

LEHIGH CARBON COMMUNITY COLLEGE

Minutes of the Meeting of the Board of Trustees

December 1, 2022

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, December 1, 2022. 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:

Mr. Daniel C. Bosket

Mr. Samuel P. DeFrank

Mr. William P. Fonzone, Sr.

Mr. David J. Hein

Dr. Barbara C. Kistler

Mr. Matthew T. Korp

Mr. David L. Krause

Ms. Audrey L. Larvey

Mr. Paul R. McArdle, Jr.

Mr. William Miracle

Mr. Kenneth H. Mohr, Jr.

Mr. Scott R. Pompa

Mrs. Ann L. Thompson

Staff Present:

Dr. Ann D. Bieber, President

Ms. Callie Clayton, Director, First Year Experience

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. Melanie Turrano, Professor of English

Ms. Larissa Verta, Vice President for Academic Services and Student Support

Counsel Present:

Attorney Jerome B. Frank

Press Present:

None.

Others Present:

Ms. Emma Hope, President, Student Government Association

Ms. Olivia Onore, Vice President, Student Government Association

Attorney Jody Mooney, Senior Associate, King, Spry, Herman, Freund and Faul, LLC

Members of Public Present:

None.

Public Comment –
Agenda Items

None.

Minutes of
November 3, 2022

On a motion by Trustee DeFrank, seconded by Trustee Miracle, the minutes for the November 3, 2022 Board meeting were approved.

Treasurer's Report

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

Cash Balance 10/01/22	\$34,842,775.00
Receipts	<u>+12,680,439.00</u>
Total	\$47,523,214.00
Disbursed	<u>-10,095,930.00</u>
Cash Balance 10/31/22	<u>\$37,427,284.00</u>

President's Report

Dr. Bieber was pleased to introduce the current officers for the Student Government Association (SGA), Emma Hope, President, and Olivia Onore, Vice President. The officers provided an update on current SGA activities and initiatives. Some highlights from the report include a plan to implement representatives from the Tamaqua and Allentown campuses who would act as chairs appointing their own senate and subcommittees. This would enable the campuses to be more inclusive for participation in events. Another new initiative was the creation of a volunteer day on Martin Luther King Day with students going into the community to help those less fortunate. For complete details, please refer to the posted SGA report.

Trustee Thompson commented on the presentations from the PA Statewide Virtual Trustee meeting held on November 17, 2022. In terms of rating the ten rising risks outlined by the keynote speaker, Trustee Thompson felt the mental health challenge for students, faculty, and staff was at the top of the list. The college has been dealing with this issue for some time and healthcare providers were concerned about this as well. The college has been flexible in dealing with many of the issues discussed. The short-term Pell grant funding, tuition free community college, tax policies, and financial aid are all items of importance to the college as well.

Vice President Haney reviewed the enrollment dashboards. The Winter 2022 term will begin in three weeks and currently student headcount is down 11% and credit hours down 13.9%. As a point of reference, the Winter term began as a separate session in 2017 and at that time enrollment was booming; however, enrollment has been on the decline for this session since the 2020-2021 term.

Enrollment for the Spring 2023 semester is down 9.8% in headcount and 15.6% in credit hours with 8 weeks left until the start of the semester. There is a campaign running to encourage current students to register before the end of the Fall semester with a random drawing for a pair of Air pods.

Chair Krause noted there are new representatives in Harrisburg and a list of the new members will be provided to the Board.

Trustee Miracle reported speaking with lobbyist, Tony Crisci, who stated there is a lot of chaos in Harrisburg right now with all of the changes.

Dr. Bieber noted the Commission will be hiring a new Director of Government Relations and this will help with outreach across the state. Jarrett Coleman and Nick Miller are the new representatives for Lehigh County.

Trustee Kistler introduced Callie Clayton, Director, First Year Experience (FYE) to provide information on what encompasses the First Year Experience.

Ms. Clayton began her career at LCCC as an academic advisor before switching to First Year Experience.

The First Year Experience is programming to help first year students connect with their advisors, instructors, campus resources, and fellow students. FYE fosters the participation of students in co-curricular and extra-curricular events on campus. Students are encouraged to take advantage of the FYE activities offered and those who participate have higher GPAs and are more likely to graduate.

The overall mission for FYE is to provide quality support programming for all first time college students. The outcomes and impacts are an increased sense of belonging, enhanced academic skills and learning strategies that benefit students for the rest of their lives, more campus engagement, and successful attainment of goals and social integration.

What does FYE actually do? The program highlights include the new student orientation and other types of events designed to acclimatize students to college. There are many workshops to introduce students to different topics, including all of the necessary ones such as financial aid, counseling, and academic advising.

The new student orientation makes sure students know the details of navigating college life, such as successful access to accounts,

Personnel,
Curriculum, and
Government
Relations
Committee
Presentation:
*First Year
Experience*

student emails, looking up courses, and monitoring degree progress. It provides help for connections to financial aid, career development, counseling services, tutoring, and disability services and provides an opportunity to gather preferences in order to create the first semester schedule.

FYE collaborates with other departments in holding workshops for time management, self-care, maintaining healthy relationships, job fairs, and many other topics to provide students a well-rounded sense of the skills they need.

The FYE training series is an incentivized program with points redeemed for prizes and students receive a certificate upon completion. Another new initiative is the Peer Mentoring program for second year students who have been successful. The peer mentors act as role models helping to connect students to the resources they need. In addition, the Grab and Go tables are set up for students while they are on the go with tips and snacks to help keep them going throughout the day.

Trustee Krause thanked Ms. Clayton for a very informative update.

Dr. Kistler reviewed this committee's minutes of November 21, 2022. The committee received a comprehensive report of the programs with low enrollment. Two trustees were appointed to the Administrative Sabbatical Committee, and the committee considered a resolution for appointment of the labor attorney.

Attorney Frank addressed the Board and spoke to his recommendation of Attorney Ellis Katz, who served the college as the labor attorney for many years and who is now retired. For some time, King Spry has recognized the growing demand on all institutions and has made concerted efforts to expand in the area of employment and labor law. King Spry is thrilled to be able to offer labor services to the college.

Attorney Frank introduced Attorney Jody Mooney, Senior Associate, King Spry. Attorney Mooney spoke about her vast experience in employment and labor law. During her career, Attorney Mooney worked as a union attorney for the Pennsylvania State Education Association. She later served as labor counsel for the City of Syracuse and was actively involved in negotiating contracts for the police and fire units, all the way from secretarial staff to maintenance contracts. During her career, Ms. Mooney has been involved in all aspects of labor and employment work going before the Professional Standards Commission, Nursing, and Psychology Boards, and all facets of bargaining leading to the finalization of a contract. Her most

recent accomplishment was the successful labor negotiation contract for the Scranton School District. Ms. Mooney thanked the Board for the opportunity.

Dr. Kistler presented the following resolution for approval:

Resolution 58.11

Appointment of Labor Attorney

This resolution appointing King, Spry, Herman, Freund & Faul, LLC to provide comprehensive legal services for all labor law matters was approved by a vote of 13 Yea, 0 Nay.

A complete report of this committee can be found in its minutes of November 21, 2022.

Finance and
Facilities
Committee

Trustee Mohr reviewed this committee's minutes for November 21, 2022. The committee met in a workshop for an overview of the 2023-2024 Budget book. The sponsor contributions will remain at the same level for the tenth year representing 10.3% of the budget. The committee agreed with the administration's recommendation for the insurance broker for 2023-24.

A complete report for this committee can be found in its minutes of November 21, 2022.

Negotiations
Committee

No report.

Joint Coordinating
Committee

Trustee Larvey reviewed this committee's minutes for November 18, 2022. LCTI was not in attendance due to the situation concerning the recent threats. The new director for CCTI talked about the initiatives in place to increase school spirit. LCCC provided a presentation on Early College and Dual Enrollment. The CLIU presented on their STEM partnerships, summer STEM camps, and training for teachers on STEM activities.

LCCC Foundation

No report.

Old Business

None discussed.

New Business

Chair Krause stated there would be an informational workshop following the conclusion of the meeting.

Public Comment
Non-Agenda

None.

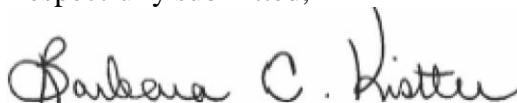
Announcements

None.

Adjournment

Trustee Krause called for a motion to adjourn. The meeting adjourned at 6:39 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Barbara C. Kistler".

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

Attachments

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