

LEHIGH CARBON COMMUNITY COLLEGE
Minutes of the Meeting of the Board of Trustees
January 7, 2016
Volume 51

The scheduled regular meeting of the Board of Trustees of Lehigh Carbon Community College was held on Thursday, January 7, 2016, 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. Roberta M. Marcus
Mrs. Annabelle B. Creveling	Mr. William Miracle
Mr. Willard G. Dellicker	Mr. Kenneth H. Mohr, Jr.
Mr. Mathias J. Green, Jr.	Mr. William Santore, Jr.
Mr. Matthew T. Korp	Mr. Randall L. Smith
Mr. David L. Krause	Mrs. Ann L. Thompson
Ms. Audrey L. Larvey	

Staff Present:

Dr. Ann D. Bieber, President
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
Dr. Thomas Meyer, Vice President for Academic Services and Student Development

Counsel Present:

Attorney Jerome B. Frank

Press Present:

None

Others Present:

Minutes of
December 3, 2015

Ms. Larvey presented the minutes of the December 3 meeting for approval stating that a change was made to the minutes to reflect that the Executive Session was held for personnel purposes. The revised minutes were posted to the meeting packet.

On a motion by Mr. Mohr, seconded by Mr. Miracle, the revised minutes of the December 3, 2015 meeting were approved.

Minutes of the
Special Meeting
December 10, 2015

Ms. Larvey presented the minutes of the special meeting held on December 10 for approval.

On a motion made by Mr. Mohr, seconded by Mr. Krause, the minutes of the December 10, 2015 Special Meeting were approved as written.

Treasurer's Report

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

Cash Balance 11/1/15	\$17,931,106.00
Receipts	<u>+3,574,286.00</u>
Total	\$21,505,392.00
Disbursed	<u>-3,963,271.00</u>
Cash Balance 11/30/15	<u>\$17,542,121.00</u>

President's Report

- Dr. Bieber reported receiving the Federal 21st Century Grant for \$1.2M, which will be disbursed over the next three years.
- Dr. Bieber also reported that her office is in the process of scheduling meetings with the school districts to meet with the new directors and superintendents. She welcomed the Trustees to attend for their respective district.
- Dr. Bieber stated that she attended the Council of Presidents meeting in Hershey, which was focused on enrollment and the state budget. She stated that both she and the President of Luzerne County Community College spoke with Senator John Yudichak today and he continues to provide updates on the state budget process. Senator Yudichak stated that he believes the community colleges will not get any additional dollars this year. Also, due to the early primary, the legislators are focused on re-election and will not support any tax increases. The supplemental budget may be developed along with the 2016-2017 budget. There is a possibility of the general assembly getting together to present a budget to Governor Wolf. Dr. Bieber continues to update Ms. Elizabeth Bolden, President and CEO, Pennsylvania Commission for Community Colleges

on the budget situation.

- Trustee Marcus reported that the PA Senate has gone home and will not return until January 19. She stated that February 9th is the date when the Governor proposes the 2016-2017 budget and they may be working on the 2015-16 supplemental budget at the same time, but by law they cannot be combined. She stated that PSERS and Liquor is not being discussed. She also reported that a number of legislators are frustrated and will not run again, and it will be surprising to see how this turns over the legislature.
- Trustee Marcus reported on updates received from the Pennsylvania School Board Association regarding changes made to the school bus driver qualifications and also noted there were amendments to the Child Protection Services Law in regard to volunteers on campus.
- Mr. Kahler reported on a recent article in the Morning Call regarding Higher One. He stated that Higher One gets involved when an individual applies for financial aid. He stated that after the deductions for tuition and fees there may be excess funds that may be returned to the students for books and living expenses and that Higher One handles the return the money to the students. He stated that Higher One bought out Sallie Mae and the college switched to using Higher One in July 2013. He stated that LCCC students are made aware of their choices, which are laid out on the website. He also stated the distribution of students receiving funds on the Cougar Card versus those receiving checks is 50%. Further regulations are expected in mid-2016, which may include more fees. He reported the college continues to try to eliminate banking difficulties for students by making them aware of their choices.
- Dr. Meyer reported that the faculty is back on campus on January 13 with an opening convocation and faculty development day. He stated that Dr. Merrill Irving, Jr., of Hennepin Technical College in Minnesota would be the keynote speaker and would address issues of career pathways and how to better engage with employers in the community and also the bridge from noncredit to credit. Dr. Meyer extended an invitation for all to attend at 8:30 a.m. on January 13. Dr. Meyer also reported the faculty will review some items concerning FERPA and the privacy of student records along with an open forum on campus safety and enrollment verification. A condensed version will be done on Thursday evening for the part-time and adjunct faculty.

- Ms. Haney reported that enrollment is down 3.8% for Spring and 3% on unduplicated credit hours. She stated that some schools are down double digits and the 3% decline was predicted by Mr. Kahler. She reported an open enrollment was conducted at Tamaqua during the break. She also reported participating in a roundtable with U.S. Senator Bob Casey, Jr. on student loan affordability. She stated there will be a Fast Track Registration on Saturday for Spring classes and on January 13 a virtual open house for online learning.

Personnel and
Curriculum

Mrs. Creveling stated there was a program presentation scheduled for this evening and announced that Ms. Cindy Haney, Vice President for Enrollment Management would give the presentation.

Ms. Haney reported that the Enrollment Management Plan is comprehensive and takes into account national and state trends and enrollment in higher education in general. She stated that the plan is focused on enrollment projections and has two goals: to increase new student enrollment by 2.1% annually; and to increase retention rates from one term to the next. The Enrollment Projections include the next four years with 2015-2016 based on the budget plan. Ms. Haney provided the trustees with a copy of the Appendix A: Action Plan for 2015-2019. She stated that the first goal has nine objectives and looking at the plan there are 14 actions items or strategies to meet these objectives. Ms. Haney reviewed the action items for the first goal. She also stated the three year enrollment projection goal was to increase headcount for fulltime, part-time and new students with enrollment projections distributed evenly across all locations.

Ms. Haney stated there are currently a lot of challenges facing community colleges and the plan should help LCCC to continue to meet these demands and increase enrollment.

Mr. Miracle asked whether the 2% increase was arbitrary and Ms. Haney answered that it is calculated, but with a little bit of aspiration. She stated, "In order for enrollment management to move the needle, we need to strive to reach a higher quota with the hope that we can move it to the positive side. The best estimate was to not over project, but not to say we are going to be down either. Working with teams and setting goals, the hope is that we can move the needle to the positive side." Ms. Haney also stated that they are trying to target the Hispanic population with the goal that the college would reach the requirements to become a Title 5 institution. Ms. Haney also reported that the enrollment plan is tied the budget and was used in preparing the 2016-2017 budget.

Mrs. Creveling reported the Personnel and Curriculum Committee reviewed the Open Job Report.

As an update to the report, Mr. Kahler reported that Dr. Meyer and Dr. Spriggs spent a lot of time reviewing the Aviation Program and an independent contractor was hired to be the Chief Flight Instructor. The program is going through enhancements and it looks very positive. Dr. Meyer will provide a complete update on the success of the program at a later date.

Mr. Miracle inquired as to the status of the part-time healthcare coordinator and Mr. Kahler stated he would check into this. Mr. Kahler added that a few candidates have been interviewed for the position of Executive Director for the Foundation, but to date no offers have been made.

Finance and
Insurance Committee

Mr. Green reported that the committee reviewed the financial reports and found everything to be in order.

Mr. Green and members of the committee presented the following resolutions for approval:

Resolution 51.20

Tuition, Fees, and Refund Schedule for 2016-2017

This resolution approving and establishing the tuition, fees and refund schedule effective for the Fall 2016-2017 semester was approved by a vote of 12 Yea, 0 Nay.

Resolution 51.21

Tuition Policy for Senior Citizens - Revised

This resolution revising the tuition policy for senior citizens superseding Resolution 34.55 was approved by a vote of 12 Yea, 0 Nay.

Resolution 51.22

Course Fees for Courses with Associated Costs

This resolution approving and establishing the fee schedule for courses with associated costs was approved by a vote of 12 Yea, 0 Nay.

Resolution 51.23

2016-2017 Operating and Debt Service/Lease Budgets

This resolution approving the Operating and Debt Service/Lease Budget for the fiscal year 2016-2017 was approved by a vote of 12 Yea, 0 Nay.

Resolution 51.24

2016-2017 Capital Budget

This resolution approving the Capital Budget for the fiscal year 2016-2017 was approved by a vote of 12 Yea, 0 Nay.

Resolution 51.25

2016-2017 Student Government Association Budget

This resolution approving the Student Government Association Budget for the fiscal year 2016-2017 was approved by a vote of 12 Yea, 0 Nay.

Resolution 51.26

2016-2017 Current Restricted Fund-Auxiliary Budget

This resolution approving the Auxiliary Fund Budget for the fiscal year 2016-2017 was approved by a vote of 12 Yea, 0 Nay.

Resolution 51.27

Designation of Funds-Capital Budget-Operations-Reserve

This resolution updating the designated funds for the purposes of the 2014-2015 annual audit was approved by a vote of 12 Yea, 0 Nay.

Resolution 51.28

Fees for the Early Learning Center

This resolution approving the fee schedule for the Early Learning Center effective July 1, 2016 was approved by a vote of 12 Yea, 0 Nay.

Resolution 51.29

Lease Agreement with Municipal Capital Finance

This resolution approving and authorizing the lease agreement with Municipal Capital Finance for the lease/purchase of upgrading the college's technology equipment was approved by a vote of 12 Yea, 0 Nay.

Resolution 51.30

Lease Agreement with Municipal Capital Finance

This resolution approving and authorizing the lease agreement with Municipal Capital Finance for the lease/purchase of upgrading the college's technology equipment was approved by a vote of 12 Yea, 0 Nay.

A complete report of this committee is contained in its minutes of December 21, 2015.

Building and Site
Committee

Mr. Smith reported that the committee was working with Architect Dale Roth on ideas to improve the façade in Allentown. He reported movement on the sewer plant and landscaping for the front entrance. He also stated a feasibility study will be done to see how to provide for more space for the Veterinary Technician program and that the odor problem in the administration building has been resolved.

He also addressed the issue of the bomb threat at Jim Thorpe stating there were a series of bomb threats throughout Carbon County and asked that the administration dovetail with county procedures on handling this. Mr. Kahler stated that the college follows school protocol and adheres to their rules.

A complete report of this committee is contained in its minutes of December 21, 2015.

Community and
Government
Relations

Mr. Mohr stated that the committee will meet next week on January 11, 2016 at 6:15 p.m. He stated that the committee may try to tighten the schedule in the future.

Joint Coordinating
Committee

Mr. Miracle reported that the committee will meet again on January 15 and is still entertaining any agenda items for that meeting through January 8.

Strategic Planning
Committee

Mrs. Thompson reported that the committee will meet next week on January 11 at 5:30 p.m.

Negotiations
Committee

Mr. Korp stated that a special meeting of the Board of Trustees was held on December 10 to approve the contract with the LCCC Faculty Association.

This committee will meet again in 18 months.

LCCC Foundation

Mrs. Creveling stated there were no current updates but reported receiving a generous contribution of \$5,000 from Mrs. Volk.

Old Business

Ms. Larvey stated the 50th Anniversary Committee has now transitioned into the Commencement Committee and on January 14 the committee will be taking a trip to see the PPL arena.

Ms. Larvey reminded the Board that there was an Executive Session immediately following the meeting for the purpose of legal updates and personnel matters.

New Business

None.

Announcements

Mr. Krause informed the Board that Mr. William “Bill” Hill, Jr., a member of the Lehigh Area School Board, had recently passed away.

Adjournment

On a motion by Mr. Mohr seconded by Mr. Miracle, the January 2016 Board of Trustees meeting was adjourned at 8:12 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Randall L. Smith".

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

RLS/acc
Attachments