

LEHIGH CARBON COMMUNITY COLLEGE  
Minutes of the Meeting of the Board of Trustees  
September 3, 2015  
Volume 51

The scheduled regular meeting of the Board of Trustees of Lehigh Carbon Community College was held on Thursday, September 3, 2015, in the Don Mershon Conference Room at the Community College. In the absence of Ms. Larvey, Mrs. Marcus, Vice 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. Paul C. Fisher, Jr.	Mr. Kenneth H. Mohr, Jr.
Mr. Mathias J. Green, Jr.	Mr. William Santore, Jr.
Mr. Matthew T. Korp	Mrs. Ann L. Thompson
Mr. David L. Krause	

Staff Present:

Ms. Jennifer Aquila, Director of High School Connections  
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. Rachel Strucko, Director of Carbon & Schuylkill SHINE

Counsel Present:

Attorney Jerome B. Frank (via conference call)

Press Present:

None

Others Present:

Minutes of  
August 6, 2015

Mrs. Marcus presented the minutes of the August 6 meeting for approval.

Mrs. Thompson stated that under the Finance and Insurance report, the minutes did not accurately reflect the number of scholarships discussed. She reported the committee discussed an increase to 44 not 25. Mr. Kahler concurred with this statement, and the minutes will be amended to reflect this change.

On a motion by Mr. Green, seconded by Mr. Mohr, the minutes of the August 6, 2015 meeting were approved with the noted amendment.

## Treasurer's Report

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

Cash Balance 7/1/15	\$23,788,856.00
Receipts	<u>+3,790,389.00</u>
Total	\$27,579,245.00
Disbursed	<u>-4,043,924.00</u>
Cash Balance 7/31/15	<u><u>\$23,535,321.00</u></u>

## President's Report

- Dr. Bieber stated that her monthly report was linked to the agenda. She also announced that it was an exciting month on campus from the 50 & Fabulous Friday Event to the kick off of initiatives, and with over 200 faculty and staff touring the sites on Convocation day.
- Dr. Bieber also reported that she recently learned that the college would be honored for its advocacy for Latinos and Latino businesses by the Hispanic Chamber of Commerce of the Lehigh Valley.
- Dr. Bieber also stated that tonight's Board presentation would be on the SHINE program and that she recently received word that the Governor and Lieutenant Governor are scheduled to visit the SHINE program in Carbon County.
- Dr. Bieber reported continued conversations with the White House regarding the College Promise Campaign and that a conference call took place during the past week. She stated they are taking a path called *Heads Up* and the campaign will begin on September 9. She reported asking both Northampton Community College and Luzerne County Community College to join with LCCC in this initiative, adding that if they chose not to that LCCC would still be participating.

- Dr. Bieber also stated that she and Dr. Meyer attended the Building 21 ribbon cutting ceremony last week and that the teachers and community were very excited.
- Ms. Haney reported that as of Monday, August 31, overall headcount was down 3.9% with the prior week being down 5.5%. She stated that the numbers were run again today and this report shows we are actually down about 1.2% as of today. She stated that when the final enrollment numbers are in, she expects to remain consistent with last year. She also reported doing additional promotions for Fall 2, including a mailing to the adult students, which has seen a significant decline, and also promoting online classes. Mrs. Thompson then commented on a recent article appearing in the newspaper where a young woman that lived in a shelter for women was now attending LCCC. Dr. Bieber stated that Ms. Haney and her team have done all kinds of outreach within the community. Mr. Alban stated that enrollment has been a topic of discussion for quite some time and he wanted to pass along kudos to Ms. Haney for a job well done. Dr. Bieber added that PACCC has started an email thread on how the colleges are doing with enrollment and she reported some remain as high as 10% down. She also added that Dual Enrollment is not included in the college enrollment numbers.
- Mr. Kahler stated he would like to talk about the Pathways Project funded through the Bill and Melinda Gates Foundation. He stated information about the project was linked to the agenda so that all could read about the program. He continued that if the college would participate, the only expenses incurred by the college would be airfare. He further stated that it was a rather extensive program designed to help the college analyze their current structure and that the Gates Foundation is looking for committed outcome. He stated that in order for the college to apply the governing body must state their support; therefore, he was asking the Board of Trustees for their support. A motion was made by Mrs. Marcus for a show of support and there was unanimous approval by the Board for participation in the program. The motion was made by Mr. Miracle and seconded by Mr. Santore.
- Mr. Kahler continued to report that the Gates Foundation had not selected a college from Pennsylvania in the past, and the application timeline was September 21. A question was presented regarding the monetary value of the grant and

Mr. Kahler answered that the college is applying for the ability to participate in the sessions, stating that the college would take its knowledge there and learn from the other people at the institute and then bring back that information and apply it to the college. Dr. Bieber added, "The hope at the end of the day is to learn from other institutions centrally located across from us on how we can create pathways and streamline them to get our students to complete college." She continued, "We will all be sitting down to come up with the best solutions and although this does not have money associated with it, it will benefit the college in the long term."

- Mr. Kahler provided a facilities update on the administration building stating that they believe the problem has been resolved. He stated a perimeter drain was cracked at several locations and they will be excavating to remove the old drain and put in a new one. After that, river rock will be placed over the excavated areas and then the staff should be able to move back in.

#### Personnel and Curriculum

Mrs. Creveling announced there was a program presentation scheduled for this evening and asked Ms. Haney if she would like to do the introductions. Ms. Haney then introduced Ms. Jennifer Aquila, Director of High School Connections, and Ms. Rachel Strucko, Director of Carbon & Schuylkill SHINE.

Ms. Aquila spoke about the High School Connections program stating it contains three sections: Dual Enrollment, Middle College, and Articulation Agreements. She stated that Middle College is a program where students come to LCCC to take classes in order to gain the experience of being in a college environment.

She also reported the Allentown School District, which includes William Allen High School, Louis E. Dieruff High School, and Building 21 is the largest participant in the Dual Enrollment program. She continued that Building 21 will open this year with 150 students and all 150 students will be coming to LCCC to take a one credit course designed to introduce them to college. There will be tours, financial aid will be available, and students will learn what they need to know about college. Buses will be transporting the students to the college. She also reported that the Dual Enrollment program receives dual funding through the Trexler and Morgan Foundations and also reported working with the Commonwealth Connections Academy on some partnering initiatives.

A question was raised about how students get involved with Middle College and Ms. Aquila explained that it is an established college program that networks with the high school guidance counselors where students with enough credits going into their senior year are approached about what they would like to do in the future. Students are then placed in a college class that is appropriate to their needs and one that has a good transferability record. Ms. Aquila added that there is tuition involved for Middle College.

Ms. Aquila then announced that she would briefly review a presentation prepared by Dr. David Lapinsky, who was unable to attend the meeting. The presentation entitled 'Initiatives with K-12: Career & Technical Partnerships' outlined the history of the partnership between LCCC Jim Thorpe and the Carbon Career and Technical Institute beginning in 1992. The presentation included the four new technology programs picked as high priority occupation programs which include: Construction Management; Construction Technology; Heating, Air Conditioning, and Refrigeration; and Industrial Automation. The presentation concluded with some of the initiatives put in place by Dr. Lapinsky to help foster the partnership between LCCC Jim Thorpe and CCTI.

Ms. Rachel Strucko then presented on the SHINE After-School Program which is currently in its 11<sup>th</sup> year. Ms. Strucko passed around a quick overview of the program and trend data. She reported that the program has served over 4000 children and is currently working with 3 parochial schools. She stated that all the centers having waiting lists of approximately 15-20. She stated that the program is building a pipeline from Kindergarten through middle school with hands on career projects. She reported students building race cars, where they witness the partnership between the math and science teachers and an industry professional. She reported working together makes the best model for a birth to career STEM pipeline. She reported receiving \$8M in funding since the inception of SHINE in addition to state funding. She also stated there are 78 people working within the SHINE program, which gives back to the two counties.

Asked why there is not a SHINE program in Lehigh County, Ms. Strucko responded that they will "shine" in Lehigh County at some point in time, but basically funding is the reason. She stated that funding is set up based on the needs of the school. She further stated that the Allentown School District would be an excellent place to begin. For the future, she reported they are going back to the drawing board, piloting some new programs, and expanding services.

Mrs. Creveling reported that the Personnel and Curriculum Committee minutes were posted for the August 6<sup>th</sup> meeting, which was held just before the August Board meeting. She also stated that the committee reviewed the Open Job Report via mailing. Mr. Miracle inquired about the status of the position of the Director of Public Safety, and Mr. Kahler responded that another round of skype interviews were scheduled for the next day.

A complete report of this committee is contained in its minutes of August 6, 2015.

Finance and Insurance  
Committee

Mr. Green stated the committee reviewed the cash flow statement and the revenue and expenditures report and also discussed bad debt scenarios. He stated that as trustees there was concern about the bad debt, but that it was not as bad as initially thought. He described some examples of what would be considered bad debt such as where a student goes halfway through a program and then decides to drop out; or where a student applies thinking they are a resident and later finds out that they are not.

In response, Mr. Kahler stated that the administration is looking into how some revenues are defined and classified. Mr. Green added that bad debts are turned over to a collection agency with about a 30% collection rate.

A complete report of this committee is contained in its minutes of August 17, 2015.

Building and Site  
Committee

In the absence of Mr. Smith, Mr. Fisher reported that the committee met and reviewed the front entrance landscape bids. He stated that several local companies were contacted but only two companies responded. He also stated that the committee reviewed the sewer plant proposal and the committee recommended going with the higher bidder, since they were experienced with the facility. Concerning the master facilities plan, the committee felt that the price was high and asked for additional quotes.

Mr. Fisher then presented the following resolution for approval:

Resolution 51.07

Schnecksville Campus Entrance Landscaping/Sidewalk

After some discussion regarding change orders, this resolution authorizing Greentree Nurseries to complete the landscaping renovations and improvements meeting all specifications as outlined was approved by a vote of 10 Yea, 0 Nay.

A complete report of this committee is contained in its minutes of August 17, 2015.

Community and  
Government Relations

Mr. Mohr stated the committee did not meet during the past month and the next meeting would be October 12.

Mrs. Marcus reported receiving an update from Elizabeth Bolden, President and CEO, PACCC, who stated there was no progress on the approval of the 2015-2016 Budget. Mrs. Marcus stated that the Senate had requested additional sessions for September, but then realized that they could not get full attendance, so dates have been changed. She stated it is currently day 64 and counting.

Joint Coordinating  
Committee

Mr. Miracle stated that the first meeting of the Joint Coordinating Committee would be September 25 at the Alumni Center. He stated that the committee looks forward to attendance from all the institutions and the new director of LCTI will be at this meeting. He extended an invite for all to attend.

Strategic Planning  
Committee

Mrs. Thompson stated that the committee was in a hiatus and will meet again on October 12.

LCCC Foundation

Mrs. Creveling reported that the Annual Golf Classic raised \$26,620. She stated the Fall Festival would be held November 13 and 14 and encouraged all to attend. She stated that Friday night will be the VIP night and for \$20 per person you can have all the food and drink you would like. She also stated that there will be a car show, weather permitting, and also music.

Old Business

Mrs. Marcus stated that Convocation was a wonderful kick off to the academic year and the 50<sup>th</sup> anniversary. She stated the PowerPoint presentation from Convocation was included in the Board folder for all to see. She commended the administration for doing a great job. She also extended thanks to Mrs. Creveling for doing a wonderful job for the college by staying all day at the Donley Center. She stated the 50 & Fabulous Friday celebration was a wonderful afternoon and everyone enjoyed the spirit of the day.

Mrs. Marcus asked all to advise Mrs. Conte or Dr. Bieber when their respective school boards approve the 50<sup>th</sup> anniversary recognition resolution and to please put this item on the agendas for the school boards.

Mrs. Creveling stated that she spent the entire day at the Donley Center and that it was a wonderful experience. She reported attending many sessions, touring the entire building, and also an uplifting tour of the PPL Center with lunch at the Hamilton Kitchen. She also

briefly spoke about how the Allentown School District was the pioneer for the inception of a community college and also instrumental in the formation of Lehigh Carbon Community College.

New Business

Mr. Mohr reported speaking with Mr. Smith earlier in the day. He stated that he plans to return by the October Board meeting.

Announcements

Mrs. Creveling expressed concern regarding the fact that email notifications for the Board packet were discontinued. Mrs. Marcus asked for a show of hands for those who would appreciate receiving an email reminder notice and the vote was to continue this practice. Based on the show of hands, Mrs. Marcus stated that email reminders will continue to be sent prior to each Board meeting.

Adjournment

The meeting adjourned at 8:31 p.m.

Respectfully submitted,



Ann C. Conte  
Assistant Secretary to the Board of Trustees  
Lehigh Carbon Community College

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Attachments