

LEHIGH CARBON COMMUNITY COLLEGE
Minutes of the Meeting of the Board of Trustees
December 6, 2012
Volume 48

The scheduled regular meeting of the Board of Trustees of Lehigh Carbon Community College was held on Thursday, December 6, 2012, in the Don Mershon Conference Room at the Community College. Mr. Mohr, Board Chair, convened the meeting at 7:02 p.m.

Members Present:

Mr. Joseph A. Alban	Mr. Kenneth H. Mohr, Jr.
Mr. Robert M. Cohen	Mr. William Santore, Jr.
Mrs. Annabelle B. Creveling	Mr. Randall L. Smith
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, 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. 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
November 1, 2012

On a motion by Mrs. Thompson, seconded by Mrs. Creveling, the minutes of the November 1, 2012, meeting were approved.

Treasurer's Report

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

Cash Balance 10/1/12	\$23,139,500.00
Receipts	+ <u>3,863,200.00</u>
Total	\$27,002,700.00
Disbursed	- <u>7,996,400.00</u>
Cash Balance 10/31/12	<u>\$19,006,300.00</u>

President's Report

President Snyder reviewed the November 2012 issue of the *President's Desk* and reported the following:

- The Fall 2012 Graduate Recognition Ceremony will be held on Sunday, December 16, 2012, at 2:00 p.m. in Berrier Hall.
- The Building and Site, Finance and Insurance, and Personnel and Curriculum Committees are invited to attend a meet and greet with the Vice President of Finance and Facilities finalist(s) on Tuesday, December 11.
- Ann Bieber updated the Board on the sale of the radio station license. If there are no objections to the published announcement by the deadline of January 4, 2012, closing could take place in March or earlier.
- The Foundation's Holiday Classic was a success. Thank you to all who helped. The vendors who participated were very pleased and are looking forward to returning for next year's fair.
- The Building and Site and Finance and Insurance Committees transferred funds to the Foundation to aid in the purchase of the properties along Route 309. Property purchases will be handled by the Foundation.

Personnel and
Curriculum Committee

Mrs. Creveling reported this committee did not meet in November but reviewed items by way of mail.

Mrs. Creveling then presented the following resolutions:

Resolution 48.14

Appointment of Labor Attorney

This resolution appointing the firm of Sweet, Stevens, Katz and Williams as the College's labor attorney was approved by a vote of 11 Yea, 1 Nay (R. Cohen).

Resolution 48.15

Personnel Recommendation

This resolution approving the personnel recommendation for the position of Executive Director of Marketing and Communications was approved by a vote of 12 Yea, 0 Nay.

Finance and Insurance
Committee

Mr. Hunsicker reviewed this committee's minutes of its meeting of November 19, 2012.

Mr. Hunsicker then presented the following resolution:

Resolution 48.16

Appointment of Underwriter

This resolution designating RBC Capital Markets as the underwriter to perform such services for purposes of the Issue to be utilized by the College for renovations to the Administration Building for an underwriter's discount fee not to exceed \$20,520 was approved by a vote of 12 Yea, 0 Nay.

A complete report of this committee is contained in its minutes of November 19, 2012.

Building and Site
Committee

Mr. Alban stated this committee did not meet in November.

Community and
Government Relations /
Strategic Planning
Committee

Mr. Torbert stated this committee did not meet in November.

Joint Coordinating
Committee

In the absence of Mr. Miracle, Mrs. Thompson reported this committee did not meet in November.

Foundation

Mrs. Creveling reported that the Fall Classic was a success, raising \$6,500. Next year's Fall Classic will be held on November 8 and 9, 2013.

The Clay Shoot will be celebrating its 10th anniversary this year. It will be held on Friday, April 26, 2013, at Lehigh Valley Sporting Clays.

The Golf Classic will be celebrating its 20th anniversary this year. This year's golf tournament will be held at Woodstone Country Club on Monday, August 5, 2013.

Old Business

Mr. Mohr announced the following changes, effective January 2013, to the committees listed below:

Mr. Torbert will serve as Chair of the Finance and Insurance Committee and Mr. Hunsicker will serve as Vice Chair.

Ms. Larvey will serve as Chair of the Community and Government Relations \ Strategic Planning Committee and Mr. Santore will serve as Vice Chair.

Mr. Mohr asked that the Personnel and Curriculum and Community and Government Relations \ Strategic Planning Committees please forward their list of strategic planning priorities to him by the end of the year. Discussion followed on the number of priorities previously provided, the process for reviewing the priorities, and the goal of the priorities.

Mr. Mohr updated the Board on the search for the Vice President of Finance and Facilities. He stated that 190 applications were screened by Human Resources, the Search Committee reviewed the qualifications of the 9 most qualified, which were interviewed by Hire Vision. The Search Committee recommended 4 applicants for personal interviews, after which they will provide their recommendations to President Snyder.

President Snyder provided a memo from PACCC with a brief update on issues and activities affecting Pennsylvania Community Colleges to the Board.

New Business

Mr. Torbert, Chair of the Nominating Committee for the Assistant Treasurer, informed the Board that the Committee recommends President Snyder to act as Interim Assistant Treasurer. Mr. Torbert confirmed with the accounting firm that handles the audit services for the College that this would not be a conflict. Mr. Mohr called for any objections, hearing none, President Snyder will serve as the Interim Assistant Treasurer.

Announcements

Mrs. Creveling asked the Personnel and Curriculum Committee to remain after the Board meeting to discuss a personnel issue.

Adjournment

The meeting adjourned at 7:41 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Randall L. Smith". The signature is written in a cursive style with a large initial "R".

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

/dmrs

BT\Misc\Board Meeting Minutes