

LEHIGH CARBON COMMUNITY COLLEGE  
Minutes of the Meeting of the Board of Trustees  
September 5, 2013  
Volume 49

The scheduled regular meeting of the Board of Trustees of Lehigh Carbon Community College was held on Thursday, September 5, 2013 in the Don Mershon Conference Room at the Community College. Mrs. Ann Thompson, Vice Chair, convened the meeting at 7:00 p.m.

Members Present:

Mrs. Annabelle B. Creveling  
Mr. David Hunsicker  
Mr. Matthew T. Korp  
Mr. Thomas F. Mantz  
Mr. William Miracle  
Mr. William Santore, Jr.

Mr. Randall L. Smith  
Mr. Larry E. Stern  
Mrs. Ann L. Thompson  
Mr. Michael J. Torbert

Staff Present:

Dr. Ann D. Bieber, Senior Vice President for Administrative Services  
Mrs. Ann C. Conte, Office Assistant, President's Office  
Mr. Creed Hyatt, Associate Professor of Social Sciences  
Dr. Thomas C. Leamer, Vice President for Academic Services and Student Development  
Mr. James A. Moretti, Vice President for Finance and Facilities  
Dr. Donald W. Snyder, President

Counsel Present:

Attorney Jerome B. Frank

Press Present:

None

Others Present:

None

Executive Session Mrs. Thompson moved to adopt the Revised Agenda and it was unanimously approved by the board.

Minutes of August 1, 2013 On a motion by Mrs. Creveling, seconded by Mr. Korp, the minutes of the August 1, 2013 meeting were approved as written.

Treasurer's Report Mr. Mantz presented the Treasurer's Report as listed below:

Cash Balance 7/1/13	\$21,090,954
Receipts	+ <u>6,105,430</u>
Total	\$27,196,384
Disbursed	- <u>2,061,698</u>
Cash Balance 7/31/13	\$25,134,686

President's Report The Board reviewed the September 2013 issue of the *President's Desk*, and the following items were also noted:

- President Snyder reviewed with the board the fall semester enrollment. Based on current registrations, the revised Operating budget tuition revenues for FY2013/14 will be lowered to reflect a 5% reduction in credit hours from FY2012/13. The late start semester numbers are running slightly higher than last year and efforts to increase recruitment and enrollment continue.
- President Snyder reported that Dr. Bieber is the liaison with Jim Thorpe Area School District in negotiating a lease for a portion of their high school facility for at least the next 2-3 years. A briefing for the Building and Site Committee will follow the September 16<sup>th</sup> Finance and Insurance meeting to review the general provisions of a potential lease that were to be presented to the JTASD board on September 9<sup>th</sup>. Attorney Frank will develop the lease and it is expected to be presented for Board approval in October pending initial approval of the JTASD directors.
- President Snyder then addressed the Board on a personal matter regarding his current health status. Having already required two major surgeries within the past ten months, within the past week he learned that additional surgery would be required to address a recent diagnosis of cancer. As a result, the Board accepted President Snyder's request for a medical leave of 6 to 8 weeks as determined appropriate by the surgeon, which would commence on September 24, 2013.

- Furthermore, facing the challenges created with the health issues, President Snyder expressed concern that physically he could not sustain the level of commitment and energy that he believes the college requires; and therefore, requested his retirement be effective December 31, 2013 rather than his contracted retirement date of August 31, 2014.
- Board Vice Chair Ann Thompson stated that the Board was very sorry to learn of the latest news but the thoughts and prayers shared for President Snyder during his heart surgery will continue to be with him. She stated the Board appreciates all that President Snyder has accomplished during his term and the real impact it has had on the lives of many people. She thanked him for his leadership that got us to this point, not only from a college standpoint but from the Lehigh Valley as a whole.
- Mr. Torbert commented that he knew President Snyder during his time in the legislature. He reported that he did a great job on advocating for financial support budget issues and thanked him for his service to the college and the community.
- President Snyder reminded the Board that the facilities, which have enhanced the academic and physical environment are only a part of the progress that has been achieved over the past thirteen years. More important is the work of LCCC faculty and staff who remained committed to the mission of the college by advancing the quality of the academic programs and maintaining a supportive network to keep the door open for all to successfully achieve their career and/or education goals and aspirations. President Snyder commended the faculty and staff of LCCC for creating a culture of passion and commitment. In conclusion, he said “It has been the greatest honor to serve here.”

Personnel and Curriculum  
Committee

Mrs. Creveling reported that this committee did not meet during the month of August, but did review the Open Job Report via mailing. She then presented the following resolution:

Resolution: 49.05

Second Amendment to President’s Employment Agreement

This resolution, authorizing a Second Amendment to the Employment Agreement for the President was approved by a vote of 9 Yea, 0 Nay.

- She also expressed the need for a press release for Dr. Bieber's designated role as Acting President during President Snyder's medical leave, and her role as Interim President from January 1, 2014 until August 31, 2014. She stated that the Board will take further action at the appropriate time.

Finance and Insurance  
Committee

Mr. Torbert reviewed this committee's minutes of its August 19, 2013 meeting. Mr. Torbert extended an invitation to the Board to attend the next meeting on September 16.

A complete report of this committee is contained in its minutes of August 19, 2013.

Building and Site  
Committee

In the absence of Mr. Alban, Mr. Miracle reviewed this committee's minutes of its August 19, 2013 meeting and then presented the following resolution:

Resolution 49.04

Approval of Submission of PDE Capital Funding Application for Carbon County Site

This resolution authorizes submission of a Capital Funding Application to the Pennsylvania Department of Education for the relocation of the Carbon County Site was approved by a vote of 9 Yea, 0 Nay.

A complete report of this committee is contained in its minutes of August 19, 2013.

Community and  
Government  
Relations/Strategic  
Planning Committee

This committee did not meet during the month of August, 2013.

Joint Coordinating  
Committee

Mr. Miracle announced that the next meeting of this committee will be on September 20<sup>th</sup> at 7:30 a.m. at the Carbon Lehigh Intermediate Unit. He also stated that CCTI will attend and the CLIU will prepare the agenda. Mr. Miracle invited all to attend.

LCCC Foundation

Mrs. Creveling gave the following update on Foundation activities:

- Mrs. Creveling reported that the 19<sup>th</sup> Annual Golf Scholarship held in 2012 brought in \$24,045 compared to this year's event at Woodstone which raised \$23,881 with fewer golfers. She stated that the tournament will return to Woodstone for 2014, stating that Woodstone had done a great job in running the event. Several other Board members

also commented that they were well pleased with the service from Woodstone and that it was a great day for all.

- Mrs. Creveling reminded the board about the Holiday Fall Festival taking place on November 8-9. She also reminded the Board of the special VIP reception to be held on Friday, November 8, which will include horse-drawn carriage rides throughout the campus. She said the Foundation will meet to decide on a price, which will be in the \$5 to \$10 range.
- Mrs. Creveling reported net earnings of \$71,681 total sponsorship and scholarship funds for the year.

Old Business                      None

New Business                    None

Announcements                Mrs. Thompson announced that an Executive Session will be held after the October Board meeting to discuss personnel matters. She also commented on a wonderful job done by Sean Dallas in dealing with the press and the public.

She also stated that she, Mrs. Creveling, Mr. Mohr, and Mr. Korp would be meeting to bring together thoughts for the search for a new college president.

Mr. Miracle commented on the excellence of the ASPIRE magazine.

Adjournment                    The meeting adjourned at 7:47 p.m.

Respectfully submitted,



Randall L. Smith  
 Secretary  
 Board of Trustees  
 Lehigh Carbon Community College