The meeting of the Board of Trustees for Community College of Allegheny County was called to order at 4:02 p.m. on Thursday, November 6, 2014, 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
Mr. James M. Flynn – Assistant Treasurer
Dr. Mona Generett – Assistant Secretary
Ms. Martha W. Isler – Secretary
Mr. Kevin Kinross
Ms. Amy M. Kuntz, Chair
Mr. Charles Powell
Ms. Joyce A. Snell
Mr. Frederick Thieman

Absent:
Mr. Gregory Peaslee - Vice-Chairman
Ms. Charlene Petrelli
Mr. James Sacco

Others Present:
Dr. Quintin B. Bullock, President
Dr. Mary Frances Archey, Vice President, Student Success and Completion
Ms. Joyce Breckenridge, Vice President, Business and Administration
Ms. Theresa Bryant, Vice President, Workforce Development
Ms. Nancllee Burzachechi, Vice President, Institutional Advancement and External Relations
Mr. Daniel Carr, Internal Auditor
Ms. Roseann DiCola, Executive Director, CCAC Educational Foundation
Mr. Tony DiTommaso, Vice President, Compliance and Legal Services
Ms. Ouida Duncan, Administrative Assistant
Mr. John Dziak, AFT President
Dr. Donna Imhoff, Campus President, Allegheny
Dr. Norman Johnson, Professor and PTA Program Director
Ms. Elizabeth Johnston, Director of Public Relations
Dr. Mary Lou Kennedy, interim Campus President, North
Ms. Charlene Newkirk, Campus President, South
Mr. Clyde Pickett, Assistant to the President for Diversity and Inclusion
Ms. Bonita L. Richardson, Assistant to the President
Mr. Paul Schwarzmiller, Vice President, Human Resources
Mr. Andrew Szefi, Assistant County Solicitor

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The Chair opened the floor to accept a motion to approve the minutes from the October 2, 2014 Board of Trustees meeting. The motion was moved by Trustee Snell and seconded by Trustee Thieman and approved by the Board of Trustees. (Attachment 1)

Chair Kuntz announced that no Executive Session was held prior to this meeting.

Trustee Cagney attended the ACCT meetings with President Bullock and gave a brief report of the meetings.

**Finance, Facilities and Property Committee: Acceptance of the Fiscal Summary for the three months ending September 30, 2014:** Trustee Costa provided detailed background information and made a motion that was seconded by Trustee Flynn to approve the Financial Statements for the three months ending September 30, 2014. The motion was approved by the Board of Trustees. (Attachment 2)

**Lease/Purchase Agreement for Microcomputer Replacement:** Trustee Costa provided background information and made a motion that was seconded by Trustee Flynn to approve the Lease/Purchase Agreement for Microcomputer Replacement. The motion was approved by the Board of Trustees. (Attachment 3)

**Revised Architect/Engineering/Project Mgt. Services List:** Trustee Costa provided background information and made a motion that was seconded by Trustee Flynn to approve the Revised Architect/Engineering/Project Mgt. Services List. The motion was approved by the Board of Trustees. (Attachment 4)

**South Campus – Renovate for Biology/Chemistry Labs:** Trustee Costa provided background information and made a motion that was seconded by Trustee Snell to approve the increase of the MBM contract amount for the general and electric construction work for the South Campus Labs by $42,000, from $616,000 to $658,000. This will also require an increase to the budget for the project by $19,272, from $1,239,479 to $1,258,751. The motion was approved by the Board of Trustees. (Attachment 5)

**Allegheny Campus – Upgrade Data Room, KLI Science Building:** Trustee Costa provided background information and made a motion that was seconded by Trustee Flynn to approve the increase of the Right Electric contract amount for the project work to upgrade the Uninterruptable Power Supply (UPS) project from $115,050 to $132,420. The motion was approved by the Board of Trustees. (Attachment 6)

**Authorization to Approve Audit Report:** Trustee Costa provided background information and made a motion that was seconded by Trustee Eisenreich to approve the recommendation that the Board of Trustees authorize the Finance, Facilities and Property Committee to approve the audited financial statements for the fiscal year ended June 30, 2014 on behalf of the Board of Trustees. Trustee Thieman requested that the Committee meet privately with the Auditors regarding any findings as well. Trustee Costa stated that it is traditionally done. The motion was approved by the Board of Trustees. (Attachment 7)
Student Success and Completion Committee: Members were provided an update from Trustee Isler.

Trustee Isler gave and overview of the Roadmap Grant from the American Association of Community Colleges and Universities, through this initiative a map was developed for career and transfer students. CCAC is also creating a Roadmap app that will be available in the fall of 2015.

Finance, Facilities and Property Committee: Members were provided an update from Trustee Costa. The Committee discussed technology issues at the college. An assessment regarding technology will be conducted and a plan will be developed to upgrade the technology needs at the college.

Human Resources and Diversity and Inclusion Committee: Members were provided an update from Trustee Thieman. The Committee discussed the work being done by the Human Resources Department and the Office of Diversity and Inclusion to change the culture at CCAC. A baseline of workplace behaviors is being established through one on one interviews and observations. A Climate Survey was conducted and had over 500 responses. The college also hired a Professional Development Director who will work on professional development activities college wide.

The Committee will also continue to review and update policies.

External and Educational Foundation Relations Committee: Members were provided an update from Trustee Snell as follows:

The ACCT Legislative Summit is scheduled for February 9-12, 2015 and anyone that is interested in attending should contact Bonita Richardson in the Office of the President.

An overview was provided on the Spring Enrollment Campaign.

The Educational Foundation golf tournament has received gifts from the following corporations in support of the EITC program:

- EQT Production Company
- Brooks Foundation through the PNC charitable Trust
- UPMC

The CCAC Foundation concluded its annual CCAC Family Campaign on Friday, October 31st. CCAC Faculty, Administrators and Staff generously supported the campaign with personal gifts directed to various scholarships, college projects and unrestricted funding.

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The CCAC Educational Foundation has the following important dates for 2015:

- Annual Scholarship Luncheon – Thursday, March 12th
- Legends in Leadership Event – Thursday, April 23rd
- 25th CCAC Educational Foundation Golf Tournament – Monday, September 14th.

**Workforce Development Initiatives Committee:** Members were provided an update by Trustee Cagney.

Trustee Cagney welcomed Therese Bryant, Vice President for Workforce Development.

The Center for Professional Development has seen growth in opportunities to provide Project Management Training to regional companies. The Center has earned a contract to provide project management training on Friday mornings, at the company site, through February. Fourteen employees will be participating and will seek PMP® certification at the conclusion of Project Management Boot Camp and 13 students has enrolled.

The Mechatronics program has been engaging with the Allegheny County Jail Collaborative to forge a partnership as a training provider to assist with the reintegration of ex-offenders enrolled in the Re-Entry program. Michael Cunningham, career coach for the TAACCCT grant, currently serves on the Training and Education Committee for the initiative. Presentations are delivered in the county jail to inmates interested in pursuing careers in the manufacturing and natural gas sectors to discuss enrollment, job opportunities and placement services provided by the college. Given the unique population, a coordinated effort is made to assist individuals through the entire process including drug & alcohol support programs, housing assistance, mental health services, workforce training and ultimately job placement. The project is being touted as a national model and has proven results for reducing recidivism.

Community Education has an enrollment of 456 students that is an increase over the fall 2013 semester. New distribution tactics for the fall catalog has led to a more positive response than the prior fall semester. If we adjust for the City of Pittsburgh Police Exam Prep class from 2013, we can add an additional 300 students to this year’s total, bringing the increase to over 756 students. Police Prep is not currently being offered this semester.

Debra Killmeyer, Community Education Director, was a nominee for the 2014 ATHENA Award. The Greater Pittsburgh ATHENA Award recognizes exceptional women who demonstrate excellence in their profession, contribute to their community and help other women to succeed through mentorship.

The Workforce Development Department ran 72 contract courses in October, 2014. This report does not capture open enrollment offerings.

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President Bullock provided the following college update.

**Vice President for Workforce Development**

I am pleased to introduce Theresa Bryant as Vice President for Workforce Development. Ms. Bryant began her tenure on November 3, 2014. Ms. Bryant previously served as the Vice President for Workforce Development and Continuing Education at Tidewater Community College in Norfolk, Virginia. In that capacity, she has over ten years of experience leading the workforce development division of a large, multi-campus community college—an environment that closely parallels that of CCAC. By all accounts, she has provided impressive, dynamic, innovative, visionary leadership in each leadership role. She holds a Master of Business Administration from Columbus State University, a Master of English and a Bachelor of Arts in English from Mississippi University for Women, she has a strong academic background and previously worked as the Vice President for Workforce Development and Continuing Education at Central Virginia Community College in Lynchburg, Virginia. Ms. Bryant brings to the College a proven record of sound executive leadership; solid experience in workforce and economic development; experience working with employers to design programs geared to their specific needs; and thoroughly understands the need for an external focus and building strong relationships in the community. Ms. Bryant’s experience and expertise make her ideally suited to take the Workforce Development Division to the next level and, in so doing, contribute to advancing CCAC’s Mission and sound investment in community and economic vitality.
President Bullock introduced Dr. Norman Johnson to make a presentation on the Physical Therapist Assistant Program at Boyce Campus.

President Bullock thanked Mr. Downey for his presentation.

**New Academic Programs and Courses**

Below is a list of new academic and career programs that were recently approved. The new program and course offerings will be launched in the 2015 spring semester.

1. Five New Courses in Cyber Security
2. New Certificate Program in Cyber Security
3. New Associate Degree Program in Cyber Security
4. Changes to the Multimedia Web Programming (104) certificate program
5. New Multimedia Programming, Simulation & Gaming Associate’s Degree (108)

**White House Summit for Community Colleges**

The information below was successfully submitted into the online submission form for the White House Summit last week. I will keep you updated regarding additional information as it becomes available. The summit is scheduled to take place on December 4 at the White House.

1. Information on the specific action plan related to the commitment

As one of Pennsylvania’s preeminent community colleges serving the needs of approximately 30,000 credit students annually across a wide range of disciplines, the college has always prided itself on its affordable access to quality education. Yet, CCAC is continually seeking to increase this access and, as such, continues to work to extend its reach ever further into the community and the region as a whole. This is an approach that has thus far paid dividends for our student graduates and the Southwestern Pennsylvania citizenry. With 94 percent of graduates living and working in the region and an employee base of 2,934, CCAC returns $6.67 for every dollar its key sponsor, Allegheny County, invests in the college. Additionally, because CCAC sets the standard for college affordability in the region, 45 percent of our students report that they could not have continued their education without CCAC. This may account for why last year 74 percent of CCAC students selected CCAC as their college of first choice.

**East/West Project**—Through collaboration with local private foundations, a new initiative has been launched that is designed to enable economically disadvantaged, under-represented, and first-generation students to attend CCAC’s West Hills Center to train for high-demand jobs, while providing transportation, support services and coaching in a team environment. The initiative, which offers two programs leading to certification, met with overwhelming success with its initial cohort in September. The Mechatronics Certificate program will train individuals in Mechatronics, a relatively new engineering field that integrates mechanical and electronic components with hydraulics, pneumatics and computer controls in the manufacture of industrial products. In his visit to CCAC’s West Hills Center in April, President Barack Obama touted the program, calling it a model for the nation. The Residential Plumbing Certificate program will train individuals in the installation and repair of plumbing
systems in residences and small buildings. Both programs are delivered in a cohort format and offer the opportunity for students to learn and study together, as well as pursue an associate degree while working. The initiative also has leveraged funding from a variety of sources including seed monies from private foundations.

In addition, CCAC offers the following programs, which also illustrate CCAC’s total commitment to completion:

**Intentional Pathways**—Examples include: SDS-102, First Year Experience (course); Reading First; Math Cafés; Learning Commons; and Success Coaches.

**Student Engagement**—Highlights include: the Democracy Commitment; One College, One Community; Phi Theta Kappa; and the C4 Completion Initiative.

**Faculty & Student Development**—Examples include: Dual Enrollment; John Dziak Fellows; the Leadership Development Institute; the Faculty Resource Program; and the Freida Shapira Center for Learning through Service.

**Specialized Grants**—CCAC serves underrepresented populations through the Young Adult Empowerment Program; Pittsburgh Promise; the TAACCCT Grant; SW PA Urban Revitalization; and ACT 101.

2. Please identify the number of additional college graduates the above identified colleges commit to producing by 2020 and 2025, including the collaboration’s plan to focus on producing additional graduates from low-income and underrepresented backgrounds. We encourage collaborations to seek to produce these incremental graduates, to the extent possible, at the same or lower cost. Please also describe below how your collaboration set its college completion goal. (Up to 500 words.)

With President Obama’s nationwide appeal, challenging community colleges to increase their number of graduates by 50% over a decade, the push is on to get more CCAC students to graduate with credentials. This translates to 3,300 additional students earning credit certificates or degrees in 2020. In order to achieve this goal and to build or maintain a vibrant community throughout Allegheny County, it is important that interested residents are able to take advantage of the myriad opportunities offered at CCAC. In the 21st century, a high school diploma or GED will not be enough to provide family-sustaining wages required to financially prosper. The CCAC East–West Project, initiated in the 2014–15 academic year, will allow many Allegheny County residents struggling to meet the basic needs of housing, transportation and educational opportunities to utilize CCAC to begin to achieve their dream of financial stability and professional success.

3. Please describe in 500 words or less how the collaboration will work to together to identify or develop evidence-based, promising, and/or innovative practices aimed at improving college persistence and completion. In your description please include information about how the collaboration will pilot and evaluate these practices, systematically share lessons learned, and develop a plan for scaling-up proven strategies across institutions.

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As a multi-campus, multi-center institution of higher education, CCAC’s geographic expansiveness can pose challenges for students interested in pursuing certain careers. In particular, students from low-income and underrepresented backgrounds frequently face transportation barriers. Specifically, training for jobs producing sustainable wages in high demand fields such as plumbing, Mechatronics (a prelude to advanced manufacturing engineering), welding, heating, ventilation, air conditioning (HVAC) and automotive technology occurs at CCAC’s West Hills Center (WHC), which is located in the western tip of Allegheny County. Due to transportation challenges, students from the eastern parts of Allegheny County who attend CCAC’s Homewood-Brushton (CCAC–HBC) or Braddock Hills (CCAC–BHC) centers may not have access to CCAC–WHC and these programs. As a result, these students are currently under resourced in accessing educational opportunities in skilled trade programs.

The CCAC East–West Project will help CCAC fulfill its mission of providing affordable access to quality education that prepares the region’s residents for academic, professional and personal success in our changing global society. The goal of the project is to eliminate the educational and transportation barriers encountered by students who reside in the eastern part of Pittsburgh and to provide the foundation for establishing additional program options in future years. This pilot program will provide students attending CCAC–HBC and CCAC–BHC with skilled trade training in Mechatronics and plumbing at CCAC–WHC.

4. In 1000 words or less, please describe the specific strategies or actions the collaboration plans to implement with participating institutions to help the collaboration reach their goal; strategies may include the following:

To achieve this goal, CCAC intends to utilize the following strategies:

- Provide no-cost transportation between CCAC–HBC and CCAC–BHC to CCAC–WHC for courses dependent upon specific equipment and lab facilities.
- Provide student support from application through graduation using an already established and successful model for success at CCAC, known as the “student success coach” model. A Student Success Coach who is dedicated to this cohort of students will help them address the cognitive, institutional, and social factors associated with academic and personal success. A Student Success Coach will provide individualized support and serve as a concierge to connect students to existing student service providers—both internal and external—including financial aid, social services, and job placement. Interaction with the Student Success Coach will be mandatory for students who participate in the East–West Project.
- Schedule classes and structure course loads that allow students to work and meet other personal and family obligations while successfully pursuing their academic endeavors.
- Build interdependency and mutual support through “cohort” teams of students who progress together through their academic programs.
- Include career exploration, career planning, and job placement as integral components of the academic plan. Students will visit a variety of local companies and work sites to observe and experience the work while making real-world connections to find well-paying jobs.
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- Offer stackable credentials with clear academic/career pathways to help students to immediately begin working in a job with family-sustaining wages while continuing their education.

American Association for Medical Colleges: Engaging Community Colleges as Active Partners in Talent Development and Medical Education

The American Association for Community Colleges recommended me to the American Association for Medical Colleges (AAMC) to participate in a panel discussion to discuss highlight issues related to admissions and selectivity, share replicable partnerships to advance inter-professional training, explore the role of community colleges and diversity, and explore opportunities to work together. As well, I will review and discuss the critical role of community colleges in developing a diverse workforce and how the community college can contribute to preparation for medical school. I am excited about this opportunity and I am honored that AAMC accepted my candidacy to participate on the panel discussion. The panel discussion will be held in Chicago on November 11th.

President’s Vision

My vision is to position CCAC as a vital economic player in southwestern Pennsylvania; to develop and expand our academic and workforce development programs into new and high demand areas; to provide exceptional learning opportunities and services to a diverse student body; and to make CCAC an outstanding institution for achieving student excellence.

College Highlights

- Automotive Technology Academic Audit: Pennsylvania Department of Transportation conducted an academic audit of the college’s Automotive Technology Program. The audit was successful and earned the rating of “Excellent.” The report complimented Professor Bob Koch and acknowledged that he possesses wealth of knowledge in the automotive arena as well as an incredible ease in front of students. Overall, CCAC was recognized as a fine example of an institution that PennDOT is proud to partner with to provide training and certification in safety inspection.
- The college partnered with the City of Pittsburgh, and Allegheny County to host “My Brother’s Keeper” Local Action Summit, October 31st, 1 – 5 p.m. The event attracted a myriad of community partners to participate in the community discussion and planning.
- On October 29th, the Pittsburgh Diversity Council presented me the Leadership Excellence Award at the conference luncheon.
Announcements
The 2014 Leadership Develop Institute graduation will be held on Friday, November 7th, from 2:30 p.m. – 4:00 p.m., Byers Hall.

The college’s holiday reception will be held on Thursday, December 18th, from 11:30 a.m. – 1:30 p.m., Byers Hall.

ADJOURNMENT
The meeting was adjourned at 5:13 p.m.