

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

The scheduled regular meeting of the Board of Trustees of Lehigh Carbon Community College was held on Thursday, September 1, 2016, in the Don Mershon Conference Room at the Community College. Mrs. Marcus, Chair, convened the meeting at 7:05 p.m.

Members Present:

Mr. Joseph A. Alban	Mrs. Roberta M. Marcus
Mrs. Annabelle B. Creveling	Mr. William Miracle
Mr. Samuel P. DeFrank	Mr. Kenneth H. Mohr, Jr.
Mr. Willard G. Dellicker	Mr. William Santore, Jr.
Mr. Matthew T. Korp	Mrs. Ann L. Thompson
Ms. Audrey L. Larvey	

Staff Present:

Mr. Aram Basmadjian, Chief Flight Instructor  
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  
Mr. Chris Lamb, Sim Instructor, Aviation Program Graduate Student  
Mr. Mark Reimann, Instructor  
Dr. Betsy Swope, Assistant Professor of Psychology

Counsel Present:

Attorney Jerome B. Frank

Press Present:

Others Present:

Minutes of  
August 4, 2016

Mrs. Marcus presented the minutes of the August 4 meeting for approval. On a motion by Mrs. Thompson, seconded by Mr. Dellicker, the minutes of the August 4, 2016 meeting were approved as written.

Treasurer's Report

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

Cash Balance 7/1/16	\$24,982,493.00
Receipts	<u>+6,926,499.00</u>
Total	\$31,908,992.00
Disbursed	<u>-4,172,771.00</u>
Cash Balance 7/31/16	<u>\$27,736,221.00</u>

President's Report

- Dr. Bieber stated it is always an exciting time when the students and faculty return to campus. She reported that Convocation was an outstanding event and that welcome week activities are being held across all the sites. She reported 800 hot dogs were distributed at main campus on Tuesday.
- Dr. Bieber provided an update on the funding requests made by the presenters for the Honors Program. She stated that available funds for students include the Dean's Fund, the President's Emergency Grant Fund, VSERF Fund, the Cougar Emergency Loan Fund, and the Follett Bookstore Gift Cards. Some of these require repayment and others do not. She also stated that a proposal has been made to the Stabler Foundation for \$100,000 to be added to the endowment and \$100,000 each for Honors Scholars books and travel. A proposal has also been made to the Foundation for \$30,000 over the next 3 years to be used for critical needs of students.
- Dr. Bieber reported that work has begun on establishing a food insecurity pantry on campus.
- Dr. Bieber was also happy to report that the college was awarded the \$7,500 waiver for Commencement exercises at the PPL Center and Attorney Sy Traub, Chair, Allentown Neighborhood Improvement Zone Development Authority (ANIZDA) has stated that he hopes to provide this on a regular basis.
- Dr. Bieber also reported being very proud of faculty member, Ms. Elizabeth Allen, a teacher at Saucon Valley High School. Dr. Bieber stated that it is such an honor to be recognized by President Obama. Ms. Allen was selected by President Obama to receive the Presidential Award for Excellence in Math and Science Teaching. The winners each receive a \$10,000 award and are invited to a recognition ceremony in Washington, D.C.

- Dr. Bieber also reported that in addition to the Job Fair, there are 10 employers scheduled at the Schnecksville campus over the next two weeks to meet and interview students.
- Ms. Haney reported that the enrollment update was posted and the numbers are down 2.5% in headcount, and 2.1% in credit hours. The Enrollment Management Plan Update for 2015-2016 was also posted.
- Ms. Haney also reported on an anomaly in student information for Hispanic students. The enrollment is at 17% versus the 11% previously reported. She stated that this favors the college as the college will need to reach 25% to qualify as a certified Hispanic serving institution.

Personnel,  
Curriculum and  
Government  
Relations Committee

Mrs. Creveling announced there was a program presentation scheduled for this evening and asked Dr. Bieber to introduce the presenters. Dr. Bieber stated it was her pleasure to present the key staff members of the Aviation Program, Mr. Aram Basmadjian, Chief Flight Instructor, and Mr. Mark Reimann, Instructor.

Mr. Basmadjian extended thanks to the Board for the opportunity to talk about the Aviation Program.

Mr. Basmadjian stated the Aviation Program was founded by Mr. James Walp in 1989 and was FAA approved as a Part 141 Ground School in 1994. This refers to the federal regulations that grant the college the authority to train and partner with local area flight schools. He stated that Part 141 provides the school the opportunity to graduate students with fewer flight hours, but it is a much more structured program. Previously, the flight training component was done elsewhere and the ground component was done in house at LCCC, but recently the Veterans' Administration mandated that flight training can be brought in-house. With the flight training done elsewhere, the college did not have much oversight over the training process and it was not efficient. Conducting all of the training in-house provides for better training and oversight with the added benefit of lower costs.

With the flight training being brought in-house, Training Course Outlines for all Part 141 courses needed to be developed and approved by the FAA. Aircraft had to be leased, inspected, and approved by the FAA, and a myriad of insurance and liability issues needed to be resolved. The curriculum also needed to be updated, which was a huge undertaking and Mr. Mark Reimann did a fantastic job working on this. New faculty was needed, not only for flight training, but to improve instructional training across the board.

Finally, technology upgrades and facility upgrades were needed and again Mr. Reimann was instrumental in these matters.

Mr. Reimann stated that in addition to the Training Course Outlines, the policies of the school and an orientation guide for prospective students outlining a clear understanding of the expectations both financial and otherwise needed to be generated. He also reported working with the attorneys to develop a maneuver manual which was quite an undertaking.

Mr. Basmadjian stated the college received approval to begin in-house Part 141 flight training on January 20, 2016. In May, 2016 the FAA approved the use of the Frasca 141 flight simulator and in July the flight instructor certificate program was approved by the FAA. This program normally requires 1500 hours of flight time, but the FAA has granted LCCC students the opportunity to take the practical test at 1250 hours resulting in a huge savings in time for securing employment with an airline, while also making the college more competitive.

Mr. Basmadjian stated that to be a member of the Aviation faculty requires both passion as well as experience. He stated that he previously worked as a captain for an airline and Mr. Reimann, who handles all the ground Part 141 courses, was a DEA special agent and brings a different perspective to Aviation. He stated that the ground instructors are Mr. John Villano, who was a corporate pilot, and Mr. Jack Norman is an airline pilot and Sim instructor. Mr. Chris Lamb, Sim instructor, is also an airline pilot for Spirit Airlines.

Mr. Basmadjian stated that the facility and technology upgrades have been fully implemented. The additions include a pilot briefing room for computers and printers. Technology upgrades include software upgrades of Gleim, Foreflight, and JeppView and a software system for scheduling and dispatching that also handles financial accounting for airlines. After approval from the FAA, a robust student information system was implemented, which eliminates the problem of not knowing where students are in their training process.

He stated the world will be facing a major pilot shortage as thousands of pilots will face mandatory retirement over the next ten years. It is expected that 617,000 new commercial pilots will be needed to fly the world fleet over the next 20 years and the demand for flight instructors has never been greater. One of the ways that LCCC has added value to the program is through the airline partnership agreement with ExpressJet.

Mr. Chris Lamb, Sim instructor and graduate of the LCCC Aviation Program, thanked the Board for the opportunity to talk a little about his story. After graduation from high school, Mr. Lamb joined the military and then pursued the LCCC Aviation Program after his discharge. After graduation, he was able to transfer credits and earned his bachelor's degree. Currently, he is the first officer at Spirit Airlines. He stated he built his foundations as a veteran, which allowed him to pursue the career that he was passionate about.

Mr. Reimann then spoke to the short term goals of the Aviation Program, which is to increase enrollment. In July, the Department of Homeland Security approved students on a F1 education visa to be able to come to this country for aviation training and education. He stated that this will provide the college an opportunity to market the program overseas. He stated, "We are seeing a worldwide opportunity and can recruit from around the world." He stated that Mr. Basmadjian has also begun conversations with Parkland School District on a dual enrollment program, and they are also working on articulation agreements with four year aviation universities.

In conclusion, Mr. Basmadjian stated that the Aircraft Owners and Pilot Association (AOPA) will be on campus on September 12. The AOPA publish magazines in aviation and will be doing an article on the LCCC Aviation program, which will provide the college some international exposure. He stated that historically the program brought in a lot of money that went right out. Now, it is set up with a margin to make it self-supporting in order to help achieve some of the long-term goals. Long-term goals include helicopter training, aviation maintenance where expansive growth is predicted over the next 20 years, Air Traffic Control, and a Drone Program, Part 107, which has specified rules for operating drones commercially.

When asked whether costs have been a deterrent in recruitment, Mr. Basmadjian replied that the cost of the program is a real value. What the college does in two years is about one-third the cost of a four year program. He continued that there is nothing inexpensive in Aviation and there are always lengthy discussions with new students and parents regarding costs.

Mrs. Creveling reviewed the minutes for the Personnel, Curriculum and Government Relations committee. She stated the committee reviewed the Open Job Report and was informed that two positions for a part-time manufacturing instructor and a part-time healthcare coordinator had been filled. Personal interviews for the Executive Director of the Foundation were being conducted on August 29.

The committee also discussed the Trustee Retreat and it was decided to have Mr. William Davison, who has done work for the college in the past, to be the facilitator for the November retreat.

Mrs. Creveling also reported that after much discussion on the Public Comment Policy, the committee has decided to amend the existing policy to include time limits and topic exclusions.

A complete report of this committee can be found in its minutes of August 22, 2016.

Finance and  
Facilities Committee

In the absence of Mr. Green, Mrs. Thompson reviewed this committee's minutes of its August 15 meeting.

Mrs. Thompson stated that the new auditors are on the job and there will be funds coming back to the Board for designation.

Mrs. Thompson also made note of Page 14 of the Enrollment Management Plan Update referring to some of the external threats facing the college, which include the drop in the unemployment rate in the Lehigh Valley, growing competition from other colleges, and the creation of new jobs that do not require any credentials.

Mrs. Thompson presented the following resolutions for approval:

Resolution 52.13

Radio Station Proceeds for Music/Sound Production

This resolution approving the disbursement of funds from the LCCC Foundation for use in the College's Music/Sound Production Program was approved by a vote of 10 Yea, 0 Nay.

Resolution 52.14

Lease Agreement with TD Equipment Finance, Inc.

After lengthy discussion, this resolution approving TD Equipment Finance, Inc. for the lease/purchase of technology equipment over a 4 year period was approved by a vote of 10 Yea, 0 Nay.

Resolution 52.15

Amendment of the Donald B. and Dorothy L. Stabler Scholarship Fund

Attorney Frank stated that the Stabler Foundation experienced problems with another institution regarding a bankruptcy and contingencies and that is the reason for the new agreement. He stated his office reviewed the amended agreement and recommended approval stating that the college is not at risk or jeopardized in any way by approval of the resolution to approve the amended agreement.

A question was raised regarding the debt of conscience clause contained within the agreement. Attorney Frank explained that it is a grant and repayment is not mandatory, adding that there may be some who do not pay back the funds based on their individual philosophy.

The resolution agreeing to accept the terms of the amended Stabler Foundation Scholarship Fund Agreement was approved by a vote of 10 Yea, 0 Nay.

## Resolution 52.16

Fund Request from Lehigh Carbon Community College Foundation to Purchase Credit Student Program Equipment

This resolution to approve the request for funds from the LCCC Foundation to purchase equipment for credit student programs was approved by a vote of 10 Yea, 0 Nay.

## Resolution 52.17

ARC Roof Repair/Recoat

This resolution approving Hygrade Insulators, Inc. to conduct the repair/recoat of the ARC roof and Alternate #1 Berrier Hall roof was approved by a vote of 10 Yea, 0 Nay.

A complete report of this committee is contained in its minutes of August 15, 2016.

## Joint Coordinating Committee

Mr. Dellicker reported the committee will meet on Friday, September 16 at 7:30 a.m. at the Carbon Lehigh Intermediate Unit #21 and breakfast will be served. Mr. Miracle added that it is an open forum meeting, and he encouraged attendance and the sharing of any ideas for the meeting agendas.

## LCCC Foundation

Mrs. Creveling stated that she did not have the final report on the Annual Golf Classic. She reminded all about the upcoming Fall Festival and Friday, November 11 was the VIP night. She stated the Foundation was working on another giving in addition to the Cougar Giving and 50 Reasons to Give.

## Old Business

Middle States Accreditation Update:

Dr. Bieber stated that the Middle States committees will be meeting during the next two weeks and will be working on their reports.

## New Business

None discussed.

## Announcements

Mrs. Marcus announced that the Collegiate Award of Distinction will be presented during the Fall Festival and encouraged trustee attendance at this event.

She also announced the PACCC Trustee Regional Meeting for the Northeast will be held on November 16 at Northampton Community College, and the Trustee Retreat will be held on main campus on November 9 from 4 to 9 p.m. Commencement will be held at the PPL Center on May 17, 2017.

Mrs. Marcus reported that she along with Trustee Larvey attended Convocation stating it was a lovely afternoon and well conducted. She added that they will touch on this during the Retreat, and it was good to see students, faculty, and staff together.

Mrs. Marcus also announced that Professor Betsy Swope was recognized during Convocation receiving the NISOD award, and Ms. Melanie Turrano received the Heart of the Cougar award.

Mrs. Thompson commented that she was not able to be there but watched the video of Convocation.

#### Adjournment

The meeting was adjourned at 8:16 p.m.

Respectfully submitted,



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

PCF:acc  
Attachments