system with governing rules and clear expectations so that everyone would know their lane and stay in it, which is not what is happening right now. There also needs to be a clear focus to minimize duplication within a region. There were many positives, but

much work remains along with the acceptance of change within the institutions.

Dr. Bieber reported Penn State was present, and for the first time ever, proposed Dual Admissions, co-branding, and scholarships among their 15 commonwealth campuses. They would like to have an agreement signed, but the thought right now is to ask for a little more since it is the beginning of the relationship. This would be a terrific opportunity for the college to be able to advertise, “start at LCCC and choose your branch campus at Penn State.” Within days of the Retreat, Butler County Community College announced they would conduct a feasibility study with the Penn State Shenango campus to evaluate being the first Penn State campus that has a community college located on site. This would involve Butler closing their branch campus and having it on the Penn State campus, which is a major move. Dr. Bieber stated, “There are many exciting things going, but it will involve a lot of work and with that would come leaner institutions.”

Dr. Haney reviewed the Enrollment Registration report from Monday noting the new format reviewed at the committee meeting in August. As of Monday, headcount is down 2.3% and credit hours down 2.7%; however, there have been some additional registrations since Monday. The team is busy with a full social media campaign promoting the first 10-week late-start session starting on September 26. Communications went out to the current part-time students encouraging them to add classes taking advantage of the block tuition rate. The exciting news is that over 400 students attended the new student convocation on campus, and it was great to finally welcome students back in person.

Personnel,  
Curriculum, and  
Government  
Relations  
Committee  
*Community  
Resources and Basic  
Needs*

Dr. Kistler introduced Ms. Elizabeth Rivera, Community Resources and Basic Needs Specialist, to provide an overview of the programs available to supplement food, housing, and utilities for students.

Ms. Rivera reported the program is known as the CRBN Program and was an initiative created by the college to help reduce the barriers students experience with basic needs and insecurities while working towards achieving their academic and career goals. Ms. Rivera’s role is to serve as a referral agent to those students seeking services. The services first became available in August 2021 and supports students in areas of food insecurity, housing, homelessness, transportation, assistance with utilities, and much more.

The Cougar Cabinet is the food pantry on campus that supplies supplemental food and personal care items. It is free, confidential, and available to all LCCC students, faculty and staff.

The Cougar Cabinet collaborates with The United Way of the Greater Lehigh Valley, Second Harvest Food Bank, and the LCCC Foundation, and not just for funding purposes. The Second Harvest Food Bank helps the college maintain compliance regulations and provides SNAP access, formerly known as food stamps. The college was awarded the PA Hunger Free Campus Designation for advancing student food security across the State. The Wawa Foundation provided a \$2,500 grant, and the LCCC Foundation raised \$1,700 to supplement the Cougar Cabinet Food Pantry.

This past year, the Thanksgiving Meal Project was able to provide 50 students with a \$50 Giant gift card to help with their Thanksgiving meal thanks to the support of Giant Foods, the President's office, and the LCCC Foundation. A few donation drives also helped to supplement the pantry.

The Higher Education Emergency Relief Fund (HEERF) allocated \$189,595 for emergency housing and food scholarships during the Fall 2021-2022, but this grant has since been exhausted. Other resources include the President's Emergency Grant for aid with food and transportation.

The program's impact on students is alleviation of hunger and homelessness, reducing barriers to better focus on academics, and helping students obtain certificates, degrees, and supporting career goals.

The program impacts the institution through support for the strategic plan, *Many Voices, One Vision*; providing access for education by reducing barriers; promoting equity by lifting up students who are in need; creating community partnerships; and supporting a holistic approach to student development. The program aligns with the strategic goals championing student support services, determining the barriers students are experiencing to increase retention, and building community partnerships with organizations that align with the mission, vision, and values of the college.

Some other initiatives in the works include the CACLV Sixth Street Shelter program, which aligns with the college's two-year program and requires participants to be pursuing an education. The college continues to seek emergency funding for students and collaboration with the Second Harvest SNAP Outreach. The

Diabetes Outreach Grant provides diabetic food for the Cougar Cabinet Food pantry. The program also supports the Workforce and Community Engagement Program by providing data on the challenges students' experience that prevent them from completing their program of study and help in creating pathways for students to move forward.

Vice President Haney gave a shout out to Ms. Rivera for recently joining the Excelencia in Education Committee, where she has been a great asset. In addition, Elizabeth agreed to have her contact information appear on the Spanish landing page as a resource to parents and students who do not speak English. The college is appreciative of her support.

Chair Krause thanked Ms. Rivera for an excellent presentation and suggested the LCCC Foundation would also benefit from this information.

PACCC  
Legislative and  
Governmental  
Affairs Update

Trustee Thompson reported the information provided last month on the community college state funding was not accurate. The thought was that the funding would be forthcoming; however, this is not the case. A recent email from Dr. Stan Sidor, interim President and CEO, Pennsylvania Commission for Community Colleges (PACCC), informed that it is his understanding that the Senate has agreed to the section of the PA Budget for state subsidies for community colleges; however, the House has not approved this section. The House is in recess and is not set to reconvene until September 26. Consequently, the PA Budget Office and Office of Post-Secondary and Higher Education has confirmed that community college state operating payments would *not* be processed until a fiscal code bill is signed into law, which means that funding will not be processed until mid-October at the earliest.

Dr. Bieber emphasized that late October to early November would more likely be the earliest; however, the impasse could last into December as was previously anticipated.

Dr. Kistler noted the agenda for the August 21 committee meeting was light, and therefore there were no additional comments regarding the minutes.

A complete report of this committee can be found in its minutes of August 21, 2023.

Finance and  
Facilities  
Committee

Trustee Mohr reviewed this committee's minutes for August 21, 2023. The committee reviewed the usual reports and was informed of the expectation to receive capital funding from PDE for the Science Hall roof project. In addition, the committee was

apprised of four change orders for the Bookstore renovations, but since the amounts fell below the threshold, it was a report out only and the project is still under budget.

Mr. Mohr presented the following resolutions:

LCCC Schnecksville LED Project

Resolution 59.04

This resolution to approve the installation of LED lighting fixtures on the Schnecksville campus was approved by a vote of 12 Yea, 0 Nay.

LCCC Tamaqua Parking Lot Asphalt Paving

Resolution 59.05

This resolution to approve the asphalt paving of the LCCC Tamaqua parking lot was approved by a vote of 12 yea, 0 Nay.

Thirty Foot Enclosed Mobile Trailer Bid 2023

Resolution 59.06

This resolution to approve the purchase of a Thirty Foot enclosed Mobile Trailer was approved by a vote of 12 Yea, 0 Nay.

A complete report of this committee can be found in its minutes of August 21, 2023.

Negotiations  
Committee

No report.

Joint Coordinating  
Committee

Trustee Larvey reported the committee would meet next on November 17.

LCCC Foundation

Dr. Kistler reported she would attend the Tony Boyle Golf Tournament on October 2 at the Club at Twin Lakes.

Dr. Kistler agreed with the suggestion to present the Community Resources and Basic Needs presentation at Foundation meeting, noting a meeting is scheduled for the end of the month.

Old Business

None discussed.

New Business

None discussed.

Public Comment  
Non-Agenda

None.

Announcements

None.

Adjournment

Trustee Krause called for a motion to adjourn. The meeting adjourned at 6:16 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Barbara C. Kistler". The signature is written in a cursive style with a large initial 'B' and a distinct 'K'.

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

/acc  
Attachments