

LEHIGH CARBON COMMUNITY COLLEGE  
Minutes of the Meeting of the Board of Trustees  
February 7, 2013  
Volume 48

The scheduled regular meeting of the Board of Trustees of Lehigh Carbon Community College was held on Thursday, February 7, 2013, in the Don Mershon Conference Room at the Community College. Mr. Mohr, Board Chair, convened the meeting at 6:58 p.m.

Members Present:

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

Staff Present:

Dr. Ann D. Bieber, Senior Vice President for Administrative Services  
Dr. Maged Botros, Fulbright Scholar-in-Residence  
Dr. Thomas C. Leamer, Vice President for Academic Services and Student Development  
Ms. Christine K. Orban, Assistant Professor, Academic Advisor  
Mrs. Diana M. Ravert-Spanitz, Office Assistant to the President's Office  
Dr. Donald W. Snyder, President

Counsel Present:

Attorney Jerome B. Frank

Press Present:

None

Others Present:

None

- Executive Session Mr. Mohr announced that an Executive Session to discuss real estate matters will be held following this evening's regular Board meeting.
- Minutes of January 3, 2013 On a motion by Mrs. Thompson, seconded by Mr. Miracle, the minutes of the January 3, 2013, meeting were approved.
- Treasurer's Report Mr. Mantz presented the Treasurer's Report as listed below:
- |                       |                        |
|-----------------------|------------------------|
| Cash Balance 12/1/12  | \$17,128,900.00        |
| Receipts              | + <u>6,940,704.00</u>  |
| Total                 | \$24,069,604.00        |
| Disbursed             | - <u>3,939,015.00</u>  |
| Cash Balance 12/31/12 | <u>\$20,130,589.00</u> |
- President's Report President Snyder reviewed the February 2013 issue of the *President's Desk* and reported the following:
- Dr. Snyder updated the Board on the status of the Radio Station. The FCC has granted our application, a second notice period will be observed before finalization, after which, the sale will become final approximately the third week of March.
  - Dr. Snyder reported on the demolition of the properties along Route 309. Yorgey's has been demolished, the property next to Yorgey's will be demolished within the next two weeks, and the other property to be demolished is currently undergoing an EPA inspection so that it can be approved for demolition.
  - Dr. Snyder stated that the SHINE Program has received state and national recognition. In March, Barbara Conway, Ed.D., Superintendent for Jim Thorpe Area School District, and Rosemary Poremba, M.Ed., Superintendent for Panther Valley School District, will be giving a presentation on "Integrating STEM Programs in Afterschool Learning Programs" at the 2013 Extra Learning Opportunities Conference at Penn State University.
  - Senators Yudichak and Heffley introduced the RACP Grant for the Carbon Campus project into the Capital Budget. The bill should be out of the Senate in April with the expectation that it will be approved shortly after the Budget is passed. The first benchmark for the Grant has been passed, with the second benchmark coming in July 2013. Dr. Snyder will keep the Board updated on the progress.

- Dr. Leamer reviewed the Enrollment Dashboard, stating that we are setting the base to get the numbers up for next Fall by bringing guidance counselors to tour the campus and provide information on what the College has to offer, as well as, our admissions staff visiting the sponsoring schools to provide information to the students.
- Dr. Bieber reported on the Leadership Team's work on the Strategic Plan and how well it was progressing.
- Dr. Snyder discussed the 2013-2014 State Budget, noting there will be no increase in the funding for higher education with a 2% cap on the increase in tuition. With this expectation, the College did budget for a flat increase. President Snyder will participate in a conference call regarding the Budget with the president's of the other Pennsylvania colleges and universities. Please participate in your sponsoring school district's meetings regarding the budget.

Personnel and  
Curriculum Committee

Dr. Leamer introduced Dr. Maged R. Botros, Professor and Fulbright Scholar in Residence.

Program Presentation

Dr. Botros spoke about his work while at LCCC, which includes, visits to classes, teaching political science courses, speaking about politics and international relations, conducting faculty reading groups, participation in conferences and public lectures, cultural visits, and meetings with local legislatures and college personnel.

Mrs. Creveling then asked Dr. Leamer to report on the Transitions Program.

Transitions Program

This program will offer opportunities for individuals seeking a baccalaureate college degree by allowing students who were not awarded admission to a state university but meet the requirements to be recommended to participate in the LCCC Transitions Program to complete their first year with a guarantee for admission to the university if they meet the GPA requirements.

Mrs. Creveling reviewed this committee's minutes of its meeting of January 21, 2013.

Mrs. Creveling then presented the following resolutions:

Resolution 48.26

Policy for Establishing a Credit Bank for Clinical Facilities

After discussion, this resolution authorizing the establishment of a credit bank for individuals and healthcare facilities participating in clinical education was approved by a vote of 12 Yea, 0 Nay.

Resolution 48.27

Revised Academic Calendar for Fall 2013

This resolution approving the revised calendar for Fall 2013 was approved by a vote of 12 Yea, 0 Nay.

- Resolution 48.28      Revised Policy and Procedures Manual
- After discussion, this resolution adopting the revised Policies and Procedures Manual was approved by a vote of 12 Yea, 0 Nay.
- Resolution 48.29      Personnel Recommendation
- This resolution approving the personnel recommendation for the position of Vice President of Finance and Facilities was approved by a vote of 12 Yea, 0 Nay.
- A complete report of this committee is contained in its minutes of January 21, 2013.
- Finance and Insurance Committee      Mr. Torbert reviewed this committee's minutes of its meeting of January 21, 2013.
- Mr. Torbert commented on the excellent service provided to the College by Miers Insurance.
- A complete report of this committee is contained in its minutes of January 21, 2013.
- Building and Site Committee      Mr. Alban reported that this committee did not meet in January.
- Community and Government Relations / Strategic Planning Committee      Ms. Larvey reported that this committee did not meet in January.
- Joint Coordinating Committee      Mr. Miracle reviewed this committee's minutes of its meeting of January 18, 2013.
- Discussion was held regarding the inclusion of members from the Carbon Career and Technical Institute (CCTI) at the Joint Coordinating Committee meetings.
- A complete report of this committee is contained in its minutes of January 18, 2013.
- Foundation      Mrs. Creveling stated that this year will be the 10<sup>th</sup> Anniversary of the Clay Shot and the 20<sup>th</sup> Anniversary of the Golf Classic. Sponsorship for these two events has already exceeded \$8,000.
- Old Business      Mrs. Creveling informed the Board to please see her for the notes from Bill Davison from the Board Retreat.
- Mr. Torbert encouraged all trustees to attend the PACCC Annual Meeting on April 8-9, 2013, in Harrisburg.

Mr. Mohr distributed two handouts regarding the 2013 Board of Trustee Strategic Plan Goals. Ms. Larvey took all the goals submitted by the Committees and prepared a concise list of goals to be presented to the Steering Committee for the Strategic Plan. Dr. Snyder invited all trustees to attend the day long strategy session regarding the Strategic Plan on Wednesday, March 27 with the Davison Group.

## New Business

None.

## Announcements

Dr. Snyder suggested the Board should be informed of outstanding legal issues during an executive session on a quarterly basis.

Mr. Mohr wished Mr. Santore and Ms. Larvey a happy birthday.

Mr. Mohr stated there will be an executive session following this evening's Board meeting.

## Adjournment

The meeting was adjourned at 8:23 p.m.

## Executive Session

An executive session of the Board of Trustees was held to discuss a real estate matter.

Respectfully submitted,



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