The meeting of the Board of Trustees of the Community College of Allegheny County was called to order at 4:09 p.m. on Thursday, May 6, 2010, at CCAC – Byers Hall, 808 Ridge Avenue, Pittsburgh, Pennsylvania, Chairman Thomas Santone presiding.

The Roll was taken and the following represents the results.

**ROLL CALL**

**Board Members Present:**
- Dr. Elayne Arrington
- Mr. Joseph Brimmeier
- Senator Jay Costa - Treasurer
- Mr. James M. Flynn – Assistant Treasurer
- Dr. Mona Generett – Secretary
- Mr. Alex Keddie
- Ms. Amy M. Kuntz
- Ms. Martha W. Isler - Assistant Secretary
- Mr. Gregory Peaslee
- Honorable William R. Robinson – Vice Chairman
- Ms. Joyce A. Snell
- Mr. Thomas J. Santone - Chairman of the Board
- Others Present:
  - Dr. Alex Johnson, President
  - Mr. Richard Adams, Special Assistant to the President, Diversity and Equity
  - Dr. Mary Frances Archey, Vice President of Learning and Student Development
  - Ms. Leslie Bolich, All-Pennsylvania Academic Team -honoree
  - Dr. Charles Blockidge, Executive Director, CCAC / Workforce Alliance
  - Ms. Joyce Breckenridge, Vice President, Business and Administration & CFO
  - Ms. Nancilee Burzachechi, Vice President, Institutional Advancement and External Relations
  - Mr. Robert M. Calhoun, All-Pennsylvania Academic Team -honoree
  - Mr. Dan Carr, CCAC Auditor
  - Ms. Casey Cowan, All-Pennsylvania Academic Team -honoree
  - Mr. Mike Cronin, Reporter, Pittsburgh Tribune Review
  - Ms. Rose Ann DiCola, Executive Director, CCAC Educational Foundation
  - Ms. Ouida Duncan, Administrative Assistant to the President
  - Mr. John Dziak, AFT Local 2067 President
  - Mr. Robert Hamilton, Director, Facilities Management

**Absent:**
- Mr. Jesse Fife
The All-Pennsylvania Academic Team Awards Program was established in 2001 for community college students who are selected by their respective colleges as nominees for the All-Pennsylvania Academic Team. A “Special Academic Passport to a System University” is issued to all team members. It offers guaranteed admission and a tuition waiver to any of the 14 universities in the System.

CCAC 2010 awardees were presented to the Board of Trustees by their Campus Presidents as follows:

Elmer Haymon, Ph.D., Campus President, Allegheny

Casey Cowan is involved in many organizations on campus. He was the President of the CCAC Business Club, he is a CCAC Ambassador and he is an active member of Phi Theta Kappa. As the past President of the Business Club, he has organized and coordinated many fundraisers for the benefit of the American cancer Society specifically for Children’s Leukemia. And as a CCAC Ambassador, he has volunteered his time to mentor new student’s particularly international students. Casey is also a member of the CCAC Golf Team.

Leslie Bolich has served as the Phi Theta Kappa Chapter President at Allegheny Campus for one year. During her reign the Phi Theta Kappa Chapter at Allegheny Campus went from a 1 star to a 5 star chapter recognition by the Phi Theta Kappa International Office. Leslie also was a member in good standing for the Campus Activity Board. She also volunteered for the CCAC Ambassadors giving presentations in the classroom and leading tours for new students at the orientations. Leslie is also the winner this year of numerous awards and scholarships. She was awarded the Outstanding Student in Student Life, she won a Phi Theta Kappa Distinguished Chapter President Award at the Phi Theta Kappa International Convention and she was awarded the silver Coca-Cola Scholarship in Pa.

Charles Martoni, Ph.D., Campus President-Boyce

Robert M. Calhoun will graduate from the Community College of Allegheny County in May 2010 with an associate degree in Business Management and a 3.9 GPA. Rob
is an entrepreneur who owns his own business. He plans to transfer to Indiana University of Pennsylvania to continue his studies in Business and specialize in electronic Marketing. Robert is a member of Phi Theta Kappa at Boyce Campus where he participated in community service projects such as Secret Santa for underprivileged children, Central Blood Bank Blood Drives, and Scouting for Food. Rob is an active member of the CCAC Honors Program and he serves as a peer tutor for Boyce Campus students.

Faith Szynborski will graduate from the Community College of Allegheny County in May 2010 with an associate degree in General Studies and a GPA of 3.8. She plans to transfer to Shippensburg University where she will major in psychology and art therapy. She is currently serving as the Vice-President of Phi Theta Kappa’s Sigma Omicron chapter at Boyce Campus and is a member of the Psychology Club. Community service endeavors as are volunteer tasks for the Pittsburgh Vintage Grand Prix to benefit developmentally disabled individuals through the Autism Society of Pittsburgh and the Allegheny Valley School District. She serves as a volunteer tutor in Math and English for Supportive Services.

Donna Imhoff, Ph.D., Campus President-North

Amanda L. King, a Shaler High School graduate from Glenshaw, PA, first enrolled at CCAC in the Fall 2008. Ms. King has twice been named to the Deans List, is Vice President of Leadership for the campus chapter of Phi Theta Kappa, was a writer for the North Campus Voice for three semesters, serves as a tour guide during campus orientations and is the current President of the North Campus World Culture’s Club. Under Ms. King’s leadership the World Culture’s Club has held two increasingly popular and successful International Food and Dance Festivals at North Campus. These events have brought a cultural experience to North Campus which was not previously offered. In addition to tapping into the talents of the World Culture’s Club, Ms. King partnered with the Child Development Center having the children participate in a fashion show of a variety of traditional costumes, with the Vocational Education Food Service program to prepare dishes from around the world as well as involving the whole campus community.

Ms. King will graduate in May 2010 with an Associate in Science, Liberal Arts & Sciences degree and is planning to attend Point Park University to pursue a degree in Broadcast Journalism.

Charlene Newkirk, J.D., Campus President-South

Carla Mubanga is a South Campus student who is enrolled in the Liberal Arts and Sciences program. Not only is she an honors student, member of Phi Theta Kappa, current senator for Capital Improvements for the Student Government Association at South Campus, Carla is also the mother of four young children.

Carla will be transferring to Slippery Rock University of Pennsylvania. She will major in biology. Her educational goal is the Master of Science degree so that she can work
as a physician’s assistant. Her previous work experience includes being a community living specialist, a behavioral specialist assistant, counselor and financial services consultant. The impact that Carla has had I first seen within her own household. She has the drive, academic abilities, leadership skills and overall acumen to promote excellence, while successfully managing a very busy household.

Chairman Santone, on behalf of the Board of Trustees, commended Trustee Generett for being awarded as one of Pittsburgh’s Top 25 Women in Business Times. The Board of Trustees and President presented her with a resolution to recognize her achievements. (Attachment 1)

Dr. Martoni was commended for his recognition at a recent County Council meeting. The Board of Trustees and President presented him with a resolution in support of this recognition. (Attachment 2)

A motion was made by Chairman Santone and seconded by Senator Costa and Ms. Snell to approve the Minutes of the April 1, 2010, Regular Board of Trustees Meeting. The motion was approved. (Attachment 3)

**Finance, Facilities and Property Committee:** Financial statements for the nine months ending 033110: Senator Costa provided background information and made a motion that was seconded by Mr. Brimmeier and Mr. Flynn to accept the financial statements for the nine months ending March 31, 2010. The motion was approved by the Board of Trustees. (Attachment 4)

**Human Resources and Diversity and Equity Committee:**
**Tactical Plan for Diversity & Inclusions 2010-2015:** Dr. Generett provided background information as follows: CCAC is committed to creating programs and forging partnerships that will help attract a higher number of minority, racial and ethnic individuals to the college. Over the next five years, CCAC will implement an aggressive and tactical approach to diversity, making the college more accessible and attractive to these individuals.

CCAC has made strides in its effort to promote diversity and inclusion at the college and in the community. This tactical plan is designed to assist the college in continuing this vital effort.

The Board of Trustees, college community and external audiences will be updated using a “Diversity Scorecard” summarizing the college’s progress toward meeting these goals. The scorecard will facilitate the monitoring of agreed-upon strategies for accomplishing the goals approved by the Board of Trustees and the setting of targets.

The first choice for faster results.
for measuring the success of these strategies. The scorecard also promotes accountability and establishes how diversity initiatives facilitate carrying out the mission of the college.

Dr. Generett made a motion that the Tactical Plan for Diversity & Inclusions 2010-2015 be moved forward. The motion was seconded by Ms. Isler and approved by the Board of Trustees. (Attachment 5)

The Board of Trustees held an Executive Session to discuss important personnel matters. Chairman Santone re-convened the meeting at 5:50PM.

**EXECUTIVE SESSION**

**INFORMATION**

**Human Resources and Diversity and Equity Committee:**

Dr. Generett provided information items as follows: On April 20th the college in collaboration with Turner Construction Company sponsored the first of two “Meet and Greets”. The purpose was to develop partnerships for the potential general and prime contractors and M/W/DBE firms wishing to participate in the construction of the K. Leroy Irvis Science and Technology Center. The program was opened with a welcome and review of the accomplishments of the late K. Leroy Irvis by Dr. Elmer Haymon, campus president, Allegheny.

CCAC’s sponsored the ninth Annual Business Opportunity Fair which is an annual event held by the MWDBE Governmental Committee. CCAC is a member of the committee. The committee is a group of city, state, county, and federal government agency representatives who meet to discuss the challenges of implementing successful minority, women, and disadvantaged business enterprise programs. Over 200 people participated. Two workshops were held for those attending; Marketing your Business and How to Create a Business Plan.

The college hosted the first annual CCAC Diversity Week. Each campus developed and presented numerous multicultural events and activities on a designated day throughout the week of April 12-19. The events included dance & music performances, diversity activities for children, food festivals, informative workshops on global issues and ethnic craft demonstrations.

**Institutional Advancement External Relations and CCAC Educational Foundation Committee:** Mr. Robinson provided an update regarding the public and private fundraising activities.

The Legends in Leadership Dinner was held on Friday, April 23—the event was very well attended. At the next meeting we will give provide a more detailed update.

Mr. Robinson thanked the external relations and Educational Foundation staff for their work.

CCAC At-A-Glance cards are available from staff for use. Mr. Robinson encouraged Trustee members to distribute them.

The first choice for faster results.
**Learning and Student Development Committee:** Ms. Isler provided background information regarding information items provided to include:

**Disney Institute Comes to Pittsburgh:** The Community College of Allegheny County is partnering with Pitt Business Center for Executive Education to bring the Disney's Approach to Quality Service for Healthcare Professionals program to the Pittsburgh area on May 11 and 12, 2010. Every medically related organization can participate in these workshops to learn best business practices from Disney insiders, and discover ways to implement them. Disney Institute is authorized to award ACHE Category II continuing education credit for each contact hour of educational programming. The Workshops will be held at the University of Pittsburgh, Connolly Ballroom in Alumni Hall, 4227 Fifth Avenue, Pittsburgh, PA 15260. The flier in the Board packet has specific topics for the sessions and details on registering for the sessions. *(Attachment 6)*

**Pittsburgh Promise**—Data presented by CCAC’s Institutional Research Department focuses on the students who entered CCAC at the beginning of the Pittsburgh Promise Scholarship Program. Basically, the information compares the PP Students with the First-time Full-Time (FTFT) Students also enrolling in Fall, 2008. Of the three areas reviewed the PP students out-performed the FTFT population. These items are summarized below:

- **Academic Standing** (2.0 of higher grade point averages)—The PP students were four percentage points lower that the FTFT students.
- **Retention**—PP students were more persistent that the FTFT students by seven percentage points between Fall, 2008 and Spring 2010.
- **Credit Completion**—PP students had completed on average one credit more than the FTFT students by the end of the Fall, 2009 semester.

**Middle States Periodic Review**—Between each 10 Middle States visit colleges must submit a Periodic Review that is designed to show an institution’s compliance with Middle States standards. CCAC’s review is due in June, 2011. The College has starting preparing for this by establishing a Steering Committee and outlining a plan of action to address information from the 2005 Self-Study and Middle States Response to the College, which placed the institution initially on warning that was then removed in November 2007. Specific focus of the Periodic Review will be on reviewing 4 Middle States Standards: 2) Planning; 3) Resource Allocation; 7) Institutional Assessment; and 14) Assessment of Student Learning. Major emphasis in the Review needs to be on linking institutional planning and budgeting. The Board’s involvement in this linking process will be critical and included in the review. *(Attachment 7)*

**Enrollment Analysis, Spring and Summer, 2010**—Data for the spring semester and preliminary information for the first and second summer terms is provided in detail for the Campuses and Centers of the College. In general, enrollment is up for all locations and the Internet courses. Specifics are presented on charts and graphs that
are included in the Board materials. *(Attachments 8a, 8b, 8c, 8d, 8e, 8f)*

Members are asked to review the Honors Newsletter and the Achieving the Dream Newsletter in the materials: *(Attachment 9, Attachment 10)*

**Workforce Development Committee:** Trustee Peaslee provided the Workforce Development update as follows:

STEM Testimony: CCAC testified to the Commonwealth of Pennsylvania State House of Representatives Education Committee at the STEM Public Hearing. Testimony covered the partnership between the college and Allegheny General Hospital’s Allegheny-Singer Research Institute on the $597,920 National Science Foundation (NSF) Scholarships in Science, Technology, Engineering and Mathematics (S-STEM) grant CCAC received to develop and expand the Biotechnology Workforce Collaborative, which trains biotechnology lab technicians for careers that render a family-sustaining wage.

Nashville 2010 Leadership Study Mission: Staff presented on the creation and implementation of the CCAC—Allegheny County Workforce Alliance to over 100 business, industry, education and community leaders from the Nashville, Tennessee region at a best practices resource sharing conference with the City of Pittsburgh.

Immigrant Students Taking Nurse Aide Expanded Training: In the past year, the Nurse Aide Training Program has attracted and enrolled approximately 30 students who are recent immigrants to this country. They came from many different countries including Haiti, Cameroon, Nigeria, China, Rwanda, Vietnam, Sudan, Iran, Nepal, Somalia, and Algeria. Many of the students are graduates of post secondary programs in their country and hold a variety of degrees. They were medical doctors, nurses, accountants, newspaper reporters, teachers, etc.

RAMP UP Program for Veterans: CCAC and its partner Local 95 will be providing the weatherization training needed for PA certification to veterans who qualify for the Allegheny County Resources Available for Military Personnel to Upgrade Proficiencies "RAMP UP" initiative. RAMP UP includes two elements. First, it will offer free courses at CCAC West Hills Center for veterans interested in becoming weatherization workers or energy auditors. Second, it will assist veterans who own businesses to become certified weatherization contractors.

**President’s Report:** President Johnson thanked members for their participation today.

President Johnson commended the staff at CCAC for their hard work, you will note that the President’s newsletter is thirteen pages this month. The President’s Newsletter will be distributed following this meeting and will also be available on the CCAC web page: [www.ccac.edu](http://www.ccac.edu)

Dr. Johnson provided brief remarks regarding: CCAC has been approved to participate in the direct lending program; enrollment is up and that our facilities are

**The first choice for faster results.**
reaching capacity. The Board of Trustees with a more detailed written report regarding other activities.

**ADJOURNMENT**

Chairman Santone commented on the Legends in Leadership dinner. He thanked Professor Dziak for his generous donation towards an endowed scholarship during that event.

There being no further business the meeting was adjourned at 6:16 p.m.

###