

# LEHIGH CARBON COMMUNITY COLLEGE

Minutes of the Meeting of the Board of Trustees

February 6, 2025

Volume 60

The scheduled regular meeting of the Board of Trustees of Lehigh Carbon Community College was held virtually Thursday, February 6, 2025. 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. Daniel C. Bosket

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 Korp

Mr. David L. Krause

Ms. Audrey L. Larvey

Ma. Michelle Mazzola

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:

Dr. Kelly Trahan, Dean of Arts, Technology, and the Center for Innovation and Learning

Ms. Allison Ludlow, M.Ed., Program Director of Literacy

## Members of Public Present:

None.

Public Comment –  
Agenda Items

None.

Minutes of Previous  
Meeting  
January 2, 2025

On a motion by Chair DeFrank, seconded by Trustee Bosket, the minutes for the January 2, 2025, LCCC Board of Trustees meeting were approved.

## Treasurer's Report

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

Cash Balance 12/1/2024	\$41,407,737.00
Receipts	<u>+7,131,013.00</u>
Total	48,538,750.00
Disbursed	<u>-4,443,847.00</u>
Cash Balance 12/31/2024	<u>\$44,094,903.00</u>

Total revenues are \$28.4 million or 60% of the budget compared to 64% last year; Total expenditures are \$22 million, or 47% of the budget compared to 48% last year.

One CD renewed at the end of December at 4.41%

## President's Report

Dr. Bieber noted the Dual Credit Innovation Grant Outline was attached for review and we have received letters of support from all our sponsoring school districts. The proposal focuses on industry clusters and high priority occupations, exactly what the governor wanted to see in these types of innovation grants.

Additionally, the college and Attorney Frank are very closely watching the Executive Orders being signed by President Trump, as they relate to higher education or other pertinent matters. Attorney Frank and his team are providing necessary direction and will continue to monitor all that information.

The Governors budget is also attached; the community colleges asked for 6.5% funding, just as the PASSHE schools did. The Governor allocated 4.8% for community colleges and although the budget has not yet passed, this was a disappointment to everyone. The Lobbyist recommends looking for "pockets" of money instead of a percentage increase, particularly for dual enrollment and workforce training.

Dr. Haney provided the enrollment report. We are in week one of the spring session, headcount is down 2.3% and credit hours are down 3.5%. Ten-week part of term starts February 28 and seven-week part of term starts March 28. A new school district

geography campaign was launched to focus on parents and high school seniors. Lists were developed using new software, CollegeApp, that targets the largest school districts with households that include 16 and 17-year olds. The campaign is to drive enrollment for fall 2025 and to attend Open House on April 3. This was one of the directives from the CLARUS report, to aggressively target parents and high school students.

On February 20, the college is also hosting an educational information session for potential students interested in a career in Teaching. On March 12 we are hosting an Honors College Information session.

Personnel,  
Curriculum and  
Government  
Relations  
Committee  
*Literacy  
Department (Grant  
Based GED and  
ESL Classes)*

Dr. Kistler welcomed Dr. Kelly Trahan and Allison Ludlow to provide the Literacy Department (grant-based GED and ESL classes) presentation.

Dr. Trahan provided a brief introduction of the program. The Workforce Training program has recently been rebranded to the *Center for Innovation and Learning*, and a new Executive Director was hired. Additionally, another position is posted and will be the Director of Literacy, ELL and Student Success, to allow us to expand this area beyond the grant that we already have.

Ms. Ludlow described the two types of classes offered; GED which covers preparation for GED exams, and remediation for postsecondary, job training, employment or military. The second types of classes are ESL which covers lower-level English classes in reading, writing, speaking, grammar and civics.

The college manages three literacy grants;

- (1) Adult Basic Education, \$800,188 with 542 students enrolled
- (2) Integrated English Language and Civics Education, \$298,700 with 90 students enrolled
- (3) Tutoring Programs for Adults, \$84,348 with 40 students and 27 volunteer tutors and classroom aides

One outcome of the grant is students are required to take a standardized test, pre and post class, and we are obligated to have a certain percentage of students achieve an educational functioning level (EFL) gain which is approximately 2 or more grades levels. Last year a little over 57% of our students made an EFL gain and 76% EFL gain in the Adult Basic Education Grant and Integrated English language and Civics Education grant, respectively. In the State of Pennsylvania, 37% of students made a gain, making LCCC well above average.

Additional services include – Student Success Coaches, Professional Development Specialist, Civics Education, and more.

Chair DeFrank questioned if the term of the grants is annual or over several years. Ms. Ludlow responded that each grant is multi-year and they each have a different duration. Chair DeFrank and Trustee Kistler thanked Dr. Trahan and Ms. Ludlow for a very informative presentation.

The power point presentation is attached for reference.

Trustee Kistler reviewed the minutes of January 20. The Open Job report was discussed at length. A Title 9 update was provided and a legislative update was also provided.

PACCC Legislative/  
Governmental  
Affairs Update

Trustee Thompson was experiencing computer difficulties but did provide an update the next day via email. The email update is attached for reference.

The SBHE minutes and FY 25-26 Governor’s Budget Response Press Release and Budget were attached in the agenda for reference.

A complete report for this committee can be found in its minutes of January 20, 2025.

Finance and  
Facilities  
Committee

Trustee Mohr reviewed this committee’s minutes for January 20, 2025. The committee reviewed the Cash Flow and Revenue and Expenditures reports along with the Net Assets, Student Government and Auxiliary budget reports and the Accounts Receivable report. Also reviewed; Enrollment Dashboard, 2<sup>nd</sup> Quarter Grants Report, Training Contracts Report, Unemployment Compensation update, Capital Project Status updates and the TIAA Cref quarterly report.

Resolution 60.17

Course Fees 2025-2026

This resolution is to approve the 2025-2026 Course Fees schedule effective for the Fall 2025-2026 Academic Year and was approved by a vote of 13 Yea, 0 Nay.

Resolution 60.18

Lease Agreement with Municipal Capital Finance

This resolution is to approve the lease agreement to upgrade LCCC’s Technology Equipment for a term of three years was approved by a vote of 13 Yea, 0 Nay.

A complete report for this committee can be found in its minutes of January 20, 2025.

Negotiations  
Committee

No report.

Joint Coordinating  
Committee

No report.

LCCC Foundation

Dr. Kistler reports there are two major fundraisers this year through the Foundation. The first, Spring Bingo and the second, the Golf Outing in the fall. Dr. Kistler will be sending an email to solicit donation for the "Dining Out" basket raffle.

Additionally, the Foundation met recently to review the Foundations goals as they pertain to the Strategic Plan. Priorities are:

- (1) gaining new board directors
- (2) increase individual contributors
- (3) review scholarship giving and determine if funding can be increased

The Dr. Ann Bieber scholarship is available to receive donations.

Old Business

None.

New Business:  
*School District  
Budget Approval  
Update*

Four school districts have submitted their approvals, to date.

Public Comment –  
Non-Agenda

None.

Announcements

None.

Adjournment

Chair DeFrank adjourned the meeting at 6:18pm.

Respectfully submitted,



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

## PACCC Legislative/Governmental Affairs Update

Feb. 6, 2025

Greeting, Fellow Trustees!

That was very strange. My microphone worked while we were waiting for the meeting to begin. Here are the highlights from my report:

1. There is a 4.7% increase in operating expenses for the 15 community colleges. We were hoping for a 6% increase. Obviously, what the Legislature passes will be the actual number.

Dr. Tuesday Stanley has a great positive statement attached to the agenda regarding the budget and clearly tells of the importance of community colleges. It would be useful if you are talking to legislators or the public.

2. Message from the Interim Secretary of Education:

Dear Partner in Education,

I am reaching out today to assure you that the Pennsylvania Department of Education (PDE) is closely monitoring the orders and guidance being issued by the incoming federal administration. The Department is continually reviewing the guidance being issued and rescinded in real time and, to the extent possible, is consulting with colleagues at the federal and state levels to determine the potential impact on Pennsylvania schools.

As ever, we will continue our work to ensure our schools and educators can continue to provide a world-class education to learners, and our libraries remain strong community centers.

We will pass along accurate, relevant information as it becomes available, and as our federal partners provide clarity regarding the intended scope of these recent pronouncements. In the meantime, please do not hesitate to contact us at PDE if there is assistance that we can provide.

3. Federal directives affecting the community college from President Donald Trump:

A. Pausing grants and loans. Fortunately, our Pell Grants for students are supposed to be maintained. The fund freeze was rescinded, but what that means is a good question.

B. Protecting the Meaning and Value of American Citizenship (“Birthright Citizenship”)

C. Ending Radical and Wasteful Government DEI Programs and Preferencing (“DEI”)

D. Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government (“Biological Sex”).

We can be very thankful for Attorney Frank and his firm, as well as the leadership of Dr. Bieber, during these challenging times.

4. The very real possibility of ending the Federal Department of Education

5. State Board of Higher Education (SBHE) 23 January 2025

Special guest speaker on High Education Coordinating Councils

A lot has been accomplished on how to strengthen transfer and how to make it easier for students.

The Transition of Authority committee is awaiting the work of the Office of General Counsel.

There was a lot of discussion on data- not requesting what already exists, being collected without overlap, and what data is needed.

6. Middle States Meeting including trustees Tuesday, 22 April 2025



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# Literacy

Board of Trustees, February 6, 2025

**Allison Ludlow**

Program Director, Literacy Department

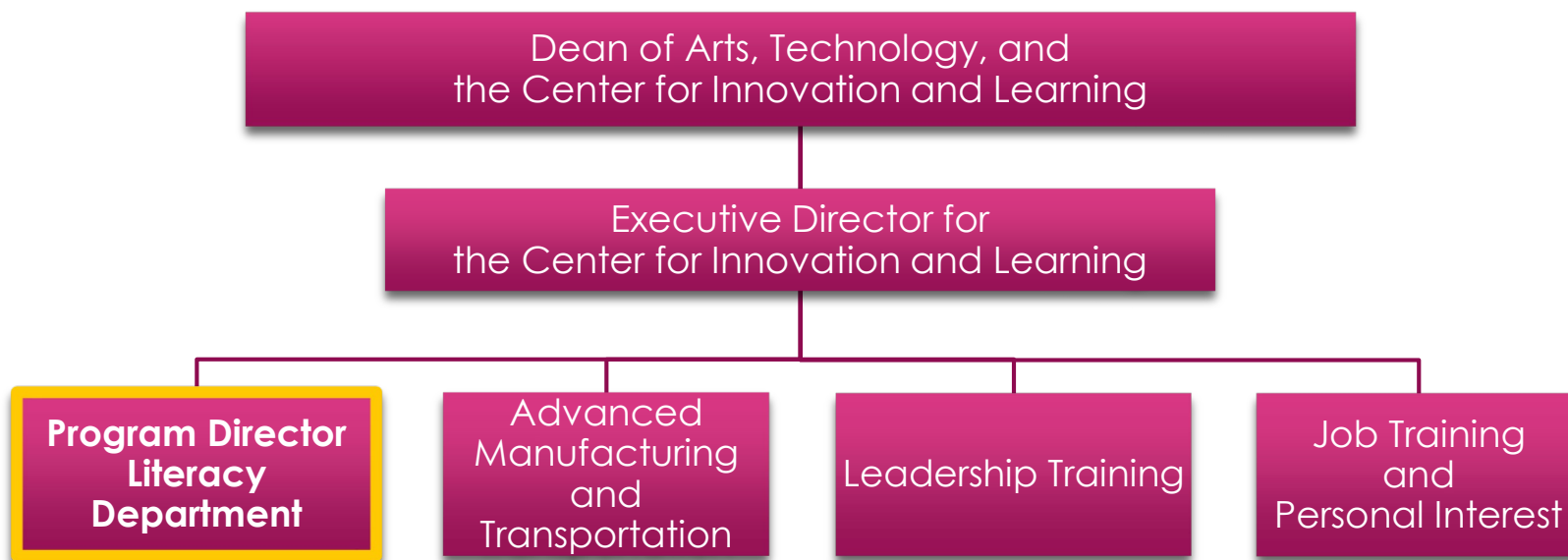
**Dr. Kelly Trahan**

Dean of Arts, Technology, and the Center for  
Innovation and Learning





# Center for Innovation and Learning



# Literacy

**Grant Based Literacy consists of two types of classes:**

▶ **GED**

- ▶ Preparation for all four of the GED subject exams
- ▶ Remediation for postsecondary, job training, employment, or military

▶ **ESL**

- ▶ Lower level English classes in reading, writing, speaking, listening, grammar, and civics
- ▶ Preparation to enter postsecondary, job training, employment, and citizenship exam



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# Grant Snapshot

Grant Name	Amount Awarded	Student Enrollment
Adult Basic Education Grant (064)	\$800,188.00	542
Integrated English Language and Civics Education (061)	\$ 298,700.00	90
Tutoring Programs for Adults (259)	\$84,348.00	40 students and 27 volunteer tutors and classroom aides

# Enrollment Data

## 2024-2025 Data

- ▶ 064: 72% enrolled
- ▶ 061: 79% enrolled
- ▶ 259: 67% enrolled

## 2023-2024 Final Data

- ▶ 064: 105% Enrolled 57.13% total made a EFL gain
- ▶ 061: 107% Enrolled 76.29% total made a EFL gain



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# Other Services

- ▶ Student Success Coaching for Barrier Reduction and Transition
- ▶ Digital Literacy Specialist
- ▶ In House Professional Development Specialist
- ▶ Civics Education
- ▶ Integrated Education and Training Programs
  - ▶ Pharmacy Technician
  - ▶ Office Administration Support

# Student Impact

I did it! I passed my Math GED Exam yesterday. Thank you so much for everything you have done for me. When I showed my manager that I finally passed she promoted me to shift leader this morning! Thank you!



I want you to know that tomorrow I will finally start with the classes of my major and I wanted to thank you! I learned a lot from you and look how far I got. Also, I'm in the 2024 Fall Dean's List! I'm so happy!



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