

COMMUNITY COLLEGE OF ALLEGHENY COUNTY

REGULAR MEETING
BOARD OF TRUSTEES

BYERS HALL
FEBRUARY 07, 2008

REGULAR MEETING: The meeting of the Board of Trustees of the Community College of Allegheny County was called to order at 4:50 p.m. on Thursday, February 07, 2008 at Byers Hall, 808 Ridge Avenue, Pittsburgh, Pennsylvania, Vice Chairman William Robinson presiding.

Present:

Dr. Elayne Arrington
Hon. Jay Costa
Mr. Jerry Fedele - Treasurer
Mr. Jesse Fife
Mr. James Flynn
Dr. Mona Generett - Secretary
Hon. Melissa Hart
Mr. Scott Malley
Hon. William R. Robinson – Vice Chairman of the Board
Mr. Andrew Russell
Hon. Joyce A. Snell

Absent:

Ms. Martha W. Isler –
Assistant Secretary
Mr. Alex Keddie
Mr. Thomas J. Santone –
Chairman of the Board

Mr. Mike Adams, Assistant County Solicitor
Dr. Michael T. Murphy, Interim President

Others Present:

Dr. Charles Blocksidge, Vice President of Frieda Shapira Center for Learning and
Executive Assistant to the President
Ms. Joyce Breckenridge, Controller
Ms. Nancilee Burzachechi, Vice President Institutional Advancement/External Relations
Mr. Joseph Calig, Sr. Vice President, Chief Financial Officer & CEO Boyce Campus
Ms. Rose Ann DiCola, Executive Director of Education Foundation
Ms. Ouida Duncan, Administrative Assistant
Mr. John Dziak, AFT President
Mr. Mitch Galiyas
Mr. Robert Hamilton, Director of Facilities Management
Dr. Elmer Haymon, Interim SVP Student and Community Services
and CEO of Allegheny Campus
Ms. Helen Kaiser, Director of Public Relations
Dr. Ralph Proctor, Vice President & Chief Diversity Officer
Ms. Bonita L. Richardson, Assistant to the President & Liaison to the Board of Trustees
Ms. Tanya Sander-Marks, Executive Director of Marketing and Communications
Mr. Bill Shackner, Reporter, Pittsburgh Post Gazette
Ms. Jeanne Shader, Executive Director, Human Resources
Mr. Kevin Smay, Executive Director, Strategic Planning
Ms. Carolyn Quarryle, CCAC Nursing Student
Dr. Margaret Williams-Betlyn, Sr. Vice President, Workforce Development & CEO
North Campus
Ms. Lore Wright, Professor of Nursing

COMMENTS FROM THE CHAIR:

Vice Chairman Robinson welcomed Senator Costa to the meeting despite his recent illness wished him well for a speedy recovery and thanked him for his dedication to CCAC.

Vice Chairman Robinson and Ms. Hart thanked VP and CFO Joe Calig for his services to CCAC and wished him well on his retirement effective February 29.

Interim President Mike Murphy commented on the importance of the service Mr. Calig provided CCAC, commented on his departure and thanked him on behalf of the college for his services.

Mr. Calig thanked Dr. Murphy and the Board of Trustees for their well wishes.

APPROVAL OF THE MINUTES OF 101507 AND 120507:

A motion was made by Vice Chairman Robinson seconded by Dr. Generett, Ms. Hart and Mr. Fife to approve the minutes of the January 10, 2008 Board of Trustees Regular Meeting. The motion was carried.

DISCUSSION ITEMS:

Education Foundation:

Trustee Russell gave a brief report on behalf of the Foundation. The Annual Golf Outing will be on September 8 this year at Treesdale Country Club, the Foundation is looking at other options for 2009. Mr. Russell asked Board members for their help and participation.

The Educational Foundation received a grant of \$10,000 from Hilb, Rogal and Hobbs. This money is to be used for scholarships for CCAC merit students.

The Fairbanks-Horix Foundation awarded the Educational Foundation \$10,000. These funds will be used to provide scholarships for CCAC merit students.

John Dziak was elected to the Educational Foundation Board at the January 23rd board meeting. John is a longtime CCAC faculty member who is also President of the American Federation of Teachers Local 2067 union

- This year's *An Illumination of Legends in Leadership* event will be held on Friday, April 18th in the East Club Lounge at Heinz Field. This is a change in days from past years when the event was held on a weeknight. The committee believed that a switch to a weekend night may increase attendance, as well as attract guests who may not be able to attend a weekday event.
- This year's honorees include:

Hall of Fame – Lifetime Legend

Peter DeComo, alumnus of CCAC (respiratory therapy) and president of Renal Solutions;

Legendary Friend

Reverend Robert G. Duch, longtime CCAC Board member and former Board Chair;

Legendary Faculty/Administrator

Yvonne Hicks Davis, former faculty member, started CCAC child development centers;

Legendary Alumnus

Robert Sendall, alumnus of CCAC's culinary program, "chef extraordinaire", and CEO of All in Good Taste Productions;

Legendary Student

Michele Lowe, student at North Campus, President of Phi Theta Kappa, recently nominated for the ALL USA All Academic Team.

The Foundation is also considering using this opportunity to host a VIP Reception for Dr. Alex Johnson and will continue to work with the Board in planning this event.

Letters mailed to the Board of Trustees asking for their support for the Foundation Scholarships.

In 2008, Alumni Affairs' efforts will be funded through a grant of \$104K from Allegheny County Council. Gratitude was expressed towards Councilman Bill Robinson for making this possible. The database update is progressing; currently there are 63,000 accurate graduate records and 10,000 accurate e-mail addresses. We are hoping to have the initial phase of updates completed by April.

Current and ongoing projects for Alumni Affairs include:

- Collaboration with CCAC's Center for Health Careers on their quarterly nursing alumni forums to develop nursing alumni into CCAC's first alumni chapter.
- CCAC Online Mentoring Project (with Career Services), which currently has 40 alumni mentors registered.
- In summer, the Alumni Board will host CCAC Alumni at a Pittsburgh Pirates game at PNC Park.

PNC Bank will host a welcome reception on April 3 for Dr. Johnson; more information will be forwarded by Ms. Richardson.

Achieving The Dream:

Ms. Isler was unable to participate in the Meeting to present her report from the Educational & Student Services Committee; report has been deferred to the March meeting.

Nursing Student Presentation:

Dr. Murphy commented briefly on attending the Pinning Ceremony in December and the hard work of faculty and nursing students. He was taken by surprise by the extra curricular as well as curricular programs the men and women in the program had undertaken. Nursing graduate Carolyn Quarlyle gave a brief report on their community involvement, the Meeting was also attended by Professor Lore Wright.

BOARD EXECUTIVE COMMITTEE:

Vice Chairman Robinson explained the purpose of the Executive Committee and statement of the By-Laws is that they "may or may not" choose an executive committee. He asked Board members to review the By-Laws in preparation for the March meeting and consider putting the structure in place to form the Executive Committee of the Board.

Dr. Generett asked how such members will be appointed and expressed her desire for the process and selection to be made clear. Dr. Murphy said the By-Laws simply states that the Board may or may not select an Executive Committee.

Vice Chairman Robinson read an excerpt from the By-Laws:

III. Executive Committee

A. The Board of Trustees may elect an Executive Committee consisting of five members of the Board of Trustees.

1. A majority vote of the members of the Board shall be necessary for election to the Executive Committee.

2. A majority of the Executive Committee shall constitute a quorum for the transaction of such business by this Committee.

B. The Executive Committee shall have the same rights, powers, and duties of the Board of Trustees and shall act as authorized by the Board of Trustees.

C. All actions by the Executive Committee shall be subject to ratification by a majority vote of the Board of Trustees.

FINANCIAL
STATEMENTS FOR THE
FOUR MONTHS ENDED
103107:

Mr. Fedele made a motion that the Board of Trustees accept the Financial Statements for the five months ending November 30, 2007 and the six months ending December 31, 2007. The motion was approved and carried.

Mr. Fedele made a motion, seconded by Dr. Generett and Mr. Flynn, that the Board approve a one year extension for Deloitte Touché auditing services for 2008. The motion was carried.

SELECTION OF AUDITING FIRM

Recommendation

The administration recommends that the Board of Trustees approve Deloitte Touche be retained as auditors to conduct auditing services for a one-year term.



Michael T. Murphy, Interim President

Background

The College will enter into a one-year agreement with Deloitte as follows:

Fiscal Year Ended June 30, 2008	\$80,100
---------------------------------	----------

**Staff contact: Joe Calig 412- 237-3110
Board of Trustees Meeting
February 7, 2008**

Mr. Fedele made a motion second by Sen. Costa that the Board approve the Energy Savings Contract for all campuses. The motion was carried.

ALL CAMPUSES – ENERGY SAVINGS PERFORMANCE CONTRACT

Recommendation

The administration requests approval to solicit proposals from energy services contractors and enter into a performance contract with one firm allowing the college to undertake energy related capital projects, the costs of which will be offset through savings in utility operating budgets.



Michael T. Murphy, Interim President

Background

Pennsylvania has enacted legislation, Act 77, Title 29, permitting public entities to undertake energy conserving capital projects which can be paid for through savings in utility costs. The contract term can extend to as much as fifteen years and the public entity can pick and chose the projects to be included in the contract. The energy service contractor, or ESCO, performs a preliminary audit of the facilities, recommends energy conservation measures and then negotiates a scope of work, contract length and verification process with the owner. The contractor must provide a written guarantee that requires the contractor to pay the owner the difference between annual projected and actual savings. Any monies saved over the annual guarantee revert to the college.

While the specific project content and terms of the contract will be determined at the contract negotiation stage, the rule of thumb is that approximately 20% of the entity's utility budget will be available as annual savings; in CCAC's case about \$4 to \$500,000. This translates to better than \$4,000,000 over a ten year term for capital projects, financing charges and consulting fees. In addition, energy related projects on the college's current capital outlay plan can be redirected to the performance contract allowing the outlay plan funds to be used for other capital projects or debt service.

College administration will prepare a three part request for information package following the recommendations and procedures developed by the Department of General Services and Penn State. Part I will be a request for information from DGS pre-approved ESCO's. Part 2 involves selecting three firms to perform comprehensive energy audits of CCAC's campuses and two owned centers. From here, one firm will be selected to advance to Part 3, the investment grade audit (IGA) and subsequent contract. The IGA becomes the basis of the contract by defining specific projects, savings, annual guarantee, financing details and methods of measurement and verification.

Due to the complexity of project identification and performance monitoring, the administration recommends the use of consultants to lead the consultant selection

process and monitor the performance and payback calculations over the contract term. An estimated cost for consulting is \$12-18,000 and is recoverable from the contract savings. There are several consultants available that specialize in performance contract work.

Many of the state system colleges, Allegheny County, Pitt and Penn State and numerous school districts and municipalities have taken advantage of performance contracting. It is also being recommended by the Commission to fund energy related capital projects.

Staff contact: Joe Calig 412- 237-3110

**Board of Trustees Meeting
February 7, 2008**

ELECTION OF OFFICERS
- ASSISTANT
TREASURER:

Dr. Generett nominated Sen. Costa for the office of Assistant Treasurer of the Board of Trustees. The motion was seconded and carried by the Board of Trustees.

2008 Officers

Thomas J. Santone - Chairman
William R. Robinson - Vice Chairman
Jerry J. Fedele - Treasurer
Jay Costa - Assistant Treasurer
Mona N. Generett - Secretary
Martha W. Isler - Assistant Secretary

PRESIDENT'S REPORT:

Dr. Murphy reported that he was in regular contact with Dr. Johnson to discuss major issues and to assure that they agree on the actions to be taken. He also commented that in December Moody's had reviewed CCAC's Bond Rating and was pleased to report that our Rating had been upgraded from A2 negative to A2 stable.

He said that Governor Rendell's Budget message included a three percent increase for Community Colleges, they sought and continue to seek a four percent increase in basic funding and a seven percent increase in economic development stipend.

He said that if the Legislature agrees, he hoped we would receive an additional \$900,000 in State funding for FY 2008 and would result from Legislation that would use audited enrollment as opposed to projected enrollment for the economic development stipend portion of our funding. We are also seeing Legislative support to reduce the volatility of economic development stipend funding. With this funding and the one time \$600,000 grant secured through the efforts of Trustee Costa, the FY 2008 shortfall would be reduced to about \$300,000.

Dr. Murphy also said that they had met with the staff of Senator Bob Casey and hoped to schedule a visit by the Senator in the near future, and that during a recent visit by Senator Arlen Specter, our students displayed extraordinary adeptness with their questions not only on Higher Education issues, but also issues such as Iraq and Afghanistan.

The President's full report is available on the CCAC web page: www.ccac.edu

ADJOURNMENT:

A motion was made to adjourn. There being no further business, the meeting was adjourned at 5:35p.m. The motion was carried.