

LEHIGH CARBON COMMUNITY COLLEGE  
Minutes of the Meeting of the Board of Trustees  
December 4, 2014  
Volume 50

The scheduled regular meeting of the Board of Trustees of Lehigh Carbon Community College was held on Thursday, December 4, 2014, 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  
Mrs. Annabelle B. Creveling  
Mr. Willard G. Dellicker  
Mr. Mathias J. Green, Jr.  
Mr. Matthew T. Korp  
Ms. Audrey L. Larvey  
Mrs. Roberta M. Marcus

Mr. William Miracle  
Mr. Kenneth H. Mohr, Jr.  
Mr. William Santore, Jr.  
Mr. Randall L. Smith  
Mr. Larry E. Stern  
Mrs. Ann L. Thompson

Staff Present:

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. Tim Herrlinger, Executive Director of Foundation and Institutional Grants  
Mr. Brian L. Kahler, Vice President for Finance and Administrative Services  
Dr. Thomas C. Leamer, Vice President for Academic Services and Student Development  
Ms. Marian Snyder, Director of Financial Aid

Counsel Present:

Attorney Jerome B. Frank

Press Present:

None

Others Present:

Mrs. Susan Leamer

Minutes of  
November 6, 2014

On a motion by Mrs. Creveling, seconded by Mr. Miracle, the minutes of the November 6, 2014 meeting were approved as written.

Treasurer's Report

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

Cash Balance 10/1/14	\$22,698,269.00
Receipts	+ <u>10,620,808.00</u>
Total	\$33,319,077.00
Disbursed	- <u>11,078,625.00</u>
Cash Balance 10/31/14	<u>\$22,240,452.00</u>

President's Report

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

- Dr. Bieber reported another exciting month on campus with a visit from Lu Ann Cahn, NBC news anchor and author. Ms. Cahn presented her new book called *I Dare You* to a full house, which included Mrs. Ann Jaindl. Dr. Bieber stated that she and Ms. Larvey enjoyed some time speaking with Mrs. Jaindl before the presentation.
- Dr. Bieber reported another great event over the past month was the Veterans Celebration on the mall. She stated that a flock of geese flew overhead in a perfect V formation during the National Anthem, which was a perfectly-timed breathtaking scene that added to the greatness of the celebration.
- Dr. Bieber also stated that the very first Saturday Open House took place this past month with approximately 250 in attendance. She reported approximately half of those in attendance were prospective students. She stated it was truly exciting to see all the prospective students and their families.
- Dr. Bieber then reported there was a Counselor Breakfast held for the first time in a long time and they were making plans on how they will expand. She stated that Julie Kane from PASSHE was the presenter and she did an excellent job.
- Dr. Bieber also announced the formation of a new student club called the Intercultural Student Association. She stated their first meeting was this past week with speakers focused on helping all celebrate and appreciate diversity throughout the campus.
- Dr. Bieber also reported Allentown Mayor Pawlowski

visited the campus and presented to a Government class. She stated afterwards they had lunch together and it was nice to see how many students came up to him in the cafeteria. She reported they discussed a possible scholarship plan for all Allentown School District students to receive a full associate degree from LCCC. Together they will meet with potential donors.

- Dr. Bieber also announced that she along with Ms. Sandy Himes met with the individuals developing the new Allentown School District High School. She has invited them to campus and is optimistic about working with them. She stated that according to the Building 21 individuals it will be Allen, Dieruff, and Building 21 and the students will be picked through a lottery.
- Dr. Bieber also reported meeting earlier in the day with Mr. Don Cunningham, Executive Director of the Lehigh Valley Economic Development Corporation, to discuss opportunities for a forming a regional committee where a few would get together to take a more regional approach.
- Dr. Bieber stated there was a dinner held in honor of Dr. Leamer's retirement earlier in the evening. She also addressed the Board stating that she wanted to reassure them that Dr. Leamer has built such a solid team in Academic and Student Services, that she is confident they will do an excellent job while the search for a new vice president is conducted.
- Dr. Bieber then asked Dr. Leamer if he would like to address the Board.
- Dr. Leamer thanked the members of the Board for the dinner. He said that he has enjoyed working at the college over the past five years. He continued that it is the people who make the job and that he has enjoyed working with the Board members, faculty, staff, and the students. He stated he leaves with mixed emotions and will leave his card and phone number just in case there should be any job openings. The Board had a chuckle at his humor.
- Dr. Leamer continued to report that this past November, as in every November in recent years, there is an event on campus where various employers come to campus. This year there were 73 employers here with 454 students registered. He commended Career Services for doing a great job in preparing the students on how to

dress and speak with potential employers. He also stated that one student had already reported being hired as the Purchasing Manager for the Renaissance Hotel.

- Dr. Leamer also reported that part of the Title III grant is the re-design of the math developmental courses. The new math literacy course replaces nine credits. He stated that three sections of this program were piloted this semester. He explained that this is a developmental class where students progress at their own speed, with faculty assisting them with individual lessons and homework is done on the computer. Once the student earns a passing grade in one unit, they move on to the next unit, and students don't have to work on what they already know. He further stated that the re-design will help with dropouts. He stated that longitudinal data is still needed but in one class there were 6 A's and 1 B. He reported that one student commented "this course is great for me, to be honest I hate math, but I like this course. I can work at my own pace and manage time for other classes." Dr. Leamer reported that 60 to 65% of students need some kind of remediation. He also stated we should stay tuned for developmental non-college credit.
- Mr. Kahler reported positive discussions with the owner of the proposed Carbon site. He stated that an appraisal will be completed and an architect will review the property. The plan is to have some terms outlined by the end of year. He stated that by the January Finance and Insurance committee meeting a price point should be established.
- Mr. Kahler also reported that the parking problem at Donley has been resolved. Arrangements have been secured with the Parking Authority at the Fountain Street lot for evening parking. The parking has been rolled out to students, and parking is available from 5 p.m. to 10 p.m. Monday through Thursday. He further stated that he wanted to make it clear that the parking is not free, but is being paid for by the college and that tags are required. He stated that the lot will open at 5 p.m. and will not be monitored by the Parking Authority.
- Dr. Leamer expressed his appreciation to the Board for inviting his wife to attend the meeting.

Personnel and Curriculum  
Committee

Mrs. Creveling reported there were two program presentations scheduled for this evening and asked Dr. Leamer if he would introduce the first guest.

Dr. Leamer stated that the Financial Aid office is one of the busiest offices on any campus and the college is fortunate to have someone with 25 years of experience as the director of that office here at LCCC. He then introduced Ms. Marian Snyder, Director of Financial Aid.

Ms. Snyder referred the Board members to the handout at their places. She stated it would briefly explain how Financial Aid functions with funds, edits, and proper documentation. She stated that Enrollment starts the process and the awards are not issued until a student is enrolled. She continued that 40 to 50% of the student body is awarded financial aid which is about 47% of students. She stated the office is highly electronic with much time spent on documentation requirements. She reported they are fully using the Banner system and full disclosure is required from the office to the student. Ms. Snyder concluded her report stating that “we give the students as much opportunity as possible to be successful.”

Mrs. Creveling then asked Dr. Bieber to do the introductions for the next presenter.

Dr. Bieber then introduced Mr. Tim Herrlinger, Director of Foundation and Institutional Grants stating that it has been her pleasure to work with Mr. Herrlinger over the past 6-1/2 years. She stated that Mr. Herrlinger does an excellent job with donors and financial investors.

Mr. Herrlinger stated the Foundation was founded in 1975 and is a federally recognized 501(c)(3) acting as a fiduciary for charitable gifts for the college. He stated the Foundation is purely a public charity, separate from the college with assets of \$14 million. He continued that the Foundation provides \$350,000 in scholarships each year. The loyalty of the Foundation is that the college comes first. The Foundation also manages grants from such entities as the Morgan Foundation; helps with campus master planning; dual enrollment, and the marketing of scholarships. The Foundation markets scholarships on the website under Gifts and Grants and also advertises on Facebook and Twitter with great success. He also reported the faculty has become involved and there has been a great response from students through this source. Mr. Herrlinger continued that all applications are reviewed by him and a team and they also have advisors who can review applications. After review, awards are announced and checks go directly into the student account. Students receiving awards have their picture taken and it is posted on the

website. For some scholarships there may be lunches or small receptions, but every student receives a certificate of award regardless of the price of the scholarship. He stated that Mr. Tom Mulderick does a lot of research and then a decision is made on who will be contacted. Mr. Herrlinger and Dr. Bieber will go out and meet directly with the people involved.

Looking to the future, Mr. Herrlinger stated that more support is needed and that more is always better in fundraising. He stated there are great naming opportunities here at the college with the athletic fields and the Academic Resource Center, where generous donors could be recognized for their generosity. He continued that the Foundation has come a long way since he came on board and the number one priority is to increase scholarships. He continued that strengthening partnerships makes all the difference with organizations such as the Rotary Club, Latino Leadership Alliance, and WHOL radio. He concluded that he is grateful to do what he does with the opportunity to work with students and the Board.

Mr. Miracle asked who controls the \$14 million in assets. Mr. Herrlinger explained there is a 24 member Board with 9 members on the Finance Committee made up of bankers and the Cornerstone Investment Group handles the investments. Mr. Miracle asked if they share information on how the money is invested and Mr. Herrlinger reported that they supply extremely detailed reports which are reviewed and kept on file. Mrs. Marcus asked if their audit was reviewed at the college, and Mr. Herrlinger stated the Foundation does an independent audit with the same auditors used by the college.

Mrs. Creveling reported that the committee reviewed the status of programs with low enrollment, a copy of which is attached to the committee minutes. She recommended to all to review this document that Dr. Barry Spriggs presented to the committee.

Mrs. Creveling also reported Mr. Korp and Mr. Santore were appointed to serve on the Administrative Sabbatical Committee.

Mrs. Creveling stated that in response to questions regarding the review of the Policies and Procedures Manual that the committee reviews the Policies and Procedures manual every year to make sure that it is updated with any changes or additions. She stated that one change for this year is the new sign policy that has to be included in the book, and that copies are available if anyone would like to review the changes.

Mrs. Creveling also announced that a new Professional Development Schedule has been prepared and that the presentations will be made

during the Board meetings. Dr. Ceil Connelly Weida will present on College and Academic Programs Accreditation at the January Board meeting.

Mrs. Creveling also stated that the Board reviewed the Open Job Report. Mr. Miracle questioned why some positions have not yet been filled and Dr. Bieber responded that interviews are currently being conducted, however, if the right candidate is not found that the college will re-advertise for the position. Dr. Leamer also commented that some of the other open positions on the report have now been filled.

Mrs. Creveling then presented the following resolution for approval.

Resolution 50.17

Appointment of Labor Attorney

This resolution approving the appointment of Sweet, Stevens, Katz and Williams as the college labor attorney effective January 1, 2015 through December 31, 2015 was approved by a vote of 12 Yea, 0 Nay.

A complete report of this committee is contained in its minutes of November 17, 2014.

Finance and Insurance  
Committee

Mr. Green stated he was excited to report to the Board that the Finance and Insurance Committee met privately with the auditors and they reported finding nothing wrong during the audit and everything was properly documented. He continued that he has been around audits for a long time and this was an absolutely excellent audit. He extended thanks on behalf of the committee to Mr. Kahler and Dr. Bieber for their excellent leadership. Mr. Green also stated that he would like to send a thank you letter to the auditors from the committee under the Chair's name.

Mr. Green also commented that a great solution has been reached to solve the parking problem at LCCC Allentown-Donley Center.

Mr. Green also reported that the 2015-2016 Budget presentation went very well. Additional comments were made by other members of the committee stating that the presentation was very well done with complete transparency and good communication.

Mr. Green then presented the following resolution for approval, with the amendment that the wording 'two-thirds' be inserted before the word majority in the sixth paragraph.

## Resolution 50.18

Approval of the College Purchasing Real Estate by Sponsor School Districts

This resolution authorizing the college to pursue alternative replacement facilities to allow for expansion while conforming to Section 2.2 of the Rules, Regulations, and Procedures of the college was approved by a vote of 12 Yea, 0 Nay.

Dr. Bieber stated she will request the superintendents put this item on their December and or January agendas. It was agreed by all that time was of the essence in regards to the approvals.

A complete report of this committee is contained in its minutes of November 17, 2014.

Building and Site  
Committee

Mr. Smith reported that the committee will meet at 7 p.m. in January following the Finance and Insurance meeting at 5:30 p.m.

Community and  
Government Relations

Mr. Mohr stated the committee will meet again on January 26, 2015, as meetings dates have been changed to the fourth Monday of the month. Mr. Mohr also reported that he along with Dr. Bieber, Mrs. Marcus and Mr. Miracle attended the Regional Trustee meeting in Harrisburg. He stated it was a good meeting and they learned a lot of new information. He also stated that on November 21, the college sponsored a Guidance Counselor Conference. He reported that he along with Mr. Miracle attended the conference and they were able to spend some time with Southern Lehigh counselors. He stated this helps to make relationships more personal.

Joint Coordinating  
Committee

Mr. Miracle reported that the committee met on Friday, November 14 and it was a very good, well-attended meeting. Mr. Miracle commented that the S.T.A.R. (Safety, Teamwork, Achievement & Respect) program in place at LCTI has been very successful and discipline rates have dropped considerably. Mr. Miracle also commented that Ms. Gloria Lowell is doing a great job on the Veterans outreach program by getting the word around that we are a military friendly college and also by providing all the information that you could possibly imagine for veterans and their families. In conclusion, Mr. Miracle stating that he has been approached about having increased attendance at the JCC meetings. He stated that all are invited to attend these meetings and if you have the chance to make it, he is sure you will enjoy it.

Strategic Planning  
Committee

Mrs. Thompson reported that the committee will meet on January 13, 2015.

## LCCC Foundation

Mrs. Creveling reported that the third annual Fall Festival brought in \$8,000 for the Scholarship fund with 400 people attending the

Saturday event. She also reported there was a meeting held to discuss what could be improved upon and it was suggested that the \$10 admission fee be increased. She also stated the Tri-Cees were excellent and added to Friday night event.

She also stated that the 50<sup>th</sup> Anniversary Committee is just beginning and a meeting will be held on the following Monday.

#### Old Business

Mrs. Marcus reported attending the Trustees Regional Meeting in Harrisburg and a full report of this meeting is attached. She also stated that Governor Elect Tom Wolf has made some staff announcements, but he will not announce a transition team. She continued that there is \$1.85B shortfall for fiscal year 2015-16.

Mrs. Marcus also stated there was some consideration given to webinars in the future and the Presidents will be discussing this with PACCC President and CEO, Elizabeth Bolden.

#### New Business

Ms. Larvey stated that the factual summary from the Retreat has been sent to all and that it will serve as a reference. She also stated the Board will take action on some other items that were discussed at the Retreat.

She stated the changeover to an electronic Board packet will officially take place in February. She also stated that in January the Professional Development Seminars will begin in order to keep the Board better informed. She continued that Mr. Mohr is currently working on ways to communicate better with constituents. She also asked if anyone had any suggestions as a result of the Retreat, to please bring their ideas forward. A follow-up Retreat will be held in the Spring.

Ms. Larvey then addressed Dr. Leamer stating how much the Board has appreciated him over the past five years. She stated, "you have been the voice of reason and a wonderful mentor. We just want you to know how much we appreciate all that you have done."

Dr. Leamer thanked the Board and stated that it has been his pleasure. He continued that he has had the opportunity to serve at a private institution and a community college and has done it all over the last 48 years.

#### Announcements

Ms. Larvey announced that the Tri-Cees will perform their Holiday Concert on December 8, and the December Graduate Recognition Ceremony will take place on Sunday, December 21.

Ms. Larvey thanked all for making the changes to the committee meeting schedules.

Mrs. Creveling then asked for an Executive Session to be held immediately following the meeting to discuss personnel matters.

Adjournment

The meeting adjourned at 8:50 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Randall L. Smith". The signature is written in a cursive style with a large, looping initial 'R'.

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

RLS/acc  
Attachments