

# LEHIGH CARBON COMMUNITY COLLEGE

## Minutes of the Meeting of the Board of Trustees

July 11, 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, July 11, 2024. Public in-person access was available in the Nevin Earl Remaley Technology Center, Room TC203, on the Schnecksville Campus, PA. Mr. Samuel P DeFrank, Board 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, Jr.

Mr. Kenneth H. Mohr, Jr.

Mrs. Ann L. Thompson

### Staff Present:

Mr. Scott Aquila, Dean of the Office of Institutional Effectiveness, the School of Business, Legal Studies, and Social Services

Ms. Linda Baker, Executive Director of College Relations

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

Ms. Deepika Khilnaney, Associate Professor of Physics

Mr. Joshua Mitchell, Chief Information Officer

Ms. Stefanie Nester, Vice President for Finance and Administrative Services

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

### Counsel Present:

Attorney Jerome B. Frank

### Press Present:

Andreas Pelekis, The Morning Call

### Others Present:

LCCC athletic coaches, student athletes, students and family members of students.

### Members of Public Present:

None.

Public Comment –  
Non-Agenda Items

Chair DeFrank moved item 16, Public Comment, Non-Agenda Items after the Introduction of Visitors. Chair DeFrank welcomed all the visitors and acknowledged their interest in Lehigh Carbon Community College. He announced the Public Comment period will be 30 minutes and each speaker will have five minutes to talk.

Trustee Krause recognized Jack Corby, new Trustee-at-Large and was welcomed by Chair DeFrank.

Several people spoke during the period, evoking many of the same sentiments; give the decision re-consideration, the decision is unfair to students who have committed to play at LCCC, dissatisfied with the decision, many student athletes are paying non-sponsor or international rates which will have an tremendous effect on revenue when they transfer out, collegiate sports builds transferable skills for life and the work place, intramurals is not the answer, not enough students on campus to have intramural teams, many students are attending LCCC due to financial constraints and having the opportunity to play sports is added incentive, playing sports at this level gives students opportunity at 4 year schools to transfer, golf students should be reimbursed for travel expenses from their recent trip to New York, reference College Policy 2-704 Intercollegiate Athletics, many students have made sacrifices to be able to be on a sports team, will lose community building connections.

Chair DeFrank thanked everyone for attending the meeting and their comments.

Public Comment –  
Agenda Items

None.

Minutes of Previous  
Meeting  
June 6, 2024

On a motion by Trustee Thompson, seconded by Trustee Fonzone, the minutes for the June 6, 2024, LCCC Board of Trustees meeting were approved.

Treasurer’s Report

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

Cash Balance 5/1/2024	\$42,259,688.00
Receipts	<u>+3,936,944.00</u>
Total	46,196,632.00
Disbursed	<u>-4,462,817.00</u>
Cash Balance 5/31/2024	<u>\$41,733,815.00</u>

There was one CD renewal at 5.4% for \$2million dollars at American Bank. A second \$2.5 million-dollar CD was renewed at an interest rate of 5.1%.

Total revenues are \$41,022,628 or 88% of the budget; Total expenditures are \$38,958,806 or 83% of the budget.

The college continues to monitor and restructure open positions as needed looking ahead to the next fiscal year.

#### President's Report

Dr. Bieber reported the state budget and Higher Education Legislation are being discussed in Harrisburg today. The proposed budget indicates a 6% increase for community colleges. This information should be taken with caution due to Erie CC requested a fixed amount of money because they are new. The remaining balance will be distributed by a funding formula based on enrollment. Updates will be shared when there is an official announcement. The Higher Education Blueprint information is still unofficial but her understanding is a new Higher Education Board is established that is separate from PDE. Details on the scope of the board are still unclear. Data collection will likely be determined driven from current data. Dr. Bieber thanked Trustee Mohr for attending the visit with First Lady Jill Biden. In light of the many recent college closings, the college has developed a protocol response to aid displaced students complete their degree.

Dr. Haney reviewed the Enrollment Dashboard for Summer 2; total headcount is up 6.9% from the same time last year and credit hours are down 3.2% from same time last year. High school dual enrollment is up significantly at 36%.

The start of Fall 2024 semester is 7 weeks out and as of Monday. Total headcount is down 2.5% and total credit hours are down 5% for same point in time last year. Registration outreach and student orientations are ongoing.

Trustee Thompson questioned how the loss of athletic students would affect enrollment for the fall. Dr. Haney explained that student athletes are required to be enrolled full time which is at least 12 credits. That equates to a loss of 1300 credits or \$241,800 in one term for 110 students.

Personnel,  
Curriculum and  
Government  
Relations  
Committee  
*Presentation:*

Dr. Kistler welcomed Dr. Haney to continue with her presentation, *CLARUS Enrollment Assessment*.

Dr. Haney provided background information; in the fall of 2023 the college engaged with Clarus Corporation, a Carnegie company, to conduct a marketing and enrollment analysis, aimed to understand current market segments, envision future conditions, determine characteristics of potential students and

*CLARUS  
Enrollment  
Assessment*

identify new programs and services to generate enrollment. Dr. Haney provided an extensive overview, detailing current enrollment trends, service area demographics, assessing enrollment impacts using the student lifecycle, recruiting for specific market segments, enrolling students, retaining students and identifying future potential enrollment. Assessment methodology will be based on three questions: 1. What market segments are being served well? 2. What market segments may have additional opportunities for market share and penetration? 3. What market segments are not being served and offered opportunities? The Clarus consultant met with internal focus groups and reviewed internal material such as the Strategic Plan. Recommendations were made for service area demographics, high school segments, adult segments, applicants and retention. Next steps include alignment with internal control plans, develop a timeline grid, and create sub-committees to focus on the different areas of concern. Complete details can be found in the Executive Summary, attached.

Discussion followed regarding the cost of the athletics program and loss of revenue and the impact on enrollment.

Answering the question, what was the cost of the assessment, it was \$40,000.

Several Trustees thanked Dr. Haney for a very informative presentation.

Dr. Kistler reviewed the minutes for the Personnel, Curriculum and Government Relations Committee for June 17. The committee reviewed the Title IX report, the Curriculum committee report and Course Dog software. Agreed on committee assignments.

Dr. Kistler presented the following resolutions:

College Policies and Regulations Manual Amendment

Resolution 60.01

This resolution to approve the amendment to the College Policies and Regulation Manual was approved by a vote of 13 Yea, 0 Nay.

PACCC Legislative/  
Governmental  
Affairs Update

Trustee Thompson read from a July 2, 2024 Morning Call article. It was concerning the Higher Education Blueprint. She noted the plan from the Heritage Foundation and their support of eliminating the Department of Education at the federal level.

A complete report for this committee can be found in its minutes of June 17, 2024.

Finance and  
Facilities  
Committee

Trustee Mohr, this committee's minutes for June 17, 2024. The committee discussed the Athletics program, bonding of the new Treasurer and the Cash Flow and Revenue and Expenditures and the enrollment update.

A complete report for this committee can be found in its minutes of June 17, 2024.

Negotiations  
Committee

Trustee Kistler presented the following resolutions for approval:

Resolution 60.02

Approval of the 2024-2027 Collective Bargaining Agreement with Lehigh Carbon Community College Education Support Professionals ESP/PSEA

This resolution to approve the 2024-2027 Collective Bargaining Agreement with Lehigh Carbon Community College Education Support Professionals ESP/PSEA was approved by a vote of 13 Yea, 0 Nay.

Joint Coordinating  
Committee

No report.

LCCC Foundation

Dr. Kistler reported the prior fiscal year nearly \$1.6 million dollars was give to students by the Foundation, representing approximately 1400 students.

Old Business

Trustee Hein noted that he heard an agreement was passed on the state budget and details were being finalized. An announcement is expected for the following day.

New Business

Trustee DeFrank presented outgoing Chair Dave Krause a parting gift and thanked him for all his work in the past two years.

Announcements

None.

Adjournment

Trustee DeFrank called for a motion to adjourn. The meeting adjourned at 7:36 p.m.

Executive Session

An Executive Session was held to discuss Quarterly Legal Updates

Respectfully submitted,



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

/tlb  
Attachments