

# LEHIGH CARBON COMMUNITY COLLEGE

Minutes of the Meeting of the Board of Trustees

October 10, 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, October 10, 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. Mathias Green, Jr.

Mr. William P. Fonzone, Sr.

Mr. David J. Hein

Dr. Barbara C. Kistler

Mr. Matthew T. Korp

Mr. David L. Krause

Ms. Audrey L. Larvey

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. George Hegedus, Director of IT Support Services

Mr. Brandon Kwiatek, Executive Director of High School Connections and Early College

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  
September 5, 2024

On a motion by Trustee Mohr, seconded by Trustee Fonzone, the minutes for the September 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 8/1/2024	\$41,678,121.00
Receipts	<u>+8,785,945.00</u>
Total	50,464,066.00
Disbursed	<u>-6,121,397.00</u>
Cash Balance 8/31/2024	<u>\$44,342,669.00</u>

Total revenues are \$14.9 million or 31% of the budget compared to 25% last year; Total expenditures are \$7.4 million, or 16% of the budget compared to 17% last year.

College administration continues to review and restructure open positions as needed.

## President's Report

Dr. Bieber reported she attended the first meeting of the State Board of Higher Education. Under Legislative Update, the power point and notes are posted for review. Dr. Kate Shaw will be visiting the campus tomorrow. The timeline is aggressive and many meetings are expected to be held to keep things moving and on track. Key dates are: April 2025 – establish a state related funding formula council, which will develop funding recommendations; May 2025 – recommend higher education authority to transfer to State Board of Higher Education; September 2025 – adopt a strategic plan for higher education. There are eight meetings planned across the state to get stakeholders input for the Strategic Plan. Four committees have been formed to develop the plan, By-Laws, Transition of Authority, Data Systems and Performance Based Funding.

Dr. Haney reviewed the Enrollment Dashboard for Fall. Total headcount is down 3% and total credit hours are down 6.5% for same point in time last year. Dual Enrollment is up overall and Brandon Kwiatek will be presenting his report tonight.

Personnel,  
Curriculum and  
Government  
Relations  
Committee  
*Presentation:  
High School  
Connections 2024*

Dr. Kistler welcomed Brandon Kwiatek to continue with his presentation, High School Connections 2024.

Mr. Kwiatek began by explaining the difference between Dual Enrollment and Early College. Dual Enrollments students are enrolled in on or more LCCC classes at their high school, online/remote or on campus. Early College is a program for 11<sup>th</sup> and 12<sup>th</sup> grade students who enroll full time at LCCC for two years earning their General Studies A.A. degree while simultaneously earning their high school diploma.

He provided a comprehensive outline of each program, highlighting the following; for the 2023-2024 school year, 2,362 DE students were enrolled in 270 courses; dual enrollment classes are offered in 21 different high schools in 16 school districts; enrollment trends continue to increase – fall 23 to fall 24 showed an 8.2% increase in headcount and fall 23 to fall 24 showed a 10.1% increase in credit hours. Improved communication and information include; an updated website page, ‘self-service’ online drop/add forms and added high school information sessions, Application Days and Registration Days. This is all designed to get students to begin thinking like a college student and prepare them for future college decisions. New opportunities include; a partnership with Commonwealth Charter Academy, online ASL course at Emmaus High School and seven new dual enrollment classes approved at Emmaus High School.

Early College highlights include; 222 students have graduated with Associates Degree’s and transferred to 36 different colleges and universities since the program’s inception in 2021. There are currently 160 students enrolled in EC with expected graduation dates of August 2025, 2026 and 2027. Academic resources available include, Advising, Learning Support & Tutors, and Success Coaches.

Questions raised:

Do you see the program plateauing? Not dual enrollment but possibly with EC as there are only so many high achieving students that have interest in the program.

Trustee Mohr asked how he can assist in bringing dual enrollment to Southern Lehigh? (currently Southern Lehigh does not participate). Brandon suggested talking with the Principal and Superintendent. Brandon is willing to assist if needed.

Are high school teachers allowed to teach DE and EC classes?  
Yes, with a Master’s Degree.

The power point presentation is attached for reference.

Chair DeFrank thanked Mr. Kwiatek for the extensive review of the programs.

Trustee Kistler referenced the committee meeting minutes of September 16 and noted the success of the Tony Boyle Golf Classic where she presented the Collegiate Award of Distinction to the grandson of the late Bruce Rothrock. The Trustee Self Evaluation summary report will be sent October 24.

PACCC Legislative/  
Governmental  
Affairs Update

Trustee Thompson reported Dr. Bieber has been appointed Chair of the Transition Committee, with Board approval. Trustee Thompson referenced the PA State Board of Higher Education Overview and Authority document noting the data was rather depressing and that the Governor has the ambition and fore-sight to make changes. The document paints the picture with facts.

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

Finance and  
Facilities  
Committee

Trustee Mohr reviewed this committee's minutes for September 16, 2024. The committee reviewed the Cash Flow and Revenue and Expenditures reports along with the Enrollment report. The Enrollment Management Plan was reviewed. The Colleges' Investment Policy Statement was reviewed. And there was discussion and review of the Critical Incident Team Protocols.

Since the meeting, a change order was sent for the Donley Center façade. The change order comes from the façade needing further adhesive repairs, the total amount not to exceed is \$41,800.00. VP Nester explained there is an additional 10% add on fee that is part of their administrative costs associated with any change order.

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

Negotiations  
Committee

No report.

Joint Coordinating  
Committee

No report.

LCCC Foundation

Dr. Kistler reports the Foundation is hosting Rocky Bleier, motivational speaker and former Steelers football player, at the

Glasbern Inn on Monday, November 4. Proceeds support scholarships for veterans. Tickets are available on the Foundation website. She also reports the Institutional Advancement Grant Agreement (IAG) is a legal agreement between the college and the Foundation that states the college will provide the Foundation with an annual operating budget. Currently the Foundation reimburses the college for 70% of all operating expenses. At the September Foundation Board of Directors meeting they voted to increase the reimbursement to 80% in 24-25 and 100% after that. Also, the Foundation annual appeal will begin soon with five giving priorities; Cougar Fund, Strategic College Initiatives, Student Activities & Events, Student Health & Wellness, and Scholarships. Gifts of all sizes are appreciated. December 31, 2024 is the deadline for the appeal.

Old Business

Trustee Thompson reports that she attended the Middle States webinar and she is grossly impressed with the amount of work that needs to be completed in order to receive accreditation.

New Business

None.

Public Comment –  
Non-Agenda  
Announcements

None.

None.

Adjournment

Trustee DeFrank called for a motion to adjourn. The meeting adjourned at 6:18pm.

Respectfully submitted,



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

/tlb  
Attachments

# High School Connections Update Fall 2024



Lehigh Carbon  
COMMUNITY COLLEGE



## Dual Enrollment

Dual Enrollment students are enrolled in one or more LCCC classes at their high school, online/remote, or on campus.

2023-2024: 2,362 Dual Enrollment students were enrolled in 270 courses (55 at high schools, 215 at LCCC).

Dual enrollment courses are offered by LCCC in 21 different high schools in 16 school districts, charter schools, private schools and career and technical institutes across Lehigh, Carbon and Schuylkill counties.



# Trend Analysis

Dual Enrollment & Early College 2022- 2024 (Fall to Fall 6-week comparisons as of 10/7/24)

Fall 24 Head Count: +8.2% (Fall 23) +24.2% (Fall 22)

Fall 24 Credit Hours: +10.1% (Fall 23) +20.6% (Fall 22)

## Fall 2022

1472 head count

161 Full-Time

1311 Part-Time

8282 credit hours

## Fall 2023

1689 head count

174 Full-Time

1515 Part-Time

9071 credit hours

## Fall 2024

1828 head count

193 Full-Time

1635 Part-Time

9984 credit hours





# Improved Information and Communication

- **Updated Website Pages**
  - FAQ for Prospective Students and Families
  - Recorded Information Sessions for both Dual Enrollment and Early College
  - Resources and College Contacts Page with Orientation Slides
- **“Self-Service” Online Add/Drop Form for Registration**
  - Students think of themselves as an “LCCC student”
  - Ensures correct tuition rate
  - Student receives registration confirmation email message
- **High School Information Sessions, Application Days and Registration Days**



## Enrollment Challenge

### \$75,000 State Grant (2023-24) Not Awarded for 2024 -25

- **Carbon Career & Technical Institute**
- Executive Education Academy Charter School
- **Lehigh Career & Technical Institute**
- North Schuylkill School District
- **Northern Lehigh School District (39 students Fall 23; 61 students Fall 24)**
- Pottsville Area School District
- **Salisbury Township School District (86 students Fall 23; 8 students Fall 24)**
- Schuylkill Technology Centers



# New Opportunities

- **Commonwealth Charter Academy**
  - 66 students in 118 classes for Fall 2024
  - LCCC and HACC have comparable dual enrollment numbers with CCA
- **Online ASL Approved for Dual Enrollment at Emmaus High School for Fall 2024**
  - Student pays \$90; district is covering the tuition difference and textbook fee
  - Information session and registration completed in May/June 2024
  - 22 Students Registered
- **7 New Dual Enrollment Classes Approved at Emmaus High School for Fall 2024**
  - BUS248 Essentials of Entrepreneurship
  - ENG105 Research & Composition
  - ENG106 Introduction to Literature
  - MAT150 Introduction to Probability & Statistics
  - MAT160 College Algebra
  - MAT188 Business Calculus
  - MAT201 Calculus & Analytic Geometry III



# Early College

Early College is a program for 11th and 12th grade students who enroll full-time at LCCC for two years, earning their General Studies A.A. degree while simultaneously earning their high school diploma.

Since the first graduating class of 2021, a total of 222 Early College students have graduated with the Associate's Degree and transferred to 36 different colleges and universities.

In Fall 2024, LCCC began its sixth year of offering Early College for high school students.



## Recent Early College Enrollment & Graduation Data

August 2023:

65 Early College  
students  
completed  
Associate's

August 2024:

55 Early College  
students  
completed  
Associate's

August 2025, 26, 27:

160 Early College  
students currently  
enrolled



# Transfer institutions for Early College Graduates

Arcadia University  
Bucknell University  
Cabrini University  
Cedar Crest College  
Coastal Carolina University  
Delaware Valley University  
Denison University  
Desales University  
Drexel University  
East Stroudsburg University  
George Mason University  
Howard University

King's College  
Kutztown University  
Lafayette College  
Letourneau University  
Lincoln University  
Lycoming College  
Marywood University  
Millersville University  
Misericordia University  
Moravian University  
Muhlenberg College  
Pennsylvania State University

Pennsylvania Western University  
Rider University  
Robert Morris University  
Seton Hall University  
Spelman College  
Susquehanna University  
Temple University  
University of Pittsburgh  
University of Scranton  
University of the Sciences  
Western Governors University  
Wilkes University



# Current Early College Enrollment

- Allentown School District: 99 Students
- Catasauqua: 3 Students
- Emmaus: 6 Students
- Homeschool: 1 Student
- Jim Thorpe Area: 1 Student
- Lehigh: 18 Students
- Northwestern Lehigh: 3 Students
- Panther Valley: 8 Students
- Parkland: 10 Students
- Salisbury Township: 4 Students
- Tamaqua: 6 Students
- Whitehall: 1 Student



# Academic Resources for Dual Enrollment & Early College Students



## Academic Advising

Assists students with academic planning and connecting students to resources.

## Learning Specialists & Tutors

Learning Specialists assist students with time management and organizational skills. Tutors focus on content and assist students improve their academic performance (skill building and knowledge).



## Success Coaches

Contacts students when academic performance alert or non-attendance alert is submitted. Connects student to needed resources.







**Brandon Kwiatek**  
**Executive Director of High School Connections**  
**[bkwiatek@lccc.edu](mailto:bkwiatek@lccc.edu)**