

LEHIGH CARBON COMMUNITY COLLEGE
Minutes of the Meeting of the Board of Trustees
October 1, 2015
Volume 51

The scheduled regular meeting of the Board of Trustees of Lehigh Carbon Community College was held on Thursday, October 1, 2015, 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	Ms. Audrey L. Larvey
Mrs. Annabelle B. Creveling	Mrs. Roberta M. Marcus
Mr. Willard G. Dellicker	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	Mr. Randy L. Smith
Mr. David L. Krause	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
Dr. Thomas Meyer, Vice President for Academic Services and Student Development
Mr. John Nardone, Assistant Professor of English

Counsel Present:

Attorney Jerome B. Frank

Press Present:

None

Others Present:

None

Minutes of
September 3, 2015

Ms. Larvey presented the minutes of the September 3 meeting for approval.

On a motion by Mr. Mohr, seconded by Mr. Green, the minutes of the September 3, 2015 meeting were approved as written.

Treasurer's Report

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

Cash Balance 8/1/15	\$23,535,321.
Receipts	+ <u>2,214,571.</u>
Total	25,749,892.
Disbursed	- <u>4,332,007.</u>
Cash Balance 8/31/15	<u>\$21,417,885.</u>

President's Report

- Dr. Bieber stated that her monthly report was linked to the agenda. She reported that she along with Trustee Smith attended a Pizza with the President event at the Jim Thorpe site where there was standing room only. She reported an average of 50 to 60 students attending these events at each of the sites.
- Dr. Bieber informed the Board that she spoke with Elizabeth Bolden, President and CEO, Pennsylvania Commission for Community Colleges, earlier in the day and that Ms. Bolden informed her that the budget progress is at a standstill. Dr. Bieber then asked Mr. Kahler to speak about the recent news from Moody's Investor Service.
- Mr. Kahler reported receiving a call from Moody's informing the college that next Thursday they would release a report downgrading the bond rating for all of the community colleges. Moody's stated that the actions of the State have become the new norm, and the colleges no longer have the rock of the State to support them. Mr. Kahler reported the college was currently rated A2 stable and may drop down to a negative or an A3. He stated that he asked Moody's whether the rating would go up if the cash flow returned, and they replied no. He reported that the lower rating would affect future borrowings. He also stated that everyone would be kept up to date on next Thursday's announcement. Dr. Bieber added that this information was sent to Ms. Bolden, who in turn sent it off to the Governor's Office. She reported all community colleges received the same notice.

- Dr. Meyer stated a newsletter from the Middle States Commission on Higher Education was linked to the agenda concerning proposed changes to the Accreditation Processes and Accreditation Cycle. He reported one of the key components was a change to an 8 year cycle instead of a 10 year cycle and also a site visit that would include a document review on compliance and a self-study report. He continued that town halls were being organized to review the proposed changes and a final vote will take place in November.
- Ms. Haney reported that the enrollment summary for Fall 2015 was posted. She reported the current highlights include being .2% away from the same point in time as Fall 2014 and 1.6% away on the credit hours. The report also shows an uptick for online courses at Morgan and Tamaqua reflecting that some of the initiatives may have helped to increase enrollment. She reported that Fall 2 ends October 2 and they are currently in recruiting season for next semester with open houses scheduled for October 6, 22, and November 4.
- Ms. Haney also reported the High School Connections Dual Enrollment and Concurrent Enrollment report was posted. This report was compiled in response to specific questions raised about Dual Enrollment. The report highlights the number of students defined as Dual Enrollment with a letter “D” and Concurrent Enrollment with a letter “C” code. Dual Enrollment includes students seeking credit for both high school and college, while Concurrent Enrollment applies to students taking college courses in high school but not necessarily for college credit. It was noted that the Dual Enrollment numbers were lower than last year reportedly due to funding issues. A suggestion was made to contact the School District Foundations for additional funding. Ms. Haney also reported for Fall 2014 Dual Enrollment was at 3,804 credits.

Personnel and
Curriculum

Mrs. Creveling announced there was a program presentation scheduled and asked Dr. Meyer if he would like to do the introductions. Dr. Meyer then introduced Mr. John Nardone, Associate Professor of English, stating that Mr. Nardone would report on the results of his sabbatical leave.

Mr. Nardone reported the purpose of his sabbatical leave was to embolden students and faculty around technology. He spoke to his own personal college experience stating that students may be looking for a little more in their programs. He reported creating a literary magazine, called Xanadu, and the Paw Print newspaper. The major goal of this project was to foster a community of open minded writers, readers, and thinkers and increase enrollment in programs tailored for them.

The first objective involved Mr. Nardone taking three courses in Design and Media. He reported he encountered challenges and limitations but was very impressed with his peers and the students.

The second objective was to re-examine curricular offerings. He reported cross listing Journalism courses that were previously English, and a proposal to students who volunteered weekly for a free elective college credit for their activity. He also reported aligning a major in a Liberal Arts Concentration in English.

The third objective involved Marketing and Publicity with the creation of a web presence for student publications and to establish an in-house student communications committee. He reported the Paw Print website was made possible through an entrepreneurial grant and is now self-supported through advertisers. For the literary magazine, Xanadu, students came up with the design with a different aesthetic and aim, and students also worked in-house on the radio station internet website WXLV 90.3.

In summary, he reported continued efforts to make the websites more available, and establish other curricular opportunities. He stated that the English Tech writing class is important to other colleges, and he would like to hear students from Lafayette or Muhlenberg, saying, "Have you heard about the writing opportunities at LCCC?" In conclusion, he reported that work continues on publicity, establishing space, and funding opportunities.

Mrs. Creveling reported that the Personnel and Curriculum Committee minutes were posted for the September meeting. She also reported that Attorney Jerry Frank was reviewing the Policy and Procedures Manual, which may slightly affect the time table on revisions. She also stated the committee was informed about salary adjustments; and, as requested, there was a follow up report on the Academic Program audits.

A complete report of this committee is contained in its minutes of September 28, 2015.

Finance and
Insurance Committee

Mr. Green reported there was a workshop of the Finance and Insurance Committee held earlier in the evening to review budget issues not for the purpose of approving the budget

Since Mr. Green attended the committee meeting via conference call, Mr. Alban presented on the committee meeting. He reported the committee continued to concentrate on enrollment and stated if the budget impasse continues that it may be prudent for the college to establish a line of credit. He also reported changes to the Revenue and Expenditures report with some items moved into different categories.

Mr. Alban then presented the following resolution for approval:

Resolution 51.08

Waiver of Tuition and Fees for Students Admitted into the Honors Scholars Program

This resolution authorizing the waiver of all tuition and fees for up to 44 full time students per year was approved by a vote of 13 Yea, 0 Nay.

Dr. Bieber explained some of the benefits of the honors program include faculty members serving as mentors. She stated there were strict guidelines on GPAs, and that over the years the program has become more competitive with more applications being received. She stated that it is a valuable program for the college with students working together as a cohort for the first year and also working with other students across the campus. She also stated the program attracts a higher level of students.

Mr. Alban inquired as to whether the college was bringing forth a coordinated effort to address the state budget issue. Dr. Bieber stated that Ms. Bolden had prepared a summary of the impact on all the community colleges and sent it to the Governor's office. In response to the idea of creating a press release, Dr. Bieber stated the strategy was to work with Governor Wolf, who is trying to help us. She stated no new updates were expected for at least the next two weeks. Mrs. Marcus suggested that a press release be prepared and ready if needed, and that discussions on this topic should continue at the next committee meeting.

Mrs. Marcus then provided an update on the Senate 909 legislation, stating that it was dangerous and would eliminate the ability of the school districts to levy taxes without a referendum.

Mrs. Marcus encouraged the Board to send letters to the legislators regarding the impact of the bill on the school districts.

A complete report of this committee is contained in its minutes of September 21, 2015.

Building and Site
Committee

Mr. Fisher reported that the committee did not meet, and the next meeting would be held on October 19.

Community and
Government
Relations

Mr. Mohr stated the committee did not meet, and the next meeting would be held on October 12.

Joint Coordinating
Committee

Mr. Miracle reported a good turnout for the first meeting of the Joint Coordinating Committee. He stated that Ms. Mary Rasley, Professor of Computer Information Systems, and Mr. Steven Weitz, Assistant Professor of Media Arts, did a wonderful job explaining their gaming program, which helps students to learn through the use of games. He said the program initially began in mathematics but has expanded to all disciplines. It is a grant dependent program.

Mr. Miracle also reported that the Carbon Lehigh Intermediate Unit provided a report on the CLEP Program designed to help veterans and those returning to school to prepare to take placement tests. The program is designed to help with test taking skills and the online test environment.

He also stated that it was last meeting for Ms. Sandy Himes, Executive Director, Lehigh Career and Technical Institute, who was retiring. Ms. Himes also introduced the new Executive Director for LCTI, Dr. Thomas Rushton.

A complete report of this committee is contained in its minutes of September 25, 2015.

Strategic Planning
Committee

Mrs. Thompson stated there was a draft agenda available for the October 12 meeting.

LCCC Foundation

Mrs. Creveling stated that the Foundation audit was perfect and was very encouraging and that everything is going well with the Foundation.

She also passed around a brochure for the Fall Festival VIP night. Tickets are \$20 per person and she encouraged all to put this date on their calendars. She reported 30 vendors so far, with more calls coming in every day.

Old Business Ms. Larvey stated there will be another meeting of the 50th Anniversary committee on Tuesday, October 6.

New Business Ms. Larvey encouraged the Board to be aware of the Upcoming Events listed on the agenda.

Announcements Ms. Larvey announced there would be an Executive Session held immediately following the regular Board meeting.

Adjournment The meeting adjourned at 8:30 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