

# 2017-2018 Budget



DECEMBER 8, 2016 PRESENTATION



Lehigh Carbon  
COMMUNITY COLLEGE







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# Lehigh Carbon Community College 2016-2017 Current Facts



## Vision

Lehigh Carbon Community College will promote academic excellence, student achievement, and support of diverse populations as a comprehensive community college.

## Mission

Lehigh Carbon Community College serves the community by providing high quality learning experiences that are affordable and accessible.

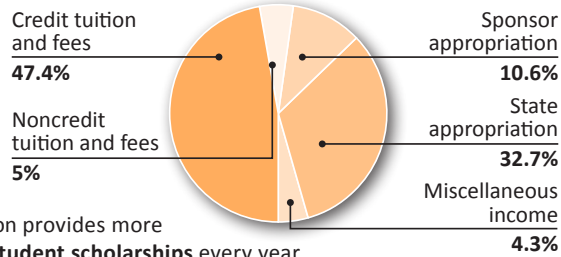
## History

Studies on the feasibility of establishing a public community college started as early as 1955 in the Allentown area. Ultimately, the proposal garnered approval from numerous area school boards and the Allentown Chamber of Commerce, and LCCC was established and empowered on March 31, 1966, by the Pennsylvania State Board of Education. Classes were originally held in the Old Lehigh County Court House. The move to the Schnecksville campus was completed in time for the spring 1969 semester.

Over the years, the college has grown to include campuses in Lehigh, Schuylkill and Carbon counties, and to enroll nearly 7,000 credit students and nearly 5,000 noncredit students. In 2016, LCCC celebrated 50 years of serving the community.

## Funding

Total operating and capital budget, 2016-17  
**\$49.8 million**



The LCCC Foundation provides more than **\$600,000 in student scholarships** every year.

## Background

**Full-time employees** (as of November 2016)  
 Faculty **102**  
 Administrative **85** } **Total 254**  
 Classified **67**

Total part-time **623** (Includes administrators, teaching faculty, classified staff and community service employees)

*The Morning Call named LCCC one of the Top Workplaces in the large employer category in the Lehigh Valley in 2015, based on employee feedback.*

### Semester tuition and fees

(Sponsoring school district of LCCC)  
 Full-time (12-18 credits) **\$1,950**  
 Part-time (1-11 credits) **\$140/credit hour**

### Sponsoring school districts

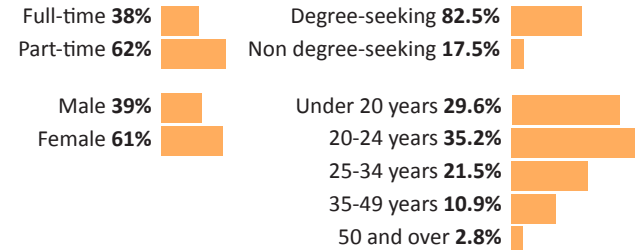
Allentown, Catasauqua, East Penn, Jim Thorpe, Lehigh, Northern Lehigh, Northwestern Lehigh, Palmerton, Panther Valley, Parkland, Salisbury, Southern Lehigh and Whitehall-Coplay

### Campus locations

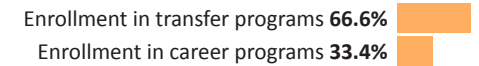
Schnecksville (main)  
 Allentown (Donley Center)  
 Jim Thorpe  
 Lehigh Valley International Airport  
 Tamaqua (Morgan Center)

## Enrollment

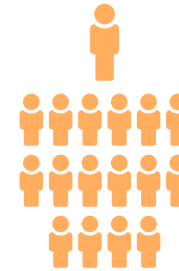
Credit headcount (Fall 2016) – **6,620**



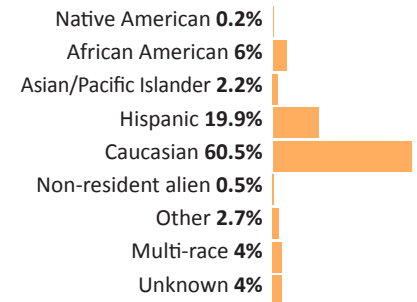
The average age of all LCCC credit students for fall 2015 is **25.2 years**



Student to faculty ratio is **16:1**



### Ethnicity



(Data is from fall 2016)

### Transfer Programs

LCCC has established transfer agreements and/or course equivalency information with 50 colleges and universities in the Commonwealth.

### Noncredit Programs

In addition to the credit degrees, the college offers programs in job training in areas such as healthcare, truck driving, computers, customer service, manufacturing and business, as well as personal interest classes.

# Lehigh Carbon Community College 2016-2017 Current Facts



## Recognitions

- Received Lifetime Achievement Award from the Hispanic Chamber of Commerce for its commitment to educate Hispanic students.
- Ranked in the top four of 117 Pennsylvania colleges for online programs by OnlineColleges 2016 Top Colleges, based on metrics including: total courses offered, tuition costs, access to library resources, access to academic counseling, and career placement services.
- Ranked as one of the best community colleges in Pennsylvania by schools.com placing third.
- Recognized by the Greater Lehigh Valley Chamber of Commerce with the Milestone Award in November 2016 in recognition of the college's 50 years of changing people's lives.

## Student Success

LCCC is committed to student success, offering both transfer and career programs in 90+ degrees and certificates through the following schools:

- Business, Education, Legal and Social Services
- Communication Arts, Computers and Technology
- Healthcare Sciences
- Humanities and Social Sciences
- Science, Engineering and Mathematics

### Veterans Outreach Center

The college operates two dedicated veterans spaces, on the main campus in Schnecksville and at the Morgan Center at LCCC Tamaqua. The centers provide a supportive atmosphere and a range of services and resources for veterans to help them reach their professional and academic goals, including workshops, tutoring services, computers and a lounge area. A veteran specialist, counseling, academic advising, benefits and credit for military services are all offered.

### Honors Opportunities

The Honors options are designed to provide more rigorous educational experiences for students that will challenge them intellectually and personally within the context of both the local and global community.

- Honors Scholars – a competitive scholarship program for students who plan to transfer to a four-year college. The program includes a Liberal Arts track and a STEM track for a total of 44 scholarships.
- College Honors Program – open to students who have a cumulative 3.0 GPA.
- Honors Projects and Courses

### Honor Societies

Alpha Sigma Lambda – for returning adults  
 Kappa Beta Delta – business programs  
 Kappa Delta Pi – education  
 Phi Theta Kappa – academic excellence  
 Psi Beta – psychology for community colleges  
 SALUTE – service members

### Student Life

Students also have numerous opportunities to get involved outside the classroom, including athletics, clubs and organizations, student government and more.

The LCCC Cougars offer intercollegiate athletics in men's baseball, basketball and soccer; women's basketball, softball and volleyball; as well as golf. LCCC is a member of the National Junior College Athletic Association (NJCAA), Region XIX and the Eastern Pennsylvania Athletic Conference (EPAC).

Student organizations include the Student Government Association as well as more than 20 clubs such as the Art Club, Computer Science Club, Intercultural Student Association, Xanadu Literary Magazine, Phi Theta Kappa honor society, Psychology Club/Psi Beta, STEM Club and Veterans Club.

Lehigh Carbon Community College will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, color, sex, pregnancy, political affiliation, religion, ethnicity, national origin (including ancestry), citizenship status, disability, age, marital status, family responsibilities, sexual orientation, gender identity, veteran or military status (including special disabled veteran or recently separated veteran), genetic information or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. Inquiries about this policy and procedure may be made internally to: Donna Williams, Director of Human Resources/Title IX/Equity Coordinator, Office of Human Resources, 4525 Education Park Drive, Schnecksville, PA 18078, 610-799-1107, dwilliams@lccc.edu. PERM 36A-D-i (11/17/16)

**4525 Education Park Drive • Schnecksville, PA 18078-2502 • [www.lccc.edu](http://www.lccc.edu)**





**Budget Summary**  
**Fiscal Year 2017-2018**

	Revised Fiscal Year 2016-2017	Proposed Fiscal Year 2017-2018	Difference	Percent
<b><u>Revenues and Reserves</u></b>				
Operating	\$ 39,107,620	\$ 39,149,750	\$ 42,130	0.1%
Grants	\$ 4,666,500	\$ 3,034,400	\$ (1,632,100)	-35.0%
Debt Service/Leases and Capital Funding	\$ 6,761,287	\$ 6,610,479	\$ (150,808)	-2.2%
Designated Reserves	\$ 375,000		\$ (375,000)	-100.0%
<b>Total Revenue and Reserves</b>	<b>\$ 50,910,407</b>	<b>\$ 48,794,629</b>	<b>\$ (2,115,778)</b>	<b>-4.2%</b>

**Expenditures**

Operating	\$ 39,482,620	\$ 39,149,750	\$ (332,870)	-0.8%
Grants	\$ 4,666,500	\$ 3,034,400	\$ (1,632,100)	-35.0%
Debt Service	\$ 2,747,264	\$ 2,438,735	\$ (308,529)	-11.2%
Leases	\$ 2,397,438	\$ 2,286,081	\$ (111,357)	-4.6%
Capital	\$ 1,616,585	\$ 1,885,663	\$ 269,078	16.6%
<b>Total Expenditures</b>	<b>\$ 50,910,407</b>	<b>\$ 48,794,629</b>	<b>\$ (2,115,778)</b>	<b>-4.2%</b>

**Sponsors' Contribution**

Operating	\$ 4,140,080	\$ 4,176,869	\$ 36,789	0.9%
Debt Service	\$ 1,136,129	\$ 1,147,933	\$ 11,804	1.0%
Leases	\$ 910,128	\$ 861,535	\$ (48,593)	-5.3%
<b>Total</b>	<b>\$ 6,186,337</b>	<b>\$ 6,186,337</b>	<b>\$ -</b>	<b>-</b>

Lehigh Carbon Community College  
**2017-2018 Operating Budget Highlights**

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## REVENUES

### Overview

- The College's 2017-2018 operating budget total budgeted revenues reflect an increase of \$42,130.
- Tuition inclusive of fees for a full-time sponsored student will be \$1,995 per semester, a 2.3% increase over the \$1,950 2016-2017 rate.

### Enrollment

- Enrollment is projected to remain flat to 2016-2017 actual.
- Total credit hours budgeted in 2017-2018 are estimated to be 121,190.
- Unduplicated credit students will approximate 9,600.
- Workforce and community services noncredit students estimated to be 1,560 FTE.
- Workforce and Community Education noncredit students duplicated headcount estimated to be 7,800.

### Tuition and Fees

- Tuition remains the same - \$100 per credit.
- Full-time sponsor tuition rate will remain the same - \$1,500 per semester.
- Non-sponsored, out-of-state, and Schuylkill County, full-time and part-time tuition will remain the same.
- Dual enrollment tuition will remain the same at \$55 per credit.
- An increase in the comprehensive fee to \$21 per credit and the \$22 technology fee bring the total cost per credit to \$143 - an increase of \$3 per credit when compared to 2016-2017.
- Technology fees will remain the same at \$180 and be allocated 75% to operating and 25% applied to capital. Previously the allocation was 70% / 30%.

### Sponsor Appropriation

- The school district sponsorship for operations and capital will remain the same at \$6,186,337.
- In accordance with the operating agreement distribution of costs model, ten school districts will have a decrease in their allocation and three will have an increase.

### State Appropriation

- The state appropriation for operations is projected to be \$13,305,700 - the same as the 2016-2017 allocation.
- The capital appropriation is estimated at \$2,021,672.

### Miscellaneous Income

- The State Rebate of FICA taxes is projected to increase \$30,000.





## EXPENDITURES

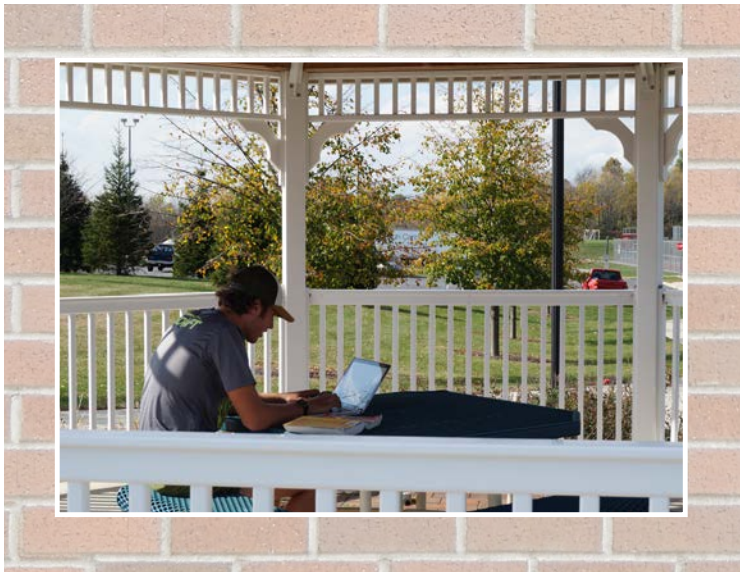
### Overview

- The proposed operating budget expenditures reflect a decrease of \$332,870 versus the 2016-2017 revised budget.
- Salaries & wages including fringe benefits account for 75.3% of expenditures.

### Salaries and Wages

- Salaries and wages budgeted include a 2% increase for administrative and classified staff, 2.35% for faculty.
- Current levels of staffing will remain the same, four positions will be funded at \$1 without benefits.

Salaries and wages as proposed are subject to collective bargaining.



### Fringe Benefits

- Fringe benefits - Medical/Rx premiums are budgeted to remain the same as 2016-2017.
- Dental coverage projected to decrease (3%).
- The College will offer one medical plan, the school district consortium plan PPO 6. This plan has a \$500 individual / \$1,000 per family deductible.
- The prescription coverage will be the \$5/\$15/\$30 plan.

Fringe benefits as proposed are subject to collective bargaining.

### Other Expenses

The following expense classifications have been decreased to better reflect actual:

- Advertising and marketing (\$96,230)
- Telephone (\$56,250)
- Supplies and materials (\$187,845)
- Travel and staff development (\$10,050)
- IT software and hardware maintenance have increased - \$94,850- due to increased support and licensing costs.







**Operating Budget**

**Fiscal Year 2017-2018**



**Lehigh Carbon**  
**COMMUNITY COLLEGE**







Lehigh Carbon Community College  
**Operating Budget Summary**  
**Fiscal Year 2017-2018**

	Fiscal Year 2016-2017 Adopted	Fiscal Year 2017-2018 Increase / (Decrease)	Fiscal Year 2017-2018 Proposed Budget	2017-2018 % Increase
<b>Revenues</b>				
Tuition & Fees- Credit	\$ 18,018,950	\$ (670,950)	\$ 17,348,000	-3.7%
Tuition & Fees - Noncredit	1,963,500	236,500	2,200,000	12.0%
Fees - Aviation	525,000	(75,000)	450,000	-14.3%
Sponsor Appropriation	4,140,080	36,789	4,176,869	0.9%
State Appropriation	12,768,740	536,960	13,305,700	4.2%
Investment Income	150,000	10,000	160,000	6.7%
Miscellaneous Income	1,541,350	(32,169)	1,509,181	-2.1%
<b>Total Revenue</b>	<b>\$ 39,107,620</b>	<b>\$ 42,130</b>	<b>\$ 39,149,750</b>	<b>0.1%</b>
<b>Expenditures</b>				
Salaries & Wages - FT Faculty	\$ 6,995,000	\$ 165,000	\$ 7,160,000	2.4%
Salaries & Wages - FT Administrative	5,525,000	150,000	5,675,000	2.7%
Salaries & Wages - FT Classified	2,755,000	55,000	2,810,000	2.0%
Salaries & Wages - PT Faculty	945,000	290,000	1,235,000	30.7%
Salaries & Wages - Adjunct Faculty	2,560,000	(210,000)	2,350,000	-8.2%
Salaries & Wages - PT Administrative	1,225,000	56,000	1,281,000	4.6%
Salaries & Wages - PT Classified	730,000	(80,000)	650,000	-11.0%
Salaries & Wages - Student Tutoring	235,000	-	235,000	0.0%
Salaries & Wages - Student	105,000	-	105,000	0.0%
Salaries & Wages - Special Term Enrollment	375,000	(375,000)	-	-100.0%
Subtotal Salaries & Wages	21,450,000	51,000	21,501,000	0.2%
Fringe Benefits	8,322,000	(327,000)	7,995,000	-3.9%
Advertising and Marketing	615,530	(96,230)	519,300	-15.6%
Aviation	525,000	(75,000)	450,000	-14.3%
Bad Debt Expense	625,000	-	625,000	0.0%
Bank Fees	119,600	15,900	135,500	13.3%
Contracted Custodial Services	160,000	-	160,000	0.0%
Contracted Services	1,188,980	12,750	1,201,730	1.1%
Food, Beverage & Official Functions	145,770	(5,870)	139,900	-4.0%
Insurance	269,500	3,000	272,500	1.1%
IT Hardware Maintenance	75,200	(23,800)	51,400	-31.6%
IT Software Maintenance	731,250	53,650	784,900	7.3%
IT Contracted Services	425,600	41,200	466,800	9.7%
Library Books & Periodicals	103,100	-	103,100	0.0%
License Fees	148,400	25,650	174,050	17.3%
Maintenance & Repairs	425,800	6,950	432,750	1.6%
Telephone	141,200	(56,250)	84,950	-39.8%
Membership & Accreditation	190,470	32,200	222,670	16.9%
Postage	122,075	(225)	121,850	-0.2%
Professional Services (Audit, Legal)	220,000	(15,000)	205,000	-6.8%
Supplies & Materials	957,845	(187,845)	770,000	-19.6%
Travel & Staff Development	317,050	(10,050)	307,000	-3.2%
Utilities	1,570,500	7,600	1,578,100	0.5%
Workforce Partnership Contracts	632,750	214,500	847,250	33.9%
<b>Total Expenditures and Transfers</b>	<b>\$ 39,482,620</b>	<b>\$ (332,870)</b>	<b>\$ 39,149,750</b>	<b>-0.8%</b>
<b>Reserves</b>				
Enrollment Management Reserves utilized	(375,000)	375,000	-	
<b>NET</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

**Note:** In accordance with section 6.1 of the Rules, Regulations, and Procedures of Lehigh Carbon Community College, in the event the College receives Total Revenue in excess of that which is shown on the Operating Budget Summary from an increase in the Commonwealth of Pennsylvania appropriation and/or an increase in student enrollment, then, in such event, the Local Sponsor hereby specially approves expenditures by the College in excess of the Total Expenditures shown on the Operating Budget Summary in a sum not to exceed the amount of the revenue received in excess of the Total Revenue shown on the Operating Budget Summary.





Lehigh Carbon Community College  
**Operating Revenue Budget**  
**Fiscal Year 2017-2018**

Account Title	Fiscal Year 2016-2017 Adopted Budget	Fiscal Year 2017-2018 Increase/ (Decrease)	Fiscal Year 2017-2018 Proposed Budget
<b>Tuition &amp; Fees - Credit</b>			
Tuition - Sponsor	\$ 10,321,500	\$ (394,200)	\$ 9,927,300
Tuition - Non-Sponsor	2,771,000	(437,200)	2,333,800
Tuition - Morgan	387,000	22,400	409,400
Tuition - Schuykill	975,000	(227,250)	747,750
Tuition - Out-of-State	293,000	39,100	332,100
Tuition - Dual Enrollment	374,000	21,285	395,285
Technology Fee	1,448,000	26,845	1,474,845
Comprehensive Fee	1,535,000	281,920	1,816,920
Application Fees	200	-	200
Aviation Course Fee	525,000	-	450,000
Course Fee	24,000	-	24,000
Employee Tuition Benefits	(115,000)	(5,000)	(120,000)
Late Registration Fee	1,200	-	1,200
Lifelong Learning Assessment Fee	8,000	2,000	10,000
PTA End of Program Test Fee	2,850	(850)	2,000
Transcript Fee	2,200	-	2,200
Tuition Benefits - Clinic Bank	(9,000)	-	(9,000)
<b>Tuition &amp; Fees - Non Credit</b>			
Testing and Book Fees ( Non-Credit)	61,500	-	61,500
Tuition Vocational/Recreational (Non-credit)	33,100	-	33,100
Tuition CDL Training (Non-credit)	760,000	20,000	780,000
Tuition Contracted (Noncredit)	55,000	115,000	170,000
Tuition Contracted CDL Training (Non-credit)	250,000	-	250,000
Tuition Contracted Credit Program (Non-credit)	40,000	95,000	135,000
Tuition Contracted Public Service	15,000	-	15,000
Tuition Literacy (Noncredit)	98,500	-	98,500
Tuition Occupation/Academic (Non-credit)	297,400	6,500	303,900
Tuition Public Service (Non-credit)	135,000	-	135,000
NonCredit TAACCT Tuition Revenue	50,000	-	50,000
Wednet Administrative Fees (Non-credit)	28,000	-	28,000
Wednet Contracted Revenue ( Non-Credit)	140,000	-	140,000
<b>Sponsor Appropriation</b>	4,140,080	36,789	4,176,869
<b>State Appropriation</b>			
State Appropriation - Credit	11,521,870	1,783,830	13,305,700
State Appropriation - Noncredit	1,246,870	(1,246,870)	-
<b>Miscellaneous Income</b>			
Administrative Allowances	102,000	(14,400)	87,600
Bad Check Fees	1,200	-	1,200
Bookstore Commission	160,000	(11,000)	149,000
Duplicating Services	25,000	-	25,000
Foundation Income Received	155,000	10,000	165,000
Investment Income	150,000	10,000	160,000
LANTA Passes	24,000	-	24,000
Library Duplicating and Fines	1,000	850	1,850
Miscellaneous Income	129,000	(49,819)	79,181
Parking Fines	3,400	-	3,400
Payment Plan Fees	85,000	-	85,000
PELL Administrative Allowance	14,750	-	14,750
Rental Income	20,000	2,200	22,200
Sewer Plant Operations reimb.	42,000	-	42,000
State Rebate (FICA)	765,000	30,000	795,000
Testing Center Fees	9,000	-	9,000
Tutoring Fee	5,000	-	5,000
<b>TOTAL REVENUE</b>	<b>\$ 39,107,620</b>	<b>\$ 42,130</b>	<b>\$ 39,149,750</b>





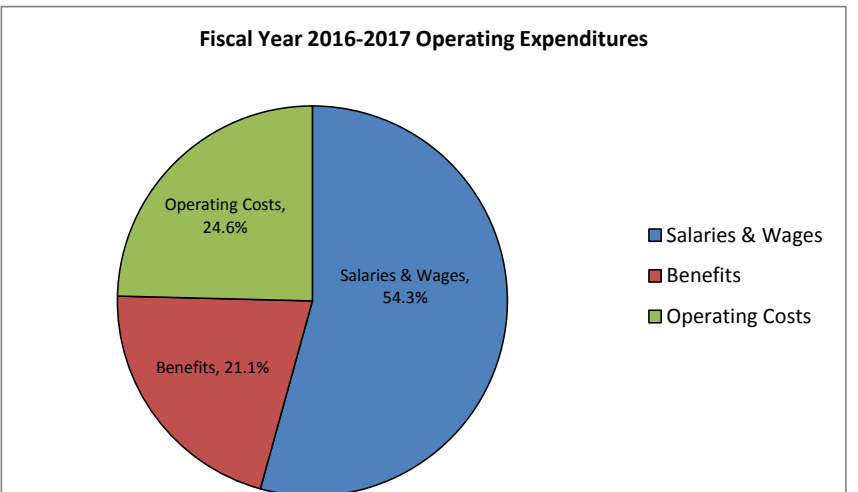
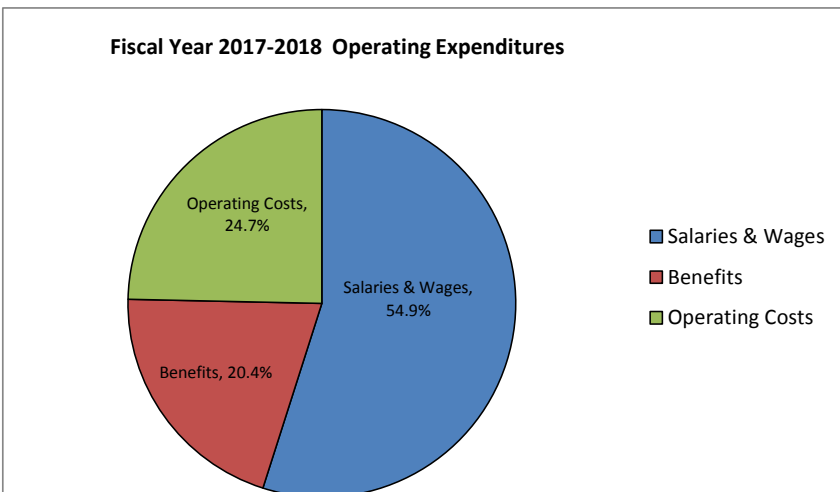
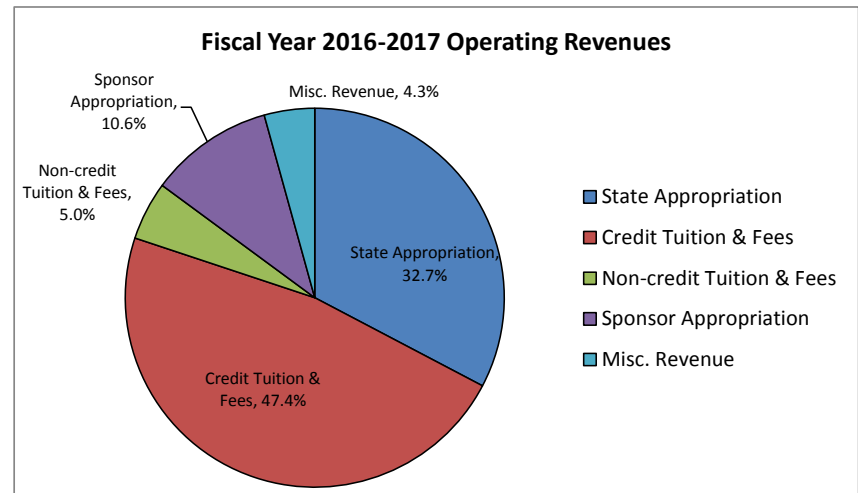
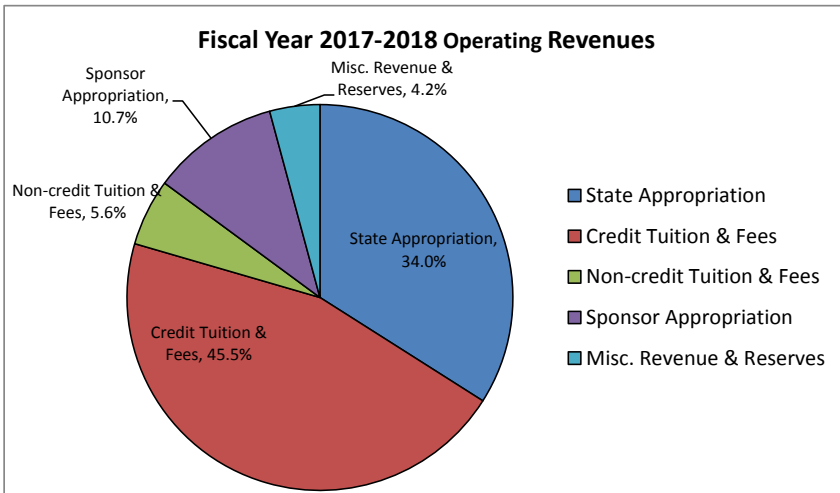
Lehigh Carbon Community College  
**Operating Revenue Budget Summary**  
**Fiscal Year 2017-2018**

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<b><u>Revenue Source</u></b>	<b><u>Fiscal Year 2016-2017 Adopted</u></b>	<b><u>% of Total Budget</u></b>		<b><u>Fiscal Year 2017-2018 Proposed</u></b>	<b><u>% of Total Budget</u></b>
Tuition and Fees - Credit	\$ 18,543,950	47.4%		\$ 17,798,000	45.5%
Tuition and Fees - Non-credit	1,963,500	5.0%		2,200,000	5.6%
Sponsor Appropriation	4,140,080	10.6%		4,176,869	10.7%
State Appropriation	12,768,740	32.7%		13,305,700	34.0%
Miscellaneous Income	1,691,350	4.3%		1,669,181	4.2%
<b>Total</b>	<b>\$ 39,107,620</b>	<b>100.0%</b>		<b>\$ 39,149,750</b>	<b>100.0%</b>



## Lehigh Carbon Community College Operating Revenue and Expenditure Charts









**Grant Funds**

**Fiscal Year 2017-2018**



**Lehigh Carbon**  
**COMMUNITY COLLEGE**







Lehigh Carbon Community College

**Grant Funds  
Fiscal Year 2017-2018**

<b><u>Grants</u></b>	<b>Fiscal Year 2016-2017 Adopted</b>	<b>Fiscal Year 2017-2018 Proposed</b>
Trade Adjustment Assistance Training Grant IV	\$ 803,700	\$ 228,500
Title III	740,600	185,000
Perkins Career and Technical Education	469,600	469,600
Federal Literacy	435,700	435,700
SHINE : After-School	400,000	400,000
SHINE : 21st Century – Community Learning Centers – Cohort 7	400,000	400,000
SHINE : 21st Century – Community Learning Centers – Cohort 8	395,000	395,000
Edugaming STEM	270,000	22,500
SHINE : Child and Adult Care Food Program	187,000	187,000
State Literacy Program	100,000	100,000
Science In Motion	87,800	-
Keystone Education Yields Success	86,400	86,400
Engaging Community Colleges	79,800	-
ESL Civics	54,000	54,000
Pre-Kindergarten Grant	42,500	42,500
Pathways to Achievement (PASS Program)	37,300	-
SHINE : TANF Youth Development Grant	25,500	-
Next Step to Success Program	9,900	9,900
Clear Path-Bachelor's Degree Completion Scholarships	8,300	8,300
Miscellaneous Grants	33,400	10,000
	<b><u>\$ 4,666,500</u></b>	<b><u>\$ 3,034,400</u></b>

The College reports grants separately because these funds are for restricted purposes. Grant funds can only be expended for the purpose as approved by the grant and at no cost to the sponsoring school districts.

Federal and State-related financial aid such as Pell grants, SEOG, PHEAA grants are not included as grants to the college.

Lehigh Carbon Community College  
**Grants Assisting Lehigh and Carbon School District Students  
Fiscal Year 2016-2017**

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1. **Trade Adjustment Assistance Community College and Career Training IV (TAACCCT IV) - \$803,700.** Partnership with Northampton Community College and Luzerne County Community College to create and expand programs for eligible students to improve ability to deliver education and career training programs that can be completed in two years or less, and that result in skills, degrees, and credentials that prepare program participants for employment in the region's high demand industries.
2. **Title III - \$740,600.** To create a culture for student success by improving student success in developmental courses, increasing student retention and completion, and expanding the use of data to support decision making.
3. **Perkins Career and Technical Education - \$469,600.** To more fully develop the academic and career and technical skills of students in career and technical education programs.
4. **Federal Literacy - \$435,700.** To increase adult literacy and job readiness skills by offering instruction in Adult Basic Education (ABE), GED Preparation, English as a Second Language (ESL), transitioning and job preparedness.
5. **SHINE : After-School - \$400,000.** To provide an after-school program for students K-12 which includes academic support and project-based activities related to academic skills taught in the classroom with a focus on STEM. The program also includes a home visitor program and parent and family activities.
6. **SHINE : 21st Century Community Learning Centers – Cohort 7 - \$400,000.** To provide an after-school program for students K-12 which includes academic support and project-based activities related to academic skills taught in the classroom with a focus on STEM. The program also includes a home visitor program and parent and family activities. Funds serve specific school districts.
7. **SHINE : 21st Century Community Learning Centers – Cohort 8 - \$395,000.** To provide an after-school program for students K-12 which includes academic support and project-based activities related to academic skills taught in the classroom with a focus on STEM. The program also includes a home visitor program and parent and family activities. Funds serve specific school districts.
8. **Edugaming STEM - \$270,000.** To strengthen the STEM educational pipeline by employing interdisciplinary and collaborative approach including the enhancement of the curriculum of the Computer Game and Simulation Development associate degree program.
9. **SHINE : Child and Adult Care Food Program - \$187,000.** To provide after-school meals for K-12 SHINE students who are eligible for free or reduced meals.

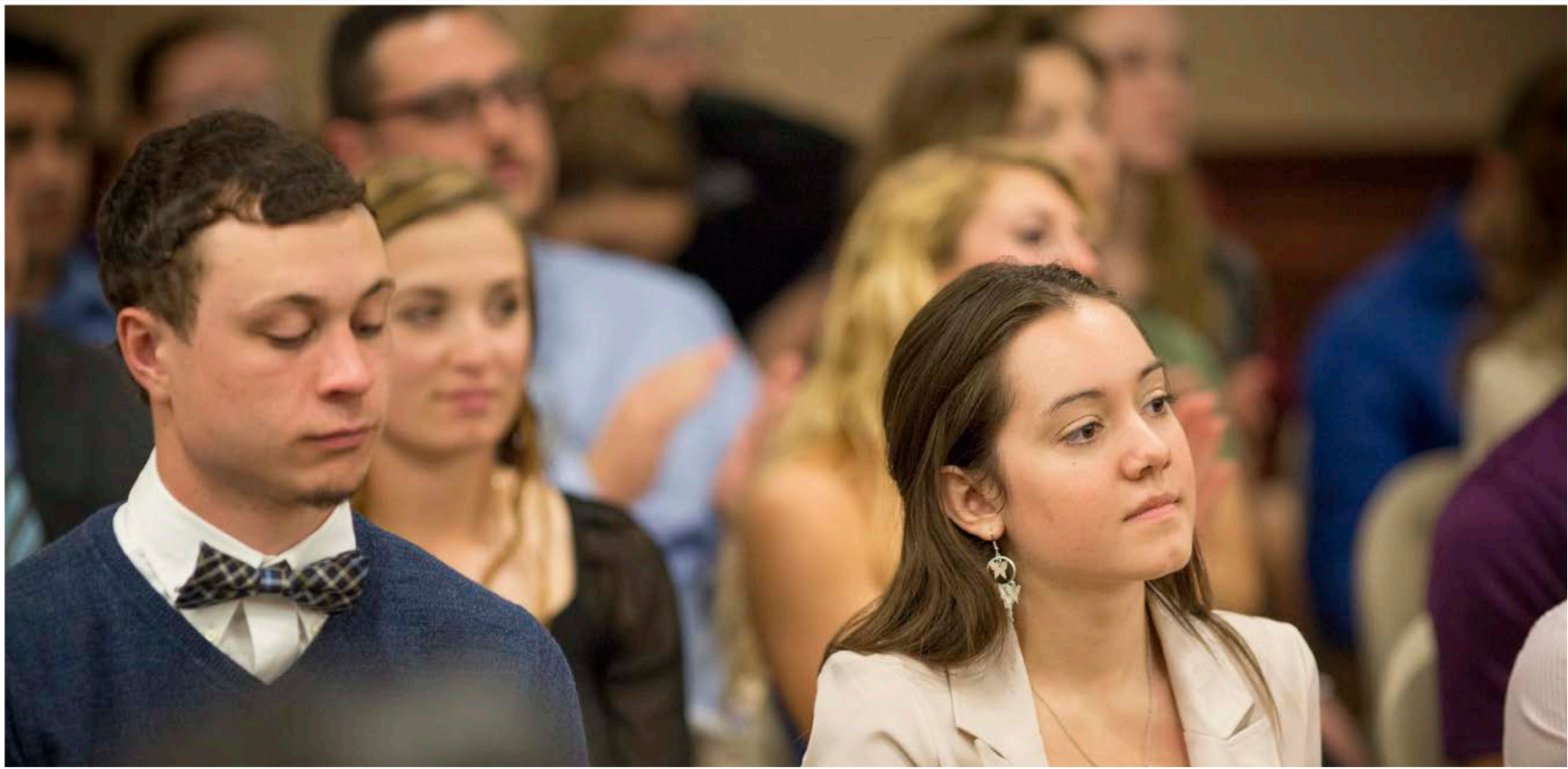
10. **State Literacy Program - \$100,000.** To increase adult literacy and job readiness skills by offering instruction in Adult Basic Education (ABE), tutor coordination, and job preparedness.
11. **Science in Motion - \$87,800.** A consortium of Pennsylvania colleges to offer science equipment and services to schools throughout the state. A mobile educator provides teachers with professional development opportunities and students a hands-on science experience.
12. **Keystone Education Yields Success (KEYS) - \$86,400.**  
To provide opportunity and support for Temporary Assistance to Needy Families (TANF) clients to pursue postsecondary educational goals.
13. **Engaging Community Colleges (SEED) - \$79,800.**  
To develop and implement programs to integrate students with disabilities into postsecondary programs to prepare them for strategic employment.
14. **ESL Civics - \$54,000.** To provide English as a Second Language (ESL) instruction with a focus on civics education to become active and informed parents, workers and community members.
15. **Pre-Kindergarten Grant - \$42,500.** To provide half-day preschool program to at-risk children, ages three up to kindergarten entry, of students meeting income guidelines.
16. **Pathways to Achievement for STEM Scholars : The PASS Program - \$37,300.** To provide scholarships and structured support to eligible students who demonstrate academic potential for completing an associate degree program in science, technology, engineering or mathematics.
17. **SHINE : TANF Youth Development Grant - \$ 25,500.**  
To provide SHINE program support to TANF eligible students and their families in the Mahanoy and Shenandoah School Districts.

18. **Next Step to Success - Community Development Block Grant (CDBG) \$9,900.** To improve or acquire work readiness skills needed to transition to the next step in a career path. Program for residents in the Community Development Block Grant area.
19. **Clear Path - Bachelor's Degree Completion Scholarship - \$8,300.** Subrecipient agreement with East Stroudsburg University to increase baccalaureate degree completion rate among students transferring from community college in selected STEM fields.









# Debt Service/Leases and Capital Budget

Fiscal Year 2017-2018



Lehigh Carbon  
COMMUNITY COLLEGE





Lehigh Carbon Community College  
**Debt Service/Leases and Capital Budget**  
**Fiscal Year 2017-2018**

	Fiscal Year 2016-2017 Adopted	2017-2018 Proposed Budget		
		Debt Service & Lease	Capital	Total Proposed Budget
<b>REVENUES AND RESERVES</b>				
Sponsor Debt Service & Lease Appropriation	\$ 2,046,257	2,009,468	\$	2,009,468
State Debt Service and Lease Appropriation	2,323,951	2,021,672	\$	2,021,672
Foundation Grant (Morgan Center)	225,070	225,070	\$	225,070
Capital Outlay Fee - Non - Sponsored Students	200,700		169,800	\$ 169,800
Technology Fee (Credit Hour Based)	620,000	325,737	165,863	\$ 491,600
SGA Funds for Playing Fields	145,309	142,869	\$	142,869
Transfer from Operating	-		-	\$ -
Designated Reserves (A)	1,200,000		1,550,000	\$ 1,550,000
<b>Total Revenues and Reserves</b>	<b>\$ 6,761,287</b>	<b>4,724,816</b>	<b>1,885,663</b>	<b>\$ 6,610,479</b>
<b>DEBT SERVICE/LEASES AND CAPITAL EXPENDITURES</b>				
Debt Service	\$ 2,747,264	2,438,735	\$	2,438,735
Classroom and Equipment Leases	2,397,438	2,286,081	\$	2,286,081
Capital Projects	200,700		169,800	\$ 169,800
Technology Fee Projects	215,885		165,863	\$ 165,863
Capital Equipment (A)	250,000		250,000	\$ 250,000
Deferred Maintenance Projects (A)	200,000		250,000	\$ 250,000
Master Landscape and Parking (A)	500,000		450,000	\$ 450,000
Technology Equipment (A)	250,000		300,000	\$ 300,000
Wastewater Treatment Plant (A)			300,000	\$ 300,000
<b>Total Debt Service and Capital Expenditures</b>	<b>\$ 6,761,287</b>	<b>4,724,816</b>	<b>1,885,663</b>	<b>\$ 6,610,479</b>



Lehigh Carbon Community College  
**Debt Service and Leases**  
**Fiscal Year 2017-2018**

	Fiscal Year 2016-2017 Adopted	FY2016-2017 Sponsor Allocation	Fiscal Year 2017-2018 Adopted	FY2017-2018 Sponsor Allocation
<b><u>LEASES</u></b>				
Classroom Leases*	\$ 1,493,253	\$ 521,557	\$ 1,513,817	\$ 526,212
Equipment Leases*	904,185	\$ 388,571	772,264	335,324
<b>TOTAL LEASES</b>	<b><u>\$ 2,397,438</u></b>	<b><u>\$ 910,128</u></b>	<b><u>\$ 2,286,081</u></b>	<b><u>\$ 861,535</u></b>
*Please see lease detail schedules				
<b><u>DEBT SERVICE</u></b>				
1997 Bond Issue (Refinanced 2007 Series)	447,413	\$ 223,707		
CLIU Purchase and Improvement Bonds of 2007	691,035	345,518		
LRC Building Renovation Bonds of 2007	229,120	114,560		
Berrier Hall Renovation Bonds of 2010	333,794	166,897		
Athletic Fields and Landscape Bonds of 2010	444,734	-		
Administration Building Renovations Bonds of 2013	241,888	120,944	240,200	\$ 120,100
Donley Center Bond Issue (Refinanced 2013 Series)	359,280	179,640	358,326	\$ 179,163
Series 2016			511,229	\$ 184,180
Series 2016 (A)			1,328,980	\$ 664,490
Sponsor Allocation Adjustment		\$ (15,137)		
<b>TOTAL DEBT SERVICE</b>	<b><u>2,747,264</u></b>	<b><u>\$ 1,136,129</u></b>	<b><u>\$ 2,438,735</u></b>	<b><u>\$ 1,147,933</u></b>
<b>Total Debt Service and Leases</b>	<b><u>\$ 5,144,702</u></b>	<b><u>\$ 2,046,257</u></b>	<b><u>\$ 4,724,816</u></b>	<b><u>\$ 2,009,468</u></b>

Lehigh Carbon Community College  
**Classroom and Equipment Leases**  
**Fiscal Year 2017-2018**

<u>Item</u>	<u>Department Name</u>	Fiscal Year 2016-2017 Adopted	FY2016-2017 Sponsor Allocation	Fiscal Year 2016-2017 Adopted	FY2017-2018 Sponsor Allocation
<b><u>CLASSROOM LEASES</u></b>					
Airport Site	Off Campus Site	\$ 30,404	\$ 15,202	\$ 28,833	\$ 14,417
Carbon County- Jim Thorpe Site	Off Campus Site	180,000	90,000	187,272	\$ 93,636
Corral and Barn at LCTI	Veterinary Technology	24,240	12,120	25,210	\$ 12,605
Morgan Center	Tamaqua Site	450,140	-	461,394	
Wilson Center Addition	Main Campus	90,439	45,220	93,078	\$ 46,539
Technology Building	Main Campus	708,030	354,015	708,030	\$ 354,015
Environmental Studies Land	Tamaqua Site	10,000	5,000	10,000	\$ 5,000
<b>TOTAL CLASSROOM LEASES</b>		<b>\$ 1,493,253</b>	<b>\$ 521,557</b>	<b>\$ 1,513,817</b>	<b>\$ 526,212</b>
<b><u>EQUIPMENT LEASES</u></b>					
Copy System	Duplicating and Graphics	\$ 87,900	\$ 43,950	\$ 87,900	\$ 43,950
Copiers	General Institutional	63,670	31,835	72,119	\$ 36,060
Computers and Computing Equipment	Campus Wide	752,615	312,786	612,245	\$ 255,314
<b>TOTAL EQUIPMENT LEASES</b>		<b>\$ 904,185</b>	<b>\$ 388,571</b>	<b>\$ 772,264</b>	<b>\$ 335,324</b>
<b>TOTAL CLASSROOM and EQUIPMENT LEASES</b>		<b>\$ 2,397,438</b>	<b>\$ 910,128</b>	<b>\$ 2,286,081</b>	<b>\$ 861,535</b>







**Sponsor Allocations**

**Fiscal Year 2017-2018**



**Lehigh Carbon**  
**COMMUNITY COLLEGE**



Lehigh Carbon Community College  
**Operating Budget**  
**Sponsor Appropriation Based on Five-Year FTE Average**  
**Fiscal Year 2017-2018**

<u>District</u>	<u>FTE Enrollment Fall 2012</u>	<u>FTE Enrollment Fall 2013</u>	<u>FTE Enrollment Fall 2014</u>	<u>FTE Enrollment Fall 2015</u>	<u>FTE Enrollment Fall 2016</u>	<u>5-Yr Avg. 2012-2016</u>	<u>% of Average</u>	<u>2017-2018 Sponsor Appropriation</u>
Allentown	1,067.6	1,073.8	1,043.0	1,010.5	996.8	1,038.3	30.47%	\$ 1,272,622
Catasauqua	111.8	98.8	111.1	86.2	80.3	97.6	2.86%	\$ 119,626
East Penn	484.5	458.0	436.7	467.4	476.1	464.5	13.63%	\$ 569,328
Jim Thorpe	124.8	101.8	101.2	115.0	110.5	110.7	3.25%	\$ 135,683
Lehighton	154.9	122.0	120.9	135.7	138.1	134.3	3.94%	\$ 164,609
Northern Lehigh	154.3	120.0	114.7	107.2	111.4	121.5	3.57%	\$ 148,920
Northwestern Lehigh	122.0	112.2	121.5	123.1	111.6	118.1	3.47%	\$ 144,753
Palmerton	116.9	132.7	131.2	70.8	130.3	116.4	3.42%	\$ 142,669
Panther Valley	98.3	90.5	80.7	78.3	85.3	86.6	2.54%	\$ 106,144
Parkland	565.8	575.8	586.8	611.8	594.4	586.9	17.22%	\$ 719,351
Salisbury	95.3	106.3	108.6	109.6	96.3	103.2	3.03%	\$ 126,490
Southern Lehigh	125.6	128.9	123.5	110.6	106.5	119.0	3.49%	\$ 145,856
Whitehall-Coplay	340.3	312.5	305.5	317.3	278.2	310.7	9.12%	\$ 380,818
<b>Totals</b>	<b>3,562.1</b>	<b>3,433.3</b>	<b>3,385.4</b>	<b>3,343.5</b>	<b>3,315.6</b>	<b>3,407.8</b>	<b>100.0%</b>	<b>\$ 4,176,869</b>

The calculation is based on a rolling five-year average. Therefore each School District % of average has a relationship to the other School districts combined total enrollment.



Lehigh Carbon Community College  
**Debt Service/Leases Sponsor Appropriation**  
**Fiscal Year 2017-2018**

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<u>District</u>	<u>Market Value</u>	<u>% of Total</u>	<u>2017-2018 Sponsor Appropriation</u>
Allentown	\$ 4,257,813,000	14.997%	\$ 301,368
Catasauqua	698,192,790	2.459%	\$ 49,418
East Penn	4,733,941,529	16.674%	\$ 335,068
Jim Thorpe	1,538,564,584	5.419%	\$ 108,900
Lehighton	951,903,888	3.353%	\$ 67,376
Northern Lehigh	682,059,204	2.402%	\$ 48,276
Northwestern Lehigh	1,391,109,706	4.900%	\$ 98,463
Palmerton	777,392,028	2.738%	\$ 55,024
Panther Valley	349,253,825	1.230%	\$ 24,720
Parkland	7,321,549,382	25.789%	\$ 518,219
Salisbury	1,178,658,485	4.152%	\$ 83,425
Southern Lehigh	2,450,391,092	8.631%	\$ 173,439
Whitehall-Coplay	2,059,507,715	7.254%	\$ 145,772
<b>Totals</b>	<b><u>\$ 28,390,337,228</u></b>	<b><u>100.00%</u></b>	<b><u>\$ 2,009,468</u></b>

Note: Individual sponsor share of the capital debt service and lease budget is based upon the 2016 market valuation as certified by the Pennsylvania State Tax Equalization Board.

Lehigh Carbon Community College  
**Total Sponsor Appropriation for All Budgets**  
**Fiscal Year 2017-2018**

<u>District</u>	<u>Operating Budget</u>				<u>Debt Service and Leases Budget</u>				<u>Budgeted Total 2016-2017</u>	<u>Budgeted Total 2017-2018</u>	<u>Change</u>	<u>% Change</u>
	<u>2016-2017</u>	<u>2017-2018</u>	<u>Change</u>		<u>2016-2017</u>	<u>2017-2018</u>	<u>Change</u>					
Allentown	\$ 1,233,992	\$ 1,272,622	\$ 38,630	3.1%	\$ 297,249	\$ 301,368	\$ 4,119	1.4%	\$ 1,531,241	\$ 1,573,989	\$ 42,748	2.8%
Catasauqua	122,991	\$ 119,626	\$ (3,365)	-2.7%	52,002	\$ 49,418	\$ (2,584)	-5.0%	174,993	\$ 169,044	\$ (5,949)	-3.4%
East Penn	564,939	\$ 569,328	\$ 4,389	0.8%	345,041	\$ 335,068	\$ (9,973)	-2.9%	909,980	\$ 904,396	\$ (5,584)	-0.6%
Jim Thorpe	132,849	\$ 135,683	\$ 2,834	2.1%	111,920	\$ 108,900	\$ (3,020)	-2.7%	244,769	\$ 244,583	\$ (186)	-0.1%
Lehighton	161,583	\$ 164,609	\$ 3,026	1.9%	69,396	\$ 67,376	\$ (2,020)	-2.9%	230,979	\$ 231,985	\$ 1,006	0.4%
Northern Lehigh	155,692	\$ 148,920	\$ (6,772)	-4.3%	49,992	\$ 48,276	\$ (1,716)	-3.4%	205,684	\$ 197,196	\$ (8,488)	-4.1%
Northwestern Lehigh	147,997	\$ 144,753	\$ (3,244)	-2.2%	97,271	\$ 98,463	\$ 1,192	1.2%	245,268	\$ 243,216	\$ (2,052)	-0.8%
Palmerton	144,150	\$ 142,669	\$ (1,481)	-1.0%	56,581	\$ 55,024	\$ (1,557)	-2.8%	200,731	\$ 197,693	\$ (3,038)	-1.5%
Panther Valley	109,165	\$ 106,144	\$ (3,021)	-2.8%	25,668	\$ 24,720	\$ (948)	-3.7%	134,833	\$ 130,864	\$ (3,969)	-2.9%
Parkland	701,635	\$ 719,351	\$ 17,716	2.5%	528,522	\$ 518,219	\$ (10,303)	-1.9%	1,230,157	\$ 1,237,570	\$ 7,413	0.6%
Salisbury	127,800	\$ 126,490	\$ (1,310)	-1.0%	86,282	\$ 83,425	\$ (2,857)	-3.3%	214,082	\$ 209,915	\$ (4,167)	-1.9%
Southern Lehigh	150,522	\$ 145,856	\$ (4,666)	-3.1%	175,345	\$ 173,439	\$ (1,906)	-1.1%	325,867	\$ 319,295	\$ (6,572)	-2.0%
Whitehall-Coplay	386,765	\$ 380,818	\$ (5,947)	-1.5%	150,988	\$ 145,772	\$ (5,216)	-3.5%	537,753	\$ 526,590	\$ (11,163)	-2.1%
<b>Total Sponsor Allocation</b>	<b>\$ 4,140,080</b>	<b>\$ 4,176,869</b>	<b>\$ 36,789</b>	<b>0.9%</b>	<b>\$ 2,046,257</b>	<b>\$ 2,009,468</b>	<b>\$ (36,789)</b>	<b>-1.8%</b>	<b>\$ 6,186,337</b>	<b>\$ 6,186,337</b>	<b>\$ -</b>	<b>0.0%</b>





Appendices

Fiscal Year 2017-2018

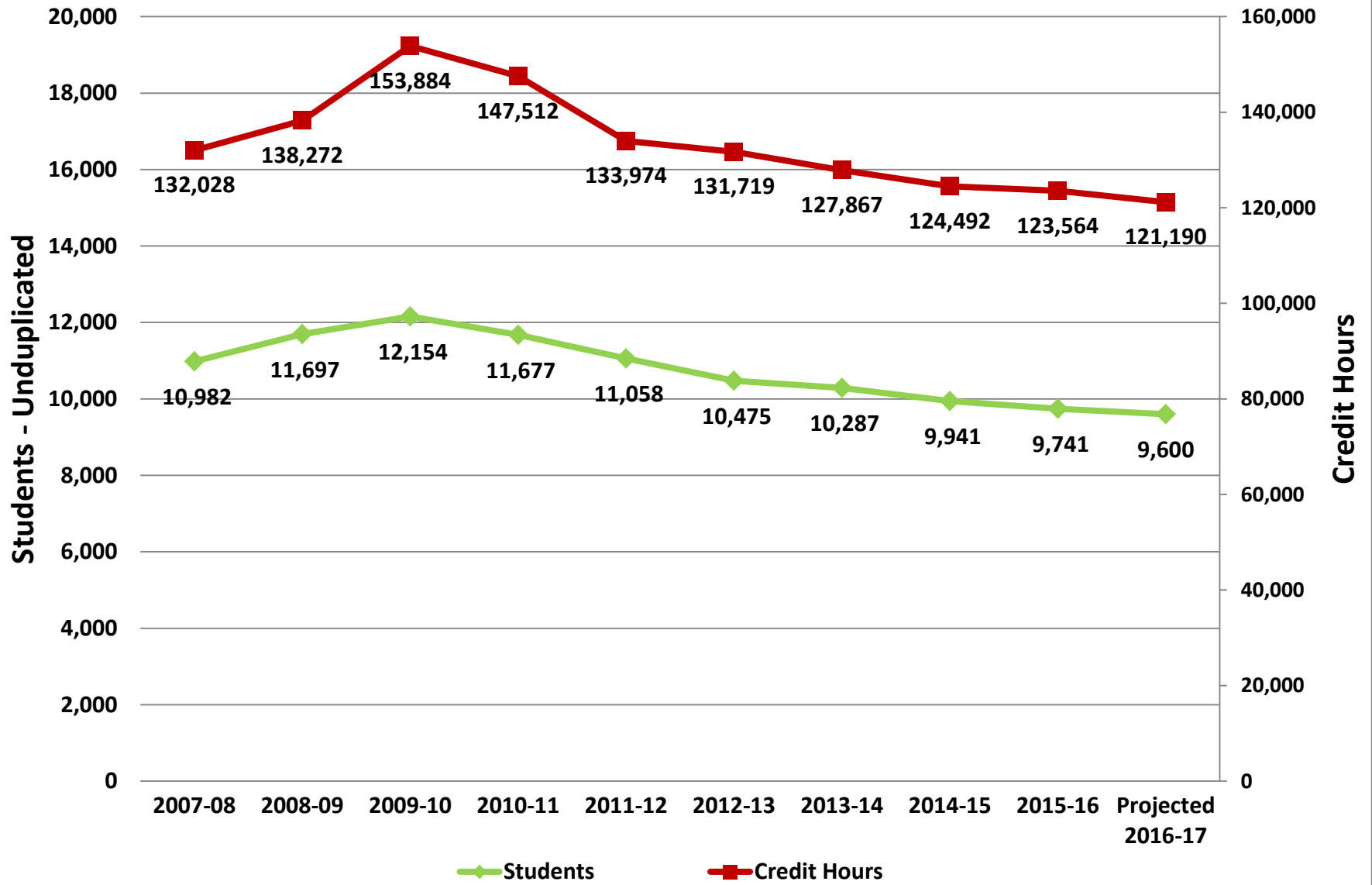


Lehigh Carbon  
COMMUNITY COLLEGE

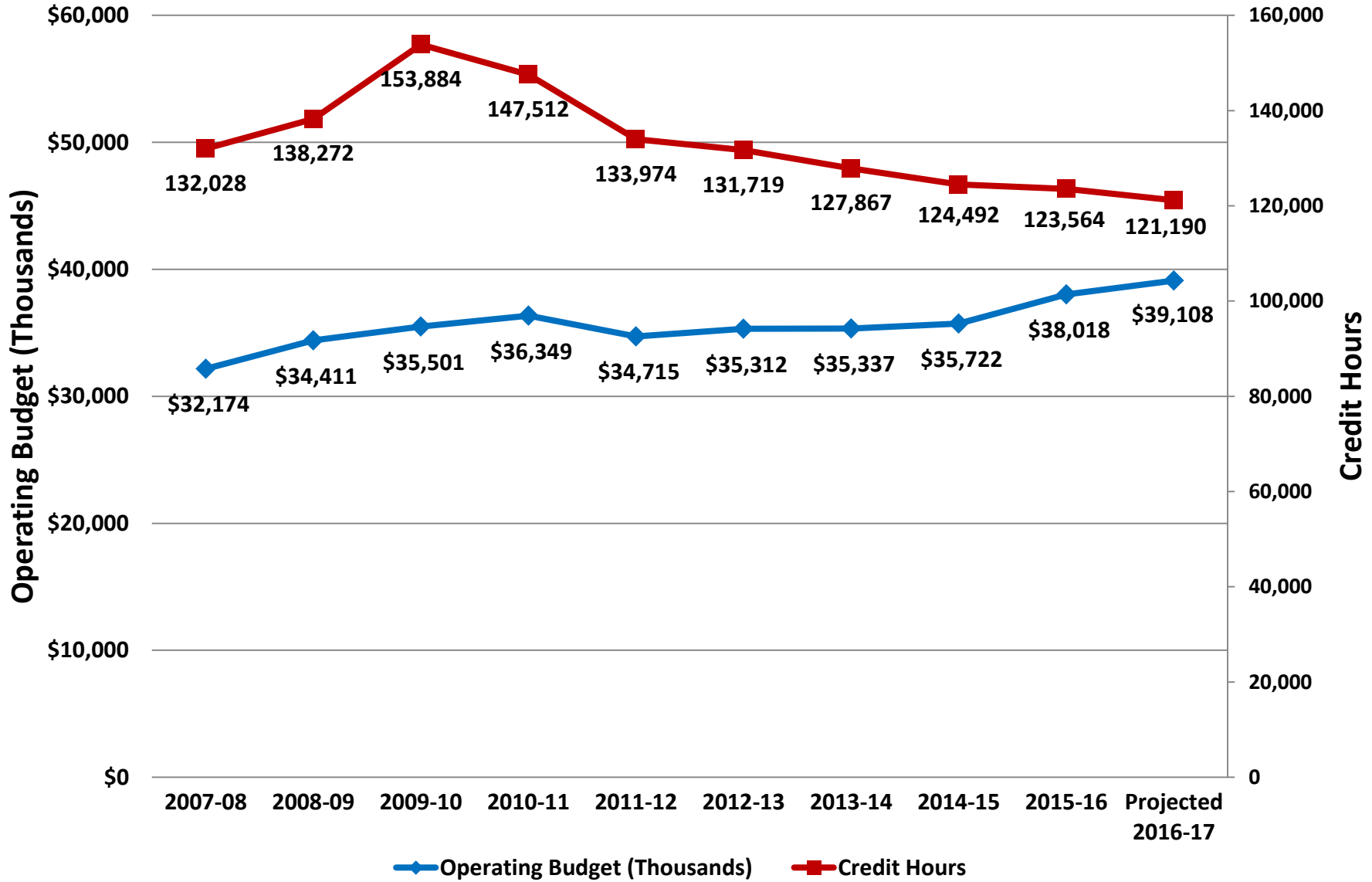




### Fiscal Year Credit Hours vs. Student Enrollment

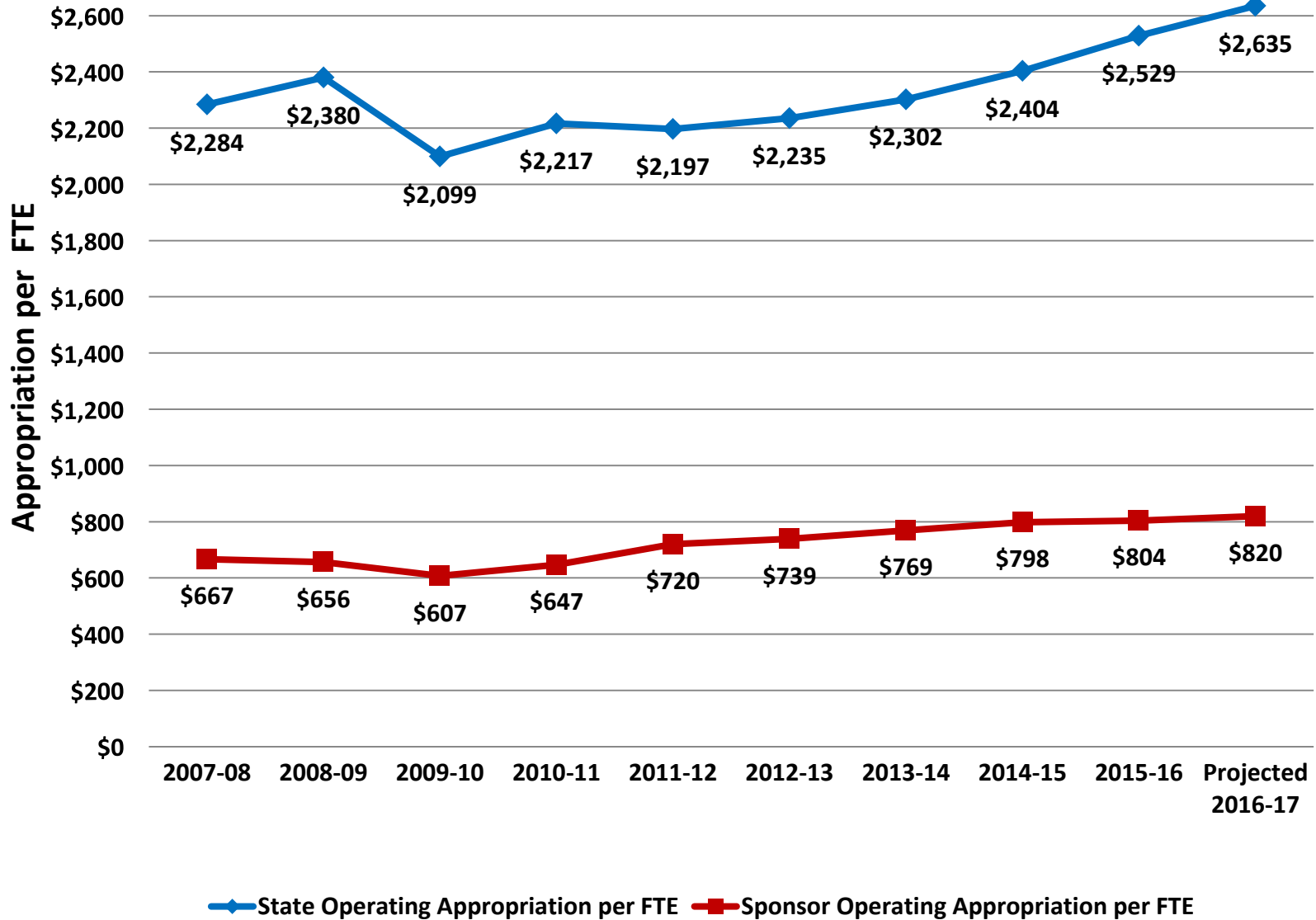


### Fiscal Year Credit Hours and Operating Budget





### State and Sponsor Operating Appropriations



Note: FTE calculation based on 24 credits in a fiscal year.





**Reserves**

**Fiscal Year 2017-2018**



**Lehigh Carbon**  
**COMMUNITY COLLEGE**





Lehigh Carbon Community College  
**Projected Board Designation of Reserves**  
**Fiscal Year 2017-2018**

<u>Designated Reserves - Capital Budgets</u>	Fund	Board Designations 6-30-2016	Estimated 2016-2017 Expenditures	Estimated 2017-2018 Expenditures	Estimated Designated Reserves 6-30-2018
Capital Equipment	072305	640,000	(250,000)	(125,000)	265,000
Carbon Center	072501	2,925,000			2,925,000
Deferred Maintenance	070010	780,000	(250,000)	(150,000)	380,000
Donley Center	072506	2,400,000			2,400,000
Master Landscape Plan	072500	240,000	(100,000)	(75,000)	65,000
Parking Lots Refurbishing	072507	700,000	(350,000)	(100,000)	250,000
Technology Equipment	070307	1,290,000	(300,000)	(200,000)	790,000
Wastewater Treatment Plant	072504	1,100,000	(300,000)	(800,000)	-
Total Designated Reserves - Capital Budgets		\$ 10,075,000	(1,550,000)	(1,450,000)	7,075,000
<u>Reserve per Charter</u>					
Reserve per Charter	010010	\$ 1,900,000	-		\$ 1,900,000
<u>Designated Reserves - Operations</u>					
Banner Initiatives	016800	977,000	(250,000)	(250,000)	477,000
Benefits Reserve	016602	500,000			500,000
Enrollment Management	016600	150,000	(150,000)		-
Marketing	016601	450,000	(75,000)	(75,000)	300,000
Public Safety		300,000	(75,000)	(150,000)	75,000
Radio Station Proceeds Education Fund		697,000			697,000
Scholarships	016688	900,000	(150,000)	(150,000)	600,000
Strategic Planning Implementation	016870	757,000	(100,000)	(100,000)	557,000
Technology Initiatives		150,000	(50,000)	(50,000)	50,000
Total Designated Reserves - Operations		4,881,000	(850,000)	(775,000)	3,256,000
<u>Designated Reserves - Auxiliary Student Organizations</u>					
Auxiliary Operations	080094	474,908			474,908
Restricted Organizational Funds	Various	112,964			112,964
SGA- Capital Budget/Wellness Center Equipment	070302	635,902			
SGA General Reserve	Various	199,627			199,627
SGA Student Clubs	Various	96,833			96,833
Grants/Financial Aid	Various	371,445			371,445
					-
Total Designated Reserves - Auxiliary Student Organizations		1,891,679	-		1,255,777
Designated Reserves Total		\$ 18,747,679	(2,400,000)	(2,225,000)	14,122,679
Unrestricted Undesignated Reserves	010010	\$ 25,390			25,390
Total Reserves		\$ 18,773,069	(2,400,000)	(2,225,000)	14,148,069

Lehigh Carbon Community College  
**Board Designation of Reserves**  
**June 30, 2016**

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### Designated Reserves – Capital Budgets

1. **Capital Equipment \$640,000** – Equipment purchases in excess of \$4,000 processed through budget purchase order process to maintain campus infrastructure, such as, front end loaders, security vehicles, turf maintenance, snow removal equipment.
2. **Carbon Center \$2,925,000** – Construction, site development, infrastructure and other costs related to construction of educational facility for LCCC in Carbon County.
3. **Deferred Maintenance \$780,000** – Maintenance for items such as roof repair, painting, lighting, parking lots, HVAC and elevator repair.
4. **Donley Center \$2,400,000** – Acquisition and construction/renovation of a facility to increase the availability of educational workforce programs for Lehigh Carbon Community College in or adjacent to the Allentown Neighborhood Improvement Zone (NIZ).
5. **Master Landscape Plan \$240,000** – Includes improvement to walkways, shrubs, landscaping, lighting and ADA compliance.
6. **Parking Lot Refurbishing A, E, F \$700,000** – Repair, remilling and replacement of approximately 600 parking spaces in lots A, E and F or about 20% of overall campus parking.
7. **Technology Equipment \$1,290,000** – Technology fee monies to be used for expenses that exceed sponsor contributions for annual lease agreements.
8. **Wastewater Treatment Plant \$1,100,000** – Improve efficiency of plant which in turn will lower ongoing operational costs. According to notice of Commissioner Action issued by Delaware River Basin Commission, the College has to have modifications before March 2018. Joint agreement with LCTI - received \$200,000 for capital improvements.

### Reserve per Charter

1. **Reserve per Charter \$1,900,000** – Agreement for Operating Lehigh Carbon Community College entered into April 1, 1967; A College contingency fund may be maintained at no more than five percent (5%) of the College operating budget. Any end-of-year fund balance which exceeds the maximum level of the contingency fund is to be carried over to the operating fund and/or capital fund for the following fiscal year.

### Designated Reserves – Operations

1. **Banner Initiatives \$977,000** – Further utilize the College's enterprise reporting system to improve efficiency in college operations such as financial reporting, Foundation gifts, student services and grant reporting.
2. **Benefits Reserve \$500,000** – Funds to smooth the transition of unexpected healthcare cost increases, Affordable Care Act and pension increases.
3. **Enrollment Management \$150,000** – Implement strategies to improve student services, retention and marketing with a focus on Veterans programs. Also enhancing and sustaining Title III monies after end of grant.
4. **Marketing \$450,000** – Improve visibility to increase enrollment which in turn lowers reliance on outside funding. Create opportunities to market specific programs focusing on new and or expanding job opportunities in the Valley.
5. **Public Safety \$300,000** – Increase Public Safety at all sites by implementing a new Photo ID system enabling card access to all buildings and designated classrooms.

6. **Radio Station Proceeds Education Fund \$697,000** – Proceeds from the sale of the Radio Station License sale to advance education and workforce development within the sponsoring districts.
7. **Scholarships \$900,000** – Brings strong student body into the College that may not have had the opportunity or other means to attend. These students often are able to transfer out to Bucknell, DeSales, etc., further enhancing the affordable education experience.
8. **Strategic Planning Implementation \$757,000** – Execute initiatives for professional development, mobile technology, first year experience and retention. Enhances student learning through developmental education and supports student tutoring. Works to improve alumni relations and expand alumni giving.
9. **Technology Initiatives \$150,000** – Funds to be utilized for Cyber Security, Infrastructure configuration studies as well as other analysis to ensure we have an efficient and effective IT system.

#### **Designated Reserves – Auxiliary Student Organizations:**

1. **Auxiliary Student Organizations \$1,891,679** – Monies generated through student fees to be utilized by students for the students. For example, student fees fund the athletic fields.









