

LEHIGH CARBON COMMUNITY COLLEGE  
Minutes of the Meeting of the Board of Trustees  
March 3, 2016  
Volume 51

The scheduled regular meeting of the Board of Trustees of Lehigh Carbon Community College was held on Thursday, March 3, 2016, in the Don Mershon Conference Room at the Community College. Ms. Larvey, Chair, convened the meeting at 7:00 p.m.

Members Present:

Mr. Joseph A. Alban	Mrs. Roberta M. Marcus
Mrs. Annabelle B. Creveling	Mr. Kenneth H. Mohr, Jr.
Mr. Sam DeFrank	Mr. William Santore, Jr.
Mr. Willard G. Dellicker	Mr. Randall L. Smith
Mr. Paul C. Fisher, Jr.	Mrs. Ann L. Thompson
Mr. Mathias J. Green, Jr.	
Ms. Audrey L. Larvey	

Staff Present:

Ms. Linda Baker, Executive Director of College Relations  
Dr. Ann D. Bieber, President  
Mrs. Ann 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  
Dr. Thomas Meyer, Vice President for Academic Services and Student Development  
Mr. James Surgeoner, Director of Public Safety

Counsel Present:

Attorney Jerome B. Frank

Press Present: None

Others Present:

Evan Genay, President, Student Government Association  
Samantha Eden, Vice President, Student Government Association

Minutes of  
February 4, 2016

On a motion by Mr. Mohr, seconded by Mr. Fisher, the minutes of the February 4, 2016 meeting were approved.

Treasurer's Report

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

Cash Balance 1/1/16	\$15,059,393.00
Receipts	+ <u>12,233,531.00</u>
Total	\$27,292,924.00
Disbursed	- <u>3,674,387.00</u>
Cash Balance 1/31/16	<u>\$23,618,537.00</u>

President's Report

- Dr. Bieber reported on visits with the new school board members and extended thanks to the trustees who were able to attend the meetings. She reported meeting with the superintendents and the new school board members from Salisbury, Northern Lehigh, Panther Valley and Parkland School Districts. She reported sharing a lot of good information with the new school board members and the meetings were very productive. The meetings will continue into next month.
- Dr. Bieber stated that she and Trustee Santore attended a pizza party at Jim Thorpe and the students could not say enough nice things about LCCC.
- Dr. Bieber also reported that Elizabeth Bolden, President and CEO of PACCC, was preparing a statement for the budget hearings. Trustee Marcus added that she spent two days in Harrisburg and reported that the mood has not changed, but seems to be worse, and they are serious about not passing anything that has the Governor's signature on it. She reported there is now talk about a two year budget cycle and at this point there are no plans for a budget until after the general election. She stated that this needs to be kept in front of them and they are not seeing enough of that on the hill. She reported multiple school districts may be closing their doors.
- Dr. Meyer announced that Dean Peggy Heim has been selected to receive the Distinguished College Administrator Award, Phi Theta Kappa's prestigious award for distinguished college administrators. Candidates are nominated by their Phi Theta Kappa (PTK) chapter, and are selected for this international distinction based on the outstanding support they provide to PTK. Dr. Meyer expressed congratulations to Dean Heim.

Trustee Alban noted that the Board should send a letter of acknowledgement to Dean Heim.

- Ms. Haney stated the latest enrollment update had been posted. She also reported that the college was host for the National Hispanic College Fair where over 300 students were bused to main campus. She reported colleges and universities from around the area were represented and well over 100 students visited the LCCC table. Ms. Haney stated that letters would be sent to each of these students.
- Dr. Bieber announced that she was proud to have the President and Vice President of the Student Government Association here tonight to provide an update on recent initiatives.
- Evan Genay, President, Student Government Association, addressed the Board and stated there has been a lot of shuffling around since his last report to the Board as Vice President and was happy to report that they now have a full senate. He reported approval of funding for the Film Club's broadcast for U-Tube and the Spring awards banquet, which will be held on campus. He also stated that Phi Theta Kappa had approved monies to attend the convention to see Dean Heim receive the Distinguished College Administrator Award. Additionally, he reported that the Name the Cougar Contest received 112 submissions and it has been narrowed down to 7 names. The winning name will be announced at the Spring Awards Banquet.
- Samantha Eden, Vice President, Student Government Association, reported the Intercultural Club would host a Diversity Night on April 19, and the CEO of the Allentown Rescue Mission would be speaking on poverty in the Lehigh Valley on March 30. She also reported the "Week of the Young Child" would be held April 9 to April 16. She reported work on revisions to the SGA constitution and analyzing the budget. She stated that they would like to have one communal area for clubs to meet. She reported working on sustainability issues with Culinart, Inc. and the second study of the windmill is needed to implement the windmill and financial logistics.

Personnel and  
Curriculum

Mrs. Creveling announced there would be a program presentation this evening and asked Dr. Meyer to do the introductions. Dr. Meyer called to the podium Mr. James Surgeoner, Directory of Public Safety, and Ms. Linda Baker, Executive Director of College Relations.

Mr. Surgeoner stated he would give a brief overview of what he has been working on in public safety improvements to the infrastructure system such as cameras, building alarms, red emergency phones, emergency call boxes, and a mass notification system. He also reported working with local law enforcement due to the remoteness of the Schnecksville campus, and with Allentown Police Chief Keith Morris regarding the Donley Center. He will meet with Police Chief Morris next week who will point out areas where improvements are needed. He also stated that he has reached out to law enforcement in the northern campuses and is working with them as well.

Mr. Surgeoner emphasized the importance of the E2 system was to have multiple ways to notify people and the community in the case of an emergency. He stated that the planning area contains two groups: The Critical Incident Command Team and the Emergency Response Committee. The Critical Incident Command Team is comprised of members of the administration and works to identify strategies on how and why we do things. Meeting quarterly they are involved in planning and making sure everyone is safe. The Emergency Response Committee meets monthly to discuss ideas and suggestions and there are some students on this committee.

Ms. Linda Baker presented the Communications Plan as an appendix to the Emergency Response Guidelines. She reported working closely with the Security office but paying particular attention to communication and media responses. She stated the goal was to anticipate the right information to the right people in the right way. She stated that they want to be the ones to tell the story and not the media. Speaking with one voice; the information is vetted and is factual. The role of the plan is to eliminate error and communicate actively and consistently. The crisis plan itself is set up with guidelines to plan for the media to come to campus, and what technology is needed to respond appropriately. The Communications Response Team is comprised of Ms. Baker; Holly Yacynych, Director of Marketing and Publications; Justin Brosius, Web Communications Specialist; the President or designee, and the appropriate Vice President. The team participates in public officer training with public health officials and the fire and police departments and will continue this training. The plan is to get the message out using all available channels, which may include news conferences or briefings with the internal office as the first audience.

In response to a question raised why Mr. Surgeoner was not part of the Communications Response Team, Ms. Baker pointed out that Mr. Surgeoner would be busy working with his security people in the field in the emergency operations center.

Mr. Surgeoner was asked if there was any single issue that was of particular concern to him. Mr. Surgeoner responded that his philosophy is that his job is not a cookie cutter role, but to be prepared as possible, and if everyone has that same mindset then the whole campus becomes safer. He stated, "Everyone needs to take seriously about how they would prepare themselves in any type of emergency."

Mrs. Creveling reported that the Personnel and Communications committee discussed the revised Academic Calendar for 2016-2017 noting the winter session extension to five weeks. She also noted that the December 18 graduation ceremony is back on the calendar for 2016. Mrs. Creveling asked for an explanation on the changes to the organization chart and Dr. Meyers replied that formerly there was one dean and now with the additional deans, the lead dean is including the others in meetings and in problem solving and improvements in communications have already been seen.

Mrs. Creveling stated that the Board of Trustees retreat will be held every two years.

The committee also reviewed the Right to Know requests and Mrs. Creveling asked Mr. Kahler if he knew the nature of origin on the building issue. Mr. Kahler reported that it came from employees and that the college administration has been incredibly patient in addressing this issue and it has taken a long time to figure out what was causing the problem. Mr. Kahler reported that additional venting needed to be added as the area is closed off during the weekends.

Mrs. Creveling presented the following resolutions for approval:

Resolution 51.39

Academic Calendar for Fall/Winter 2016-2017 Revised

This resolution approving the revised calendar for Fall/Winter 2016-2017 was approved by a vote of 11 Yea, 0 Nay.

Resolution 51.40

Establishment of Health Science A.S. Program

This resolution ratifying the establishment of the Health Science A.S. Program was approved by a vote of 11 Yea, 0 Nay.

Resolution 51.41

Faculty Promotion Recommendations

This resolution approving the Faculty promotion recommendations as outlined was approved by a vote of 11 Yea, 0 Nay.

A complete report of the committee is contained in its minutes of February 22, 2016.

Finance and  
Insurance Committee

Mr. Green reviewed this committee's minutes of its meeting of February 22, 2016.

Mr. Green stated that the committee has solicited proposals for the college auditor services. He stated there was some discussion regarding formation of a subcommittee, but instead it has been decided to keep it open to the entire committee. Interviews will be held during the day, unless there are objections.

He also reported there was discussion on the bond refinancing and a committee has been put together to work on it. The committee will be looking to do a competitive bid.

Mr. Green presented the following resolutions for approval:

Resolution 51.42

Pump House Generator

This resolution approving the renovations for the Pump House Generator was approved by a vote of 11 Yea, 0 Nay.

Resolution 51.43

PDE Capital Funding Application for a New Veterinary Clinic

This resolution approving the submission of a Capital Funding Application for a New Veterinary Clinic was approved by a vote 11 Yea, 0 Nay.

Resolution 51.44

PDE Capital Funding Application for an Upgrade to the Wastewater Treatment Facility

This resolution approving the submission of a Capital Funding Application for an upgrade to the Wastewater Treatment Facility was approved by a vote of 11 Yea, 0 Nay.

Resolution 51.45

PDE Capital Funding Application for Air Conditioning Chillers

This resolution approving the submission of a Capital Funding Application for replacing the air conditioning chillers was approved by a vote of 11 Yea, 0 Nay.

Resolution 51.46

PDE Capital Funding Application for Science Building Windows

This resolution approving the submission of a Capital Funding Application for windows for the Science Building was approved by a vote of 11 Yea, 0 Nay.

## Resolution 51.47

PDE Capital Funding Application for Science Hall Roof

This resolution approving the submission of a Capital Funding Application for a roof for Science Hall was approved by a vote of 11 Yea, 0 Nay.

A complete report of this committee is contained in its minutes of February 22, 2016.

Building and Site  
Committee

Mr. Smith stated that the committee met on February 22 and many of the resolutions discussed at the Finance and Insurance meeting were also reviewed at the Building and Site meeting. There was also discussion on the upgrade to the façade at the Donley Center and the committee is pleased with the work being done.

Mr. Smith also reported that the resolution for the lease extension for Jim Thorpe is in the hands of the solicitor and an opt-out clause has been included along with a 2% increase per year; the college is pleased with the negotiations.

The committee held an executive session to discuss real estate.

A complete report of this committee is contained in its minutes of February 22, 2016.

Community and  
Government  
Relations Committee

Mr. Mohr reported that the committee will meet again on March 14 and noted that the meeting time was changed to 6:15. He reiterated that there was previous discussion about foregoing the annual trustee dinner, and unfortunately the survey results indicated there were only eight members that were interested and available to have a dinner. In light of this, the committee did not feel this was enough to have a separate dinner and would like to waive the annual dinner this year and roll it into the VIP reception at the PPL Center.

Joint Coordinating  
Committee

In the absence of Mr. Miracle, Ms. Larvey stated the committee would meet again on Friday, March 18.

Strategic Planning  
Committee

Mrs. Thompson stated that the committee will meet again on March 14 and there will be a presentation during dinner.

## LCCC Foundation

Mrs. Creveling distributed brochures for the Annual Clay Shoot and reported receipt of \$2,000 in sponsorships. She stated that anyone can shoot clays and that this year a clam bake will be served instead of a pig roast. She reported the Annual Golf Classic will be held on August 1 and \$3,450 in sponsorship money has been raised to date. The Fall Festival will be November 11 and 12 with total sponsorship at \$6,100.

## Old Business

Ms. Larvey reminded the trustees that for the 50<sup>th</sup> Anniversary Commencement they would be wearing LCCC regalia in order to be uniform.

## New Business

Mrs. Larvey reminded the Board the VIP reception will be held from 4 to 6 p.m. at the PPL Center and that further details will be forthcoming. She also noted that everyone will need to have a ticket. There was a question raised regarding parking and to date no plans have been made to have bus transportation from the college.

Mrs. Larvey announced that an Ad-Hoc committee has been created and Mr. Korp has agreed to chair the committee. Members of the committee include Mrs. Thompson, Mr. Fisher, and Mr. Krause. The purpose is to study and review the current committee structure. Ms. Larvey continued that the President has reorganized her staff and the Board also needs to look at its organization. She stated that there may be one change, multiple, or none. She noted that there are many who serve on their school boards and there is some overlap between the Finance and Insurance and Building and Site committees. The Ad-Hoc committee will look at the whole picture to see if there are better ways of doing things and a report will be issued before the new fiscal year.

## Announcements

Mrs. Larvey stated that she along with Mr. Miracle, Mrs. Marcus, President Bieber, and the Vice Presidents will travel to Harrisburg for the PACCC Annual Meeting and Lobby Day.

Mr. Fisher stated that on January 19 he issued a personal challenge regarding the short U-Tube videos and extended thanks to all who helped meet the goal. He continued that he believes in the power of one, and one times 15 takes it to the nth degree. When he sent the email, he doubled his goal to 1000, in six weeks they reached 168% of the initial views and they were also shown at school board meetings. Mr. Fisher stated, "The hope is that something good comes out of it, but it also shows that if we all put our heads together, that we could do a world of good."

## Adjournment

The March 2016 Board of Trustees meeting was adjourned at 8:38 p.m.

Respectfully submitted,



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