

LEHIGH CARBON COMMUNITY COLLEGE
Minutes of the Meeting of the Board of Trustees
October 6, 2016
Volume 52

The scheduled regular meeting of the Board of Trustees of Lehigh Carbon Community College was held on Thursday, October 6, 2016, in the Don Mershon Conference Room at the Community College. Mrs. Marcus, 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. Samuel P. DeFrank	Mr. William Miracle
Mr. Willard G. Dellicker	Mr. Kenneth H. Mohr, Jr.
Mr. Paul C. Fisher, Jr.	Mr. William Santore, Jr.
Mr. Mathias J. Green, Jr.	Mr. Randall L. Smith
Mr. Matthew T. Korp	Mrs. Ann L. Thompson
Mr. David L. Krause	

Staff Present:

Ms. Jennifer Aquila, Director of High School Connections
Dr. Ann D. Bieber, President
Mrs. Ann Conte, Assistant Secretary to the Board of Trustees
Ms. Cindy Haney, Vice President for Enrollment Management
Mr. Brian L. Kahler, Vice President for Finance and Administrative Services
Dr. Betsy Swope, Assistant Professor of Psychology

Counsel Present:

Attorney Jerome B. Frank

Press Present:

Others Present:

Minutes of
September 1, 2016

Mrs. Marcus presented the minutes of the September 1 meeting for approval. On a motion by Mr. Mohr, seconded by Mr. Miracle, the minutes of the September 1, 2016 meeting were approved as written.

Treasurer's Report

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

Cash Balance 8/1/16	\$27,736,221.00
Receipts	<u>+3,682,408.00</u>
Total	\$31,418,629.00
Disbursed	<u>-3,988,205.00</u>
Cash Balance 8/31/16	<u>\$27,430,424.00</u>

President's Report

- Dr. Bieber congratulated Dr. Betsy Swope, Associate Professor of Psychology, and Dr. Thomas Meyer, Vice President for Academic Services and Student Development, for their hard work in leading the Middle States initiative and task force. The Middle States Commission has requested to use our self-study design as a model, and this is a reflection of their diligence and hard work.
- Dr. Bieber reported that a team of approximately 40 faculty and staff were trained this past week with ALICE training. ALICE is an acronym for Alert, Lockdown, Inform, Counter and Evacuate. The college was fortunate to have the only trainer in the State of Pennsylvania for this critical incident training. This is a new process and a different way of thinking compared to the way other tragedies have been handled. The college will be sending two individuals for a train the trainer session: Ms. Jodi Rowlands, Associate Professor of Criminal Justice Administration, and Mr. Jim Surgeoner, Director of Public Safety. Following the training, there will be discussions on a roll out plan and the trustees will be a component in this process.
- Dr. Bieber reported that the college is being recognized by the Lehigh Valley Chamber of Commerce with the 2016 Milestone Award in recognition of our 50th anniversary. The award will be given in November and a number of trustees will be present to accept the award.
- Dr. Bieber stated the new Board of Trustees portal is in place and provides the trustees with access to all LCCC events. She added that the Diversity Committee has been hard at work in planning a diverse amount of topics in professional development.
- Dr. Meyer shared the exciting news that LCCC was ranked 5th out of 117 Pennsylvania colleges in a rating conducted for colleges offering online courses.

- Dr. Meyer also stated that the schedule for Professional Development Day was uploaded to the packet and encouraged the trustees to review the synopsis for each of the events. Dr. Bieber added that Dr. Meyer commented that in his experience this was one of the best college development opportunities that he has seen.
- Trustee Fisher provided an update on the Pennsylvania Commission for Community Colleges (PACCC). He reported that PACCC has submitted their 2017-2018 budget requests to the Pennsylvania Department of Education requesting increases and capital transfers and for the State to establish a formal Dual Enrollment policy to support additional career pathways for students. The State fiscal picture as of Monday shows revenues of \$2.63B collected, which is a decrease from last year, and from July through September collections were \$6.61B, which is a 1.8% decrease from last year.
- Trustee Fisher stated that the trustees have received their formal invitation for the PACCC Trustees Regional and President's meeting on November 16 and if they have any questions to contact him or Mrs. Conte. Mr. Fisher also reported there is a formal resolution in the PA House of Representatives, House Resolution 1038, designed for the community college completion challenge week intended for students to complete studies at their colleges.

Personnel,
Curriculum and
Government
Relations Committee

Mrs. Creveling announced there was a program presentation scheduled for this evening and asked Vice President Cindy Haney to make the introductions. Ms. Haney presented Ms. Jennifer Aquila, Director of High School Connections, who has been with the college for seven years and oversees the middle college and articulation agreements. Ms. Aquila's presentation for this evening will focus on Dual Enrollment.

Ms. Aquila stated her presentation for tonight is entitled Do you know Dual Enrollment? The presentation will focus on Dual Enrollment facts in the form of questions and she encouraged the trustees to participate in answering the questions.

The first question was how many public school districts partner with the college. Ms. Aquila stated there are 17 public school districts including both Lehigh Career and Technical Institute and Carbon Career and Technical Institute who send students from these districts and other schools. The college also partners with five private schools including the Homeschool Association, which is a large and rapidly growing population. The Allentown School

District has the most students enrolled in Dual Enrollment classes from across all three of their high schools. Students can take Dual Enrollment classes on their high school campus, an LCCC campus, or online, which is the fastest growing. Ms. Aquila added that 7 years ago, schools did not release students for campus classes, but now there are no schools that do not release students. She stated that Dual Enrollment students are typically high achievers.

Who teaches Dual Enrollment classes? Ms. Aquila stated that faculty is sent to the high schools and sometimes high school teachers are approved to teach. As for the costs for dual enrollment, LCCC is by far the best value for Dual Enrollment classes. She explained that Project 7 grant money was previously available and students were reimbursed, but this was cut in 2010. Since then fees have been reduced and parents are paying the fees. The current existing grants that help fund Dual Enrollment are the Highmark grant, the Trexler Trust, and the Morgan Foundation.

The percentage of dual enrollment students who matriculate to degree seeking at LCCC is approximately 25%. Size wise, the Allentown School District is the largest, but Parkland School District is sending the most students, with Palmerton and Lehigh School Districts sending the most students percentage wise.

Ms. Aquila explained that both AP and Dual Enrollment classes are usually available in high school programs and do not compete with each other. For AP classes, students are enrolled in a full year course with the option to take a test at the end of course, which could translate to college credit if the test scores are high enough. In Dual Enrollment courses, your grade remains on your transcript. She stated it is an opinion whether one is better than the other. Some school districts weigh AP courses higher than Dual Enrollment, but Dual Enrollment has a real niche, because not every student is identified right away that can take an AP course.

The difference between Dual Enrollment credit and articulation credit is that LCCC has reviewed the curriculum and it matches course objectives. LCCC has secondary articulation agreements with CCTI, LCTI and STC. Ms. Aquila explained that because of the articulation agreements, the associate's degree transfers in total. She stated that they have heard only positive comments from the four year partners and there are many programs that transfer in their entirety.

Mrs. Creveling reviewed the minutes for the Personnel, Curriculum and Government Relations committee. She stated the committee discussed the Board self-evaluation and the Retreat will start at 4:15

p.m. The Policies and Procedures Manual will be coming to the committee in November after final review by the solicitor. She also stated the committee discussed the Public Comment Policy and had agreed to amend the existing policy as per the draft that was posted.

Mr. Mohr addressed the Board stating that he felt that public input for the college was too restrictive. He said most other colleges have it on their agendas, and while seldom used, it is there as an option and opportunity.

Following Mr. Mohr's comments, a discussion followed on the pros and cons of having a public comment policy, the interpretation of the wording from the current policy, and the current policy changes as presented by the committee. Mr. Mohr pointed out that draft policies have previously been developed to include public comment.

Attorney Frank addressed the Board stating that the college is not mandated as are school districts and other public entities for a public comment policy, but the Sunshine Law also speaks to people having an opportunity to speak at public meetings. He added that he has reviewed the first amendment rights, and if the Board chooses to have public comment available to anyone who walks in it can be adopted as policy. If the Board chooses to put together a combination of public comment policy and presentation policy, this can be worked with as well. The question is whether the Board wants to have this as an agenda item. Prior there have been only sporadic visitors and it was up to the authority of the Chair. The Chair could say no, and if the Board would choose to override the Chair, the Board can vote to override. It falls back to the Board to determine if public comment is needed and what are the ground rules, if any, or leave all authority to the Chair. Mrs. Marcus asked Attorney Frank if it was his recommendation to not have the policies combined. Attorney Frank responded that the reality is that it is somewhat complex, and a public comment policy needs to be understandable. He suggested they be separate, but they could be married.

After much discussion and a show of hands vote, the majority voted to have the current policy blended to contain both a presentation and public comment policy. Attorney Frank stated that a possible definition for separation of the two concepts would be that public comment is limited to matters before the Board for that evening, and a presentation would be for proposing a project for the college to proceed with. As to whether this impacts committee meetings is again a decision that the Board would need to make, however, it is most likely that the committee would not want people walking in while the Board is developing policy.

It was agreed that a blended policy will be developed and will go back before the Personnel, Curriculum and Government Relations Committee for reconsideration.

A complete report of this committee is contained in its minutes of September 26, 2016.

Finance and
Facilities Committee

Mrs. Thompson reviewed this committee's minutes of its September 19 meeting.

Mrs. Thompson reported the committee discussed the easement proposal from Lehigh County Authority (LCA) and decided to allow LCA to proceed. The committee was also in agreement to have a third group review the wastewater management facility. At the meeting, there was discussion regarding the funds that have been earmarked and there will be further discussion during the budget process. Mrs. Thompson pointed out a correction to the committee minutes that should have the Carbon Center as the third choice for Carbon County residents for the 2016 Fall term.

A complete report of this committee is contained in its minutes of September 19, 2016.

Joint Coordinating
Committee

Mr. Dellicker reviewed this committee's minutes of September 16. He reported the Carbon Career and Technical Institute will be celebrating its 50th anniversary year. LCCC's Terri Keefe, Dean of School of Employer Engagement and Community Education, presented information on the TAACCCT/PATH consortium with Northampton Community College and Luzerne County Community College. They have been awarded a grant for \$10M slated for manufacturing, healthcare, transportation, and logistics careers. The average age for students in this program is 35 to 40.

Mr. Dellicker also reported the Cabot Oil and Gas Corporation, the largest in the northern tier, is attempting to create a presence in the Lehigh Valley by offering scholarships. They expect the price of oil to rise again and they will be pumping it via pipeline to Philadelphia where Sunoco is building a \$4M refinery. This will generate new jobs and they would like to create a presence within the Lehigh Valley. The committee minutes contain a link for further information on this topic.

Mr. Dellicker also reported the Carbon Lehigh Intermediate Unit #21 has developed an online program for teachers to get ACT48 credit without interruption to personal schedules. This committee will meet again on November 18 and any offers for agenda items can be submitted to Dr. Bieber.

A complete report of this committee is contained in its minutes of September 16, 2016.

LCCC Foundation

Mrs. Creveling reported the Foundation met on September 21 and action was taken on a request from the college to subsidize students who have financial problems. Mrs. Creveling was happy to report the Foundation has agreed to allocate \$87,000 over the next two years to help students who fall under this financial need.

Mrs. Creveling expressed her appreciation to all who contributed a bottle of wine for the Fall Festival.

Mrs. Creveling reported the Annual Golf Classic proceeds were \$13,000, which is down from previous years. Next year's event will be held at the Lehigh Country Club and the Rothrock family will serve as honorary chairs. To date the Fall Festival has received \$3,850 in sponsorships, and there is no additional space for any other vendors.

Mrs. Creveling also noted the solicitation for the Foundation was distributed to everyone.

Old Business

None discussed.

New Business

None discussed.

Announcements

Mrs. Marcus reminded the Board that the Retreat will be held on Wednesday, November 9, and the Collegiate Award of Distinction presentation will be on Friday, November 11 at 6 p.m.

Mrs. Marcus also announced there would be an Executive Session held immediately following the meeting for the purpose of legal and right-to-know matters.

Adjournment

The meeting was adjourned at 8:34 p.m.

Respectfully submitted,



Paul C. Fisher, Jr., Secretary
Board of Trustees
Lehigh Carbon Community College