

LEHIGH CARBON COMMUNITY COLLEGE  
Minutes of the Meeting of the Board of Trustees  
February 5, 2015  
Volume 50

The scheduled regular meeting of the Board of Trustees of Lehigh Carbon Community College was held on Thursday, February 5, 2015, in the Don Mershon Conference Room at the Community College. Ms. Larvey, Chair, convened the meeting at 7:00 p.m.

Members Present:

Mr. Joseph A. Alban	Ms. Audrey L. Larvey
Mrs. Annabelle B. Creveling	Mrs. Roberta M. Marcus
Mr. Willard G. Dellicker	Mr. Kenneth H. Mohr, Jr.
Mr. Paul C. Fisher, Jr.	Mr. William Santore, Jr.
Mr. Mathias J. Green, Jr.	Mr. Larry E. Stern
Mr. Matthew T. Korp	Mrs. Ann L. Thompson

Staff Present:

Ms. Linda Baker, Executive Director of College Relations  
Dr. Andra Basu, Interim Dean of Academic Services  
Dr. Ann D. Bieber, President  
Mrs. Ann C. Conte, Office Assistant to the President's Office  
Ms. Cindy Haney, Vice President for Enrollment Management  
Dr. John Hefner, Associate Professor of Chemistry and Bio-Technology  
Mr. Brian L. Kahler, Vice President for Finance and Administrative Services  
Ms. Terri Keefe, Executive Director of Workforce and Community Education  
Mr. Erv Mease, Executive Director of Information Technology  
Mr. Frank Mroz, Director of Infrastructure Services and Client Solutions  
Dr. Barry Spriggs, Interim Vice President for Academic Services and Student Development  
Mr. Gary Wertman, Junior Systems Administrator

Counsel Present:

Attorney Jerome B. Frank

Press Present:

None

Others Present:

Minutes of  
January 8, 2015

On a motion by Mrs. Thompson, seconded by Mr. Korp, the minutes of the January 8, 2015 meeting were approved as written.

Treasurer's Report

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

Cash Balance 12/01/14	\$21,556,953.00
Receipts	<u>+5,965,857.00</u>
Total	\$27,522,810.00
Disbursed	<u>-4,340,767.00</u>
Cash Balance 12/30/14	<u>\$23,182,043.00</u>

President's Report

Dr. Bieber reviewed the February 2015 issue of the President's Desk Newsletter and reported the following:

- Dr. Bieber reported another extremely busy month on campus. She stated that pictures would be taken during the meeting tonight to commemorate the momentous occasion of the first electronic 'paperless' Board meeting. She stated the photos would become a part of the cornerstone capsule for the 50<sup>th</sup> Anniversary.
- Dr. Bieber continued stating that PACCC President and CEO, Elizabeth Bolden, has agreed to come and have dinner with the Board of Trustees prior to the April 9 Board meeting. Ms. Bolden will share some of the commission's initiatives and will be available to answer any questions.
- Dr. Bieber also reported that for the first time the Commission will be presenting to the Senate and that she has been asked to present to the Senate Appropriations Committee, on behalf of the Commission, on the role of community colleges and the need for continued funding. Dr. Bieber stated that the Chair and Vice Chair will attend with her.
- Dr. Bieber informed the Board that the Nursing Department has been hard at work in preparation for their accreditation visit for the LPN program. She stated that the accreditation team will spend several days on campus next week.
- Dr. Bieber also reported that a team from LCCC met with the owner of the Phantoms and members of the PPL arena staff to discuss several initiatives. There was discussion regarding the graduation ceremonies for 2016 and it was learned that building rental fees were waived

for several initiatives including LCCC's 2016 graduation. She stated the 50<sup>th</sup> Anniversary celebration will officially begin in August 2015, and the graduation ceremony in the arena will be part of the ending celebrations for the 50<sup>th</sup> Anniversary.

- Dr. Bieber continued her report stating that Allentown Mayor Pawlowski presented the 'State of the City' last week at the Renaissance Hotel. In his presentation, he recognized the critical role the college has played in the revitalization of the city. She stated that work continues on the free scholarship program for Allentown School District students
- Dr. Bieber stated that as was discussed at the Fall Trustee Retreat, customized facts sheets would be prepared for each sponsor school district. She announced that Ms. Linda Baker and the College Relations team have been working hard on the compiling these reports and that tomorrow the reports would be sent electronically to the superintendents and the trustees. She also stated these updates will be posted in a folder under the Board of Trustees documents.
- Dr. Bieber concluded her report stating that she and Mr. Fisher attended the SkillsUSA 30<sup>th</sup> anniversary competition at Agriculture Hall. She stated that the students were to be commended and it was wonderful experience to see the students compete. Dr. Bieber then asked Ms. Haney to provide an Enrollment update.
- Ms. Haney stated that for Spring 2015 total headcount was down by 46 students and credit hours were down by 1400. She stated that initiatives are still in process for Spring 2 and Summer 1 with emails going out to Spring students to let them know that they could still add classes. She also reported ads were placed in several college newspapers and currently they are working on a graduation card for local June graduates that should go out in March or April. She stated the focus of the message was: we are here for you; we are the community college for you. She also reported that finalized award letters for financial aid packages have been sent.
- Dr. Spriggs then stated that some may have seen the article in the newspaper regarding LCCC's participation in the college credit fast track program. He stated that the college has been a model for this program and the associate deans have been working hard on this. He

continued that focus on prior learning has been on the increase. He stated that students are awarded credit based on previous employment and that it covers an array of different majors. He mentioned that Montgomery County Community College received some credit in the newspaper article, but that LCCC received very good comments on how well this program has been implemented. He reported that prior learning assessments have been increasing and that it is exciting. He reported targeting the non-traditional students and the 18 credits hours that they can receive is definitely an enticement.

- Mr. Kahler reported that efforts continue to pursue a property for the Donley Site. He reported touring the Jewish Community Center and the Scottish Rite Building in Allentown. He also reported meeting with developer, Mr. Atiyeh, who has ideas for creating an educational campus in Allentown. He also reported touring a building in Jim Thorpe.
- Mr. Kahler also spoke on the agreement with LANTA regarding subsidized busing. He stated that a recent article in the newspaper was a good write up and was well received. He stated that efforts continue to accommodate students with disabilities. He also stated that the agreement has been in place for approximately 3 to 4 months and has proven to be very popular in Allentown with many students coming in by bus.

Personnel and Curriculum  
Committee

Mrs. Creveling announced there was a program presentation scheduled for this evening and asked Dr. Spriggs if he would do the introductions.

Dr. Spriggs then introduced Dr. Andra Basu, Interim Dean of Academic Services, and Ms. Terri Keefe, Executive Director of Workforce and Community Education. Dr. Spriggs stated that their combined presentation would provide an overview of academic programs, the integration of credit and non-credit programs, and some additional programs that are currently in the works, as well as reviewing the curriculum process.

Dr. Basu then presented to the Board the Credit programs available at the Allentown, Tamaqua, and Jim Thorpe sites to provide a sense of the type of programs offered to students at the different sites. Dr. Basu asked Ms. Keefe to continue to report on the non-credit programs in place by site. Ms. Keefe stated that the Allentown site is a hub for job training, GED, and ESL classes. She also stated there

was a Pharmacy tech program in place, which was an entry level type of training, as well as Phlebotomy, and the Nurses Aid program being the single most popular. She reported that the Healthcare Administrative assistant is part of the TAACCCT grant. She continued that the goal is to align career pathways for students, with certifications and testing done at the Allentown site. She also reported on dialogue with business owners for customer service type training in smaller components, and training for Paramedics and EMT's equals approximately 70 per year. She stated this is a very active site.

Ms. Keefe continued that there is less activity on job training at the Tamaqua site, but there is a fairly robust EMT program in place in this area. She reported at Jim Thorpe there is a certified Nursing program in place and she reported initiatives have been made for expanding with CCTI to capitalize on their facilities and our training. She reported a Water Treatment Operator program in place at both Schnecksville and Carbon.

Dr. Basu then reported on the Distance Education program. She stated that the courses with the highest enrollment are considered first for the program. She stated this has enabled students to take most course work on line. She reported that 5 of the top 20 programs are 100% on line, and 5 others are 90% or more online, with 63% of the Fall 2014 students able to complete their major fully online.

Ms. Keefe continued her report on Noncredit Distance Education Programming and stated that Ed 2 Go does a great job of non-credit programming and that it is a great way to dabble in a subject. She reported collaborating with the consortium at Rutgers University and currently working towards credentials for some of these programs.

She continued that the TAACCCT #1 Grant-JobTrak PA continues today due to an extension and that it has been a great opportunity for the college. She stated that the program is wrapping up and moving onto TAACCCT #4 Regional Partnership. She stated the program is moving at lightning speed with \$10M shared between the four institutions. LCCC will receive \$1.87M. The communities of practice are strategies for embedded remediation, technology enhanced instruction, and strategic partnerships with industry.

Dr. Basu then spoke on the new academic programs and curriculum committee process. She stated that the Health Science program is currently under review with collaboration between advisors and faculty and that the Exercise Science Program was finalized and will be a great opportunity.

Ms. Keefe then spoke briefly about the Title III grant being an

exciting opportunity for the Teaching and Learning Center, with English ALP, Service Learning, and Undergraduate research.

In response to a question raised regarding the percentage of courses offered on line, Dr. Spriggs further expanded on this subject stating that Distance Learning allows for a diverse population of students and allows the college to offer more. He stated currently there are 18 programs fully on line. He continued that it was his belief that the online programs will continue to grow and that we have educational support services in place to ensure that online courses are accessible to all. He added that more resources may need to be added. Dr. Bieber agreed with Dr. Spriggs that this is one of the fastest growing areas of the college. Dr. Spriggs continued to state that courses go through an audit every 5 years to ensure consistency with what is needed in the real world and that this helps as programs are being developed. In response to additional questions regarding the General Studies program, Dr. Spriggs stated that the General Studies program is a popular program with a liberal arts foundation and supports transfer into a four year degree. He stated the program is designed for dual enrollment and will allow students to complete an Associate's degree before they are out of high school. He also stated undeclared students can be funneled into this arena.

Mrs. Creveling reported that the committee met and did the final review of the Policies and Procedures Manual and the updated organizational chart. She stated that over the next year the Policy and Procedure Manual will be under review for revisions and indexing by the attorney.

She continued that the committee reviewed the Open Job Report and some corrections were made to the report. She stated that Mrs. Donna Williams provided an update on Title IX and the Right-to-Know Update reported receiving 5 requests since July.

Mrs. Creveling then presented the following resolutions for approval:

Resolution 50.27

Revised Policies and Procedures Manual

This resolution adopting the revised Policies and Procedures Manual effective July 1, 2015 was approved by a vote of 11 Yea, 0 Nay.

Resolution 50.28

Approval of 2015-2017 Collective Bargaining Agreement with the Education Support Professionals/Pennsylvania State Education Association, ESP/PSEA

This resolution approving the Collective Bargaining Agreement between Lehigh Carbon Community College and the Lehigh Carbon

Community College Education Support Professionals/Pennsylvania State Education Association, ESP/PSEA was approved by a vote of 10 Yea, 1 Nay (Mr. Fisher). This resolution was approved with an amendment to be made to the effective date to read July 1, 2015.

Mrs. Thompson commented that it has been wonderful experience with the college and employees working so well together.

A complete report of this committee is contained in its minutes of January 19, 2015.

Finance and Insurance  
Committee

Mr. Green reported that the committee reviewed the procedures on the state audit, cash flow statement, and training contracts. He also commented about the approvals of the Real Estate Resolution, stating that 10 to 15 years ago it may not have passed, but now has been approved by 10 out of 13 school districts. He stated that he felt the college has become more transparent and it is evident by these approvals.

A complete report of this committee is contained in its minutes of January 19, 2015.

Building and Site  
Committee

This committee did not meet in January.

Community and  
Government Relations

Mr. Mohr stated that January meeting has been postponed and rescheduled for February 23.

Joint Coordinating  
Committee

In the absence of Mr. Miracle, Mr. Mohr reported on the January committee meeting. He stated that the committee met January 16 at LCTI with LCCC having a large contingent present. He stated that LCTI presented on their Rotational Internship Program with employers; the goal being to change the manufacturing perspective with students. He also reported CCTI presented a Data Quality Initiative and Dr. Spriggs provided a report on STEM initiatives introducing Sue Minor, who spoke on how to make college more affordable. He also reported on the manufacturing and technical degree collaboration between LCCC and LCTI. He stated that the instructors have sat down and worked out an agreement bringing the credit numbers down and the partnership will continue with the use of the facilities and also instructors. He stated that LCTI has done a feasibility study, but now has to go through our process, based upon our curriculum before it can be introduced.

A complete report of this committee is contained in its minutes of January 16, 2015.

Strategic Planning  
Committee

Mrs. Thompson stated that she was sorry that everyone did not have the opportunity to attend this meeting. She stated "as Trustees, we are concerned about retention and enrollment and specifically addressing what we can do to prepare students to be successful." She reported a program was in place in the summer for students potentially enrolled in Fall, so they would not end up in the developmental courses. She stated it was an exciting positive meeting that shows how the administration is doing things to help students succeed.

A complete report of this committee is contained in its minutes of January 13, 2015. The minutes will be amended to show that Ms. Larvey was present at the January meeting.

## LCCC Foundation

Mrs. Creveling announced that the Clay Shoot was scheduled for April 24 and the Golf Classic will be in August.

## Old Business

Ms. Larvey reminded all that they would find a Strengths Finder book at their seats and the results should be submitted to Mrs. Cindy Brooks.

## New Business

Ms. Larvey noted that a Technology Policy agreement was also placed at the seats, which should be signed and returned to the college.

## Announcements

Ms. Larvey extended thanks to the Information Technology support team for their help during the entire meeting.

Mrs. Marcus commented that she would like to extend a special thank you to Cindy Brooks and Ann Conte for all their work in planning, organizing, and implementing the electronic Board packet. Ms. Larvey also added that she was very proud of the Board members for being good sports during this transition, and that all things considered, she felt it went very well for the first time. She reminded the Board that they are "Trustees of a progressive college."

## Adjournment

The meeting adjourned at 8:33 p.m.

Respectfully submitted,



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