

LEHIGH CARBON COMMUNITY COLLEGE
Minutes of the Meeting of the Board of Trustees
June 7, 2012
Volume 47

The scheduled regular meeting of the Board of Trustees of Lehigh Carbon Community College was held on Thursday, June 7, 2012, in the Don Mershon Conference Room at the Community College. Ms. Larvey, Board Chair, convened the meeting at 7:02 p.m.

Members Present:

Mr. Joseph A. Alban	Mr. William Miracle
Mrs. Annabelle B. Creveling	Mr. Kenneth H. Mohr, Jr.
Mr. Mathias J. Green, Jr.	Mr. William Santore, Jr.
Mr. David R. Hunsicker	Mr. Larry E. Stern
Mr. Matthew T. Korp	Mrs. Ann L. Thompson
Ms. Audrey L. Larvey	Mr. Michael J. Torbert
Mr. Thomas F. Mantz	

Staff Present:

Dr. Ann D. Bieber, Senior Vice President for Administrative Services
Dr. Thomas C. Leamer, Vice President for Academic Services and Student Development
Mrs. Diana M. Ravert-Spanitz, Office Assistant to the President's Office
Mr. Douglas Rigby, Associate Professor of English
Mr. Larry W. Ross, Vice President for Finance and Facilities
Dr. Donald W. Snyder, President

Counsel Present:

Attorney Jerome B. Frank

Press Present:

None

Others Present:

None.

Minutes of
May 3, 2012

On a motion by Mrs. Creveling, seconded by Mr. Miracle, the minutes of the May 3, 2012, meeting were approved.

Treasurer’s Report

Mrs. Thompson presented the Treasurer’s Report as listed below:

Cash Balance 4/1/12	\$19,996,900.00
Receipts	+ <u>2,420,800.00</u>
Total	\$22,417,700.00
Disbursed	- <u>4,398,200.00</u>
Cash Balance 4/30/12	<u>\$18,019,500.00</u>

Nominating Committee
and Election of Officers

On behalf of the Nominating Committee, which was comprised of Mr. Michael Torbert (Chair), Mr. Matthew Korp, Mr. Thomas Mantz, Mr. William Santore, and Mrs. Ann Thompson, Mr. Torbert placed the following names in nomination to serve as officers of the Board of Trustees during the 2012-2013 fiscal year.

- Chair.....Mr. Kenneth H. Mohr, Jr.
- Vice ChairMrs. Ann L. Thompson
- SecretaryMr. Randall L. Smith
- TreasurerMr. Thomas F. Mantz
- Assistant Treasurer.....Mr. Larry W. Ross
- Assistant Secretary.....Mrs. Cindy L. Brooks

There being no additional nominations from the floor, motion was made by Mr. Torbert and seconded by Mr. Green to close the nominations, and the above slate of officers was approved by unanimous acclamation as presented.

Ms. Larvey thanked the Nominating Committee for the time and thought put into the nominations.

President's Report

President Snyder reviewed the May 2012 issue of the *President’s Desk* and reported the following:

- The Morgan Scholarship, which is at the end of its 10 year cycle, has been renewed for another 10 years. A celebration is being planned to honor the 10 year anniversary, including a booklet highlighting past recipients’ achievements.
- Albright College has partnered with LCCC to offer bachelor’s degree programs in Business Administration and Organizational Behavior/Applied Psychology at the Morgan Center.

- Dr. Snyder informed the Board that Summer I enrollment is down approximately 4 percent. The 2011-2012 fiscal year enrollment will end slightly below what was projected, but the college will end the year with a small net revenue. The projections for the 2012-2013 fiscal year have been adjusted accordingly. Employees from the Carbon and Morgan campuses will be on-hand at the main campus over the summer months to help process Financial Aid applications. Starting in Spring 2012, a more aggressive approach coupled with the ability to submit and start the Financial Aid process earlier, should make enrollment easier and the ability to predict enrollment numbers more accurate.
- Treat America will be discontinuing their dining and catering services with the College on August 3, 2012. It was noted that many food service companies prefer to partner with colleges that have a residential program in order to meet their financial needs. Prospective options are being explored as the College would like to continue providing this service to the students.
- At a recent Leadership Team/Strategic Planning meeting, the Davison Group expressed its approval with the execution and initiatives taken by the College. Noted were the coming together of the groups participating and the positive working relationships that were developed. The Davison Group saw that the Strategic Plan as set forth was achieving its vision tremendously well.

Personnel and Curriculum Committee

Mrs. Creveling reviewed this committee’s minutes of its meeting of May 21, 2012.

Mrs. Creveling then presented the following resolutions:

Resolution 47.57

Establishment of Social Work A.A. Program

This resolution establishing the Social Work A.A. Program was approved by a vote of 12 Yea, 0 Nay.

Resolution 47.58

Appointment of Solicitor

This resolution appointing Mr. Jerome B. Frank, Esquire, as Solicitor for the 2012-2013 fiscal year was approved by a vote of 12 Yea, 0 Nay.

Discussion followed on the fees for extraordinary services.

Solicitor Frank thanked the Board for the confidence shown in him over the years.

Resolution 47.59 Personnel Recommendation

This resolution approving the Executive Director of Workforce and Community Education was approved by a vote of 12 Yea, 0 Nay.

Resolution 47.60 Appointment of Open Records Officer

This resolution appointing Mr. David Voros as the Open Records Officer was approved by a vote of 12 Yea, 0 Nay.

Resolution 47.61 Schedule of Regular Board Meetings for Fiscal Year 2012-2013

This resolution establishing the regular monthly meetings for the 2012-2013 fiscal year was approved by a vote of 12 Yea, 0 Nay.

A complete report of this committee is contained in its minutes of May 21, 2012.

Finance and Insurance
Insurance Committee

Mr. Hunsicker reviewed this committee's minutes of its meeting of May 21, 2012.

Mr. Hunsicker then presented the following resolutions:

Resolution 47.62 Purchase of Desktop Computers for the Testing Center

This resolution approving the purchase of desktop computers for the Testing Center was approved by a vote of 12 Yea, 0 Nay.

Discussion followed on the consolidation of the Testing Center and its design to accommodate commercial testing.

Resolution 47.63 Purchase of Workstations, Desks, and Chairs for the Testing Center

This resolution approving the purchase of workstations, desks, and chairs for the Testing Center was approved by a vote of 12 Yea, 0 Nay.

Resolution 47.64 Appointment of Broker and Advisor for the Sale of the College Radio Station License to a Non-Public Radio Organization

This resolution appointing Patrick Communications of Elkridge, MD, to provide brokerage advisory services to assist in the negotiation and sale of the college radio station license to a Non-Public Radio Organization was approved by a vote of 12 Yea, 0 Nay.

Discussion followed on the length of the contract terms.

A complete report of this committee is contained in its minutes of May 21, 2012.

Building and Site Committee	<p>Mr. Alban stated this committee did not meet in May, but held a brief meeting regarding the Wayfinding Program prior to the June 7 Board meeting.</p> <p>Mr. Alban then presented the following resolution:</p>
Resolution 47.65	<p><u>Appointment of Wayfinding Consultant</u></p> <p>This resolution appointing Wayfinding Associates of Pittsburgh, PA, to provide consulting services to design and implement a Wayfinding Program was approved by a vote of 12 Yea, 0 Nay.</p> <p>Discussion followed on the time frame for completion of the work.</p>
Community and Government Relations Committee	<p>Mr. Torbert reviewed this committee's minutes of its meeting of May 21, 2012.</p> <p>Discussion followed on the Community Services Building Plaque.</p> <p>A complete report of this committee is contained in its minutes of May 21, 2012.</p>
Joint Coordinating Committee	<p>Mr. Alban reviewed this committee's minutes of its meeting of May 11, 2012.</p> <p>Discussion followed on the Bachelor of Applied Science and Technical Degree Program with Bloomsburg University, dual enrollment, and the Promise Program in Allentown School District.</p> <p>A complete report of this committee is contained in its minutes of May 11, 2012.</p>
Strategic Planning Committee	<p>Mr. Green stated this committee did not meet in May.</p>
Negotiations Committee	<p>Mr. Korp stated this committee did not meet in May.</p>
Foundation	<p>Mrs. Creveling reminded the Board of the upcoming annual Golf Tournament on August 6, 2012, at Lehigh Country Club. Funds raised will go to the Scholarship Fund.</p> <p>The Cougar Campaign ends at the end of June for the current fiscal year.</p>
Old Business	<p>None.</p>

New Business

(A) Board Budget Report

Ms. Larvey reviewed the Board Budget Report with the Board. She noted that with the reductions in state funding, the college asked that all college budgets be reduced by 2 percent for the 2012-2013 fiscal year and 3 percent for the 2013-2014 fiscal year. It was noted that the collegewide community far exceeded this request with organizational non-salary budget line items reduced by as much as 5-7 percent.

(B) Committee Structure

Mr. Mohr reviewed committee meeting attendance with the Board. He suggested a consolidation of committees to help with attendance to maintain a quorum and to cut down on the number of meetings. With the consolidation of committees, each committee would have a Chair and Vice Chair. Forms for committee assignment will be sent out shortly.

Announcements

Mr. Miracle expressed his thoughts on his first commencement ceremony at LCCC. He stated what an amazing and wonderful night it was and the evident pride of the students when graduating.

Ms. Larvey thanked the Board for all of their help during her term as Chair. She stated it was her pleasure to serve the Board.

Adjournment

The meeting adjourned at 8:20 p.m.

Respectfully submitted,



Thomas F. Mantz
Secretary
Board of Trustees
Lehigh Carbon Community College

/dmrs

BT\Misc\Board Meeting Minutes