

LEHIGH CARBON COMMUNITY COLLEGE
Minutes of the Meeting of the Board of Trustees
January 9, 2014
Volume 49

The scheduled regular meeting of the Board of Trustees of Lehigh Carbon Community College was held on Thursday, January 9, 2014, in the Don Mershon Conference Room at the Community College. Mr. Ken Mohr, Board Chair, convened the meeting at 7:00 p.m.

Members Present:

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

Staff Present:

Dr. Ann D. Bieber, Interim President
Mrs. Ann C. Conte, Office Assistant to the President's Office
Mr. Creed Hyatt, Associate Professor of Social Sciences

Counsel Present:

Attorney Jerome B. Frank

Press Present:

None

Others Present:

Mr. P. Michael O'Rourke, AIA, Godshall Kane O'Rourke Architects, LLC

Minutes of
December 5, 2013

On a motion by Mr. Miracle, seconded by Mr. Green,
the minutes of the December 5, 2013 meeting were approved.

Treasurer's Report

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

Cash Balance 11/1/13	\$15,146,784.00
Receipts	+ <u>6,939,167.00</u>
Total	\$22,085,951.00
Disbursed	- <u>4,153,167.00</u>
Cash Balance 11/30/12	<u>\$17,932,784.00</u>

President's Report

Interim President Dr. Bieber reviewed the January 2014 issue of the *President's Desk* and reported the following:

- Dr. Bieber informed the Board that a luncheon orientation was held to welcome new trustee, Paul C. Fisher, Jr., to the Board; and he is looking forward to his first meeting in February.
- Dr. Bieber also reported that the Salisbury School District has not yet appointed a trustee and a meeting with the superintendent is scheduled for January 20.
- Dr. Bieber stated that Spring enrollment is down by 5%, but pointed out that most Community Colleges are experiencing between a 2 to 10% decrease in the Spring numbers. Some of the initiatives put in place to help enrollment include walk-in advising. She also reported that both faculty and staff have taken an active role in coming up with ideas on how to increase enrollment.
- Dr. Bieber attended the Council of Presidents Meeting. She reports that new guidelines should be prepared by March. The new President/CEO will be addressing the conflict of ethics issue and would be personally liable if found in violation. She is also working on a member visit in March and a team is in place to work on the proposed by-law change of two trustees for each community college.
- Dr. Bieber also mentioned that the Student Government Association will be hosting Dr. Terrence Roberts on January 20, 2014 in the Community Services Center. Dr. Roberts was one of the original "Little Rock Nine."

Personnel and
Curriculum Committee

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

Mrs. Creveling then announced that there was a program presentation scheduled for this evening.

Program Presentation

In Dr. Leamer's absence, Mr. Alban then introduced Mr. Michael O'Rourke, AIA, Godshall Kane O'Rourke Architects, LLC.

Mr. O'Rourke thanked the college for the collaborative effort in helping to put together a feasibility study for the CCTI project. Mr. O'Rourke then presented a PowerPoint presentation of the project goals. Some of these included: parking on the upper terrace, utilization of natural light, multi-purpose rooms, plenty of storage, dance/aerobic rooms, and future building and parking expansion. Mr. O'Rourke also explained the general outline of the drafted proposed floor plans. He pointed out that the exterior of the building would be a steel frame building with metal studs, stucco finish, and a green roof as a sustainable feature. He also pointed out that the building would be cut into a slope with a retaining wall that is anchored so that the earth would help to stabilize the building.

He further stated that his firm worked with a pricing consultant to hold costs to just under the proposed budget and the quoted price does not include soft materials. The proposed timeframe would need to take into account the land development that needs to be completed. The proposed start date is Spring 2015, with a 14 month construction period, and occupation by August 2016.

The Board then raised a few questions for Mr. O'Rourke regarding construction and security concerns. Mr. Smith pointed out that the site should be considered a permanent move and hoped that the Board was serious about moving forward. Mr. Alban thanked Mr. O'Rourke for doing a great job working with staff and committee members and for consideration of the budget pricing. He then stated that the Board would take this proposal under advisement.

Finance and
Insurance Committee

Mr. Torbert reviewed this committee's minutes of its meeting of December 16, 2013.

Mr. Torbert then presented the following resolutions:

Resolution 49.19

Tuition, Fees, and Refund Schedule Amendment

This resolution approving and establishing the tuition, fees, and refund schedule for the fall semester of the 2014-2015 Academic Year was approved by a vote of 11 Yea, 0 Nay.

Resolution 49.20

Course Fees for Courses with Associated Costs

This resolution approving and establishing the fee schedule for courses with associated costs effective for the fall 2014 semester was approved by a vote of 11 Yea, 0 Nay.

Resolution 49.21

2014-2015 Operating and Debt Service/Lease Budgets

This resolution approving the proposed Operating and Debt Service/Lease Budgets for the fiscal year 2014-2015 was approved by a vote of 11 Yea, 0 Nay.

Resolution 49.22

2014-2015 Capital Budget

This resolution approving the proposed Capital Budget for the fiscal year 2014-2015 was approved by a vote of 11 Yea, 0 Nay.

Resolution 49.23

2014-2015 Student Government Association Budget

This resolution approving the proposed Student Government Association Budget for the fiscal year 2014-2015 was approved by a vote of 11 Yea, 0 Nay.

Resolution 49.24

2014-2015 Current Restricted Fund-Auxiliary Budget

This resolution approving the proposed Auxiliary Fund Budget for the fiscal year 2014-2015 was approved by a vote of 11 Yea, 0 Nay.

Mr. Torbert addressed concerns raised about the credit hour increase stating that this is not the first place looked at for price increases. He further stated that by doing increases on a minimal basis it avoids larger increases later down the road.

He also stated that there will be a joint Finance and Insurance and Building and Site meeting later this month to discuss the Allentown campus.

A complete report of this committee is contained in its minutes of December 16, 2013.

Building and Site
Committee

Mr. Alban reviewed this committee's minutes of its meeting December 16, 2013.

Mr. Alban encouraged all to attend the joint meeting of Finance and Insurance and Building and Site to be scheduled later in the month. He also stated that a Carbon site meeting would be held on January 13. Mr. Alban also suggested the Board rent a van for a tour of all the campuses.

A complete report of this committee is contained in its minutes of December 16, 2013.

Community and
Government Relations /
Strategic Planning
Committee

Ms. Larvey stated that the January meeting was postponed to January 27, 2014 due to a light agenda.

Joint Coordinating
Committee

Mr. Miracle reviewed the minutes of the November meeting. The next meeting of the Joint Coordinating Committee is scheduled for Friday, January 17, 2014. He invited all trustees to attend and recommend any ideas for discussion.

Presidential Search
Committee

Ms. Larvey presented the following resolution:

Resolution 49.18

Consultant for Presidential Search

This resolution approves the engagement of Greenwood/Asher Associates, Inc. to serve as consultant to the Presidential Search Committee.

Ms. Larvey stated that Dr. Betty Turner Asher, Greenwood/Asher Associates, Inc. would visit main campus next week to meet the Search Committee and to conduct forums with staff to get a sense of the college culture. She encouraged the Board to attend these forums.

LCCC Foundation

Mrs. Creveling stated that the Clay Shoot is scheduled for Friday, April 25. She also reported that the Sands Casino will be one of the sponsors for this year's Golf Classic.

Old Business

None.

New Business

The "Meet the Cougars" night at Jim Thorpe High School will be rescheduled in Spring.

Announcements

Mrs. Creveling reported that she will withdraw from the Presidential Search Committee due to conflicts with the Personnel and Curriculum Committee.

Adjournment

The meeting was adjourned at 8:40 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

:acc
BT\Misc\Board Meeting Minutes