

LEHIGH CARBON COMMUNITY COLLEGE
Minutes of the Meeting of the Board of Trustees
January 8, 2015
Volume 50

The scheduled regular meeting of the Board of Trustees of Lehigh Carbon Community College was held on Thursday, January 8, 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
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
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
Dr. Barry Spriggs, Interim Vice President for Academic Services and Student Development
Dr. Ceil Connelly-Weida, Associate Dean, Planning and Assessment

Counsel Present:

Attorney Jerome B. Frank

Press Present:

None

Others Present:

Minutes of
December 4, 2014

On a motion by Mr. Mohr, seconded by Mr. Miracle, the minutes of the December 4, 2014 meeting were approved as written.

Treasurer's Report

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

Cash Balance 11/01/14	\$22,240,252.00
Receipts	<u>+3,020,843.00</u>
Total	\$25,261,295.00
Disbursed	<u>-3,704,342.00</u>
Cash Balance 11/30/14	<u>\$21,556,953.00</u>

President's Report

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

- Dr. Bieber reported a lot of activity on campus in December with 400 students from the northern tier on campus to take part in the Future Business Leaders of America Event. The Admissions team provided tours and information to the juniors and seniors.
- Dr. Bieber also reported welcoming two groups from the Parkland School District to campus. The LCCC Early Childhood Professors provided guidance to the Parkland staff as they explore the idea of establishing an Early Literacy Center and Full Day Kindergarten. The second group was from the Special Education Partnership with Parkland School District where special education students mentor with LCCC students. The students along with the mentors prepared a brunch to celebrate all the volunteers and the program. Dr. Bieber stated it was a very special event and that she and Mrs. Marcus had a wonderful time meeting with the students.
- Dr. Bieber also reported that the Kitchen and Bath Design students had their annual open house for the community to see their work. She stated that every year the students work very hard to transform a kitchen and a bath and they do an outstanding job.
- Dr. Bieber announced that on December 30 the college opened the Schnecksville, Donley and Morgan Center for Enrollment Day. She reported there was significant traffic with students paying bills, meeting with advisors for Express Registration, visiting the bookstore, and the financial aid office.

- Dr. Bieber then reported that the Council of Presidents met on Monday and Tuesday to discuss the PA Commission's Strategic Plan, which will be shared with the Presidents and then the Board. She reported there was information about capital updates and that there was not as much retiring debt as originally thought. She also stated that Mr. John Hanger, Secretary of Planning and Policy, talked about the Governor Elect's high priority for community colleges and the Presidents felt it was very promising.
- Dr. Bieber also stated that tomorrow she and Allentown Mayor Pawlowski were planning to meet with the Pool Trust to put forth a proposal for possible donors to fund full associate degrees for Allentown School District students.
- Dr. Bieber also reported that on the first day back she was excited to receive a letter and check from the Stabler Foundation for \$500,000 to establish a scholarship fund for Allentown students and residents.
- Dr. Bieber also stated that Senator Argall informed us that Tamaqua received the CRIZ designation in Tamaqua and the college will be sponsoring a CRIZ information night at the Morgan Center.
- Dr. Bieber then asked Mr. Kahler to comment on updates to the Real Estate Resolution.
- Mr. Kahler stated the parking at Donley has been resolved and to date no negative feedback has been received.
- Mr. Kahler also stated that approvals of the Real-Estate Resolutions would be discussed in depth later, but that during discussions with the School Districts there has been a lot of positive comments. He stated the college continues to look at other buildings and mentioned a recent article in the Easton Express regarding the Donley site, which has generated a lot of input from possible investors.
- Dr. Bieber then presented Ms. Cindy Haney, the new Vice President for Enrollment Management, to the Board. She stated the college was very excited to have Ms. Haney on board. She continued that enrollment was reviewed the first Monday after break and it was not good news that enrollment was down. She stated that the

college has been working very hard and added that across the state there is negative enrollment with some colleges as high as 9%.

- Ms. Haney then thanked Dr. Bieber for the introduction and reported that as of January 5, 2015, there was a negative 5.9% in credit hours compared to last year. She reported meeting to strategize on this situation and found what she referred to as ‘low hanging fruit.’ She reported identifying students who had applied for the Spring semester and student aid but who were not yet registered. She stated that award letters were sent out to these students. She also reported email blasts were sent to all 2015 students who had not taken steps to register and advisors were making outreach phone calls to get students to register for Spring. She reported an additional 1,218 credit hours added after these activities. Dr. Bieber added that the college will continue to work hard and look at every initiative to reach out to students.
- Dr. Spriggs then addressed the Board stating that another major initiative was to have all sites academically aligned. He reported spending a lot of time analyzing the sites and starting in the northern tier there will now be an Academic Associate Dean on campus to make sure that issues are responded to promptly and the students and faculty will have a go-to person. He continued that this way we will have a person who is accountable, building cohorts, but also to ensure that students services are aligned. He continued that the hope was to integrate academic and students components and look at it as one unit. He reported that the same procedures will be put in place at Donley. He continued that with more administrative and academic support, the hope is to ensure the likelihood of student success and to have someone make decisions and bring that information back here. Dr. Bieber added that we are working to ensure that all sites are receiving necessary services. Dr. Spriggs continued that efforts are being made to parallel time with students, staff, and faculty and this will be adjusted as needed. He also stated that the Deans were excited about their expanded accountability.
- At the conclusion of the report, Ms. Larvey announced that there would be an Executive Session held to discuss Real Estate matters.

Personnel and Curriculum
Committee

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

Dr. Spriggs then introduced Dr. Ceil Connelly-Weida, Associate Dean of Planning and Assessment.

Dr. Connelly-Weida stated that over the past years there has been increased expectations for our students to make sure that programs are worthy of public confidence and that students are well served. The Middle States Commission on Higher Education (MSCHE) is recognized by the Council for Higher Education Accreditation (CHEA) and the U.S. Department of Education. The CHEA review process occurs every ten years. She stated that CHEA has brought about increased inter-agency cooperation through a common language glossary, and there also have been some new viewpoints added by the U.S. Department of Education on competency based and direct assessment programs.

Dr. Connelly-Weida continued that the Middle States is an umbrella that covers all and additional accreditations are a gateway for students into employment through validation of the curriculum. She stated that the Early Learning Center is also an accredited program and each program has its own accreditation schedule. A coordinator establishes an advisory board overseen by the Vice President for Academic Services and ultimately the results of the audits come to the Personnel and Curriculum committee for review.

A complete copy of this presentation is contained within the meeting folder.

Mrs. Creveling stated that the Personnel and Curriculum Committee did not meet in December, but reviewed the Open Job Report via the mailing.

Finance and Insurance
Committee

Mr. Green reported that the committee spent most of the meeting discussing budgets. He reported that Mrs. Thompson went through each budget and for the most part it was a transfer of monies from one category to another. He also reported the policy regarding student debt would be reviewed and revised if necessary in order to help with the enrollment efforts.

Mr. Green then presented the following resolutions for approval:

Resolution 50.19 Tuition, Feeds, and Refund Schedule 2015-2016

This resolution establishing and approving the tuition, fees, and refund schedule for the fall 2015-2016 academic year was approved by a vote of 12 Yea, and 0 Nay.

Resolution 50.20 Course Fees 2015-2016

This resolution approving the Course fees for courses with associated costs was approved by a vote of 12 Yea, 0 Nay.

Resolution 50.21 2015-2016 Operating and Debt Service/Lease Budgets

This resolution approving the proposed operating and debt service/lease budget for fiscal year 2015-16 was approved by a vote of 12 Yea, 0 Nay.

Resolution 50.22 2015-2016 Capital Budget

This resolution approving the proposed Capital Budget for fiscal year 2015-2016 was approved by a vote of 12 Yea, 0 Nay.

Resolution 50.23 2015-2016 Student Government Association Budget

This resolution approving the proposed Student Government Association budget for fiscal year 2015-2016 was approved by a vote of 12 Yea, 0 Nay.

Resolution 50.24 2015-2016 Current Restricted Fund-Auxiliary Budget

This resolution approving the proposed Auxiliary Fund Budget for fiscal year 2015-2016 was approved by a vote of 12 Yea, 0 Nay.

Resolution 50.25 Designation of Funds-Capital Budget-Operations-Reserve

This resolution approving the updates to the designated funds for purposes of the 2013-2014 annual audit as enumerated was approved by a vote of 12 Yea, 0 Nay.

Mr. Green commented that within this resolution designated funds are further defined, thereby letting the school districts know what we are doing and further developing a long term plan.

Resolution 50.26 Lease Agreement with TD Equipment Finance

This resolution approving and authorizing entry by the college into a lease agreement with TD Equipment Finance was approved by a vote of 12 Yea, 0 Nay.

Mr. Miracle further commented that Mr. Kahler and Dr. Bieber came to the meeting well prepared and it has been a real joy to sit down and understand things. He further stated that Mr. Kahler is moving items to where they should be within the budgets clarifying and making it much more understandable.

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

Building and Site
Committee

Mr. Smith reported that the committee met on December 15. A few highlights from this meeting came under capital projects where the administration is also looking at projects to conserve energy. He also reported that discussions are continuing regarding the Carbon County sites and there will be a meeting with CCTI to review their site plan. He also reported discussions with Mr. Dale Roth to enhance the memorial design. He continued that the college is currently taking inventory of artwork donated by Phil and Muriel Berman. He stated that the artwork has been insured and that a representative from the Baum School would be coming to the college to view the art and estimate the value.

In conclusion, Mr. Smith noted that the next meeting will be February 16 and the meeting will begin at 5:30.

Community and
Government Relations

Mr. Mohr stated that the next meeting for the Community and Government Relations Committee would be Monday, January 26.

Joint Coordinating
Committee

Mr. Miracle stated that the committee will meet next on Friday, January 16th at 7:30 a.m. in the JOC Board Room at LCTI. He stated the meetings are very good with stimulating conversation and welcomed all to attend.

Strategic Planning
Committee

Mrs. Thompson reported that the committee will meet on Tuesday, January 13, 2015 with an update on Title III as it relates to the Strategic Plan.

LCCC Foundation

Mrs. Creveling referred the Board to review the Foundation report that was included with the packet. She stated that the Foundation is doing very well and that pledges to the Cougar Fund can be made before June. The next Foundation meeting will be held in March.

Old Business

Mrs. Marcus reported attending the December graduation ceremony, where she said she felt privileged to be able to sit there and watch the students receive their diplomas. She continued that there was a palpable pride and happiness in the room and she recommended attending this ceremony.

New Business

Ms. Larvey reported that work continues on the Spring Retreat and that a survey for the best date would be sent out shortly.

She also stated that there was a room change for the Saturday evening Board of Trustees dinner to the Great Room instead of the Governors Room.

She also extended thanks to the trustees who agreed to represent the Board during negotiations, namely: Mr. Green and Mr. Dellicker for Faculty negotiations, and Mrs. Thompson and Mr. DeFrank for staff negotiations.

Ms. Larvey then read a note of thanks to the Board from Dr. Thomas Leamer. A copy of Dr. Leamer's note will be attached to these minutes.

Announcements

Ms. Larvey reminded the Board about the changes made to the February committee meeting times for Finance and Insurance and Building and Site.

She also stated that an Executive Session would be held immediately following the Board meeting and there would be a five minute recess before the Executive Session would begin.

Adjournment

The meeting adjourned at 8:05 p.m.

Respectfully submitted,



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

RLS/acc
Attachments