

# LEHIGH CARBON COMMUNITY COLLEGE

Minutes of the Meeting of the Board of Trustees

April 4, 2024

Volume 59

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, April 4, 2024. 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:

Ms. Sharon L. Albert

Mr. Samuel P. DeFrank

Mr. William P. Fonzone, Sr.

Mr. Mathias J. Green, Jr.

Mr. David J. Hein

Dr. Barbara C. Kistler

Mr. Matthew T. Korp

Mr. David L. Krause

Ms. Audrey L. Larvey

Mr. Paul R. McArdle, Jr.

Mr. William Miracle

Mr. Kenneth H. Mohr, Jr.

## 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

Dr. Melanie Turrano, Professor of English

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

## Counsel Present:

Attorney Jerome B. Frank

## Press Present:

None.

## Others Present:

Marie Alexis, President, Student Government Association

## Members of Public Present:

None.

Public Comment –  
Agenda Items

None.

Minutes of  
March 7, 2024

On a motion by Trustee Hein, seconded by Trustee DeFrank, the minutes for the March 7, 2024, LCCC Board of Trustees meeting were approved.

## Treasurer's Report

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

Cash Balance 2/1/2024	\$40,721,545.00
Receipts	<u>+10,544,981.00</u>
Total	\$51,266,526.00
Disbursed	<u>-5,654,392.00</u>
Cash Balance 2/29/24	<u>\$45,612,134.00</u>

## President's Report

Dr. Bieber reported on the student hosted legislative breakfast event held on campus this week with nine PA legislators attending. The event held in Room TC203 was lined with students, with students assigned questions seated at the table. It was a wonderful event and everyone had an outstanding time. The legislators were very impressed and commented they learned more about their fellow legislators due to the open conversations. At the conclusion of the breakfast event, the students joined Dr. Bieber to greet the PA Secretary of Education, Dr. Khalid N. Mumin, along with Dr. Kate Shaw, Deputy Secretary and Commissioner for Postsecondary and Higher Education, for a tour of the campus. The Superintendent for the Allentown School District, Dr. Carol Birks, also joined in the tour that included the Early College Program; the new JEDI Center; the Amazon manufacturing center; the nursing simulation center, and the Mobile Manufacturing Lab. Dr. Mumin was very engaging and made each group feel like they were the most important.

Dr. Bieber also reported that Marie Alexis, President of the Student Government Association, was in Harrisburg for the All PA Assembly. She did an outstanding job with her speech and in accepting the first time award for LCCC. Following the Governor's remarks, Dr. Shaw met with the Trustees and then afterwards met with the Presidents for two hours. The Presidents discussed the reports that should go out this week for funding and governance. Dr. Shaw granted the presidents a few additional days in which to add recommendations but after that the reports would go directly to the Governor's desk. Some things the presidents would like to see is a differentiation in the scholarships because of

the close proximity of some PASSHE schools and the concern that it could harm the community colleges. Dr. Bieber will share the final reports when received and the plan is to have the draft for the legislators by the end of the month.

Dr. Haney reviewed the Spring 2024 enrollment report for the tenth week of the semester. For the same point in time, headcount was up about 1.5% and credit hours flat or down 0.2%. Also included in the enrollment report was information on the Summer 1 and Summer 2 sessions. The dashboards for these sessions are still being worked on, but for the same point in time, the numbers are down overall for headcount by 5.2% for Summer 1 and 7.8% in credit hours. A full registration dashboard should be available by the next Board meeting.

Personnel,  
Curriculum and  
Government  
Relations  
Committee  
*Presentation:  
Update for Student  
Government  
Association*

Dr. Kistler introduced Marie Alexis, President of the Student Government Association. Marie Alexis is an international student from Haiti and is one of 20 students nationwide to be named to the all USA Academic Team sponsored by Cengage with additional support from the American Association of Community Colleges and Phi Theta Kappa. There were 2,200 submissions nationwide and this is the first time an LCCC student received this honor. Ms. Alexis will receive a \$5,000 scholarship. In addition, she is the winner of the New Century Transfer Pathway Scholarship. On behalf of the Board, Dr. Kistler commended Marie for all of her accomplishments.

Ms. Alexis provided an update on activities of the Student Government Association. Complete details for the SGA Update were included with the agenda. Ms. Alexis also presented a short video presentation called *SGA Cares* that described the primary role of the SGA Senate, the six sub-committees, and encouraged students to join the SGA.

Trustee Krause thanked Ms. Alexis for her presentation and remarked the *SGA Cares* video is a great marketing tool.

Dr. Kistler reviewed the minutes for the Personnel, Curriculum and Government Relations Committee for March 18. Trustee Kistler had two reminders for the Trustees; the President's Evaluation is due on April 12, and recommendations for the LCCC Collegiate Award of Distinction are due by June.

Dr. Kistler presented the following resolutions:

## Resolution 59.30

Approval of Faculty Sabbatical Leave

This resolution to approve the sabbatical leave for Dr. Andrea Grant- Friedman was approved by a vote of 12 Yea, 0 Nay.

## Resolution 59.31

Approval of Faculty Sabbatical Leave

This resolution to approve the sabbatical leave for Bethany Zornek was approved by a vote of 12 Yea, 0 Nay.

## Resolution 59.32

Retirement Recognition – Jeffrey R. Herman

This resolution in recognition of the retirement of Jeffrey R. Herman was approved by a vote of 12 Yea, 0 Nay.

## Resolution 59.33

Retirement Recognition – Susan E. Lindenmuth

This resolution in recognition of the retirement of Susan E. Lindenmuth was approved by a vote of 12 Yea, 0 Nay.

## Resolution 59.34

Retirement Recognition – Jerilyn E. Mucher

This resolution in recognition of the retirement of Jerilyn E. Mucher was approved by a vote of 12 Yea, 0 Nay.

## Resolution 59.35

Retirement Recognition – Jane C. Wilchak

This resolution in recognition of the retirement of Jane C. Wilchak was approved by a vote of 12 Yea, 0 Nay.

## Resolution 59.36

Designation of Retired Faculty and Staff to Emeritus Status

This resolution to approve the designation of Emeritus status to former faculty and staff was approved by a vote of 12 Yea, 0 Nay.

PACCC Legislative  
Update

Dr. Kistler provided a PACCC Legislative Update in the absence of Trustee Thompson. Trustee Kistler reported attending the PACCC Annual meeting where she was pleased to virtually meet Dr. Kate Shaw. Dr. Kistler commented that a fine line exists when asking for input and moving ahead at the same time, which is a difficult thing to do, and may explain some of the awkwardness during this process. The Governor did report that he was very much in favor of keeping local sponsorship alive. Dr. Bieber added that the Governor is in favor of preserving local control, however, the composition is what is undecided. Obviously, the State will have composition on the Board and currently it looks to be about 10% sponsors. The presidents feel that student tuition should also be part of the Board representation. For the college it might be one-

third appointed by the Governor and two-thirds local representation.

Trustee Krause also commented about the Governor's sense of urgency to push the changes without elaborating on the why or how. He stated that Dr. Shaw's presentation was very good and the additional data she referred to would be very beneficial to have as soon as possible.

A complete report for this committee can be found in its minutes of March 18, 2024.

Finance and  
Facilities  
Committee

Trustee Mohr reviewed this committee's minutes for March 18, 2024. The committee reviewed the CARES update and learned there is \$400,000 remaining. The committee also reviewed the enrollment update and the mid-year update for the 2023-2024 Enrollment Management Plan. The plan consists of two operating goals: the first to increase new student enrollment by 1% annually, and second to increase penetration rates in service counties and high schools. The committee also reviewed an attorney client work product for capital assets on ownership of the physical plant relative to the State takeover of the college.

Trustee Mohr presented the following resolutions for approval:

Resolution 59.37

Landscaping Services – Morgan Center

This resolution to approve the landscaping contractor for the Morgan campus was approved by a vote of 12 Yea, 0 Nay.

Resolution 59.38

Request for PDE Funding Berrier Hall Concrete Repairs

This resolution to approve the submission of a capital-funding request to PDE was approved by a vote of 12 Yea, 0 Nay.

A complete report for this committee can be found in its minutes of March 18, 2024.

Negotiations  
Committee

No report.

Joint Coordinating  
Committee

Trustee Larvey reported on the second meeting of the year for the Joint Coordinating Committee. The CLIU provided a presentation on their facility dog, LLASie. The difference between a service dog and a facility dog is that a facility dog services an entire facility or building. LLASie services the Lehigh Learning Achievement School (LLAS) and is why she is named LLASie. LLASie was very well behaved and it was so

impressive how effective and intuitive she is. The committee heard from her handler, Dr. Monica Short, about the many things that LLASie does during the day and how well the students respond to her. It was an outstanding presentation and a wonderful program.

A complete report for this committee can be found in its minutes of March 15, 2024.

#### LCCC Foundation

Dr. Kistler reported reaching out to Mr. Rick Christ, the new Executive Director for the Foundation, to see if he had any updates to share with the Board. Currently, Mr. Christ is visiting with the Foundation Departments at other community colleges to see how they operate. Mr. Christ also provided a flow chart on his vision for organizing the Foundation and Dr. Kistler distributed copies to the trustees. Along with input from the Foundation Board, five pools were listed for allocating funds such as capital improvement, strategic college initiatives, student health, wellness, and scholarships, which has been the central focus of the Foundation. There will be only one major fundraising event per year, which will be the Tony Boyle Golf Classic. Working with Institutional Research and internal records, they have identified 25,000 potential donors. Mr. Christ is also cognizant of the college's Strategic Plan and has scheduled a meeting for the Foundation Board to meet with Dr. Kelly Trahan to better align efforts with the college.

On April 20<sup>th</sup>, the Foundation will hold a Spring Bling Bingo event and there are some great prizes. Tickets are still available.

#### Old Business

Trustee Krause provided the school district budget approval update, which is now at 100%.

#### New Business

Trustee Krause stated the college is trying to migrate trustees to using an LCCC email account instead of a personal email account for college business. Trustee Krause completed the change and it was very easy to do. If anyone needs any assistance with the migration, please contact Ann Conte and she will schedule a meeting with IT. The deadline date for the migration is May 2, 2024.

Attorney Frank offered an additional explanation on how it is best practice for trustees to use a college email account for conducting college business versus using a personal email account that could possibly be exposed if litigation would arise that involves the college. The intent is to protect the trustees'

personal email accounts from college business that could be deposable.

Trustee Krause also reminded the trustees of the deadline to complete the online President's evaluation.

Public Comment  
Non-Agenda

None.

Announcements

None.

Adjournment

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

Trustee Krause announced the Board would immediately go into Executive Session for legal matters.

Executive Session

An Executive Session was held for the purpose of legal updates.

Respectfully submitted,



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

/acc  
Attachments