

LEHIGH CARBON COMMUNITY COLLEGE
Minutes of the Meeting of the Board of Trustees
December 1, 2016
Volume 52

The scheduled regular meeting of the Board of Trustees of Lehigh Carbon Community College was held on Thursday, December 1, 2016, in the Don Mershon Conference Room at the Community College. Mrs. Marcus, Chair, convened the meeting at 7:00 p.m.

Members Present:

Mrs. Annabelle B. Creveling
Mr. Samuel P. DeFrank
Mr. Willard G. Dellicker
Mr. Paul C. Fisher, Jr.
Mr. Mathias J. Green, Jr.
Mr. Matthew T. Korp
Mr. Davis L. Krause

Ms. Audrey L. Larvey
Mrs. Roberta M. Marcus
Mr. William Miracle
Mr. Kenneth H. Mohr, Jr.
Mr. William Santore, Jr.
Mr. Randall L. Smith
Mrs. Ann L. Thompson

Staff Present:

Dr. Ann D. Bieber, President
Mrs. Ann Conte, Assistant Secretary to the Board of Trustees
Ms. Cindy Haney, Vice President for Enrollment Management
Mr. Brian L. Kahler, Vice President for Finance and Administrative Services
Dr. Thomas Meyer, Vice President for Academic Services and Student Development
Ms. Virginia Mihalik, Professor, Transfer Counselor
Dr. Betsy Swope, Assistant Professor of Psychology

Counsel Present:

Attorney Jerome B. Frank

Press Present:

Others Present:

Mr. Evan Genay, President, Student Government Association
Ms. Theresa Buckley, Vice President, Student Government Association

Minutes of
November 3, 2016

Mrs. Marcus presented the minutes of the November 3 meeting for approval. On a motion by Mr. Mohr, seconded by Mrs. Thompson, the minutes of the November 3, 2016 meeting were approved as written.

Treasurer's Report

In the absence of Mr. Alban, Assistant Treasurer, Mr. Kahler, presented the Treasurer's Report as listed below:

Cash Balance 10/1/16	\$29,304,546.00
Receipts	<u>+1,705,114.00</u>
Total	\$31,009,660.00
Disbursed	<u>-5,133,493.00</u>
Cash Balance 10/30/16	<u>\$25,876,167.00</u>

President's Report

- Dr. Bieber stated the 50th Anniversary year banners have been taken down from the campus mall and were available if anyone would like to take one home.
- Dr. Bieber extended thanks to the trustees who attended the Regional Trustees Meeting at Northampton Community College; namely, Mrs. Creveling, Mr. Fisher, Mrs. Marcus, Mr. Mohr, and Mr. Miracle.
- Trustee Fisher reported that a summary report on the Pennsylvania Commission for Community Colleges (PACCC) was included in the agenda and contained specific information on the Commission. Two noted key items are the approximate 2,804 transfer and articulation agreements and 1,381 credit programs that exist among the 14 colleges. At the Trustee Regional meeting, PACCC President and CEO, Ms. Elizabeth Bolden, provided an overview of the 2017-2018 budget proposal made to the State Legislature. Trustee Fisher also stated that the PACCC Board of Directors Conference Call would be held tomorrow, December 2, starting at 9:00 a.m.
- Dr. Bieber announced that Mr. Evan Genay, President; and Ms. Theresa Buckley, Vice President, Student Government Association (SGA) were present this evening to report on some of the initiatives the SGA has been working on.
- Mr. Genay addressed the Board stating that this is his last semester at LCCC, and Ms. Buckley will assume the role of SGA President in the Spring. Mr. Genay reported the SGA is involved in many of the college committees including Academic Standards, Student Success and Retention, Environmental Health and Safety, Diversity, Sustainability, and also serves on

the task force for the Middle States Review. This involvement provides students with the opportunity to know what is going on within the college and to have a voice. He also reported the SGA Constitution was being revised to have what is on paper congruent with what is in practice, and the final copy should be ready by January. He reported meeting with Linda Baker, Executive Director of College Relations; Justin Brosious, Web Communications Specialist; and Dale Jacobs, Web Application Developer to discuss options for improving student communication using the portal and social media.

- Ms. Buckley reported working with Assistant Professor Richard Paterick to provide extended library hours during finals week. The SGA was also represented at the Pinky Run, and also sponsored a Constitution and Voter Registration Day. SGA Senators serve as tour guides and receive rave reviews for their enthusiasm. The Club Council met and has approved the Dance Team Club bringing the total number of clubs and honor societies to 21. Dr. Bieber added that the Pinky Run received funds from the Gates Foundation and the total funds raised were \$50,000.
- Dr. Bieber stated that Ms. Haney, Vice President for Enrollment Management, has done an outstanding job reporting on enrollment data and preparing the 2016-2019 Enrollment Management Plan, which was posted in this month's Board folder.

Personnel,
Curriculum and
Government
Relations Committee

Mrs. Creveling stated there was a program presentation scheduled for this evening and asked Dr. Meyer to make the introductions.

Dr. Meyer called to the podium Professor and Transfer Counselor, Ms. Virginia Mihalik, who oversees the University Center and articulation agreements, and also advises Honors students. Ms. Mihalik commented that we are seeing two of our wonderful students in Mr. Genay and Ms. Buckley, who are both Honors students.

Ms. Mihalik stated that the term transfer student refers mostly to students who are planning to go on to attend a four year school. There are also students who come from other schools for summer and winter classes at LCCC.

When we say "Start Here, Go Anywhere," we are serious. We have articulation agreements with Pennsylvania schools and local private schools, but that does not stop our students from going anywhere. One example is Mr. Genay who was looking to attend college in a

snowy region, so he identified schools in New York and New Hampshire. We are not bound by agreements, but we can help students go anywhere. One former LCCC student recently graduated from a school in Hawaii.

An articulation agreement is a formal document about how something will transfer and be accepted at a four year school. It can be credits or an entire program and is any document that speaks to how students go from one to school to another. Dual Admissions Agreements give assurance to students that they will be admitted and the transition will be seamless. It may also stipulate academic standards that the student will have to adhere to. Core to Core Agreements allow a graduate to use general education requirements earned at one college to fulfill or waive the general education requirements at another college. It provides flexibility with the transfer school stating that they believe the community college is providing students with required quantitative knowledge.

We also have state legislated transfer articulation policies which the Transfer and Articulation Oversight Committee (TAOC) oversees including the 30 credit Foundation Framework, Program to Program agreements, and the PACollegeTransfer.netportal. The 30 credit Foundation Framework is a list of designated courses that are guaranteed to transfer and be applied to the bachelor's degree at participating TAOC schools (including PASSHE). Many of the Dual Enrollment offerings are 30 credit framework courses.

The Program to Program (P2P) Agreements, mandated by the State, line up our curriculum with other institutions. The agreements state if you complete an Associate's degree in a certain field, you are guaranteed to have the entire program transfer. Ms. Mihalik explained there may be exceptions where the transfer school would require an advanced math sequence. At that point, the student will be advised on where they need to be in order to be on the same level as the transfer school. The students do not have to worry about what will transfer. The P2P agreements went into effect in 2012-2013, and we are just beginning to see some of the students graduating.

Course to Course Articulation is developed when two colleges compare the content of similar courses, determine transferability, and document it. Many schools have posted equivalency for LCCC courses, which helps students to fulfill requirements in a major.

The University Center is a physical location plus more. The articulation agreements are housed here along with dedicated office space for transfer partners. They can come in and talk to students

and encourage them to attend their school. We have some who are here on a regular basis, such as Arcadia College, East Stroudsburg University, and Muhlenberg College. It provides the students with a place for a professional academic planning visit.

We also have two colleges offering bachelor degree completion programs at LCCC: Albright College and Bloomsburg University. We continue to talk to schools about bringing their cohorts to campus.

The reverse transfer agreement is for students who leave before completing their degree. Sometimes we do not have their major here. We have formal reverse transfer agreements with all the PA State System of Higher Education universities.

In conclusion, Ms. Mihalik stated that the college is continually looking to strengthen current partnerships and to provide the best opportunities for students. We have a great partnership with East Stroudsburg University in STEM programs, and we are always looking for more partners to be available to students. In response to a question about how new students are informed of these opportunities, Ms. Mihalik responded that transfer information is available on the college website instead of the student portal, so that both parents and counselors can access this information and it is also covered during the student orientation process.

Mrs. Creveling reviewed the minutes for the Personnel, Curriculum and Government Relations Committee. Dr. Richard Wilt, Interim Dean of Communication Arts, Computers and Technology, provided information on programs with low enrollment. The committee reviewed the open job report and will be looking into avenues designed to retain employees. Trustees Korp and Santore were appointed to serve on the Administrative Sabbatical Committee. A meeting will be held next week to discuss the Spring Retreat and more information will follow after the meeting. The committee also reviewed the preliminary Policies and Procedures Manual.

Mrs. Creveling presented the following resolution for approval:

Resolution 52.24

Recommendation of Labor Attorney

This resolution appointing the firm of Sweet, Stevens, Katz, and Williams as the labor attorney effective January 1, 2017 through December 31, 2017 was approved by a vote of 13 Yea, 0 Nay.

A complete report of this committee can be found in its minutes of November 28, 2017.

Finance and
Facilities Committee

Mr. Green reviewed the minutes for the Finance and Facilities Committee. The first item on the agenda was a presentation by students from the STEM Club and the Sustainability Committee asking for approval to start a new program designed to increase the beauty of the campus while also improving the ecology. The committee also reviewed the Enrollment Management Plan and the routine financial reports. The 2017-2018 Budget was also discussed and there will be a slight increase in tuition and fees, but the college will remain the second lowest in tuition in the State. In aggregate, the budget for the participating school districts was maintained.

Mr. Green then presented the following resolutions for approval:

Resolution 52.25

Spring 2017 Noncredit Publication Printing and Mailing Prep

This resolution approving the printing and mailing prep of the Spring 2017 noncredit publication by Kenyon Press, Inc. was approved by a vote of 13 Yea, 0 Nay.

Resolution 52.26

Authorization to Replace Office Space Lease with Lehigh-Northampton Airport Authority

This resolution approving the replacement of the office space lease dated September 1, 2002 with Lehigh-Northampton Airport Authority was approved by a vote of 13 Yea, 0 Nay.

Resolution 52.27

Native Pollinators Landscape Project

This resolution approving the implementation of the Native Pollinators Landscape Project on the Schnecksville campus was approved by a vote of 13 Yea, 0 Nay.

A complete report of this committee is contained in its minutes of November 21, 2016.

Joint Coordinating
Committee

Mr. Dellicker stated the committee minutes were not yet available, but that he would review a few highlights from the meeting. LCCC Professor Virginia Mihalik presented information on the Honors Scholars Program. The program selectively admits 22 students who intend to pursue Bachelor's degrees in Liberal Arts, or Math, Science and Engineering. The program offers full scholarships to the colleges with agreements. This year, 14 LCCC students completed their Bachelor degrees at Bucknell University with full scholarships. The Honors program also includes opportunities for students to study abroad and encourages extracurricular activities and service.

Lehigh Career and Technical Institute (LCTI) provided information about a new Information Technology Academy that will begin in September offering opportunities in the field of computer networking, programming, coding, and design.

Carbon Lehigh Intermediate Unit #21 (CLIU #21) provided an update on Brightbytes, a software program developed by MIT students that collects technology data used by teachers and aids in designing professional development courses for educators.

Carbon Career and Technical Institute (CCTI) reported that for the third year in a row they have received the highest School Performance Profile score in the State. CCTI will be celebrating their 50th year anniversary this year.

LCCC Foundation

Mrs. Creveling reported the Fall Festival was a success. She noted there has been a decrease in attendance at the Friday night VIP event and the committee has recommended discontinuing the VIP night for next year. There were 50 additional vendors that were turned away due to lack of space. Next year's Fall festival will be on November 4, which is Super Saturday. The grand total for the clay shoot, golf tournament, and Fall festival came to \$62,461. These funds will be applied to the scholarship fund.

Old Business

Dr. Bieber reported the Middle States Accreditation team is working hard and in adherence to the timelines has completed the first draft. Attached to the agenda is a link to the Council for Higher Education (CHEA) website which contains a link to a *Board Member's Guide to Accreditation: The Basics, The Issues, The Challenges*. This document provides information about the impact accreditation has on a college.

New Business

Trustee Krause commented that a former Lehighton student, who now attends LCCC and is currently completing her internship, was commended by the professional where she was interning. The person was very impressed with the level of knowledge that she possessed stating it was far more advanced than expected. Mr. Krause commended the staff and administration for being aggressive in the programs.

Announcements

Mrs. Marcus announced that the tribute for Mr. Bruce Rothrock has been rescheduled to Saturday, January 21. A letter will be going out along with an invitation and RSVP.

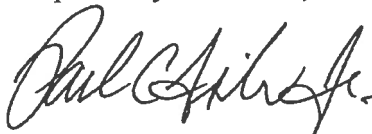
Mrs. Marcus reminded the Board that the Personnel, Curriculum and Government Relations Committee will not meet in December, but will review their items electronically.

Trustee Santore extended thanks to Dr. Bieber for the rapid response regarding the television commercial.

Adjournment

On a motion by Mr. Korp, seconded by Mr. Miracle, the meeting was adjourned at 8:06 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Paul C. Fisher, Jr.", written in a cursive style.

Paul C. Fisher, Jr., Secretary
Board of Trustees
Lehigh Carbon Community College

PCF:acc
Attachments

LEHIGH CARBON COMMUNITY COLLEGE
BOARD OF TRUSTEES
December 1, 2016
Volume 52

For Action

52.24 Appointment of Labor Attorney

Be It Resolved,

That the Lehigh Carbon Community College Board of Trustees hereby appoints the firm of Sweet, Stevens, Katz and Williams as labor attorney for Lehigh Carbon Community College from January 1, 2017, until December 31, 2017.

Presenting Committee: Personnel, Curriculum and Government Relations

Presented by: Mrs. Annabelle B. Creveling

Motion made by: Mrs. Annabelle B. Creveling

Seconded by: Mr. Matthew T. Korp

Yea 13 Nay 0

LEHIGH CARBON COMMUNITY COLLEGE
BOARD OF TRUSTEES
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For Action

52.25 Spring 2017 Noncredit Publication Printing & Mailing Prep

Be it Resolved,

That the Board of Trustees of Lehigh Carbon Community College hereby approves and authorizes Kenyon Press Inc., 1 Kenyon Press Drive, Sherburne, NY 13460 in the amount of Twenty-One Thousand, Eight Hundred Forty-Six Dollars (\$21,846.00) for the Spring 2017 Noncredit Publication Printing and Mailing Prep meeting all specifications, including the option to print the Fall 2017 Noncredit Publication at the same price.

Information

Specifications were made available from the Purchasing & Contracts Manager, Susan Lindenmuth. Five bids were received for the Noncredit Publication Printing & Mailing Prep on October 24, 2016 at 2 p.m. for a public opening.

The bids were opened by Susan Lindenmuth, Purchasing & Contracts Manager, in the presence of Linda Baker, Executive Director of College Relations.

Kenyon Press, Inc. 1 Kenyon Press Dr. Sherburne, NY 13460	\$21,846.00
GraphiColor Corporation 3490 N. Mill Rd. Vineland, NJ 08360	\$22,465.00
Courier Printing Corp. 24 Laurel Bank Ave. Deposit, NY 13754	\$28,900.00
Boyertown Publishing Company 48 S. Reading Ave. Boyertown, PA 19512	\$30,356.00
Chernay Printing, Inc. 7483 S. Main St. PO Box 199 Coopersburg, PA 18036	\$32,574.00

Presenting Committee: Finance and Facilities

Presented by: Mr. Mathias J. Green, Jr.

Motion made by: Mr. Mathias J. Green, Jr.

Seconded by: Mr. William Miracle

Yea 13 Nay 0

LEHIGH CARBON COMMUNITY COLLEGE
BOARD OF TRUSTEES
December 1, 2016
Volume 52

For Action

52.26 Authorization to Replace Office Space Lease with Lehigh-Northampton Airport Authority

Be It Resolved,

That the Board of Trustees of the Lehigh Carbon Community College hereby authorizes replacement of the Office Space Lease dated September 1, 2002 with Lehigh-Northampton Airport Authority with a Flight School Lease and Operating Agreement having a term expiring August 18, 2019 and granting the College two (2) optional one (1) year renewal terms.

Be It Further Resolved,

That the Board of Trustees authorizes the Chair, Vice Chair, President or Senior Vice President of the College and the Secretary or Assistant Secretary to execute and deliver on behalf of the College the Flight School Lease and Operating Agreement substantially in the form as presented at this meeting.

Presenting Committee: Finance and Facilities Committee

Presented by: Mr. Mathias J. Green, Jr.

Motion made by: Mr. Mathias J. Green, Jr.

Seconded by: Mr. Samuel P. DeFrank

Yea 13 Nay 0

LEHIGH CARBON COMMUNITY COLLEGE
BOARD OF TRUSTEES
December 1, 2016
Volume 52

For Action

52.27 Native Pollinators Landscape Project

Be It Resolved,

That the Board of Trustees of Lehigh Carbon Community College hereby approves and authorizes the implementation of the Native Pollinators Landscape Project for planting a pollinator garden among the tiers of Parking Lot A on the Schnecksville campus of the college.

Information

Funding for the project will be allocated from the Landscape Master Reserve in the amount of Eleven Thousand Dollars (\$11,000).

Presenting Committee: Finance and Facilities

Presented by: Mr. Mathias J. Green, Jr.

Motion made by: Mr. Mathias J. Green, Jr.

Seconded by: Mrs. Ann L. Thompson

Yea 13 Nay 0