

LEHIGH CARBON COMMUNITY COLLEGE
Minutes of the Meeting of the Board of Trustees
August 7, 2014
Volume 50

The scheduled regular meeting of the Board of Trustees of Lehigh Carbon Community College was held on Thursday, August 7, 2014, in the Don Mershon Conference Room at the Community College. Ms. Larvey, 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. Willard G. Dellicker	Mr. William Santore, Jr.
Mr. Paul C. Fisher, Jr.	Mr. Randall L. Smith
Mr. Mathias J. Green, Jr.	Mr. Larry E. Stern
Mr. Matthew T. Korp	Mrs. Ann L. Thompson
Ms. Audrey L. Larvey	

Staff Present:

Dr. Ann D. Bieber, President
Dr. Ceil Connelly-Weida, Associate Dean of Planning and Assessment
Mrs. Ann C. Conte, Office Assistant to the President's Office
Dr. John Hefner, Associate Professor of Chemistry and Bio-Technology
Mr. Timothy Herrlinger, Executive Director of the Foundation and Institutional Grants
Mr. Brian L. Kahler, Vice President for Finance and Administrative Services
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:

Opening Remarks Ms. Larvey welcomed all to the meeting and announced there would be an Executive Session immediately following to discuss real estate.

Minutes of July 10, 2014 Ms. Larvey presented the minutes of the July 10 meeting and asked if there were any corrections or amendments to the minutes as presented.

Mrs. Thompson stated that a letter from Mr. Miracle was read aloud to the Board members at the July Board meeting. Mrs. Thompson proposed that a letter sent to the Board Chair that is read aloud to the Board during a Board meeting should become a part of the minutes of that meeting and therefore be attached to the minutes. Ms. Larvey put this motion forward for a vote and it was unanimously agreed that this should be accepted practice for the future.

A copy of the letter from Mr. Miracle to Ms. Larvey read to the Board at the July meeting will be attached to the August minutes.

On a motion by Mr. Mohr, seconded by Mr. Korp, the minutes of the July 10, 2014 meeting were approved as written.

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

Cash Balance 6/1/14	\$22,552,568.00
Receipts	<u>+4,764,388.00</u>
Total	\$27,316,956.00
Disbursed	<u>-3,828,485.00</u>
Cash Balance 6/30/14	<u>\$23,488,471.00</u>

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

- Dr. Bieber reported that it was a very exciting month with many students and parents on campus for new student orientation. She reported that additional sessions needed to be scheduled due to the high volume of students and parents attending orientation.
- Dr. Bieber also reported on an Edugaming Conference for teachers of local school districts sponsored through the National Science Foundation Grant. She stated that this was a great workshop that runs from Wednesday through Saturday and by the end of the workshop they have designed a game.
- Dr. Bieber also reported that she and some staff members attended the ribbon cutting ceremony at the

Lehigh Valley Hospital downtown Allentown facility.

- Dr. Bieber stated that in addition to meeting with community members this past month, she also met with the Hispanic Business Council and the representatives for the Lehigh Valley Phantoms to discuss various partnership opportunities. She also visited the Roberto Clemente School and discussed initiatives with their staff. She reported that the CEO of the Weller Center was on campus to discuss workforce training. She said these were all excellent meetings and that community support continues to be strong.
- Dr. Bieber also reported that the Wall Street Journal recently published an article on radio stations and that LCCC was noted as one of those who had made the transition by selling to a Christian Radio Station.
- Dr. Bieber lastly reported on a redesign of the college website with a new tab called Sponsor Communication where items such as the Strategic Plan and Trustee Meeting minutes can be found.
- Dr. Bieber then announced that Dr. Spriggs would be giving an update on enrollment later in the meeting.

Personnel and Curriculum
Committee

Mrs. Creveling stated that we have a presentation tonight and asked Dr. Leamer to do the introductions. Dr. Leamer then introduced Dr. Barry Spriggs, Dean of Academic Services, stating that he had visited with the Board about three months earlier and tonight would provide an update on enrollment initiatives.

Dr. Spriggs thanked the Board for bringing him back to discuss updates and initiatives. He stated that at the prior meeting he set forth ten initiatives, some of which are still in progress. He reported that a major issue for EMAT was to identify data that was needed to be successful. In the process, he reported they came up with 20 checkpoints on how to better monitor students. He reported working closely with the IT Department to set up a system that would be accessible to all. He stated that we all need to know where a student is along the way.

He also reported on the creation of a Coaching Model to help carry students through the enrollment process beginning with Admissions through Advising and Financial Aid. He stated the Financial Aid area is where we often lose students.

He continued that there are 15 on-line programs and these can be accessed at any site. He reported \$75,000 received from Leadership

to increase the programs online. He also stated the need for increased community involvement through events such as the Youth Summit, DaVinci Center, and the Allentown Multi-Cultural Conference. He mentioned that at this very moment we are at Musikfest. He continued that this is a campus effort where we all need to participate and educating the campus community is part of the overall effort to help keep students here. He reported on closer bonds with NCC and Luzerne through grant work with still many initiatives to discuss. He stated he was happy with the strides made over the last few months. He also stated there was focus on high school dropouts and also veterans. He stated they are working closely with the Foundation for community funds for these needs.

He continued that there were over 1000 attendees at orientation and parent orientation is new this year. He stated that parental involvement is very important. He stated there were over 600 students eligible for being dropped over the summer due to non-payment. These students were contacted via phone calls or email and 63% of the students were recovered. He stated this was a campus effort to make these phone calls and that the campus came together well. He also reported the same efforts were made with continuing students with once again over 600 students eligible for being dropped and within two weeks 50% were back. He reported that they will continue to tweak these efforts and will examine the two drop dates and maybe look at one drop date in the middle of summer.

He stated that enrollment is up 5.4% with total degree seeking students. This data is comprised three weeks prior to start of semester. He reports concerns with continuing students and that re-admits are difficult and coming back in stages. He also stated more students are coming back part-time instead of full time.

He reported that the Dashboard shows that the Morgan Center is down 16% in credit hours and Jim Thorpe up 64.8%. The Donley Center enrollment continues to increase. The hope is to move forward with cohorts to yield higher results. He stated that more students now understand that it is possible to complete degrees at any of these sites. He stated that we are continuing to maintain a positive outlook and to identify areas where we can capitalize based on specific populations and their particular needs.

Mrs. Marcus asked if the online courses are synchronous or asynchronous and how they are reported on the Dashboard. Dr. Spriggs responded that we have a blend of both communications and are moving away from video conferencing in smaller areas. He stated these courses appear as online courses on the Dashboard and this covers all campuses including anywhere outside Pennsylvania. Mrs. Marcus also commented that she liked that fact that we are

drawing parents into the paradigm of the student orientation. She then inquired whether we have a specific parent service office or do we have alumni parents talking to new parents. She stated that many four-year institutions use this as a way to retain students. Dr. Spriggs acknowledged and agreed with her comments.

Mr. Smith asked if there were any initiatives in Carbon or Schuylkill Counties to reach out to Veterans. Dr. Spriggs responded that they have not yet reached out to them, but plan to do so. Mr. Smith then stated that Henry Desrosiers was the contact for the Veterans Affairs in Carbon County. Mrs. Marcus also suggested contacting the Wounded Warrior Organization for help.

Mr. Miracle commented that if we could get the names and addresses for the entire Lehigh Valley that it would be the best way to reach out to the Veterans, but it seems we cannot get anyone to tell us how to do that.

Dr. Spriggs concluded his presentation and thanked the Board for the opportunity to update them on the Enrollment initiatives.

Mrs. Creveling then reported that the P&C Committee met and reviewed the Academic Program Audit. She also stated that the Open Job Report was reviewed and there were four positions that were filled but were not on the report, but have since been added. She continued that the Presidential Evaluation Form was reviewed and also the Organization chart, with names included, was distributed to the Board as requested.

Mrs. Creveling then stated that the Conflict of Interest form discussed at the last meeting was reviewed by Attorney Frank. Mrs. Creveling then read to the Board an email from Attorney Frank outlining the results of his research on this matter.

Mrs. Larvey then addressed the Board regarding the Board Retreat. She stated that this was a continuing issue that was brought up when Mr. Mohr was Chair, and at that time it was the consensus of the Board to wait until the new President was elected before holding a Retreat. As the Retreat is now scheduled to take place in October, she stated that two different facilitators were contacted via a conference call with Ms. Larvey, Mrs. Marcus, Mrs. Creveling, and Dr. Bieber participating. The first call was with the ACCT and the team was surprised to learn that they do not have their own facilitators.

The second call was made to Dr. Lona Farr, Farr Associates Consulting LLC, who had been recommended to the committee. The committee was impressed with Dr. Farr's comments about preparing

a draft on how the Retreat will look. Mrs. Creveling inquired whether Dr. Farr would be willing to review the Board Self Evaluation Tool and Dr. Farr stated she would be happy to look at it. The committee was pleased that Dr. Farr was willing to look at the tool and be ready for the October Retreat. In addition, her fee was very reasonable. Dr. Farr also suggested there be a Spring Retreat as a follow up to the Fall Retreat. A motion was made and the decision to hire Dr. Lana Farr, Farr Associates Consulting, LLC as the facilitator for the Fall and Spring Retreat was unanimously approved. The motion was made by Mrs. Creveling and seconded by Mr. Korp. The resolution to approve this decision follows:

Resolution 50.10

Facilitator for Board of Trustees Fall 2014 and Spring 2015 Retreat

This resolution approving the engagement of Dr. Lona Farr, Farr Associates Consulting LLC for the Fall 2014 and Spring 2015 Retreats was approved by a vote of 14 Yea and 0 Nay.

A complete report of this committee is contained in its minutes of July 21, 2014.

Finance and Insurance
Committee

Mr. Green reviewed this committee's minutes of its meeting of July 21, 2014.

Mr. Green commented on the Budget Progress Report stating that on the Revenue side we were about 101% above our projected revenue, and at about 96% of our expenses. He also stated that we are now invested in CDs at 8/10 of a point and this could bring in a substantial return. He commended Mr. Kahler for his work on this matter. Mr. Green also stated that Unemployment Compensation numbers continue to decline.

Mr. Green then presented the following resolution:

Resolution 50.07

Authorization for President's Electronic Signature for PDE Grants

This resolution approving the authorization for the electronic signature of the President for PDE grants was approved by a vote of 14 Yea, 0 Nay.

A complete report of this committee is contained in its minutes of July 21, 2014.

Building and Site
Committee

Mr. Smith reported that this committee did not meet.

Community and
Government Relations

Mr. Mohr reviewed this committee's minutes of its meeting of July 21.

Mr. Mohr stated that the committee discussed the resolution for recognition of Dr. Cecelia Connelly-Weida and reviewed the Charters and Schedule of Activities. He stated that the meeting dates and times for this committee have been changed to be in conjunction with the Personnel & Curriculum Committee meetings and notices have been sent out to that effect. He also stated that there will be recognition for the entire Strategic Planning Committee through the College Voice tomorrow. Mr. Mohr continued that the committee reviewed Trustee attendance at Board meetings and overall was very pleased; however, there were some instances where absences have accumulated in a particular area. He stated that the Board values the input of all of its members and Ms. Larvey has followed up with personal calls to all those who might not have been able to make as many meetings. Those who were contacted indicated that they will be with us on a more regular basis. He also stated that at the next meeting Trustee committee meeting attendance will also be reviewed.

He continued that Dr. Bieber provided a PACCC update and Mrs. Marcus helped in contributing to that discussion. He reported there was discussion on how LCCC could and does serve sponsor school districts and that the quarterly notice to school districts was going to be dropped. He stated that after much discussion, it was decided that rather than quarterly reports, we would once a year create an extensive report to each school district with less generic information and more information specific to that district. He also stated that all Trustees should be attending the school board meetings for their districts to see if our school boards are happy with our communications.

He also stated that Mrs. Marcus suggested that upcoming meeting dates be included on the bottom of the Board meeting agendas in the future.

Mr. Mohr then presented the following resolutions:

Resolution 50.08

Recognition for Outstanding Service – Dr. Cecelia Connelly-Weida

This resolution in recognition of outstanding service by Dr. Cecelia Connelly-Weida was approved by a vote of 14 Yea, 0 Nay.

Ms. Larvey commented that she was on the Steering Committee for the Strategic Planning Committee and knows firsthand the amount of work that Dr. Connelly-Weida has done. So moved, Mr. Mohr read the resolution aloud and then presented the Resolution to Dr.

Connelly-Weida. Dr. Connelly-Weida addressed the Board stating that the plan rests on the shoulders of our many contributors and thanked the members of the Board who worked on the Steering Committee. She also stated that she was humbled by this most kind and generous recognition and was grateful for the opportunity to contribute to the college.

Resolution 50.09

Collegiate Award of Distinction

The resolution approving the Kovatch Organization as the recipient of the LCCC 2014 Collegiate Award of Distinction was approved by a vote of 14 Yea, 0 Nay.

Mr. Mohr stated that three recommendations were received by the committee for this award. He then briefly reviewed the criteria for receiving the award. Ms. Larvey suggested that this resolution be presented at an event, and one suggestion made was at a Carbon County Chamber meeting. She continued that Mr. Sonny Kovatch started as a small car dealership and grew his small business into being one of the largest employers in the area. She stated his story is truly an American success story.

A complete report of this committee is contained in its minutes of July 21, 2014.

Joint Coordinating
Committee

Mr. Miracle stated the first meeting of the Joint Coordinating Committee is scheduled for September 19 in the Joint Operating Committee Board Room at LCTI. He stated that we have a fine representation from our group and are looking forward to the meeting.

Strategic Planning
Committee

Mrs. Thompson reviewed this committee's minutes of its meeting of July 15, 2014.

Mrs. Thompson stated that the committee discussed the Strategic Plan *Many Voices, One Vision 2014-2017*. She stated that the Executive Summary was distributed to the Trustees' at their places. She continued that the committee felt it was important that all see the document that is running the college and that most decisions are based upon what is in this document. She also stated it was the hope of the committee that there will be some time spent on this during the Retreat.

A complete report of this committee is contained in its minutes of July 15, 2014.

LCCC Foundation

Mrs. Creveling announced that Mr. Herrlinger would give a short presentation on the Cougar Fund.

Mr. Herrlinger thanked Mrs. Creveling and the Board for their 100% participation this year and passed around a handout containing information on the Cougar Fund. He stated that any Cougar Funds received are expected to be used in the year they are received to support Foundation operations and unplanned expenses such as student emergencies.

Mr. Herrlinger further stated that during solicitation, he is often asked what leadership is doing. He said that when he can report that they are 100% involved it makes a huge difference in doing fund raising. He stated that when leadership supports something, everyone will rally behind. He pointed out that unrestricted funds were at \$12,777 and Trustee gifts were 17.2% of this. He stated the national average was 25 to 35%. He stated that Mrs. Creveling has been very helpful during this process from year to year.

Mr. Herrlinger continued that in order to make it easier for the Trustees, they have designed a pledge card that can be counted as cash as soon as it is returned with the hope that the Trustees will be more comfortable supporting the college in their own way. He stated that the sooner he receives the pledges and reaches 100%, the sooner he can then take that forward. Mrs. Creveling then thanked Mr. Herrlinger for the information and his support.

Mrs. Creveling stated that all had received a golf shirt and program from the Golf Classic at their places. She asked that all review the vendor list and if possible to pass along acknowledgement and consideration to these vendors. She reported that last year we had 80 golfers and did \$38,340, whereas this year we had 84 golfers and took in \$37,000. She reported that we did better this year even though sponsorship dollars were down; the difference being made up on the raffle. She reported that people from the course were friendly and the golfers were finished by 6:30 instead of later. She stated that they were doing well at the new place and the golf classic was a success.

Mrs. Creveling also reminded the Board about the Fall Festival in November and that further information would follow for this event.

Old Business

Mrs. Creveling stated a total of 53 resumes were received for the Vice President position and these were narrowed down to 12. The committee then reviewed the 12 resumes and decided on 6 for telephone interviews. Dr. Leamer reported that he would expect to have a finalist to Personnel and Curriculum in September, with full Board approval in October.

New Business

Ms. Larvey reported that there was an Installation meeting earlier in the day and that work has begun on the guest list and formal invitation. A “save the date” card for October 24 has already been sent out. The time frame for the event would be between 1 and 2 p.m. She continued that by the September meeting there should be more definitive information about the event.

Mrs. Marcus asked about the number 50 in relation to the 50th Anniversary. Mrs. Creveling stated they are looking at artwork and to have 50 pieces displayed on campus.

Announcements

Ms. Larvey stated that the arbor for former President Snyder has reached its permanent home near Berrier Hall.

Ms. Larvey stated that following the September 4th Board meeting, she would like to meet with the Committee Chairs and Vice Chairs to discuss strategies on how business is conducted.

Mr. DeFrank stated that in the future, he felt recognitions should be moved to the beginning of meetings rather than having the recipients wait through an entire meeting.

Adjournment

The meeting adjourned at 8:45 p.m.

Respectfully submitted,



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

RLS/acc
Attachments