

LEHIGH CARBON COMMUNITY COLLEGE
Minutes of the Meeting of the Board of Trustees
March 6, 2014
Volume 49

The scheduled regular meeting of the Board of Trustees of Lehigh Carbon Community College was held on Thursday, March 6, 2014, in the Don Mershon Conference Room at the Community College. Mr. Mohr, Board Chair, convened the meeting at 7:01 p.m.

Members Present:

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

Staff Present:

Dr. Ann D. Bieber, Interim President
Mrs. Ann C. Conte, Office Assistant to the President's Office
Mr. Sean Dallas, Executive Director, College Relations
Mr. Creed Hyatt, Associate Professor of Social Sciences
Mr. Brian L. Kahler, Interim Vice President for Finance and Facilities
Dr. Thomas C. Leamer, Vice President for Academic Services and Student Development
Dr. Barry Spriggs, Dean of Academic Services

Counsel Present:

Attorney Jerome B. Frank

Press Present:

None

Others Present:

Ms. Jessica Jacobs, Student, Marywood University
Mr. Craig Reichl, Student, Marywood University
Ms. Lisa Shumaker, Student, Marywood University

Minutes of
February 6, 2014

On a motion by Mrs. Creveling, seconded by Mr. Miracle, the minutes of the February 6, 2014 meeting were approved.

Treasurer's Report

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

Cash Balance 1/1/14	\$19,198,384.00
Receipts	+ <u>4,232,379.00</u>
Total	\$23,430,763.00
Disbursed	3,537,117.00
Cash Balance 1/31/14	<u>\$19,893,646.00</u>

President's Report

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

- Dr. Bieber reported that the college was extremely proud of two students, Caitlin Brown of Orefield, PA and Nathan Christie of Allentown, PA. Caitlin was named as the Coca Cola New Century Scholar for 2014. Caitlin was selected from more than 1700 students. Both Caitlin Brown and Nathan Christie were named members of the 2013-14 All-PA Academic Team.
- Dr. Bieber reported attending a SHINE Program press conference in Nesquehoning at the Kovatch Inspection Center. She stated the event was well attended and included the local police. She reported that students had constructed a mobile unit to be used for a DUI check point and that the next project at Kovatch will be a race car.
- Dr. Bieber reported that she will be meeting with Kutztown University and Bloomsburg University about the Transitions Program. She further stated that they hope to start this in Fall.
- Dr. Bieber further stated that she will meet with Dr. Cevallos of Kutztown University on the Reverse Degree program, where students who are enrolled at Kutztown University but who did not receive their Associate Degree from LCCC will be able to complete this degree. She stated that this will help to increase graduation rates.
- Mr. Kahler reported that to date eight school districts had approved the 2014-15 Budget. He stated that both East Penn and Jim Thorpe will be late and that Catasauqua had voted no. He also stated that he met with Parkland School District and addressed their questions.

Personnel and
Curriculum Committee

Mrs. Creveling announced that there was a program presentation scheduled for this evening and asked Dr. Leamer to conduct the introductions.

Program Presentation

Dr. Leamer introduced Dr. Barry Spriggs, Dean of Academic Services, and Mr. Sean Dallas, Executive Director, College Relations.

Dr. Spriggs informed the Board that an Enrollment Management Action Team (EMAT) was developed for the purpose of troubleshooting problems, bringing more students on board, and also to be aware of enrollment concerns. The team would meet every Monday to focus on data sets that would identify problem areas. He stated that by having Admissions and Financial Aid join Academic Services they would all be under one umbrella and it would provide for more continuity.

He continued to report on additional initiatives focused on Open Houses based on Schools (i.e. Technology), increased involvement at sponsor schools, more emphasis on nontraditional prospective students, and more attention on transitioning noncredit to credit. He also stated more focus should be made on educating the campus community of their role in enrollment management and increasing college recognition through deeper involvement in community events.

Dr. Spriggs concluded his presentation with emphasis on the importance of the Dual Enrollment Program, stating the focus was on increasing the number of students participating. He also stated that this program significantly prepares students for college.

Addressing some questions from the Board, Dr. Spriggs stated the college is moving towards optimum enrollment right alongside other community colleges.

Following Dr. Spriggs' presentation, Mr. Dallas then addressed the Board on the role of College Relations Department. He reported updates to the athletic logo, the weekly newsletter to staff and faculty, and also the addition of Vine and Instagram accounts to the social media platform. He also reported the graphic novel, *The Guardian and the Graduate*, has been well received with good data statistics to support it. He continued that College Relations is working with Enrollment Management to identify key concerns and problems and then addressing these issues. He stated further initiatives include updates to the website, redesigning noncredit brochures, and the Aspire magazine.

He also stated that the department would like to move forward with market research to monitor current trends and also to help define

our future students. He continued that the trend for advertising would include online promotion moving away from local newspapers. In conclusion, he pointed out that College Relations would continue to work with Admissions and the EMAT team to improve and simplify the enrollment process.

Mrs. Creveling then presented the following resolutions:

Resolution 49.28

Academic Calendar for 2015 Summer Sessions

This resolution approving the Academic Calendar for Summer 2015 was approved by a vote of 12 Yea, 0 Nay.

Resolution 49.29

Academic Calendars for Fall 2015 and Spring 2016

This resolution approving the Academic Calendars for Fall 2015 and Spring 2016 was approved by a vote of 12 Yea, 0 Nay.

Finance and
Insurance Committee

Mr. Torbert reviewed this committee's minutes of its meeting of February 17, 2014.

Mr. Torbert commented that the new Chart of Accounts on the Banner System was a great improvement to the entire accounting process.

A complete report of this committee is contained in its minutes of February 17, 2014.

Joint Meeting of
Finance and Insurance
and Building and Site
Committees

Mr. Torbert reviewed this committee's minutes of its meeting of February 17, 2014.

Mr. Torbert encouraged all to attend the next Joint Meeting of the Finance and Insurance and Building and Site Committees.

Mr. Mohr also addressed the Board stating that this will be an ongoing process over the next couple of months.

A complete report of this committee is contained in its minutes of February 17, 2014.

Building and Site
Committee

Mr. Alban reviewed this committee's minutes of its meeting of February 17, 2014.

Mr. Alban reported that the Project Transformation is ongoing and that Student Housing will be delayed until July.

Mr. Alban then presented the following resolution:

Resolution 49.30

Gift from Lehigh Carbon Community College Foundation

This resolution approves the transfer of the property at 4532 Route 309, Schnecksville, PA as a gift from the LCCC Foundation to the College. The resolution was approved by a vote of 12 Yea, 0 Nay.

Mr. Alban expressed a debt of thanks from the committee to the LCCC Foundation and wished to convey to them the deepest appreciation for this gift.

A complete report of this committee is contained in its minutes of February 17, 2014.

Community and
Government Relations /
Strategic Planning
Committee

Ms. Larvey announced the committee will meet next week.

Joint Coordinating
Committee
Lehigh

Mr. Miracle stated that the next meeting of the Joint Coordinating Committee will be March 21, 2014 at 7:30 a.m. at the Carbon Intermediate Unit, and all are welcome to attend.

Presidential Search
Committee

Ms. Larvey thanked Mr. Dallas for the Presidential Search page on the LCCC website. She explained that the web page contains links, information, and pertinent details regarding the Presidential Search and also includes a timeline which indicates the stages of the search.

Ms. Larvey then expressed to the Board that the upcoming weeks will be a busy time for this committee.

LCCC Foundation

Mrs. Creveling stated that the Board had at their places a brochure on the LCCC Foundation Scholarship Clay Shoot on April 25, 2014. She stated that this fundraiser is for the Scholarship Fund and encouraged all to attend.

Old Business

Mr. Mohr presented to the Board a proposal for a Review of Board Governance and suggested having a governance review meeting following a Board meeting. After some discussion, it was agreed that this should be postponed until the new President was chosen. Suggestions also included doing the Review during Retreat and also for securing a proposal from the ACCT as well. It was agreed that this item should be postponed until a later date.

New Business

Mr. Mohr announced that the Salisbury Township School District will appoint Mr. Samuel P. DeFrank as their new trustee. A lunch and orientation for Mr. DeFrank will be held on March 10, 2014.

Announcements

None.

Adjournment

The meeting was adjourned at 8:08 p.m.

Executive Session

Mr. Mohr announced that an Executive Session of the Board of Trustees will be held to discuss personnel matters.

Respectfully submitted,

A handwritten signature in cursive script that reads "Randall L. Smith". The signature is written in black ink and is positioned above the typed name.

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