

LEHIGH CARBON COMMUNITY COLLEGE

Minutes of the Meeting of the Board of Trustees

May 2, 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, May 2, 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. Daniel C. Bosket

Mr. Samuel P. DeFrank

Mr. William P. Fonzone, Sr.

Mr. Mathias J. Green, Jr.

Dr. Barbara C. Kistler

Mr. Matthew T. Korp

Mr. David L. Krause

Ms. Audrey L. Larvey

Mr. William Miracle

Mr. Kenneth H. Mohr, Jr.

Mrs. Ann L. Thompson

Staff Present:

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. Eric Minnich, Safety/Emergency Management Coordinator

Mr. Joshua Mitchell, Chief Information Officer

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

Ms. Kim Pentland, Director of Public Safety

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.

Announcement	Trustee Krause opened the meeting and announced an Executive Session for Personnel Matters would be held immediately following Roll Call. The Trustees met in Executive Session.										
Public Comment – Agenda Items	None.										
Minutes of March 7, 2024	On a motion by Trustee DeFrank, seconded by Trustee Fonzone, the minutes for the April 4, 2024, LCCC Board of Trustees meeting were approved.										
Treasurer’s Report	<p>Trustee William Miracle, Treasurer, provided the Treasurer’s Report as listed below:</p> <table border="0" data-bbox="678 716 1537 968"> <tr> <td data-bbox="678 716 976 749">Cash Balance 3/1/2024</td> <td data-bbox="1317 716 1537 749" style="text-align: right;">\$45,612,134.00</td> </tr> <tr> <td data-bbox="678 772 792 806">Receipts</td> <td data-bbox="1333 772 1537 806" style="text-align: right;"><u>+6,505,634.00</u></td> </tr> <tr> <td data-bbox="678 829 748 863">Total</td> <td data-bbox="1317 829 1537 863" style="text-align: right;">\$52,117,768.00</td> </tr> <tr> <td data-bbox="678 886 813 919">Disbursed</td> <td data-bbox="1333 886 1537 919" style="text-align: right;"><u>-9,122,984.00</u></td> </tr> <tr> <td data-bbox="678 942 992 976">Cash Balance 3/31/2024</td> <td data-bbox="1317 942 1537 976" style="text-align: right;"><u>\$42,994,784.00</u></td> </tr> </table>	Cash Balance 3/1/2024	\$45,612,134.00	Receipts	<u>+6,505,634.00</u>	Total	\$52,117,768.00	Disbursed	<u>-9,122,984.00</u>	Cash Balance 3/31/2024	<u>\$42,994,784.00</u>
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President's Report	<p>Dr. Bieber reported the focus for the month was recognition ceremonies. This coming Sunday, the Student Awards and Recognition event will take place. This year’s Commencement ceremony will team up with the Nurses’ Pinning ceremony taking place at 3 p.m. in the PPL arena. There are 942 eligible graduates for this year and to date 530 students have responded as attending. As a point of reference, last year 484 students responded attending and the actual attendance number was 488. The numbers are up and everyone is very excited for the event.</p> <p>Dr. Haney reviewed the Enrollment Dashboard for Summer 1. At three weeks out until the start of the semester, the numbers are still behind, but not quite as behind as they have been with total credit hours down 1.5%. Unfortunately, the team did identify another batch of fraudulent applicants for Summer 1. The college received a batch of FASFAs for the 2023-2024 Financial Aid award year, which set off a red flag since the college does not typically receive these. After further evaluation, 14 students registered for Summer were found to be fake applicants equating to about 168 credits. In addition to that, seven more students were identified with three using the same IP address and another four using another IP address. This set off another red flag that bad actors were trying to appear as real students in order to get financial aid. The team is doing a good job of monitoring the situation as best as they can to prevent these students from getting into the system and wasting</p>										

the time of staff and faculty. It is a struggle right now with fake applications.

Dr. Haney reviewed the Fall 2024 dashboard. It is still far off from Fall registration, but the team did meet to review the CLARUS report and create a chart of action items. Dr. Haney, along with the Director for Institutional Research, met with Kathy Swanson from CLARUS to review some questions and clarify recommendations. The team will start focusing on these for Fall enrollment.

Dr. Haney also reported when a fraudulent application for Financial Aid is received, the Financial Aid Director must report it to the Office of the Inspector General at the U.S. Department of Education. There is an online system for submitting all of the information. CIO, Josh Mitchell, added that from a prevention standpoint there are FERPA concerns and privacy concerns with sharing data with any outside institutions. Internally, as the college learns lessons from the trends, technical limitations can be set to prevent false claims in the future. The college is also using S.A.F.E., an advanced fraud detection and prevention software tool. The Admissions team reports issues back to the manufacturer. It is a relatively new tool and there are a few other colleges using it as well. Anything that the tool learns from the college is beneficial to the other schools to help in prevention.

Nominating
Committee

Trustee Ann Thompson, Nominating Committee Chair, announced the members of the Nominating Committee as follows: Trustees William Fonzone, Mathias Green, Matthew Korp, David Krause, and William Miracle.

The Nominating Committee will convene immediately following the conclusion of the Board meeting to prepare a slate of officers for recommendation at the June 2 Board meeting.

Personnel,
Curriculum and
Government
Relations
Committee
*Presentation:
Public Safety*

Dr. Kistler welcomed Kim Pentland, Director of Public Safety, and Eric Minnich, Safety/Emergency Management Coordinator, to the podium to share information on the Public Safety Department.

Kim Pentland reported her background was in healthcare prior to joining the college in September 2023. She was previously employed at the Good Shepherd Rehabilitation Network where she conducted drills, and created emergency plans and policies. Prior to that, Kim was employed at Kids Peace, which allowed her to become familiar with the LCCC campus.

Eric Minnich reported his background was in emergency services with the Fire and Paramedic services with an extensive

background in emergency planning and management, training, and community and public education.

Mr. Minnich referred to the Annual Security Report and Safety Update 2024, which is a compilation of the 2023 highlights for public safety that was provided for review at the April committee meeting. One of the most significant changes was the transition to using Allied Universal for security services. There are five officers on the Schnecksville campus, two officers at the Morgan campus, and three officers on the Donley campus. Ms. Pentland serves as the director for all of the security officers. The officers work varying shifts at all of the campuses, and the Schnecksville campus has weekend coverage as well. Mr. Minnich serves as the lead liaison to Allied Universal overseeing all the emergency planning and preparedness for the college and handles emergency training for staff and faculty. He is also the point of contact for the college for all emergency services and partners in the community.

The Annual Security Report and Safety Update provides insight into the type and number of incidents responded to by the public safety officers. In 2023, officers responded to 163 incidents at all three of the campuses with 80% of the incidents taking place on the Schnecksville campus where the population is the highest. The data shows the frequency of certain incidents of which 25% of the incidents were medical emergencies. Because of this, high priority was placed on training officers in First Aid, CPR, and AED so they are prepared to handle any situation.

In June 2023, the Pennsylvania State Police conducted a risk and vulnerability assessment of the campus. Results of that assessment were received in January 2024. It was a physical review of the main campus with a synopsis provided for all areas that required improvement or changes. These recommendations were reviewed and assigned to the departments relevant to the recommendation. Some areas already addressed are door control and building access. The panic alarms have been upgraded and installed in all the public facing departments. The college is also working with new vendors for the camera system throughout the campus and the emergency call boxes in the parking lots. The Morgan and Donley campuses were not assessed individually; however, the information learned from the Schnecksville report is being used to evaluate those sites.

Ms. Pentland reported one part of joining forces with Allied Universal is use of the tool Heliaus. Allied uses this tool at all of their locations across the country and the world. Heliaus is an accountability tool that can be used to track where the guards go and can hit certain areas in the buildings such as mechanical rooms and parking lots. The tool also utilizes GPS geofencing with Near

Field Communications (NFC) tags as well as AI technology. The AI technology alerts a guard on his rounds to go back to a certain point again based on a previous alert, such as making sure doors are locked. As a result, the guards are finding these issues more often. Everything is documented and reported back to Eric so he is aware of what the officers are doing. A report can be supplied to the Administration as well.

Trustee Krause thanked Ms. Pentland and Mr. Minnich for a very informative presentation.

Dr. Kistler reviewed the minutes for the Personnel, Curriculum and Government Relations Committee for April 15. Trustee Kistler reported the committee reviewed reports and one resolution.

Dr. Kistler presented the following resolution:

Resolution 59.39

Policies and Regulations Manual Amendment

This resolution to approve the amendment to the *Policies and Regulations Manual* as outlined in Exhibit A was approved by a vote of 12 Yea, 0 Nay.

PACCC Legislative/
Governmental
Affairs Update

Trustee Thompson reported that it has been very quiet since the Trustees heard from Governor Shapiro. As previously reported in the Morning Call, the Republicans did state that the deal was ‘dead in the water’ in terms of the community colleges and PASSHE schools being equal.

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

Finance and
Facilities
Committee

Trustee Mohr reviewed this committee’s minutes for April 15, 2024. The committee reviewed the CARES update showing there is less \$300,000 remaining to be spent. The committee also reviewed the grants and training contract reports and learned the CDL training will begin again with a pipeline of students. The committee was informed that PDE will accept two capital projects for this year, and the priority project will be Phase 2 of Access Control Project.

Trustee Mohr presented the following resolutions for approval:

Resolution 59.40

Trash Removal Services

This resolution to approve the trash removal services for the main, Donley, and Tamaqua campuses was approved by a vote of 12 Yea, 0 Nay.

Resolution 59.41

Lease Agreement with Municipal Capital Finance

This resolution to approve the lease agreement for technology equipment was approved by a vote of 12 Yea, 0 Nay.

A complete report for this committee can be found in its minutes of April 15, 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 Spring Bling Bingo event was well attended with 130 attendees and netted about \$5,200.

Dr. Kistler also reported attending the Zoom meeting on the Strategic Plan presented by Dr. Kelly Trahan and made available for the Foundation Board members. Mr. Christ is making a serious effort to align Foundation goals with the college's Strategic Plan. Mr. Christ also reported the golf event is in the works and will be held September 16 at the Olde Homestead Golf Club. A committee of community leaders have already raised \$52,000 for the event and the goal is to reach \$100,000 by the middle of the Summer.

In addition, the Junior League of the Lehigh Valley committed \$30,000 for an endowed scholarship for female students who are involved in leadership roles. A new assistant was hired for the Foundation office.

Old Business

None discussed.

New Business

CIO, Josh Mitchell reported the activation of the LCCC email is going well.

Trustee Krause thanked everyone for their efforts and noted it is for everyone's benefit to have the security of separation between personal and college email accounts.

Public Comment
Non-Agenda

None.

Announcements

Trustee Krause announced the Nominating Committee would meet immediately following the meeting.

Adjournment

Trustee Krause called for a motion to adjourn. The meeting adjourned at 6:27 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Barbara C. Kistler". The signature is written in a cursive style with a large initial 'B' and 'K'.

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

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Attachments