

LEHIGH CARBON COMMUNITY COLLEGE
Minutes of the Meeting of the Board of Trustees
April 3, 2014
Volume 49

The scheduled regular meeting of the Board of Trustees of Lehigh Carbon Community College was held on Thursday, April 3, 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	Mrs. Roberta M. Marcus
Mrs. Annabelle B. Creveling	Mr. William Miracle
Mr. Samuel P. DeFrank	Mr. Kenneth H. Mohr, Jr.
Mr. Paul C. Fisher, Jr.	Mr. William Santore, Jr.
Mr. Mathias J. Green, Jr.	Mr. Randall L. Smith
Mr. Matthew T. Korp	Mrs. Ann L. Thompson
Ms. Audrey L. Larvey	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
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:

New Trustee Mr. Mohr welcomed Mr. Samuel P. DeFrank as the new representative from the Salisbury Township School District to the Board of Trustees. Mr. DeFrank stated that he was looking forward to getting to know everyone and to the experience of being on the Board.

Minutes of March 6, 2014 On a motion by Mr. Fisher, seconded by Mrs. Creveling, the minutes of the March 6, 2014 meeting were approved.

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

Cash Balance 2/1/14	\$19,893,646.00
Receipts	+ <u>9,556,104.00</u>
Total	\$29,449,750.00
Disbursed	8,440,693.00
Cash Balance 2/28/14	<u>\$21,009,057.00</u>

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

- Dr. Bieber extended a special thank you to Mrs. Creveling, Ms. Larvey, and Mr. Miracle for attending the PACCC Annual Meeting and Lobby Day in Harrisburg. She also stated that the LCCC students did a superb job representing the college and speaking with legislators.
- Dr. Bieber stated that during the Council of President's meeting in Harrisburg, there was discussion on legislation pending a 15th Community College. She reported that it is planned to be formed without a local sponsor. She also reported that the Presidents talked about forming a small group to discuss how the community colleges should position themselves moving forward. She continued that the Governor's budget contained a "Ready to Succeed" Scholarship which would be funded through PHEAA funds. Also she provided information concerning HACC's sponsorship and pending legislation.
- Dr. Bieber reported on the exciting news that the Open House had already completed 10 tours of the campus within the first hour of the Open House.
- Dr. Bieber also reported being extremely proud of the Nursing students. She reported that the students recently participated in the 7th annual Student Nurse Challenge. The students took first place and won the silver cup trophy.

- Dr. Bieber reported that Dr. Cevallos of Kutztown University toured the campus with Dr. Leamer and herself and discussions are continuing on the Reverse Degree Program.
- Dr. Bieber announced that the “Meet the Cougars” night at Jim Thorpe High School has been rescheduled for the third time and will be held on May 8th.
- Dr. Bieber stated that the ballots for the Trustee-at-Large were due on June 5 and that there were four candidates on the ballot.
- Dr. Leamer reported that the Title III Grant is in its second year and that the outside evaluators were on campus to review the success of the identified initiatives under development in the program. He reported that they had positive comments and the project is going well. He reported that a steering committee meets the first Friday of every month for evaluation.
- Dr. Leamer also stated the Career Fair was a success with 273 people attending, 51 of whom were from the community. He also stated that several students reported already having jobs.

Personnel and Curriculum
Committee

Mrs. Creveling reviewed this committee’s minutes of March 17, 2014. Mrs. Creveling pointed out that the committee had agreed that the 5 minute time limit for presentations was not enough time and that moving forward the time allotment for presentations was not to exceed 15 minutes. She also stated that during the meeting it was agreed that if a handout is received electronically, it was not necessary to then distribute a hard copy. The Board unanimously agreed with this decision.

Mrs. Creveling then presented the following resolutions:

Resolution 49.31

Establishment of Exercise Science A.S. Program

This resolution approving the establishment of the Exercise Science A.S. Program for Fall 2014 was approved by a vote of 13 Yea, 0 Nay.

Resolution 49.32

Personnel Recommendation

This resolution appointing Brian Kahler as Vice President for Finance and Facilities was approved by a vote of 13 Yea, 0 Nay.

Resolution 49.33

Faculty Promotion Recommendations

This resolution approving the faculty promotions as set forth was approved by a vote of 13 Yea, 0 Nay.

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

Finance and
Insurance Committee

Mr. Torbert reviewed this committee's minutes of its meeting of March 17, 2014. Mr. Torbert commented there was lengthy discussion regarding the bad debt issues and ways to alleviate this problem in the future. Mr. Torbert stated there would be further discussions on this matter.

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

Joint Meeting of
Finance and Insurance
and Building and Site
Committees

Mr. Torbert reviewed the minutes of the Joint Meeting of Finance and Insurance and Building and Site on March 17, 2014.

A complete report of this meeting is contained in its minutes of March 17, 2014.

Mr. Torbert further stated that the Finance and Insurance Committee met for a Special Meeting prior to this evening's Board meeting. He reported this meeting was to discuss a Carbon Scholarship. He stated the majority of the committee voted to move forward with the proposed two-year scholarship for Carbon County.

Mr. Torbert then presented the following resolutions for approval:

Resolution 49.34

Appointment of Auditor

This resolution appointing ParenteBeard LLC as the auditors for fiscal year 2013-14 was approved by a vote of 13 Yea, 0 Nay.

Resolution 49.35

Authorization for Electronic Signature on PDE Grants

This resolution authorizing the use of electronic signature on PDE Grants was approved by a vote of 13 Yea, 0 Nay.

Resolution 49.36

Approval of Submission of PDE Capital Funding Application for Rothrock Library

This resolution approving submission for capital funding for the Rothrock Library roof was approved by a vote of 13 Yea, 0 Nay.

- Resolution 49.49 Investment Policy for Cash Flow Funds
- This resolution outlining the policy for investment of Cash Flow Funds was approved by a vote of 13 Yea, 0 Nay.
- Building and Site Committee Mr. Alban reported that this committee did not meet in March.
- Community and Government Relations / Strategic Planning Committee Ms. Larvey stated that the Annual Trustee Dinner will be held on May 2 and that the TriCees will be performing before the dinner.
- Ms. Larvey then presented the following resolutions in recognition of Emeritus Status and Retirement Recognition.
- Resolution 49.37 Designation of Retired Faculty and Staff to Emeritus Status
- This resolution designating Brian Barton to Assistant Professor Emeritus was approved by a vote of 13 Yea, 0 Nay.
- Resolution 49.38 Designation of Retired Faculty and Staff to Emeritus Status
- This resolution designating Ned Schillow to Professor Emeritus was approved by a vote of 13 Yea, 0 Nay.
- Resolution 49.39 Retirement Recognition – Robert M. Cohen
- This resolution recognizing outstanding service as a member of the LCCC Board of Trustees was approved by a vote of 13 Yea, 0 Nay.
- Resolution 49.40 Retirement Recognition – Thomas F. Mantz
- This resolution recognizing outstanding service as a member of the LCCC Board of Trustees was approved by a vote of 13 Yea, 0 Nay.
- Resolution 49.41 Retirement Recognition – Dr. Donald W. Snyder
- This resolution in recognition of outstanding service as the President of Lehigh Carbon Community College was approved by a vote of 13 Yea, 0 Nay.
- Resolution 49.42 Retirement Recognition – Barbara A. Balas
- This resolution was approved by a vote of 13 Yea, 0 Nay.
- Resolution 49.43 Retirement Recognition – Vicki M. Bauer
- This resolution was approved by a vote of 13 Yea, 0 Nay.

- Resolution 49.44 Retirement Recognition – Pamela R. Cwitkowitz
This resolution was approved by a vote of 13 Yea, 0 Nay.
- Resolution 49.45 Retirement Recognition – Katherine M. Gerhard
This resolution was approved by a vote of 13 Yea, 0 Nay.
- Resolution 49.46 Retirement Recognition – Andrea D. Grubb
This resolution was approved by a vote of 13 Yea, 0 Nay.
- Resolution 49.47 Retirement Recognition – Dr. Nils E. Hovik
This resolution was approved by a vote of 13 Yea, 0 Nay.
- Resolution 49.48 Retirement Recognition – Jane King
This resolution was approved by a vote of 13 Yea, 0 Nay.
- Joint Coordinating
Committee Mr. Miracle reported that the Joint Coordinating Committee met on March 21, 2014 at 7:30 a.m. at the Carbon Lehigh Intermediate Unit. He commented that Mr. Reinbold from CCTI attended the meeting. He also commented that Sean Dallas had done a thorough presentation on college relations. He stated the next meeting of the JCC will be May 16, which is the last meeting of the year.
- Presidential Search
Committee Ms. Larvey commended the committee for doing a fantastic job, stating they have devoted a tremendous amount of time to this effort. She reported that the process is moving along and the time has come for full board engagement in the final stages of the process.
- LCCC Foundation Mrs. Creveling reminded the Board to put on their calendars the upcoming Clay Shoot on April 25, and urged the Board to come out to thank the individuals and sponsors that will be there. She reported that the Golf Classic will be held on August 5 at the Woodstone Golf Course, and the Fall Festival will be on November 7 and 8. She reported that Jane Wilchak and Tim Herrlinger are doing a great job with the Foundation.
- Old Business None reported.
- New Business Dr. Bieber reported that on the visit to Harrisburg two young people were honored: Caitlin Brown of Parkland School District, and Nathan Christie of the Allentown School District. She stated she was very proud of the students at LCCC. Caitlin Brown is the gold top new certified scholar for the State.

Mrs. Creveling reported her team visited with State Representative Doyle Heffley and she was very impressed with his knowledge on issues such as Jim Thorpe, the SHINE program, and the Carbon County site. She also stated Julie Harhart was also very supportive.

Mrs. Marcus suggested that recognition be established for the students either through a Resolution or a Certificate of Recognition.

Announcements

Dr. Bieber announced that the budget had passed all school districts with the exception of Catasauqua.

Adjournment

The meeting was adjourned at 8:15 p.m.

Executive Session

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

Respectfully submitted,



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