

LEHIGH CARBON COMMUNITY COLLEGE
Minutes of the Meeting of the Board of Trustees
July 7, 2016
Volume 52

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

Members Present:

Mr. Joseph A. Alban	Mrs. Roberta M. Marcus
Mrs. Annabelle B. Creveling	Mr. William Miracle
Mr. Willard G. Dellicker	Mr. Kenneth H. Mohr, Jr.
Mr. Paul C. Fisher, Jr.	Mr. William Santore, Jr.
Mr. Mathias J. Green, Jr.	Mr. Randall L. Smith
Ms. Audrey L. Larvey	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
Dr. John Hefner, Associate Professor of Chemistry and Bio-Technology
Mr. Brian L. Kahler, Vice President for Finance and Administrative Services

Counsel Present:

Attorney Jerome B. Frank

Press Present:

Others Present:

Mr. Scott Shearer, Managing Director, Public Financial Management, Inc.

Announcements

Mrs. Marcus stated that it was both a privilege and an honor to be chosen as the new chair of the Board of Trustees. She expressed her thanks to the Board for the appointment and her hope that all would continue to work together to meet the challenges and celebrate the successes. She stated her belief was in continuous improvement for everyone at the college and hoped all would join her in this endeavor.

Mr. Miracle also expressed his appreciation thanking the Nominating Committee for bringing his name forward for Vice Chair. He stated the college has been through some difficult times during his six years on the Board, but the care and concern of his colleagues has helped the college to work through those times. He expressed appreciation to all those who serve on the school boards for their efforts in helping to make the Lehigh Valley an even better place to live.

Minutes of
June 2, 2016

Mrs. Marcus presented the minutes of the June 2 meeting for approval. On a motion by Mr. Dellicker, seconded by Mr. Fisher, the minutes of the June 2, 2016 meeting were approved as written.

Special Presentation

Mrs. Marcus announced that there would be a special presentation this evening and called on Mr. Green to make the introduction.

Mr. Green introduced Mr. Scott Shearer, Managing Director of Public Financial Management, Inc. He stated that Mr. Shearer was present this evening to review the details of the bond sales results and address any questions or concerns. After the presentation, Mr. Green stated he would present a resolution to accept compliance with the continuing disclosure requirements for bond issuance.

Mr. Shearer distributed a handout outlining the Bond Sale Results. He addressed the Board stating that an analysis was done to decide whether to refund all or a portion of the Series of 2007 and the Series of 2010 Bonds, whichever made the most sense. A decision was reached to refund both in their entirety. The Board previously authorized a maximum borrowing amount of \$17,500,000.00. The key target of a net savings of a minimum of 4% was realized and the conduit issuer was Lehigh County General Purpose Authority. The bond insurance is factored into the cost and the underwriter, Citi Group, had the best proposal. The bonds are scheduled to settle on July 8, 2016. The Series were broke into two groups with Series A of 2016 maturing in 2018 and Series of 2016 maturing in 2030. The overall savings, plus the sinking fund deposit, amounted to a total net savings of \$1.4M or 10.20% of refunded par. The savings will be realized through a reduced debt service payment.

Mr. Green commented that the results were better than anticipated. Mr. Alban inquired about the debt service payment reduction versus the full payment which was budgeted. Mr. Kahler stated that it will flow to the bottom line of the fund balance and it will happen within the first year. A decision on whether it will be transferred will be an upcoming discussion.

Mr. Green then presented Resolution 52.04 for approval explaining that the resolution implies due diligence in following Rule 15c2-12SEC of the Federal Securities and Exchange Commission (SEC) compliance regulations. Mr. Shearer explained that Rule 15c2-12 has been around for a while; and although the regulation has been in effect for some time, the SEC has recently become more diligent concerning enforcement. Regulators are making sure that the issuers are in compliance. He stated that this policy is meant to be put in place so that in the future whoever is in charge can pick it up and know what to do. He pointed out that timing is critical on disclosure, and if the information is not disclosed properly fines could be imposed. He reported that clients are constantly reminded about deadlines as late submissions can have very negative effects, even if by only one day.

Attorney Frank added that this is the college's first bond issue since the SEC has increased the requirements. He stated that the guidelines were prepared by Public Financial Management, Inc., reviewed and recommended by his office, and will help with future debt issues going forward. He stated that Citi Group has an expectation that this will be passed and will want notice of that tomorrow. Attorney Frank also stated that it was not necessary to take formal action on designation of the compliance officer as this would be accomplished through adoption of the policy.

Mr. Green presented the following resolution for approval:

Resolution 52.04

Approval of Compliance with Continuing Disclosure Requirements for Bond Issuance

This resolution adopting the Federal Securities and Exchange Commission promulgated Rule 15c2-12 for continuing disclosure requirements for bond issuance was approved by a vote of 11 yea, 0 Nay.

Treasurer's Report

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

Cash Balance 5/1/16	\$25,752,189.00
Receipts	<u>+2,249,840.00</u>
Total	\$28,002,029.00
Disbursed	<u>-4,267,032.00</u>
Cash Balance 5/31/16	<u>\$23,734,997.00</u>

President's Report

- Dr. Bieber announced that the college was selected to participate in the new Second Chance Pell Pilot Program. This program will allow the college to assist and support prisoners as they approach re-entry into the community. The college will partner with the State Correctional Institutions in Frackville and Mahanoy in Schuylkill County. Other institutions chosen to participate in the program included Bloomsburg University and Villanova University.
- Dr. Bieber reported that the Mauch Chunk Bank and Trust had committed monies for a Springboard Scholarship for Carbon County students. She reported receiving a tour of the bank and speaking with the president about the challenges the bank faces and the movement to personal tellers and the training and the skill set that will be required.
- Dr. Bieber reported notification that the Pennsylvania After School caucus which consists of Senator Ryan Aument, Representative Mindy Fee, Representative Jake Weatley, State Senator John Yudichak, and Congressman Lou Barletta will be visiting the SHINE center the second week in August. They are impressed with the SHINE program and will learn more about it as a model for the future. Trustee Smith will represent the college at this event.
- Dr. Bieber also reported that Vice President Cindy Haney is working on the PA Promise Grant. She stated there was a conference call with the White House, the U.S. Department of Labor, and Secretary King concerning College Promise opportunities.
- Dr. Bieber also announced that a new interim superintendent, Mr. David Wildonger, has been named for the Allentown School District; he will be on campus tomorrow to discuss partnerships.
- Dr. Bieber then asked Trustee Fisher to provide an update on the State budget.

- Trustee Fisher reported that Senate Bill 1073 is on the Governor's desk, but unfortunately the legislature is not in session. He described the situation progressing in either of two scenarios: if there is no agreement, the Governor will be forced to make adjustments to the spending numbers under SB1073; or, there will be action on a tax package and we will have to wait to see if the Governor deems the tax package sufficient to fund the spending in SB1073. He stated that Elizabeth Bolden, President and CEO of PA Commission of Community College will continue to keep the college informed.
- Ms. Haney reported the enrollment update was posted and credit hours remained flat. Dual Enrollment did well, up 136% in credit hours. She reported being one week out from Summer 2 and as of Monday the numbers are down for that session. With 7 weeks out from Fall, the numbers have been trending in a positive direction since registration opened. Open houses will be held in Schnecksville and Donley.
- Ms. Haney also reported that the new Executive Director of Enrollment, Ms. Elisabeth Woodward, started last week and has hit the ground running. She stated she was confident that Ms. Woodward will do an excellent job.
- Ms. Haney also announced that she along with Interim Dean Larissa Verta will be headed to Washington, D.C. to learn more about the Second Chance Pell Pilot Program.

Personnel and
Curriculum
Committee

Mrs. Creveling stated that the committee meeting minutes were posted and added that the program presentation scheduled for this evening was postponed as there was additional work that needs to be completed. She stated that Trustee Fisher will be involved in the final review of the new trustee portal. The Open Job Report was also reviewed and the information requested about the Pennsylvania School Board Association was supplied by Mrs. Marcus.

Mrs. Creveling presented the following resolution on behalf of the committee adding that it was not reviewed at the committee meeting due to scheduling.

Resolution 52.05

Ratification of President's Compensation

This resolution approving the annual compensation paid to Dr. Ann Bieber, President, Lehigh Carbon Community College, for FY2015-2016 was approved by a vote of 11 Yea, 0 Nay.

A complete report of this committee can be found in its minutes of June 27, 2016.

Finance and
Insurance Committee

Mr. Green reviewed this committee's minutes of its meeting of June 20, 2016.

Mr. Green stated the committee met with the insurance consultants and the numbers are positive. There will be an increase, but it is not a significant amount, and they were able to procure the cyber insurance. The committee also reviewed the enrollment update provided and noted there were a number of positive articles in the newspaper about the college.

Mr. Green then presented the following resolutions for approval:

Resolution 52.01

Lease Agreement with Municipal Capital Finance

This resolution approving the lease/purchase agreement with Municipal Capital Finance of Allentown for technology equipment was approved by a vote of 11 Yea, 0 Nay.

Resolution 52.02

Tuition, Fees, and Refund Schedule Amendment-Revised

This resolution approving the revised Tuition, Fees and Refund schedule effective for the Fall 2016-2017 academic year was approved by a vote of 11 Yea, 0 Nay.

Resolution 52.03

Fees for the Early Learning Center-Revised

This resolution approving the revised fee schedule for the Early Learning Center effective July 1, 2016 was approved by a vote of 11 Yea, 0 Nay.

A complete report of this committee is contained in its minutes of June 20, 2016.

Building and Site
Committee

Mr. Smith stated that he did not attend the meeting and requested Mr. Fisher give the committee report. Mr. Fisher commented that 9 projects were submitted to the Pennsylvania Department of Education (PDE) this year. He stated that PDE uses a point system, and unfortunately if one of the projects needs to be repaired prior to PDE approval, the college will not receive any reimbursement.

He also reported that the cornice for the Donley Center is on site and that a complete re-do of the master facilities plan will not be necessary as it can be incrementally updated as needed. The Emergency Response Committee has drafted a new color coded

incident guide and that information is posted and available for review. It was also decided that further discussion is needed before Phase 2 of the sewer plant upgrade can take place.

A complete report of this committee is contained in its minutes of June 20, 2016.

Community and
Government
Relations Committee

Mr. Mohr reported the committee did not meet and there was no report.

Joint Coordinating
Committee

Mr. Miracle stated that the committee will not meet again until next Fall, and there was no report for this evening.

Strategic Planning
Committee

Mrs. Thompson commented that the new committee structure includes the Strategic Plan for all the committees. There was no meeting for this committee and no report.

LCCC Foundation

Mrs. Creveling stated the Foundation is preparing for the 23rd Annual Golf Classic on Monday, August 1, at the Woodstone Country Club. To date, \$16,450.00 in sponsorships has been raised. Anyone interested in playing can still register.

The Fall Festival will be held on November 11 and 12. Mrs. Creveling welcomed the trustees at both events.

Old Business

Dr. Bieber stated that Dr. Faison, the Middle States Commission liaison, has received the Self-Study and Roadmap and has officially approved both documents. Dr. Bieber expressed excitement about beginning the process and to contact Mrs. Conte if anyone needed a hard copy of these documents. She also stated that Trustee Larvey has graciously agreed to serve as the representative for the Steering Committee and will be providing a monthly update.

New Business

Mrs. Marcus stated it was her honor to speak about the leadership of the past chair, Ms. Audrey Larvey. During her tenure, this Board had an incredible leader who moved the college forward in outstanding ways from the presidential search to the 50th Anniversary to moving the college into 21st Century skills. She stated that Ms. Larvey has been a mentor, colleague, and true friend to her and the college, and could always be counted on for her support and ready smile. She stated that on behalf of the Board of Trustees, we congratulate you on your term of service. Mrs. Marcus then presented Ms. Larvey with small memento from the college. Ms. Larvey thanked Mrs. Marcus for her kind words and reiterated her previous comment, "that if not for all of you, we could not be where we are today."

Announcements

Mrs. Marcus asked all to take notice of the beautifully printed and framed Board of Trustees Code of Conduct that was hung on the wall and made a prominent part of the room.

Mrs. Marcus also reminded all of the new committee structure stating that everyone should have received assignments, dates, and times. There will be fuller agendas, but the hope is that it will not take up more time.

Mrs. Marcus announced that an Executive Session would be held immediately following the meeting for personnel matters and legal updates and there would be a five minute recess before the start of the session.

Adjournment

The July 7, 2016 Board of Trustees meeting adjourned at 7:55p.m. A motion for adjournment was made by Mr. Fisher and seconded by Mr. Miracle.

Respectfully submitted,

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

PCF:acc
Attachments