

## COMMUNITY COLLEGE OF ALLEGHENY COUNTY

REGULAR MEETING  
BOARD OF TRUSTEESBOYCE CAMPUS  
MARCH 13, 2006

REGULAR MEETING 10702 The meeting of the Board of Trustees of the Community College of Allegheny County was called to order at 3:12 p.m. on Monday, March 13, 2006 at CCAC Boyce Campus, 595 Beatty Road, Monroeville, Pennsylvania, Chairman Whitehead presiding.

Present:

Mr. Jesse Fife  
 Mr. James Flynn  
 Dr. Mona Generett  
 Ms. Martha W. Isler  
 Hon. Melissa Hart  
 Mr. Alex Keddie  
 Ms. Susan M. Kapusta  
 Hon. William R. Robinson  
 Mr. Thomas J. Santone  
 Mr. Paul V. Whitehead, Esq.  
 Mr. Steven Zylstra

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

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  
 Ms. Sue Caldwell, County Council District 7  
 Mr. Joseph Calig, Chief Financial Officer and CEO Boyce Campus  
 Mr. Daniel Carr, Internal Auditor  
 Ms. Rose Ann DiCola, Executive Director Education Foundation  
 Ms. Ouida Duncan, Administrative Assistant  
 Mr. John Dziak, AFT President  
 Dr. Brian K. Johnson, Sr. Vice President, Student & Community Services  
& CEO Allegheny Campus  
 Ms. Helen Kaiser, Public Information Officer  
 Mr. Raymond C. martin, Librarian  
 Ms. Bonita L. Richardson, Assistant to the President/Office Manager  
 Ms. Tanya Sander-Marks, Executive Director of Marketing and Communications  
 Ms. Jeanne Shader, Executive Director Human Resources  
 Mr. Kevin Smay, Executive Director, Strategic Planning  
 Dr. Wendy Weiner, Senior Vice President of Academic Affairs/CEO of South Campus  
 Dr. Carol Yoannone, Director of Grants  
 Mr. Bill Schackner, Reporter – Post Gazette  
 Mr. Bill Zlatos, Reporter – Pittsburgh Tribune

Absent:

Hon. Jay Costa  
 Mr. George Fechter  
 Mr. Jerry Fedele  
 Ms. Joyce Snell

APPROVAL OF THE  
MINUTES  
OF 021306

10703 It was moved by Chairman Whitehead, seconded by Mr. Thomas Santone, Mr. Jesse Fife and Congresswoman Melissa Hart to approve the minutes of the February 13, 2006 meeting. The motion was carried.

Chairman Whitehead welcomed Ms. Sue Caldwell, new County Council hopeful for District 7.

BY-LAWS

10704 The May 22<sup>nd</sup> Board meeting will be a special meeting to update the By-Laws.

HUMAN RESOURCES  
COMMITTEE:

10705 Dr. Mona Generett made a recommendation for approval of the slate of officers for 2006:

1. Election of Board Officers

Mr. Paul Whitehead - Chairman  
Mr. William Robinson - Vice Chairman  
Dr. Mona Generett - Assistant Secretary  
Mr. Thomas Santone - Assistant Treasurer

It was moved by Chairman Whitehead and seconded by Mr. Thomas Santone and Mr. William Robinson to accept the recommendations. The floor was opened at this time for further nominations. No further nominees, the nominations were closed and the motion carried.

2. Orientation of New Trustees

Dr. Mona Generett presented the formal process for orientation of new Board Trustees, putting into practice what was already been done, this process was recommended by Middle States. It was moved by Chairman Whitehead and seconded by Ms. Martha Isler to accept the recommendation for New Trustees Policy. The motion was carried.

TREASURER'S REPORT  
FINANCIAL  
STATEMENTS FOR THE  
SEVEN MONTHS  
ENDED 013106

10706 It was moved by Mr. Thomas Santone, seconded by Mr. William Robinson, to accept the financial statements for the seven months ended January 31, 2006. The Motion was carried.

Mr. Santone presented a brief report from the Finance Committee:

1. Financials for year-to-date, student revenues are still down, expenses are up, we were all satisfied that CFO and staff are working to close the gap, close to ratio in the past month.
2. Key financial indicators have been established, how to closely measure indicators per student basis.
3. Tangible Action Items - Joe Calig has conducted a number of meetings with insurance brokers and has challenged them to redefine how we purchase insurance – study in the next 3-4 weeks on ways in which to more closely match the way we operate the college and how we pay premiums.
4. Joe reported that Joyce Breckenridge and staff has worked incredibly hard to redefine the budget and to look for areas in the budget where we could do things differently.

Mr. Steven Zylstra asked about tuition costs as of last year, was this a timing issue. The answer was yes.

EXTERNAL  
RELATIONS:

10707 Mr. Robinson discussed the upcoming Legends Dinner on May 10<sup>th</sup>, 2006 and the 40<sup>th</sup> College Anniversary kick-off in September.

COMMUNICATIONS  
PROTOCOL:

10708 Mr. William Robinson presented the Communications Protocol policy which relates only to this college. Mr. James Flynn asked if the policy had been reviewed by the Board Solicitor and how does the right to know law in Pennsylvania apply to CCAC. Mr. Robinson said replied that State Law does not apply to Community College, the communications policy is not being presented pursuant to State Law. Mr. Bill Adams, Board Solicitor, said that under Pennsylvania Law the PA Right to Know Act does not apply to Community Colleges. He had not had the opportunity to review but will be happy to review if so directed. It was requested that the motion be tabled. Congresswoman Melissa Hart requested that the motion be advanced and put into place since we did not currently have a policy in place. Mr. Flynn said there was nothing in the policy to relate to personnel issues which could open the door for lawsuits.

After further discussion the motion was tabled for further review by the Board Solicitor until next meeting.

PRESIDENT'S REPORT

10709 Dr. Sutin gave a brief overview of the President's Report.

The President's full report is available on the CCAC web page: [www.ccac.edu](http://www.ccac.edu)

ADJOURNMENT

There being no further business, the meeting adjourned at 3:52 p.m.

Next meeting: May 22, 2006 at 3:00 p.m. – Byers Hall