

LEHIGH CARBON COMMUNITY COLLEGE

Minutes of the Meeting of the Board of Trustees

June 6, 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, June 6, 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.

Mrs. Ann L. Thompson

Staff Present:

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

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. Kelly Trahan, Dean of Education, Computer Science and Online Learning

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
May 2, 2024

On a motion by Trustee Thompson, seconded by Trustee DeFrank, the minutes for the May 2, 2024, LCCC Board of Trustees meeting were approved.

Treasurer's Report

Stefanie Nester, Assistant Treasurer, provided the Treasurer's Report as listed below:

Cash Balance 4/1/2024	\$42,994,784.00
Receipts	<u>+4,160,862.00</u>
Total	47,155,646.00
Disbursed	<u>-4,895,958.00</u>
Cash Balance 4/30/2024	<u>\$42,259,688.00</u>

President's Report

Dr. Bieber announced that her report for the evening would surround the recently introduced legislation for Higher Education. Attorney Frank will expand on the details of the legislation under the PACCC Legislation/Governmental Affairs update.

Dr. Haney reviewed the Enrollment Dashboard for Summer 1. As of Monday, the numbers are reflecting up 1.1% in total credit hours compared to same point in time for last year, and up 3.4% compared to two years ago for Summer 1. This will likely be the final number for Summer 1; drops for nonpayment were completed and fraudulent applications identified and removed from the system.

The Summer 2 Enrollment Dashboard shows total credit hours up 8.6% compared to same point in time for last year and up 1.9% compared to two years ago. The drops for nonpayment have not yet made and the numbers will change following that activity.

The start of Fall 2024 semester is 12 weeks out and as of Monday the numbers are trending down 7.4% for same point in time last year and down 19.9% compared to two years ago. There is a lot of activity focused on Fall registration. New student orientations are taking place where students can actually register by attending events and completing questionnaires. There are different types of ongoing promotions for students to come for campus tours and attend the various events.

Nominating
Committee

The Nominating Committee was comprised of Trustee Ann Thompson, Chair, and Trustee members William Fonzone,

Mathias Green, Matthew Korp, David Krause, and William Miracle.

On behalf of the Nominating Committee, Chair Thompson presented the following names in nomination to serve as officers of the Board for FY2024-2025:

- Chair.....Mr. Samuel P. DeFrank
- Vice Chair..... Ms. Audrey Larvey
- Treasurer..... Mr. David J. Hein
- Secretary.....Ms. Sharon L. Albert
- Assistant Treasurer.....Ms. Stefanie Nester
- Assistant Secretary.....Ms. Tracy Bean

Chair Krause called for nominations from the floor for each position and hearing none, nominations were closed. An oral vote was held to approve each position. The slate of officers presented by the Nominating Committee received unanimous approval.

Personnel,
Curriculum and
Government
Relations
Committee
Presentation:
2023-2026 Strategic
Plan, *Many Voices,*
One Vision.

Dr. Kistler welcomed Dr. Kelly Trahan, Dean of Education, Computer Science and Online Learning, to the podium to provide an update on the 2023-2026 Strategic Plan, *Many Voices, One Vision.*

Dr. Trahan noted the entire plan was posted to the agenda and the Powerpoint presentation contained all of the original objectives and metrics. The Objective Summary indicates 1 objective was met, 19 partially met, and 9 not reported for this period. Dr. Trahan noted the plan is a new three-year plan, and although only one objective was met, there are many that might need only one more piece of data in order to be marked as completed. Many of the objectives are spread out over the three-year period, so some objectives may just be getting started in year two. This model is different than in the past when objectives would be met by the following year.

The Communications Team has been finalized and the outline of the plan is completed. The team was able to move forward with developing the plan, but any findings resulting from the Climate Study will be incorporated into the plan.

For the Data points in the first metric, the Banner User Group was formed, meets monthly, and developed a report matrix through the Data Governance Committee. The group attended a data cookbook, best practices webinar and are looking to have a consultant come in to evaluate their current practices with the ultimate goal of developing a data governance roadmap. Under the third metric, reports and dashboards are in development, but

this will be ongoing as the college continues to develop more for different areas.

The Diversity, Equity, Inclusion and Belonging Committee team was established and data points identified. Best practices were developed based on a review of what other institutions were doing. The teams have been established and are working on the Climate Study, Excelencia Seal, and NSF stem grant for students of color.

For Employee Experience, a metrics dashboard is being created and the data will include turnover, employee ethnicity, exit interview assessments and separation by years of service. Proposed guidelines were created and are under review.

For Enrollment, looking at Fall 2023, the first metric goal was to increase applications and that goal was met with a total of 6,069 compared to 5,742.

For Programming, the Quickstart programs and noncredit credential program were created. The team is also working on noncredit to credit pipelines and noncredit enrollment reports. The development of a feasibility report for noncredit programs, with the goal of implementation in Fall 2024, is in progress. The low enrollment reports will be expanded to include additional data points for Fall 2024. The Program Continuation Evaluation tool was developed and presented for review and evaluation. The low enrollment reports will be expanded to include additional data points.

The SWOT Analysis and Updates graph shows there were 1,150 comments, however not all comments will become a Strategic Goal. Over 593 comments have already been completed with 557 remaining at this point. Dr. Trahan stated that as a whole, the college has done an amazing job responding to the SWOT information and the Leadership Team has done an excellent job in moving all these forward.

Trustee Krause thanked Dr. Trahan for a very informative presentation.

Dr. Kistler reviewed the minutes for the Personnel, Curriculum and Government Relations Committee for May 20. The committee reviewed the semi-annual presentation schedule for the Board and received the latest legislative government affairs update.

Dr. Kistler presented the following resolutions:

Resolution 59.42

Recommendation of the Solicitor and Labor Attorney 2024-2025

This resolution to approve the appointment of the Solicitor and Labor Attorney for Fiscal Year 2024-2025 was approved by a vote of 11 Yea, 0 Nay.

Resolution 59.43

Retirement Recognition Trustee William Miracle

This resolution in recognition of the retirement of Trustee William Miracle was approved by a vote of 11 Yea, 0 Nay.

Resolution 59.44

Schedule of Board Meetings – FY2024-2025

This resolution to approve the schedule of regular Board meetings for FY 2024-2025 was approved by a vote of 11 Yea, 0 Nay.

PACCC Legislative/
Governmental
Affairs Update

Trustee Thompson began her report with a quote from Governor Shapiro concerning Higher Education, “I support scholarships for low income individuals and struggling school districts provided we fully fund public education and my view on that has not changed. This is not a matter that needs to be negotiated between the House Democratic leadership and the Senate Republican leadership, who lead each of the houses in the legislature.” Trustee Thompson noted that the Republican plan Grow PA and the Blueprint for Higher Education from the Governor have some differences, however, they all agree that something needs to be done but exactly what will happen is an excellent question.

Attorney Jerome Frank provided a summary of the 30-page draft of the new legislation released by Governor Shapiro. In order to summarize it all, Attorney Frank took a step back to how things got started. It all began with the Community College Act of 1963. The Act is still in place today and kept alive as a separate item under the school code, with the conclusion being that the proposed legislation does not yet affect that Act. The college as it exists today will continue to remain and the structure of the Board of Trustees and sponsorships not affected. However, as in any legislation, there is absolutely room for change. Attorney Frank felt the college was in a good place among other colleges and the administration a leader among institutions and that the Board of Trustees would continue to manage the College.

Attorney Frank further expanded on the legislation that addresses the ideal of a coordinated higher education system. The community colleges, along with the PASSHE system and the state related institutions, all of which are higher education, will be put under an umbrella called the State Board of Higher

Education. The act calls for shifting power from the Pennsylvania Department of Education (PDE) to the State Board of Higher Education, to be the overseer, but does not eliminate the PDE. The legislative intent is referenced in many places, but one line that is of particular interest reads, “The establishment of the State Board of Higher Education will provide leadership and coordination for the Commonwealth's higher education system, institutions, and governing boards to achieve excellence for education.” Attorney Frank felt this line quantified the purpose of the legislation at best in the sense that it would provide leadership.

The State Board of Higher Education would be made up of 15 members by title that include the Secretary of Education, Secretary of Labor, member of the Senate appointed by the Senate, member of House of Representatives appointed by the speaker, member of the House of Representatives minority leader, and member of the minority Senate. The Governor will purportedly appoint the nine additional members. The Board will have an Executive Director and the Board will be charged with setting up policy for higher education. The idea of the Board is to develop an education strategy plan, using metrics. The Board will recommend alignment of higher education programs and programs at institutions to avoid duplication and align with workforce needs. It will also recommend tuition and fees with many of the details remaining to be worked out.

By May 1, 2025, this Board will make recommendations to the Governor delineating the roles of the State Board of Education and PDE. By September 1, 2025, the Board will adopt the higher education strategic plan. LCCC will submit their budget to the State Board of Education for funding purposes. For 2024-2025 there is a separate and different funding mechanism that states funding will be level, with a calculation of FTEs providing an opportunity for additional funding. For 2025-2026, formulas need to be created by PDE under the terms of the Act. There will be fixed amount component, performance based on FTEs, records of outcomes based on thresholds. All this will be for community colleges with the other institutions having different metrics. The funding formula is to be provided by March 1, 2025.

Further discussion followed concerning the legislation and metrics used for funding.

A complete report for this committee can be found in its minutes of May 20, 2024.

Finance and
Facilities
Committee

Trustee Hein, Committee Vice Chair, reviewed this committee's minutes for May 20, 2024. The committee received an insurance update from Miers Insurance, an update on the CARES spending, and an early view to the Cash Flow and Revenue and Expenditures and the enrollment update.

Trustee Hein presented the following resolutions for approval:

Resolution 59.45

Copiers/Multi-Function Printers Contract

This resolution to approve the copying and multi-function printer services for all campuses was approved by a vote of 11 Yea, 0 Nay.

Resolution 59.46

Donley Center Façade and Roof Renovations

This resolution to authorize the repairs to the Donley Center Façade and Roof Renovations was approved by a vote of 11 Yea, 0 Nay.

A complete report for this committee can be found in its minutes of May 20, 2024.

Negotiations
Committee

No report.

Joint Coordinating
Committee

Trustee Larvey reported the committee would not meet again until Fall 2024.

LCCC Foundation

Dr. Kistler reported the Executive Director for the Foundation, Mr. Rick Christ, provided three updates. First, the Foundation is in the final stages of confirming a new \$3,000 annual memorial scholarship in the Kitchen and Bath program. The second item is the reorganization of funds into 12 appeals, which are the efforts for funding that include the Board of Directors, various groups, and alumni. Scholarships are always very important with the Foundation, but in addition, the needs of students were identified, which will provide donors with a better taste of some of the other challenges students face such as health and wellness, which is one of the categories. The third item is the Tony Boyle Memorial Golf Classic, which is the largest appeal and fundraiser. This event will be held Monday, September 18th at the Old Homestead Golf Course and to date funds raised are at \$80,000.

Old Business

None discussed.

New Business

Chair Krause put together a 60 second snapshot video of the Commencement ceremony that he shared with the Board.

Trustee Miracle was unable to attend the meeting, however, Chair Krause wished to honor and recognize Trustee Miracle's service to the Board stating that he will miss his cheery face.

Chair Krause also thanked the Board for the opportunity to serve as Chair for the past two years, stating it was his honor to serve.

Public Comment
Non-Agenda

None.

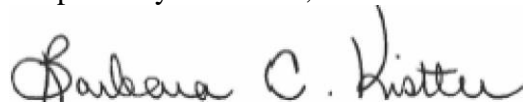
Announcements

None.

Adjournment

Trustee Krause called for a motion to adjourn. The meeting adjourned at 6:44 p.m.

Respectfully submitted,



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

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Attachments