The scheduled regular meeting of the Board of Trustees of Lehigh Carbon Community College was held on Thursday, January 5, 2017, in the Don Mershon Conference Room at the Community College. Mrs. Marcus, Chair, convened the meeting at 7:00 p.m.

Members Present:

Mrs. Annabelle B. Creveling  
Mr. Samuel P. DeFrank  
Mr. Paul C. Fisher, Jr.  
Mr. Mathias J. Green, Jr.  
Mr. David L. Krause  
Ms. Audrey L. Larvey  
Mrs. Roberta M. Marcus  
Mr. Kenneth H. Mohr, Jr.  
Mr. William Santore, Jr.  
Mrs. Ann L. Thompson

Staff Present:

Dr. Andra Basu, Interim Dean of Humanities and Social Sciences  
Dr. Ann D. Bieber, President  
Mrs. Ann Conte, Assistant Secretary to the Board of Trustees  
Ms. Cindy Haney, Vice President for Enrollment Management  
Mr. Brian L. Kahler, Vice President for Finance and Administrative Services  
Dr. Thomas Meyer, Vice President for Academic Services and Student Development  
Dr. Betsy Swope, Assistant Professor of Psychology  
Ms. Larissa Verta, Dean of Science, Engineering, and Math

Counsel Present:

Attorney Jerome B. Frank

Press Present:

Others Present:
Minutes of December 1, 2016

Mrs. Marcus presented the minutes of the December 1 meeting for approval. On a motion by Mrs. Thompson, seconded by Mrs. Creveling, the minutes of the December 1, 2016 meeting were approved as written.

Treasurer’s Report

In the absence of Mr. Alban, Assistant Treasurer, Mr. Kahler, presented the Treasurer’s Report as listed below:

Cash Balance 11/1/16 $25,876,167.00
Receipts +3,578,651.00
Total $29,454,818.00
Disbursed -5,695,947.00
Cash Balance 11/30/16 $23,758,871.00

President’s Report

- Dr. Bieber reported that everyone was hard at work preparing for the start of classes. After applying for funds, some good news to report was the receipt of a check from the Stabler Foundation for $270,000. Currently the endowment is approximately $750,000.
- Dr. Bieber also reported that the Council of Presidents meeting will be held next Monday and Tuesday, January 9 and 10, and the PA Secretary for Education, Mr. Pedro A. Rivera, is a scheduled speaker. Mr. David Baime, a representative from the American Association of Community Colleges will also be available to speak about federal legislative issues. Dr. Bieber stated she will provide a full update on the highlights of the meeting at the next Board meeting in February.
- Dr. Meyer reported the AVMA Veterinary Education Reaccreditation Team will be visiting the Vet Tech Center from April 5 through the 7, and a draft of the self-study will be going out this month. He also reported that as part of the Middle States Accreditation update, every month there will be a standard that the college community will be informed about through the College Voice. He further explained that during a Middle States visit, anyone may be approached and asked if they are aware of the college reaccreditation process. Consequently, an awareness campaign will be launched along with a poster campaign geared more towards students. Posters will also be placed at some of the town halls for college community public awareness.
- Dr. Meyer reported using results from the Success and Retention Committee Assessment to drive results at the college. A group was formed consisting of 8 faculty members from each school. The group has met four times and came up with the theme “I CARE,” which will be presented to the faculty when they return.
on January 12. I CARE stands for I Can, Assess, React, and Engage with students. For each of the themes, the group has developed tips and pointers for faculty members to consider. This will be a faculty to faculty discussion which will include signing a pledge. The group will continue to work in conjunction with the Success and Retention Committee. Dr. Meyer distributed pens to the Trustees inscribed with the I CARE slogan.

Ms. Haney provided the enrollment update stating that technically the Spring semester will begin on Friday, January 13. As of Tuesday, January 3, enrollment was down 2.1% in headcount and 1.8% in credit hours. The National Research Center for College and University Admissions (NRCUA) worked on the enrollment campaign reaching out to students three times and reported good results in contacting students. Express registration events were held and the college was open on December 28 for registration, with Admissions reporting seeing approximately 40 students and Advising 50 students. A review was conducted of those dropped for non-payment and the drop date has been extended until January 6. In response to a question raised about the guest student category, Ms. Haney explained the guest student status began in December, 2015, and was mainly created for students who matriculate at another university. It also serves to remove enrollment barriers for these students as well as providing for a more refined idea of student status. Dr. Bieber added that the Enrollment Management Team has reached out to the college newspapers and the number of guest students reflects that effort. In response to another question regarding trigger points for staff adjustments, Ms. Haney advised that application trends are monitored and compared to the previous year for new and returning students, and all new students are contacted by the admissions team. She reported that there are many students who apply but never enroll. Since there is no charge for applying, a 100% yield rate is not expected, but we like to see a yield rate in the 50% range.

Trustee Fisher reported the PA Commission for Community Colleges (PACCC) Board of Directors Conference Call took place on December 2. PACCC President/CEO, Ms. Elizabeth Bolden, provided an update on two proposed items in the legislature: an operating and capital appropriations increase; and the official adoption of Dual Enrollment and Career Pathways. Governor Tom Wolf has created a task force on affordability but since these meetings are not open to the public, we remain hopeful that more information will be forthcoming.
Trustee Fisher also reported that the ACCT National Legislative Summit will be held February 13 and 14 in Washington, D.C., and the PACCC Annual Meeting will be held in Harrisburg on April 3 and 4.

Mrs. Creveling stated there was a program presentation scheduled for this evening and asked Dr. Meyer to make the introductions.

Dr. Meyer called to the podium Dr. Andra Basu, Interim Dean of Humanities and Social Sciences, and Larissa Verta, Dean of Science, Engineering, and Math.

Dean Verta thanked the Board for the opportunity to speak about the different initiatives currently in progress at the sites. She presented a video created by a student that showcased each of the sites.

At the conclusion of the video, Dean Verta stated that she is excited about the opportunities at the Jim Thorpe site and with the help of Dr. Bieber is now serving on the Board of Directors for the Jim Thorpe Chamber of Commerce. She stated that success for Carbon County rests in small business, tourism, and hospitality. Thus, courses offered at the Jim Thorpe campus will focus on business and hotels and what has been successful in the area. The goal is to showcase what has made Carbon County successful and in turn pass this onto the students. She also reported efforts to make better use of the building space by creating a one stop flow of services for students. Of primary importance is the creation of a designated testing center, which will create a better flow with the Admissions office.

She continued that the Title III Grant has approved Qomo boards for the classroom, but the technology still needs some updating. Jim Thorpe High School continues to connect with the college and the partnership is very strong. Carbon County Career and Technical Institute (CCTI) will be offering GED classes at Jim Thorpe in the mornings, which will provide a good opportunity for the college to capture those students who complete their GED. She emphasized the importance of student engagement in community events stating that the students are practical and hard-working and it is important that they are engaged with each other and the community. The hope is to provide them the opportunity to do service learning within the community. She also reported involvement in the Earth Day celebration and connecting with Career Link, who will sponsor an event next week focused on healthcare that students and faculty are invited to attend. She stated it is important that the community comes to our campus and becomes a part of our offerings.
The updates for the Tamaqua site include the simulation laboratory funded by the Morgan Foundation, who also supplied the funds for the new pediatric and adult simulators. Training will take place on January 19 and 20. The focus at Tamaqua is on the pathway from noncredit to credit and student community engagement.

Finally, we continue to partner with the Tamaqua Community Arts Center and they are willing to allow us to use their arts center. There are three courses running there this semester.

In conclusion, Dean Verta presented photos of the new directional signs that have been put in place along the roads providing direction to the LCCC campuses.

Dr. Basu reported that renovations to the exterior of the Donley Center building have been completed and the community partners have expressed their approval of the new look. Internally, there were a variety of renovations made to the first floor where students meet with admissions representatives, advisors, and financial aid. There are many new students who are ESL learners. On the second floor students are taking developmental courses and tutors are available. Everyone is excited about the changes.

There are some new academic programs in place and a focus on increasing student events. Some of the new programs in place can be completed entirely at the Allentown campus. This past Fall, a new Communications program began that fits well with the trends. Classes are offered in the evenings and Saturdays, which works well for nontraditional students. On a Friday night the lights are on, with motivated and dedicated students working hard. We continue to examine for new programs based on the interests and trends we are observing. There has been an increase in monthly student events. One example is the Halloween parade, where students, staff, and faculty walked in the parade. In December, there was a showcase for students to present their final projects in English or Art. We have established a community partnership with the Allentown Symphony where students can attend for free and there was a successful symphony night. We also have a great partnership with the Baum Art School who sponsored an art night showcase with a popup art display that concluded at the Allentown Art Museum. The Lehigh Valley Phantoms have also been wonderful and have been willing to work with us. The focus is on trying to get students to take advantage of the urban campus.

Dr. Basu reported involvement with the elementary schools in Allentown and also reaching out to families to talk about credit
courses. She also reported involvement with the Promise Neighborhoods of Allentown initiative as a way for everyone to work together.

Mrs. Creveling reported that the Personnel, Curriculum and Government Relations Committee did not meet during the month of December, but reviewed their items electronically. Mrs. Creveling asked if there were any updates to the Open Job Report and Mr. Kahler reported the following updates: a part-time manufacturing instructor has been hired and will be starting on January 16; the final paperwork is being completed for the Executive Director of Enrollment; and the search to fill the permanent Dean positions has begun. The administration will continue to evaluate other positions as they become vacant.

Mrs. Creveling announced that in regard to the updated President’s Evaluation tool, the committee is asking that the Trustees reserve the dates of March 2 from 5:30 to 7:00 p.m. to discuss a new electronic evaluation instrument; and also May 4 from 5:30 to 7:00 p.m. for training on scoring of the evaluation. Further discussions will follow at the January committee meeting.

Mr. Green reviewed the minutes for the Finance and Facilities Committee. He reported the committee reviewed the standard financial reports and the various budgets and is comfortable moving forward with the 2017-2018 Budget as presented. The committee also discussed the wastewater treatment plant and updates are looking to be in the $1M range. This year the budget book was not printed for everyone, but it is available in the Board of Trustees portal. The committee was also informed of a possible endowment from the estate of Mr. Ronald Hubler. Mr. Green stated that the committee was glad to be able to hold the line for the sponsoring school districts and feels the college is in a positive state.

Mr. Green presented the following resolutions for approval:

Resolution 52.28

Fiscal Year 2017-2018 Operating and Debt Service/Lease Budget

This resolution approving the proposed Operating and Debt Service/Lease Budget for fiscal year 2017-2018 was approved by a vote of 9 Yea, and 0 Nay.

Resolution 52.29

Fiscal Year 2017-2018 Capital Budget

This resolution approving the proposed Capital Budget for fiscal year 2017-2018 was approved by a vote of 9 Yea, and 0 Nay.
Resolution 52.30  Designation of Funds – Capital Budget-Operations-Reserve

This resolution approving the updates for the designated funds as set forth was approved by a vote of 9 Yea, 0 Nay.

Resolution 52.31  Tuition, Fees, and Refund Schedule

This resolution approving the Tuition, Fees, and Refund Schedule effective as of the Fall semester of the 2017-2018 academic year was approved by a vote of 9 Yea, 0 Nay.

Resolution 52.32  2017-2018 Student Government Association Budget

This resolution approving the proposed Student Government Association Budget for fiscal year 2017-2018 was approved by a vote of 9 Yea, 0 Nay.

Resolution 52.33  2017-2018 Current Restricted Fund-Auxiliary Budget

This resolution approving the proposed Auxiliary Fund Budget for fiscal year 2017-2018 was approved by a vote of 9 Yea, 0 Nay.

Resolution 52.34  Appointment of Auditor

This resolution approving Maher Duessel as the college independent auditor for the fiscal year 2016-2017 audit was approved by a vote of 9 Yea, 0 Nay.

A complete report of this committee is contained in its minutes of December 19, 2016.

Joint Coordinating Committee

In the absence of Mr. Dellicker, Mrs. Marcus stated that the committee did not meet in December, but will meet again on January 20, 2017.

LCCC Foundation

Mrs. Creveling stated that all have should have received an invitation for the rescheduled naming of the Bruce L. Rothrock Lobby for January 21 at 5:30 p.m. An RSVP has been requested. Contributions can be made to the LCCC scholarship fund established by Mr. Rothrock. There will also be a silent auction held during the event.

Old Business

None discussed.
New Business

Mrs. Marcus reiterated the two dates for the President’s Evaluation Workshops: March 2 and May 4 from 5:30 to 7:00 p.m., adding that a light dinner would be provided.

Announcements

Mrs. Marcus announced that as of December, the Upcoming Events will no longer be a part of the Board meeting agenda. For the future, this information will be available on the calendar in the Board of Trustees portal.

Mr. Fisher requested to comment regarding an idea that he has been considering. He stated with the shared budget and enrollment information, there is a net zero increase to the sponsoring school districts. The fastest growing segment in terms of enrollment is Dual Enrollment. Ten of the 13 sponsoring school districts are going to see a decrease with the exception of the Allentown, Lehighton Area, and Parkland School Districts. Mr. Fisher suggested that those who serve on their school boards ask their districts to hold the line item in their budget, take the expected decrease, and actually ask to use those funds for Dual Enrollment purposes. The Pennsylvania Commission for Community Colleges (PACCC) has requested that the State legislators adopt a formal Dual Enrollment Program. Thus, they [legislators] will be looking at us to see where we contribute. Mr. Fisher asked the trustees to consider asking the sponsor school districts to hold the line item flat and use the funds for Dual Enrollment courses. The college would see a potential increase in student population when students enroll in Dual Enrollment classes. Mr. Fisher concluded that this is a way to support the PACCC initiative and show the legislators that we are serious about this legislation.

Adjournment

Mrs. Marcus stated there would be a five minute recess before the start of an Executive Session to be held for the purpose of legal and right-to-know updates.

The meeting was adjourned at 8:02 p.m.

Respectfully submitted,

Paul C. Fisher, Jr., Secretary
Board of Trustees
Lehigh Carbon Community College

PCF:acc
Attachments