

LEHIGH CARBON COMMUNITY COLLEGE  
Minutes of the Meeting of the Board of Trustees  
May 7, 2015  
Volume 50

The scheduled regular meeting of the Board of Trustees of Lehigh Carbon Community College was held on Thursday, May 7, 2015, in the Don Mershon Conference Room at the Community College. Ms. Larvey, Chair, convened the meeting at 7:03 p.m.

Members Present:

|                             |                          |
|-----------------------------|--------------------------|
| Mr. Joseph A. Alban         | Ms. Audrey L. Larvey     |
| Mrs. Annabelle B. Creveling | Mrs. Roberta M. Marcus   |
| Mr. Samuel P. DeFrank       | Mr. William Miracle      |
| Mr. Willard G. Dellicker    | 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     |

Staff Present:

Dr. Ann D. Bieber, President  
Mrs. Ann C. Conte, Assistant Secretary to the Board of Trustees  
Ms. Cindy Haney, Vice President for Enrollment Management  
Dr. John Hefner, Associate Professor of Chemistry and Bio-Technology  
Mr. Brian L. Kahler, Vice President for Finance and Administrative Services  
Ms. Carrie Myers, Professor of English  
Dr. Barry Spriggs, Interim Vice President for Academic Services and Student Development  
Ms. Melanie Turrano, Professor of English

Counsel Present:

Attorney Jerome B. Frank

Press Present:

None

Others Present:

- Executive Session Ms. Larvey announced there would be an Executive Session to discuss Real Estate and Personnel matters immediately following the meeting.
- Minutes of April 9, 2015 On a motion by Mrs. Thompson, seconded by Mr. Fisher, the minutes of the April 9, 2015 meeting were approved as written.
- Treasurer's Report Mr. Alban presented the Treasurer's Report as listed below:
- |                      |                        |
|----------------------|------------------------|
| Cash Balance 3/1/15  | \$17,436,835.00        |
| Receipts             | <u>+13,325,877.00</u>  |
| Total                | \$ 30,762,712.00       |
| Disbursed            | <u>-5,001,024.00</u>   |
| Cash Balance 3/31/15 | <u>\$25,761,688.00</u> |
- President's Report Dr. Bieber reviewed the May 2015 issue of the President's Desk Newsletter and reported the following:
- Dr. Bieber stated that although she has said this before, this month was truly one of the most exciting months on campus, from Governor Wolf's visit to the Student Arts and Scholar Exhibits, the School to Life Gala, the Students Leaders/Athletic Recognition Ceremony culminating with the announcement of the Bucknell scholars. Dr. Bieber was happy to report that five students will be going to Bucknell for the summer program and four students from last year received full tuition.
  - Dr. Bieber also reported a visit by Mr. John Hangar, Secretary of Policy and Planning, during the Presidents' meetings at the All Assembly in Harrisburg. Mr. Hangar reported the Governor remains committed to restoring funding for community colleges. Senator Smucker, Chair of the Education Committee, also visited and he stated his support for the community college funding as well. Senator Smucker will appoint a task force to look at Dual Enrollment programs across the state. Dr. Bieber stated it was exciting because there is a definite focus on education.
  - Dr. Bieber was also happy to report meeting Mr. Pedro Rivera, Secretary of Education, during his recent visit to Lehigh University. Some of his discussions included bringing back the Governors School for the Arts, a review of multiple pathways to a high school degree, and a different possibility to the Keystone exams. Elizabeth Bolden, President and CEO of the PA Commission,

stated “it appears we have the support and belief in community colleges.”

- Dr. Bieber also reported some discussion about the free education policy from the White House during the President’s conference call and that President Obama was in currently in South Dakota visiting with community colleges.
- Dr. Bieber announced receiving \$50,000 today through the Trexler Grant from the Department of Education. The monies will be used for the Allentown School District and TAACCCT grant.
- Dr. Bieber also stated the Armed Forces Memorial celebrated their tenth year on campus. The guest speaker was 92 years old. He spoke about the movie *Devil’s Brigade*, which was filmed after his first tour with the Special Services Force. The speaker shared pictures with approximately 100 veterans and their families who attended the event. One person attending was 105 years old.
- Dr. Bieber reported a renewed interest in Lehigh Valley Career Pathways after attending a Lehigh Valley WIB workshop on Career Pathways presented by Dr. Clyde Hornberger, Richard Sniscak, Superintendent, Parkland School District, and Leah Christman, Superintendent, Southern Lehigh School District. Dr. Mark Erickson, President, Northampton Community College was also in attendance and all were in complete agreement to bring back this initiative. Meetings will be ongoing to determine the next steps.
- Dr. Bieber reported that Professor Virginia Mihalik is working with Penn State University on articulation agreements for 10 programs.
- Dr. Bieber stated that the SHINE program continues to gather support.
- In conclusion, Dr. Bieber was sad to report the passing of Mr. George Elison, who was the first dean of the college. She stated that a special mention of Mr. Elison will be made during the 50<sup>th</sup> Anniversary and it was suggested that a letter of sympathy be sent to the family from the Board of Trustees.

Ms. Haney then provided a brief enrollment update. She stated that as of May 4, with three weeks out to Summer 1, there was a 1% gain for All Students in headcount enrollment with credit hours for All Students up by 66 ½, new students headcount up 13.2% and new student credit hours up 19.2%. She reported putting ads in 5 college newspapers to target gaining new students. She reported in Fall 2015 headcount for Total Degree Seeking is down by 269 at 9.8%. New student headcount up by 15.3%, and new student credit hours are at 936 for a 24.1% increase.

Ms. Haney also reported mailing about 5000 postcards out in mid-March and reported 1,064 hits were received on the landing page, giving over a 20% return rate on the postcard. She reported being pleased with the results and also that more proactive work was being done to encourage students to register for next semester by sending emails out to students to remind them to register before they leave. She also reported 86 applications for the 3C Scholarship which will be reviewed and checked for eligibility.

A question was raised regarding the limitation of the 3C Scholarship being for students only enrolled at the Carbon site. Ms. Haney reported that a decision has been made not to be flexible with students who need to take classes at different locations and have a hard fast rule on where classes would be taken.

Dr. Spriggs reported continued involvement with the My Brother's Keeper initiative with Dr. Betsy Swope to be appointed as a member of their Action Council.

Dr. Spriggs also stated that programs with low enrollment were examined and will be presented to the Board in October. He reported that they will examine programs that have not made progress in the past five years. He stated the Curriculum Committee has been very busy with revision of 66 programs and 4 new programs.

Dr. Spriggs also stated that work continues to examine student placement with a compass as to what is the best assessment for students; they will investigate if there is a need for a centralized developmental department. He continued that during the summer a faculty mentor program will be developed and it will be piloted in

Spring 2016 with adjuncts and new faculty being mentored by more tenured faculty members.

He also reported that 15 audits will be completed from Criminal Justice to the Medical Assistant programs to examine if these courses are where they should be. The Committee will then provide a recommendation for these programs. He also reported four programs going for accreditation from the Early Learning Center, Physical Therapy and Nursing.

Dr. Spriggs also stated that in January an Associate Dean was moved to the northern tier and this will also be done at the Donley center. He stated a lot of work was done in the northern tier and it will duplicated at the Donley Center, stating the turnaround will be a lot quicker and that accountability is the main thing, having someone there to answer questions and make decisions. Looking forward, there will be a branding of the site, with the growth at Donley being more stable. He stated in the northern tier connections have been made with the Office of Parole and Probations for job shadowing for Criminal Justice and also with Career Links and the Carbon County Business/Education Partnership. He stated that moving an Associate Dean to the northern tier has been very successful. He stated the emphasis at the Donley Center will be on business and criminal justice in order to respond to the needs.

He also reported the Science in Motion has been extended to Schuylkill County. He continued that the SHINE program has been reaching out to the Lehigh Valley, collaborating with charter schools and the Allentown School District and also partnerships with LCTI for the middle school aspect.

Mr. Alban commented that progress has been made with having an Associate Dean on site and it has served us well. Dr. Spriggs responded that as this is piloted, assessments still need to be made and connections to main campus need to remain. He continued that moving forward, we will have Associate Dean at each site and they will be responsible for those sites.

#### Nominating Committee

In accordance with policy, Ms. Larvey announced the five members of the nominating committee would be Mr. Korp, Chair; Mr. Green, Mr. Santore, Mr. Fisher and Mr. DeFrank. She thanked all for their willingness to serve on the committee.

Personnel and Curriculum  
Committee

Mrs. Creveling announced there was a program presentation scheduled for this evening and asked Dr. Spriggs do to the introductions. Dr. Spriggs then introduced Ms. Carrie Myers and Ms. Melanie Turrano, both Professors of English.

Ms. Turrano thanked the Board for inviting them to present a sample of the Accelerated Learning Program for Developmental English. She stated that the ALP (Accelerated Learning Program) brings to students improved academic esteem, solutions to enrollment and retention issues, and accelerated time to a degree. She reported that there is much excitement about this program. She continued that ALP is a national movement and a growing program at LCCC with the opening of a twelfth section. She stated that staff and faculty have been extremely helpful in support of this program and also Dr. Bieber. She stated that ALP functions as a community with other teachers with some of the tutors being Bucknell scholars and they work very well with the students. She stated the ALP program has shown progress in both quantitative and qualitative results with one student, who has been in ALP for three years, receiving a valuable scholarship to Moravian. She stated that they do amazing things in ALP and it has reawakened their love of teaching.

Ms. Turrano continued that ALP is all about scheduling and moving students along faster. The ALP philosophy that we are trying to spread throughout the campus, the intrusive and inclusive teaching method, involves building relationships with students by uplifting, and giving them deliberate inspiration and motivation. The intrusive side puts you in place to gently intrude to answer before they ask questions and to get involved and intervene. She stated “students come with baggage; we are dealing with a growth mindset and students must learn to see themselves that way.”

She reported that the original program was modeled after the work of Mr. Peter Adams at the Community College of Baltimore County. After spending a session with Mr. Adams about these concepts, it was a faculty initiative by both Ms. Myers and Ms. Turrano to bring this program to LCCC. When asked to describe what makes a developmental student, Ms. Myers stated a developmental student is a student who does not have skills to enter into College English and needs some form of remediation and those developmental students come with a lot of negative self-esteem. Ms. Turrano added that these students also have other needs as well, such as physical handicaps and different disabilities and that they are pre-programmed not to succeed. With ALP inclusive and intrusive teaching, focus is placed on the student as a whole being, not just a poorly prepared student. She continued that the model has a noted success rate between 18% to 25% higher than non-ALP students.

Mrs. Creveling then reviewed the committee's minutes stating that the President's Goals for 2015-16 were reviewed at the last meeting. She also reported there was discussion concerning if the background checks would be required of all part-time and full-time employees to adhere to the legislation. Mrs. Creveling questioned whether the checks are required for volunteers and interns. Dr. Bieber reported that we are waiting for additional information.

Mrs. Creveling then presented the following resolution:

Resolution 50.53

Personnel Recommendation: Vice President for Academic Services and Student Development

This resolution approving the appointment of Dr. Thomas Meyer as the Vice President for Academic Services and Student Development effective July 1, 2015 was approved by a vote of 13 Yea, 0 Nay.

Finance and Insurance Committee

Mr. Green reviewed the minutes of this committee's meeting of March 16, 2015. He stated that the committee reviewed the normal agenda items of Enrollment data, Revenue and Expenditures and Cash Flow Analysis.

A complete report of this committee is contained in its minutes of April 20, 2015.

Building and Site Committee

Mr. Smith stated that the committee met in April and some of the highlights of the meeting were a discussion on replacement of the air handler, which is 40 years old. There was also an update on activity at Donley and Carbon. Mr. Smith then asked if there was any news on the perplexing odor problem in the Student Services Center. Mr. Kahler stated that the latest report did not show any positive findings. He stated that there was a suggestion to remove some renovations. He continued that there have been a number of outside evaluations and Dr. Hefner has been in close contact with these reports. Dr. Hefner then stated that large molecules not detected by these techniques could have an odor. He also stated it is characteristic of something organic and there is no simple way to test. The mold test was negative, and it could be dead decaying material not detectable by simple means and repetitive testing has accomplished nothing.

Mrs. Marcus suggested the artifacts in the room be documented. Mr. Kahler stated that the proper protocol will be followed. He also stated that there is a belief that there is a  $\frac{3}{4}$  inch gap between the expansion and the renovations and that it may be coming up from the foundation.

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| Community and Government Relations | Mr. Mohr stated that the committee did not meet. He stated that in addition to Dr. Bieber and Dr. Spriggs, that he also attended the All Trustee Assembly in Harrisburg, and Mr. Miracle attended Lobby Day.   |
| Joint Coordinating Committee       | Mr. Miracle reported that the March meeting was cancelled and with the change in weather the committee will meet next Friday at LCTI. He stated there is a revised agenda with some additional new items added. He encouraged all to attend.   |
| Strategic Planning Committee       | <p>Mrs. Thompson stated that there was a Title III Developmental Mathematics Update presentation at the meeting. She stated the college is fortunate to have staff that live and breathe with their students.</p> <p>A complete report of this committee is contained in its minutes of April 14, 2015.</p>  |
| LCCC Foundation                    | Mrs. Creveling reported that the Clay Shoot was extremely successful with 106 shooters. She reported \$27,650 in scholarships and \$1,243 from the raffle with a net profit just short of \$14,000. She said next year's event has been booked for April 2016. She also reported 34 golfers registered at Woodstone Country Club for the Foundation Summer Scholarship Golf Classic on August 3. The Fall Festival is November 13 and 14, with \$5,000 already committed. She continued that June 30 is the end of the year for the Foundation, and in the solicitation process, they would like to be able to report 100% participation from the Board of Trustees. She stressed the need for 100% participation.   |
| Old Business                       | None   |
| New Business                       | <p>Mr. DeFrank inquired if the Title III grant money would run out, what would it take for us to continue the ALP Developmental program. Dr. Bieber responded that the Title III grant would continue for three more years. Dr. Spriggs added that once a program is a methodology of teaching and if we examine the developmental division, then it would require a coordinator. He also stated that other faculty could be trained in the methodology. Mr. DeFrank added that he did not want it to go away if Title III goes away and to let the Board know if this is the case.</p> <p>Ms. Larvey reported the selection of the Nominating committee was complete and thanked the members for their willingness to join. She also stated there would be discussion on fine tuning the structure of committees and that all would receive an email about the changes. She also stated there was discussion regarding the use of iPads for committee meetings.</p> |



Announcements Ms. Larvey announced Summer Dress starts in June.

Adjournment The meeting adjourned at 8:45 p.m.

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 printed name.

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

RLS/acc  
Attachments