

# LEHIGH CARBON COMMUNITY COLLEGE

Minutes of the Meeting of the Board of Trustees

February 2, 2023

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, February 2, 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:

Mr. Daniel C. Bosket	Mr. David L. Krause
Mr. Samuel P. DeFrank	Ms. Audrey L. Larvey
Mr. William P. Fonzone, Sr.	Mr. Paul R. McArdle, Jr.
Mr. Mathias J. Green, Jr.	Mr. William Miracle
Mr. David J. Hein	Mr. Kenneth H. Mohr, Jr.
Dr. Barbara C. Kistler	Mr. Scott R. Pompa
Mr. Matthew T. Korp	Mrs. Ann L. Thompson

## Staff Present:

Mr. Scott Aquila, Dean of Business, Legal and Social Services, Accreditation, Curriculum, and Assessment  
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  
Dr. 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:

None.

## Members of Public Present:

None.

Public Comment –  
Agenda Items

None.

Minutes of  
January 5, 2023

On a motion by Trustee Mohr, seconded by Trustee Fonzone, the minutes for the January 5, 2023 Board meeting were approved.

## Treasurer's Report

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

Cash Balance 12/01/22	\$34,774,417.00
Receipts	<u>+6,455,259.00</u>
Total	\$41,229,676.00
Disbursed	<u>-4,489,300.00</u>
Cash Balance 12/31/22	<u>\$36,740,376.00</u>

## President's Report

Dr. Bieber reported the Allentown School District would consider Sharon Albert as the LCCC Trustee Elect at their next Board meeting on February 23. Everything is contingent upon the vote that evening. Ms. Albert is a college professor/senior lecturer on religious studies at Muhlenberg College. Dr. Bieber spoke with Ms. Albert and she is very excited for the opportunity and plans to attend the March 2 Board meeting if approved.

Trustee Thompson reported receiving a very attractive brochure about opportunities in the healthcare profession. Both Dr. Bieber and Dr. David Ruth, President, Northampton Community College, have been reaching out to legislators about community colleges having a larger presence in the field of healthcare education. So far, they spoke with Senator David Argall and Representative Doyle Heffley who are both in favor. However, Senator Argall is not in favor of community colleges' offering Bachelor's degrees. In addition, a date has been set for Senator Nick Miller to visit the Schnecksville campus; unfortunately, they were unable to reach Senator Jarrett Coleman whose office has not been set up.

Dr. Bieber added she recently spoke with Representatives Peter Schweyer and Michael Schlossberg who are definitely on board with the initiative. Dr. Bieber connected Representative Schweyer with PACCC President and CEO, Elizabeth Bolden, and Schweyer will personally be going to the Governor's office. Dr. Ruth is having similar success and it looks hopeful for gaining legislative support.

Chair Krause noted there is also a need for teachers and Dr. Bieber informed on the Pathway for Education with the Early College Program that both Vice President Haney and Verta are

working on with the Allentown School District. Last week, Dr. Bieber and Cedar Crest College President, Dr. Elizabeth Mead, met with Dr. Carol Birks, Superintendent for Allentown School District, to discuss putting together a package to continue at Cedar Crest College after graduation from LCCC.

Chair Krause reported attending one of the Spring Convocation Zoom sessions involving discussions on IT and the use of an artificial intelligence called the *generative pre-trained transformer* that can actually generate a paper for students. There was discussion on the fine line between using technology to help educate versus creating plagiarism. Chair Krause reported these were extremely interesting and informative discussions.

Trustee Thompson also commented on Convocation referring to the Convocation keynote speaker's presentation that contained some very interesting data indicating *Career Outcome* was the #1 concern to Hispanic students, whereas *Affordability* was rated #5.

Vice President Haney reviewed the Enrollment update for the Spring 2023 semester indicating student headcount was up by 2% and credit hours down 3%. Enrollment is still ongoing for the Spring semester for Dual Enrollment and some late parts of term. Dual Enrollment headcount is up compared to the same point in time last year and transfer students are up as well. The increase in transfer students is a result of the work the college has been doing with ReUp Education Services working with stop out students.

Personnel,  
Curriculum, and  
Government  
Relations  
Committee  
Presentation:  
*LCCC Programs  
and Services Review*

Trustee Kistler introduced Scott Aquila, Dean of Business, Legal and Social Services; Accreditation, Compliance, Curriculum and Assessment, to provide an update on the process of evaluating programs and service programs every five years.

Mr. Aquila reported the audit is a systematic review--it is not a punitive review and not something by cause. The audits are done annually and are a proactive process with a schedule, means, and time line. The team works together to follow the process and works together to see it accomplished. It is a comparison of course and program objectives with outcomes, such as licensing outcomes for special credentials, transfer or further education outcomes, or job outcomes, all done in order to make sure what students are learning is beneficial to them to achieve their goals. Noncredit learning skills are now included, and the goal is to align them with the credit programming for one continuous seamless process.

The audits provide the opportunity to make timely and planned interventions. Each audit is a yearlong process, the notifications go out in August, the audit team is put together in September and work begins in October. Each month there are administrative meetings, but the teams can meet as often as they wish. As they go through the process, any issues identified are addressed and corrected. The audit is also for the intention of improving educational offerings for students as well as the community to make sure the programs align with community partners' needs and in line with what the students are looking to accomplish. Included in the audit is the collection analysis and use of the data and that is an ongoing process. It is not a once and done document, the document will continue to be used over the five year period as recommendations and suggestions are made going forward.

The audit is a requirement of Pennsylvania Department of Education, Pursuant to Pennsylvania Code, Title 22, section 31.51 Academic program audit and section 35.21 Curricula. The procedure follows a defined timeline beginning in October and by April or May a report is finalized and submitted to the Vice President of Academic Services and then shared with the college community for recommendations. There is specific content with a table of contents, and other items such as assessment and programs goals. There is also data collection working with the Institutional Research office for enrollment data or other data specific to a program.

Students Services is relatively new to the process and included in order to align all programs together. Student Services aligns with the college mission, vision, and goals and student outcomes such as graduation, transfer, and employment. Students Services include the offices of Financial Aid, Business, Athletics, Advising, and Student Support Services. The audit ensures and enhances the quality of service and support for the student budget and institutional strategic planning. The review process reveals the successes and teams can refer back to the document to make adjustments as needed.

Some examples of audit results creating change include curricular changes such as Education realigning the degree curriculum and program sequence; transitioning to online or remote learning; activities; and projects. There are Programming changes such as Education removing C.D.A. to the noncredit side of the house and the specialized diploma. Other changes involve tweaking the programs to make them more modern such as the computer sciences and technology programs and making sure the equipment and facilities are current with what the graduating

students would use working in the fields of Science, Nursing, Aviation, and the Vet Tech programs.

The audit has value that aids in planning and aligning goals with the rest of institution, including budgeting goals, seeking grants, and other things needed to support the success of the programs and the graduating students.

Audits are on a cycle and there can be as many five or six programs in one year or as few as three depending upon the cycle. Including the Student Services, there would be approximately eight or as few as six.

In response to a question on whether the audits were adequate, Dean Aquila felt they were adding that the teams are constructed of anywhere from 5 to 8 individuals in addition to the audit team. Monthly meetings include all team members of the programs under audit where they discuss their assessment on how students are doing across the different disciplines. This is a working group dealing with portions of the audit and they are allotted as much time as necessary to make sure the group is large and conducive enough to get the answers.

Chair Krause thanked Dean Aquila for a very informative presentation.

Dr. Kistler reviewed this committee's minutes of January 16, 2023. The committee reviewed the Open Job Report and the Title IX Report that indicated zero investigations recorded for July through December 2022.

In addition to the Legislative/Governmental update, Dr. Kistler reported it was her hope the Governor would not become involved in the business of dictating curriculum for the community colleges. Dr. Kistler noted the presentation provided this evening outlined the depth of the review process conducted by the college and in her opinion is what is most important.

Dr. Kistler presented the following resolution:

Resolution 58.21

Policies and Regulations Manual Amendments

This resolution for approval of the policy amendments outlined in Exhibit A was approved by a vote of 14 Yea, 0 Nay.

A complete report of this committee can be found in its minutes of January 16, 2023.

Finance and  
Facilities  
Committee

Trustee Mohr reviewed this committee’s minutes for January 16, 2023. The committee reviewed the CARES/CRRSA/ARP update through January 2023 and learned there were no additional funds available for allocation. The committee also reviewed the financial reports including the restricted fund budget reports where operating income revenues are positive. The committee received a copy of the Moody’s report specifying a very positive rating for the college.

Mr. Mohr presented the following resolutions for approval

Resolution 58.22

Morgan Center Lease

This resolution for approval of the lease renewal for the John E. Morgan Educational Center was approved by a vote of 14 Yea, 0 Nay.

Resolution 58.23

Approval of Submission of RACP Funding Application for LCCC Donley Center

This resolution for approval of submitting the application for RACP funding was approved by a vote of 14 Yea, 0 Nay.

A complete report for this committee can be found in its minutes of January 16, 2023.

Negotiations  
Committee

No report.

Joint Coordinating  
Committee

Trustee Larvey reported the committee met on January 20 and the minutes were posted to the agenda. As usual, the meeting was very informative with presentations from the CLIU on the Adaptive Toy Program; LCCC provided an informative presentation called the ‘Ripple Effect’ on the ripple effect of reaching as many students as possible. CCTI provided information on their vinyl program for car wrapping, and LCTI presented on the Work Experience Program for preparing students for real world experiences.

The next committee meeting will be Friday, March 17.

A complete report for this committee can be found in its minutes of January 20, 2023.

LCCC Foundation

Dr. Bieber reported good news for the LCCC Foundation endowment, which increased by \$1.3M since the last update.

Old Business

None discussed.

New Business

Chair Krause thanked everyone for attending the seventh meeting of the fiscal year and noted it was the first meeting with 100% attendance. Chair Krause also reminded that the Charter includes an attendance policy.

Public Comment  
Non-Agenda

None.

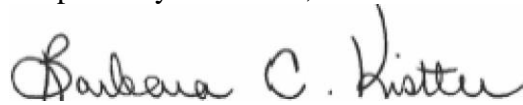
Announcements

None.

Adjournment

Trustee Krause called for a motion to adjourn. The meeting adjourned at 6:30 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Barbara C. Kistler". The signature is written in a cursive, flowing style.

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

Attachments

/acc