

# LEHIGH CARBON COMMUNITY COLLEGE

Minutes of the Meeting of the Board of Trustees

November 3, 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, November 3, 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. Mathias J. Green

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. Rachel Plaksa, Professor of Business

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

## Counsel Present:

Attorney Jerome B. Frank

## Press Present:

None.

## Others Present:

Ms. Elizabeth Bolden, President and CEO, Pennsylvania Commission for Community Colleges

## Members of Public Present:

None.

Public Comment –  
Agenda Items

None.

Minutes of  
October 6, 2022

On a motion by Trustee Miracle, seconded by Trustee Hein, the minutes for the October 6, 2022 Board meeting were approved.

## Treasurer's Report

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

Cash Balance 9/01/22	\$39,697,906.00
Receipts	<u>+1,780,513.00</u>
Total	\$41,478,419.00
Disbursed	<u>-6,635,644.00</u>
Cash Balance 9/30/22	<u>\$34,842,775.00</u>

## President's Report

Dr. Bieber reported receipt of the \$1M RCAP grant for the Donley Center and the college is thrilled to begin renovations, hopefully in the near future. The college recognizes and appreciates the efforts of Senator Pat Browne and Representatives Peter Schweyer and Mike Schlossberg who helped make it happen.

Dr. Bieber advised the Council of Presidents held a very informative two-day Retreat last week planned by PACCC President and CEO, Elizabeth Bolden. Ms. Bolden will join the meeting tonight to update the Board on some of the issues discussed during the Retreat including a legislative update.

Personnel,  
Curriculum, and  
Government  
Relations  
Committee  
Presentation:  
*PACCC Update*

Trustee Kistler introduced Elizabeth Bolden, President and CEO, Pennsylvania Commission for Community Colleges.

Ms. Bolden thanked the Board for the invitation. She began by commending LCCC as one of the most engaged community colleges statewide making the job of the Commission that much easier. Ms. Bolden gave a shout out to Dr. Cindy Haney for serving on the State Grant Advisory Committee noting that the group very much appreciated her input.

The presentation began with a debriefing of the FY2022-23 Budget approved in July. There was some good and some not so good news. The good news was the 4.6% or \$11.2M increase to the Operating Appropriations bringing the total appropriations to \$256M. This is the most powerful and important appropriation from the Commonwealth and the most flexible. The not so good news was only \$9.77M of the \$11.2M was allocated to the 14 pre-existing community colleges. After running through the formulas, the 14 community colleges only received a 3.2 to 4.6%

increase depending upon how the formula shook out for any individual college. The additional \$1.55M or a 109% increase was allocated to the Community College of Erie County bringing their total appropriation for FY2022-23 to \$2.9M. The Commission would have preferred this to happen a little differently than it did and will endeavor to make this clearer to lawmakers in the upcoming budget cycle.

Other good news was the increase of 4% or \$2.8M to the Capital Appropriation bringing the total to \$54M. As a result, six colleges will have projects funded in the current fiscal year.

The Commonwealth also recognized the importance of Dual Enrollment with \$7M allocated for Dual Enrollment. However, four months out from budget approval, there is still no information on how the money will be distributed or used. This is unprecedented, and the Commission is doing everything possible to make sure colleges are involved and engaged and will be able to access the money.

Also included in the Budget was an extension to the reporting date for the Public Higher Education Funding Commission. The Funding Commission had its work significantly disrupted by the COVID19 pandemic, and Act 55 of 2022 prevented them from meeting before January 2023. Act 55 also required the Funding Commission to develop a performance-based funding model for the state related universities. Interestingly, there was no language suggesting this would be extended to other sectors of higher education. The deadline for submission of the model is June 2023, providing just enough time for implementation in the school code associated with the FY2023-24 budget.

Another item included in the budget was the Commission on Education and Economic Competitiveness. This previously was a stand-alone bill introduced by Senator Ryan Aument and was his effort to help the Commonwealth come together to talk about redesigning the K-12 and higher education system for the 21<sup>st</sup> century. There are several committees and sub-committees; PACCC is a mandated member on the Education and Planning subcommittee. There has been no new information to date, with more information anticipated in the new year.

Switching to what is currently happening is the State Board of Education Master Plan for Higher Education. After a year of work, the final plan will be considered next week and is expected to be approved. The voting will take place on the day following the mid-term elections when some members of the State Board will not be returning. Ms. Bolden was critical of the plan's content stating it does not vigorously describe the mission of the

community colleges, what community colleges can do for education and workforce development, and also lacks concrete policy initiatives to get the colleges to where they want to be.

Dr. Bieber commended Ms. Bolden for working diligently to have the voice of the community colleges heard; noting that she served on the Advisory Committee for the Master Plan for Higher Education and has submitted comments to be included in the plan, however, they were not.

The next item under consideration by the State Board of Education is the Waiver Request, submitted by PASSHE, to be relieved of the requirement that a Baccalaureate degree be comprised of 120 credit hours. Ms. Bolden informed the waiver was filed in a manner that lacked engagement with other post-secondary partners and has sadly tarnished some of the trust between higher education sectors and the Commonwealth. The waiver will appear as an item of New Business on next week's agenda; which traditionally means it would go to a committee for further review and would not be up for a vote at the meeting.

Ms. Bolden remarked that the results will not be known until next week, but it is of the utmost importance to the community colleges to have a complete understanding of the effects of the waiver on programs in order to ensure that students are on the right path to transfer to a PASSHE university and ultimately achieve their educational goals.

Ms. Bolden added that the waiver request should not have happened in a vacuum or unilaterally, but instead should have been a more measured, thoughtful, and strategic approach involving input and communication with all sectors. Ms. Bolden expressed gratitude to President Bieber and her colleagues in the Lehigh Valley who have raised concerns and these efforts have been successful in slowing things down and helping people to understand the significance of this request. Ms. Bolden stated, "It is an intriguing idea but one that must be pursued with thoughtfulness and understanding in order to avoid unintended consequences. Because of Dr. Bieber's advocacy, there was a letter sent to the State Board signed by 20 bipartisan lawmakers encouraging them to slow down and think about this carefully."

Moving forward, the mid-term elections will have a significant impact. In the general assembly, Senator Browne will be leaving the Senate with a new Appropriations chair on the Republican side. In the Education Committee, both House Republican and Democratic appropriation chairs will change. There will be 12 new house committee chairs and could be as many as 47 new members of the general assembly. It will be a time of

unbelievable change and of unbelievable opportunity. The Commission will need to work hard to educate the new members on the value of the community colleges. The gubernatorial election will also have an impact, and the Commission has engaged with both candidates to be in good standing no matter who wins. The Commission has not been as successful engaging with the Senate campaigns. The Biden Administration Higher Education agenda also has an impact because of federal policy trickling down to the State. There are many external forces for keeping eye on.

The Commission has already submitted a FY2023-24 Budget Request as a proforma item to both gubernatorial campaigns. The request includes three components: A 25% increase in Operating Appropriations; 15% increase for Capital Appropriations; and \$100M to strengthen the PA Healthcare Workforce. The Commission has developed a robust plan for career exploration, dual enrollment, and capital improvements and the feedback from the Nurses Association has been very encouraging.

A fourth component to be included, but not submitted, is the Community College Innovation and Modernization Initiative. There are seven different components effectively asking the legislature to remove some of the boundaries put on community colleges. The request includes items such as flexibility in designing an Associate's degree, setting tuition, flexibility in designing academic programs, and relief from tuition compliance calculations. This initiative is developed and pending with professionals from the colleges. Colleges will not be required to participate if they are comfortable with what they are already doing.

During the Retreat, the Council of Presidents approved two new components to the Advocacy Strategy. The first is a slight increase to the lobbying contract in order to reach out to the new members of the general assembly. Secondly, the addition of a Director of Government Relations. The new director will be responsible for developing a student advocacy campaign for students who are interested in learning about the political process giving them an outlet to advocate on behalf of students, and to help improve the information content provided to trustees on the PACCC website. The new director will be a great addition to the Commission's overall advocacy campaign.

In conclusion, what can trustees do to help? The LCCC trustees can continue to do what they have always done by supporting the Commissions' agenda; loaning good professionals at the college to help get things going; consult the Trustees Documents Library on the Commissions' website; and plan on attending the

Statewide Virtual Trustee Meeting on November 17 where the keynote speaker will talk about the hot topics in Higher Education Risk Management.

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

Dr. Kistler reviewed this committee's minutes of October 17, 2022. The committee reviewed the Open Job Report and received an overview of the new elements of the Strategic Plan by Vice President Verta.

Dr. Kistler presented the following resolutions for approval:

Resolution 58.08

Policies and Regulations Manual Revisions

This resolution for approving the amendments to the Policies and Regulations Manual outlined in Exhibit A was approved by a vote of 13 Yea, 0 Nay.

Resolution 58.09

Policy for Establishing a Credit Bank for Clinical Facilities

This resolution establishing a credit bank for the employees of clinical facilities was approved by a vote of 13 Yea, 0 Nay.

A complete report for this committee can be found in its minutes of October 17, 2022.

Finance and  
Facilities  
Committee

Trustee Mohr reviewed this committee's minutes for October 17, 2022. The committee received an overview of the results of the financial statements audit and the statement of net position for the Foundation. Following the audit presentation, the trustees met in Executive Session with the Auditor to discuss any issues concerning the audit. Because of the discussion, the audit may be pushed back one month and this will be explored in the future.

Mr. Mohr presented the following resolution for approval:

Resolution 58.10

Carbon Three C Scholarship Program

This resolution to approve the extension of the Three C Scholarship Program to AY2025-2026 was approved by a vote of 13 Yea, 0 Nay.

A complete report for this committee can be found in its minutes of October 17, 2022.

Negotiations Committee	No report.
Joint Coordinating Committee	No report.
LCCC Foundation	<p>Dr. Kistler reported the Foundation Fall Fitness Fest was cancelled, however the basket raffle did go on and earned \$1,744. Dr. Kistler reviewed some of the ways the Foundation provides for people, organizations, memorial funds, and especially scholarships for students.</p> <p>Mr. Green requested the list of the Foundation activities be provided to the trustees.</p>
Old Business	<p>Trustee Thompson noted she would not be able to attend the Statewide Virtual Trustee Meeting on November 17, but reminded trustees to register for the event by November 15. Trustee Thompson informed that five of the community colleges will attend; Northampton Community College will not attend due to a conflict with their Board meeting.</p> <p>Trustee Thompson also informed that Sheila Ireland was elected as the Northeast Region Director for the ACCT.</p> <p>Trustee Hein inquired if there was any news about the appointment of an Allentown School District Trustee. Dr. Bieber stated there are continued conversations, the Chair had identified someone but it is a matter of the Board approving a candidate. Attorney Frank stated it is not the domain of the college, and patience is needed.</p> <p>CIO, Josh Mitchell provided an update on the cybersecurity incident. The final findings from legal counsel and the cyber defense company were received and there are no changes from the preliminary report. There are no reporting requirements, so no notifications needed to go out. The matter is closed and the insurance company has agreed to pay.</p>
New Business	None discussed.
Public Comment Non-Agenda	None.
Announcements	None.
Adjournment	Trustee Krause called for a motion to adjourn. The meeting adjourned at 6:30 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'.

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

Attachments

/acc

LEHIGH CARBON COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
November 3, 2022  
Volume 58

For Action

58.08 College Policies and Regulations Manual Amendment

Be It Resolved,

That the Board of Trustees hereby approves the amendment(s) to the College Policies and Regulations Manual as set forth and attached hereto as “Exhibit “A”, which attachment shall be incorporated and become part of the College Policies and Regulations Manual effective this date.

Policy 2-308 - Use of Facilities  
Policy 2-700 - Academic Honesty  
Policy 3-112 - Leave of Absence with Pay  
Policy 3-120 - Salary Ranges  
Policy 3-222 - Hiring for an Established Position  
Policy 3-602 - College Organization  
Policy 4-111 - Academic Restart  
Policy 4-111a - Academic Standing and Progress  
Policy 4-111b - Change in Course Registration  
Policy 4-222 - Withdrawal  
Policy 4-224 - Withdrawal for Medical/Mental Health Reasons

Presenting Committee: Personnel, Curriculum and Government Relations

Presented by: Dr. Barbara C. Kistler

Motion made by: Dr. Barbara C. Kistler

Seconded by: Mr. Matthew T. Korp

Yea 13 Nay 0

Attachments



**Policy No. 2-308  
SECTION 2: POLICY MANUAL  
3. Facilities and Campus Grounds**

**TITLE: Use of Facilities by Students, Employees, Sponsor School Districts, and Third Parties**  
**ADOPTED:** February 2, 2017 (Resolution 52.35)  
**REVISED:** May 7, 2020 (Resolution 55.46)  
November 3, 2022 (Resolution 58.08)

**Purpose**

**Use of Facilities by Students, Employees, Sponsor School Districts, and Third Parties**

The use of the facilities of the College by students, faculty, staff, sponsor school districts, and third parties is welcomed and encouraged. In order to provide for the maximum use of the facilities, the safety of participants, and the protection of the College facilities and equipment, certain procedures and regulations have been developed and are herein stated. Use of College facilities is based upon availability. College facilities will be made available to third parties, within the parameters of this policy, provided such use does not interfere with the educational, extracurricular, or other programs of the College.

**Guidelines**

**General Rules/Regulations**

The President or his/her designee will designate a person for each event who must be on duty at all times for all student, faculty, staff, sponsor school district and third party events occurring outside normal operating hours while the College is not in session. This person shall also be responsible for opening the facility prior to its being used, shall maintain College regulations during the event, and shall close and secure the facility at the conclusion. Participants in the event are expected to comply with the instruction of such designated person in upholding regulations of the College.

A security officer must be on duty for any and all uses, pursuant to this policy. The costs for this service will be borne by the College, provided no admission fee is charged for the event and the event is held during normal operating hours. If an admission fee is charged or the event is not held during regular operating hours, then the costs shall be borne by the sponsors of the event. The costs for the security officer will be based on the security officer's regular rate of pay.

For student activities held in College facilities or other buildings or locations during normal school hours, a professional staff member shall be in attendance.

Requests to hold events in which an admission is charged are permitted if the event is sponsored by the College or its Foundation. Other requests for charging admission from groups such as a club, department, sponsor school district or third party will be reviewed by the President's Cabinet. The review will be based on objective, viewpoint neutral criteria that will be developed by the President/ designee and provided, in writing, to any requestor.

No event privately sponsored by a College employee will be permitted on College facilities for which an admissions charge will be made.

All events are expected to be conducted in an orderly manner and are not to be of such a nature as to incite others to disorder.

The facilities shall not be used for a purpose that is unlawful.

Gambling, the use of alcoholic beverages without authorization, the illegal use of controlled substances, and the unauthorized possession or use of lethal weapons in the buildings or on the grounds are absolutely prohibited.

The College facilities are a smoke-free and tobacco-free facility.

Signs advertising a particular event or activity that will be occurring on College facilities may be placed on appropriate College bulletin boards or display areas, provided approval has been granted in writing from the Director of Student Life. The Director of Student Life, when reviewing requests to post signs, will decide whether a sign may be posted, based on the following criteria:

1. No sign may be posted that contains lewd, vulgar, or obscene language or images.
2. No sign may be posted that has created a disruption or is likely to create a disruption to the educational program.
3. No sign may be posted that conveys support for tobacco, drugs, or alcohol.
4. All signs must explicitly state that the event is not sponsored by the College.
5. All signs must conform to reasonable time, place, and manner restrictions.

The College and persons using College facilities will not discriminate on the basis of race, color, sex, pregnancy, religion, ancestry, national origin, age (over 40 years old), disabilities, genetics, veteran status, or sexual orientation, or any other legally protected characteristic, in its educational programs, activities, admissions, or employment practices as required by applicable laws and regulations and use of College facilities. For information regarding civil rights or grievance procedures or for information regarding services, activities, and facilities that are accessible to and useable by persons with disabilities, contact the Office of Human Resources. Students may contact the Office of Disability Support Services.

All use of College facilities shall be automatically cancelled when the College is closed due to inclement weather or other emergency conditions.

For student events involving the sale of tickets or the exchange of money including the payment of royalty or other special fees or when a contract is to be entered into by the group or organization or the College, prior approval must be obtained from the Dean of Student Development, Equity, and Inclusion. The event sponsor shall provide clear evidence that proper accounting procedures will be followed and that College

Exhibit "A"

regulations will be upheld by signing and following procedures as delineated on the appropriate Use of Facilities Request form.

For faculty and staff-sponsored events involving the sale of tickets or the exchange of money, including the payment of royalty or other special fees or when a contract is to be entered into by the group or organization which in any way obligates the group or the College, the event sponsor shall provide clear evidence that proper accounting procedures will be followed and that the appropriate College regulations will be upheld.

There shall be a rental charge for the use of College facilities by students, faculty, staff, or sponsor school district or third parties for personal use.

The use of the College facilities by students, faculty, staff, sponsor school districts or third parties shall not be allowed to restrict or limit the normal instructional program carried on by the College. Further, the use of any College equipment shall be subject to availability and prior approval of the Special Events Office.

Requests for rooms from external clients are available online at: <https://www.lccc.edu/about-lccc/facilities-request-form-external-request>).

Internal requests are made through the myLCCC portal at: <https://25live.collegenet.com/pro/lccc#!/home/event/form>)

### **Use of Facilities by Students, Employees, and Sponsor School Districts**

#### Restricted Use.

During scheduled credit classes, the College restricts the use of classrooms or science and/or computer labs to: (1) the assigned instructor and (2) registered students. No other persons are permitted to be in attendance with the following exceptions: (1) guest lecturers; (2) the single-day visitor; i.e., high school student exploring College options, relative of a registered student who wishes to visit for a particular reason, etc. (who must be approved by the instructor); (3) individuals providing accommodations for students with disabilities; and (4) the instructor's supervisor who will be present from time to time to conduct evaluations.

#### Priority of Use.

Use of College's facilities shall be as follows:

First priority. College activities (in order from highest to lowest priority):

- (1) Instruction – credit
- (2) Instruction – non-credit

Second priority. College-sponsored events (in order from highest to lowest priority):

- (1) Student Groups, Alumni groups or persons
- (2) Groups from the College sponsor school districts

Third priority: Third parties

Priority use of the College's Banquet/Event hall facility shall be as follows:

- (1) College activities
- (2) Groups from the College sponsor school districts

Exhibit "A"

- (3) Student Groups and Alumni Events
- (4) Groups from the community that the College serves
- (5) Third party groups/individuals

When two (2) or more groups or persons in the same category make conflicting requests, the use will be granted on the basis of the forgoing priority statuses with the President determining who gets to use the facility in the event that each has the same priority.

The Special Events Office may reassign space already approved and assigned and try to arrange alternate facilities for the prior approved application.

**LCCC Wellness Center**

No one is permitted in the Wellness Center unless they have a valid LCCC ID. Anyone using the Wellness Center must show their LCCC ID and must complete a waiver form at Wellness Center desk prior to usage each academic year. You MUST bring your LCCC ID each time you want to use the Wellness Center. No one under the age of 18 will be permitted in unless they are registered in a current College approved program.

Separate locker rooms are available for students and staff. Daily use locks are available at the Wellness Center desk for you to secure your belongings while you are using the facility.

All College policies regarding appropriate conduct on college property applies to usage of the Wellness Center.

Any questions, comments or suggestions can be emailed to [wellness@lccc.edu](mailto:wellness@lccc.edu).

**Use of Facilities by Third Parties**

The College will provide for the use of College facilities by third parties when permission has been requested in writing and has been approved according to the following guidelines and viewpoint neutral criteria developed by the College President or designee.

No College facility shall be made available for use by a third party if its use would interfere with use by the College or by a College-related event or if its purpose as an organization or for the use violates the College's nondiscrimination policy.

If an admission fee is to be charged by any applicant, the application shall so state, and the amount of any such fee shall be consistent with admissions fees currently approved for College-related student dramatic performances, concerts, films, debates, exhibitions, athletic events, contests, and the like. The imposition of higher fees may be permitted under special circumstances, as determined by the President (such as those involving the employment of paid performers, paid stagehands, or paid musicians).

Authorization to use College facilities shall not in any way imply approval or sanction by College of either the organization authorized to use College facilities or the activity to be conducted therein, and a statement to this effect shall be included in any advertising or promotional statements or literature concerning such use and activity. All advertising

Exhibit "A"

or promotional statements or literature should state that the event or activity is not College sponsored and not approved or sanctioned by the College with a copy provided to the College prior to release or distribution.

Use of College facilities by applicant will not be permitted for any partisan political meeting or function. Nothing in this policy should be construed to prohibit non-partisan political meetings.

Any use of College facilities shall be in an orderly manner and shall not disturb other persons using College facilities. The applicant shall be responsible for the conduct of persons attending such meetings and for the maintenance of College property in good condition. The College reserves at all times the right to reject any or all requests for such use of College facilities and to terminate such use at any time upon failure to comply fully with these Regulations.

The Vice President for Finance and Administrative Services shall establish and maintain a schedule of charges for the use of College facilities. Each year the fee schedule will be reviewed and established by President's Cabinet and submitted for review by the Board of Trustees, Finance and Facilities Committee.

The College President, or designee, shall develop procedures for granting permission to use College facilities and shall promulgate rules and regulations for such use.

The College President will from time to time designate committees or individuals to scrutinize applications submitted and to make appropriate recommendations.

Exceptions to this policy can be made only in writing by the College President.

 <p><b>Lehigh Carbon</b> COMMUNITY COLLEGE</p>	<p style="text-align: right;"><b>Policy No. 2-700</b></p> <p style="text-align: center;"><b>SECTION 2: POLICY MANUAL</b> <b>7. Students</b></p> <p><b>TITLE: Academic Honesty</b>  <b>ADOPTED:</b> February 2, 2017 (Resolution 52.35)  <b>REVISED:</b> November 5, 2020 (Resolution 56.12)  <b>REVISED:</b> November 3, 2022 (Resolution 58.08)</p>
<p><b>Purpose</b></p> <p><b>Guidelines</b></p>	<p style="text-align: center;"><b>2-700 Academic Honesty</b></p> <p>Lehigh Carbon Community College expects all members of its academic community to maintain honest and ethical standards in all assigned academic work. Academic dishonesty diminishes the learning experience, as well as the integrity and reputation of the offender.</p> <p><b>Student Responsibilities</b>          Lehigh Carbon Community College expects that work submitted or otherwise presented by students will honestly represent their personal effort to meet the requirements of the course. Violations of academic honesty include but are not to be limited to the following:</p> <p><b>Violations</b></p> <ol style="list-style-type: none"> <li>1. <b>Cheating on examinations and assignments.</b> <ol style="list-style-type: none"> <li>a. Purchasing, selling, stealing, or otherwise improperly obtaining examinations or assignments.</li> <li>b. Using aids, materials, or resources not authorized by the instructor when completing an examination or assignment.</li> <li>c. Providing or receiving assistance not authorized by the instructor when completing an examination or an assignment.</li> <li>d. Copying another person's work or having another person complete coursework assignments</li> <li>e. Employing any other form of deceit in completing examinations and assignments.</li> </ol> </li> <li>2. <b>Plagiarism or Falsification of the Origin of Data</b> <ol style="list-style-type: none"> <li>a. Failing to provide appropriate documentation for another person's original idea, words, opinion, theory, fact, statistic, graph or drawing, including oral, print, electronic, etc.</li> <li>b. Failing to present quoted language properly, in quotation marks with documentation of source.</li> <li>c. Copying part or all of an assignment, such as a research paper, lab report, or workbook from another person or resource, including print electronic, etc. and presenting it as your own work.</li> <li>d. Securing an assignment from another and submitting it as original work.</li> <li>e. Listing sources that you never consulted.</li> <li>f. Submitting previously submitted work without the approval of the instructor.</li> </ol> </li> <li>3. <b>Misconduct</b> <ol style="list-style-type: none"> <li>a. Providing a false reason for failure to meet class requirements including absence from class, tardiness in completing assignments, etc.</li> </ol> </li> </ol>

Exhibit "A"

- b. Completing an exam intended for another student, or allowing another person to pose as the student who should be taking the exam.
- c. Using electronic communications devices during class or when completing examinations or assignments without instructor authorization.
- d. Employing or assisting another in any other form of deceit in completing course requirements.

Additional regulations regarding student conduct and possible consequences for violations are contained in the "LCCC Student Code of Conduct."

**Faculty Responsibilities**

Every LCCC instructor shall:

- 1. Create and maintain an environment conducive to academic honesty.
- 2. Reference the "LCCC Academic Honesty Policy" (including locations where students can find the full policy) in every course syllabus.
- 3. Uphold the "LCCC Academic Honesty Policy" in their own work.
- 4. When possible, meet privately with the student suspected of violating the policy to discuss the concerns, charge, and possible consequences. Utilize evidence collected by Testing Center staff or technology tools when appropriate.
- 5. Upon deciding to submit a report, inform the appropriate supervisor about the issue, and follow the procedures as outlined under "Consequences."
- 6. Include a declaration in the formal report as to whether the violation should result in a Formal Warning OR Actionable Event.

Offenses are reported electronically in the StART system, to the Office of the Dean of Student Development, Equity, and Inclusion, where a disciplinary record is created and retained. The faculty member will notify the student of the action being taken. The Associate Dean of Student Development will send official notification to the student.

**Testing Center**

Testing Center Staff:

- 1. Prepare all evidence of the individual's suspected academic dishonesty.
- 2. Report the individual's suspected misconduct to the appropriate Instructor and testing center supervisor.
- 3. Complete and submit a StART Academic Dishonesty report as needed.

**Consequences**

If the Faculty member bringing the charge has declared the incident of academic dishonesty as an Actionable Event, consequences will depend on the charge of the violation and the academic honesty violation history of the student.

- 1. Promptly after receiving the report electronically, a formal written notice will be generated by the Associate Dean of Student Development, presented to the student and maintained in the student's disciplinary file. This notice may include one or more of the following consequences:

Exhibit "A"

- a. A written warning to the student generated by the instructor with requirements to retake the examination, redo the assignment, and/or complete extra work as specified.
- b. A grade of "0" for the assignment or exam.
- c. A final grade of "F" for the course.\*

\*A student may not withdraw from the course after such a report is made, during the appeal process, or if the judicial hearing panel determines that the "F" grade shall stand.

2. Additionally, Faculty may recommend, after conference with their supervisor, removal of the student from the student's academic program of study.

If the Faculty member bringing the charge has declared the incidence of academic dishonesty as requiring a Formal Warning but the student already has a Formal Warning of academic dishonesty on record, the incident is elevated to an Actionable Event and the consequences are the same as the category above.

If the Faculty member bringing the charge has declared the incident of academic dishonesty as requiring a Formal Warning and the student has no other Formal Warning of academic dishonesty on record:

1. A written Formal Warning will be generated by the Associate Dean of Student Development (as reported by the faculty member) and presented to the student indicating the student has violated the Academic Honesty Policy and that any future infraction may result in the consequences listed under the Actionable Event section of this document. The Formal Warning will be retained by the Office of the Dean of Student Development, Equity, and Inclusion so that future charges are recognized as a repeat offense.
2. A written warning may be generated by the instructor and presented to the student with requirements to retake the examination, redo the assignment or complete extra work as specified by the instructor.

**Retention of Records**

Record of a Formal Warning will remain in the student's disciplinary file until the earlier of the student graduates or has not been a student at LCCC for at least three (3) years. Record of an Actionable Event will remain in the student's disciplinary file indefinitely.

**Appeals**

Appeals to charges of violation of academic honesty must be submitted in writing to the Associate Dean of Student Development within five (5) days of receipt of the charge. Appeals to the charge are referred to the Student Conduct Hearing Process. Please see "LCCC Code of Student Conduct" for more information on the conduct process.

**Repeated Violation**

In addition to the consequences set forth in this policy, if a student is found to have committed a second violation of academic honesty they may be subject to suspension from the College. If suspended or dismissed, the student will not be allowed to re-enroll without reinstatement approval from the Academic Record Review Committee. Information regarding the reinstatement application process can be obtained from the Associate Dean of Student Development.



Exhibit "A"

New Year's Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day

Day before Christmas  
Christmas Day  
Day after Christmas  
Second Day after Christmas  
Third Day after Christmas

**Jury/Court Leave**

Upon proof of necessity of jury duty and/or court appearance, pursuant to subpoena or other order of the court, full-time administrative staff shall be granted a leave of absence. The College shall have the right to request appropriate authorities to relieve such employee of jury duty or court appearance in any manner permitted by law. This article shall not apply to any situation where the administrative staff is a party to the court action.

**Military Reserve Duty**

Full-time administrative staff, required to report for the usual two (2)-week military reserve duty, shall be granted a leave of absence to cover this period of duty. While on such leave, the employee shall receive from the College, pay equivalent to the difference between military pay and his/her normal salary for the same period of time (where military pay is less). Vacation time may be used for military reserve duty.

**Personal Choice Days**

Regular full-time administrative staff employed on July 1 of the current fiscal year shall be granted three (3) personal choice days for personal reasons such as business obligations, religious observances, travel, or other personal matters. The unit of composition for personal choice days shall not be less than one-quarter (1/4) day increments.

Part-time administrative staff employed on July 1 of the current fiscal year shall be granted two (2) personal choice days for personal reasons as stated above. Personal choice pay, per day, shall be paid per the hours worked per day on the Employees regular workweek schedule on file with the office of Human Resources. Personal choice pay per day shall not exceed eight (8) hours per day.

Unused personal choice days shall not accumulate from year to year.

**Sabbatical Leave**

The College may grant one (1) sabbatical leave per fiscal year to a full-time administrator for study, formal education, research, writing, or other professional value to the administrator as related to an administrative position at the College. The objective of sabbatical leave is to improve the quality of the administrator's service to the College.

An administrator shall become eligible for sabbatical leave upon completion of six (6) years of full-time employment at the College. Upon receipt of such leave, the administrator shall not be eligible for another sabbatical leave until he/she has completed another six (6) years of full-time employment after returning from sabbatical.

The sabbatical leave may be granted for a period of six (6) months at full contractual salary and benefits or one (1) fiscal year at one-half (1/2) salary and full benefits.

Exhibit "A"

Applications for sabbatical leave are to be made in writing by January 1 of the preceding fiscal year in which the sabbatical is to be taken and include in specific detail for consideration by the Board of Trustees the projected program of professional development relating to an administrative position at the College.

A committee consisting of an equal number of administrators appointed by the President of the College and Board of Trustees appointed by the Chair of the Board of Trustees shall be formed to evaluate all applications for sabbatical leave, and make a recommendation to the Board concerning the granting of a sabbatical leave for action by the Board of Trustees at its March meeting. The decision of the Board of Trustees shall be final.

As a condition of granting the sabbatical, the College shall require the execution of an agreement to secure the repayment of salary plus cost of benefits received while on sabbatical leave in the event of the failure of the administrator to return from sabbatical and complete two (2) years of full-time service with the College.

Administrative staff may not work for pay for another employer while on sabbatical leave.

**Sick Leave**

Excluding approved medical leaves, regular attendance is a basic requirement and the College cannot maintain efficiency and productivity without consistent attendance from employees.

The College reserves the right to direct employees to provide a certification from their healthcare provider after three (3) consecutive work days of sick leave.

Full-time administrative staff shall earn sick leave at the rate of one (1) day per calendar month of service with the College. Such leave may accumulate up to a maximum of two hundred and thirty (230) days. The unit of composition for sick leave shall not be less than one-quarter (1/4) day. Charges against earned sick leave shall be made only when such absence occurs on a scheduled report day. Sick leave credits shall not be earned for periods of leave of absence without pay, or while on family medical leave. The College requires licensed physician documentation after five (5) days of absence or the employee cannot return to work. If an employee knows that he/she will be out on sick leave for longer than five (5) days, employee must notify the Office of Human Resources to implement FMLA paperwork.

Administrative staff shall be eligible for sick leave under the following circumstances:

- (1) For personal sickness or injury.
- (2) For family emergency. Family emergency shall be construed as providing care for a member of the immediate family when no other arrangements are possible, not to exceed five (5) days per incident or ten (10) days per year. For purposes of this provision, immediate family shall include spouse, parent, child or person residing in the same household.

In cases of chronic/excessive absenteeism, the College reserves the right to take the appropriate action to address the problem, including but not limited

Exhibit "A"

to, discipline, discharge, and/or requirement of submission of documentation from a physician's note depending on the circumstance.

The Director of Human Resources and the supervisor will consider the total number of absences and their frequency, and what impact the absenteeism has on the College to determine if this constitutes chronic/excessive absenteeism.

**Sick Leave – Advanced**

Full-time administrative staff who have not accumulated the necessary sick leave credit may, at the sole discretion of the President, be granted a maximum of thirty (30) days advanced sick leave which shall be deducted from future accumulations of sick leave. Granting of such leave by the President will require a statement from a licensed physician giving the President reasonable assurance that the employee will be able to return to full-time service with the College at the expiration of the advanced sick leave.

**Sick Leave – Half Pay**

When a full-time administrative staff has applied for Long-Term Disability, and after all accrued (sick, vacation, personal choice) leave credits have been used, the President may, at his/her sole discretion, grant sick leave at half ( $\frac{1}{2}$ ) pay for a period not to exceed the number of days necessary to complete the waiting period for the employee to become eligible for benefits under the College's Group Long-Term Disability Insurance Program. However, in the event that an employee is not a participant in the above-mentioned insurance program, such leave shall not exceed three (3) months. If full-time administrative staff employee is deemed ineligible for Long-Term Disability, sick leave at half pay shall end at time of notification from Long-Term Disability Insurance carrier.

**Sick Leave – Return to Duty**

Administrative staff returning from sick leave of five (5) days or longer will be required to present a statement to the Office of Human Resources from a licensed physician attesting to his/her ability to perform all of his/her normal work load and may be required to have a physical examination by a College-appointed physician.

**Vacation Leave**

Full-time administrative staff shall earn twenty-one (21) working days' vacation for each year of full-time service with the College.

Vacation time shall not be earned for any month in which the employee does not work for more than 10 report days.

Vacation leave for full-time administrative staff shall accumulate at the rate of one and three-fourth ( $1\frac{3}{4}$ ) days per calendar month of full-time service with the College. The unit of composition for vacation leave shall not be less than one-quarter ( $\frac{1}{4}$ ) day increments.

Vacation leave earned through June 30 of any fiscal year must be used prior to June 30 of the following fiscal year. It shall not accumulate from year to year.

Employees must obtain written supervisor approval using the Full-Time Staff Leave Report form to take vacation leave.

 <p><b>Lehigh Carbon</b> COMMUNITY COLLEGE</p>	<p style="text-align: right;"><b>Policy No. 3-120</b></p> <p style="text-align: center;"><b>SECTION 3: ADMINISTRATIVE REGULATIONS</b> <b>1. Administrative Personnel</b></p> <p><b>TITLE: Salary Ranges</b> <b>ADOPTED:</b> February 2, 2017 (Resolution 52.35) <b>REVISED:</b> November 3, 2022 (Resolution 58.08)</p>
<p><b>Purpose</b></p>	<p style="text-align: center;"><b>3-120 Salary Ranges</b></p> <p>The College strives to establish equitable wage rates so that each employee is paid according to the working conditions, the responsibilities, and the requirements of the job. Salary rates are competitive and are established using the College and University Professional Association Survey as a guideline. Adjustments to the salary ranges are made as part of the maintenance and review process conducted by the Office of Human Resources and recommended by the President’s Executive Team and approved by the Board of Trustees.</p> <p><b>Salary Adjustments</b> Salary Adjustments may be granted for the following reasons for a fiscal year in addition to the annual base salary increase.</p> <ol style="list-style-type: none"> <li>1 Completion of degree</li> <li>2. Significant increase to area of responsibility that results in a revised job description (increase amount not to exceed 5% of base salary).</li> </ol> <p>However if responsibilities are reduced within a two year period after increase, salary may be reduced by the amount of the initial increase. Supervisors considering position review (salary adjustment and/or title change) for a direct report must first discuss with their supervisor/VP.</p> <p>A summary of the changes that reflect the significant increase of duties and responsibilities and/or title change must be submitted to the Office of Human Resources by March 1 for consideration for the following fiscal year.</p>

**SECTION 3: ADMINISTRATIVE REGULATIONS**  
**2. Collegewide Regulations**



**TITLE: Hiring for an Established Position**  
**ADOPTED:** February 2, 2017 (Resolution 52.35)  
**REVISED:** July 6, 2017 (Resolution 53.01)  
 November 1, 2018 (Resolution 54.13)  
 August 6, 2020 (Resolution 56.06)  
**REVISED:** November 3, 2022 (Resolution 58.08)

**Hiring for an Established Position**

**Purpose**

**Interviewing Standards for All Positions**

1. A minimum of 3 candidates will be chosen for in-person interviews or advertising will continue. Exceptions require Vice President approval.
2. All internal candidates meeting required qualifications will receive an interview.
3. All search committee members must complete Interview and Hiring training prior to serving on a Search Committee.

**New Position Processes**

New positions are established yearly during the annual budget and planning cycle. The positions are authorized for hiring upon approval of the College's Operating Budget by the Board of Trustees or adoption of subsequent budget revisions. Recommendations for any new positions outside the normal process as stated above are brought to the President's Cabinet for review (excludes adjunct faculty, special term/grant appointments, and noncredit instructors). The President's Cabinet recommends the new position to the Personnel, Curriculum, and Government Relations Committee for review and recommendation to the Board of Trustees via resolution.

Restructuring that results in demotion and/or elimination of a position is communicated to the Personnel, Curriculum, and Government Relations Committee for informational purposes related to potential employee relations issues/impact.

Realignment/restructure/title changes of departments or staff may occur as directed by the President. Adjustments may be given per Policy 3-120 Salary Adjustments. Staff changes in this process are not new hires.

**Guidelines**

**President**

1. The Board of Trustees reviews and/or revises job description.
2. Position is posted and may be advertised.
3. The chair of the search committee shall be appointed by the Board of Trustees.

Exhibit "A"

4. The search committee shall have trustees, appointed by the Chair of the Board of Trustees, as one-half of its membership.
5. All trustees shall be invited to attend the on-campus presentation for the final candidates and shall have an opportunity to evaluate these final candidates.
6. Board of Trustees approves resolution for appointment.

**Vice President**

I. Review and Posting of Job Description:

1. Director of Human Resources works with President to review job description with the required qualifications clearly detailed and reflect the position requirements.
2. Director of Human Resources requests authorization to post/advertise from President.
3. Position is posted internally and may be advertised.

II. Forming the Search Committee:

1. The Chairperson of the search committee shall be appointed by the President.
2. Director of Human Resources with the President establishes a search committee including:
  - Trustees, (2), appointed by the Chair of the Board of Trustees
  - Faculty, (3), recommended by the Academic Council
  - Administrators, (3), and Classified staff, (1) recommended by the Director of Human Resources
  - The administrator currently holding the position may serve on the committee as ex-officio nonvoting member
3. All search committee members are required to go through interview training provided by the Office of Human Resources.

III. Search Committee Interviewing Steps:

1. Applicants are screened based on qualifications and job profile by Director of Human Resources, search committee chair, and the President.
2. President discusses expectations of a successful candidate for the position with the search committee and distributes those criteria in writing. The Director of Human Resources will review the Interviewing Guidelines with committee.
3. Applicants meeting required qualifications are screened by the search committee. Search committee prescreens resumes, acknowledges on form that selected candidates for skype, telephone, or on-campus interviews meet the required qualifications of the job description. Chair signs off on the form and returns to human resources. Any exceptions to required qualifications must be approved by the President.
4. Candidates may be screened by telephone, Skype, or other current technology.
5. President meets with search committee to discuss results of interviews and discuss candidates for in-person interviews.

Exhibit "A"

6. Candidates chosen for in-person interview will be requested to submit a paragraph on how they will further contribute to the mission and vision of the College.
7. In-person interviews conducted by the search committee. A minimum of three candidates must be interviewed. All internal candidates meeting required qualifications will receive an interview. Campus presentation and group meetings may be part of the in-person interview.
8. Search committee makes recommendations in ranked order to President. Search committee members must be present for all interviews to vote on the candidates.
9. Search committee will forward at least two candidates to fill the position. No recommendation is also a possibility.
10. Final candidate(s) meet with Trustees.
11. President meets with Trustees to review recommendations and determine final candidate.
12. Search committee shall be informed of final decision by Director of Human Resources.
13. Personnel, Curriculum and Government Relations Committee reviews and recommends candidate to Board of Trustees via resolution.
14. Board of Trustees approves resolution for appointment.

**Administrative Positions –Excluding VP**

- I. Review and Posting of Job Description:
  1. Director of Human Resources works with hiring supervisor to review job description.
  2. Job description with the required qualifications clearly detailed and reflect the position requirements is sent to Executive Team and President for approval.
  3. Once approved by Executive Team, Director of Human Resources requests authorization to post/advertise from Vice President and President.
  4. Position is posted internally and may be advertised.
  5. Applicants are screened based on required qualifications by Director of Human Resources and hiring supervisor.
- II. Forming the Search Committee:
  1. Search committee is required for Executive Director, Associate Dean, Dean, and optional for those positions other than Executive Director, Associate Dean, Dean.
  2. Search committee membership must be approved by the Vice President or President.
  3. Search committee members are required to go through interview training provided by the Office of Human Resources.
  4. For Executive Director, Associate Dean, Dean level: Director of Human Resources with hiring supervisor establishes a search committee and will include the following:
    - Chairperson
    - One committee member from within the hiring department
    - Vice President from outside the department

Exhibit "A"

5. If there is no search committee, supervisor must conduct interviews with Director of Human Resources or another employee(s) approved by the supervisor's Vice President.

III. Search Committee/Supervisor Interviewing Steps:

1. Hiring supervisor discusses expectations of a successful candidate for the position with the search committee and distributes those criteria in writing. The Director of Human Resources will review the Interviewing Guidelines with committee.
  - Human Resources provides prescreened resumes to search committee and search committee provides confirmation of resumes.
  - Search committee acknowledges on form that selected candidates for skype, telephone, or on-campus interviews meet the required qualifications. Chair/supervisor signs off on the form and returns to human resources.
2. Hiring supervisor or search committee may telephone, skype, or use other current technology to screen candidates. For Executive Director, Associate Dean, Dean positions, the hiring supervisor may meet with search committee to discuss results of the interviews and discuss candidates for in-person interviews. All internal candidates meeting required qualifications will receive an interview.
3. In-person interviews will be conducted. A minimum of three candidates must be interviewed.
4. Candidates will be requested to submit a paragraph on how they will further contribute to the mission and vision of the College
5. Recommendations are made in ranked order to hiring supervisor. Search committee members must be present for all interviews to vote on the candidates. There must be at least two recommendations. No recommendation is also a possibility.
6. Hiring supervisor and Vice President interview candidates prior to recommending candidate to President. Interviews may be conducted for part-time positions.
7. Vice President will discuss with President the recommended candidate prior to appointment and interviews may be conducted with the President. Executive Director, Associate Dean, Dean level candidates will meet with the President.
8. Chair of search committee shall be informed of Vice President's recommendation that are being forwarded to the President.
9. Search committee shall be informed of final decision by Director of Human Resources.

**Faculty**

- I. Review and Posting of Job Description:
  1. Director of Human Resources works with hiring supervisor to review job description.

Exhibit "A"

2. Job description with the required qualifications clearly detailed and reflect the position requirements is sent to Executive Team and President for approval.
3. Once approved by Executive Team, Director of Human Resources requests authorization to post/advertise from Vice President and President.
4. Position is posted internally and may be advertised.
5. Applicants are screened based on required qualifications by Director of Human Resources, hiring supervisor (who is the Search Committee Chair), and one representative faculty member from the relevant discipline

II. Forming the Search Committee:

1. Search Committee is formed.
2. Search committee membership must be approved by the Vice President or President.
3. Search committee members are required to go through interview training provided by the Office of Human Resources.
4. For full-time Faculty:  
Director of Human Resources with hiring supervisor establishes a search committee and will include the following:
  - Chairperson – the Hiring Supervisor
  - Faculty member(s) from within the division (Part-time may be asked to serve if appropriate and willing)
  - Faculty member(s) from outside the division

III. Search Committee Interviewing Steps:

1. Hiring supervisor discusses expectations of a successful candidate for the position with the search committee and distributes those criteria in writing. The Director of Human Resources will review the Interviewing Guidelines with committee.
  - Human Resources provides prescreened resumes to search committee and search committee provides confirmation of resumes.
  - Search committee acknowledges on form that selected candidates for skype, telephone, or on-campus interviews meet the required qualifications. Chair/supervisor signs off on the form and returns to human resources.
2. Search committee may telephone, skype, or use other current technology to screen candidates. All internal candidates meeting required qualifications will receive a preliminary interview. Teaching faculty candidates will have a teaching component of the interview process and meet with the coordinator.
3. In-person interviews will be conducted. A minimum of three candidates must be interviewed. Any internal candidate who is not selected for a in-person interview will be notified.
4. Candidates will be requested to submit a paragraph on how they will further contribute to the mission and vision of the College
5. Recommendations are made in ranked order to the Vice President. Search committee members must be present, in

person or electronically, for all interviews to vote on the candidates. No recommendation is a possibility.

6. Vice President interviews candidates prior to recommending candidate to President. If no candidates are recommended by the committee, then no candidate should be recommended by the Vice President to the President.
7. Vice President will discuss with President the recommended candidate prior to appointment and interviews may be conducted with the President.
8. Other than for extenuating circumstances the top candidate recommended by the Search Committee shall be forwarded by the Vice President to the President. Search Committee informed of selected candidate by the VP with rationale.
9. Search committee shall be informed of final decision by Director of Human Resources.

### **Educational Support Professional**

#### **I. Review and Posting of Job Description:**

1. Director of Human Resources works with hiring supervisor to review job description.
2. Job description with the required qualifications clearly detailed and reflect the position requirements is sent to Executive Team and President for approval.
3. Once approved by Executive Team, Director of Human Resources requests authorization to post/advertise from Vice President and President.
4. Position is posted internally and may be advertised.
5. Applicants are screened based on required qualifications by Director of Human Resources and hiring supervisor.

#### **II. Forming the Search Committee:**

1. Search committee is optional for those positions other than Executive Director, Associate Dean, Dean.
2. Hiring supervisor decides if a search committee will be formed.
3. Search committee must be approved by the Vice President or President.
4. Search committee members are required to go through interview training provided by the Office of Human Resources.
5. If there is no search committee, supervisor must conduct interviews with Director of Human Resources or another employee(s) approved by the supervisor's Vice President.

#### **III. Search Committee/Supervisor Interviewing Steps**

1. Hiring supervisor discusses expectations of a successful candidate for the position with the search committee (if search committee is formed) and distributes those criteria in writing. The Director of Human Resources will review the Interviewing Guidelines with committee.
  - Supervisor or search committee acknowledges on form that selected candidates for skype, telephone, or on-campus interviews meet the required qualifications.

Exhibit "A"

- Supervisor or chair of search committee signs off on form and returns to human resources.
2. Hiring supervisor or search committee may telephone, skype, or use other current technology to screen candidates. All internal candidates meeting required qualifications will receive an interview.
  3. In person interviews will be conducted. A minimum of three candidates must be interviewed.
  4. Candidates will be requested to submit a paragraph on how they will further contribute to the mission and vision of the College.
  5. Recommendations are made in ranked order to hiring supervisor. Search committee members must be present for all interviews to vote on the candidates. There must be at least two recommendations. No recommendation is also a possibility.
  6. Hiring supervisor and Vice President interview candidates prior to recommending candidate to President. Interviews may be conducted for part-time positions.
  7. Vice President will discuss with President the recommended candidate prior to appointment and interviews may be conducted with the President.
  8. If a search committee is formed, chair of search committee shall be informed of Vice President's recommendation and reasons that are being forwarded to the President.
  9. If a search committee is formed, search committee shall be informed of final decision by Director of Human Resources.

Exhibit "A"

 <p><b>Lehigh Carbon</b> COMMUNITY COLLEGE</p>	<p style="text-align: right;"><b>Policy No. 3-602</b></p> <p style="text-align: center;"><b>SECTION 3: ADMINISTRATIVE REGULATIONS</b> <b>6. Organization and Function</b></p> <p><b>TITLE: College Organization</b> <b>ADOPTED:</b> February 2, 2017 (Resolution 52.35) <b>REVISED:</b> November 3, 2022 (Resolution 58.08)</p>
<p><b>Purpose</b></p>	<p style="text-align: center;"><b>College Organization</b></p> <p>The President shall organize the College to assure the coordination and supervision of instructional programs and other activities.</p> <p>Realignment/restructure/title changes of departments or staff may occur as directed by the President. Adjustments may be given per Policy 3-120 Salary Adjustments. Staff changes in this process are not new hires. See policy 3-222 Hiring for an Established Position.</p>





**SECTION 4: ACADEMIC REGULATIONS**  
**1. Faculty**

**TITLE: Academic Restart**

**ADOPTED: November 3, 2022 (Resolution 58.08)**

Academic Advising, Success Coaches and Educational Support Services will be notified of the received Application so they can provide support to the student throughout the semester.

Once the Application is accepted, by the Dean of Accreditation, it is filed in the Academic Restart File located in the Director of Registration's office and the student is entered on the tracking spreadsheet. A comment will also be added to the student's record in Banner Desktop under the "Comments" tab, indicating that the student have a pending Academic Restart on file.

All received Academic Restart applications will be reviewed at the conclusion of the semester after final grading is completed.

- Students who have successfully completed 3 credits with a minimum GPA of 2.0 will have their Academic Restart processed by the Director of Registration and Student Records. Students will receive a letter and official transcript once their Academic Restart is processed. The comment on the student's record in Banner Desktop will be edited to reflect that the Academic Restart has been approved.
- Students who receive all final grades of W or F in their first return semester will need to reapply for Academic Restart in a future semester. The comment on the student's record in Banner Desktop will be edited to reflect that the Academic Restart has been denied. The Application would remain on file for future reference by the Director of Registration and Student Records.
- Students who submit Applications prior to course enrollment will have their applications held for one academic year, during which if the student has not successfully completed 3 credits, the Application will be denied and the student will need to reapply in a future semester. The comment on the student's record in Banner Desktop will be edited to reflect that the Academic Restart has been denied. The Application would remain on file for future reference by the Director of Registration and Student Records.



**SECTION 4: ACADEMIC REGULATIONS**  
**1. Faculty**

**TITLE: Academic Standing and Progress**  
**ADOPTED: November 3, 2022 (Resolution 58.08)**

**Academic Standing and Progress**

**Purpose**

The college is committed to the academic success of every student. The college will monitor a student's grades and issue an appropriate warning if grades are inadequate. Academic standing is determined by the standards for academic progress listed below.

**Criteria**

Eligibility to graduate with a certificate or degree requires a cumulative GPA of at least 2.0 in all coursework applicable to graduation. Courses with "F" grades do not count toward graduation but are used in calculating the GPA.

**Academic Progress Table**

Attempted Credit Hours	Dismissal	Suspension	Probation	Alert	Good Standing
1 – 12				.00 - .99	1.00
13 – 24			.00 - .99	1.00 – 1.49	1.50
25 – 36		.00 - .99	1.00 – 1.49	1.50 – 1.74	1.75
37+	.00 - .99	1.00 – 1.49	1.50 – 1.74	1.75 – 1.99	2.00

**Dean's List**

Credit students completing at least six (6) credits may be named to the Dean's List upon achieving passing final grades in all subjects and earning a grade point average of at least 3.5. Students with grades of "F", "I", "W", or "Z" will not be considered for Dean's List, with the exception of those students who withdraw within the first three weeks and are assigned a grade of "W". See Policy 4-214 for definition of grading system.

**Academic Alert**

Students who fail to make satisfactory academic progress as defined by the Academic Progress Table will be placed on Academic Alert.

Students placed on Academic Alert will receive a letter from the Dean of Academic Support and Student Success informing them of their academic standing and suggesting the student's use of college services to improve academic performance. The student can register for courses without penalty.

**Academic Probation**

Students who fail to make satisfactory academic progress as defined by the Academic Progress Table will be placed on Academic Probation with a hold on their account. The hold will prevent the student from registering for courses in a future semester.



**SECTION 4: ACADEMIC REGULATIONS**  
**1. Faculty**

**TITLE: Academic Standing and Progress**  
**ADOPTED: November 3, 2022 (Resolution 58.08)**

Students placed on Academic Probation will receive a letter from the Dean of Academic Support and Student Success informing the student of student’s academic standing and requirements that must be met to register for the next semester. The student must complete an academic success plan and return the document to the Dean of Academic Support and Student Success

**Academic Suspension**

Students who fail to make satisfactory academic progress as defined by the Academic Progress Table will be placed on Academic Suspension with a hold on their account. The hold will prevent the student from registering for courses in a future semester.

Students placed on Academic Suspension will receive a letter from the Dean of Academic Support and Student Success informing the student of student’s academic standing. Students placed on Academic Suspension will be academically suspended from the college. To continue enrollment, students must participate in the Academic Success Program and must meet with the Dean of Academic Support and Student Success to establish an academic contract and success plan. Students must meet with an academic advisor to schedule courses, and students are limited to six (6) credit hours. The contract may include part-time status, retaking failed courses, enrolling in a study skills course and other requirements deemed necessary for success. This contract remains in place until the students’ total GPA rises above the Suspension level from the Academic Progress Table.

Students must successfully complete all credits attempted and achieve a semester grade point average of at least a 2.0 to continue enrollment at the college.

**Academic Dismissal**

Students who fail to make satisfactory academic progress as defined by the Academic Progress Table will be placed on Academic Dismissal. Additionally, students who were not successful in the Academic Suspension program or did not achieve a semester GPA of at least 2.0 after the first semester following one semester of academic suspension will be placed on Academic Dismissal. Students placed on Academic Dismissal will receive a letter from the Dean of Academic Support and Student Success informing the student of student’s academic standing, and dismissal from the college. Students will need to sit out one full academic year (fall and spring semester) before seeking reinstatement as a student.



**SECTION 4: ACADEMIC REGULATIONS**  
**1. Faculty**

**TITLE: Academic Standing and Progress**  
**ADOPTED: November 3, 2022 (Resolution 58.08)**

**Academic Reinstatement**

Students who have been academically dismissed may apply for reinstatement after one year, if the student can demonstrate that the circumstances that contributed to the student’s past poor academic performance have been eliminated or managed so as to promote future academic success.

The student is required to appear before the Academic Record Review Committee to present the application and the changed circumstances. The student will be notified of the reinstatement hearing date one week after the due dates listed below. The student will be required to complete an Academic Progress course session in CANVAS and meet with an academic advisor to schedule courses. Students are limited to six credit hours.

If a student has met the required one year dismissal and has missed the deadline to apply for reinstatement, the Dean of Academic Support and Student Success will review and meet with the student seeking reinstatement. The student will be required to complete an Academic Progress course session in CANVAS and meet with an academic advisor to schedule courses. Students are limited to six credit hours.

**Reinstatement Application Process**

To apply for reinstatement, the student must submit a completed Application for Academic Reinstatement to the Academic Advising Office prior to the following dates:

- June 15 – for fall semester reinstatement
- October 15 – for spring semester reinstatement
- Reinstatement will not be considered for summer sessions.

To apply for reinstatement, follow the steps below:

1. Complete and submit the “Application for Academic Reinstatement” and the “Academic Reinstatement Questionnaire” before the application dates listed above.
2. If you attended another college since you last attended LCCC, indicate such on your application and send your official transcript to the Office of Registration/Student Records at 4525 Education Park Drive, Schnecksville, PA 18078.
3. If you were dismissed more than one year ago and missed the reinstatement deadline, submit your application and contact the Dean of Academic Support and Student Success.
4. Provide documentation of other activities that demonstrate your readiness to return and succeed at college study (e.g. military service, employment experience, etc.)



**SECTION 4: ACADEMIC REGULATIONS**  
**1. Faculty**

**TITLE: Academic Standing and Progress**  
**ADOPTED: November 3, 2022 (Resolution 58.08)**

The student is required to appear before the Academic Review Committee to present the application and the changed circumstances. The student will be notified of the reinstatement hearing date within 7-10 work days of the student's submission of the application, and the student will be notified of the Committee's decision within 7-10 work days following the hearing date.

**Repeated Academic Dismissals**

Reinstated students who are dismissed a second time may apply for academic reinstatement after two years from the date of dismissal, if they student can demonstrate ability to succeed as indicated above. Reinstated students who are dismissed a third time may not apply for reinstatement at LCCC.

**Appeal Process**

Students may appeal the reinstatement decision of the Academic Review Committee if they can demonstrate:

- a. Procedural error occurred in the interpretation of college regulations that effectively denied the student fair consideration;
- b. The decision was arbitrary and capricious.

Appeals must be submitted in writing to the Dean of Academic Support and Student Success within five days of the student's receipt of the committee's decision. Whenever possible, the Dean will seek the recommendation of alternate committee members. The decision of the Dean shall be rendered within 15 calendar days of receipt of the student appeal and shall be deemed final.

Exhibit "A"

Policy No. 4-111b



**SECTION 4: ACADEMIC REGULATIONS**  
**1. Faculty**

**TITLE: Change in Course Registration**  
**ADOPTED: November 3, 2022 (Resolution XX.XX)**

**Change in Course Registration**

**Purpose**

Once registered for a program of courses, a student is expected to attend classes according to the schedule assigned. If a student finds it necessary to drop a course, add a course or change from one course or section to another, the "drop/add form" must be completed and submitted to Registration/Student Records. Failure to do so may result in failing grades or loss of credit. Drop/add forms are available on the college website at [www.lccc.edu](http://www.lccc.edu).

**Criteria**

A student may add or change from one course to another only during the first week of classes of a semester or part of term.

 <p><b>Lehigh Carbon</b> COMMUNITY COLLEGE</p>	<p style="text-align: right;"><b>Policy No. 4-222</b></p> <p style="text-align: center;"><b>SECTION 4: ACADEMIC REGULATIONS</b> <b>2. Students</b></p> <p><b>TITLE: Withdrawal</b>  <b>ADOPTED:</b> February 2, 2017 (Resolution 52.35)  <b>REVISED:</b> February 3, 2022 (Resolution 57.19)  <b>REVISED:</b> November 3, 2022 (Resolution 58.08)</p>
<p><b>Purpose</b></p> <p><b>Guidelines</b></p>	<p style="text-align: center;"><b>Withdrawal</b></p> <p>To officially withdraw a student must fill out and submit the electronic "Add/Drop/Total Withdrawal Form".</p> <p>When a student withdraws from any or all credit classes during:</p> <ol style="list-style-type: none"> <li>1. Weeks 1 through 10 of class – student will receive an automatic "W"</li> <li>2. Weeks 11 to the end of the semester – there are no student-initiated withdrawals. Grades of "W," "F," or "I" will be assigned by the class instructor. Faculty are required to include a last date of attendance when assigning final grades of W.</li> </ol> <p>Withdrawals from all courses are accepted.</p> <p>Withdrawal deadlines are prorated for classes less than a full semester in duration.</p>



Exhibit "A"

student's award based on the student's last date of attendance, to determine what amount of financial aid must be returned to the Federal Government. Under these circumstances, the student will be required to return funds for which they are no longer eligible by the government's regulations. (See **Withdrawal Policy for Students Receiving Financial Aid** at (<http://www.lccc.edu/future-students/financial-aid/withdrawal-policy?destination=node%2F1342>).

Students who withdraw due to medical or mental health reasons will be required to satisfy conditions of medical clearance prior to re-entry. Documentation can be found on the LCCC website: <https://www.lccc.edu/current-students/student-records-registration/withdrawal-for-medical-mental-health-reasons>.

**Questions and additional information, contact:**

Registration & Student Records  
Student Services Center 122, Main Campus  
Phone: 610-799-1171  
Email: registrar@mymail.lccc.edu

**REQUESTING Medical or Mental Health Withdrawal**

Students who wish to request to withdraw from courses due to medical/mental health reasons must complete the following process to receive consideration.

Request Process:

1. Complete the ***Request for Medical or Mental Health Withdrawal*** documents (2 pages).

- Page 1: *Student's Request for Medical or Mental Health Withdrawal* must be completed in full by the student, including signature at the bottom.

- Page 2: *Physician or Mental Health Professional Form* also requires the student's signature, then must be completed by the licensed *Physician* or mental health professional who provided care for the condition that required the student's withdrawal. Please attach date specific medical records that document the individual's condition and care received.

2. Submit all completed forms with attached medical or *Mental* health care documentation at any time **prior to the start of** final examinations week, to:

Registration & Student Records  
SSC 122  
Lehigh Carbon Community College  
4525 Education Park Drive  
Schnecksville, PA 18078  
Fax: 610-799-1173  
Phone: 610-799-1171

3. Application materials will be confidentially maintained. Review will be conducted by the Assistant Director of Registration & Student Records and decision rendered within 7-10 work days of receipt.

4. Students may appeal the decision to the Director of Registration & Student Records if the student can demonstrate that:

- a) A procedural error occurred in the interpretation of College regulations that effectively denied the student fair consideration,

Exhibit "A"

- b) The decision is deemed to be arbitrary and capricious.

Appeals must be submitted in writing to the Director (at the address above) within 5 work days of notification that the request was denied. The decision of the Director shall be rendered within 15 work days of receipt of the student appeal and shall be deemed final.

**RE-ENTRY following Medical or Mental Health Withdrawal**

Students who withdraw due to medical/mental health reasons will be required to satisfy the following conditions for medical clearance prior to re-enrollment at LCCC:

Re-Entry Process:

1. Obtain the *Re-entry Documentation following Medical or Mental Health Withdrawal Form*.
2. The 1st section of the form must be completed by the student, including signature/date. All remaining sections of the form must be completed by the licensed physician or mental health professional who provided care for the condition that required the student's withdrawal.

Submit the completed form, **prior to the deadline**, to:  
Office of Counseling & Community Standards SSC 126  
Lehigh Carbon Community College  
4525 Education Park Drive  
Schnecksville, PA 18078  
Fax: 610-769-1324  
Phone: 610-799-1895

Deadlines for submission of Re-Entry Documentation  
August 1 for Fall semester re-entry  
December 1 for Winter session re-entry  
December 15 for Spring semester re-entry  
April 30 for Summer session re-entry

3. The documentation will be confidentially maintained, reviewed, and an appointment scheduled for the student to meet with the Associate Dean of Student Development and/or designees. A decision will then be rendered regarding the student's clearance for return, and the student will be notified accordingly.

4. Students may appeal the decision to the Dean of Student Development, Equity and Inclusion

if the student can demonstrate that:

- a) A procedural error occurred in the interpretation of College regulations that effectively denied the student fair consideration,
- b) The decision is held to be arbitrary and capricious.

Appeals must be submitted in writing to the Dean (at the address above) within five (5) business days of notification that the request for re-entry was denied. Decision of the Dean shall be rendered with 15 work days of receipt of the student appeal and shall be deemed as final.

**Questions and additional information, contact:**

Office of Counseling & Community Standards  
Student Services Center 126, Main Campus  
Phone: 610-799-1895 Email: [supportandsuccess@lccc.edu](mailto:supportandsuccess@lccc.edu)

LEHIGH CARBON COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
November 3, 2022  
Volume 58

For Action

58.09      Policy for Establishing a Credit Bank for Clinical Facilities - 2022

Be It Resolved,

That the Board of Trustees of Lehigh Carbon Community College hereby adopts this resolution to supersede and replace Resolution 52.50, adopted April 6, 2017, and Resolution 48.26, adopted February 7, 2013, for the Policy for Establishing a Credit Bank for Clinical Facilities. The revised policy replaces PERM42-jj dated November 6, 1996 with PERM42-j (AC) dated September 23, 2022 (attached).

PURPOSE

The Board of Trustees of the Lehigh Carbon Community College, desiring to recognize the contribution made by individuals and health care facilities providing clinical learning opportunities, has authorized the establishment of a “credit bank” for those participating in clinical education.

THE CREDIT BANK

The credit programs utilizing healthcare facilities for clinical instruction include:

- Medical Assistant (MED)
- Registered Nursing (Associate Degree Nursing–ADN)
- Practical Nursing (PN) Certificate Program
- Health Information Technology (HIT)
- Physical Therapy Assistant (PTA)

This “credit bank” will permit employees of the affiliating agencies to take credit courses at Lehigh Carbon Community College at a reduced cost. Select professional development and/or continuing education courses sponsored and led by LCCC that specifically relate to Nursing and Allied Health may be approved for “credit bank” use by the Dean of Health Care Sciences. The number of credits earned by a clinical facility will be determined by the number of clinical instruction hours provided during a designated academic year.

PROGRAM SPECIFIC CALCULATIONS:

- MED Program: The clinical affiliation site mentoring students will receive one (1) course placed into the “credit bank”, which will equal up to, but not exceed, four (4) credits per course, per rotation that the site accepts students.
  
- ADN and PN Programs: For every one thousand (1,000) hours of clinical instruction, four (4) credits will be earned in the clinical facility’s credit bank.

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- HIT Program: For every student who spends one semester at a clinical facility receiving Professional Practice Experience, one (1) course (up to four (4) credits) will be earned in the clinical facility's credit bank.
- PTA Program: For every full-time (Level II) clinical affiliation student supervised at a facility, the site will earn one (1) course (up to four (4) credits). For every part-time (Level I) clinical affiliation student supervised at a facility, the site will receive one-third (1/3) of a course, or one (1) credit.

The general conditions and operating procedures follow.

GENERAL CONDITIONS

1. The credits earned for the "credit bank" shall be credited to the health care facility. Authorization of employees to attend the college is vested with the designated clinical facility administrator--as determined by the facility. The name and contact information of those able to authorize the use of the "credit bank" by the employee shall be provided to LCCC's Dean of Health Care Sciences.
2. Only employees in good standing of the affiliating health care facility are eligible to use the "credit bank."
3. The "credit bank" shall apply only to courses offered by the college for credit or for employees to attend any professional development and/or continuing education courses sponsored and led by LCCC. The "credit bank" will be charged with 1.5 credits against their account for any employee using the "credit bank" for said professional development/continuing education courses.
4. A "course" is defined as a one (1) to four (4) credit course or professional development and/or continuing education. The healthcare facilities shall be authorized to have an employee take between one (1) and four (4) credits per semester.
5. The "credit bank" is applied only towards the full cost of tuition. The balance of tuition (if any) plus all other fees/costs shall be the responsibility of the student.

PROCEDURES

1. The clinical/program coordinators shall submit a list of institutions and/or clinical sites providing clinical instruction, noting the number of courses/credits earned during the semester to the Dean of Health Care Sciences no later than three (3) weeks after the end of a semester, or other time as appropriate and/or agreed upon.
2. The person designated by LCCC to provide clerical support to the School of Health Care Sciences shall maintain all records relating to the "credit bank," and notify clinical facilities of the status of their "credit bank" account at the request of the facility.

For Action

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3.      Each institution is responsible for developing procedures for notifying employees of this program and selecting those employees who are eligible to use the “credit bank.”
  
4.      Completed and approved applications will be submitted by the person designated by LCCC to provide clerical support to the School of Health Care Sciences to LCCC’s Business Office after all appropriate signatures are obtained.
  
5.      The “course” shall be charged against the “credit bank” for the institution, whether or not the employee completes the course. If, however, the course is cancelled or the employee does not register for the course or withdraws within the 100% refund time, the credits shall be returned to the “credit bank.”

Presenting Committee: Personnel, Curriculum, and Government Relations Committee

Presented by:            Dr. Barbara C. Kistler

Motion made by:        Dr. Barbara C. Kistler

Seconded by:           Mr. Mathias J. Green, Jr.

Yea   13      Nay   0  

Attachment

LEHIGH CARBON COMMUNITY COLLEGE  
4525 Education Park Drive  
Schnecksville, PA 18078-2502

## Procedures for Submitting Application for Tuition Waiver Credit Bank for Clinical Facilities

Students using the Clinical Credit Bank for the payment of tuition are requested to follow the procedures listed below.

1. Obtain the Application for Tuition Waiver form for the Clinical Credit Bank from Academic Services.
2. Complete the form. Be sure to include all course information and sign the form.
3. Obtain the signature of the Human Resources administrator or other authorized individual at the health care institution in which you are employed.
4. Return the form for LCCC approval/signature:

Department of Health Care Sciences  
Lehigh Carbon Community College  
4525 Education Park Drive, SH 32  
Schnecksville, PA 18078-2502  
P: 610-799-1525 E: nursing@lccc.edu

### **NOTES**

1. This tuition waiver does not register the student for the course(s). The registration process is a separate one and must be completed in addition to this process.
2. After approval/signature from the authorized administrator at LCCC, the form will be forwarded to LCCC's Business Office.
3. The student will be notified by phone or email if the application is NOT approved.

## Application for Tuition Waiver Credit Bank for Clinical Facilities

Name		LCCC ID L#	
Street			
City	State	Zip	
Phone #	Email		
Resident School District		Semester/Year	
Employer (list facility, hospital and/or campus where employed)			
Occupation			
I understand that I am entitled to use the credit bank for <b>one (1) course (up to 4 credits) per semester (fall, spring, summer)</b> , OR any professional development and/or continuing education courses sponsored and led by an LCCC Healthcare Science program and will be responsible for any outstanding tuition and/or fees/costs. I hereby request tuition waiver for _____ credits (# of credits, up to 4) for this semester for the following Lehigh Carbon Community College course(s):			
CRN#	Course	Course Title	Credits
_____		_____	
Applicant's Signature		Date	

**I certify that the above-named employee is eligible to utilize the credit bank for course(s) at Lehigh Carbon Community College.**

Signature of HR Rep/Supervisor _____	Date _____
Signature of HR Rep/Supervisor _____	Date _____
Please Print Name as Signed _____	Phone # _____

No. of Credits Approved by Dean \_\_\_\_\_

Dean of Health Care Sciences Signature \_\_\_\_\_ Date \_\_\_\_\_

For approval, return this form to:

Department of Health Care Sciences  
 Lehigh Carbon Community College  
 4525 Education Park Drive, SH 32  
 Schnecksville, PA 18078  
 P: 610-799-1525 E: nursing@lccc.edu

LEHIGH CARBON COMMUNITY  
COLLEGE BOARD OF TRUSTEES

November 3, 2022

Volume 58

For Action

58.10            Carbon Three C Scholarship Program

Be It Resolved,

That the Lehigh Carbon Community College Board of Trustees hereby approves and authorizes the Carbon Three C Scholarship Program for the Academic Years: 2023-24, 2024-25, and 2025-26.

Be It Further Resolved,

The scholarship will permit eligible students to enroll in all programs and locations.

Presenting Committee: Finance and Facilities

Presented by:     Mr. Kenneth H. Mohr, Jr.

Motion made by: Mr. Kenneth H. Mohr, Jr.

Seconded by:    Mr. William Miracle

Yea 13    Nay 0