

# LEHIGH CARBON COMMUNITY COLLEGE

Minutes of the Meeting of the Board of Trustees

September 5, 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, September 5, 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. David J. Hein

Dr. Barbara C. Kistler

Mr. Matthew T. Korp

Mr. David L. Krause

Ms. Audrey L. Larvey

Ms. Michele Mazzola

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. 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, Chief Information Officer

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  
August 1, 2024

On a motion by Trustee Hein, seconded by Trustee Krause, the minutes for the August 1, 2024, LCCC Board of Trustees meeting were approved.

## Treasurer's Report

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

Cash Balance 7/1/2024	\$42,827,868.00
Receipts	<u>+4,096,008.00</u>
Total	46,923,876.00
Disbursed	<u>-5,245,755.00</u>
Cash Balance 7/31/2024	<u>\$41,678,121.00</u>

Total revenues are \$7.8 million or 16% of the budget compared to 18% last year; Total expenditures are \$3.1 million, or 7% of the budget compared to 7% last year.

College administration continues to monitor open positions as we move into the new school year.

## President's Report

Dr. Bieber reported the fall semester began with Welcome Week activities and the first day of class was cancelled for us and LCTI for a half day due to a power outage. The Auditor General, Tim DeFoor visited campus for a student forum discussing job opportunities in his office. Approximately 100 students were in attendance. Job requirements have been reduced from a bachelor's degree to an associate's degree to open more opportunity for community college graduates. Mr. DeFoor mentioned that he was impressed with the students and their questions.

Dr. Haney reviewed the Enrollment Dashboard for Fall. Total headcount is down 2.2% and total credit hours are down 5.6% for same point in time last year. Non-payment drops have not been completed yet; third week attendance reporting needs to be reviewed before any non-payment drops. Focusing on late start classes, October 1.

Dual enrollment enrolment attendance will continue to increase.

Personnel,  
Curriculum and  
Government  
Relations  
Committee  
*Presentation:  
Middle States  
Accreditation*

Dr. Kistler welcomed Scott Aquila to continue with his presentation, Middle States Accreditation.

Dean Aquila reviewed the timeline for the Middle States Accreditation process for 2024 through 2026, with the evaluation being conducted in April 2027. Currently, we are taking place in the Self Study Institute.

The seven MSCHE Standards Review are as follows: Mission and Goals, Ethics and Integrity, Design and Delivery of Student Learning, Support the Student Experience, Educational Effectiveness, Planning/Resources and Institutional Improvement, Governance/Leadership/Administration. Focus points will include Assessment (course, programs, vision/mission/values/diversity), Curriculum (development, diversity, low enrollment, Course Dog) and Continuous Improvement (access, engaging, relatable). It is important to note that evidence expectations by standards have been upgraded and requirements of affiliation.

Each Standard will have one faculty and one administrator as a lead and then will work with a team of volunteers to develop each standard. Once all the work has been done, it will be sent to Middle States and when they come onto campus, they will be verifying that what we say we are doing is actually what we are doing. Focus this year is on diversity and inclusion. A number of teams will be utilized from across campus and externally, to assist in the compilation of the data.

Training webinars will be available for viewing.

Chair DeFrank thanked Dean Aquila for his efforts in conducting the process. Trustee Kistler reminded the Board that Trustee Thompson is the Board liaison for the project.

The presentation and timeline are attached for reference.

Trustee Kistler referenced the committee meeting minutes of August 19 and quoted “The governor will be appointing the new members soon. One person will be representing the community colleges and there will be one student representative.” Trustee Kistler congratulated Dr. Bieber being named the community college representative to the Governors Blueprint for Higher Education board.

Governmental  
Affairs Update

is also included in this weeks' College Voice. The partnership includes scholarships, book awards, housing stipends, and other items.

Also highlighted was the letter from Governor Shapiro to our students welcoming them to the new school year and encouraging them to vote on November 5, 2024.

Chair DeFrank added his congratulations to Dr. Bieber for being appointed to the State Board for the Governors Higher Education Plan.

Dr. Kistler presented the following resolutions:

Resolution 60.05

Policy & Regulations Manual Revisions

This resolution to approve the Policy & Regulations Manual Revisions was approved by a vote of 12 Yea, 0 Nay.

A complete report for this committee can be found in its minutes of August 19, 2024.

Finance and  
Facilities  
Committee

Trustee Mohr reviewed this committee's minutes for August 19, 2024. The committee reviewed the Cash Flow and Revenue and Expenditures reports along with the Enrollment report. Followed by a review of the capital budget, Critical Incident year end report and the Education Park Drive painting proposal with LCTI.

Trustee Mohr presented the following resolution for approval:

Resolution 60.06

Approval of Science Lab Renovations

This resolution to approve the Science Lab Renovations was approved by a vote of 12 Yea, 0 Nay.

Resolution 60.07

Approval of Athletic Teams Transportation Services

This resolution to approve the Athletic Teams Transportation Services was approved by a vote of 12 Yea, 0 Nay.

A complete report for this committee can be found in its minutes of August 19, 2024.

Negotiations  
Committee

No report.

Joint Coordinating  
Committee

No report.

LCCC Foundation

Dr. Kistler reports on Monday, September 16 is the Golf Classic. Mr. Christ shared with her to date, gross revenues of \$124K and a few thousand more is expected on Monday. The Foundation has developed a data base of @27K alumni as ‘friends of the college’, screened through IWAVE and it resulted in defining a giving capacity of \$73M with top 5% of alumni. The Foundation Board of Directors have established a Stewardship Committee which is charged with bringing alumni closer to LCCC operations and activities. A 5-step plan that includes identification, qualification, cultivation, solicitation and stewardship is intended to get deeper engagement from alumni.

Old Business

None.

New Business

Trustee Krause commented on the recent school shooting in Georgia and now is a good time to review our policies and procedures. The CIT Emergency Communication plan will be added to the agenda for review at the next F&F committee meeting.

Public Comment –  
Non-Agenda  
Announcements

None.

None.

Adjournment

Trustee DeFrank called for a motion to adjourn. The meeting adjourned at 6:12pm.

Respectfully submitted,



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

/tlb  
Attachments