

LEHIGH CARBON COMMUNITY COLLEGE
Minutes of the Meeting of the Board of Trustees
November 7, 2013
Volume 49

The scheduled regular meeting of the Board of Trustees of Lehigh Carbon Community College was held on Thursday, November 7, 2013 in the Don Mershon Conference Room at the Community College. Mr. Ken Mohr, Board Chair, convened the meeting at 7:12 p.m.

Members Present:

Mr. Joseph A. Alban
Mrs. Annabelle B. Creveling
Mr. Mathias J. Green, Jr.
Mr. David R. Hunsicker
Mr. Matthew T. Korp
Ms. Audrey L. Larvey
Mr. Thomas F. Mantz

Mrs. Roberta M. Marcus
Mr. William Miracle
Mr. Kenneth H. Mohr, Jr.
Mr. William Santore, Jr.
Mr. Larry E. Stern
Mrs. Ann L. Thompson

Staff Present:

Dr. Ann D. Bieber, Acting President
Mrs. Ann C. Conte, Office Assistant, President's Office
Dr. Thomas C. Leamer, Vice President for Academic Services and Student Development
Ms. Cynthia L. Terry, Associate Professor Nursing

Counsel Present:

Attorney Jerome B. Frank

Press Present:

None

Others Present:

Mr. Brian Kahler

Minutes of
October 3, 2013

On a motion by Mr. Miracle, seconded by Mr. Santore, the minutes of the October 3, 2013 meeting were approved as written.

Treasurer's Report

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

Cash Balance 9/1/13	\$24,464,348
Receipts	<u>+1,595,922</u>
Total	\$26,060,270
Disbursed	<u>- 9,143,981</u>
Cash Balance 9/30/13	\$16,916,289

President's Report

The Board reviewed the November 2013 issue of the *President's Desk*, and the following items were also noted:

- Dr. Bieber directed the Board to the special items at their places featuring the new athletic logo. She reported that the unveiling of the new logo will take place on November 26, Fan Appreciation Night, during the men's and women's basketball games.
- Dr. Bieber reported visiting with the Carbon County Superintendents to discuss partnership opportunities. In addition, Dr. Bieber reported that Dr. Walter Bumphus from AACC met with the community college presidents.
- Dr. Bieber also reported on the search process for a new president for PACCC.
- Dr. Leamer reported a 35% increase over last year's attendance at the Fall Open House with a total of 135 students attending. He reported that this was an opportunity for students and parents to ask questions and tour the campus. He also commented that a weekend was being considered for the Spring Open House in order to attract more adult students and the administrative staff is already looking into this. He also reported 75 students attended the School of Technology Expo. He stated that both events were very effective. Mr. Stern questioned whether high school guidance counselors queried attendees and if sending school districts were listed. He said that the Board would like to see that type of information. Dr. Leamer said he will check to see if information on school districts is included. Mr. Miracle asked about public advertising and Dr. Leamer replied that the Admissions office puts out the notice to the public, but he would report back on the details of advertising for these events.

Personnel and Curriculum Committee Mrs. Creveling announced a program presentation was scheduled for this evening on the following sabbatical report.

Program Presentation

Dr. Leamer then introduced Cynthia Terry, Associate Professor of Nursing, to report on her sabbatical leave.

Ms. Terry thanked the Board and the executive staff for the opportunity to have sabbatical leave. She reported that she witnessed a great deal of math anxiety in nursing students and chose to do her research on this topic. She reported students had a variety of math backgrounds coming into the program, and she found herself teaching math instead of nursing. She reported that her research has shown that many females were not socialized in math related careers, but the good news was that students can get over math phobias with practice and positive reinforcement. She explained a variety of methods used to help reduce math anxiety in nursing students through the use of an integrated simulator and videotaping students.

Mrs. Creveling reviewed this committee's minutes noting that committee reviewed the Faculty Promotion Eligibility List at their October meeting and also discussed the role and function of the President. She then presented the following resolution:

Resolution 49.07

Interim Vice President for Finance and Facilities

This resolution appointing Brian Kahler as the Interim Vice President for Finance and Facilities from December 3, 2013 until June 30, 2014 was approved by a vote of 12 Yea, 0 Nay.

A complete report of this committee is contained in its minutes of October 21, 2013.

Finance and Insurance Committee

In the absence of Mr. Torbert, Mr. Hunsicker reviewed this committee's minutes of its meeting of October 21, 2013 and then presented the following resolutions:

Resolution 49.08

Designation of Fiscal Year 2012-2013 Increase in Unrestricted Net Assets

This resolution was approved by a vote of 12 Yea, 0 Nay.

Resolution 49.09

Furnish Graphic Novel Direct Mail Publication

This resolution approves and authorizes the hiring of Consolidated Graphic Communications for implementation of the Graphic Novel

Direct Mail Publication and was approved by a vote of 12 Yea, 0 Nay.

A complete report of this committee is contained in its minutes of October 21, 2013.

Building and Site
Committee

Mr. Alban reviewed this committee's minutes of its meeting of October 21, 2013. He reiterated that all LCCC staff should be trained on the proper handling and use of fire extinguishers. He reported that the Carbon County campus is moving along fairly rapidly from Nesquehoning to Jim Thorpe. He pointed out that the signage for the Student Services Center is now backlit and that the athletic fields should be in great shape for Spring. He then presented the following resolution:

Resolution 49.10

College Facilities Rental Charges Schedule

This resolution approves the amended College Facilities Rental Charges Schedule and was approved by a vote of 12 Yea, 0 Nay.

A complete report of this committee is contained in its minutes of October 21, 2013.

Community and
Government
Relations/Strategic
Planning Committee

Ms. Larvey reviewed this committee's minutes of its meeting of October 8.

Ms. Larvey then read aloud the following resolution:

Resolution 49.11

Recognition of Outstanding Service as a Trustee-Mr. David R. Hunsicker

This resolution recognizes Mr. David R. Hunsicker for outstanding service as a member of the LCCC Board of Trustees from 1998 until 2013 and was approved by a vote of 12 Yea, 0 Nay.

Mr. Hunsicker commented that he loved every minute of the last 15 years of service and wished all the best of luck.

Ms. Larvey then presented the following additional resolutions:

Resolution 49.12

Vision, Mission, and Value Statement

This resolution approves the revised Vision, Mission, and Value Statement and was approved by a vote of 12 Yea, 0 Nay.

Resolution 49.13

Adoption of Strategic Plan

This resolution adopting “Many Voices, One Vision: Strategic Plan 2014-2017” as the Board’s strategic directive was approved by a vote of 12 Yea, 0 Nay.

Joint Coordinating
Committee

Mr. Miracle reported the next meeting of the Joint Coordinating Committee would be on November 15 at 7:30 a.m. at the Carbon Lehigh Intermediate Unit. He reported all were welcome to attend and if anyone had agenda items to bring them forward. He commented that it was important to coordinate efforts and reduce redundancies. He also reported Carbon County Technical Institute will be involved in future discussions.

He also reported the Joint Coordinating Committee is looking to find ways to better serve veterans as thousands of veterans return to the Lehigh Valley. He reported that there will be a meeting at 8:30 on November 22 in the President’s Board Room. Discussion will be on ways to enhance success for returning veterans. There has been some discussion on this matter with United States Representative Charlie Dent’s office and this meeting is open to all. LCCC is designated as a “military friendly” institution.

LCCC Foundation

Mrs. Creveling reported that the Fall Festival will take place tomorrow evening, the VIP reception would be from 4 p.m. to 9 p.m., and that she has tickets on hand if anyone would like to purchase one this evening.

Old Business

Ms. Larvey, Chair of the Nominating Committee, personally recommended Dr. Ann Bieber to act as interim Assistant Treasurer effective immediately. The motion was made by Ms. Larvey and seconded by Mr. Alban and was approved by a vote of 12 Yea and 0 Nay.

New Business

The Presidential Search Committee comprised of 50% members of the Board of Trustees and 50% other staff as designated, has been formed as follows. Trustees appointed are: Mr. Alban, Mrs. Creveling, Mr. Green, Ms. Larvey, Mrs. Marcus, Mr. Miracle, Mr. Mohr, and Mrs. Thompson. Non-trustees appointed by the Board of Trustees are: Mr. Creed Hyatt, Ms. Melanie Turrano, Mr. Dan Nagy, Ms. Cheryl Schaffer, Dr. Ann Bieber, Dr. Barry Spriggs, Ms. Ellen Kern, and Mr. Jon Zizelmann.

A motion for approval of committee members was made by Mrs. Thompson and seconded by Mr. Hunsicker. The motion was approved by a vote of 12 Yea and 0 Nay.

A motion was made by Mr. Miracle nominating Ms. Larvey as Chair of the Presidential Search Committee, and Ms. Larvey accepted. The motion was approved by a vote of 12 Yea and 0 Nay.

Announcements

Mrs. Marcus stated that she appreciated all the work Mr. Mohr had put into the Search Committee to date. The Board congratulated Ms. Larvey on the appointment of Chair, Presidential Search Committee.

Mr. Mohr announced that there was an Executive Session held earlier in the evening to discuss personnel issues.

Adjournment

The meeting adjourned at 8:43 p.m.

Respectfully submitted,



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