

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

The scheduled regular meeting of the Board of Trustees of Lehigh Carbon Community College was held on Thursday, February 6, 2014, in the Don Mershon Conference Room at the Community College. Mr. 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. Paul C. Fisher, Jr.	Mr. Randall L. Smith
Mr. Matthew T. Korp	Mrs. Ann L. Thompson
Ms. Audrey L. Larvey	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. 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

Counsel Present:

Attorney Jerome B. Frank

Press Present:

None

Others Present:

Mr. Sean Boyle, President, Boyle Construction
Mr. Ed Refsnider, Senior Project Manager, Boyle Construction

New Trustee

Mr. Mohr welcomed Mr. Paul C. Fisher, Jr. to the Board of Trustees of Lehigh Carbon Community College. Mr. Fisher responded with a thank you for the warm welcome and orientation he received from Dr. Bieber and Dr. Leamer and said he is looking forward to serving in the capacity of Mr. David Hunsicker.

Minutes of
January 9, 2014

On a motion by Mr. Miracle, seconded by Mr. Santore, the minutes of the January 9, 2014 meeting were approved.

Treasurer's Report

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

Cash Balance 12/1/13	\$17,932,784.00
Receipts	+ <u>5,743,729.00</u>
Total	\$23,676,513.00
Disbursed	- <u>4,478,128.00</u>
Cash Balance 12/31/13	<u>\$19,198,385.00</u>

President's Report

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

- Dr. Bieber reported the news that the Governor's new budget revealed that the Pennsylvania Community College's operating funding would remain flat and capital funding decreased by \$1M.
- Dr. Bieber then announced that in December Fan Appreciation Night was conducted with the new athletic logo introduced and that both the men's and women's basketball team experienced a huge win over Luzerne. She also mentioned the men's basketball team beat rival, Northampton Community College, where Frankely DeJesus made his 1000th point. She also stated that the new softball fields will be dedicated in the Spring.
- Dr. Bieber reported that the presentation by Dr. Terrence Roberts was well received with over 300 faculty and students attending.
- Dr. Bieber further reported that former Executive Director, Dr. Clyde Hornberger toured Lehigh Carbon Community College's Technology Center.
- Dr. Bieber also reported that over 1000 people have passed through the Donley Center since the establishment of the Workforce Investment Office and Customer Service program.

- Mr. Kahler then commented that he was going out to the Allentown and Parkland School Districts to present the 2014-15 budget and that Dr. Bieber has visited all the other superintendents.

Personnel and
Curriculum Committee

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

Program Presentation

Mr. Alban stated that this presentation was meant to give the Board a better idea on how the Student Services Center project was progressing. Mr. Alban then introduced Mr. Sean Boyle, President of Boyle Construction.

Mr. Boyle stated that he would give a quick update on the projected phases of the building project with a PowerPoint presentation on all phases of the project. He reported that Phase 1 is complete on both the lower and upper levels and provided photos of the completed rooms. He reported that Phase 2 is midway done, and for Phase 3 all lower level remodeling has been completed. He further explained schedule dates for all phases and the additional concerns that needed to be addressed as the project proceeded.

He reported that Carl Peckitt and the staff were cooperative and great to work with. He reported that the figures outlined in the presentation did not include soft costs, but that the project did come in under budget. He reported that demolition ran over because of asbestos in the pipes and floors.

Mr. Smith inquired whether the weather impacted the schedule and Mr. Boyle replied that it did not. Mr. Mohr then asked Dr. Bieber how she felt the project was going and Dr. Bieber reported that she felt the project was going smoothly, but in hindsight the relocation of staff with temporary offices might have been better anticipated.

Mrs. Creveling then reviewed this committee's minutes of its meeting of January 20, 2014. Mrs. Creveling also reminded the Board of the changes to the meeting schedule stating that the February committee meeting would be handled via mail and the committee would meet again in March.

Mrs. Creveling then presented the following resolutions:

Resolution 49.25

Revised Policies and Procedures Manual

After discussion, this resolution adopting the revised Policies and Procedures Manual was approved by a vote of 10 Yea, 0 Nay.

Resolution 49.26

Appointment of Open Records Officer

This resolution approving the appointment of Richard W. Wilt, Jr., Dean of Library and Educational Support Services as the Open Records Officer was approved by a vote of 10 Yea, 0 Nay.

A complete report of this committee is contained in its minutes of January 20, 2014.

Finance and
Insurance Committee

Mr. Torbert reviewed this committee's minutes of its meeting of January 20, 2014.

Mr. Torbert commented that under New Business there had been discussion regarding the posting of financial documents on the website. Mr. Kahler stated that posting of core financial statements on the internet is prevalent among the school districts and helps to keep a historical log. He further stated that many people are asking for this data and if it is not there, they want to know why. He also pointed out that it eliminates extra work with PDF files and Right to Know requests. Mr. Smith commented that this information is public data to begin with and the Board members concurred.

A complete report of this committee is contained in its minutes of January 20, 2014.

Joint Meeting of
Finance and Insurance
and Building and Site
Committees

Mr. Torbert reviewed this committee's minutes of its meeting of January 27, 2014. He then presented the following resolution:

Resolution 49.27

Authorization to Enter into Letters of Intent

This resolution authorizing the Interim President, or Vice President Designee to enter into a non-binding letter of interest or intent was approved by the vote of 10 Yea, 0 Nay.

Mr. Alban then asked Attorney Frank to further expand on the length of this resolution. Attorney Frank responded that this was not a contract in the traditional sense, but rather a non-binding letter of intent attached to a pre-decisional offer.

It was then suggested that an Executive Session be held to further discuss this matter. A vote was taken and all agreed that an Executive Session would be held immediately. After the Executive Session, the regular meeting commenced at 7:59 p.m.

A complete report of this committee is contained in its minutes of January 27, 2014.

Building and Site
Committee

Mr. Alban reported that this committee did not meet in January.

Community and
Government Relations /
Strategic Planning
Committee

Ms. Larvey reviewed this committee's minutes of its meeting of January 20, 2014.

Ms. Larvey announced that the date for the Annual Trustee Dinner would be May 2, 2014.

A complete report of this committee is contained in its minutes of January 20, 2014.

Joint Coordinating
Committee

Mr. Miracle reviewed this committee's minutes of its meeting of January 17, 2014.

Mr. Miracle stated the LCTI is looking into ways to make Engineering more appealing to young girls. He also reported that SKILLS USA was a phenomenal success.

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

Presidential Search
Committee

Ms. Larvey requested that an another Executive Session be held at the end of the meeting for personnel discussion and the Board agreed.

Foundation

Mrs. Creveling stated that the 11th Annual Clay Shoot will be held on April 25 at 9:00 a.m. She also stated that she will soon begin solicitation for the annual contribution and she would like to see 100% Board support for the Foundation.

Old Business

Mr. Torbert pointed out that 34% of the Operating Budget is state funded and, therefore, encouraged all trustees to attend the PACCC Annual Meeting on March 31-April 1 in Harrisburg.

New Business

Mr. Mohr reported two vacancies on the Presidential Search Committee. Matt Korp will fill one vacancy and Dr. Leamer will fill the other vacancy. A motion to approve these changes was made by Mr. Torbert and seconded by Ms. Larvey. The decision to approve these changes was passed unanimously.

Mr. Mohr further stated the search for a Vice President for Finance and Facilities will begin on a full time basis. Mr. Torbert and Mrs. Creveling will serve as the representatives on that committee. The Board unanimously accepted these appointments.

Announcements	None.
Adjournment	The meeting was adjourned at 8:18 p.m.
Executive Session	An executive session of the Board of Trustees was held to discuss personnel matters.

Respectfully submitted,



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