

COMMUNITY COLLEGE OF ALLEGHENY COUNTY

SPECIAL MEETING of the
BOARD OF TRUSTEES

BYERS HALL
JUNE 02, 2006

SPECIAL MEETING: A special meeting of the Board of Trustees of the Community College of Allegheny County was called to order at 2:07 p.m. on Friday, June 02, 2006 at Byers Hall, 808 Ridge Avenue, Pennsylvania, Chairman Whitehead presiding.

PURPOSE: The meeting was called for the purpose of putting before the Board a motion for the Right to Know Law as the official communication policy of CCAC.

Present:

Hon. Jay Costa
Mr. Jesse Fife
Mr. James Flynn
Ms. Martha W. Isler
Mr. Thomas J. Santone
Mr. Paul V. Whitehead, Esq.

Absent:

Mr. Jerry Fedele
Dr. Mona Generett
Hon. Melissa Hart
Ms. Susan M. Kapusta

Mr. Mike Adams, Assistant County Solicitor
Mr. Joe Catanese, County Council Chief of Staff
Dr. Stewart E. Sutin, President

Telephone Participants

Mr. Alex Keddie
Hon. William R. Robinson
Ms. Joyce Snell

Others Present

Dr. Margaret Williams-Betlyn, Sr. Vice President, Workforce Development
& CEO North Campus
Dr. Charles Blocksidge, Vice President of Frieda Shapira Center for Learning
Ms. Joyce Breckenridge, Controller
Ms. Nancilee Burzachechi, Vice President Institutional Advancement/External Relations
Mr. Joseph Calig, Chief Financial Officer and CEO Boyce Campus
Mr. Daniel Carr, Internal Auditor
Ms. Joyceann Ditka, AFT VP, North Campus
Ms. Ouida Duncan, Administrative Assistant
Mr. John Dziak, AFT President
Mr. Michael Finnerty, County Council
Ms. Judy Foster, AFT Secretary, Allegheny Campus
Mr. Derrick Handley, Communications Specialist
Ms. Donna Imhoff, AFT VP, South Campus
Dr. Brian K. Johnson, Sr. Vice President, Student & Community Services
& CEO Allegheny Campus
Ms. Helen Kaiser, Public Information Officer
Mr. Raymond C. Martin, Librarian, Boyce Campus
Ms. Harriet Oakley, AFT VP, Allegheny Campus
Ms. Bonita L. Richardson, Assistant to the President/Office Manager

Ms. Jeanne Shader, Executive Director, Human Resources
Mr. Kevin Smay, Executive Director, Strategic Planning
Mr. Robert Stanton
Dr. Wendy Weiner, Senior Vice President of Academic Affairs/CEO of South Campus
Mr. Steven Wells, AFT VP, North Campus

Mr. Paul Martino, Reporter – KDKA TV
Mr. Bill Schackner, Reporter – Post Gazette
Mr. Bill Zlatos, Reporter – Pittsburgh Tribune

EXTERNAL
RELATIONS:

Chairman Paul Whitehead explained the purpose of this special meeting of the Board of Trustees of the Community College of Allegheny County.

Mr. Whitehead posed several questions to President Sutin regarding the release of the budget.

President Sutin provided background and clarification regarding issues raised and committed to the following:

▪ Standards for delivery of information on an ad hoc basis for requests made will be as follows:

1. Where we have the information and we know it to be accurate and at our immediate disposal, we will provide that information on a same school day basis.

2. If it's readily available and accessible information but not finally verified, i.e., we have to do some double checking to assure accuracy, we will deliver that information on a targeted basis of three school days.

3. The next dimension will be all other requests that require more research, archival gathering, perhaps over a series of years. We will meet the timelines defined by the States Right to Know provisions.

▪ Assurance standards and compliance:

CCAC will maintain a log so that any time we receive a request whether it's in writing or by phone we will document who contacted us and when, and what is the specific request for information. We will also log who received the request and when we replied to that request. We're committed to full disclosure.

Chairman Whitehead motioned that the Board adopt the Right to Know law.

Sen. Jay Costa moved that the Board adopt the Right to Know law as the CCAC External Communication Policy. The motion was seconded by Mr. Thomas Santone and carried by the Board of Trustees. This will replace the May 22, 2006 communications policy.

Mr. Whitehead and the Finance Committee of the Board request that an audit be conducted for the Board of Trustees. The purpose is so the Board gains a more in-depth comprehensive view of expense categories. Steps will be taken to hire an outside agency. The cost will be determined at an amount that is reasonable and at the discretion of the Finance Committee. The selection of our external auditor should be made according to our regulations and proceedings.

Mr. Flynn suggested that we delegate the authority to look at certain expenses within the framework of the Finance Committee. The review should also be open to all members of the Board so that they all have the opportunity to participate as to the scope of the audit details.

ADJOURNMENT

There being no further business the meeting was adjourned at 2:31 p.m.