

LEHIGH CARBON COMMUNITY COLLEGE

Minutes of the Meeting of the Board of Trustees

January 5, 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, January 5, 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. Samuel P. DeFrank

Mr. William P. Fonzone, Sr.

Mr. David J. Hein

Dr. Barbara C. Kistler

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

Dr. Kelly Trahan, Dean of Education, Computer Science and Online Learning

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
December 1, 2022

On a motion by Trustee Mohr, seconded by Trustee Miracle, the minutes for the December 1, 2022 Board meeting were approved.

Treasurer's Report

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

Cash Balance 11/01/22	\$37,427,284.00
Receipts	<u>+2,272,956.00</u>
Total	\$39,700,240.00
Disbursed	<u>-4,925,822.00</u>
Cash Balance 11/30/22	<u>\$34,774,418.00</u>

President's Report

Dr. Bieber reported the Stabler Foundation has been very generous to the college over the years and the endowment is now at \$1.6M. Last week the college received an additional \$67,000 from them to add to the endowment and the college is very grateful for their generosity.

Trustee Thompson reported there was no official report from Harrisburg; however, a note of interest was the newly elected PA House Speaker, Mark Rozzi, who will register as independent.

Vice President Haney reviewed the enrollment reports. For the Spring 2023 semester, student headcount is down 51 students or 1.3% and down 2,100 credits or 5.9% in credit hours. The Winter session is down about 31 students and down 3% for credit hours.

Personnel,
Curriculum, and
Government
Relations
Committee
Presentation:
*Transformative
Strategic Planning*

Trustee Kistler introduced Dr. Kelly Trahan, Dean of Education, Computer Science and Online Learning, to provide an update on the process for the Transformative Strategic Planning.

Dr. Trahan reported the timeline for the new plan began in August, 2022 at Convocation with a SWOT analysis. Trustee Ann Thompson serves as the representative for the Board and the college is grateful for her input. The plan was presented during Convocation to the entire college community to gather their feedback and that included student information as well. In October, the Leadership Team, Executive Team, President's Cabinet, and Trustee Thompson met to hold the first retreat. On October 11 during Development Day, the SWOT analysis results received from the consultant, CompassPoint, were shared with the college community.

On November 8, the areas were finalized and work began on the goals. On December 6, the teams continued to collect data and conduct check-ins on the different areas to finalize goals and develop the objectives. All of this information was forwarded to CompassPoint for review and their feedback.

The different areas determined through the SWOT analysis were Communication; Data; Employee Experience; Diversity, Equity and Inclusion; Enrollment: Recruiting and Retaining; Programs; and Partnerships. A strong emphasis was put towards creating good goals under each initiative because a goal properly set is halfway reached. The different areas are still under development and being fine-tuned.

For Communication, the plan is to develop and implement a comprehensive strategic communications plan that promotes unified and trustworthy messaging. There will be Strategic Plans within the Strategic Plan because it hits broad areas in the different goals. The college is already doing so much across the institution and this will help to tie things together.

For Data, the plan is to develop a culture of data-informed decision-making and assessment. The IT Department is providing help by creating data blocks and the new Institutional Research Director has some great ideas.

For Employee Experience, the plan is to create a diverse, equitable and inclusive campus culture that recognizes and develops the whole person by promoting excellence, innovation, and creativity in a flexible work environment.

For Diversity, Equity, and Inclusion the plan is to create a paradigm shift to pursue excellence in equity, inclusion, and engagement for all stakeholders. As the teams go through this process, there is so much involved for each area; having a three-year plan gives the college the chance to walk through wide initiatives and pivot as needed based on the information gathered.

For Enrollment, the goal is to increase student enrollment and retention to pre-pandemic levels. The current Enrollment Management Strategic Plan is integrated into the new Strategic Plan.

For Programming, the plan is to develop and promote the growth of career, academic transfer, and workforce development programs to meet the needs of college stakeholders. All of the Programs will be examined for needs and change.

For Partnerships, the college will serve the greater civic, business, and education community through reciprocal relationships and shared responsibility for common goals. The college already has many partnerships in place and the focus will be on how to continue to develop those partnerships and ways to communicate those partnerships to students.

For the future, CompassPoint will provide feedback and individual groups will be formed to review the feedback and develop metrics. In February, the goal is to finalize everything, and in March roll out the new goals, objectives and metrics. In April-May, the remaining SWOT feedback will be assigned to different areas. Some of the feedback was small, but the teams want the college community to know their voices were heard and explain what was done and what was already in place. In June, the goal is to publish the full plan with all of the feedback.

In response to a question on how progress will be measured for goals accomplished, Dr. Trahan responded that the plan will have metrics. Once a goal is met, there will be celebrations for those goals. Dr. Trahan stated, "One thing people may not understand is that this is a huge undertaking with what the teams are doing with the feedback. The Strategic Plan really needs to be in everyone's brain; everyone needs to be part of the plan and we are all responsible for the Strategic Plan. The more we communicate not only what we are doing, but then celebrating our results, is what will engage the college community. These will be huge celebrations to get the whole school involved including the students."

Dr. Trahan explained that under the Leadership Team, there are different groups for each area and two leaders for each of the groups. The leaders are responsible for making sure the plan moves ahead. The monthly Leadership Team meeting will continue the process of reporting out on the timeframes, however, the plan will take time to develop.

Trustee Krause thanked Dr. Trahan for a very informative presentation.

Dr. Kistler reviewed this committee's minutes of December 19, 2022. The agenda was brief; however, the committee received a great opinion document from PACCC President and CEO, Elizabeth Bolden.

A complete report of this committee can be found in its minutes of December 19, 2022.

Finance and
Facilities
Committee

Trustee Mohr reviewed this committee's minutes for December 19, 2022. The committee reviewed the CARES/CRRSA/ARP update indicating only \$36,000 remaining unplanned. There will be no additional funding from PDE for this year; however, the college was awarded an RACP grant that requires a match. Mr. Mohr encouraged everyone to glance at the 800 page Facilities Master Plan that contains many photos and reinforces the executive summary.

Mr. Mohr presented the following resolutions for approval

Resolution 58.12

Final Operating, Debt Service/Leases, Capital Budgets for FY 2023-24

This resolution for approval of the final operating budgets for fiscal year 2023-2024 was approved by a vote of 10 Yea, 0 Nay.

Resolution 58.13

Student Tuition and Fees FY 2023-24

This resolution to approve the Student Tuition and Fees Schedule for FY2023-2024 was approved by a vote of 10 Yea, 0 Nay.

Trustee Miracle commented on the sponsor appropriation noting that it has been trickling down over the years. By law, it is supposed to be around 33% and there have been no increases in over nine years. Tuition and Fees are 42.6%. It was Mr. Miracle's opinion that the school districts need to be part of the college's mission in a more significant manner.

Trustee Mohr noted an error on a date for Resolution 58.13. A motion was made to amend the resolution to correct the Academic Year from 2022-2023 to 2023-2024. A second vote was called; the amendment to Resolution 58.13 was approved by a vote of 10 Yea, 0 Nay.

Resolution 58.14

Restricted Fund - Student Government Association Budget FY 2023-24

This resolution to approve the Student Government Association Budget for FY2023-2024 was approved by a vote of 10 Yea, 0 Nay.

Resolution 58.15

Restricted Fund - Auxiliary Budget FY 2023-24

This resolution to approve the Auxiliary Budget for FY2023-2024 was approved by a vote of 10 Yea, 0 Nay.

Resolution 58.16	<u>Designated Reserve Funds Allocation</u> This resolution to approve the designated reserve funds allocation was approved by a vote of 10 Yea, 0 Nay.
Resolution 58.17	<u>Appointment of Auditor – 2022-2023</u> This resolution to appoint an auditor for purposes of the 2022-2023 audit was approved by a vote of 10 Yea, 0 Nay.
Resolution 58.18	<u>Wastewater Treatment Plan - LCTI</u> This resolution to approve the amended and restated Wastewater Facilities agreement with LCTI was approved by a vote of 10 Yea 0 Nay.
Resolution 58.19	<u>LCCC Climate Survey Consultant</u> This resolution to authorize the hiring of a climate consultant to conduct a climate study was approved by a vote of 10 Yea, 0 Nay.
Resolution 58.20	<u>Curriculum Management and Catalog Production Software</u> This resolution authorizing the implementation of Curriculum Management and Catalog Production Software programs was approved by a vote of 10 Yea, 0 Nay. A complete report for this committee can be found in its minutes of December 19, 2022.
Negotiations Committee	No report.
Joint Coordinating Committee	Trustee Larvey reported the next committee meeting will be Friday, January 20.
LCCC Foundation	Dr. Kistler reported being impressed by the diligence of the group managing the funds for the Foundation. In 2022, not the best year for investments, the Foundation lost approximately the same amount gained in 2021.
Old Business	None discussed.
New Business	Attorney Frank provided an update on Workers' Compensation and Right-To-Know. For Workers' Compensation, there is a low margin of reports and claims tracking for the last couple of years and even with being back on campus full time it has not gone back to prepandemic levels. For Right-To-Know, it remains the same from year to year, and this year is tracking the same. Most requests

are from people seeking data for marketing and some do explain what they want to do with the information.

Public Comment
Non-Agenda

None.

Announcements

None.

Adjournment

Trustee Krause called for a motion to adjourn. The meeting adjourned at 6:23 p.m.

Respectfully submitted,



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

Attachments

/acc