

LEHIGH CARBON COMMUNITY COLLEGE

Minutes of the Meeting of the Board of Trustees

September 4, 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, September 4, 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.

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

Mr. Kenneth H. Mohr, Jr.

Mrs. Ann L. Thompson

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

Attorney Paul S. Frank

Press Present:

None.

Others Present:

Dr. Kelly Trahan, Dean of Workforce Development, Arts, Education, and Technology

Members of Public Present:

None.

Public Comment:

None.

Agenda Items

Minutes of Previous Meeting August 7, 2025

On a motion by Chair DeFrank, seconded by Trustee Fonzone, the minutes for the August 7, 2025, LCCC Board of Trustees meeting were approved.

Treasurer's Report

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

The finances verbalized in the Treasurer's Report were incorrectly stated using the prior months numbers. The correct numbers are as follows:

Cash Balance 7/01/2025	\$43,576,517.00
Receipts	<u>+4,809,506.00</u>
Total	\$48,386,023.00
Disbursed	<u>-5,812,444.00</u>
Cash Balance 7/31/2025	<u>\$42,573,578.00</u>

Total revenues are \$7,769,710 or 16% of the budget compared to 16% last year; Total expenditures are \$4,296,652 or 9% of the budget compared to 7% last year.

To note, the Finance and Facility committee minutes for August 18, 2025 are correct as written.

President's Report

Dr. Bieber reported on a recent conversation with our lobbyist, who is in contact with leadership in Harrisburg. He is optimistic the long-delayed Pennsylvania budget will be passed next week. Deputy Secretary of the PA Department of Education, Dr. Kuhn, confirmed her department is fully prepared to process payments quickly and they have already completed the necessary paperwork to ensure a swift and efficient release of grant funds once the budget is officially passed.

LCCC recently sent a team of staff representatives to visit the Amazon Web Services center in Virginia. Other colleges also in attendance including Luzerne, Northampton, and Bucks, will be holding an all-team meeting to debrief.

Preparation for the launching of the Dental Hygienist program in the Morgan center is on-going. The college will be submitting grants for renovations and program start-up costs.

Plans are in the works to expand the aviation program to include aviation maintenance. A meeting has been scheduled next week

with Senator Coleman and officials from the Queen City Airport to discuss the feasibility of creating an Aviation Education Center, which would include the adding of new hangars. An important part of this effort is a potential partnership with a group that has already developed a substantial amount of the curriculum for the program.

Dr. Haney provided the enrollment report. Fall semester kicked off last week with headcount down .2% and credit hours down 2%. Fall applications are still trending up, about 80 applications. FASFA applications are also trending up for 25-26 and news that 26-27 applications are expected to launch on time for October 1st. Organic social media posts which ran from August 25th through September 2nd, included welcoming messages to students and provided guidance and direction for the start of the semester.

A discussion was held regarding nation-wide downward trends of students enrolling in college and how those trends will affect our college in the future. A board retreat or specific discussion meetings on the topic was suggested.

A question was asked regarding the new AI Zoom Companion and Josh Mitchell, CIO, commented the college has enabled it across the institution as well as a few offices that are testing the program. There will also be targeted training for administrators, faculty and staff on both the AI Zoom Companion and Google Gemini.

Personnel,
Curriculum and
Government
Relations
Committee
*Many Voices, One
Vision; Strategic
Plan*

Trustee Kistler welcomed Dr. Kelly Trahan, Dean of Workforce Development, Arts, Education, and Technology for her *Many Voices, One Vision; Strategic Plan* presentation.

Dr. Trahan shared her presentation on the Many Voices, One Vision; Strategic Plan Year 2 update and first explained the goal achievement for year two. There were 5 goals that were completely met, 10 partially met, and 5 not reported.

Under the Communication category, the group has worked to put together a strategic communication plan. The objective for this year was to distribute that plan and obtain feedback from various groups, including the executive team. Feedback was received and for year three, they will be rolling out and implementing the communication plan.

Dr. Trahan explained for the Data category, most objectives have been partially met. However, they are going to be ongoing and even after the strategic plan has been completed, the goals will be

continuing. This includes: Banner User Group, Data Cookbook Subcommittee, and expansion of Argos Training, to name a few.

The Engagement and Wellbeing category is a new group that was created in place of the Diversity, Equity, Inclusion, and Belonging (DEIB) group. New goals and objectives were created and due to this, most are not reported at this time.

The Employee Experience category additionally has some on-going objectives. An “Employee Shout Out” incentive recently implemented has been well-received at the institution.

Enrollment and Retention will require a sustained and longer-term effort. Specifically, with the implementation of the S.A.F.E. program in Fall 2024 to identify fake and fraudulent applications, comparisons year over year can be skewed.

Programming focuses on developing and promoting the growth of pathways to meet the needs of our students. This is another category which will have ongoing goals to align current credentials and programs to fulfill the needs of the community and workforce. This also includes identifying new program opportunities, cost analysis with low enrolled and new programs, and implementation of a newly developed plan called Program Viability Assessment for program closure/removal.

Moving into the third year, Dr. Trahan explained a strategic consolidation of the six working groups into five. To ensure a more consistent and efficient process, all completed and ongoing work will now be aligned with the governance committees. This new structure is designed to improve the flow of communication between the committees and the groups, ensuring everyone is on the same page.

Finally, based on the recent climate survey, the leadership team focused on *resilience* as a key theme, brainstorming its meaning and developing plans to integrate it into each group’s goals for the upcoming year.

Trustee Kistler reported on the PC&GR Committee minutes from the August 18, 2025 meeting. The Committee reviewed the Open Job Report, and discussed at length the Campus Climate Report including the resiliency theme. Additionally, the proposed Resolution for the Policy and Regulations Manual Revisions, Bylaws amendments, will be discussed at the September PC&GR Committee Meeting for voting at the October Board Meeting.

PACCC Legislative/
Governmental
Affairs Update

Trustee Thompson provided the following Legislative/
Governmental Affairs update:

1. Dr. Ryan Hartnett with Middle States has been promoted to Vice President of Membership.
2. Due to the Budget Reconciliation Act passed on July 4, 2025, the Middle States president sent a letter to the Trump Administration stating that it is essential that the negotiated rulemaking committees include meaningful representation by financial aid and community college administrators and professionals.
3. In 2007 a student loan cancellation program was enacted to encourage more college graduates to enter lower-paying public service fields as their student loans were reduced each year of employment. Recently, the administration is suggesting public workers be cut off from the program if it is found that their employer engaged in activities with substantial illegal purpose.

A complete report for this committee can be found in its minutes of August 18, 2025.

Finance and
Facilities
Committee

Trustee Mohr reviewed this committee's minutes for August 18, 2025. The committee reviewed the Cash Flow Statement, Revenue and Expenditures Report, Enrollment Data Update, Aviation rates for 25-26 and the increase in current costs for the program. The Capital Budget for 25-26 was discussed as well as the Critical Incident Report for the year.

A complete report for this committee can be found in its minutes of August 18, 2025.

Negotiations
Committee

No report.

Joint Coordinating
Committee

No report. Next meeting is March 20, 2026.

LCCC Foundation

Trustee Kistler reports the Foundation has promoted Emmalee Loch as the new Scholarship Director and they are excited to have her in the new role.

An ongoing strategic plan the Foundation has been working on was to promote new diverse members for the board. They are happy to announce five new members selected since December:

Gerald Darville from Lutron, Devon Francis from Victaulic, Liesel Gross from the Lehigh County Authority, Tim Stout from the Lehigh Valley International Airport, and Kim Wittner from Valley Health Partners.

The Tony Boyle Golf Classic is this coming Monday, September 8th at Twin Lakes Golf Course. Projected proceeds are approximately \$88,000 for scholarships with 116 total golfers to be in attendance.

The Board members reviewed a Fact Sheet noting in the 2024-2025 academic year, the Foundation awarded 1,089 student scholarships totaling over \$1 million. The total Foundation value is \$34.1 million, which is an 11.5% increase over the prior year. Additionally, the newly formed Ann Bieber Scholarship for Leadership is currently still receiving funds, therefore it is not yet listed as a current scholarship on the fact sheet.

A discussion was held regarding the process of helping students become knowledgeable about scholarships that are available. Trustee Kistler highlighted that the new Scholarship Director's initiative will focus on educating students about available scholarships. The discussion also noted that the LCCC website also offers extensive information on this topic.

Old Business	None.
New Business	None.
Public Comment – Non-Agenda	None.
Announcements	None.
Adjournment	Chair DeFrank adjourned the meeting at 6:25p.m.

Respectfully submitted,



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