

COMMUNITY COLLEGE OF ALLEGHENY COUNTY

REGULAR MEETING  
BOARD OF TRUSTEES

BYERS HALL  
MAY 3, 2007

REGULAR MEETING

The meeting of the Board of Trustees of the Community College of Allegheny County was called to order at 3:45 p.m. on Thursday, May 3, 2007 at Byers Hall, 808 Ridge Avenue, Pittsburgh, Pennsylvania, Chairman Tom Santone presiding.

Present:

Dr. Elayne Arrington  
Hon. Jay Costa  
Mr. Jesse Fife  
Mr. James Flynn  
Dr. Mona Generett - Secretary  
Hon. Melissa Hart  
Ms. Martha W. Isler – Assistant Secretary  
Mr. Alex Keddie  
Mr. Scott Malley  
Hon. William R. Robinson – Vice Chairman of the Board  
Mr. Andrew Russell  
Mr. Thomas J. Santone – Chairman of the Board  
Dr. Stewart E. Sutin, President  
Mr. John Walsh, County Solicitor

Absent:

Mr. Jerry Fedele - Treasurer  
Ms. Joyce Snell

Others Present

Mr. Richard Adams, Assistant Dean of Enrollment Management  
Dr. Mary Frances Archey, Interim Sr. Vice President, Academic Affairs & CEO  
South Campus  
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  
Mr. Daniel Carr, Internal Auditor  
Mr. Joe Catanese, County Council Chief of Staff  
Ms. Ouida Duncan, Administrative Assistant  
Mr. John Dziak, AFT President  
Mr. Derek Handley, Communications Specialist  
Dr. Elmer Haymon, Interim SVP Student and Community Services and CEO of  
Allegheny Campus  
Ms. Helen Kaiser, Director of Public Relations  
Dr. Ralph Proctor, Chief Diversity Officer  
Dr. Narcisa Polonio, Vice President, Board Leadership Services, Association of  
Community College Trustees  
Mr. Ronald Porter, Diversity Consultant  
Ms. Bonita L. Richardson, Assistant to the President & Liaison to the Board of Trustees

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. Margaret Williams-Betlyn, Sr. Vice President, Workforce Development & CEO  
North Campus

NEW BOARD MEMBERS:

Chairman Santone welcomed new member Mr. Andrew Russell, Executive Vice President, PNC Bank.

APPROVAL OF THE  
MINUTES OF 040507:

A motion was made by Chairman Santone seconded by Ms. Hart and Sen. Costa to approve the minutes of the April 5, 2007 Board of Trustees Regular Meeting. The motion was carried.

DISCUSSION ITEMS:

Educational Foundation:

Ms. Burzachechi gave an update of the Educational Foundation; the Board has added 3 new Board members, Norm Fornella, CFO of Dick Corporation, Stephen Rozman and Bill Robinson. Mr. Robinson takes one of the 3 Foundation Board seats reserved for CCAC Board of Trustee members, Mr. Santone has the 2<sup>nd</sup> and the 3<sup>rd</sup> is vacant.

The primary focus of the Foundation will be on expanding the donor pool. 75% of its current private funds come from institutional donors which include corporations and foundations, less than 25% comes from individuals and in today's economic environment we need to improve that ratio, expanding individual prospect pool will help to prepare for the leadership transition, intrical to the process of expanding the pool is the fact that we are concentrating on expansion of the alumni relations program. Through the generosity of the County, sponsorship of Bill Robinson, CCAC has received \$100,000 to help the expansion of the alumni program.

Chairman Santone congratulated Mr. Robinson on his election to the Foundation Board.

Achieving The Dream:

Dr. Archey presented a brief update on Achieving the Dream. A preliminary grant application was reviewed and they were given the green light to complete the application process. We will start with fall at Allegheny Campus a new supplemental instructional program which will then expand to all the other campuses in January provided all the funding comes in to play. We will be starting learning communities at campuses other than Allegheny who already has them. We will look at a policy revision about students who are placing an all development courses is being required to take an academic success course that will become a policy issue. We have passed two policies at CCAC that definitely are outcomes from Achieving the Dream Initiative. We will no longer accept D grades as passing in developmental courses, students must earn a C or repeat the course before they can go on. After fall 2008 we will be stopping the late registration process, if you come to the campus and they have already started, students will be advised to take one of the late starting courses.

Mr. Robinson commented that this kind of program was at the core of our assessment, our student achievement and our ultimate success.

Mr. Santone said that he had met with Dr. Nunley recently and she was impressed with the job that Dr. Archey and Kevin Smay are doing in regards to ATD.

### Campus Security

Mr. Calig reported that since the horrendous events on the Virginia Tech Campus, there has been a succession of meetings and six months ago the college embarked on a program to revise and update the safety and security plans for each of the campuses as well as the centers. That work is now about 98% complete. Each of the campuses has had meetings open to faculty and students regarding our security and safety procedures, policy and plan in general. Plans were developed with close alignment to the county, city and municipalities and state police strategies. Plans are coming along extremely well, and a lot of effort from our Risk Management Safety Group headed by Randy Gaab who made a presentation today to the student affairs committee on where we stand. We do not have some of the problems that large universities who have residents have but by the same token we have a different set of problems because of commuter traffic and people coming and going through our campuses, we see it as a real challenge and a very important matter. Each of the campuses has a state certified officer who is the chief of security on each campus. A few weeks ago we had a bomb threat at Boyce Campus and the county police with bomb dogs were there very quickly, they were very pleased and complimentary of how well we had evacuated the campus.

Sen. Costa asked if there was a process that we go through if there was an incident here.

Mr. Calig replied that each campus has a process and a plan that they go through which includes initial notification, for example the case of the bomb threat that occurred at Boyce, that was taken by a switchboard operator, the chief operating officer on site immediately the Monroeville and the county police who took charge of the situation and asked them to quietly evacuate the building and parking lots, instructions were followed. Once you have been in touch with the police department they officially at that point take possession of the facility and put out all the instructions, it went extremely well. Each plan defines who is notified. He notifies Helen Kaiser – Media Relations, Bob Hamilton – Chief of Facilities. There is a call list in place.

Mr. Robinson said that unfortunately when we call law enforcement something has already happened, he said that our students, faculty's and staff has needs and anxieties and he would hope that we would involve those people here at the college who are responsible for services faculty, staff and administrators to find out what their concerns are.

Mr. Calig said that the meetings on the campuses were not solely to put out the plans but to hear what the concerns were from students and faculty. Since the meetings we have had faculty members who have identified students who they felt could use counseling or help. We are taking a look at what we need to do in helping faculty and staff in identifying those situations.

### DIVERSITY AUDIT:

Dr. Generett presented the findings of the Diversity Audit. Dr. Generett said that the audit follows a great move of the Board in September 2006 it was the first time in forty years that a Diversity audit has been done in the history of the college. The policy issued by the Board commissioned Mr. Ron Porter to conduct an audit of the four campuses. Members of the Board were asked to read the Executive Summary as well as the recommendations at their leisure, the purpose for all of this to use the excellent data to develop a diversity plan for CCAC, it is that plan which the college Board of Trustees will adopt. The audit was very comprehensive and looked at all campuses and was done to uncover areas of opportunities for us to do more, one of those areas, the simple most important area had to do with the diversity of faculty which needs attention. She said they were pleased with the progress made in the past year with reference to minority and reference to Diversity partnerships developed including the African American Chamber of Commerce. Dr. Generett called to their attention the recommendations which begins

on page five (5) of the Executive Summary. The recommendations and suggestions will be reviewed carefully and many of them are excellent. Several items here relate to making sure that Board policy statement is present and the clarity that comes from the audit, a uniform message, is being developed. That message should be given uniformly to the campus leadership and all new employees. In the past uniformity was absent. We are looking for new employees to know that Diversity is a part of the culture of this institution.

Dr. Generett said the search for a Chief Diversity Officer would begin in a few weeks with the goal of a new hire by the end of June.

Mr. Porter gave a brief report of his findings which can be found in his report. He said that we have been applauded by a number of colleges for undertaking such a study, he said there were internal and external committees looking at the study.

Mr. Proctor gave a brief update on his findings and how to have conversations on diversity at large.

The President said we were very serious about being proactive in taking a very hard effort to grow our rights of minority employees. CCAC had a beneficial experience in the past from having a minority intern program. There is a very strong cross correlation between proactive measures on diversity and what we do in the community and how we go about making students feel at home on our Achieving the Dream Initiative. He said the data was scary, taking a look at the failure rates we've had to this point in time, what that also shows if we flip it is the magnitude of the upside that we can start really having beneficial impact on getting career certification and degree granted for our minority students and students of low income families, that's a critical human resource to this community, an extraordinary opportunity and there will be points in time where the efforts and initiative that comes through the office of the chief diversity officer and the academic and student service initiatives and Achieving the Dream will converge in a very positive way.

The Board of Trustees acknowledged receipt of the Diversity Report.

TREASURER'S REPORT:  
FINANCIAL  
STATEMENTS FOR THE  
NINE MONTHS ENDED  
033107:

A motion was made by Mr. Fife and seconded Sen. Costa that the Board accepts the Financial Statements for the 9 months ending March 31, 2007. The motion was carried.

The Budget presentation has been delayed until June.

PRESIDENT'S REPORT:

The President gave a brief summary of his report. He expressed his sadness at the events at Virginia Tech and mentioned that one of our outstanding students Darlene Barry from North Campus who was recognized at the All Pennsylvania Day in Harrisburg last week had taken the Virginia Tech colors and made ribbons and sold them at the dinner that night, she raised over \$600.00. Seven students were honored at the All Pennsylvania Day.

The President mentioned CCAC's outstanding faculty and staff and the special celebration planned for May 8 and will be headed by Dr. Blocksidge on behalf of the college. He said that our College Preparatory Reading Program was named as the only

College Preparatory Developmental Course Reading program in the State that was named the Outstanding Development Program by the Pennsylvania Association of Developmental Educators, that's the only college in the state and one of the third institutions of higher learning in the United States. President Sutin said it was a great achievement.

The President said that he attended a presentation on Diversity at the AACC Annual meetings this year, it was a story of Deauville Community College in Illinois who faced like demographic situations that we face here, a Diversity program was launched and they attributed their growth and enrollment which was 91% from 1999 to 2007. He said the opportunities were endless; people believe in themselves and feel good about learning and coming to a community college.

Budget and College Goals will be presented to the Board in June. Our new advertising campaign is coming.

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

Chairman Santone said that he and Dr. Blocksidge went to a celebration in Monroeville for a number of our students and encouraged Board members to attend these events including the upcoming Graduation Ceremony on May 12.

ADJOURNMENT:

A motion was made to adjourn. There being no further business, the meeting was adjourned at 4:34 p.m. The motion was carried.