The meeting of the Board of Trustees for Community College of Allegheny County was called to order at 4:25 p.m. on Thursday, November 5, 2015, in Byers Hall at CCAC, 808 Ridge Avenue, Pittsburgh, Pennsylvania, Amy Kuntz, Chair, presiding.

The Roll was called and the following represents the results.

**ROLL CALL**

**Board Members Present:**
- Dr. Elayne Arrington
- Mr. William Cagney
- Senator Jay Costa - Treasurer
- Ms. Mary Ann Eisenreich via phone
- Dr. Mona Generett – Assistant Secretary
- Ms. Martha W. Isler – Secretary
- Ms. Amy M. Kuntz, Chair
- Ms. Amy Light
- Mr. John Palmiere
- Mr. James Sacco
- Mr. Frederick Thieman, Vice-Chair

**Absent:**
- Mr. Kevin Kinross
- Ms. Charlene Petrelli
- Mr. Charles Powell
- Mr. James M. Flynn – Assistant Treasurer

**Others Present:**
- Dr. Quintin B. Bullock, President
- Ms. Margaret Anderson, Promotions Writer, Public Relations
- Dr. Mary Frances Archey, Executive Director for Strategic College Initiatives
- Dr. Stuart Blacklaw, Provost/Executive Vice President for Academic and Student Affairs
- Ms. Joyce Breckenridge, Vice President for Finance
- Ms. Theresa Bryant, Vice President for Workforce Development
- Ms. Nancilee Burzachechi, Executive Director for Government and External Affairs
- Ms. Roseann DiCola, Chief Executive Officer, CCAC Educational Foundation
- Mr. Anthony DiTommaso, Vice President and General Counsel
- Ms. Ouida Duncan, Administrative Assistant
- Mr. John Dziak, AFT President
- Dr. Donna Imhoff, Campus President, Allegheny
- Ms. Elizabeth Johnston, Executive Director of Public Relations and Marketing
- Ms. Kimberly Manigault, Vice President for Human Resources
- Mr. James Messer, Chief Facilities Officer

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MINUTES

Chair Kuntz opened the floor to accept a motion to approve the minutes for the October 1, 2015 Board of Trustees meeting. The motion was moved by Trustee Generett and seconded by Trustees Costa and Palmiere and approved by the Board of Trustees. (Attachment 1)

EXECUTIVE SESSION

Chair Kuntz reported that the Board of Trustees met earlier to discuss personnel matters.

REPORT FROM THE CHAIR:

Chair Kuntz discussed that the Board Strategic Planning session went well. Time was spent discussing the College’s mission and vision.

The Executive Committee of the Board of Trustees met and discussed the board committees and ways to become more effective. Timing of the committee meetings will be changed and meetings will occur prior to the board meeting dates in order to allow more time to share and discuss information.

The Board would also like to have a joint meeting with President’s Cabinet which will allow the Board to be more effective in creating policies.

Trustee Kuntz reminded members of the Pennsylvania Commission on Community College Regional Trustee meeting that will be held November 19th at the Community College of Beaver County. She plans to attend and asked that if other Trustees would like to attend to contact Bonita Richardson. Trustee Generett indicated she would attend the meeting.

50th Anniversary

One of the goals of the 50th Anniversary Committee is to create 50 endowed scholarships, each scholarship requires a minimum of $10,000 to be completed within a three-year period.

Charlene & Dominic Petrelli have offered a $50,000 challenge grant to create five new scholarships. Trustee Kuntz and her husband have also decided to endow a scholarship and, President Bullock will also endow a scholarship. Trustee Kuntz
asked the Board to consider creating a scholarship collectively on behalf of the Board for rollout in January. Bonita Richardson will email the scholarship information to members.

**Moody’s Report**
Trustee Kuntz provided remarks regarding the colleges Moody’s Bond rating. She shared that this action was not exclusive to CCAC and that other community colleges were also affected because of the State Budget impasse. Our audited financials have not been released. Dr. Bullock has spoken to Moody’s and they have agreed to consider review of the college’s ratings once the audited financials have been released.

**Nursing NCLEX**
The preliminary results in terms of the pass rate for the Nursing program on the NCLEX test is 88.56% across the college this year. The Board would like to congratulate all involved. President Bullock will arrange for the team who worked on this to attend a meeting of the Board of Trustees to be formally recognized.

**Additional Comments:**
Trustee Thieman commended the President, the Finance Committee and staff on the outstanding cost cutting mechanisms contributing to the colleges $3M growing surplus. Dr. Bullock is to be extolled for the difficult decisions he has made and implemented. Trustee Costa agreed with Trustee Thieman that this achievement was a job well done. The $3M from all efforts made has added to the growing surplus efforts over the last three years.

**Committee Report:** Trustee Costa provided members with an update on Finance and Facilities initiatives.

Trustee Costa provided the Board with a detailed list of the Revised Architect/Engineering/Project Mgt. Services List with added contact names, phone numbers and location of the businesses. *(Attachment 2)*

**Action Items:** Acceptance of the Financial Statements for the three months ending September 30, 2015: Trustee Costa provided detailed background information and made a motion that was seconded by Trustee Cagney to approve the Financial Statements for the three months ending September 30, 2015. The motion was approved by the Board of Trustees. *(Attachment 3)*

**Approval: Authorization for the Finance, Facilities and Property Committee to Approve the Audit Report:** Trustee Costa provided detailed background information and made a motion that was seconded by Trustee Palmiere that the Finance Facilities and Property Committee meeting and review the Audit Report.
This action is necessary because the PA Department of Education requires that the report be submitted by December 30th and the Board of Trustees does not meet in the month of December. The motion was approved by the Board of Trustees. (Attachment 4)

Approval: Authorization to Enter into a Loan/Line of Credit Agreement: Trustee Costa provided detailed background information and made a motion that was seconded by Trustee Isler that the College is authorized to seek a loan or line of credit as fiscal conditions warrant due to the current state budget impasse. The motion was approved by the Board of Trustees. (Attachment 5)

Committee Report: Trustee Thiemann provided members with an update on Compliance, Legal Affairs, Policies, Human Resources, Diversity and Inclusion initiatives.

The committee met earlier in the week to review and discuss the following activities:
- Collective bargaining matters
- Proposed updates on revisions to Board of Trustees bylaws
- Review of proposed Record Management Policy
- Update on status of comprehensive policy manual review
- Men of Merit Initiative

Action Items: Trustee Thiemann presented detailed background information and made a motion that was seconded by Trustee Generett to approve the Collegewide – Energy Management Policy. The motion was approved by the Board of Trustees. (Attachment 6)

Approval of Service Employees International Union 668 Contract: Trustee Thiemann presented detailed background information and made a motion that was seconded by Trustee Cagney that the Board approve the collective bargaining agreement negotiated with the Service Employees International Union 668 for the period of September 1, 2015 through August 31, 2018. The motion was approved by the Board of Trustees. (Attachment 7)

Trustee Isler asked a question regarding the timing for the implementation of the annual performance evaluation. President Bullock stated that the college will work collaboratively with the SEIU team to create the assessment tool and will strive to have that completed well before the contract concludes, the management team will be held accountable to complete the process.

Committee Report: Trustee Sacco provided members with an update on Government and External Affairs, Public Relations and Marketing and Educational Foundation Relations Committee initiatives.
1. Public Relations & Marketing Update

Fall 2015 Enrollment Campaign: New TV Spots
In advance of the launch of the Fall 2015 Enrollment Campaign, the Public Relations & Marketing Department completed filming of the college’s new (:30) and (:15) television spots. In all, more than 100 CCAC students, representing each of the college’s four campuses, were filmed at three different locations (Allegheny and Boyce campuses and West Hills Center) in 11 different scenes ranging from allied health to mechatronics to distance learning.

By exclusively featuring CCAC talent, the department was able to film at more locations and feature more programs than previously possible. As a result, the extra footage obtained during these film shoots will enable the department to produce cost-effective, sector-specific spots for use in future advertising.

Additionally, South Campus Theatre students who participated in the filming, now have the experience of partaking in a TV commercial to add to their professional portfolios—an opportunity many of them seemed to relish.

The new spots will begin airing in early November on cable and broadcast TV and in a limited number of cinemas. The spots will also be available for viewing on the web.

New Recruitment Publication: CCAC Viewbook
The Public Relations & Marketing Department created a new college marketing recruitment piece, specifically designed to provide a more substantive “view” of CCAC than its sister “We Are Here” publication. In addition to showcasing CCAC’s many benefits, the viewbook also contains student testimonials as well as space for CCAC business cards.

The department also worked with the Admissions directors, recruiters and the registrar to update the college’s Enrollments Steps brochure, another recruitment-focused marketing piece. The end result was a more eye-catching and user-friendly publication.

College-wide Open House (October 26 & November 11)
The Public Relations & Marketing Department continues to seek ways to publicize the college’s Open Houses while finding ways to contain costs. For the upcoming Open Houses, the department sent out a small, but highly targeted, postcard mailing...
aimed at individuals who had applied, but not yet enrolled, at CCAC dating back to
October 2014.

Other promotional activities included home page and social media announcements,
onsite radio station promotion (including advance event station “plugs”), online
advertising, print advertising and public relations outreach activities.

2. Government and External Affairs update:

**PA Community College Completion Week**
On Wednesday, October 14, Senator Jay Costa and his fellow Pennsylvania state
Senators unanimously adopted Senate Resolution 213. The resolution was
introduced by Senator Bob Mensch, co-chair of the Pennsylvania bipartisan Senate
Community College Caucus to recognize PA Community College Completion

Our own Senator Costa, a proud alumnus and ardent supporter of CCAC and
community colleges, participated in the jointly held press conference with
Pennsylvania’s Community College Caucus and the Pennsylvania Commission for
Community Colleges kicking off the week on Monday, October 19. As part of PAC4
Week, student members of Phi Theta Kappa Honor Society chapters at
Pennsylvania’s 14 community colleges have planned more than 84 events at 23
campuses to encourage their classmates to complete their certificate or associate’s
degree before leaving community college to transfer to another institution of higher
learning or to enter the workforce. Administrators, faculty and staff have also been
asked to sign the pledge, committing themselves to do whatever they can to
facilitate completion of student credentials.

The move is a smart one for Pennsylvania and our residents as studies show that
students who complete an associate’s degree earn, on average, $500,000 more
throughout their lifetime than those who only have a high school diploma. A recent
issue paper from the Lumina Foundation showed that the benefits of degree
attainment go far beyond earning power – they are also more likely to remain
employed and to have a job that provides health insurance and retirement benefits.
On a personal level, they are more likely to report they are in good health, more
likely to vote, more likely to volunteer and donate to charitable causes, and their
children are more likely to continue their education past the high school level.
Pennsylvania is among 20 states with a statewide C4 initiative.

**Pennsylvania Budget Update**
The state budget impasse is in its 18th week.
Additional State Issues
Week of 10/12, Senate Bill 501 was passed out of the Senate and moved on to the House – this bill, the “paycheck protection bill”, has been amended to prevent all public employers from collecting union dues from their employees’ paychecks. The bill includes language that may affect and apply to community colleges.

Allegheny County
2016 Budget Presentation: Dr. Bullock and several senior staff members appeared before the members of Allegheny County Council on October 27 to review the 2015 college budget and the status of the college as part of the coming year’s budget process.

Allegheny County Council recognized CCAC FIREVEST Program and Graduates— with proclamations congratulating graduates at the October 20th meeting of County Council. The proclamation was sponsored by The Honorable Chuck Martoni, current Campus President CCAC Boyce Campus, The Honorable John Palmiere, current CCAC Board Member, The Honorable William Russell Robinson, former Chair of CCAC’s Board of Trustees and longtime supporter and friend of the college and the remainder of their fellow Council members. Dr. Bullock and Nancilee Burzachechi attended on behalf of the college.

Heads Up/College Promise Campaign
CCAC continues its college-wide participation in and support of the College Promise/Heads Up Campaign, promoting access to first two years at community colleges tuition-free. Each campus and center incorporated activities related to the campaign into the CCAC Open House, on Monday, October 26 from 2:00 p.m. through 7:00 p.m. CCAC’s Open House activities dovetailed nicely with the national focus on the White House’s formal promotion of the Heads Up Campaign and College Promise during the week of October 26-30, 2015.

Federal Policy Issues
Community colleges continue to figure prominently in much of the political and policy activity in Washington, DC. Items of consequence are currently before Congress and the Administration, including the Higher Education Act (HEA) reauthorization, America’s College Promise legislation, the FY 2016 appropriations process and a variety of regulatory actions. For additional information, see AACC policy position statements attached:

- Risk-Sharing or “Skin in the Game” on Federal Student Loans
  In the process of advancing its HEA reauthorization legislation, a number of prominent members of the U.S. Senate, including those who sit on the critical Health, Education, Labor and Pensions (HELP) Committee, have thrown their support behind the concept of loan risk-sharing. The essence
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of risk-sharing is to charge colleges a portion of the cost to the federal government when students do not repay their loans at a satisfactory rate, or default. AACC opposes this policy, and encourages member colleges and board members to familiarize themselves with its potential impact.

- **FY 2012 Cohort Default Rates and Federal Policies on Student Loans**
  Early in October, the U.S. Department of Education released data on the fiscal year (FY) 2012 three-year Cohort Default Rates (CDRs). The sector-wide default rate for community colleges (identified as public 2-3 year institutions) dropped somewhat from the previous two years, to 19.1%, but remains disturbingly high. AACC continues to advocate for a variety of changes to the federal loan programs to address this, at a time when the loan programs are under great scrutiny. This document discusses some of these dynamics, from the perspective of students, institutions, Congress and the Executive Branch.

- **College Scorecard**— The Obama Administration released an updated College Scorecard, in place of the controversial college ratings system. We applaud the effort to provide potential students and other stakeholders with better, more usable information about colleges, but the Scorecard is lacking in many key respects. The Administration has stated its intention to continue to refine and improve the Scorecard. In any case, it should aid institutional leaders to know what the Scorecard does and doesn’t say, and, most importantly, how it can potentially mislead those who consult it. AACC’s guide to the Scorecard is designed to facilitate that.

- New Executive action on higher education accreditation is expected from the Obama administration in the coming weeks—The move is expected as part of a push to encourage accreditors to focus more heavily upon student outcomes when judging colleges and universities and is likely to be part of a package of proposals aimed at reforming the accreditation system that the administration believes is allowing too many poorly performing colleges and universities to pass. At time of this update, specific details of the plan are not yet available, but are expected to include executive action, potential regulatory reform and legislative action. Accreditation is the national process that accredits institutions and validates eligibility to receive student aid—the attention being paid to accreditation is believed to have been motivated by the collapse of the for-profit Corinthian Colleges.
Fall Advocacy (Federal)
Dr. Bullock and Nancilee Burzachechi met with members of the United States Department of Labor, United States Department of Agriculture and the United States Department of Education, Professional staff to the U.S. House Education and Workforce Committee during their fall advocacy trip to Washington, D.C. October 7-8. The meetings provided an important opportunity to update elected officials, hill and administration staff on the status of the college, President Bullock’s vision and priorities and to discuss federal issues which affect CCAC and the nation’s community colleges and their students.

Spring 2016 Federal and State Advocacy Planned
- February 9-10 [scheduled to coordinate with ACCT’s Annual National Legislative Summit]
- April 5 [scheduled to coordinate with the PACCC’s (Pennsylvania Commission for Community Colleges) annual meeting and statewide Lobby Day]

CCAC’s Environmental Scan
“P” in PEST is for Political environment—addressing CCAC’s internal community for participation in the environmental scan as the college prepares for adoption of college-wide strategic plan 2016-2021; lively internal discussion sessions were conducted at the recent college-wide council held on October 20 at CCAC’s Allegheny campus.

External Affairs:
CCAC’s Smoke-Free, Tobacco-Free “Truth Initiative”
CCAC’s four campuses and four centers will participate in taking the ONE DAY STAND AGAINST TOBACCO, held in conjunction with the Great American Smoke-out on Thursday, November 19.

CCAC will serve as site hosts for the following:
- CCAC Boyce campus will serve as site host for Financial Aid/PHEAA conference hosted by Senator Jay Costa (District 43) this winter.
- CCAC North campus will serve as the site host for U.S. Congressman Keith Rothfus’ 2015 Women’s Conference on Saturday, November 21 from 8:00 am- noon. Senator Camera Bartolotta is scheduled as the keynote speaker and Dr. Mullin-Sawicki will also address the audience at 9:00 am regarding the benefits of seeking additional education and reentering the workforce.
- CCAC Boyce selected to serve as site host for Fire Safety meeting and keynote, January 14, 2016 hosted by Senator Jim Brewster (District 45); CCAC fire safety faculty and students are invited to attend and participate in the event.
CCAC Allegheny and Boyce campuses are under consideration to serve as site hosts for the Allegheny County Human Services Annual Conference, planned for June 2016.

National Diversity Council's Most Powerful & Influential Women
The National Diversity Council has selected Nancilee Burzachechi for recognition as one of their Most Powerful & Influential Women. The award was presented at the sixth annual Leadership Conference and Most Powerful & Influential Women Breakfast, on Thursday, 10/22 at the Pittsburgh Marriott City Center. The award recognizes women in leadership positions that exhibit the following criteria:
- Provide leadership excellence in the public and/or private sectors
- Sustain a record of accomplishments and/or contributions to field of work throughout the scope of her career.
- Has clout within her organization in terms of significant impact on revenues, profitability and/or direction of the organization.
- Demonstrates leadership and commitment to community well-being and/or high visibility in the community.

Dr. Bullock and Nancilee Burzachechi both also served as speakers for the conference session addressing the benefits of mentoring and the character traits of successful leaders.

3. CCAC Educational Foundation update

The Educational Foundation Board of directors elected a new member on October 21, 2015:

Scott Cox is the Managing Director of Sales for BNY Mellon Wealth Management in its Western Pennsylvania region. In this role he provides direct leadership for the region's new business development efforts.

Scott joined the firm in 2013 and has more than 20 years of experience in the financial services industry. Prior to joining BNY Mellon Scott worked for Merrill Lynch in Orlando, Philadelphia, Cherry Hill and Akron. He held several roles including, Financial Advisor, Training Coach, Resident Director, Complex Sales Manager and Complex Director.

Scott was the acting Complex Director in both the South Jersey and Akron Ohio Complexes. In Akron he led a team of 117 financial advisors generating over $70 million in annual revenue. Most recently, Scott became a Director in the Practice Management consulting Group, which focused on developing the Top 15% of financial advisors in Merrill Lynch.
Born and raised in Lexington, Kentucky, Scott earned a BBA from Stetson University in Deland, Florida. Married to Maureen (also a Stetson alumnus) for 30 years, they have two sons, Ryan and Sean. Both attend the University of Kentucky where they also play lacrosse for the Wildcats.

**Committee Report:** Trustee Cagney provided members with an update on Student Success and Workforce Development initiatives highlighting the success of the Veterans Program at the College.

**Student Retention and Completion (attachment 8)**
The numbers of graduates in the Class of 2015 are down -7% compared with the prior year. CCAC’s three-year completion rate increased by 1.6 points to 11.9% but remains lower than national norms. The fall to fall retention rate at CCAC is almost always consistent with national norms. On the other hand, the fall to spring retention rate at CCAC is consistently below national norms and the rate is decreasing. New students who are retained from their first fall term to their first spring term are more likely to graduate in three years than those new students who are not retained to spring. These findings on the correlation between first term success and degree completion reinforce the importance of supports for new students such as new student orientation, early intervention and student success courses.

**Center for Learning**

**Future Enrollment**
The Center for Learning has been meeting with local school districts to present the New College in High School (CIHS) Program and to explore Project Based Learning (PBL) in partnership with Calgon and Consol corporations.

**Summer Leadership Academy**
Three Rivers Workforce Investment Board (3RWIB) funded the Dual Enrollment grant which will enroll 60 Pittsburgh students per year in CIT, Business and Cyber Security program courses for the next four years. The students will also participate in a Summer Leadership Academy where they will intern with the College, Allegheny County Rice Enterprises and other organizations and business yet to be determined. During the summer, the students will receive a $1,000 stipend for participating.

**Centralizing Financial Aid**

**Automation Update**
Central Financial Aid is continuing with the automation implementation of Financial Aid. The auto awarding task is complete and are currently testing the automated upload of the PHEAA Grant and Scholarship rosters in order to establish a reconciliation and review process for the State grant programs that has minimal manual intervention.

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This area is also performing the set up in preparation for the roll out of FA Self Service. This vehicle will provide an improved student experience by:

- Providing students with a step by step action list of items to complete in order to receive their financial aid.
- Showing the receipt of the FAFSA and other relevant FA documents.
- Placing award information directly in the hands of the students.
- Allowing students to accept, decline or modify or request their student loans online.

The target date for FA Self Service to go-live is the 2016 Spring Semester.

**Grant Management**

**Healthcare Grants**

The Contracts and Grants Office has recently received notice that CCAC has been awarded a Health Profession Opportunity Program grant through the Department of Health and Human, Administration for Children and Families Health Professions Opportunity Grant. This program, funded for 5 years at $2,625,119 per year will provide education and training in three healthcare tracks—Nursing, Emergency Medicine and Medical Records/Health Information Technology. Other activities include meeting with partners to develop and write a proposal related to providing Career and Technical training to residents at a juvenile justice facility and meeting with the Dean of Nursing in preparation to write a grant to address student retention for Nursing students from disadvantaged backgrounds.

**Learning Outcomes**

**Student Support**

Since the beginning of the fall semester, Online Learning has sent emails, letters and tweets to online students informing them of what they need to do to succeed, what they can expect, what they should have done by that point in time, what resources are available to them and how they can get both academic and technical support.

**Nursing**

**Admission Assessment**

Nursing is incorporating the Test of Essential Academic Skills (TEAS) V admissions test beginning Fall 2016. The admissions test is highly correlated with success in Nursing Fundamentals offered in the first semester of the nursing program. Students and Faculty that took the pre-admissions exam to provide insight for:

- Preparation of a study plan for students desiring to take the TEAS V
- Insights from Faculty on consistency with what is being taught in the GenEd courses (English, Math and Science)
- Operational snags that we can proactively mitigate prior to the November implementation date
Testing Resource
Each of the 5 program sites has a trained Assessment Technology Inc. (ATI) resource person to assist students with the course level high stakes testing. In Spring 2015, the level of passing increased from a level 1 of proficiency to level 2.

Planning & Institutional Research
Strategic Planning
The process of developing a strategic plan for 2016-2021 is underway. Formal work on the review of the mission statement has been ongoing. In the past year, dialog sessions have been held on each of the campuses and the Office of College Services. Deans of Student Development conducted a parallel exercise to obtain input on the mission from our students. Work on the core values statement has been ongoing, as well. The final strategic plan will be complete by September 2016.

Middle States Self-Study Process
The self-study process is ongoing. Over 100 employees are serving on seven working groups to conduct the self-study process. The purpose for steering committee meetings is to keep the self-study process on track and on time, to share best practices, to integrate the efforts of the working groups and to troubleshoot any problems or obstacles. Preliminary reports from all of the working groups are due by November 20, 2015.

Strategic Enrollment Management Planning
Detailed scenarios for reaching 19,000 student headcount enrollment by fall 2019 were developed and presented at all campuses and the Office of College Services. High school enrollment projections for Allegheny County public high schools were updated using data provided by the Pennsylvania Department of Education.

Resource Development
Demographic and socio-economic data and narrative about the Northside neighborhood was developed to support a grant application to the Buhl Foundation for a proposed workforce training facility. A request for an analysis of CCAC enrollment from Mon Valley zip codes in relation to a prospective major donor was completed for the Educational Foundation. Support was provided to the President’s office in the development of a presentation to County Council regarding the CCAC budget.

Registrar/Academic Planning
College Agreements
A reverse transfer agreement has been signed with Point Park University. Reverse transfer conversations are underway with the University of Pittsburgh, Pittsburgh Council on Higher Education, and CALU. We are also excited about an opportunity
to work with the National Student Clearinghouse to use their electronic data sharing technologies to facilitate this process.

In addition, a new articulation agreement has been signed with Edinboro University for Nursing degree completion while articulation discussions are taking place with Clarion University, Waynesburg University, Allegheny College and Westminster College.

**Prior Learning Assessment**
Promotional videos and documentation have been developed to promote PLA to students, potential students, faculty, advisors and college staff. See our new introductory video at [https://www.youtube.com/watch?v=56pUX1qClGc](https://www.youtube.com/watch?v=56pUX1qClGc).

**Veteran & Military Services**

Military and Veterans Services has greatly expanded services offered by the department within the last year, and enrollment grew to over 1,000 students per year compared to 800 the previous year and 700 two years ago. Changes in state and federal law have mandated priority registration and in-county tuition for military, veteran, and dependent students. The department has also made staffing permanent at each campus, added an assistant director, and created a private space/lounge at each campus, further demonstrating CCAC’s commitment to this population. These changes were made because we believe that educating service members and veterans yield a high return on investment for the college, regional community, Pennsylvania and the nation. For this reason, the Community College of Allegheny County’s Military and Veterans Services Department will continue to provide comprehensive services to military and veteran students, in addition to being a state leader in educating veterans. (*attachment 9*)

**Predictive Analytics**
Veteran & Military Services are working with IT to extract information from existing data sets to determine patterns and predict which students will need targeted intervention. Based on student history, we can reasonably predict which students will need targeted intervention. Staff will then be able to follow up with those students, with the goal of student retention and graduation.

**New Offices and Lounges System-wide**
To accommodate our expanding military, veteran, and dependent populations and provide a warm and welcoming environment, CCAC Military & Veterans Services have moved at some campuses and added lounges where space was available. Each campus has a private Veterans Office where the Veterans Representative is housed. This office and lounge provide a haven for student veterans who need a place to talk, study, ask questions or just relax.
**Live Chat System**
In the age of emerging technology, CCAC students are accustomed to receiving communication by the web. Veterans & Military Services are piloting a program that provides convenient and rapid responses to student questions via a Live Chat System. This program will put CCAC on par with other colleges in the area.

**Achieving the Dream Newsletter** *(attachment 10)*

**Workforce Development Update:**

**Grant Awards**
CCAC’s **Health Professions Opportunity: Pathway to Success in Healthcare (PSH)** program, funded at $13,125,596 for six years, will provide education and training in three healthcare tracks – Nursing, Emergency Medicine, and Medical Records/Health Information Technology (HIT). These pathways are designed as a career lattice that will allow program participants to enter, exit, and re-enter at each level outlined for each pathway; both credit and noncredit courses will be offered. The project will target Temporary Assistance for Needy Families (TANF) recipients and low-income individuals with incomes at or below 70 percent of the poverty level in Allegheny County. The PSH Program will enable students to successfully complete each training level by providing them with a package of wraparound services that could address multiple issues—aademic, financial, and personal—that can impede students from successfully completing college. The goal of the project will be to prepare, support, retain, and graduate 1,860 TANF recipients and low-income students from health occupational programs that lead to employment in health professions.

National Science Foundation awarded $629,207 to the Community College of Allegheny County for a five-year project, entitled *"Biotechnology, Bioremediation, Math and Science (BioMaS) Workforce Collaborative,"* under the direction of Caroline Evans, Anne Tanski, Sandra Bobick, Stephanie Goloway.

CCAC is one of six Pennsylvania community colleges to participate in a federal grant, **Micro-credentials: Opportunity through Stackable Achievements.** In addition to the community colleges, partners include local Workforce Development Boards, the PDE Division of Adult Education, the Office of Vocational Rehabilitation, the Department of Human Services (SNAP E&T; TANF), WIOA Title I, and Wagner-Peyser.

**Program Updates**
The 5th Allegheny County Council Proclamation and recognition of FireVEST students who graduated in December 2014, May 2015 and August 2015 was conducted on October 20, 2015, at the County Council meeting.

New professional continuing education programs, Property and Casualty Insurance Pre-Licensing and Fundamentals and Practices of Real Estate have been successfully launched.

Dealer School transition to CCAC is on track to begin in January 2016.

Presentations
Mary Jo Guercio presented “Plus 50 Encore Completion: How to Capture Baby Boomer Enrollments at the National Council for Workforce Education conference and “Empowering Students to be Leaders: Civic Engagement through Community Partnerships at the Maryland Council for Educational Opportunities.

Campus Highlights:

1. Community Engagement

CCAC North Campus continues to work on the Buses for Perry Highway campaign with community members Northland Public Library, North Hills Community Outreach, North Hills High School, Township of Ross, the Ross Township and Business and Economic Development Corporation and Pittburghers for Public Transit as well as many community members, students and staff in order to bring a bus route to the CCAC North Campus. The next community meeting is scheduled for November 12th at 7pm at the West View Firemen’s Building.

The Allegheny Campus hosted two events for “Week Without Violence.” On Tuesday, October 13, 2015, in partnership with the YWCA Center for Race, Gender and Equity, high school and CCAC students watched a presentation of the play “You Belong to Me,” a play about teen dating violence, followed by discussion with the actors and with a parent whose daughter was murdered by her boyfriend.

On Thursday, October 15, 2015, Allegheny Campus, partnered with Black Women for Positive Change, City Councilwoman Rudiak’s office, the Pittsburgh Public Schools Superintendent Dr. Linda Lane, and the Pittsburgh Chief Cameron McLay. Students from several high schools, CCAC students and many community dignitaries participated in a town hall meeting titled “Youth Speak, We Listen,” a panel discussion of youth with youth to discuss their needs in order to eradicate violence. The event was preceded with a press conference and was well attended.
Three Boyce MMI students attended the 20th Anniversary of the Million Man March (October 10th). Four Boyce students participated/attended the “Youth Speaks--We Listen” Town Hall Forum (CCAC Allegheny Campus). Boyce Campus Yvonne Burns is a member of the Black Women 4 Positive Change and assisted in the coordination for the Student Town Hall Meeting in honor of the Non-Violence Week. This event was held at the Allegheny Campus which included a Press Conference facilitated by Councilwoman Natalia Rudiak and aired on Channel 11, 4 and 2. The Youth Panelists consisted of various youth through-out the city and surrounding areas. Mark Ellison and four Boyce Students attended and represented the campus. Over 100 students attended along with various Community Leaders: Pittsburgh Police Chief Cameron McLay; Pittsburgh Public Schools Superintendent, Linda Lane; Pittsburgh Police spokeswoman, Sonya Toler; Jewish Federation of Greater Pittsburgh; My Brother’s Keeper; YWCA of Greater Pittsburgh; Western PA Police Athletic League; Attorney Jay Gilmer and Dr. Stephanie Myers, Founder and National Co-Chair, for BW4PC. The event was successful ending in a ‘Peace Pledge’ in honor of Non-Violence week in Pittsburgh October 17-25 mirrored by a National Non-Violence week.

In June, the Jefferson Regional Foundation hosted a community forum for 240 individuals from more than 130 organizations — including churches, governmental agencies, schools and nonprofits — that included a presentation on the state of health in the South Hills region. On Oct. 6, CCAC South Campus hosted the first in a series of follow-up sessions to “see what people want to get engaged around,” said Ms. Mary Phan-Gruber, Executive Director of the Foundation. More than 125 people from agencies in the foundation’s service area participated in the event and CCAC will benefit from forging new partnerships through our participation in the forum.

2. Enrollment & Retention Events

The week of October 19 – 23, 2015 was C4 Completion Challenge. C4 is the Community College Completion Corps, an activity initiated by the PA Commission for Community Colleges and Phi Theta Kappa Middle States Region chapters. CCAC participated with full College core events that included an official signing day of the pledge for completion, a day where all of the student support services were highlighted, transfer, roadmap, and a wrap-up celebration. Each campus decided on their own celebration and added other campus activities.
Our goal is your success

All campuses will hold Veteran’s Day activities on November 11th to celebrate our Veteran students and their sacrifices and commitment. Activities include a blood drive, panel discussion and luncheon.

There will also be a College wide Open House on November 14, 2015, where potential students will be able to enroll in one visit to any CCAC campus or center.

3. Best Practices in Student Success and Completion

The Road Map project has won a prestigious League of Innovation Grant--CCAC North Campus capitalizes on this success by bringing the Road Map to students through a Roadmap Checkpoint program where services are brought out of the offices into areas of student traffic. The success of this program will be assessed each semester.

At the Allegheny Campus, mobile coaching will be located in the SSC, Library and Milton buildings, allowing Coaches to connect with and engage greater numbers of students. The MathHelp study group will also launch in November, joining the ReadingHelp study group. Four MathHelp sessions will be held weekly in the Math Cafe to provide assistance to MAT080 & MAT090 students. ESL study groups will kick-off in the Learning Commons in November, as a collaborative project with the Associate Academic Dean’s office.

All Campuses are actively engaged in the Community College Completion Corps Initiative (C4) the week of October 19 to October 23rd. CCAC is committed to actively encouraging completion of a college credential, an associate degree or certificate, among community college students. The best practices associated with the various programs held throughout the week on all campuses, are designed to encourage student success and completion. The agenda on all CCAC campuses includes the following schedule:

Monday
11:00AM to 1:00PM
Kick-off: Speaker to excite the crowd
• Official Signing day including a rally and signing the pledge
• Raffle for event tickets. Winner will be drawn on Thursday
• Distribute the agenda of events for the week
• Sign up using both cards and online (collect numbers in attendance and who signs the commitment)
• Invite Alumni to speak
• Games and Prizes
• Degree Audit push
Tuesday  
11:00AM to 1:00PM  
All About Support  
- Learning Commons, Math Café, Learning Assistance Center Tours  
- Success coach participation  
- Supportive services  
- Tours and information  
- Degree audit push  

Wednesday  
11:00AM to 1:00PM  
Transfer Day and Transfer Services  
- Why graduate? Completion is important because: List all of the reasons why a college degree is good!  
- Promote CollegeFish.org  
- Degree audit push  

Thursday  
11:00AM to 1:00PM  
Roadmap Day!  
- Raffle Drawing  
- Advising and Registration  
- Roadmap Trivia  
- Promote CollegeFish.org  
- Degree Audit push  

Friday  
11:00AM to 1:00PM  
Celebrate!  
- Wrap-up Celebration  
- Monday: PAC4 Rally  
- Tuesday: All About Support  
- Wednesday: Transfer Day and Transfer Services  
- Thursday: Roadmap Day  
- Friday: Completion Celebration  

Our goal is your success
The South Campus Food Pantry, with the cooperation of the Pittsburgh Food Bank will offer enough food to feed a family for four days. Forty-nine students registered to receive food and the service will help a total of 117 people. Food distribution will be on Oct. 27th from 12 – 2 p.m. by student and staff volunteers. Confidentiality training for all staff and students who will distribute food will be held on Oct. 22nd and offered by the Pittsburgh Food Bank. Diversity and confidentiality statements will be signed. Allegheny County Chief Executive Rich Fitzgerald is interested in visiting South in November for the distribution right before Thanksgiving. The dean at Washington Center is interested in starting a pantry at Washington with the cooperation of the food bank in his area. This best practice will enable us to retain our students who show the greatest need.

**State Budget Update**
Following is a brief State budget update. There has been little progress on the state budget. Negotiations continue among the legislative leadership to arrive at a budget total spend number which, if agreed upon, will lead to a further discussion on which revenue sources could garner enough votes to fund the budget.

**Allegheny County 2016 Budget Presentation:**
I, along with members of the president’s cabinet attended the County budget meeting to review and discuss the college’s 2015 budget. I made a presentation to the County Legislatures and responded to questions raised by council members.

**Strategic Plan Update**
- Strategic Planning Committee is working in collaboration with the college president, Kevin Smay and Mary Frances Archey to develop a five year strategic plan covering the years 2016 – 2021.
- The Strategic Plan will provide the framework for other planning endeavors and decision making at the college.
- The plan will include an updated mission statement, an updated core values statement, a vision statement, and strategic goals supported by measurable objectives.
- Over the next several weeks the Strategic Planning Committee, College-wide Council (Administrative Council), Board of Trustees, students, faculty and staff will actively participate in the following activities:
  - Continue the mission dialogue and provide a progress report on the mission statement work in January 2016
  - Engage in dialogue sessions on the campuses, centers, and OCS to broaden the base of input into the values statement

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**Our goal is your success**
Our goal is your success

Steering committee members served as subject matter experts on each of the four topics in the environmental scanning framework; which includes:

- Nancilee Burzachechi: (Political)
- Theresa Bryant: (Economic)
- Clyde Pickett: (Social)
- Ibrahim Garbioglu: (Technological)

- Kevin Smay, Assistant Vice President for Strategic Planning served as staff to the environmental scanning steering committee.
- The steering committee gathered information from college-wide council member to prepare a bibliography to review and get input from the SPC. The college-wide meeting discussions and presentations were held on October 20.

Middle States Commission for Higher Education – Self Study

- The self-study process actively started on August 11th. Over 100 employees are serving on seven working groups to conduct the self-study.
- A portal site was established to share and organize documents and to facilitate collaboration across the institution.
- The self-study steering committee met on September 18th to review the status of the work and to keep the self-study process on track and on time; to share best practices; to integrate the efforts of the working groups; and to troubleshoot any problems or obstacles.
- Preliminary reports from all of the working groups are due on November 20, 2015.
- Dr. Blacklaw, along with Stephen Wells and Kevin Smay will be attending the MSCHE conference in December.

Facilities Update

Allegheny Campus

- Ridge Ave projects are on track (most recent schedule as of August 6th has a May 9, 2016 substantial completion date).
  - Two main issues: 1) Glazing thickness at the Cougars’ Den and Fitness Center (glass identified and on order) and 2) West Hall lead-based paint abatement (removing mechanically).
Chief Facilities Office, James Messer is refining the scope of the College Facilities Master Plan and the process of identifying the Steering Committee. The timeline for the RFQ/RFP will be aligned with the Strategic Plan timeframe.

Library Reference Room Roof Replacement -- Bids were opened on September 10. Phoenix Roofing is the apparent low bidder. Facilities staff met on September 11 with contractor, architect and CCAC Purchasing to verify validity of the bid. Mike Cvetic issued a Letter of Intent on September 14. Materials were scheduled to arrive this week to commence installation.

Renovation for the two library lecture halls rooms (119/120) is completed and ready for the intended function.

VAC Exterior Renovations: Sidewalk and ADA ramp are completed. Waiting for railings and planters. The installation will be in three weeks.
  o  RSH Architects are preparing plans and specification for exterior work (replacement of the entire roof, restore gutters, dormers wood framing and trim and replace the cornice).
  o  FM Department and RSH Architects met with the Allegheny West Historical Group on 08-27 to discuss roof restoration. FM Department and RSH Architects met with the Pittsburgh HRC on Sept 3. The HRC agreed with CCAC’s entire request except to use asphalt shingles in lieu of slate shingles on the roof.

A general reopening celebration for the new student bookstore and Starbucks was held on October 9 @ 9:00 a.m.

South Campus

1) Secondary Entrance Road - Grass seeding is complete. Need to complete guardrail and remove silt socks from the storm drains. Light fixtures and poles (6) have been delivered to the campus for Parking Lot A and are being installed. Guard rails, striping, patching and cleanup will be completed prior to the grand opening scheduled for Nov. 11th.

Decks: Facilities held progress meeting on Wednesday September 9. Roof work is 90% complete. Architect has approved the drain installation detail. Work should be complete this week. Fencing is approved.

F-Lot: CEC submitted a proposal to prepare a civil evaluation, and remediation design, of Parking Lot F erosion. CEC will camera the drains.

Roofs B, G & L: Met with the Campus, Tremco and SASI Architects. Preparing several option bid packages.
North Campus

- Roof - Roofing is complete. Needs completion of counter flashing and gravel stop. Portico Roof coating is complete. Contractor will resolve low spots and soft spots on the roof prior to acceptance of the project. RMP Architects are preparing a bid package for repair of water infiltration through the walls and windows.
- West Hills Center Parking Lot - Brought in an outside contractor to correct the loose gravel in the car coral. CEC gave approval of the proof rolling of the gravel compaction performed on September 23. Landscaping will be completed as weather permits. Security phones have been installed.

Energy Innovation Center

- Final plans completed with Workforce Development, faculty and IT. Mr. Messer prepared the FF&E order and reviewed and discussed the content of the order with Workforce Development on October 23. The list of items will be ordered through the Educational Foundation. EIC officials have committed to having space ready by the 3rd week of December.

Grants & Private Funding
The college continues to explore and seek new grant opportunities to secure supplemental funding to support identified needs and priorities. For academic year 2015-16, the college has secured approximately $5.6 million in grant funds to support the above areas of the college.

A list of the new grant awards is listed below and a comprehensive list of grants is included with the report. (Attachment 11)

Biotechnology, Bioremediation, Math and Science (BioMaS) Workforce Collaborative
The National Science Foundation awarded a grant of $629,207 to CCAC for a project entitled "Biotechnology, Bioremediation, Math and Science (BioMaS) Workforce Collaborative". This award started October 1, 2015 and ends on September 30, 2020.

The BioMaS project builds on the Biotechnology Workforce Collaborative (BWC) project that had been funded by the National Science Foundation from 2009 – 2015. Our goal is your success
That project provided scholarships and a clinical social worker for students enrolled in CCAC’s Biotechnology program. The BioMaS program, also funded by NSF, expands that project and provides the scholarships and wrap-around services to students majoring not only in Biotechnology, but also in Bioremediation or Mathematics & Sciences associate’s degrees. The BioMaS project is unique in that it expands opportunities for students offering scholarships in three majors instead of one while keeping learning community continuity through common math and science courses. The project will actively seek to broaden participation of underrepresented groups in STEM, including veterans (their spouses and dependents), minorities and women by connecting with secondary schools and four-year institutions in a 2+2+2 effort.

TRIO Student Support Services
The college was awarded a TRIO SSS grant in the amount of $1,068,665 ($213,733.00/year for 5 years. This project will provide support services to 140 students from low-income, first-generation or students with disabilities to increase their rates of retention, graduation and transfer to four-year colleges and universities within four years. CCAC-SSS Program, in addition to serving all students who meet the eligibility requirements, will also focus on the under-represented African-American males who meet the eligibility requirements. The program will be housed on the Allegheny Campus.

Health Profession Opportunity Grant
The college received a Health Profession Opportunity Grant from the U.S. Department of Health and Human Services Administration for Children and Families, Office of Family Assistance, totaling $13,125,596, which will fund the Health Professions Opportunity: Pathway to Success in Healthcare program over six years. This CCAC program will provide education and training in three healthcare tracks — Nursing, Emergency Medicine and Medical Records/Health Information Technology. The program, which targets Temporary Assistance for Needy Families (TANF) recipients and other low-income individuals in Allegheny County, will enable students who are underserved and underrepresented in the health fields to successfully complete each training level by providing them with wrap-around services that address academic, financial and personal issues that can impede students from successfully completing college. These services for eligible program participants include assistance with child care, tuition and transportation. The goal of the project will be to prepare, support, retain and graduate 1,860 low-income
students from health occupational programs that lead to employment in the health professions.

Through this program, CCAC will provide a gateway for students who otherwise would not have access to the education and training activities, to obtain an industry-recognized certificate and degree that leads to a career with advancement opportunities. As we are often reminded, CCAC is a critical academic lifeline for our students, one that serves all members of our community, and this substantial grant will enable us to further that mission. Thank you to all who worked on securing this grant and who will be helping to ensure its success as this project goes forward.

Foundation/Private Funding Awards

- $50,000 has been secured from the Buhl Foundation to support the feasibility study for a new workforce development facility.
- $300,000 has been secured from RK Mellon to support the purchase of equipment for the EIC.
- $5,000 (plus game tables and supplies) has been secured from Rivers Casino to support the development of a Casino Training School on the Allegheny Campus.

Washington County

- A formal application has been submitted to Washington County to support the research study to develop a CCAC Campus/Center in the Borough of Donora. The award is pending.

Student Housing

- President Bullock presented detailed information and statistics from the recent student survey done with the CCAC students for providing accessible housing and the type of preferred housing. It was determined using the proforma that we would need 318 beds apartment style housing, building would be fully furnished. This would take 6 months of planning and designing and about 18 months of construction. Next step is to prepare a proposal and work with other potential funders to support the process of a conceptual design, one of the goal is to have that ready to be endorsed, to include it in the 50th Anniversary announcements at the Gala. Possible location at Boyce Campus or West Hills Center. Having available housing would attract students from outside of the region to our competitive programs, rent would include all utilities.

Our goal is your success
Trustee Kuntz asked if it was possible to speak with other organizations who have worked with Anderson Strickler to see if their projections were on target.

Trustees discussed funding, management of the building and the market projection in three years, will the number of students be there to support the projections.

Next step is President Bullock and Rose Ann DiCola are seeking funding for the conceptual design.

The meeting was adjourned at 5:33 p.m.