

LEHIGH CARBON COMMUNITY COLLEGE
Minutes of the Meeting of the Board of Trustees
June 4, 2015
Volume 50

The scheduled regular meeting of the Board of Trustees of Lehigh Carbon Community College was held on Thursday, June 4, 2015, in the Don Mershon Conference Room at the Community College. Ms. Larvey, Chair, convened the meeting at 7:01 p.m.

Members Present:

Mr. Joseph A. Alban	Mrs. Roberta M. Marcus (via conference call)
Mrs. Annabelle B. Creveling	Mr. William Miracle
Mr. Paul C. Fisher, Jr.	Mr. Kenneth H. Mohr, Jr.
Mr. Mathias J. Green, Jr.	Mr. Randall L. Smith
Mr. Matthew T. Korp	Mr. Larry E. Stern
Ms. Audrey L. Larvey	Mrs. Ann L. Thompson

Staff Present:

Dr. Ann D. Bieber, President (via conference call)
Ms. Debra Condon, ESC Lab Supervisor
Mrs. Ann C. Conte, Assistant Secretary to the Board of Trustees
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. Michelle Mitchell, Associate Professor, Disability Support/Learning Specialist
Mr. Richard Paterick, Assistant Professor, Librarian
Dr. Barry Spriggs, Interim Vice President for Academic Services and Student
Development
Dr. Richard Wilt, Dean, Library and Educational Support Services

Counsel Present:

Attorney Jerome B. Frank

Press Present:

None

Others Present:

Minutes of
May 7, 2015

Ms. Larvey presented the minutes of the May 7 meeting for approval.

Mrs. Thompson pointed out that the discussion on the 3C Scholarship should be amended to read that there is now flexibility on where classes are taken.

Mr. Mohr also requested the report from the Community and Government Relations Committee be amended to include that Ms. Larvey and Mrs. Marcus also attended the annual PACCC meeting.

On a motion by Mr. Mohr, seconded by Mr. Green, the minutes of the May 7, 2015 meeting were approved with the suggested amendments.

Nominating Committee/
Election of Officers

Mr. Korp, Chair, Nominating Committee stated that the Nominating Committee met and agreed to put forth the existing slate of officers of the Board of Trustees for Fiscal Year 2015-2016. Mr. Korp thanked the committee and then read the following names:

- Chair Ms. Audrey L. Larvey
- Vice Chair Mrs. Roberta M. Marcus
- Secretary Mr. Randall L. Smith
- Treasurer Mr. Joseph A. Alban
- Assistant Treasurer Mr. Brian L. Kahler
- Assistant Secretary..... Mrs. Ann C. Conte

A motion to accept this nomination was made by Mr. Korp, and was seconded by Mrs. Thompson. The vote was unanimous to approve the new slate of officers as presented.

Treasurer's Report

Mr. Alban thanked the Board for the re-nomination as Treasurer and presented the Treasurer's Report as listed below:

Cash Balance 4/1/15	\$25,761,688.00
Receipts	<u>+2,087,090.00</u>
Total	\$27,848,778.00
Disbursed	<u>-3,993,836.00</u>
Cash Balance 4/30/15	<u>\$23,854,942.00</u>

President's Report

Ms. Larvey announced to the Board that a copy of the President's Report was included with the packet. She also stated that Dr. Bieber

was attending via conference call.

- Dr. Bieber stated that she regretted to inform the Board of the passing of Mr. Bruce Rothrock. She stated this was a great loss to the community and the college and that there would be a celebration of his life at the Rothrock Library in the near future.
- Dr. Bieber continued that she was not able to be at tonight's Board meeting because she was in Washington, D.C. to attend the America's College Promise meeting at The White House. She stated it was a wonderful opportunity with about 30 in attendance from throughout the state. She reported there was great conversation with the hope to encourage grass roots messaging throughout the state. She stated there was a lot of positive energy on how to make this happen including the development of model to institutionalize K-12. She stated that LCCC is on the path.

Ms. Larvey thanked Dr. Bieber for her report and stated that she was glad that Dr. Bieber was able to be there representing the College. Ms. Larvey then asked if the Vice Presidents had anything to report.

Ms. Haney reported that Summer 1 classes started May 26. She reported Headcount All Students was down 2.3%, Total Degree Seeking down 2.7%, and Credit Hours All Students down 1%. She stated that enrollment remains basically flat.

For All Students Summer 2, credit hours are down 15.4%, Total Degree Seeking is down 12.5%. For Fall 2015 All Students Credit Hours are down 5.7%, and Total Degree Seeking down 5.6%.

She reported on a Fall 2015 registration promotion campaign "Your Future--It's a Blast!" to encourage students to register by July 4th. Students will receive an email blast and other promotional materials. They have to register for at least six credits and register by July 4. Students who register by July 4 will be entered to win one of four \$250 gift cards to the bookstore.

Personnel and Curriculum
Committee

Mrs. Creveling announced there was a program presentation scheduled for this evening and asked Dr. Spriggs to do the introductions. Dr. Spriggs then introduced Dr. Richard Wilt, Dean, Library and Educational Support Services; Mr. Richard Paterick, Assistant Professor, Librarian; Ms. Debra Condon, ESC Lab Supervisor; and Ms. Michelle Mitchell, Associate Professor, Disability Support/Learning Specialist.

Dr. Wilt addressed the Board stating that the developmental education redesign is a part of the Title III grant. He stated that work has been done to redesign developmental education in English, Math, and Reading. He stated the reasons for doing so are to increase student success and retention rates and to shorten time in developmental education. The writing program was redesigned to accelerate a student's time in writing using the Accelerated Learning Program based upon a model from the Community College of Baltimore County, and the staff has been trained in the program. He stated the 099 and 100 developmental courses were combined into one 6 credit course in a semester. It is one course taken concurrently and when completed students are ready to move into freshmen composition class 105.

In Math, he reported using the Emporium Model travelling to different locations to see different models. He reported the course is self-paced on the part of the students with both instructors and tutors in the classroom. Students operate at their pace, and it depends on their level how long it will take. Room redesign was done to accommodate the Emporium Model with glass doors between the classrooms. He stated all of these changes were implemented in stages. In 2014, they started with 3 sections of Math and in Fall 2015, it will be available on three campuses with the exception of Jim Thorpe.

For Reading, he reported accelerated reading class models were piloted and that pilots ran well in existing classes. He stated that included in all of this is inter-departmental student support for which there is a strong belief. He reported incorporating a "high-touch" element with tutors, supplemental instruction, and learning specialists working with adult students who are developmental, stating that everyone works hard to maintain the "high-touch" aspect.

In reply to a question raised on why there is not developmental math at the Jim Thorpe site, Dr. Wilt replied that the Title III grant

established a roll-out timeline of the Schnecksville campus first, Allentown second, then Tamaqua and Jim Thorpe. That allowed for more data collection on a greater number of sections/students so implementation at the sites could be effected more smoothly with any 'adjustments' having already been made at the main campus. Mrs. Thompson asked if hand grading was a part of the "high-touch" element and Dr. Wilt responded yes, that faculty members hand grade and review with students and the evaluations are done from a human perspective.

Mr. Richard Paterick then provided a brief overview of the Library and library services stating there is a presence at all sites with at least one part-time librarian available. He welcomed the Board of Trustees to the use of eBooks, catalogs, databases, or any of the other library services. The Library is available 24/7, and students can access from home or mobile devices. He reported with 54,000 print volumes, the growth is at zero and the focus is on electronic sources with the use of eBooks increasing. He stated that streaming videos are currently at 8,000, where five years ago it was zero. He reported having films on demand and streaming videos to support all the programs. He continued that applied literacy skills, the ability to take a topic and understand it well enough and evaluate sources, is critical to a student's education.

In response to a question concerning long term print volume, Mr. Paterick stated that unless there are plans to build new rooms, they are topping out at 54,000. He continued that the faculty likes online courses and this is an area of growth for the future.

Ms. Debra Condon then addressed the Board on the Tutoring Program information stating that the purpose of tutoring is to help students become lifelong learners. She reported that the Tutoring program is nationally certified by the National Association of Developmental Education, and LCCC is the only community college in Pennsylvania which is certified on all three College Reading and Learning Association tutor training levels. She extended thanks to the college for help in establishing significant locations for tutoring. She continued that tutors are incredibly invested people who work very closely with the faculty.

In response to a question about how many tutors the college has, Ms. Condon responded that there are 70 tutors among the four campuses. She continued that the tutors come very prepared and have to submit

reasons why they want to tutor at the college. She reported tutors receive writing tutor training and also training in specific subjects. She concluded by stating “we do as much as possible based on the needs of the students.”

Ms. Michelle Mitchell then addressed the Board stating she came to talk about a newer initiative called accessibility. She stated that 2014 led the way to improving a great community so that we are accessible from both a physical standpoint and also through information technology. She stated that one of the initiatives was to find someone knowledgeable with an eclectic background and we are thankful to have found Mr. John Campbell. She reported moving forward with action plans to make available online classes, databases, library services, website, and application processes accessible to anyone.

She continued that the SEED program is one way we are trying to open the access to our constituents. The SEED program was created through a grant which will be piloted starting in July, 2015. She stated there will be 20 individual candidates in the bridge program. She stated there is a modularized pick and choose called Career Track, which opens the doors to individuals who may not realize that this was an option for them. She stated that SEED is going to provide all the services listed on the handout. She stated this is a good partnership that is open to the community and available to all that qualify and want to benefit from this program.

At the conclusion of the presentations, Mr. Green commented that only a few years ago the college was facing a serious dilemma with students and remediation. He extended thanks to the administration for coming up with solutions to that problem.

Mrs. Creveling stated that the Personnel and Curriculum Committee did not meet in May due to low attendance. She stated the two items reviewed by the committee were the Professional Development Seminar Schedule and the Open Job Report. She asked that a copy of the Professional Development Seminar Schedule be sent to all Trustees. She stated that the Open Job Report was getting shorter. Mr. Miracle questioned the resignation designation on the report stating that it does not provide an explanation. Mrs. Creveling stated that the committee does inquire about the reasons for resignations and these are discussed at the committee meetings.

Mrs. Creveling also pointed out that the Administrative Salary

Adjustments were sent to all and asked if anyone had any questions to please bring them forward.

Mrs. Creveling then presented the following resolutions for approval:

Resolution 50.54

Appointment of Solicitor

This resolution approving the appointment of Attorney Jerry Frank as solicitor for fiscal year 2015-2016 was approved by a vote 11 Yea, 0 Nay.

Resolution 50.55

Schedule of Regular Board Meetings for Fiscal Year 2015-2016

Mrs. Creveling requested feedback from the full Board on the September meeting date. Hearing none, the resolution approving the Board Meeting Schedule for Fiscal Year 2015-2016 was approved by a vote of 11 Yea, 0 Nay.

Mrs. Creveling then asked Attorney Frank if Act 168 required that all employees at the College have clearances and if so is there an associate working on this to make sure the College is in full compliance. Attorney Frank responded that the College is taking the approach that all employees are included. Mrs. Marcus inquired if this included School Directors, and Attorney Frank stated it covers anyone who is in contact with young people; but that he would check into this further.

Mr. Green pointed out that even though enrollment is flat; the new student credit hours are up 13.2%, so in the new student category we are up.

Finance and Insurance
Committee

Mr. Green stated that the committee reviewed the Cash Flow and Revenue and Expenditures statement and also spent time reviewing insurance looking at the comprehensive package. He stated some good news and bad news was that our experience rate in some areas is not that good and there could be increasing prices in the next few years, however, for Workmen's Compensation, he is optimistic that the group will come back with lower rates.

Mr. Green then presented the following resolution for approval:

Resolution 50.56

Creative Services and Web Content Management

This resolution approving the hiring of 3Seed Marketing/Design Interactive to provide creative services, redesign, and maintenance for the web was approved by a vote of 11 Yea, 0 Nay.

A complete report of this committee is contained in its minutes of May 18, 2015.

Building and Site
Committee

Mr. Smith stated that the committee did not meet in May and the next meeting was scheduled for June 15. He reported that architect Dale Roth will present an architectural redesign and some conceptual designs that he developed. Mr. Smith encouraged all trustees to attend this meeting.

Community and
Government Relations

Mr. Mohr stated that the next meeting will be in July. He also stated that all had received an email regarding the Collegiate Award of Distinction and if anyone knew of any qualifying nominees to submit them to Dr. Bieber's office by June 19.

Joint Coordinating
Committee

Mr. Miracle reported that the committee met at LCTI on May 15 and all had received a copy of the minutes. He also added that there was a follow up meeting for administrators of LCCC, LCTI, and CCTI to discuss different articulations. He stated that Dr. Bieber provided excellent notes on the outcome of these partnerships and they were shared with the committee members. He requested that these notes also be shared with all the Trustees.

Ms. Larvey stated that there was a presentation on clearances at this meeting and also Associate Professor Michelle Mitchell did a beautiful presentation on the SEED program. She reported that LCCC will be hosting the Joint Coordinating Committee meetings for next year.

A complete report of this committee is contained in its minutes of May 15, 2015.

Strategic Planning
Committee

Mrs. Thompson reported that The Davison Group visited for their annual update on the Strategic Plan and she was fortunate to be able to be there when it was pointed out that the Board of Trustees was leading the way in terms of "greening" the campus. She continued that in his review, Mr. Davison mentioned the importance of the institutional memory being passed on, stating that the college has accomplished some major things and unless this is passed along, it will be lost. She stated that this fits in nicely with the 50th Anniversary. She stated one theme for next year is a culture of safety

and all the people there were enthusiastic. She stated, “We have a rolling Strategic Plan that is updated as we move through.”

LCCC Foundation

Mrs. Creveling reminded the Board that August 3 is the annual Golf Classic and reported being 49 golfers ahead of last year. The Fall Festival will be held on November 13-14 with \$5,000 already committed to that function. She reported that there was a possibility of a car show for that Saturday and that more particulars would be given at a later date.

She also added that the end of the fiscal year is approaching and asked for 100% support from the Board.

Old Business

Ms. Larvey reported the 50th Year Initiatives were provided with the packet. She stated that these are not complete as there are still some speakers that need to be secured; however, this will provide a general idea of what is going on and how it will be spread out during the year. Ms. Larvey encouraged any questions or comments and asked if the Board sees themselves having a particular role.

New Business

Ms. Larvey announced that there was a lot of new information to pass along. She stated that the Trustees had received at their places the 50th Anniversary tie-dyed tee shirt. She stated the tie-dyed tee shirts were specially designed by a graphic artist to have a connection with the college. She encouraged the Trustees to wear these shirts when attending 50th Anniversary events.

Ms. Larvey then passed around a new seating chart for the trustees to review. She pointed out the major differences were moving Dr. Bieber, Mr. Kahler and the Vice Presidents to the other end of the table and then shifting the Trustees down from there. She explained that she felt it was to everyone’s advantage to have the administrative team close by and also to move Mrs. Conte to a place where she could hear better.

She also reported discussions about being more fiscally efficient; and in an effort to do so, it was decided to serve sandwiches at the committee meetings.

Ms. Larvey stated another idea discussed was to have new trustee orientation online. She asked the newer trustees to please let her know if there were any comments, suggestions, or criticisms on the orientation process.

Ms. Larvey reported discussions regarding having a student from the Student Government Association give a report on a quarterly basis in order to have more direct contact between students and the Board. Mr. Smith asked if there would be a rotation from each site. Ms. Larvey stated she will follow up on Mr. Smith's question.

Ms. Larvey then passed out the new committee meeting schedule adding that the Personnel and Curriculum Committee did not meet in May because they did not have a quorum. Ms. Larvey reminded all to advise the office if they are not able to attend a committee or a Board meeting.

Ms. Larvey stated that all committee assignments remained the same from last year in an attempt to provide consistency. She asked for anyone who would like to change committees to please let her know. She also stated that the Board would now like to use the iPads for committee meetings and in order to do so the committee meetings would now be held in TC203 with the entire administration team in attendance at all meetings. She also noted that in changing the meeting dates, they tried to consider all school board dates, etc. In conclusion, she stated, "the plan is to make us more efficient and effective and also to have the administrative team on board."

Mr. Korp stated that the Personnel and Curriculum Committee meeting dates would need to be tweaked in order to not interfere with Board meetings, stating that the fourth Monday of the month would be a better date.

In conclusion, Ms. Larvey stated, "I send you with all this information to study and peruse."

Announcements

None.

Adjournment

The meeting adjourned at 8:56 p.m.

Respectfully submitted,



Randall L. Smith, Secretary
Board of Trustees

Lehigh Carbon Community College

RLS/acc
Attachments