

# LEHIGH CARBON COMMUNITY COLLEGE

## Minutes of the Meeting of the Board of Trustees

January 2, 2025

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, January 2, 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	Dr. Barbara C. Kistler
Mr. Daniel C. Bosket	Mr. David L. Krause
Mr. John W. Corby	Ms. Audrey L. Larvey
Mr. Samuel P. DeFrank	Mr. Paul R. McArdle
Mr. William P. Fonzone, Sr.	Mr. Kenneth H. Mohr, Jr.
Mr. Mathias J. Green, Jr.	Mrs. Ann L. Thompson
Mr. David J. Hein	

### 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:

None.

### Members of Public Present:

None.

Public Comment –  
Agenda Items

None.

Minutes of Previous  
Meeting  
December 5, 2024

On a motion by Chair DeFrank, seconded by Trustee Thompson, the minutes for the December 5, 2024, LCCC Board of Trustees meeting were approved.

## Treasurer's Report

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

Cash Balance 11/1/2024	\$43,624,993.00
Receipts	<u>+3,760,557.00</u>
Total	47,385,550.00
Disbursed	<u>-5,977,813.00</u>
Cash Balance 11/31/2024	<u>\$41,407,737.00</u>

Total revenues are \$22.3 million or 47% of the budget compared to 43% last year; Total expenditures are \$18.2 million, or 39% of the budget compared to 41% last year.

One CD renewed at the end of December at 4.41%

## President's Report

Dr. Bieber reported the Trustees will hear more about the Middle States accreditation process, which culminates with a final visit in 2027. A team led by VP Verta, that includes, Dr. Turrano, Professor Jen Myskowski and Dr. Swope worked over the holiday to develop the Self-Study Design. We have hired a consultant to go through all the details and she noted that we are doing well and are on track.

Dr. Haney provided the enrollment report. We are in week two of the winter session, headcount is down 11.1% and credit hours are down 12.6%. We did drop students for non-payment and also for non-attendance. We did not meet our budget number for the winter session. We are four weeks out from the start of the spring session, headcount is down 6.1% and credit hours are down 7.8%. A small team did meet with Dr. Bieber this morning to review last minute initiatives that will help with the spring. Typically, spring semester attracts adult students not high school students. Success Coaches are reaching out to students who have not yet paid to encourage payment before the drop date of January 7. If students want to re-register, payment is expected at the time of registration.

Personnel,  
Curriculum and  
Government  
Relations  
Committee  
*Middle States Self-  
Study 2024 - 2027*

Dr. Kistler welcomed Dr. Melanie Turrano, Professor of English to provide the Middle States Accreditation process presentation.

Dr. Turrano explained that Middle States describes the institutional priorities should be realistic, relevant and achievable. Utilizing a college survey and feedback from the core group, we developed the following institutional priorities;

1. Advance Student Success and Retention
  2. Build Workforce Programming Initiatives
  3. Ensure Financial Well-being and Institutional Vitality
- Since the last accreditation process in 2018, LCCC has changed profoundly, including changes and adaptations that forced the college to pivot during the Covid-19 pandemic.

Dr. Turrano provided an extensive background and rationale for each priority that was selected.

Middle States determines three required intended outcomes;

1. Demonstrate how the institution currently meets the Commission's Standards for Accreditation and Requirements of Affiliation
2. Focus on continuous improvement in the attainment of the institution's mission and its institutional priorities
3. Engage the institutional community in an inclusive and transparent self-appraisal process that actively and deliberately seek to involve members from all areas of the institutional community

In addition, Middle States asks that the college write one more, however, we wrote two more;

4. Further integrate and advance the communication and collaboration among enrollment services, student development, and academic services to improve the planning processes and programming that promote student success and retention initiatives
5. Embrace data and evidence-based processes to inform decisions and create a campus-wide culture of transparent communication

As we continue to transform and change, decisions must be made on the facts at hand, thus creating trust and transparency.

A Google drive has been established to house all the documentation, such as reports, self-study designs and timelines. The college is working with consultant, Celeste Schwartz and has determined the group is on track.

Next steps include meeting with the Executive Team, VP Hartnett and a presentation at the spring State of the College event on January 21. The final draft of the self-study report is due February 14. A self-study report will be developed in 2026 from the self-study design and finally in 2027, the accreditation team will visit the campus.

There were no questions. Chair DeFrank thanked Dr. Turrano and the team for all the hard work.

The power point presentation is attached for reference.

Trustee Kistler commented on last months' meeting and that it was nice to share a meal and appreciate those we work with throughout the year. Also referenced was the comprehensive Enrollment Management Plan reviewed at the last committee meeting.

Resolution 60.08

2<sup>nd</sup> Amendment to the 2<sup>nd</sup> Amended and Restated President's Employment Agreement

This resolution is to approve the 2<sup>nd</sup> Amendment to the 2<sup>nd</sup> Amended and Restated President's Employment Agreement was approved by a vote of 13 Yea, 0 Nay.

PACCC Legislative/  
Governmental  
Affairs Update

Trustee Thompson reported the college received a \$40,000 '*It's On Us Grant*' from the state of Pennsylvania that supports combatting sexual assault on college campuses. We are one of three campuses in the Lehigh Valley to receive the grant and one of three community colleges throughout the state to receive the grant.

Attached to the agenda are the minutes of the most recent State Board of Higher Education, to note, at the federal level there does not seem to be any concern for the Department of Education to be eliminated. Also, to note, at the state level there are 26 degree granting institutions experiencing some level of financial insecurity and in the past two years, eight institutions closed or merged due to financial instability.

Trustee Thompson also reports on a new State panel, the Pennsylvania Commission on Education and Economic Competitiveness will bring together stakeholders from education, business, labor, and government to create a shared long-term vision to redesign Pennsylvania's education system. A report is due to the General Assembly by November 1, 2025. Trustee Hein notes that several school board associations are involved with this group.

A complete report for this committee can be found in its minutes of December 16, 2024.

Finance and  
Facilities  
Committee

Trustee Mohr reviewed this committee's minutes for December 16, 2024. The committee reviewed the Cash Flow and Revenue and Expenditures reports along with the Enrollment Dashboard. Tuition income was reviewed. Eight resolutions were also reviewed and will be voted on this evening. The committee received a Capital Projects update, including updates for the Donley Center. Miers Insurance was recommended as the 2025-2026 carrier.

Resolution 60.09

2025-2026 Operating and Debt Service/Lease Budgets and Capital Budget

This resolution is to approve the 2025-2026 Operating and Debt Service/Lease Budgets and Capital Budget was approved by a vote of 13 Yea, 0 Nay.

Resolution 60.10

Tuition and Fees 2025-2026

This resolution is to approve the Tuition and Fees 2025-2026 was approved by a vote of 13 Yea, 0 Nay.

Resolution 60.11

2025-2026 Student Government Association Budget

This resolution is to approve the 2025-2026 Student Government Association Budget was approved by a vote of 13 Yea, 0 Nay.

Resolution 60.12

2025-2026 Current Restricted Fund-Auxiliary Operating Budget

This resolution is to approve the 2025-2026 Current Restricted Fund-Auxiliary Operating Budget was approved by a vote of 13 Yea, 0 Nay.

Resolution 60.13

Designation of Funds – Capital Budget – Operations – Reserve

This resolution is to approve the Designation of Funds – Capital Budget – Operations - Reserve was approved by a vote of 13 Yea, 0 Nay.

Resolution 60.14

Appointment of Auditor

This resolution is to approve the Appointment of Auditor was approved by a vote of 13 Yea, 0 Nay.

Resolution 60.15

Approval of Lehigh Carbon Community College submitting the Pennsylvania School District Liquid Asset Fund Master Account Application to become a Settlor of the Fund and adopting the Resolution attached hereto

This resolution is to approve the Approval of Lehigh Carbon Community College submitting the Pennsylvania School District Liquid Asset Fund Master Account Application to become a Settlor of the Fund and adopting the Resolution attached hereto was approved by a vote of 12 Yea, 0 Nay, 1 Abstain.

## Resolution 60.16

Approval of RACP Funding Sources for LCCC Donley Center Project

This resolution is to approve the Approval of RACP Funding Sources for LCCC Donley Center Project was approved by a vote of 13 Yea, 0 Nay.

A complete report for this committee can be found in its minutes of December 16, 2024.

Negotiations  
Committee

No report.

Joint Coordinating  
Committee

No report.

## LCCC Foundation

Dr. Kistler met with the Foundation Executive Director on December 20. She reports the Finance and Investment committee is very active and reviews the cash flow and endowments closely. Trustee Kistler announced a new endowed scholarship, the *Annie and George Giamalis Scholarship*, set up in memory of their parents. Beginning in fall 2026, two scholarships will be awarded, one for non-credit workforce development and one for credit. Trustee Kistler will invite Rick Christ to a future meeting to discuss the details of the *Ann Bieber* scholarship with the Board.

## Old Business

None.

## New Business

None.

Public Comment –  
Non-Agenda  
Announcements

None.

None.

## Adjournment

Chair DeFrank adjourned the meeting at 6:20pm.

## Executive Session

An Executive Session was held to discuss Quarterly Legal Updates

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Sharon Albert', with a stylized flourish at the end.

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

/tlb



# Self-Study

2024-2027





# Institutional Priorities and Rationale

- Priority I:** Advance Student Success and Retention
- Priority II:** Build Workforce Programming Initiatives
- Priority III:** Ensure Financial Well-being and Institutional Vitality



# Institutional Outcomes and Rational

## MSCHE Required Intended Outcomes

1. Demonstrate how the institution currently meets the Commission's Standards for Accreditation and Requirements of Affiliation.
2. Focus on continuous improvement in the attainment of the institution's mission and its institutional priorities.
3. Engage the institutional community in an inclusive and transparent self-appraisal process that actively and deliberately seeks to involve members from all areas of the institutional community.





## Additional LCCC Intended Outcomes and Rationale

4. Further integrate and advance the communication and collaboration among enrollment services, student development, and academic services to improve the planning processes and programming that promote student success and retention initiatives.
5. Embrace data and evidence-based processes to inform decisions and create a campus-wide culture of transparent communication.



- Teamwork
- Establishment of Google Drive
- Current Status of Self-Study Design
- Review and Confirmation by Consultant
- Next Steps