

LEHIGH CARBON COMMUNITY COLLEGE

Minutes of the Meeting of the Board of Trustees

December 5, 2024

Volume 60

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, December 5, 2024. Public in-person access was available in the Nevin Earl Remaley Technology Center, Room TC203, on the Schnecksville Campus, PA. Mr. Sam DeFrank, Chair, convened the meeting at 5:30 p.m.

Members Present:

Ms. Sharon L. Albert

Mr. John W. Corby

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

Mr. Kenneth H. Mohr, Jr.

Mrs. Ann L. Thompson

Staff Present:

Ms. Tracy Bean, Executive Assistant to the President and Board of Trustees

Dr. Ann D. Bieber, President

Dr. Cindy Haney, Vice President for Enrollment Management

Mr. Joshua Mitchell, CIO

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:

Ms. Nisreen Al Dagmah, ESL Academic Advisor

Dr. Jodi Rowlands, Interim Dean for Academic Services and Student Success

Members of Public Present:

None.

Public Comment –
Agenda Items

None.

Minutes of Previous
Meeting
November 7, 2024

On a motion by Trustee Kistler, seconded by Trustee Fonzone, the minutes for the November 7, 2024, LCCC Board of Trustees meeting were approved.

Treasurer's Report

David Hein, Treasurer, provided the Treasurer's Report as listed below:

Cash Balance 10/1/2024	\$42,247,822.00
Receipts	<u>+10,400,142.00</u>
Total	52,647,964.00
Disbursed	<u>-9,022,971.00</u>
Cash Balance 10/31/2024	<u>\$43,624,993.00</u>

Total revenues are \$19.6 million or 41% of the budget compared to 36% last year; Total expenditures are \$14.9 million, or 32% of the budget compared to 33% last year.

There is no CD activity at this time.

President's Report

Dr. Bieber reported it's been a busy time on campus. Work has begun for the Middle States accreditation process, we met with our Vice President Liaison, assigned to us from Middle States. He will visit the campus on April 22, 2025 to meet with various groups and would also like to meet with members of the Board as they are available. The Self Study Design document is due on February 14, 2025. Scott Aquila will be presenting again in January.

Thanks to Trustees Corby, Larvey and Krause for coming to campus earlier today to meet with the new superintendents from Lehigh and Palmerton.

Dr. Haney provided the enrollment report. We are two weeks out from the start of the winter session, headcount is down .4% and credit hours are down 3.2%. We did drop students for non-payment, 74 students total which equated to 294 credits. We are eight weeks out from the start of the spring session, headcount is down 3.8% and credit hours are down 4.9% but we are still trending up in applications for that term. On Monday we will be hosting a joint event with Northampton Community College for a health career pathway showcase. Students and employers were invited from the region and we anticipate 150-200 attendees.

Trustee Fonzone inquired how credits are transferred to 4-year institutions – are they meeting the needs fully or just 80% or 90%? Dr. Bieber replied that she and Dr. Hawkinson (KU) presented to TAOC (Transfer and Articulation Oversight Committee) regarding our joint program and seamless transfer agreement. TAOC may be using our agreement as a template for all community colleges and PASSHE schools. The Governor has set legislation that these agreements need to be in place by December 31, 2025. Discussion followed on the topic.

Personnel,
Curriculum and
Government
Relations
Committee
*Empowering
through Language,
LCCC ESP
Program*

Dr. Kistler welcomed Dr. Jodi Rowlands, Interim Dean for Academic Services and Student Success and Nisreen Al Daghmah, ESL Academic Advisor, to give their presentation, Empowering through Language, LCCC ESP Program.

An overview of Non-Credit ESL courses was provided; these are beginner to intermediate level classes, held every nine weeks. The objective is to prepare students for employment, citizenship and credit ESL classes. Free classes are offered through grant funding, usually with a waitlist. Fee based classes are offered for those who do not wish to be on a waitlist.

An overview of Credit ESL courses was provided; there are three levels, intermediate, high intermediate and advanced. The objective is to prepare students for college and their career. All students are required to take an ESL Placement Test to be placed in the appropriate level course.

Many students transition from non-credit ESL to credit ESL. The college is prepared to help them with the transition by helping in the application process, outreach to applicants and meeting with an ESL Advisor. A final exam, developed by the Department of Education, is required to complete before transitioning from non-credit to credit ESL.

A total of 423 students completed credit ESL classes from fall 2022 to fall 2024. Enrollment barriers include financial aid issues, family conflicts and work schedules.

Support Services available to ESL students include; orientation, Learning Specialist support for time management and organizational skills, work with Success Coaches, tutoring, disability support services and academic advising. Support from the Office of Financial Aid is available as well as scholarship opportunities.

A scholarship program, *ESL Paraprofessional Pathway Program*, allows Allentown School district students to complete

ESL classes along with Paraprofessional courses to prepare them for employment in the field. Upon completion and certification, they are qualified for employment and have little or no costs for having attended the program.

Future plans include expanding the ESL program, seeking out new initiatives, pursuing more scholarships and more community engagement.

A brief Q&A followed the presentation.

The power point presentation is attached for reference.

Trustee Kistler referenced the committee meeting minutes of November 18. Trustees Larvey and Korp were appointed to the Administrative Sabbatical Leave committee. The *Programs with Low Enrollment* report was reviewed and Dr. Kistler thanked VP Verta again for the comprehensive report. The January 2025 – June 2025 Professional Development schedule was reviewed, noting the board will have flexibility for change during the upcoming Middle States accreditation.

PACCC Legislative/
Governmental
Affairs Update

Trustee Thompson reported Dr. Bieber has been named to the Lehigh Valley Business 2024 Power List for Higher Education.

Updates from the Statewide PACCC Trustee meeting include;

- Dr. Kate Shaw noted that Dr. Bieber was “remarkable” and Mrs. Thompson was glad to see that acknowledgement by other individuals.
- In terms of the State Board of Higher Education, two positions are being posted; Workforce Development and Academic Affairs Director and Information Systems and Strategic Analysis Director. A Chief of Staff has been hired. The Deputy Secretary of Education’s last day is December 7. An interim has been appointed, Angela Fitterer, the Deputy’s former assistant.
- Five Trustees attended the state-wide meeting.
- Sixty-one applications were received for the position of President for the Commission and narrowed to two applicants. Neither applicant was selected, Dr. Neupauer and Dr. Stanley will continue in the interim.

- On a federal level, if the Department of Education is eliminated, some of the programs would be transferred to other departments that currently exist.

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

Finance and
Facilities
Committee

Trustee Mohr reviewed this committee's minutes for November 18, 2024. The FY 23-24 Audit was presented by Shawn Strauss of Maher Duessel, who provided an extensive review of the fiscal year. Important to note, there were no difficulties encountered performing the audit and no disagreements with management. The Trustees met with the Auditor in Executive Session and reinforced the positive interaction with the staff. The budget workshop was held where Stefanie Nester gave a high-level review of the FY 2025-2026 budget. The committee reviewed the Cash Flow and Revenue and Expenditures reports along with the Write Offs, Collections and Bad Debt report. The Enrollment Dashboard was also reviewed. The Moody's report is self-explanatory and LCCC's rating remains at A2.

There are no resolutions for review.

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

Negotiations
Committee

No report.

Joint Coordinating
Committee

Trustee Larvey reported the committee met on November 15, 2024. LCTI and LCCC presented. The LCCC presentation was the ESL report given tonight and the LCTI presentation was focused on new programs. It was interesting to hear about all the new initiatives at LCTI and their expansion of programs. The next meeting is March 21, 2025.

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

LCCC Foundation

Dr. Kistler provided an update on the Foundation Retreat and attached is the Goal Setting Themes document developed from the retreat. The group will meet again and follow-up with a goal writing session. The themes are; Scholarships, Board of Directors and Individual Giving. More information to come.

Old Business

None.

New Business

Trustee Fonzone announced the appointment of a new superintendent named at Whitehall School District, Mr. Chris Schiffert, who has been with the district for about 15 years.

Trustee Krause added a comment about the Statewide PACCC Trustee meeting , noting the community college's requested 6% state budget funding while the PASSHE schools were asking for 25% to 30% in funding.

Public Comment –
Non-Agenda
Announcements

None.

Trustees Kistler and Mohr would like to extend an invitation to the Board and staff to attend a holiday lunch prior to the committee meeting on December 16. The lunch is to show appreciation and gratitude for all the work done in 2024.

Adjournment

Chair DeFrank adjourned the meeting at 6:27pm.

Respectfully submitted,



Ms. Sharon Albert, Secretary
Board of Trustees
Lehigh Carbon Community College

/tlb

Empowering Through Language: Our ESL Program

Dr. Jodi Rowlands

Nisreen Aldaghmah

Program Overview

ESL Program Pathway

Mission:

It embodies the LCCC college vision to promote academic excellence, student achievement, and support of diverse populations based on student-centered values by delivering high quality academic English courses and holistic support to non-native speakers.



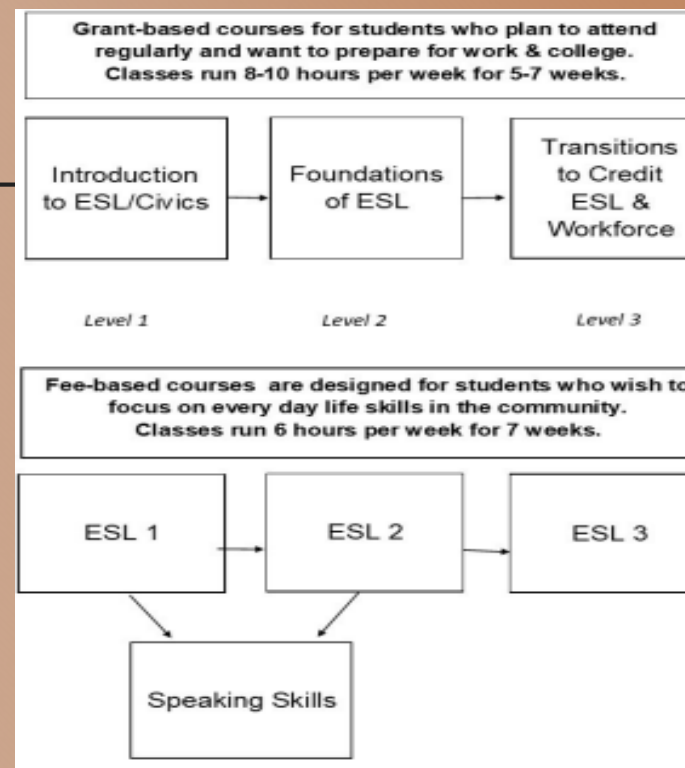
Non-Credit ESL Program

Overview:

- Beginner to intermediate level classes every 9 weeks
- Prepares students for employment, citizenship, and credit ESL courses
- Allentown and Online.

Goals:

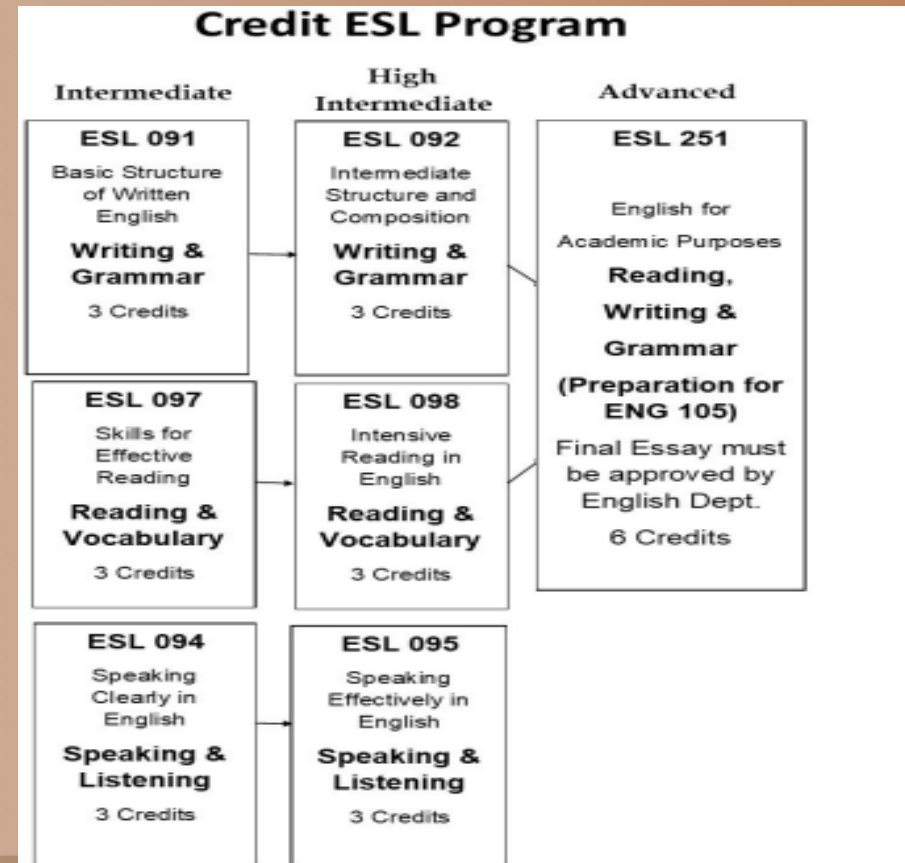
- Improve communication skills, support community integration, and enhance career opportunities



Credit ESL Program Pathway

Overview:

- Three levels:
 1. Intermediate
 2. High Intermediate
 3. Advanced
- College-level ESL courses every semester
- Prepares students for college and career
- Daytime or evening schedules at the main campus and Allentown



Transitioning from Non-Credit to Credit ESL Program

- Complete the non-credit program
 - Helping students in applying
 - No testing
 - Reaching out to applicants
 - Meet ESL advisor
-



Enrollment

Enrollment Data for Credit ESL Classes

- Total of 423 students from Fall 2022 to Fall 2024
- Factors impact enrollment
 1. FA issues
 2. Family
 3. Work schedule

ESL Data

Semester	Unduplicated Students
Fall 2022	165
Fall 2023	149
Fall 2024	109
Total	423

Student Services

Support Services

- ESL Orientation
- Learning Specialist: Time management and Organization Skills
- Success Coach: Attendance, Midterm Grade Alerts, and Academic Performance.
- Free Tutoring
- Disability Support Services
- Academic Advising

Financially

- Assist with FAFSA
- Scholarships

ESL Paraprofessional Pathway Program

Steps for credit ESL students who want to major in Education.

1 Fill out the interest form

- Fill out the **Community to the Classroom: ESL to Paraprofessional Program** interest form with ESL Advisor, Nisreen Aldaghmah, naldaghmah@lccc.edu

2 Scholarships and laptops

- While enrolled in the program, students will receive a **\$1,000 scholarship** for tuition per semester
- **\$500 scholarship** for books per semester
- **Free laptop lending**

3 Complete the Pathway Program in three semesters

- **Fall 2024:** Intermediate ESL courses
- **Spring 2025:** High Intermediate ESL courses and Education courses
- **Fall 2026:** Advanced level ESL course and Education courses



Future Plans

Vision for the Future

- Expansion plans
- New initiatives
- Building Bridges between different communities
- Scholarships
- Community Engagement

2024

Thank you!
Q & A.