

LEHIGH CARBON COMMUNITY COLLEGE
Minutes of the Meeting of the Board of Trustees
October 2, 2014
Volume 50

The scheduled regular meeting of the Board of Trustees of Lehigh Carbon Community College was held on Thursday, October 2, 2014, in the Don Mershon Conference Room at the Community College. Mrs. Marcus, Vice Chair, convened the meeting at 7:00 p.m.

Members Present:

Mr. Joseph A. Alban	Mrs. Roberta M. Marcus
Mrs. Annabelle B. Creveling	Mr. William Miracle
Mr. Samuel P. DeFrank	Mr. Kenneth H. Mohr, Jr.
Mr. Willard G. Dellicker	Mr. Randall L. Smith
Mr. Paul C. Fisher, Jr.	Mr. Larry E. Stern
Mr. Matthew T. Korp	Mrs. Ann L. Thompson

Staff Present:

Ms. Wendy Barron, Associate Professor of Media Communications
Dr. Ann D. Bieber, President
Mrs. Ann C. Conte, Office Assistant to the President's Office
Dr. John Hefner, Associate Professor of Chemistry and Bio-Technology
Mr. Brian L. Kahler, Vice President for Finance and Administrative Services
Dr. Thomas C. Leamer, Vice President for Academic Services and Student Development
Ms. Janet Seggern, Professor of Business

Counsel Present:

Attorney Jerome B. Frank

Press Present:

None

Others Present:

Minutes of
September 4, 2014

On a motion by Mr. Korp, seconded by Mr. Alban, the minutes of the September 4, 2014 meeting were approved as written.

Treasurer's Report

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

Cash Balance 8/1/14	\$24,376,346.00
Receipts	<u>+4,567,730.00</u>
Total	\$28,944,076.00
Disbursed	<u>-4,812,372.00</u>
Cash Balance 8/31/14	<u>\$24,131,704.00</u>

President's Report

Dr. Bieber reviewed the October 2014 issue of the President's Desk Newsletter and reported the following:

- Dr. Bieber reported that it was a very exciting month on campus, especially the last week with the news of the approval of the TAACCCT grant. She stated that the grant will strengthen our partnership with Northampton Community College and Luzerne Community College. Our portion of the grant will allow us to subsidize equipment and software and will cover the staffing costs. She reported that LCCC will receive 1.8M; NCC 2.3M, and Luzerne 1.8M. The balance will be used for common strategies among us for developing business and industrial partnerships, with 10% slotted for evaluation services. She also reported the SHINE initiative received a 1.2M grant from the State in addition to the \$400,000 budget line item.
- Dr. Bieber also reported that the \$250,000 grant that we requested from the Morgan Foundation was approved and they will write the check by the end of the year. She reported the funds will be used for a 14-passenger van that will be decorated with the LCCC logo and artwork and dual enrollment courses for Tamaqua School District.
- Dr. Bieber also stated the PASSHE and Community College Presidents were together for the first time ever, with LCCC presenting on their partnership with Bloomsburg. She also reported the Wescoe School at Muhlenberg College visited LCCC and are discussing three degree completion programs that may be offered on our campus.
- Dr. Bieber also reported that the partnership with Tamaqua School District is going well. She stated that

they helped with the Open House at the Morgan Center where approximately 60 people attended of which 25 were students and the rest were parents.

- Dr. Bieber commended the faculty for their hard work on accreditation. She stated that the Accreditation Team for the Paralegal program was on campus and they stated that the program was exemplary; the best they have ever reviewed.
- Dr. Bieber announced that the Collegiate Award of Distinction will be presented to the Kovatch family at a small event at their facility on October 13, 2014 at 2 p.m. She reported there will be cake and celebrating with about 15 employees attending.
- Dr. Bieber also announced that the Naming Opportunity event will take place on November 17 at 10 a.m. in the Community Services Center.
- Dr. Bieber then asked Dr. Leamer to provide an update on Enrollment.
- Dr. Leamer quoted from the PACCC's report stating that for LCCC the total headcount is down 1.8% and credit volume down 3/10 of 1%; Luzerne is down 4% on headcount and 7% on credit volume; Northampton Community College down 1.2% on headcount and 1% on credit volume; Reading Community College is down 9% on both. For the 14 community colleges overall, headcount is down 3.6% and 4% on credit volume. He also mentioned a recent article stating that for 2013/14 two year enrollment was down 10% across the country. He continued that we need to be in the plus in all areas. Mrs. Marcus questioned if there was any consideration for a task force among the 14 colleges and Dr. Leamer stated to the best of his knowledge it has not come up.
- Dr. Bieber then asked Mr. Kahler for any updates. Mr. Kahler reported touring the Hamilton Business Center in search of an alternative sight for the Donley Center. He stated a tour was made of the old Chrysler First building, which would require a lot of demolition and work. He continued that there were 3 parking lots available with 70 vacant spots that employees could access, but that it is a 13 minute walk to the Donley Center. He stated that they also viewed other lots in the area and the real issue is the cost, especially on event nights. He stated there is consideration to possibly subsidize faculty members on

event nights. He reported there is an arrangement with LANTA for a 40% discount for students. Mr. Kahler stated that a matrix would be prepared to match event schedules. He also reported that there is a shuttle available on event nights, and there is parking available further out, however, safety and weather become concerns. Dr. Bieber also stated that the City is looking into changing meters back to requiring payment at night.

- Mr. Kahler also announced that the electronic controls on the shades were going to be eliminated and replaced with a hand-pulled system, and that microphones would be installed at each place to improve the acoustics. He stated that progress is being made on using an electronic Board packet and iPads will be offered to some of the Trustees. He stated that Mr. Fisher has many ideas on this issue.

Personnel and Curriculum
Committee

Mrs. Creveling reported that 3 part-time custodians were hired effective September 29; interviews were being conducted for the Director of Workforce Training, and the part-time office position at Donley has been re-advertised. She continued that the committee has recommended three candidates for the Vice President for Enrollment for telephone interviews, one of them being from the previous search.

She also stated there will be a Board Retreat meeting next week.

She then announced that there were Program Presentations scheduled for this evening and asked Dr. Leamer to do the introductions.

Dr. Leamer remarked on the great professional opportunities that sabbatical leave offers for faculty. He then introduced Ms. Wendy Barron, Associate Professor of Media Communications.

Ms. Barron stated the objectives of her sabbatical leave were professional experience in the industry; updating professional skills; networking; and building partnerships. She reported serving as a transmedia producer for Billboard and as an acting stage manager for a live performance at the State Theatre. She also completed research for a web series and film production. She continued that the student involvement was the part she enjoyed the most. She said that as soon as she received approval for the sabbatical, she began working with students. She reported that students came to the live theatre with video cameras and they were able to interact with the stage managers. She stated that one student remarked the experience gave him the opportunity to act upon what he learned, but the most

beneficial part was that it was a real job with professionals to help. She played a short video clip from a student who stated, “The event was a great opportunity to be able to troubleshoot during a live production”.

Ms. Barron stated that she is looking for ways to integrate this experience back into the classroom. She also stated that she applied and was accepted at the Teaching Professor Technology Conference in Denver and would present there next week. She stated, “this allows me to take what we are learning in the classroom and to get the LCCC name out there nationally.” She also reported that she will be presenting at the Communications and Media Advisory Board in November.

Dr. Leamer then introduced Ms. Janet Seggern, Professor of Business to report on her sabbatical leave.

Ms. Seggern reported that she teaches both business and medical assisting classes. She stated that when she applied for sabbatical, that similar to Ms. Barron, she reviewed the Strategic Plan to see how she could align activities with the plan in bringing national prominence to LCCC. She reported that she decided to work with the Accreditation Council for Business Schools and Programs to create a capstone examination consisting of general business, accounting, business law, and marketing. She stated that the exam is currently being evaluated and hopefully by the end of the year will be used. She also reported that she helped to revise the Business Division website by creating a small biography with a photo for each faculty member and being instrumental in creating a grid of courses offered online to assist interim students in choosing classes.

She then reported another objective was updating all the textbooks on ICD10, which is the new federal system for medical coding and billing that was scheduled to be instituted on October 1, 2014. She reported that on April 4 of this year, the Federal Government decided not to implement this new system. She stated some students had already learned the new system and then had to re-sit for another exam. She reported that the ICD10 system is quite different from the previous coding, containing nearly 300,000 codes.

Lastly, Ms. Seggern stated that she was planning to create a course for the small business owner on how to remain in compliance with the Affordable Care Act. She stated that since beginning this project, the Affordable Care Act has been challenged in court 51 times and has been revised countless times. Since these changes, she decided to offer a non-credit free class on where to get information to stay compliant with the Affordable Care Act through RSS feeds. The class would basically teach how to use the RSS feeds to stay current.

Mrs. Marcus asked how this class would be advertised, and Ms. Seggern said it would be put out through the Chamber and through contacts in the medical community that are dealing with small businesses.

A complete report of this committee is contained in its minutes of September 15, 2014.

Finance and Insurance
Committee

In the absence of Mr. Green, Mr. Alban reviewed this committee's minutes of its meeting of September 15, 2014.

Mr. Alban stated that the Enrollment update was a big part of the committee meeting. He reported that the Administration building project is complete with a favorable project savings, and a decision will be made on what to do with those funds. He also stated there was extensive discussion on rising Health Care costs and that a group has been formed to discuss this matter. He also reported that discussions will continue on the wording for the pre-approval process in order to be able to move forward in a timely manner.

A complete report of this committee is contained in its minutes of September 15, 2014.

Building and Site
Committee

Mr. Smith reported that the committee did not meet in September, but that the next committee meeting scheduled for October 20 will be held in SSC113B. He also reported that he, along with Dr. Bieber, met with the Jim Thorpe School Board in September due to the expiring lease. He stated that at the suggestion of Dr. Leamer, an extension of 1-1/2 year lease was proposed and the Board accepted the idea. Attorney Frank drafted the lease extension.

Community and
Government Relations

Mr. Mohr reported that the minutes of the Special Meeting held on September 4 were contained in the packet. He reported that the minutes about the naming guidelines and the outside mall were already discussed at the September Board meeting.

Joint Coordinating
Committee

Mr. Miracle stated the Trustees would find at their places the minutes of the September meeting and that the meeting was well attended. He continued that the CLIU generated a principal certification program and the first group has graduated. He stated there is now discussion about expanding this into a mass certification program. He reported that Mr. Reinbold remarked that it was hard to find math teachers and that this program could help with that problem. He also reported on a Guest Teacher Program to help retired individuals, or those who have been dislocated from jobs, to learn how to be a teacher without going through a Bachelors program. He also stated that Ms. Virginia Mihalik, Transfer Counselor, presented at the meeting on the LCCC/Bucknell

scholarship and brought along a student who had spent six weeks taking courses at Bucknell. He stated that the student was excited, and hoped to become a scholarship student at Bucknell. Dr. Bieber commented that she was tremendous young lady who tells the story of how this experience changed her life.

He also reported that Dr. Bieber and Dr. Leamer rallied together with LCTI, and the Workforce Investment Board to assist with the over enrolled students. He stated this was another example of the great collaboration that we have with our sister school. He reported that Ms. Himes was very appreciative and that current enrollment was at about 3,000. He continued that strong efforts are being made to make LCTI students aware of LCCC. He also reported on discussions with Mr. Reinbold about students not taking the courses that are sadly needed for our valley. He said that counselors are working hard to broaden the outlook for students and dual enrollment with LCCC.

He also reported that there was a second meeting held and asked Dr. Bieber and Dr. Leamer if they would like to comment on the meeting. Dr. Leamer stated that work has begun on a joint associate degree program between LCTI and LCCC. He stated that the faculty was doing a feasibility study on what is needed in the Lehigh Valley and when that study is complete they will move ahead in curriculum development. He stated that the presence of admission staff on LCTI's campus has worked well. He also stated that the faculty met and they are working on dual enrollment and joint programming with 45 agreements to date with LCTI.

Mr. Miracle then reported that the ceremony for the opening of the Veterans Lounge was a very special experience and was well attended by over 100 staff members and students. He stated that the new coordinator was invested in the program and was working hard to take the program to the next level. He stated it was truly a special occasion.

Mr. Miracle also reported attending the All Trustee Assembly in Harrisburg. He reported that comments were made on how well community colleges are meeting the needs as defined, and hopes that the colleges will stay within their mission and not start looking at themselves as four year institutions.

A complete report of this committee is contained in its minutes of September 19, 2014.

Strategic Planning
Committee

Mrs. Thompson stated that this committee did not meet because as a group they would be discussing the same topics at the Retreat.

LCCC Foundation

Mrs. Creveling reported that there was an LCCC Foundation update included with the packet. She also mentioned the Fall Festival would be held on November 7 and 8 and invitations would be sent. She stated that the plans are proceeding very well with 40 vendors already registered.

She continued that the Investiture Ceremony is scheduled for October 24, and that Parkland is providing music, and the Dieruff ROTC will be presenting the colors. All school districts will be represented through artwork, which will be framed and displayed in the hallway. She stated she was happy to announce that Mr. Korp will be master of ceremonies for this event. She stated that Trustees will be a part of the platform party.

She also reported that the 50th Anniversary Committee has been appointed, but is waiting to meet until after the Investiture.

Old Business

None discussed.

New Business

None discussed.

Announcements

Mrs. Marcus stated that upcoming events have been added to the bottom of the Board meeting agenda. She also stated that there would be an Executive Session immediately following the meeting to discuss legal and personnel matters.

Mrs. Creveling reported that the results of the self-evaluation would be passed out to those who are not on the committee.

Adjournment

The meeting adjourned at 8:33 p.m.

Respectfully submitted,



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

RLS/acc
Attachments