BYERS HALL

The meeting of the Board of Trustees for Community College of Allegheny County was called to order at 4:00 p.m. on Thursday, October 2, 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
- Ms. Mary Ann Eisenreich
- Dr. Mona Generett – Assistant Secretary
- Ms. Martha W. Isler – Secretary
- Mr. Kevin Kinross
- Ms. Amy M. Kuntz, Chair
- Mr. Gregory Peaslee - Vice-Chairman
- Ms. Charlene Petrelli
- Mr. James Sacco
- Ms. Joyce A. Snell
- Mr. Frederick Thieman - by phone

Absent:
- Mr. William Cagney
- Senator Jay Costa – Treasurer
- Mr. James M. Flynn – Assistant Treasurer
- Mr. Charles Powell

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. Nancilee Burzacechi, Vice President, Institutional Advancement and External Relations
- Ms. Brianna Carnegie – student, Court Reporting Program
- Mr. Daniel Carr, Internal Auditor
- Ms. Roseann DiCola, Executive Director, CCAC Educational Foundation
- Mr. Tony DiTommaso, Vice President, Compliance and Legal Services
- Mr. John Dziak, AFT President
- Dr. Donna Imhoff, Campus President, Allegheny
- Ms. Mary Beth Johnson, Professor, Court Reporting Program
- Ms. Elizabeth Johnston, Director of Public Relations
- Dr. Mary Lou Kennedy, interim Campus President, North
- Ms. Amanda Lawson, Web Content Manager
- 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 Schwarzmillier, Vice President, Human Resources
- Ms. Jennifer Scott, Web Producer
- Mr. Andrew Szefi, Assistant County Solicitor
- Mr. Bob Winners, IT Network Engineer

Our goal is your success
MINUTES

The Chair opened the floor to accept a motion to approve the minutes from the September 4, 2014 Board of Trustees meeting. The motion was moved by Trustee Snell and seconded by Trustee Petrelli and approved by the Board of Trustees. (Attachment 1)

REPORT FROM THE CHAIR

Chair Kuntz announced that an Executive Session regarding personnel matters was held prior to this meeting.

2015 BOARD OF TRUSTEES MEETING CALENDAR

The Chair presented the 2015 Board of Trustees Calendar and the April 1 and 2, 2015 Board Retreat for approval. The motion was moved by Trustee Generett and seconded by Trustee Sacco and approved by the Board of Trustees to accept the 2015 Board Calendar. (Attachment 2)

HUMAN RESOURCES, DIVERSITY AND INCLUSION COMMITTEE: COLLECTIVE BARGAINING AGREEMENT BETWEEN THE COMMUNITY COLLEGE OF ALLEGHENY COUNTY AND THE AMERICAN FEDERATION OF TEACHERS LOCAL 2067, AFL-CIO – SEPTEMBER 1, 2014 THROUGH AUGUST 31, 2017: Trustee Thieman provided detailed background information and made a motion that was seconded by Trustee Eisenreich to approve the Collective Bargaining Agreement between the Community College of Allegheny County and the American Federation of Teachers Local 2067, AFL-CIO – September 1, 2014 through August 31, 2017. The motion was approved by the Board of Trustees. (Attachment 3)

COLLEGE POLICY APPROVAL – NON-DISCRIMINATION, TITLE IX AND EQUAL OPPORTUNITY RECOMMENDATION: Trustee Thieman provided detailed background information and made a motion that was seconded by Trustee Generett to approve the Non-Discrimination, Title IX and Equal Opportunity Policy. The motion was approved by the Board of Trustees. (Attachment 4)

FINANCE, FACILITIES AND PROPERTY COMMITTEE: ACCEPTANCE OF THE FISCAL SUMMARY FOR THE TWO MONTHS ENDING AUGUST 31, 2014: Trustee Peaslee provided detailed background information and made a motion that was seconded by Trustee Isler to approve the Financial Statements for the two months ending August 31, 2014. The motion was approved by the Board of Trustees. (Attachment 5)

COLLEGE POLICY – BUDGET PROCESS RECOMMENDATION: Trustee Peaslee provided background information and made a motion that was seconded by Trustee Sacco to approve the college policy Approval for the Budget Process. The motion was approved by the Board of Trustees. (Attachment 6)

APPROVAL OF THE SCHEDULE FOR THE 2015-2016 BUDGET PROCESS: Trustee Peaslee provided background information and made a motion that was seconded by Trustee Snell to approve the Schedule for the 2015-16 Budget Process. The motion was approved by the Board of Trustees. (Attachment 7)

RESURFACE GYM FLOOR – SOUTH CAMPUS: Trustee Peaslee provided background information and made a motion that was seconded by Trustee Sacco to approve the renovation project to resurface the Gym Floor at South Campus in the amount of $27,000. The motion was approved by the Board of Trustees. (Attachment 8)

Our goal is your success.
**Student Success and Completion Committee:** Members were provided an update from Trustee Isler. She suggested that the Workforce Development and the Student Success and Completion Committees work more collaboratively.

Trustee Isler shared that The Pittsburgh Promise report expands and updates, the graduation rates reported in September 2014. The report now accounts for students in the 2011 entering cohort who transferred or remain enrolled at CCAC, in addition to the graduation rate. *(Attachment 9)*

**Finance, Facilities and Property Committee:** There were no informational updates from the committee.

**Human Resources and Diversity and Inclusion Committee:** Members were provided an update from Trustee Thieman.

Trustee Thieman shared that fourteen positions were filled. All applicant pools were reviewed to ensure they were diverse and additional advertising efforts were made when appropriate.

The Office of Institutional Diversity and Inclusion will launch a yearlong cultural competency training series beginning next week. Trustee Generett commented that the list of courses to be offered were very impressive. *(Attachment 10)*

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

**CCAC Website:** A presentation of the new Web-site was presented to the Board of Trustees.

An update was provided on federal governmental issues affecting higher education and an update on public relations activity.

**Workforce Development Initiatives Committee:** Members were provided an update from Trustee Eisenreich.

The college will welcome Ms. Theresa Bryant as the new Vice President for Workforce Development on November 3, 2014. Trustee Eisenreich thanked Rose Ann DiCola, Executive Director of the Educational Foundation, for her work as the Committee Chair.

The committee highlighted the important relationship with Parkway West.

Continuing Education enrollment is strong.

Workforce Development is continuing with the contracts with U.S. Steel and other industries globally.

**Our goal is your success**
President Bullock presented the Board of Trustees with the Report from the President which highlights the myriad of initiatives and activities that took place over the past month.

2013-2014 Annual Report: Vice President Nancilee Burzachechi to present the 2013-2014 Annual Report which gives a synopsis of our programs. Dr. Bullock thanked the Marketing Department for their excellent work.

Vice President for Workforce Development
Dr. Bullock announced the appointment of Theresa Bryant as Vice President for Workforce Development, effective November 3, 2014.

Ms. Bryant has extensive executive leadership experience in workforce development and continuing education, including experience from her most recent position as the Vice President for Workforce Solutions at Tidewater Community College, and previous experience as Vice President for Workforce Development and Community Education at Central Virginia Community College; Director of Contract Training and Continuing Education at Kennesaw State University; and Director of Community Education at both Augusta State University and Walker Technical Institute. She brings to CCAC a proven record of sound leadership and solid experience in workforce development and continuing education and the ability to build strong relationships with the economic development community, at the local, regional and state levels.

Ms. Bryant holds a master’s degree in business administration from Columbus State University, a master’s degree in English from Mississippi University for Women and an Institute for Management of Lifelong Learning certificate from Harvard University. In addition, she has served on numerous boards, including the Board of Directors for the National Council for Workforce Education and the Board of Directors for the National Alliance for Community and Technical Colleges.

From all indications, Ms. Bryant’s diverse experience and expertise make her ideally suited to take workforce development to the next level and, in so doing, contribute to advancing CCAC’s mission and sound investment in community and economic vitality.

West Hall Building Renovation Project
Vice President Breckenridge and college team members met with Oxford and Perkins Eastman representatives to finalize the budget and the timeline for the Ridge Avenue project. The targeted occupancy date for the West Hall building, barring any delays, is February 2016 and the first classes will be scheduled in the building for the 2016 summer term.

All-Trustees Assembly
The All-Trustees Assembly was held on Thursday, September 25 & Friday, September 26th at the Harrisburg Hilton. Trustee Powell and President Bullock attended this event. Thursday evening’s guest speaker was Mr. David Patti, President and CEO of the Pennsylvania Business Council. On Friday, the new presidents were introduced, the group discussed strategic priorities for 2015-16, and Mark Ryan from the Commonwealth’s Independent Fiscal Office made a presentation on the Commonwealth’s financial outlook.
PA Commission for Community Colleges Strategic Planning
The Pennsylvania Commission for Community Colleges is a nonprofit organization whose primary purpose is to advance the interests of the commonwealth's 14 public community colleges. The Commission advocates on behalf of its member colleges and provides leadership and guidance on their collective interests.

The Commission is conducting a comprehensive strategic planning process designed to identify priorities for the next 3-5 years. In doing so, a significant amount of investigation is being directed to gauging the perspectives of key constituency groups. We would appreciate greatly your insight and perspectives regarding the following survey items. Completion of the survey will require approximately 15 minutes of your time and all responses will be maintained in a confidential manner. The final strategic plan will be made available in early 2015.

This planning process is a very important endeavor and one that will guide us in the development and implementation of vital programs and services for our citizenry and corporate communities. The deadline to complete the survey was September 30, 2014. The survey can be found on the following link.

https://www.surveymonkey.com/s/PACCCTrusteesFoundation

GlobalPittsburgh Hosting a Visit with Education Officials from Russia
GlobalPittsburgh hosted a delegation of eight education officials from Russia on September 24-27, 2014. They were participating in a professional exchange program on the theme of "Higher Education and Workforce Development in the U.S.: Multifunctional Role of U.S. Community Colleges."

The program was sponsored by the U.S. Embassy in Moscow and administered in the U.S. by the Meridian International Center in Washington, D.C. GlobalPittsburgh is responsible for designing and implementing the programming in Western Pennsylvania. During their visit, members of the delegation met with CCAC administration and staff, toured both the North Hills and Allegheny campuses and the West Hills Center.

GlobalPittsburgh, formerly the Pittsburgh Council for International Visitors, engages international delegations, groups and individuals by creating itineraries and facilitating introductions through the U.S. Department of State’s International Visitor Leadership Program (IVLP) and other international programming agencies in many fields, including energy and environment, life sciences and medicine, education, business and technology, clean/green design, advanced manufacturing, arts and culture, government and finance, social services and law, and other areas.

Our goal is your success.
HRSA Grant Award: $300,000
CCAC has been awarded grant funding totaling $300,000 from HRSA to support Behavioral Health Workforce Education and Training for Professionals and Paraprofessionals. This project, headed up by Christopher Robinson, is funded at $100,000 per year for three years. Through this funding, 42 scholarships/year will be available for students enrolled in CCAC’s Drug and Alcohol diploma and Social Work: Fundamentals of Social Work Foundation certificate programs. Students enrolled in this program will receive more hands on experience for increased workforce readiness, applied skills through the practicum, and demonstrated job ready tools.

IT Updates
As a part of the IT enhancement goals, media services staff is working with each campus to identify classrooms/labs to install new projectors. Installation has begun at Boyce; nine rooms have been completed. Allegheny Campus media services staff are planning to move forward in October. North Campus will be installing the projectors over the semester as classroom availability permits. South Campus has submitted a prioritized list of classrooms for their projectors and are finalizing plans to enhance wiring.

Maintenance & Facilities Updates
- Facilities Management and North Campus staff have met with Pittsburgh Window Film Company to plan for the recoating and sealing of the glass on the North Campus Barrel Vault (roof). This repair will begin prior to the winter season and be completed in the spring.
- RMP Architects are scheduled to meet with North campus staff and Facilities Management staff on Oct. 7 to begin the roof design. It is anticipated that the project will be completed in the Spring of 2015.
- Byers Hall Parking Lot Expansion project is close to completion. The lot will be closed until the end of the PE Building renovation. The west end of the new lot area will be available for overflow from the original Byers lot area.

Local Foundation Grant Award: $50,000
CCAC has been awarded $50,000 from a local foundation to support the East/West Project. This Project was developed to accommodate residents that live in eastern Allegheny County and wanting to participate in a high quality, affordable career training program offered at the West Hills Center. The project is designed to help prepare East/West residents for the high demand job and trades. The project offers a package of supports to help residents succeed in their studies; which includes:
- Career Advice to help residents enroll and make decisions about their future
- Local Classes in their own neighborhood for non-lab courses, including individual tutoring
- Transportation to the West Hills Center for technical lab classes
- A Computer Account to manage all of the student classes online, with support from a computer lab tutor
- A Coach to help project students succeed

Our goal is your success
• Job Search and Internship direction and support

The East/West Project class started on Tuesday, September 16th with 13 Students registered in the Mechatronic Program and 19 students registered in the Plumbing program.

PRISM Health Services Paramedic Laboratory
A recognition program was held at Boyce Campus to honor PRISM Health Services for their generous donation to support of scholarships for students (from Whitaker, Jefferson, and West Mifflin Communities) in the Paramedic Program and students enrolled in the South Campus Nursing Program. Boyce Paramedic Program students share their personal experiences and demonstrated the new laboratory equipment.

HEED Award for Excellence in Diversity and Inclusion Initiatives
CCAC has been selected to receive the HEED Award for excellence in diversity and inclusion initiatives by the Insight Into Diversity magazine. The announcement can be found on the following link. http://www.insightintodiversity.com/heed-award/2014-heed-award-recipients.

Faculty and Staff Highlights

• Professor Juel Smith, Biology faculty member at Boyce, is currently serving as a visiting researcher in the Adipose Stem Cell Research Center at the University of Pittsburgh. This facility focuses on the use of adipose stem cells in reconstruction surgeries for patients who have experienced traumatic injuries.

• Nursing professors Carrie Slagle and Janette Petro attended a conference in Minneapolis Minnesota in August, 2014, titled “Nuts and Bolts for Nurse Educators.” Their poster session entry, titled “Fundamentals of QSEN in a Concept-Based Curriculum,” was selected for presentation.

• Professor Aaron Hoffman presented “Civic Engagement and Learning: Implementation and Results of CCAC’s Assessment of its Fifth General Education Goal,” at The Democracy Commitment/American Democracy Project National Conference, Louisville, KY, June 7, 2014. Professor Hoffman attended this conference with two CCAC students.

Each month Dr. Bullock plans to highlight faculty or staff members to keep everyone abreast of the excellent work that is being done in the community as well as throughout the college.

The meeting was adjourned at 4:40 p.m.

Our goal is your success.
The meeting of the Board of Trustees for Community College of Allegheny County was called to order at 4:23 p.m. on Thursday, September 4, 2014, in Byers Hall at CCAC, 808 Ridge Avenue, Pittsburgh, Pennsylvania, Gregory Peaslee, Vice-Chair, presiding.

The Roll was called and the following represents the results.

ROLL CALL

Board Members Present:  Absent:
Dr. Elayne Arrington  Ms. Mary Ann Eisenreich
Mr. William Cagney  Dr. Mona Generett – Assistant Secretary
Senator Jay Costa – Treasurer – via phone  Mr. Kevin Kinross
Mr. James M. Flynn – Assistant Treasurer  Ms. Amy M. Kuntz, Chair
Ms. Martha W. Isler – Secretary  Mr. Gregory Peaslee – Vice-Chairman
Mr. Gregory Peaslee  Ms. Charlene Petrelli
Mr. Charles Powell  Mr. James Sacco
Ms. Joyce A. Snell  Mr. Frederick Thieman
Mr. Frederick Thieman

Others Present:
Dr. Quintin B. Bullock, President
Dr. Mary Frances Archey, Vice President, Student Success and Completion
Mr. Peter Berner, CEO, Pilot Workplace Advisors
Ms. Joyce Breckenridge, Vice President, Business and Administration
Ms. Nancilee Burzacechi, 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
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. Bill Shackner, Reporter, Pittsburgh Post-Gazette
Mr. Andrew Szefi, Assistant County Solicitor
Mr. Rick Wills, Reporter, Tribune Review

Quintin B. Bullock, DDS
President
Bonita L. Richardson
Assistant to the President

The first choice for faster results.
The Vice-Chair opened the floor to accept a motion to approve the minutes from the June 5, 2014 Board of Trustees meeting. The motion was made by Trustee Snell and seconded by Trustee Cagney and approved by the Board of Trustees. (Attachment 1)

Vice-Chair Peaslee announced that an Executive Session regarding personnel matters was held prior to this meeting.

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

**Fiscal Summary for the One Month Ending July 31, 2014:** Trustee Flynn provided background information and made a motion that was seconded by Trustee Sacco to approve the One Month Fiscal Summary ending July 31, 2014. The motion was approved by the Board of Trustees. (Attachment 3)

**College Policy - Auxiliary Enterprise Fund Recommendation:** Trustee Flynn provided background information and made a motion seconded by Trustee Isler to approve the college policy governing the use and disbursement of Auxiliary Enterprise Funds. The motion was approved by the Board of Trustees. (Attachment 4)

**South Campus – Washington County Center Lease Extension:** Trustee Flynn provided background information and made a motion seconded by Trustee Petrelli to approve the extension of the lease at the Washington Center for a two-year term through August 31, 2016, at an annual rate of $81,396 per year plus Common Area Maintenance (CAM) costs. The motion was approved by the Board of Trustees. (Attachment 5)

**College wide - Miscellaneous Lease Rates:** Trustee Flynn provided background information and made a motion seconded by Trustee Sacco to approve the recommendation to enter into a new four year contract with the Allegheny Intermediate Unit (AIU) establishing per session room rates for space used in various school districts, career technology centers and other locations. The motion was approved by the Board of Trustees. (Attachment 6)

**Boyce Campus - Gymnasium Floor Covering:** Trustee Flynn provided background information and made a motion seconded by Trustee Snell to accept the recommendation to approve the purchase of a floor covering for the Boyce Campus gymnasium in the amount of $13,000. The motion was approved by the Board of Trustees. (Attachment 7)
**Boyce Campus - Lighting Upgrade and Shot Clocks:** Trustee Flynn provided background information and made a motion seconded by Trustee Sacco to accept the recommendation to approve the purchase and installation of lighting fixtures, LED light strips and shot clocks for the Boyce Campus gymnasium in the amount of $25,000. The motion was approved by the Board of Trustees. (Attachment 8)

**Student Success and Completion Committee:** Members were provided an update from Trustee Isler. The Committee will review information on graduation rates from the Pittsburgh Promise Data and provide additional detail at the next scheduled meeting.

Trustee Isler shared that CCAC has twenty-nine unique articulation agreements with institutions to date.

Members were also provided updates regarding the College in High School and Dual Enrollment Programs.

**Finance, Facilities and Property Committee:** There were no informational updates from this committee.

**Human Resources Diversity and Inclusion Committee:** Members were provided an update from Trustee Thieman regarding the colleges MWDBE data to date, staffing ratios due to the retirement incentive program and pending and current legal matters.

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

*National Council for Marketing & Public Relations Medallion Award:* The college received initial notice of Medallion Award received for excellence in Social Media Contest category, District 1, NCMPR (National Council for Marketing & Public Relations). The Medallion awards recognize excellence in community, technical and junior college marketing and public relations activities. NCMPR is the only organization of its kind that exclusively represents marketing and public relations professionals at community and technical colleges. As one of the fastest-growing affiliates of the AACC (American Association of Community Colleges), NCMPR has more than 1,550 members from more than 650 colleges across the United States, Canada and other countries.

**CCAC Website:** The new CCAC website’s functionality and design features were previewed. The full public launch of the site will take place on Monday, September 15.
Marketing Efforts continue to focus on recruitment. The college plans to partner with Career Focus Magazine and to distribute 2 issues per year. The publication will focus on CCAC's strength in the trades and will be directed toward regional business and industry, high school students (and parents), including Pittsburgh Promise students.

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

*Vice President for Workforce Development:* The Committee was provided an update regarding the Vice President for Workforce Development search position.

**Workforce Partnerships update: Biotechnology Workforce Collaborative Update**

As biotechnology continues as a major competitor in the Pittsburgh region, the CCAC Biotechnology Workforce Collaborative (BWC) is playing an important role. The initial goal of the BWC project was to train 52 scholarship recipients who would graduate with an associate's degree in Biotechnology and gain employment in the field and/or continue their education in 4-year institutions. To date, 32 have graduated with their Associate's degree in Biotechnology with 6 more to graduate in December 2014 and another 6 in May 2015. Of the 32 graduates, 15 have found jobs in their field with employers like Cook Myosite, Quest Diagnostics, Gateway Insurance, Pitt, Allegheny General Hospital, PPG, and ASRI. Positions include lab tech, research associate, medical assessment, and executive assistant in pathology, specimen processor, quality assurance, and bio-manufacturing supervisor. Of those 15 employed, 3 are also pursuing Bachelor of Science degrees. Seven other graduates are not employed but pursuing Bachelor of Science degrees at area colleges and universities. The BWC has been made possible through a $597,920 Scholarships in Science, Technology, Engineering and Mathematics (S-STEM) grant from the National Science Foundation. Due to its success, the administrative team will be pursuing another S-STEM grant in August to build on the current model.

**BioMaS – Expanding a Model Program**

Utilizing the strengths and successes of the BWC project, a new $633,760 S-STEM submission was made to the National Science Foundation (NSF) on August 12. The *BioMaS Workforce Collaborative (BioMaS)* will offer scholarships to qualified students in Biotechnology as well as Bioremediation and Math & Sciences. The Math & Sciences degree links directly to the CCAC/IUP Program partnership to train middle-level STEM educators. *BioMaS* project activities will be based on the following objectives:

1. **Providing scholarships and critical wrap-around services** to BioMaS students including an onsite clinical social worker to assist students with barriers, internship opportunities, and the job search; learning community experience; and tutoring to improve retention, persistence, graduation and employment rates;

2. **Strengthening pathways to employment** as math/science teachers through the CCAC/IUP Middle-Level STEM Educators partnership or as biotech/bioremediation lab/field technicians by way of stackable credentials, increasing employment marketability;
2. Connecting these degree programs to regional industry by linking potential employers and college training to solidify and build sustainability through an employment pipeline; and
3. Providing recruitment/informational opportunities on STEM training and jobs for students at the secondary level and higher, veterans (including spouses and dependents), and underrepresented minorities in science and education.

CCAC North Campus Community Education Offers STEM (Science, Technologies, Engineering, Math) - Summer of Discovery

Over 200 students attended the Community Education STEM Camps at North Campus this summer. Children had the opportunity to explore robotics applying math, engineering and physics as they built their own robot and prepared for the extreme robot challenge. Through the science discovery camp, students explored a variety of areas of science when launching rockets, erupting volcanoes and competing to build the best boat and airplane. Students also harnessed the power of the sun while building a solar-powered car combining magnetism and electricity during the Shocking Forces camp. Other students were challenged academically by taking advancement placement math courses. These courses can be taken to obtain credit for classes to accelerate their academic program at their local middle/high school.

Students brought their imagination, challenged their creativity and had fun exploring the sciences, technologies, engineering and math while learning to solve problems and work cooperatively.

CCAC Community Education Offers Driver's Education Program

Over 75 students completed driver education both classroom theory and behind-the-wheel training this summer. Students learned to understand traffic laws, signs and signals, the capabilities and limitations of a motor vehicle and techniques for driving in diverse areas and conditions. Students also identified driver safety techniques, dangers of distracted driving, texting, and mixing driving with alcohol or drugs.

Pittsburgh Pipeline Program Student Train at CCAC Campuses

A group of approximately 30 high school students from the Pittsburgh Public School and Penn Hills Area School districts met at Allegheny Campus from June 16, 2014 through July 24, 2014. The group, part of the Pittsburgh Pipeline program, was led by Annie Pastor, Executive Director for Three Rivers Area Labor Management. These students had expressed an interest in learning more about the water industry and the potential careers related to this field. The students have been funded, in part, by a grant from the Three Rivers Workforce Investment Board. The majority of the program consisted of the students visiting sites that could show them first hand potential career options associated with water careers.
They also received OSHA 10 training provided by the CCAC Workforce Development area. They toured West Hills Center on June 24, 2014 as part of their learning and exploring career choices trips. The emphasis was on the trade programs that are available at the West Hills Center including the new Mechatronics labs. Joseph Reznik and Carolyn Evans, faculty at Allegheny Campus, invited the group to the new KLI Science Center and discussed Wet Weather issues in the region and how green infrastructure (which is one form of bioremediation) can help to alleviate this problem. They used interactive kits to do a simulation to show how green infrastructure can reduce the amount of runoff. They also learned that these same techniques of using plants can be applied to cleaning water in general.

CCAC has been a stakeholder in this project for the last five years along with several local water suppliers, local unions, the Allegheny County Department of Human Services, and local school districts.

President Bullock presented the Board of Trustees with the past months myriad of initiatives and activities:

2014 Fall Enrollment

Highlights

- Current FTE stands at 12,054.41. Comparing today from where the college was this time last year and where the college was the year before, CCAC is significantly slowing the rate of decline in enrollment by more than 4% (Fall 2013 FTE: 12,706.25).
- Also, we expect enrollment to continue to increase as final enrollment figures are not yet in as registration for classes with alternative start dates (i.e., trades programs, high school programs) is ongoing.
- CCAC continues to implement innovative strategies to maximize retention and recruitment.

Additionally, an Enrollment Action Plan has been developed to guide level FTE enrollment change from 2013-14 to 2014-15. To achieve the annual FTE goal for 2014-15, four priority areas were identified; which included:

1. Marketing
2. Recruitment & Admissions
3. Retention, Completion, Graduation
4. Transfer; and Academic Programming

The four priority area strategies will be implemented to support and achieve the 2014-15 FTE goal. The overall results will be measured through the improvement of key performance indicators and defined metrics.

Fall enrollment will be continuing for the next several weeks.

The first choice for faster results.
2014 Fall Preliminary Deregistration Analysis

To date, a total of 2818 de-registration transactions have been performed for the 2014 fall semester. These periodic de-registrations were completed on six dates. The process evolved into a weekly pattern between the final due date and the beginning of the 13-week term.

Compared to last year, the college reduced the number of de-registration transactions by 41%. This represents a significant reduction in the disruption of schedules for students and the work by campus departments in contacting students and responding to inquiries about deregistration. Campus representatives were provided access to both pre-deregistration and post-deregistration reports so they could proactively remind students about completing payment and follow-through with students who pre-registered. The weekly de-registration schedules gave the campus staff time needed to work these lists.

The following charts are taken from the ARC Deregistration Term Comparison report. This comparison must be viewed as preliminary because Fall 2014 enrollment is still in process. However, based on the current de-registration activity the data predicts the revised Deregistration Plan and consolidated approach has resulted in lower percentages of students who de-registered once, twice, or more often. It should also be noted that there are 951 students who have de-registered for Fall 2014 who have not re-enrolled to date. While this only represents 5.1% of students, this statistic amounts for 40% of all those who were de-registered.
### ARC Deregistration Term Comparison as of August 31, 2014

<table>
<thead>
<tr>
<th>Student #s for Fall Semester 2014 (14FA)</th>
<th>Student #s for Fall Semester 2013 (13FA)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong># of Students</strong></td>
<td><strong># of Students</strong></td>
</tr>
<tr>
<td>Total Students*</td>
<td>Total Students*</td>
</tr>
<tr>
<td>Students who have never been deregistered</td>
<td>Students who have never been deregistered</td>
</tr>
<tr>
<td>18590</td>
<td>21177</td>
</tr>
<tr>
<td>16198</td>
<td>17097</td>
</tr>
<tr>
<td>Percentage</td>
<td>Percentage</td>
</tr>
<tr>
<td>87.1%</td>
<td>80.7%</td>
</tr>
<tr>
<td>Students who have been deregistered 1 time</td>
<td>Students who have been deregistered 1 time</td>
</tr>
<tr>
<td>2165</td>
<td>3401</td>
</tr>
<tr>
<td>11.6%</td>
<td>16.1%</td>
</tr>
<tr>
<td>Students who have been deregistered 2 times</td>
<td>Students who have been deregistered 2 times</td>
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<tr>
<td>197</td>
<td>506</td>
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<tr>
<td>1.1%</td>
<td>2.4%</td>
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<tr>
<td>Students who have been deregistered 3 or more times</td>
<td>Students who have been deregistered 3 or more times</td>
</tr>
<tr>
<td>30</td>
<td>173</td>
</tr>
<tr>
<td>0.2%</td>
<td>0.8%</td>
</tr>
</tbody>
</table>

*This number is the total students who registered with the college, including deregistered and dropped students.

<table>
<thead>
<tr>
<th># of Students</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students who were deregistered then reregistered **</td>
<td>1012</td>
</tr>
<tr>
<td>Students who were deregistered and did not return</td>
<td>951</td>
</tr>
</tbody>
</table>

**This number includes students who have withdrawn from his/her classes, but not students who have dropped them all. The student must have reregistered for at least one class he/she was deregistered from.

<table>
<thead>
<tr>
<th># of Students</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students who were deregistered then reregistered**</td>
<td>1940</td>
</tr>
<tr>
<td>Students who were deregistered and did not return</td>
<td>1340</td>
</tr>
</tbody>
</table>

**This number includes students who have withdrawn from his/her classes, but not students who have dropped them all. The student must have reregistered for at least one class he/she was deregistered from.
Daily de-registration commenced on Wednesday, September 3, 2014. Students will be provided an additional day to process and finalize their tuition and fees payment.

**Deregistrations for Fall Semester 2014**

- Never Dereg: 16156 - 67.1%
- One Dereg: 2155 - 11.6%
- Two Dereg: 191 - 1.1%
- Three or more Dereg: 30 - 0.2%

**Deregistrations for Fall Semester 2013**

- Never Dereg: 16735 - 88.7%
- One Dereg: 3401 - 16.1%
- Two Dereg: 596 - 2.4%
- Three or more Dereg: 173 - 0.8%

**State Assistance for Construction of Community College Facilities**

In late spring, the college submitted an application for State Assistance for Construction of Community College Facilities to repair the North and South Emergency Campus Roof and Dome. Based on the college’s application submitted in April 2014 and our proactive negotiation for this project, the Department of Education approved the project amount $2,920,000 for 2014-15 fiscal year funding, with the Department providing $1,460,000. Some of the repairs will commence this fall and the remaining repairs will be completed in spring/summer 2015.

In addition, the college submitted an application for State Assistance for Construction of Community College Facilities for the Milton Hall Building structural restoration and replacement of the Wastewater Treatment Plant Water Pipeline. The Department of Education approved the project amount of $215,000 and is providing $107,500.
Coca-Cola Agreement

CCAC and the Educational Foundation has successfully reached a 10 year agreement with Coke as the College’s new beverage sponsor. Coca Cola’s contract is essentially $150,000 more than the previous Pepsi contract. Based on the agreement, Coca Cola is giving the College $230,000 cash up front. In addition, Coca Cola is providing a $30,000 annual sponsorship, $10,000 Gold Sponsorship for the Legends and Golf Tournament, a $5,000 annual marketing contribution, and annual free products. The total ten year financial commitment is $60,000 in payments and $50,000 in joint marketing funds.

Grant Award

The National Science Foundation has awarded the college a grant totaling $642,103 to support the "Technicians in Energy, Advanced Manufacturing, and Supply Chain Technology (TEAMS) Project." The award starts on September 15, 2014 and continues through August 31, 2017. The project is being directed by Ronald Logreco and Dr. Gretchen Mullin-Sawicki.

Generation Pittsburgh (A McKinsey Social Initiative)

CCAC has been selected by the McKinsey Group to participate as a Generation’s coalition partner to implement the “Generation Project.” The Generation Project vision is as follows:

1. We aim to create a transformational, systemic shift in the global dialogue for one of the most complex and entrenched challenges in the economy today
2. We are not “business as usual” – sustainability may require challenging how we approach solutions today (e.g. ROI case to influence business to invest more & differently in entry-level positions )
3. We embrace collaboration, innovation, and adaptability to get to the right answer together – commitment to new mechanisms and methods for empowering young adults with lift changing skills
4. We are part of a global movement – provide insight to help Generation’s global coalition representatives advocate for practices, policies, and agenda critical to a scalable solution

Additional highlights for the project include:

1. Participants served are between the ages 18 – 24
2. Global Initiative: US, Spain, Kenya, India, and Mexico
3. Pilot Projects in Pittsburgh PA & Wilmington Delaware
   a. 1st pilot group is being launched in 2014 in US and Spain, 2nd pilot group will be launched in 2015 in Kenya and India, and the 3rd pilot will be launched in 2016 in Mexico
   b. Working collaboratively with community based organizations to recruit and select 50 participants for each project
   c. Additional cities will be selected to participate in the project
   d. First pilot will start on September 10.
Pennsylvania Higher Education Assistance Agency (PHEAA) – Ready to Succeed Scholarship

The Pennsylvania Higher Education Assistance Agency has approved CCAC’s application and eligibility to participate in the Ready to Succeed Scholarship Program beginning with the fall of the 2014-15 academic year.

The Ready to Succeed Scholarship Program (RTSS) was initiated by Governor Corbett and is being administered by Pennsylvania Higher Education Assistance (PHEAA) in close cooperation with the Pennsylvania Department of Education. The program provides awards to high-achieving students whose annual family income does not exceed $110,000.

RTSS provides scholarships to high academic achievers that, in combination with the Pennsylvania State Grant Program, offer a total award up to $2,000 for full-time and $1,000 for part-time students. The minimum award is $500. Awards can be used to cover tuition, books, fees, supplies, and living expenses.

Governmental Relations

a. Federal
   - Vice President Nancilee Burzachechi worked collaboratively with Congressman Keith Rothfus office to plan a visit and to tour CCAC’s North Campus. Dr. Mary Lou Kennedy welcomed Congressman Rothfus to the North Campus and gave a general overview about the North Campus and President Bullock provided a comprehensive update on the college.
   - Dwight Boddorf provided an update on Veteran Affairs and two veterans shared their story with the Congressman. Congressman Rothfus was impressed with CCAC Veteran Affairs services and the number of veterans being served at the institution.
   - Following a tour of the campus, Congressman Rothfus visited a Criminal Justice class and gave the students some brief remarks.

b. State
   - Vice President Burzachechi is working collaboratively with staff from the Pennsylvania Secretary of Labor and Industry, to plan a visit/tour on September 17th observe CCAC’s VocEd food service program students.

c. County
   - County Budget hearings are tentatively scheduled for October 28, 29, or 30
   - President Bullock and Vice President Joyce Breckenridge will present and discuss CCAC’s budget at the budget hearing.

ADJOURNMENT

Vice-Chair Peaslee adjourned the meeting at 4:57 p.m.

The first choice for faster results.
## 2015 Board of Trustees Meetings

<table>
<thead>
<tr>
<th>Board Meeting</th>
<th>Board Materials Due</th>
<th>Board Mailing</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 5, 2015 — Byers Hall</td>
<td>February 19, 2015</td>
<td>February 26, 2015</td>
</tr>
<tr>
<td>May 7, 2015 — Byers Hall</td>
<td>April 23, 2015</td>
<td>April 30, 2015</td>
</tr>
<tr>
<td>October 1, 2015 — Byers Hall</td>
<td>September 17, 2015</td>
<td>September 24, 2015</td>
</tr>
<tr>
<td>November 5, 2015 — Byers Hall</td>
<td>October 22, 2015</td>
<td>October 29, 2015</td>
</tr>
</tbody>
</table>

1The Board of Trustees Materials are due to the Office of the President by noon.
2The Board of Trustees Retreat will begin the evening of April 1, 2015
Collective Bargaining Agreement between the Community College of Allegheny County and the American Federation of Teachers Local 2067
September 1, 2014 through August 31, 2017

The Administration recommends that the Board of Trustees approve the collective bargaining agreement between the Community College of Allegheny County and the American Federation of Teachers Local 2067.

[Signature]

Quintin B. Bullock, President

Background: (see Attachment)
COLLECTIVE BARGAINING AGREEMENT

BETWEEN THE COMMUNITY COLLEGE OF ALLEGHENY COUNTY AND THE AMERICAN FEDERATION OF TEACHERS LOCAL 2067, AFL-CIO

SEPTEMBER 1, 2014 THROUGH AUGUST 31, 2017
PREAMBLE

This Agreement is made and entered into as of the 1st day of September, 2014 by and between the Community College of Allegheny County (called the College herein), through its Board of Trustees (called the Board herein) and the Community College of Allegheny County American Federation of Teachers, Local 2067, AFL-CIO (called the Federation or AFT herein).

ARTICLE I: RECOGNITION

The Community College of Allegheny County (called the "College" herein) recognizes the Community College of Allegheny County Federation of Teachers, Local 2067, American Federation of Teachers, AFL-CIO (called the "Federation" herein) as the sole and exclusive bargaining representative for the following classes of employees (called "Employee(s)" herein):

All full-time teaching faculty (including temporary appointments of one (1) academic year's duration), counselors, assistant librarians, athletic coaches, lecturers with one (1) year contracts, audio-visual specialists, division faculty advisors, division chairmen, department heads, laboratory technicians, audio-visual technicians, and library technicians, and excluding vice-presidents, deans, associate deans, assistant deans, directors, and all management, supervisory and first-level supervisory employees as defined in Act 195. Any individual contract between the College and an Employee shall be subject to the terms of this Agreement.

ARTICLE II: RESPONSIBILITIES OF THE PARTIES

A. Each of the parties hereto acknowledges the rights and responsibilities of the other party and agrees to discharge its responsibilities under this Agreement.

B. The Federation (its officers and representatives, at all levels) and all Employees are bound to observe the provisions of this Agreement.

C. The College (its officers and representatives, at all levels) is bound to observe the provisions of this Agreement.

D. In addition to the responsibilities that may be provided elsewhere in this Agreement, the following shall be observed:

1. There shall be no intimidation or coercion of Employees into joining the Federation or continuing their membership therein, and there shall be no interference with the rights of Employees to become or continue to be members of the Federation.

2. The Federation, its officers and members, may engage in Federation activities or hold any meeting on Board property provided that it does not interfere with or interrupt normal College operations or the obligations and duties of faculty members as Employees.

3. There shall be no discrimination, restraint, or coercion against any Employee because of membership or non-membership in the Federation, nor for activity on behalf of the Federation.
ARTICLE III: STRIKES AND LOCKOUTS

A. The applicable procedures of this Agreement will be followed for the settlement of grievances or complaints.

B. During the term of this Agreement neither the Federation nor its agents will authorize, instigate, aid, condone, or engage in a work stoppage or strike, or other interruption or any impeding of work at any facility of the College.

C. In the event of any such strike, slowdown, stoppage of work or other concerted refusal to work by any Employee or group of Employees, the Federation shall promptly and publicly disavow such action and request and direct the Employees to return to work immediately.

D. There shall be no lockouts, strikes, work stoppages, or other interruption or impeding of work during the term of this Agreement.

ARTICLE IV: GRIEVANCE PROCEDURE

A. The following procedure shall be followed in resolving grievances. A grievance is:

1. An allegation that there has been a violation, misinterpretation or improper application of the terms and conditions of this Agreement, or

2. A complaint involving the work situation or that there has been an alleged breach, violation, misinterpretation, inequitable or otherwise improper application of, or a deviation from, any policy, practice, or procedure which relates to wages, hours or working conditions.

STEP 1: Any aggrieved Employee, either directly or through the Federation representative, and the appropriate administrator, or other administrator of like authority who may be appropriate to the grievance, shall make every effort to resolve a grievance informally, provided, however, that no grievance may be processed unless done so within thirty (30) days after the act or condition giving rise to the grievance or within thirty (30) days after the date on which the grievant knew, or reasonably should have known, of such act or condition, whichever is later. Nothing herein shall restrict the right of any Employee that is provided in Section 606 of Act 195.

STEP 2: If the grievance is not resolved within seven (7) days after discussions are initiated in Step 1 above, the Federation may, within seven (7) days thereafter, submit it on the appropriate form to the administrator with whom it was discussed. The administrator shall, within seven (7) days after receipt of the grievance, meet with the Employee, if any, and the Federation in an effort to adjust the matter to the satisfaction of all concerned. The administrator shall make a decision and communicate it in writing to the Employee, if any, and the Federation within seven (7) days after the meeting.

STEP 3: The decision of the administrator may be appealed by the Federation on the appropriate form to the Campus’s chief executive officer within seven (7) days after its receipt. The Campus’s chief executive officer, or her/his authorized designee shall, within seven (7) days after receipt of the grievance, meet with the Employee, if any, and the Federation in an effort to adjust the matter to the satisfaction of all concerned. The Campus’s chief executive officer or
her/his authorized designee shall make a decision and communicate it in writing to the Employee, if any, and the Federation within seven (7) days after the meeting.

**STEP 4:** The decision of the Campus's chief executive officer or her/his authorized designee may be appealed by the Federation on the appropriate form to the College's chief executive officer within seven (7) days after its receipt. The College's chief executive officer or her/his authorized designee shall, within seven (7) days after the receipt of the appeal, meet with the Employee, if any, and the Federation in an effort to adjust the matter to the satisfaction of all concerned.

The College's chief executive officer or his/her designee shall make a decision and communicate it in writing to the Employee, if any, and the Federation within twenty (20) days after the meeting.

**STEP 5:** Within twenty (20) days after the receipt of the decision of the College's chief executive officer or her/his authorized designee, the decision may be appealed from only by the President of the Federation or her/his previously specified designee. The Federation shall advance the grievance to arbitration by notifying the College of its intent to arbitrate. Representatives of the Federation and the College shall select an arbitrator from a panel of permanent arbitrators mutually agreed upon by the parties. In the event either party refuses to proceed to arbitration as aforesaid, the other party shall have the right to request a panel of seven (7) arbitrators from the American Arbitration Association and to proceed to arbitration under its rules, provided, however, neither party by agreeing to the aforesaid waives its right to seek a court order enjoining the arbitration hearing schedules by the American Arbitration Association. The arbitrator shall hold a hearing promptly and issue her/his decision within thirty (30) days, but failure to do so shall not void the award. Seven (7) days' notice shall be given all parties of the time and place of the hearing. Except to the extent otherwise expressly provided in Article XIII(A)(4), the decision, including awards of the arbitrator, shall be final and binding on the parties, but he/she shall have no authority to add to, subtract from, or modify this Agreement or make any decision which requires the commission of an act prohibited by law.

The arbitrator's fees and those of the American Arbitration Association shall be shared by the Federation and the College, but each shall bear its own costs of presenting its case to the arbitrator.

**B. GENERAL PROVISIONS**

1. A grievance based on the action of authority higher than the appropriate administrator, or other administrator of like authority, shall be initiated at that step of the grievance procedure. The general procedures relating to that step shall apply to the presentation and adjustment of the grievance, including the right of appeal.

2. The Federation may initiate or appeal a grievance at any step of this procedure. Only the Federation may advance a grievance to arbitration pursuant to Step 5.

3. Failure to communicate a decision at any step of this grievance procedure within the specified time limits shall permit it to be advanced to the next step, except that in STEP 4, failure of the College to respond within twenty (20) days shall result in the acceptance of the grievance and its proposed remedy. Failure to file or appeal a grievance within the specified
time limits shall constitute acceptance of the decision last made. The aforesaid shall not apply if the time limits are extended by mutual agreement in writing.

4. Attendance at conferences, meetings, and hearings held under this grievance procedure shall be limited to those persons specified in the procedure, witnesses and/or resource people required by either party, or counsel for either party.

5. Conferences, meetings, and hearings held under this grievance procedure shall be scheduled at a time and place which will afford a fair and reasonable opportunity for all persons entitled to be present to attend.

6. No Employee entitled to be present shall suffer loss of pay or any other penalty because of use of, or participation in, this grievance procedure.

7. No party shall use any visual or sound recording devices at any stage or step of this grievance procedure without the prior written approval of the other party. In the event one party desires to utilize the service of a court reporter in an arbitration hearing, that party shall first seek approval of the other. In the event the parties cannot agree, the requesting party shall inform the arbitrator of its desire for a court reporter and the reasons therefore. The arbitrator shall decide prior to the hearing of the case whether that party may utilize the services of a court reporter or the arbitrator on her/his motion may determine that the use of a court reporter would be appropriate.

8. "Days" as used in this Article shall be defined so as to mean calendar days, including weekends and holidays.

9. If either or both parties wish to submit a brief to the arbitrator, such brief must be forwarded to the arbitrator within thirty (30) days after the hearing.

10. Arbitration hearings shall be held at a mutually agreeable site.

11. Any settlement, withdrawal, or disposition of a grievance at any step below STEP 5 shall not constitute a binding precedent for the settlement of similar grievances in the future.

12. Upon request of either party, but no more than once during the term of this Agreement, the Federation and the College will review and modify the panel of arbitrators to be utilized under Step 5.

ARTICLE V: MANAGEMENT RIGHTS

Except as herein specifically provided, the operation and administration of the College, including the right to make rules and regulations pertaining thereto, shall be fully vested in its Board and the College's chief executive officer and their duly designated representatives. Nothing herein stated shall be construed as a delegation or waiver of any powers or duties vested in the Board or any administrator by virtue of any provision of the laws of the Commonwealth of Pennsylvania. All parties to this Agreement, the Board and its representatives, shall take no action violative of any provision of this Agreement.

ARTICLE VI: RIGHTS AND PRIVILEGES OF THE FEDERATION

A. Copies of the official minutes of meetings of the Board of Trustees shall be provided to the Federation at the time of their regular distribution. In addition, the College shall maintain a complete set of all such minutes in each campus library.
B. The College shall compile and provide each Employee, each campus library, and the Federation a procedural handbook for each campus and the College. This shall be completed no later than ninety (90) days from the date this Agreement is executed. Changes shall be kept current and distributed to each Employee and at each campus library.

C. The College shall compile and provide to the Federation and the Employees, handbooks, explaining the benefits provided by this Agreement. This handbook shall be completed no later than ninety (90) days after the effective date of this Agreement. Any change in fringe benefit coverage shall be mutually agreed upon by the College and the Federation. The College shall provide a description of such changes to the Federation and to each Employee no fewer than sixty (60) days prior to the institution of such changes.

D. Within thirty (30) days after hire or transfer of an Employee, the College shall provide the Federation with the following information: name, address, work location, rank, salary, and phone number if listed, of Employee. Within thirty (30) days of the termination of an Employee the College shall provide the Federation with the name of the Employee terminated. Within sixty (60) days of the start of each semester the College will provide the Federation with a complete list of all bargaining unit personnel.

E. The Federation shall be permitted to use the facilities of the College for transaction of its business on each campus. The Federation shall follow the rules and policies routinely utilized for proper use of College facilities. The use of such facilities by the Federation shall not interfere with classes or class schedules.

F. The College shall provide the Federation with an office, for use by the Federation President and the Federation Assistant, for the transaction of its business, which will be located on the home campus of the Federation President. The Federation shall furnish the office and may install telephone service at its own expense. The College shall make meeting space available for use by the Federation as needed to conduct its business at the College’s other campus locations.

The Federation President may choose to use the Federation office as his/her faculty office; in such case, the College will be responsible for equipping the office in the same manner and to the same extent as other faculty offices under Article XXI, Section A.

G. The College shall provide the Federation, upon request, material, information and/or other records which the Federation may reasonably require for the purpose of negotiating an Agreement or implementing this Agreement.

H. The Federation shall be permitted to use the College’s inter-campus mail service and Employee mailboxes for the purpose of informing Employees of the Federation’s official activities. The material shall carry an appropriate Federation identification. The Federation agrees to indemnify and save the College harmless against any and all claims, demands, suits, or other forms of liability which shall arise out of or by reason of any alleged slanderous or libelous action taken by the Federation in the use of such services.

I. The Federation shall be provided with at least one (1) bulletin board in each building at each campus which shall be used solely for the purpose of posting Federation materials.

J. The Federation shall be provided with a copy of the agenda of all public meetings of the Board at the same time as such agenda is distributed to the members of the Board. In addition, the
Federation may request information supplementary and complementary to the agenda, and such requests shall be granted so long as the information is not of a confidential nature.

K. Upon written request, the Federation President, or her/his designee, shall be afforded the opportunity to have a place on the agenda of public Board meetings. The request shall be submitted to the office of the College’s chief executive officer at least two (2) working days before the meeting of the Board, and shall indicate the subject(s) to be presented.

L. The Federation President shall receive two (2) course reductions per semester, the Grievance Vice-President shall receive a one (1) course reduction per semester and each Vice-President (two (2) per campus) shall have one (1) course reduction per semester. For the purpose of this provision a one (1) course reduction shall continue to mean a seven and one-half (7.5) hour reduction per week for non-teaching Employees.

M. The College’s chief executive officer shall meet two (2) times during each semester and once during the summer with representatives of the Federation, not to exceed five (5), to discuss matters affecting terms and conditions of employment, including policies or plans for expansion and reorganization. These meetings will also provide for the discussion of Federation recommendations, matters of mutual concern, and matters relating to the implementation of this Agreement. At least two (2) weeks in advance of the scheduled meetings, each party shall submit to the other a proposed agenda of matters it desires to discuss. This shall not preclude the right of the Federation to meet with the College’s chief executive officer on an emergency basis.

N. The Campus’s chief executive officer and Campus representatives of the Federation, not to exceed four (4), shall meet once a month, unless waived by both parties, for the purpose of discussing matters of educational policy and other matters of mutual concern as well as matters relating to the implementation of this Agreement. At least one (1) week in advance of the scheduled meeting, each party will submit to the other a proposed agenda of matters it desires to discuss. This shall not preclude the right of the Federation to meet with the Campus’s chief executive officer on an emergency basis.

O. Forms to be used or developed for the administration of and/or implementation of this Agreement shall be mutually acceptable to the parties.

P. Each year within five (5) days after the approval of the College budget by the Board of Trustees, a copy of said budget shall be forwarded to the Federation. In addition, the College shall provide the Federation with a copy of the monthly financial statement (that which appears in the Board minutes).

Q. Any Employee shall be entitled to have present a representative of the Federation at any meeting with a supervisor whenever displacement procedures relating to such Employee are being determined or at any meeting in which disciplinary action is discussed.

R. Whenever the College is considering a change in, or implementation of, a policy(ies) or procedures which relate to terms and conditions of employment, the College shall notify the Federation of its intent to do so. Said notification shall occur prior to the establishment of said change or implementation and shall include the proposed change and/or new policy.

Should the Federation desire to meet and discuss with the College on any item presented, the Federation will notify the College within seven (7) days of the receipt of notification of such intent.
Such a meeting with the College shall occur within fourteen (14) days of such notification of a meeting.

ARTICLE VII: FEDERATION SECURITY

A. MAINTENANCE OF MEMBERSHIP

1. Each Employee who, on the effective date of this Agreement, is a member of the Federation, and each Employee who becomes a member after that date, shall maintain his/her membership in the Federation, provided that such Employee may resign from the Federation during a period of fifteen (15) days prior to the expiration of this Agreement or any renewal or extension thereof, by notifying both the College and the Federation by certified mail of his/her desire to terminate his/her membership. The payment of dues while a member shall be the only requisite employment condition.

B. CHECKOFF OF FEDERATION DUES

1. The College agrees to deduct the Federation's annual membership dues in twelve (12) equal installments from the pay of those Employees who individually request in writing that such deductions be made. The amounts to be deducted shall be certified to the College by the Federation, and the aggregate deductions of all Employees shall be remitted together with an itemized statement to the Federation by the last day of the succeeding month after such deductions are made. This authorization shall be irrevocable during the term of this Agreement as provided in the maintenance of membership provision above.

2. The Federation shall indemnify and hold the College harmless against any and all claims, suits, orders or judgments, which may arise out of the implementation of this Article.

C. POLITICAL ACTION COMMITTEE

1. Employees may authorize in writing a voluntary contribution through payroll deduction to AFT Local 2067, COPE (Committee on Political Education). Such authorization must be executed by the Employee and may be revoked by the Employee at any time by giving written notice to both the College and the Federation. The College agrees to remit any deduction made pursuant to this provision promptly to the Federation together with an itemized statement showing the name of each Employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance. An Employee's contribution to this fund, revocation of such contribution or non-contribution shall not be a condition of employment. The Federation shall indemnify and hold the College harmless against any and all claims, suits, orders or judgments brought or issued against the College as a result of any action taken or not taken by the College under these provisions.

D. FAIR SHARE

The provisions of the "fair share" legislation enacted into Pennsylvania law on July 13, 1988, will be extended to the Federation as mutually agreed to by the parties.
1. Since the law provides for the negotiation of a "fair share" provision, the terms of this Section shall constitute the completed negotiation of a "fair share" provision by the parties, and the implementation of the "fair share" payroll deduction for eligible nonmembers of the Federation shall take effect as mutually agreed to by the parties.

2. The Federation agrees to extend to all eligible non-members, within thirty (30) days after enactment of this agreement, the opportunity to become Federation members.

3. The College and the Federation hereby agree that all eligible non-members of the Federation shall be subject to a fair share fee as authorized by law. The Federation shall calculate the fair share rate and shall prepare and issue a notice to eligible non-members in a manner provided for under state law. The Federation shall give the College and each eligible non-member at least thirty (30) days' notice of the applicable fair share rate prior to its effective date.

4. The Federation shall indemnify and hold the College harmless against any and all claims, suits, orders or judgments, which may arise out of the implementation of this Article.

5. In the event that any future "fair share" legislation applicable to the parties is passed, the parties will agree to negotiate within ninety (90) days the implementation of said legislation.

ARTICLE VIII: FAIR PRACTICES

Neither the College nor the Federation shall discriminate against an Employee or any applicant for employment because of age, race, creed, religion, color, sex, gender identity or expression or perceived gender identity, handicap/disability, use of a service animal due to disability, national origin, sexual orientation, veteran status, marital or familial status, genetic information, membership in the Federation (or lack thereof) or activities on behalf of the Federation, or any other characteristic protected by applicable law. The College and the Federation agree to abide by existing Federal and State and local laws and appropriate executive orders applicable to fair practices and non-discrimination.

The College and the Federation agree to:

1. Promote diversity and equity in an effort to create equal employment opportunities.

2. Participate on the College Equity and Diversity Committee to ensure all constituents of the College are represented in the creation and maintenance of an equitable and diverse College system.

3. Assist Campus/System Equity and Diversity Officers with the development of training programs to address equity and diversity issues.

4. Assist with the development of equity and diversity departmental goals and the annual equity and diversity review of goals for updates and revision.

5. Assist in the development/maintenance of an equitable and diverse college climate, to benefit the teaching and learning environment.
6. The first meeting of the Equity and Diversity Committee will be convened by the College President.

7. All teaching and non-teaching AFT eligible faculty members, one from each Campus, of the Equity and Diversity Committee will receive one three (3) credit non-teaching overage per semester in accordance with the provisions governing non-teaching overages set forth in Article XXVI, Section C.

ARTICLE IX: SENIORITY

A. Seniority shall continue to be accrued on a college wide basis and be defined as years of full time service with the College as a regular Employee. Full-time service as a Regular Employee need not be continuous to count towards seniority. Neither temporary full-time service nor part time teaching shall count toward seniority.

B. In the event two or more Employees have the same seniority date as defined above, a second (tie breaking) date will apply.

1. Temporary full-time employment or part-time employment at the College prior to full-time appointment, such service to be based on number of credits taught for teachers or days worked for other employees. This service need not be continuous.

2. Dates in A and B above are determined at the time of hire as a regular full-time Employee. Except as provided herein, in no instance shall time spent outside the bargaining unit in the employ of the College be counted towards seniority.

C. Should A and B above not be determinative, ties will be broken by lot conducted by the Federation in the presence of the affected Employees.

D. Within sixty (60) days after the beginning of the Fall Semester, the College shall provide the Federation with a system-wide seniority list.
ARTICLE X: IMPROVEMENT OF TEACHING

A. STATEMENT OF PURPOSE

The College community wishes to encourage professional interaction and development which will enhance the art of teaching and foster student learning.

B. EXPERIENCED FACULTY

Except to the extent provided in Section C below, the following procedures and requirements will apply to all teaching faculty.

1. All teaching faculty will prepare a teaching portfolio, as provided under Section D below, which may be assessed for the purpose of improvement of teaching. The teaching portfolio is the official file of materials developed and retained by faculty members to represent their professional qualifications and performance effectiveness.

   a) **Non-tenured faculty** will prepare a portfolio to be used as one instrument for formative evaluation. The contents of the portfolio may also be evaluated in a summative assessment for the granting of tenure.

   b) **Tenured faculty** will prepare and update the teaching portfolio to be assessed only for the improvement of teaching; it may not be used as the basis for termination. Faculty who wish to apply for promotion shall use this portfolio and written assessments as part of the promotion application.

2. REVIEW OF ASSESSMENT RESULTS

   a) Tenured faculty will select two people, one of whom should be from the same discipline (if possible), to assess the portfolio. The two people will submit signed copies of their individual assessments and, if appropriate, recommendations for the improvement of teaching to the preparer of the portfolio. A second copy of the assessments will be forwarded to the appropriate academic administrator who may wish to review the portfolio. The faculty member being reviewed may also submit responses to the assessments of the two reviewers to the same administrator. For both tenured and non-tenured faculty the assessment will be forwarded, along with the portfolio, reviewers' comments, and any response to the reviewers, to the appropriate administrator. The portfolio shall be returned to the faculty member within sixty (60) days.

   b) For **non-tenured faculty** a committee of three people will be selected from within the department, one person will be chosen by the faculty member and two will be selected by the department, to assess the portfolio. This committee will assess the instructor's knowledge of the discipline; teaching effectiveness; implementation of department goals and objectives; course materials; and methods of student assessment. The committee will submit signed copies of their individual assessments and, if appropriate, recommendations for the improvement of teaching to the preparer and may be subject to peer visits during the next three years. The committee will submit a summary of its assessment and the portfolio to the appropriate academic administrator. The non-tenured faculty member may also submit a written response to the assessment of the committee to the same academic administrator.
3. FREQUENCY

a) **Non-tenured faculty** will be reviewed annually in accordance with the procedures set forth in this Section B.

b) **Tenured faculty** will be reviewed every fourth year, approximately one-fourth of the faculty each year. Tenured faculty on sabbatical or leave from the College will automatically utilize the next academic year to complete their portfolio and continue their portfolios on a four-year cycle.

C. NEW TEACHING FACULTY

The following procedures and requirements will apply to all teaching faculty who were hired into regular, full-time positions on or after July 1, 2014:

1. Teaching faculty will be reviewed and evaluated on an annual basis until tenure status is obtained pursuant to Article XIII of this Agreement. Upon attainment of tenure, the faculty member will be reviewed and assessed in accordance with Section B above.

2. The annual evaluation will be in writing and completed by the Dean or Associate Dean of Academic Affairs for the campus location to which the Employee is assigned.

3. The annual evaluation will include an overall performance rating of “Satisfactory” or “Unsatisfactory.”

4. The annual evaluation will be based upon review and consideration of the following components, which will be equally weighted in determining the Employee’s overall rating:

   a) Classroom observations, completed in accordance with Section 5 below;

   b) Review of the faculty member’s teaching portfolio (completed in accordance with Section D below); and

   c) Review of the Student Opinion Surveys for the faculty member, described in Section E below.

5. One classroom observation will be performed each academic year, during the Fall semester, subject to the following:

a) Distance Learning courses (as defined in Article XXIX) will be observed based upon the observers’ participation in a designated unit of instruction or other agreed upon segment of the course, for which the Employee will grant the evaluator Observer status for the agreed upon course unit or other segment.

b) The classroom observation will be jointly completed by:

   i. The Dean of Academic Affairs for the campus to which the Employee is assigned, or such other appropriate administrator as may be designated by said Dean; and
ii. The Department Head for the Employee's discipline or such other tenured faculty member within that Department as may be designated by the Department Head.

c) The classroom observation will be completed utilizing the form attached to this Agreement under Appendix J, or such other form as may be mutually agreed upon by the College and the Federation.

d) The faculty member observed will be provided with the opportunity to respond to and/or comment upon the feedback provided in the classroom observation form.

e) In the event that the Employee teaches both Distance Learning and a traditional course, the Employee may be observed one time each academic year in each format.

6. An Employee who receives an overall rating of "Unsatisfactory" on her or his annual performance evaluation will be placed on a performance improvement plan. The written plan will be developed by the Dean of Academic Affairs, the Employee's Department Head, and the Human Resources Office, and will identify the areas in which the Employee's performance has been deficient, specify the actions that the Employee will be expected to take in order to raise her or his performance to a satisfactory level, and identify resources to assist the Employee to meet the established expectations as determined by objective, measurable outcomes. The performance plan will include a schedule for consistent, regular progress reviews. Failure to fully complete the requirements of the performance improvement plan, or receipt of a second "Unsatisfactory" performance evaluation prior to obtaining tenure, shall constitute "just cause" for non-renewal and/or termination of employment under with Article XIII of this Agreement.

7. The Employee's annual performance evaluation will be submitted to the Human Resources Office and maintained in the Employee's personnel file. The Employee will be provided with the opportunity to provide additional information or a rebuttal to the evaluation, which will be attached to the performance evaluation and included in the personnel file at the Employee's request.

D. DEVELOPING A TEACHING PORTFOLIO

Required Items to be included in a teaching portfolio, include:

1. Academic Resume - Where you have studied, where you have taught, all courses you have taught, and any other educational experiences.

2. One course outline - including departmental syllabus and course objectives. Include an explanation of how and why your course outline has changed over recent years. The explanation should not exceed three pages.

3. Sample Assignments - An explanation of how and why the assignments were chosen is optional. The explanation should not exceed three pages.

4. Sample of laboratory assignments/projects (if applicable). An explanation of how and why the lab assignments were chosen is optional. The explanation should not exceed two pages.
5. Samples of examinations and/or writing assignments should include a statement listing the objectives being tested and/or the objectives of the writing assignment. This could be a rather extensive collection in some cases. The faculty shall have the option of selecting items 2 through 5 for ONE unit of a particular course. The student survey should also be given at the end of that unit.


7. Evidence of professional growth since the last portfolio - Suggestions include: membership in any professional organizations, subscriptions to professional journals, summary of articles read from professional journals, articles submitted and/or accepted for publication, attendance at professional workshops and conventions, etc. Included should be any activity that the instructor perceives as enhancing her/his ability to improve classroom teaching.

8. Submit written assessments from reviewers and comments from dean along with a statement as to how these areas were addressed since the last portfolio.

9. Information on involvement with class, course, program, and general education assessment.

10. Information related to enhancing equity and diversity.

11. Service to the College and/or community - Any activities within the College and externally to the College that could serve to improve teaching. Particular emphasis should be given to those activities that are directly related to the teaching of an individual's discipline or promotion of the Community College of Allegheny County's programs and activities.

12. Statement of anticipated, future professional growth activities and/or goals.

**Optional Items** in a teaching portfolio may include, but not limited to:

1. Sample of handouts - An optional paragraph or two on how and why these handouts were designed and why they were necessary.

2. Samples of unsolicited student letters and comments - Included could be comments submitted by students upon graduation.

3. Peer/professional observation and evaluation - Any comments made by a peer visitor to the classroom could be included. An instructor may submit a videotape of a lecture(s) in lieu of or in addition to a classroom visit by a peer. (This item may be required of non-tenured faculty).
E. SURVEY OF STUDENT OPINION (A)

Instructions to the Student: The purpose of this questionnaire is to provide student feedback to your instructor regarding specific classroom/teaching behaviors which you have observed or experienced. Please respond to each statement as objectively and honestly as you can. Try to rate each behavior independently rather than letting your overall impression of the instructor determine each item. Your thoughtful and candid responses will be helpful to your instructor.

<table>
<thead>
<tr>
<th>ALMOST NEVER</th>
<th>ALMOST ALWAYS</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5 N/A</td>
<td>1. Defines new or unfamiliar terms.</td>
<td></td>
</tr>
<tr>
<td>1 2 3 4 5 N/A</td>
<td>2. Answers students' questions thoroughly.</td>
<td></td>
</tr>
<tr>
<td>1 2 3 4 5 N/A</td>
<td>3. Explains important concepts by using techniques like the chalkboard, over-head screen, demonstration, handouts, or other methods.</td>
<td></td>
</tr>
<tr>
<td>1 2 3 4 5 N/A</td>
<td>4. Explains subject matter and assignments in familiar, understandable language.</td>
<td></td>
</tr>
<tr>
<td>1 2 3 4 5 N/A</td>
<td>5. Teaches without reading too much from the book or from notes.</td>
<td></td>
</tr>
<tr>
<td>1 2 3 4 5 N/A</td>
<td>6. Encourages students' questions and comments during class.</td>
<td></td>
</tr>
<tr>
<td>1 2 3 4 5 N/A</td>
<td>7. Responds to student errors constructively.</td>
<td></td>
</tr>
<tr>
<td>1 2 3 4 5 N/A</td>
<td>8. Recognizes students for good ideas.</td>
<td></td>
</tr>
<tr>
<td>1 2 3 4 5 N/A</td>
<td>9. Presents questions to stimulate discussion.</td>
<td></td>
</tr>
<tr>
<td>1 2 3 4 5 N/A</td>
<td>10. Presents challenging ideas and assignments.</td>
<td></td>
</tr>
<tr>
<td>1 2 3 4 5 N/A</td>
<td>11. Uses a variety of activities in class.</td>
<td></td>
</tr>
<tr>
<td>1 2 3 4 5 N/A</td>
<td>12. Indicates transition from one topic to the next.</td>
<td></td>
</tr>
<tr>
<td>1 2 3 4 5 N/A</td>
<td>13. Gives an overview of the material to be covered.</td>
<td></td>
</tr>
<tr>
<td>1 2 3 4 5 N/A</td>
<td>14. Explains how topics taught fit into the class.</td>
<td></td>
</tr>
<tr>
<td>1 2 3 4 5 N/A</td>
<td>15. Stays on the major point or points of the lecture or topic to be discussed.</td>
<td></td>
</tr>
<tr>
<td>1 2 3 4 5 N/A</td>
<td>16. Asks if students understand before proceeding to the next topic.</td>
<td></td>
</tr>
<tr>
<td>1 2 3 4 5 N/A</td>
<td>17. States the objectives of each unit and of the course.</td>
<td></td>
</tr>
<tr>
<td>1 2 3 4 5 N/A</td>
<td>18. Tells students what areas will be covered on tests.</td>
<td></td>
</tr>
<tr>
<td>1 2 3 4 5 N/A</td>
<td>19. Tells students what is expected of them on assignments.</td>
<td></td>
</tr>
<tr>
<td>1 2 3 4 5 N/A</td>
<td>20. Informs students of test dates or assignment deadlines.</td>
<td></td>
</tr>
<tr>
<td>ALMOST NEVER</td>
<td>ALMOST ALWAYS</td>
<td></td>
</tr>
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<td>--------------</td>
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<td>---------------------------</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
<td>N/A</td>
<td>21. Speaks clearly.</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
<td>N/A</td>
<td>22. Shows respect for students.</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
<td>N/A</td>
<td>23. Available outside the classroom for individual discussions with students.</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
<td>N/A</td>
<td>24. Offers to help students solve academic problems or suggest possible ways students may get necessary assistance.</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
<td>N/A</td>
<td>25. Examinations and assignments are returned in a reasonable period of time.</td>
</tr>
</tbody>
</table>

**INSTRUCTOR-ADDED QUESTIONS:**

| 1 2 3 4 5    | N/A          | 26. |
| 1 2 3 4 5    | N/A          | 27. |
| 1 2 3 4 5    | N/A          | 28. |
| 1 2 3 4 5    | N/A          | 29. |
| 1 2 3 4 5    | N/A          | 30. |

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**SURVEY OF STUDENT OPINION (B)**

Instructions to the Student: The purpose of this questionnaire is to provide student feedback to your instructor regarding specific classroom/teaching behaviors which you have observed or experienced. Please write a short paragraph about each of the following. Your thoughtful and candid responses will be helpful to your instructor.

1. Your perceptions of the strengths of this course. What particular teaching methods or assignments helped you to learn the content or the skills required in this course?

2. Your perceptions of the weaknesses of this course. What particular teaching methods or assignments were not helpful to you in learning? Why not?

3. Your opinion of the overall effectiveness of this course. What suggestions, if any, do you have for helping the instructor to improve the teaching methods and assignments in this course?
ARTICLE XI: ACADEMIC FREEDOM

Academic freedom and its attendant responsibilities are essential to the fulfillment of the purposes of the College. Consistent with this statement:

A. Employees shall have the freedom in teaching to utilize such materials and to discuss such topics as are relevant to their subject, appropriate to their teaching methods, and conducive to the attainment of the objectives and goals of the course.

B. It shall be the continuing responsibility of the College libraries to attempt to provide faculty and students with books and other learning materials that represent all points of view.

C. When Employees speak, write, or otherwise express themselves as private citizens, they shall at all times make clear that they are not representing the College.

D. Subject to the performance of their academic duties, Employees are entitled to freedom in research and in publication of the results.

ARTICLE XII: PERSONNEL FILE

A. All information relating to an Employee shall be kept in an official personnel file located in the appropriate Business Office. Copies from this file may be provided to Campus or College Office staff on a "need-to-know" basis. Access to personnel files will normally be limited to direct line of Supervision, Business Office, Payroll, and College Office Employee Relations personnel.

1. A chronological record of materials included in or removed from the personnel file shall be attached to the file folder of each individual file. This record shall indicate the person(s) responsible for permanent inclusion or removal of the item and the date(s). This chronological record of materials shall not include such routine documents as the A-1 form used to record salary adjustments and routine personnel actions. Material placed in the file after the effective date of this Agreement and not so recorded in the chronological record may not be used against the Employee.

2. Personnel files will be available to Employees on their free (non-scheduled) time during normal business hours and access will not be unreasonably denied. However, during times of peak work load, Employees may be asked to return at another time or make an appointment but in no case shall access be postponed for more than two (2) work days after the initial request.

B. No material concerning an Employee's conduct, service, character or personality shall be placed in the official file of such Employee unless:

1. It is authorized for placement by someone in the Employee's direct line of supervision.

2. It is signed by the author of such material who is a person having direct knowledge of the facts written therein or who has conducted an investigation to ascertain knowledge based on allegations of which he/she had no direct knowledge.

3. The Employee is given an opportunity to read the material promptly but in no case more than thirty (30) days from the incident or the reported date of the incident, whichever is later.
4. Copies of such documents are forwarded to the Employee, by certified mail, at the most recent home address on file.

5. Any material not so treated shall be given no weight or consideration for any purpose whatsoever and at the Employee’s request shall be removed from the file.

C. An Employee shall have the right to answer any material now in her/his file as well as any material filed hereafter, and her/his answer shall be attached to the file copy with a copy sent to the immediate supervisor.

D. An Employee shall have the right to examine her/his file and shall, upon her/his request, be given copies of any material in her/his file except for confidential recommendations received in connection with her/his original appointment at the College.

E. Administrators should place in the Employee’s file information of a positive nature, including special competencies, achievements, recognitions, performances, or contributions of an academic nature. Employees shall have the right to provide or request that such documents be placed in the file and such requests shall not be unreasonably denied.

F. Material not in the official file shall not be used against the Employee for any reason. This shall not preclude the taking of disciplinary action against an Employee for reasons unrelated to Appendix B (Evaluation Procedures) and based on information which has been obtained reasonably prior to such disciplinary action and which has not yet been placed in her/his file; further, materials containing information which should have reasonably been shown to the Employee in order to encourage remediation shall not be the basis for disciplinary action.

G. The Employee may challenge any material in her/his file through the grievance procedure and, if the challenge is sustained, the material shall be removed from the file.

H. An Employee may request to have materials removed from her/his personnel file after a period of one (1) year of placement of said materials. The Employee will make this request in writing to the Campus’s chief executive officer. This request will not be unreasonably denied. Copies of this request will be sent by the Employee to the Employee’s Reporting Structure (chain of command), the material’s author, and the appropriate Union Representatives. The Campus’s chief executive officer will notify the Employee in writing, stating why the Employee’s request was denied, within ten (10) working days. The College will remove all materials approved within fifteen (15) working days.

ARTICLE XIII: RENEWALS AND TENURE

A. RENEWALS

1. All Employees shall be employed on a continuing basis.

2. Each Employee being continued shall, no later than March 15th of each year, be asked, in writing, to confirm her/his intention to remain with the College. Such confirmation must be made in writing by the Employee no later than April 15th of each year. Such confirmation will also ask the Employee to indicate her/his intention to request early retirement during the coming academic year and encourage them to retire in the Fall semester.
3. An Employee not being continued on the basis of unsatisfactory performance based upon an
evaluation conducted under Article X of this Agreement shall be so notified in writing no later
than April 15th and shall be given, in writing, the reasons for such action.

4. **Grievance Procedures Applicable to Termination or Non-Continuance of Employees.**

   a) **First-Year Employees:** No first-year Employee will be terminated or non-continued
      except for cause. If the cause is questioned, the Federation may process the matter
      through the Grievance Procedure set forth in Article IV of this Agreement, provided that
      Step 4 shall be the final and binding step of the process.

   b) **Non-Tenured Employees:** During and after a non-tenured Employee's second year of
      employment at the College, and prior to the date that such Employee acquires tenure,
      non-continuance or termination of employment shall be only for just cause. If the cause is
      questioned, the Federation may process the matter through the Grievance Procedure set
      forth in Article IV of this Agreement, subject to and contingent upon the following:

      (i) If the Employee was hired prior to July 1, 2014, arbitration under Step 5 of the
          Grievance Procedure shall be advisory, and the decision of the arbitrator will not be
          binding upon the parties. Should the College fail to implement the decision of the
          arbitrator, the Federation may appeal the matter to the Board of Trustees, or an
          appropriate sub-committee of the Board, which shall hold a hearing on the appeal at
          its next regularly scheduled meeting. The Chairman of the Board or her or his
          designee shall reply in writing to the Federation within seven (7) days after the
          Board's next regularly scheduled meeting. The decision of the Board shall be final
          and binding on the parties, and will be implemented immediately.

      (ii) If the Employee was hired on or after July 1, 2014, arbitration under Step 5 of the
           Grievance Procedure shall be the final and binding step for such Employees.

   c) **Tenured Employees:** Non-continuance of a tenured Employee shall be only on the
      basis of incompetence, physical or mental incapacity which renders him/her unable to
      perform her/his assignment, or consistent failure to fulfill the responsibilities of the
      position. Upon notification of non-continuance for any tenured faculty, the Federation
      may process the matter through the Grievance Procedure set forth in Article IV of this
      Agreement, to and including final binding arbitration.

**B. TENURE FOR PROFESSIONAL EMPLOYEES**

1. Professional Employees will acquire tenure as follows:

   a) **Current Employees:** Professional Employees hired by the College prior to July 1, 2014
      shall be granted tenure status upon satisfaction of each of the following:

      (i) The Employee has achieved or been promoted to a rank higher than Instructor; and

      (ii) The Employee has completed four (4) years of regular full-time service at Community
           College of Allegheny County.

   b) **New Employees:** Professional Employees hired by the College on or after July 1, 2014
      shall be granted tenure status upon satisfaction of each of the following requirements:
(i) The Employee has completed five (5) years of regular full-time service at Community College of Allegheny County;

(ii) The Employee has achieved or been promoted to a rank higher than Instructor.

(iii) The Employee achieved an overall rating of "Satisfactory" on her or his most recent performance evaluation; and

(iv) The Employee has made an application for tenure and such application has been approved in accordance with the provisions and procedures set forth in Section D below.

2. For purposes solely of determining eligibility for tenure, years of regular full-time service will be determined as follows:
   a) Part-time service will be credited on a pro-rata basis.
   b) Periods of employment with the College in an adjunct or temporary position will not be counted.
   c) Periods during which the Employee experienced a separation from employment with the College will not be counted. For purposes of the foregoing, a separation from employment means any period of time between an employee's resignation, termination, displacement or other formal separation from employment with the College and the employee's subsequent re-hire or recall to employment with the College.
   d) Any full academic semester during which the Employee is on a paid or unpaid leave of absence from her or his position at the College, but excluding periods of sabbatical leave, will not be counted.

C. PERSONNEL ACTION

The procedures described in Section A(4) above shall be utilized for all personnel actions arising under this Agreement.

D. TENURE PROCEDURES FOR NEW EMPLOYEES

1. Tenure Application and Review

   a) An Employee that meets the eligibility requirements set forth in Section B(1)(b) above must submit the tenure application and required supporting materials to the Dean of Academic Affairs of her or his home campus by no later than December 1st, for an appointment to occur effective at the start of the following academic year. The application may be made during the Employee's fifth year of service, for an appointment to become effective the following academic year.

   b) The Dean of Academic Affairs will review the application materials and confirm that all required materials in support of application are attached. The Dean of Academic Affairs will then forward the completed application to the College's Office of Human Resources.

   c) The Vice-President of Human Resources or her or his designee and the Federation President or her or his designee will convene a meeting of the Tenure Committee and
d) All information reviewed, discussed and distributed by the Tenure Committee will remain confidential and shall not be discussed or disclosed by any committee member outside of committee deliberations.

e) The Tenure Committee, by simple majority vote, shall make a written recommendation to the College President to either grant or delay the Employee’s application for tenure.

f) The College President may request clarification or reconsideration upon written notice to the Tenure Committee, which will include the reasons that reconsideration is being requested.

g) The President, pursuant to the authority delegated to her or him by the Board of Trustees will make the final decision on whether the Employee’s application for tenure will be granted.

h) The Employee will be notified of the decision on her or his application by no later than May 1st. If the application is denied, the Employee will be advised of the reasons for the denial and may request reconsideration of the decision. The Employee may also request and be provided with direction on areas of improvement to enhance her or his future application.

i) If the Employee’s application is denied, or an eligible faculty member fails to apply for tenure, then her or his status will continue as a non-tenured Employee. The denial of an application shall not preclude an Employee from reapplying for tenure in any future year.

2. Criteria for Evaluating Applicants for Tenure

a) The Tenure Committee will be provided with the following materials:

i. Current Teaching Portfolio

ii. Most recent Performance Review (prior year reviews may be requested and considered by the Committee if necessary to properly evaluate the candidate)

iii. Recommendation of Department Head

iv. A written statement prepared by the applicant of the reasons warranting a grant of tenure

v. Any other material that the applicant wishes to submit in support of her or his candidacy

b) The Tenure Committee will recommend an applicant for tenure if it determines that the applicant has established professional qualifications and performance effectiveness as detailed in Article X: Improvement of Teaching.

***

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3. Tenure Committee

   a) The Tenure Committee will consist of seven (7) voting members and one (1) non-voting member, as follows:

   i. One (1) faculty member from each of the four campuses. If more than one volunteer from a campus agrees to serve, the Federation will hold an election at that campus;

   ii. An academic administrator designated by the College President;

   iii. One (1) Library and Learning Services representative;

   iv. One (1) Counselor representative; and

   v. The Vice President for Human Resources (ex-officio).

b) Committee members will serve annual terms on the Committee.

ARTICLE XIV: PROMOTIONS

A. Each year, not later than December 1st, the College shall publish promotions criteria and the designed application as set forth in College Policy XIII.

B. Any Employee who meets the minimum requirements for promotion may submit an application for promotion to the appropriate Dean.

The Campus’s chief academic officer shall arrange for delivery of the application to the campus Promotions Committee. The candidate may provide any additional information, explanation, clarification, or elaboration to support her/his candidacy.

C. A campus Promotions Committee will consist of one annually elected member from each academic division and one member of the non-teaching faculty. This committee will recommend, to the Campus’s executive officer, faculty for promotion based on an examination of the applicant’s evaluation materials and application for promotion. The first meeting of the Promotions Committee in each academic year will be convened jointly by the Campus’s executive officer and the campus AFT vice president.

The number of professional employees to be recommended on each campus will be determined by the Promotions Committee. Normally this number would be nine (9) percent of the number of professional employees assigned to that campus at the time of application and normally no fewer than fourteen (14) employees from Allegheny Campus, eight (8) from South Campus, eight (8) from Boyce Campus and five (5) from North Campus. Additionally, each year two (2) Educational Technicians may be promoted from Allegheny Campus and one (1) Educational Technician each from Boyce Campus, South Campus, and North Campus.

D. The Campus’s chief executive officer shall forward the recommendations of the Campus Promotions Committee to the College’s chief executive officer. Should the College’s chief executive officer not recommend a candidate, he/she will give the specific reasons in writing to the candidate, and to the Campus Promotions Committee.

E. All candidates shall be informed, in writing, of the promotion decision no later than May 1st.
F. Employees shall be promoted one (1) rank at a time, except for extraordinary accomplishments, wherein, the Promotions Committee shall have the discretion to recommend that an applicant skip a rank for an accelerated promotion.

G. For a Professional Employee, the minimum years of service in rank required to be eligible for promotion is two (2) years as an Instructor, three (3) years as an Assistant Professor, and four (4) years as an Associate Professor (except as allowed in XIV F).

H. For an Educational Technician, the minimum years of service in rank required to be eligible for promotion is two (2) years as an Educational Technician I and three (3) years as an Educational Technician II.

ARTICLE XV: RIGHT TO RETURN TO UNIT

A. An Employee who accepts a position with the College outside the bargaining unit shall have the right to return to an available similar position in the unit if he/she exercises such right of return within two (2) years after accepting the non-bargaining unit position.

B. Such person shall retain all rights previously accrued as an Employee for the two (2)-year period and upon return to a bargaining position such rights will be bridged as though employment in the bargaining unit had not been interrupted.

C. Such return shall not, for a period of two (2) years, result in the displacement of another Employee in employment at the time of the return.

ARTICLE XVI: DISPLACEMENT

A. DISPLACEMENT DUE TO A REDUCTION IN FTEs

Each October, commencing in 1989, the College and the Federation will review the number of full-time equivalent student credits (credit FTEs) as reported to the Commonwealth of Pennsylvania for reimbursement purposes and compare such computation on a collegewide basis with the collegewide credit FTEs of the previous October as reported to the Commonwealth for reimbursement purposes. If the number of credit FTEs has declined in an amount greater than ten (10%) percent from year to year, then the procedures set forth in paragraphs C through F below shall apply.

If the credit FTE count of any campus declines more than ten (10%) percent from October to October, an Employee who cannot make up a full-time load on his/her campus may be assigned to courses at other campuses for the purpose of filling a full-time load, or the most junior affected Employee(s) may be transferred to another campus.

B. DISPLACEMENT AND/OR TRANSFER DUE TO OTHER REASONS

The College reserves the right to displace and/or transfer Employees for:

1. A significant decline in enrollment in a discipline, or

2. Cancellation of programs, or

...
3. Movement and/or consolidation of programs.

In this event, the procedures of paragraphs C through F below shall apply.

C. DISPLACEMENT NOTIFICATION

If it appears to the College that Employees may be displaced, the College shall notify the Federation of the area(s) in which it expects displacement to occur and the number of Employees affected thereby. Such notification shall occur not later than March 1 to be effective the fall semester of the following calendar year, or not later than July 1, to be effective the spring semester which begins 18 months later. Employees who may be subject to displacement shall be notified no later than thirty (30) days after the March 1, or July 1 notice provided to the Federation.

D. TRANSFER NOTIFICATION

If it appears that an Employee may be transferred, the College shall notify the Federation of the area(s) in which it expects transfers to occur and the number of Employees affected thereby. Such notification shall occur no later than March 1 to be effective the next fall semester or July 1 to be effective the next spring semester. Employees who may be subject to transfer shall be notified no later than thirty (30) days after the March 1, or July 1 notice provided to the Federation.

E. DISPLACEMENT PROCEDURE

In the event of a displacement the following shall apply:

1. No Employee shall be displaced unless a majority portion of a full-time work load cannot be made available through elimination of part-time or overage assignments at his/her campus, or at any other campus. The minority portion of the affected Employee's full-time work load may be made up on his/her campus, or any other campus.

2. An Employee who cannot be employed in his/her area(s) of qualification as set forth above shall have the right to displace a lesser and the least senior Employee in his/her discipline in the College. For these purposes, if a displaced tenured Employee has demonstrated his/her competence by teaching an average of two (2) classes per academic year in another discipline for at least two (2) years (exclusive of overage), he/she shall have the right to displace the least senior non-tenured Employee in the College in that discipline.

3. Any Employee displaced by this procedure shall be placed on a priority recall list for a period of:

   a) three (3) years, or

   b) five (5) years, if such Employee has more than five (5) years continuous service, whichever is the greater, for an available full-time position in the area of the Employee's qualifications. The Employee shall retain all rights and benefits earned prior to displacement and upon return, shall have his/her service bridged as though it has been continuous.
If a full-time position in the area of the Employee's qualifications becomes available
during this recall period, the College shall so notify the Employee at the Employee's last
known address, and the Federation, and request the Employee to respond promptly
concerning whether the Employee desires to fill the position. If the Employee fails to
respond promptly (within twenty (20) days after a certified letter has been mailed), or if
the Employee is unwilling or unable to respond to the request, such Employee shall lose
his/her right to that position.

4. Anything above to the contrary notwithstanding, any Employee who is displaced shall be
given the first option for available part-time and overage assignments (at the overage rate) to
a maximum number of eighteen (18) credit hours per semester, and twelve (12) credit hours
per summer session.

If a displaced Employee teaches the equivalent of a full-time load, then such Employee shall
receive the normal College contribution towards the benefits set forth in Article XXVI B.1., 2.,
3., 4., 5., 6., and 8., if such coverage is permitted by the carrier.

F. TRANSFER PROCEDURE

In the event of a transfer, the following shall apply:

1. No Employee shall be transferred unless a majority portion of a full-time work load cannot be
made available through elimination of part-time or overage assignments at his/her campus, or
at any other campus. The minority portion of the affected Employee's full-time work load may
be made up on his/her campus or any other campus.

2. The College shall attempt to recruit Employees to transfer on a voluntary basis. If the College
is unable to recruit such Employees to transfer voluntarily, then the Employee(s) to be
transferred shall be those Employees who are the least senior Employees in the discipline at
the campus from which transferred.

For these purposes, if a tenured Employee has demonstrated his/her competence of teaching
two (2) courses per academic year in another discipline for at least two (2) years (exclusive of
overage) he/she shall be able to use his/her continuous service to cause the involuntary
transfer of the least senior non-tenured Employee in the College in that discipline.

If a tenured Employee has retrained in another discipline or has the credentials to meet the
minimum requirements of a position to be filled by the College in a discipline other than the
one originally hired for, he/she may transfer to the new discipline with seniority accrued since
his/her initial date of hire. This seniority, however, shall not supersede the displacment
rights of any tenured faculty in the receiving discipline.

G. DISPLACEMENT

In the event Employees receive a notice of displacement or are displaced, the parties shall meet
and discuss concerning such displacement for the purpose of determining what steps, if any,
should be taken by the parties to deal effectively with the situation.

H. Earned leave credits under Article XXV, A.9 shall be disregarded for all purposes of this Article
XVI, Displacement.
ARTICLE XVII: ADVERTISING AND TRANSFER

A. An Employee, excluding temporary appointments of any duration may request transfer to any open position in the bargaining unit that does not involve a change in professional level and for which he/she is qualified. Grant funded employees are not eligible to transfer, except as provided by Article XIX, Paragraph G.7.

B. The College will determine that a tenure-track position is to be filled and/or an opening exists in the bargaining unit. The College will post positions to be filled on each campus in a designated place eleven (11) working days prior to the external posting of positions to be filled. The College will also supply copies of such notices to the Federation Vice Presidents eleven (11) working days prior to advertisement. The hiring department shall adhere to Affirmative Action Policies and Hiring Guidelines. The position may not be advertised until a period of eleven (11) working days has elapsed from the date of the in-house posting and AFT notification.

C. An Employee will be permitted to transfer on the following basis:

1. The Employee shall submit application materials as required in the posting.

2. The Employee meets the minimum requirements of the position as stated in the posting.

3. An Employee meeting the minimum qualifications will be granted the position without an interview or meeting any other search committee requirements.

4. In the event that two (2) or more qualified Employees apply for the same position, seniority, as defined herein, shall be the determining criterion.

D. Should the College modify its qualifications or guidelines at any time after the initial advertising, the positions shall not be filled extramurally if an Employee requesting transfer fulfills the modified qualifications and guidelines.

E. In the event an unanticipated vacancy occurs, and such position must be filled within a thirty (30) day period, the College may fill such position for that semester with part-time employees or overage assignments.

F. Except as specified in Article XVI, Employees shall not be required to accept transfer from one campus to another except by mutual agreement between the College and the Employee.

G. An Employee who transfers shall receive his/her current salary unless there is a change in calendar in which case his/her current salary will be adjusted in accordance with Article XXVI, A.2.
ARTICLE XVIII: ADVISEMENT

A. FACULTY RESOURCE PROGRAM

The Faculty Resource Program (FRP) provides personal contact by College Employees for a designated group of students who have completed nine (9) college level credits to a maximum of thirty (30) credits, and have achieved a grade point average of at least two (2.0).

The College will assign the students in this cohort in an equitable distribution broken down by campus and centers.

The FRP may be done on a one-on-one basis, electronically, or as a group, when appropriate. Duties of the Employees under the Faculty Resource Program include:

1. Refer students to the appropriate academic and support services.

2. Answer questions regarding student responsibilities as necessary to achieve a successful college experience.

3. Answer general questions regarding choice of major, career goals, course sequences, entrance into limited enrollment programs and transfer information.

The College will provide electronically the following support services/materials to the Employees working in the Faculty Resource Program:

1. Student name

2. Student transcript

3. Student major

4. Student’s goal

5. Evaluation of the Student's Program, which is a listing of courses taken and remaining to be taken

6. A current CCAC catalogue

7. Student Handbook

8. Four Ultimate Guides

9. Limited Enrollment Program Contact List

10. Transfer guide
B. ACADEMIC ADVISING PROGRAM

Academic advising services will be provided to College students in accordance with the following:

1. The College will utilize full-time Employees to provide academic advising services to students throughout the College.

2. Academic advising services will be provided on each campus in the Campus Advising Centers during each respective campus’ regular hours of operation.

3. The number of faculty advising positions on each campus will fairly represent the student population. Current enrollment figures, i.e., numbers of students in program majors and numbers of class sections offered, shall be considered in determining the number and distribution of faculty advising positions on each campus. The College, at the Federation's request, will meet and discuss the distribution of faculty advising positions; provided, however, that, subject to subsection (9) below, the final determination of the number of needed faculty advising positions will be at the discretion of the College.

4. The job description for a faculty academic advisor position is attached under Appendix I. Each position represents a three (3) credit reduction/overage, and requires a minimum of ninety (90) work hours in the Campus Advising Center during each term (Fall, Spring and Summer). In addition, in order to address the duties contained within the job description, selected advisors will participate in annual mandatory training provided by the College. Full-time faculty members may apply to serve up to a maximum of two (2) three (3) credit reductions/overages each term, if and where available. A two (2) credit reduction/overage shall include sixty (60) hours per term, and a one (1) credit reduction/overage shall include thirty (30) hours per term. Other advising will be based on the per diem rate.

5. The selection of full-time Employees for faculty advising positions shall occur during the Spring academic term for the next academic year, and shall be conducted by the administrator in charge of advising. Full-time Employees who desire to serve as a faculty advisor must be available to work a regular schedule in the Campus Advising Center during the campus’ regular hours of operation. Full-time Employees who are employed in the positions of Librarian, Counselor or Educational Technician may not accept any faculty advising assignment during their regularly scheduled work hours. Other reasons for refusing an application to serve as a faculty advisor shall be given in writing.

6. The College will notify the Federation in a timely manner in the event that it is unable to fill vacant faculty advising positions or otherwise provide regular and consistent coverage in the Campus Advising Centers during regular hours of operation, and the Federation will assist the College to recruit and/or identify additional full-time Employees to fill such vacant positions.

7. The administrator in charge of advising will develop an advising schedule and consult with interested full-time Employees regarding day(s) and times for advising assignments. A finalized schedule will be agreed to no later than one week before each semester.

8. Full-time Employees who serve as faculty academic advisors will advise for the entire academic year, starting the week before the first day of classes and ending with the last day of classes.
9. Effective for the Spring 2015 academic term, the College may, in its discretion, hire and 
employ individuals to serve as full-time and/or part-time academic advisors, subject to and 
contingent upon the following:

a) Full and/or part-time academic advisors will be utilized to supplement the academic 
advising services provided by faculty advisors hereunder, and will not be utilized to 
reduce the number of faculty advising positions allocated to each campus in accordance 
with subsection (3) above;

b) The College will develop a written job description for any such full and/or part-time 
advising activities, which sets forth the minimum qualifications for and the duties and 
responsibilities of the position, and which will be based upon the job description attached 
under Appendix I. The final job description will be reviewed with the Federation prior to 
the posting of any positions; and

c) The parties will meet and discuss the potential inclusion of any such positions in 
bargaining unit and coverage under this Agreement promptly after a decision is made to 
post one or more such positions.

10. In the 2014-2015 academic year, the College will engage the National Academic Advising 
Association (NACADA) to conduct a comprehensive review and assessment of academic 
advising activities at the College, which will include recommendations that will serve to 
positively impact student success, retention and completion. The College will review the 
results of NACADA’S report and/or recommendations with the Federation.

C. Minimum guidelines for advising new and continuing students in the Campus Advising Centers 
will be as follows:

1. The faculty and staff at CCAC embrace a respect for the great diversity among students and 
an appreciation for individual differences. CCAC believes all students benefit from academic 
advising. Therefore, the Campus Advising Centers will be open to all continuing students who 
request to see an advisor.

2. Academic advising is MANDATORY for students in the following categories:

   a) All new degree seeking students are required to see an advisor.

   b) Students are required to see an advisor until they complete the developmental sequence.

   c) At risk students (QPA below 2.0) are required to see an advisor.

   d) Students requesting a change of major are required to see an advisor.

   e) Students are required to see an advisor when registering for the term prior to graduation.

3. Academic advising is NOT mandatory for students in the following categories:

   a) Visiting students from other colleges who have met the pre-requisites or have permission 
from their advisor to take courses without meeting the pre-requisites.
b) Non-degree seeking students who wish to take courses for professional or personal improvement.

c) Continuing students making satisfactory academic progress. Each campus has the right to expand these guidelines as resources permit.

ARTICLE XIX: GENERAL PROVISIONS

A. In the event the College cannot function as scheduled, the College shall consult with the Federation on the manner of rescheduling work and the need to reset times and dates of this Agreement so as to complete the academic calendar or other activities which may have been interrupted.

Following such consultation, the College may either reschedule the work or may furlough Employees as necessary.

The manner of furloughing shall be accomplished in consultation with the Federation.

B. Should necessary meetings or other responsibilities as specified in the Agreement require an Employee's presence on campus, when except for such requirement the Employee would not have to be present, reasonable advance notice of such required presence must be given.

C. WORKSITES

Normally, Employees shall not be required as a condition of employment to work on more than one (1) campus. Employees may, however, be required to work at more than a single location in the performance of their employment responsibilities. Such Employees shall be granted travel expenses covering local travel between worksites. No Employee shall be eligible for reimbursement for travel to and from his home and usual place of work assignment during the normal work week. When work requires an Employee to go directly from his/her home to a location other than his/her regular office, the Employee is reimbursed for the difference in cost between the method of transportation normally used between his/her home and office and the round trip expense actually incurred from his/her home to that location. Should circumstances necessitate that an Employee be at more than one (1) worksite on any single day as a part of the normal workload of that Employee, he/she shall be compensated for travel expenses for round-trip mileage between worksites. Reasonable travel time and, if appropriate, meal time shall be provided for those Employees who may be required to work at more than one (1) site in any single day. Employees shall not be compensated for or otherwise eligible to receive additional compensation under the terms of this Agreement, in connection with or for their attendance at required meetings during the week preceding the start of the Fall and Spring academic terms.

No Employee shall be required to work at more than one (1) site so long as a person qualified for the work to be performed is willing to accept the assignment.

In the event that the College requires an Employee to work at more than one (1) site, the most junior Employee qualified for the work to be performed shall be assigned.

D. NOTIFICATION OF CHANGE IN YEARLY SCHEDULE
The College shall notify an Employee no later than March 15 concerning any change (to or from
ten (10) or twelve (12) months) in the yearly employment arrangement. Any such change of
service so required shall become effective in the Fall Semester of the following calendar year.

E. ADMINISTRATIVE ASSIGNMENTS

Employees who serve in an acting administrative capacity in a regular, budgeted job slot shall be
limited to a term of no more than one (1) calendar year unless such additional assignment is
mutually agreed upon by the College and the Federation. Under the conditions stipulated in this
paragraph, the Employee will continue to earn unit seniority while serving in an acting
administrative capacity for that one (1) year only.

F. Employees shall be reimbursed in accordance with present College policy for expenses when
engaged in authorized College business, including but not limited to, field trips.

G. GRANTS

1. Persons filling unit-eligible full-time, grant-funded positions shall be considered Employees.

2. Personnel provisions of grants inconsistent with this Agreement shall however prevail, any
provision of this Agreement to the contrary notwithstanding. The College shall not deliberately
attempt to circumvent the intent of this Agreement in the writing of grants.

3. Displacement of Employees hired as a result of the grant may occur immediately upon
cancellation, termination, or reduction in funding of a grant.

4. Grant-funded Employees shall have no right to displace other Employees and shall accrue no
seniority. Article XIII Renewals and Tenure, does not apply to grant employees. If a grant-
 funded Employee applies for and is hired into a College-funded, unit eligible position, his/her
seniority shall be calculated as specified in Article IX.

5. A regular full-time Employee who transfers to a grant-funded position retains his/her
departmental rights under the Collective Bargaining Agreement should the grant be
terminated or reduced.

6. Grant writers will consider the input of those Employees affected by the grants prior to re-
applying or renewing application are completed.

7. Grant Employees will retain their date of hire, as a full-time Grant Employee, when
transferring to a college budgeted position only when:

a) The grant position was full-time with full-time fringe benefits.

b) There was no interruption in service.

 c) The grant classification and the college classification are identical.

d) Tenure cannot be automatic, but begins when the employee starts the college funded
appointment/position by being approved by the President.

H. REGULAR PART-TIME EMPLOYEES
Regular part-time Employees as distinguished from part-time teaching persons or others hired for providing instructional services for less than one (1) year (See Article I) are unit-eligible. This also includes those Employees hired under a grant if it is reasonably foreseeable they will be employed for a period of one (1) year or longer.

Positions for these Employees shall be budgeted and created by formal action of the Board of Trustees of the College.

Regular part-time Employees shall receive only the benefits set forth below:

1. Holidays, personal days and vacation benefits as provided in the Collective Bargaining Agreement. Vacation, personal days and holiday benefits shall be provided on a pro-rata basis. The pay for such benefits shall be based on the average number of hours per week worked for the previous semester or quarter. The semester work average will be used for those persons employed on a semester basis, and the quarter average will be used for those employed on an annual basis.

2. The College shall provide and wholly contribute to a life insurance program for these Employees in the amount of Twenty Thousand ($20,000) Dollars.

3. The College shall provide and wholly contribute to the accidental death and dismemberment provision (double indemnity) attached to the life insurance program.

4. The College shall provide and wholly contribute to a life insurance program for spouses of regular part-time Employees with a Five Thousand ($5,000) Dollar benefit, and for each dependent child of these Employees for a One Thousand ($1,000) Dollar benefit.

5. The College shall permit enrollment by regular part-time Employees in the basic hospitalization plan and as specified in Article XXVI, B.1, 2., 3., 4., and 6., at an Employee contribution of fifty (50%) percent of the cost to the College.

6. Retirement benefits shall be provided by the College to the extent permitted by the carrier.

7. Regular part-time Employees shall accrue no seniority under this Agreement.

8. **TUITION BENEFITS**

   a) A regular part-time Employee shall be entitled to one-half (1/2) the allotment for tuition reimbursement and tuition waiver as a full-time Employee as specified in Article XXIV, E.2. Accordingly, a regular part-time Employee (and dependents as defined in IRS regulations) shall be entitled to tuition reimbursement/waiver per unlimited courses taken at the Community College of Allegheny County. This excludes courses designated with "Y" and includes tuition only. A regular part-time Employee only shall be entitled to initial tuition reimbursement of six hundred ($600) dollars per academic year for courses taken outside the Community College of Allegheny County.

   b) Redistribution of funds as stated in Article XXIV, E.4., shall be prorated at one-half (1/2) of the full-time rate.

   c) All other conditions as stated in Article XXIV shall prevail.
9. **SALARY PROTECTION DUE TO SICKNESS & ACCIDENT (SHORT-TERM DISABILITY)**

a) A regular part-time Employee shall have the opportunity to re-schedule with the appropriate supervisor lost time due to non-occupational sickness or accident during the first eight (8) days of absence within one (1) month from the date of absence.

b) A regular part-time Employee who is absent due to non-occupational sickness or accident shall be entitled to short-term disability coverage by the College following the eighth (8th) calendar day of absence up to ninety (90) calendar days counted during their regular work schedule from the initial date of illness. A regular part-time Employee shall receive two-thirds (2/3) X current hourly rate X budgeted hours per week, or portion thereof, from the ninth (9th) through the thirty-first (31st) calendar day of absence; and full current hourly rate X budgeted hours per week, or portion thereof, during the second and third months of absence. For less than twelve (12) month Employees, ninety (90) calendar days shall not include scheduled time off during the yearly schedule.

c) Employees absent for more than eight (8) calendar days shall provide a certified physician's or other health practitioner's statement of disability and anticipated length of absence. This certification shall be provided to the appropriate administrator or immediate supervisor, who will forward it to the Business Office for payroll purposes.

d) At such time when short-term disability coverage ceases or no sooner than the ninety-first (91st) day of disability, Employees with one (1) or more years of service are eligible for long-term disability insurance coverage provided by the College as described in Paragraph 10 below. At no time shall short-term and long-term disability payments overlap. Employees who anticipate that disability will extend to long-term status should contact the Benefits Department, College Office, to obtain the necessary insurance application form.

e) When an Employee qualifies for long-term disability insurance, the College will reimburse the Employee for the one-third (1/3) deduction applied for the ninth (9th) through the thirty-first (31st) calendar day of disability.

10. **DISABILITY INSURANCE (LONG-TERM DISABILITY)**

a) The College shall provide and wholly contribute to the long-term disability insurance plan in effect prior to the signing of this agreement. The maximum monthly payment shall be sixty (60%) percent of monthly base salary according to budgeted hours per week pro-rated on a ten (10) or twelve (12) month schedule.

b) The College will provide and wholly contribute to the Hospitalization Plans in effect for the Employee for the duration of the disability not to exceed one (1) year.

I. **NON-UNIT-ELIGIBLE PART-TIME EMPLOYEES**

Casual employees (persons who are hired on a temporary, seasonal, irregular or as-needed basis) are not unit-eligible.

J. Changes exclusive of this Agreement shall be mutually agreed upon by the Federation and the College and recommended through the Ad Hoc committee.
K. WORK GROUP TO REVIEW COLLEGE DRUG AND ALCOHOL TESTING POLICIES

The College and the Federation agree to form a work group to review and evaluate the existing College drug and alcohol policies. The Work Group will issue a report to the Federation Executive Board and the College President containing the results of this review and evaluation by the end of the 2014-2015 academic year. No programs or procedures for reasonable suspicion drug and alcohol testing in the workplace will be implemented for Employees covered by this Agreement without separate written agreement between the Federation and the College.

ARTICLE XX: EMPLOYMENT ARRANGEMENTS

A. TEACHING EMPLOYEES

1. FACULTY CAMPUS HOURS

When teaching Employees are not scheduled for classes, office hours, College committees, or other required College meetings, they are not required to be on campus. College officials may call on faculty members when necessary in emergency situations. Employees may be required to participate in no more than two (2) hours of College meetings per week during the regular academic terms.

Each teaching Employee shall maintain a minimum of five (5) office hours per week. Normally, office hours will be scheduled on at least four (4) days during the regular academic terms. Employees normally shall not be required to maintain office hours on days when they are not scheduled to teach.

In situations where a faculty member teaches at more than one (1) site or in more than one modality, including Distance Learning, he/she is encouraged to schedule a proportionate number of office hours at that site or within that modality. At least two (2) office hours must be scheduled on her/his home campus.

2. STANDARD EMPLOYMENT ARRANGEMENTS FOR TEACHING EMPLOYEES

a) Ten (10)- month teaching Employees will normally be required to teach two (2) semester terms (Fall and Spring) each academic year.

b) Twelve (12)-month teaching Employees will normally be required to teach two (2) semester terms (Fall and Spring) and a Summer term each academic year.

c) The College may call upon ten (10)- and twelve (12)-month Employees for registration, ad hoc committees, College and campus department and division committees, accreditation, Collegewide surveys, College and campus meetings, in-service training, orientation, and department/division meetings beginning the Monday of the week preceding the week in which classes begin each semester.

d) The regular academic semesters and the Summer term shall end, with respect to a teaching Employee's duties, after the Employee's last scheduled final examination provided that grade reporting procedures and Review and Appeals Boards have been
completed. During the period between semesters, Employees may be required to be on
campus only for compelling and unavoidable reasons.

3. DEPARTMENTAL ASSIGNMENT

a) All Employees shall be assigned to one (1) department for administrative purposes, and
all of their professional work assignments shall normally be within that department. An
Employee's departmental assignment shall be duly noted in her/his personnel file.

b) Should an Employee teach a majority of her/his course load in each of two (2) or more
consecutive semesters in a department other than the one to which he/she is currently
assigned, in the third consecutive semester in which this occurs, the department
assignment shall be changed and duly noted in her/his personnel file, after notification of
such is given to the affected Employee.

c) Employees shall not be required to teach or work in departments other than their
assigned departments for more than two (2) consecutive semesters unless it is
necessary to complete their full-time teaching loads.

4. GUIDELINES FOR SCHEDULING OF TEACHING EMPLOYEES

a) While the College maintains the right to set schedules, it agrees to exercise that right in
the following manner:

(1) The Campus chief academic officer shall work cooperatively with individual
departments and the Department Head in the determination of day, evening,
Saturday, Sunday, media and Summer course offerings taught both on campus and
at off-campus locations and number of sections.

(2) The Department Head, in consultation with The Department, shall draw up a tentative
list of courses and sections based upon past and projected enrollment and student
needs. The Department Head shall then submit this tentative list to the Campus chief
academic officer for her/his approval.

Upon approval these courses and sections will become the Master Course Schedule
which will then be used to construct tentative individual teaching schedules in
accordance with the following:

(a) Tentative individual teaching schedules shall be drawn so as to permit, within
reason, Employees to engage in scholarly, professional, and/or other pursuits in
their fields, and to permit handling of unusual personal circumstances.

(b) To the extent practicable, from term to term, Employees shall be permitted to
elect courses different from those they have been teaching but for which they are
qualified.

(c) Except for such practica and laboratories as are scheduled for more than three
(3) consecutive hours, normally no Employee shall be required to teach more
than three (3) consecutive hours (unless the Employee so requests and the
College agrees).
(d) No Employee shall be required to teach for a time period exceeding eight (8) consecutive hours.

(e) No teaching Employee shall be required to teach a distance learning course.

(f) No teaching Employee may be required to teach a class which extends after 5:00 P.M. or any Saturday class unless it is necessary to complete her/his full-time teaching load.

(g) To the extent practicable, when an Employee is scheduled to teach evening courses as part of her/his full-time teaching load, such Employee shall not be assigned a second evening course until all qualified Employees in that discipline have been assigned one (1) evening course under the same conditions. This procedure shall apply sequentially, on a continuing and equitable basis, regardless of seniority, as numbers of such classes increase.

(h) Except at the Employee's written request and exclusive of overage, a minimum of eleven (11) hours shall elapse between the end of the Employee's last regularly scheduled class or work hour and the first regularly scheduled class or work hour on the following day.

(i) All courses for each full-time faculty member will appear on the Master Schedule. The campus will not place any part of a full-time faculty member's schedule on "Hold" or cancel any part of her/his schedule without consultation with the Department Head.

(j) All teaching Faculty shall be scheduled to teach at least one (1) traditional three (3) credit course at their home campus as part of their regular teaching load during both the fall and spring semesters.

b) Individual teaching schedules shall be submitted to the Campus chief academic officer for her/his review, including compliance with the foregoing, and approval. These schedules shall provide for the due consideration of the impact of class size, workloads, number of students, student needs and qualifications of department faculty for course assignments.

(1) Faculty who create a new course or who convert an existing course to a different modality, such as an on-campus course to video conferencing or Distance Learning (DL) course, shall have the right to teach that course the first two semesters it is offered. Subsequently, an intra-campus course will be staffed per departmental procedures and will be handled as are all other teaching schedules in accordance with the Collective Bargaining Agreement. A faculty member shall not be scheduled a DL course that is not part of a campus program's course offering(s) unless mutually agreed upon between the College and the Federation.

(2) Every effort shall be made to include a sufficient number of sections so as to provide a full-time workload for each Employee not subject to or affected by a displacement or a transfer growing out of a displacement situation.

(3) In the event approval of an individual teaching schedule is denied, the reasons in writing shall be given to the affected Employee and the Department Head, and the
matter shall be resolved in person among the Campus's chief academic officer, the
Department Head and the affected Employee.

c) To the extent practicable, confirmation of tentative individual teaching schedules shall be
given to the Employee(s) at least thirty (30) days prior to the end of the preceding term,
but in no case later than the last day of classes of that term. Should circumstances
necessitate that changes be made, such changes shall be effected in person with the
Department Head and the affected Employee(s).

d) No 10-month teaching Employee shall be required to teach more than thirty (30) credit
hours per academic year or eighteen (18) credit hours per semester.

e) No 12-month Employee shall be required to teach more than thirty (30) credit hours
during the Fall and Spring semesters, eighteen (18) credit hours per semester, or more
than ten (10) credit hours during the Summer term.

f) Current practices regarding the scheduling of Employees in art, horticulture, culinary arts,
and construction, engineering, and automotive technologies shall remain in effect for the
duration of this agreement.

g) A teaching Employee shall not be scheduled to teach more than three (3) preparations in
any one (1) semester. When necessary to complete a normal teaching load, a fourth
preparation may be assigned, and the affected Employee will receive a two hundred fifty
($250) dollar stipend for the fourth preparation. In no case shall a fifth preparation be
assigned. If the Employee elects a fifth preparation and the College agrees, the affected
Employee will receive a two hundred fifty ($250) dollar stipend.

(1) For the purposes of this Article, the term preparation shall specifically exclude
laboratory sections and practical or other quantitatively or qualitatively similar
activities.

(2) In cases in which two (2) or more courses are scheduled simultaneously, the
Employee shall be credited with only one (1) preparation.

(3) Neither the College nor the Employee shall manipulate a teaching schedule so as to
create extra preparation payments or deny payment for legitimately scheduled extra
preparations.

h) No Employee teaching in the areas of Physics, Chemistry, and Biology, shall be required
to teach more than thirty-four (34) contact hours per academic year. Where the Employee
is required to teach more than seventeen (17) contact hours per semester or thirty-four
(34) contacts per two semesters, he/she shall be compensated according to the credit
equivalent matrix in Section (k).

i) No Employee teaching in the area of Allied Health and Nursing shall be required to teach
more than thirty-six (36) Credit Equivalent Hours (CEH).

(1) CEH Units will only be assigned to those activities in which the Employee is
scheduled with the students the total time of the activity. Each student lecture and
laboratory hour will be equal to one (1) CEH.
(2) Where an Employee in the areas of Nursing and Allied Health is required to teach more than thirty-six (36) Credit Equivalent Hours per academic year, he/she shall be compensated according to the credit equivalent matrix in Section (k).

(3) Other non-instructional work such as program director, clinical coordinator, clinical supervisor, program assessment, curriculum development, summer program coordination or similar duties will be determined by the appropriate administrator on a credit basis and these credits converted to CEH units according to the matrix in Section (k). Program accreditation reports for Allied Health programs that are required to obtain or maintain accreditation from a national and/or external, industry-recognized accrediting body will be compensated according to the matrix in Section (k).

j) Course Facilitators for Nursing may be taken as a reduction or an overage. The amount would be based on actual student enrollments in the first week of classes for each semester utilizing the Matrix conversion table. The following formula would be utilized:

<table>
<thead>
<tr>
<th>Students</th>
<th>Credits</th>
<th>CEH</th>
<th>Hours Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-75</td>
<td>1.5</td>
<td>1.8</td>
<td>3.75</td>
</tr>
<tr>
<td>76-125</td>
<td>2.0</td>
<td>2.4</td>
<td>5.0</td>
</tr>
<tr>
<td>126-150+</td>
<td>2.5</td>
<td>3.0</td>
<td>6.25</td>
</tr>
</tbody>
</table>

Program Coordination for Allied Health may be taken as a reduction or an overage. The amount would be based on actual student enrollment in the first week of classes for the semester or term to be coordinated, utilizing the following Matrix conversion table:

<table>
<thead>
<tr>
<th>Students</th>
<th>CEH/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-15</td>
<td>1.8</td>
</tr>
<tr>
<td>16-34</td>
<td>3.3</td>
</tr>
<tr>
<td>35-44</td>
<td>4.8</td>
</tr>
<tr>
<td>45-54</td>
<td>6.0</td>
</tr>
<tr>
<td>55-64</td>
<td>7.2</td>
</tr>
<tr>
<td>65-74</td>
<td>8.4</td>
</tr>
<tr>
<td>Students</td>
<td>CEH/s</td>
</tr>
<tr>
<td>----------</td>
<td>-------</td>
</tr>
<tr>
<td>75-84</td>
<td>9.6</td>
</tr>
<tr>
<td>85-94</td>
<td>10.8</td>
</tr>
<tr>
<td>95-104</td>
<td>12.0</td>
</tr>
<tr>
<td>105+</td>
<td>13.2</td>
</tr>
</tbody>
</table>

Number of sites visited per week (maximum of 6) _____ Sites x 0.75 _____ CEH/s

k) **FULL-TIME SCHEDULES ONLY**

**CREDIT EQUIVALENT MATRIX**

<table>
<thead>
<tr>
<th></th>
<th>(1) Credit</th>
<th>(1) Contact</th>
<th>(1) CEH</th>
<th>16 Weeks (15 Weeks Instruction/1 Week Finals) Hours Per-Week (Non-Teaching Only)</th>
<th>Per Semester</th>
<th>Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit</td>
<td>1</td>
<td>1.13</td>
<td>1.2</td>
<td>2.5</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>Contact</td>
<td>.882</td>
<td>1</td>
<td></td>
<td></td>
<td>17</td>
<td>34</td>
</tr>
<tr>
<td>CEH</td>
<td>.833</td>
<td>1</td>
<td></td>
<td></td>
<td>18</td>
<td>36</td>
</tr>
</tbody>
</table>

1 COURSE REDUCTION = 3 CREDITS (Current Employees receiving four (4) credits are grandfathered).

This schedule does not apply to overages currently calculated in credits. The contacts shall apply as referred to in Article XX(A)(8).
ACCREDITATION REPORT MATRIX

<table>
<thead>
<tr>
<th>SELF STUDY REPORT PREPARATION</th>
<th>PROGRESS REPORT</th>
<th>ANNUAL OR BIENNIAL REPORT ACCREDITATION</th>
<th>PROGRESS REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.2 CEHs (6 credits)</td>
<td>3.6 CEHs (3 credits)</td>
<td>3.6 CEHs (3 credits)</td>
<td>3.6 CEHs (3 credits)</td>
</tr>
<tr>
<td>Program report submitted prior to site visitation based on accreditation body guidelines &amp; standards or essentials</td>
<td>Response based on self-study report and site visitation. Answers to recommendations, findings or deficiencies from self-study report and visit</td>
<td>Every 1 or 2 years as required by accrediting body, report of changes, current and future directions of program. Report of student statistics to include, but not limited to, student success (graduation rate, employment rate, and licensure information)</td>
<td>Response based on Annual or Biennial Accreditation Report</td>
</tr>
</tbody>
</table>

1. Annual reports and other reports/data required by national and/or external, industry-recognized accrediting bodies are covered under the duties and responsibilities of the Program Coordinator.

2. In cases where more than one faculty member prepares a report, the CEHs set forth above will be shared pro-rata between the participating faculty members.

3. Programs where degree and certificate options occur are considered one report.

   I) Any teaching Employee(s) currently employed on a twelve (12)-month basis shall not be required to change her/his employment arrangement to a ten (10)-month basis. Such Employees may request employment on a ten (10)-month basis. Unless there is a reasonable basis for denial communicated in writing, the College will honor such requests, if a ten (10)-month position is available.

B. COUNSELORS, LIBRARIANS AND AUDIO-VISUAL SPECIALISTS

1. HOURS OF WORK

   a) Counselors shall not be scheduled to work:

      (1) More than thirty-seven and one-half (37 1/2) hours weekly including time for professional development. Conflicts in scheduling time for professional activities shall be resolved on the basis of seniority and thereafter, from term to term, such preferences shall be met sequentially, on a continuing and equitable basis regardless of seniority.

      (2) More than five (5) days weekly.
(3) More than seven and one-half (7 1/2) consecutive hours a day exclusive of mealtime, except that when an Employee is scheduled for less than a full day, the hours not worked will be scheduled on one (1) or more of the other four (4) days worked in that week.

(4) Saturday and Sunday in one (1) week.

(5) More than one (1) evening in one week.

The above conditions may be waived if the Employee so requests in writing and the College confirms in writing.

b) Librarians and Audio-Visual specialists shall not be scheduled to work:

(1) More than thirty-seven and one-half (37 1/2) hours weekly. Two and one-half (2 1/2) hours of this time, as scheduled between the Employee and her/his supervisor, may be spent in unassigned, self-directed professional activities. Conflicts in scheduling the two and one-half (2 1/2) hours of professional activities shall be resolved on the basis of seniority and thereafter, from term to term, such preferences shall be met sequentially, on a continuing and equitable basis regardless of seniority.

(2) More than five (5) days weekly.

(3) More than seven and one-half (7 1/2) consecutive hours a day exclusive of mealtime, except that when an Employee is scheduled for less than a full day, the hours not worked will be scheduled on one (1) or more of the other four (4) days worked in that week.

(4) Saturday and Sunday in one (1) week.

(5) More than one (1) evening in one week.

The above conditions may be waived if the Employee so requests in writing and the College confirms in writing.

c) Such Employee, who agrees to work in excess of thirty-seven and one-half (37 1/2) hours in one (1) week, shall be granted compensatory time which may be cumulative, but may not exceed thirty-seven and one-half (37 1/2) hours. Compensatory time must be taken by the end of the semester following the semester in which it was accumulated.

2. STANDARD EMPLOYMENT ARRANGEMENTS

a) Counselors, Librarians and Audio-Visual Specialists shall be assigned and be eligible for promotion in rank.

b) Any Counselor, Librarian, or Audio-Visual Specialist currently employed on a twelve (12)-month basis shall not be required to change her/his employment arrangement to a ten (10)-month basis. Such Employee(s) may request employment on a ten (10)-month basis. Unless there is a reasonable basis for denial communicated in writing, the College will honor such requests, if a ten (10)-month position is available.
c) Any Counselors, Librarians or Audio-Visual Specialists hired during the term of this Agreement may be appointed on a ten (10)-month or twelve (12)-month basis at the College's discretion.

d) Counselors, Librarians and Audio-Visual Specialists may request or may be assigned teaching assignments (equivalent to the credits for that course) in departments where they are qualified and meet minimum criteria for placement or within their own discipline. Such teaching assignments shall be mutually agreed upon by the Employee and her/his immediate supervisor. Normally, the teaching assignment shall be treated as an overage with any required make-up time rescheduled by the appropriate supervisor in consultation with the Employee.

e) Written job descriptions shall be maintained for each Counselor, Librarian, and Audio-Visual Specialist. The job description shall contain those duties which are of a skill level or area of responsibility appropriate for such position. Such job descriptions shall be sent to the appropriate Employee(s). Any change in job descriptions shall be discussed with the Employee(s) and any new or changed job descriptions shall be sent to the Federation.

3. SCHEDULING

While the College maintains the right to set schedules, such Employees shall work together with their Department Head if designated, or immediate supervisor, as applicable, in the scheduling of work assignments. This shall be done, within reason, so as to permit the Employee(s) to engage in scholarly, professional, and/or other pursuits in their fields, and to permit the handling of unusual personal circumstances.

To the extent practicable, confirmation of tentative individual schedules shall be given to the Employees at least thirty (30) days prior to the end of the preceding term or Summer session, but in no case later than the last day of classes of that term or session. Should circumstances necessitate that changes be made in individual schedules by the College, such changes shall be effected in consultation with the Department Head, or immediate supervisor, as applicable, and the affected Employee(s).

4. MISCELLANEOUS

a) Except on an emergency or occasional basis, Librarians shall be on duty at all times when the main library is open.

b) No employee shall perform professional counseling nor have the title of "Counselor" unless such employee is approved by the Counseling Department.

c) Counselors, as part of their professional responsibilities, will work with student orientation and participate in early intervention initiatives.

C. EDUCATIONAL TECHNICIANS

1. HOURS OF WORK

a) Such Employees shall not be required to work:
(1) More than thirty-seven and one-half (37 1/2) hours weekly.

(2) More than five (5) days weekly.

(3) More than seven and one-half (7 1/2) consecutive hours a day, exclusive of mealtime, except that when an Employee is scheduled for less than a full day, the hours not worked will be scheduled on one or more of the other four (4) days worked in that week.

(4) On consecutive Saturdays and Sundays.

(5) More than one (1) evening in one (1) week.

The above conditions may be waived if the Employee so requests in writing and the College confirms in writing.

b) Such Employees who, with the approval of the College, work in excess of thirty-seven and one-half (37 1/2) hours in one (1) week will be paid overtime on the following basis:

(1) Hourly wages or compensatory time off at straight time will be paid for the first two and one-half (2 1/2) hours of overtime worked in one (1) week.

(2) Hourly wages or compensatory time off at time and one-half will be paid for all hours over forty (40) in any one (1) week.

(3) Compensatory time off in the place of wages may be taken if the Employee so prefers.

2. STANDARD EMPLOYMENT ARRANGEMENTS

a) Any Educational Technician currently employed on a twelve (12)-month basis shall not be required to change her/his employment arrangement to a ten (10)-month basis. Such Employees may request employment on a ten (10)-month basis. Unless there is a reasonable basis for denial communicated in writing, the College will honor such requests, if a ten (10)-month position is available.

b) Any Educational Technician hired during the term of this Agreement may be appointed on a ten (10)-month or twelve (12)-month basis at the College's discretion.

c) Educational Technicians may request or may be assigned teaching assignments (equivalent to the credits for that course) in departments where they are qualified and meet minimum criteria for placement or within their own discipline. Such teaching assignments shall be mutually agreed upon by the Employee and her/his immediate supervisor. Normally, the teaching assignments shall be treated as an overage per Article XXVI, C. An Educational Technician may not accept or be assigned to a teaching assignment hereunder if the course or section to be taught is scheduled during the Educational Technician's regularly scheduled work hours or would conflict with the performance of the Educational Technician's regular work duties or responsibilities, as determined by the appropriate academic administrator.
d) Written job descriptions shall be maintained for each Educational Technician position. The job description shall contain only those duties which are of a skill level or area of responsibility appropriate for such position. Such job descriptions shall be sent to the appropriate Employee(s). Any change in job descriptions shall be discussed with the Employee(s) and any new or changed job description shall be sent to the Federation.

3. **SCHEDULING**

While the College maintains the right to set schedules, such Employees shall work together with their department head, if designated, or immediate supervisor, in the scheduling of work assignments. This shall be done, within reason, so as to permit the Employees to engage in scholarly, professional, and/or other pursuits in their fields, and to permit the handling of unusual personal circumstances.

4. **PROBATIONARY CONDITIONS AND TERMINATION**

a) Within the first six (6) months probationary period, such Employees may be terminated without recourse to the grievance procedure.

b) Beginning with the seventh (7th) month of employment, such Employee may be terminated for just cause and have recourse to the grievance procedure as set forth in Article XIII, Section A(4).

5. **MISCELLANEOUS**

a) An Educational Technician at the Tech II or Assistant Instructor rank, when properly credentialed and qualified, shall be accorded an interview and given preference for appointment to a teaching or other professional position when an opening arises.

b) If an Educational Technician at the Tech II or Assistant Instructor rank assumes a teaching or other professional position, time and rank as a Technician does not apply to probationary period as a professional Employee.

**ARTICLE XXI: WORKING CONDITIONS**

**A. OFFICE SPACE**

1. The College shall provide office space for all professional Employees, and necessary office/work space for Educational Technicians.

2. The office space allotted to each Employee shall be of sufficient size to enable the Employee to perform his or her job duties and responsibilities. In the event that a change in office assignment is required in order to accommodate construction activities or a change in campus or department assignment, the College will utilize reasonable efforts to provide the affected Employees with a new office which has an amount of usable square footage that is substantially similar to the amount provided to the Employee in his or her prior office.

3. Counselors shall have individual offices.
4. Each office shall be equipped with a telephone, and shall have adequate lighting and
ventilation. Each Employee shall be provided with a lockable desk, a lockable file cabinet,
bookshelves, a wastebasket, at least two (2) chairs, and adequate office supplies.

5. No more than two (2) Employees will normally be assigned to one (1) office in existing
facilities.

6. The College shall not unreasonably limit Employees the use of all physical education and
recreational facilities when not otherwise scheduled.

7. Employees shall not be unreasonably denied access to their offices and to facilities needed
to perform professional responsibilities.

B. EQUIPMENT AND SUPPORT

1. During day and evening hours of instruction, there shall be for Employees' use, reasonable
availability of necessary equipment, including but not limited to, duplicating machines,
computers, calculators, test-grading machines, audio-visual equipment and supplies
necessary for the production of classroom materials and other related work.

2. The College shall provide secretarial support staff services to teaching Employees at a level
sufficient to meet the needs of the department. The Department Head and the appropriate
academic dean shall confer and agree upon a plan to meet the needs of the department
when assistance is required. The duties of such secretaries shall be primarily to provide
clerical assistance to these Employees. These secretaries shall continue to be assigned to
individual academic departments and divisions and shall be located within reasonable
proximity to such Employees.

3. The College shall continue to provide necessary secretarial services to Employees in
supportive services.

C. Adequate seating/work space, as applicable, shall be provided for students. Each physical
classroom shall be equipped with a lectern, a teacher's table and chair, and at least one of the
following: chalkboard, dry erase board, white board or smart board and corresponding writing
implements and board-cleaning materials, and a wastebasket. Each physical classroom shall be
equipped with room-darkening equipment as necessary to create an appropriate setting for the
incorporation of Instructional Technologies such as (but not limited to) audio/visual aids and
computer-projected images and as further defined in Article XXIX of this Agreement. Personnel
shall be provided for the delivery, set-up, guidance in operation, dismantling and return of audio-
visual equipment and technology-based instructional materials in the physical classrooms. Every
effort shall be made to provide adequate equipment, on a timely basis, for all courses that require
specialized instructional equipment.

The College will provide adequate resources to support the teaching of Distance Learning
courses (as defined in Article XXIX) offered or provided by the College. Such support will
continue to include, but not be limited to, providing technical support during the first two weeks of
each academic term that will assist faculty with the implementation of online courseware and the
integration of related course materials, troubleshoot technical and/or software problems as they
arise, provide instruction and guidance for maintaining security and backup of all educational
data, and provide ongoing maintenance of the Course Management System (CMS) chosen for
instructional delivery (such as Blackboard®). Employees who desire to teach a Distance Learning or similar course will be required to complete such training as may be made available by the College relative to the use of the College’s selected CMS system prior to assuming any such assignment. In the event that the Federation believes that the College has not provided an adequate level of support for Distance Learning Technologies under this Section C, then the Federation may request that a Work Group be formed, to include representation of the faculty, the administration and the College’s Information Technology Department, to review and evaluate such concerns, and to make recommendations to the College President for actions to improve the quality and utilization of Distance Learning Technologies that are consistent with the College’s budget, financial resources and strategic priorities.

Faculty shall be provided in a timely manner with prior written notice of any significant or impending change to the Course Management System such as (but not limited to) system updates and the addition and/or removal of any software components that may impact faculty and students.

Enrollment in technical classes in which potentially hazardous equipment is used shall be limited by safety conditions.

D. For current facilities, the College shall continue to provide adequate, conveniently located free parking for Employees. The College will continue to provide security services for parking facilities.

E. The College shall provide reasonable security services for Employees. Additionally, the College will endeavor to improve upon the existing services, and shall provide contact points for Employees to call in the event of emergencies.

Procedures to be followed in the event of emergency shall be published by the College and distributed to all Employees.

F. All rooms and halls in the buildings of the College shall be kept clean and equipped with appropriate supplies. Such rooms and halls shall have adequate and safe heating, lighting and ventilation.

G. The campus bookstore(s) shall provide, in a timely fashion, sufficient quantities of books and/or other materials ordered by Employees for classroom use.

H. The College will make every effort to have student events scheduled so that they will not impact adversely on scheduled classroom activities.

I. If required by the Federation, each campus will establish an ad hoc committee consisting of Employees and administrators to assess requests for additional office equipment and clerical assistance. These recommendations will be forwarded to the appropriate Campus chief executive officer.

J. Whenever there are proposed changes in facilities that affect an area used primarily by department(s), the College shall consult with the department(s) about the use of such facilities and the proposed design. The campus will consult with the Federation on matters regarding the use, modification or expansion of existing facilities where such modification or expansions impact on the working conditions (Article XXI) of Employees.
K. The College shall continue to provide Employee liability insurance coverage as described in the College Policy Manual.

ARTICLE XXII: VACATIONS

A. All Employees who are employed on a twelve (12)-month basis shall be entitled to vacation in accordance with the following:

1. During the first year of employment, Educational Technicians shall receive two and one-half (2 ½) days' vacation for each quarter (or majority fraction thereof) worked prior to September 1st.

2. During the first year of employment, other twelve (12)-month Employees shall receive one (1) week vacation for each quarter (or majority fraction thereof) worked prior to September 1st.

3. Full-time twelve (12)-month Employees who have been employed by the College prior to September 1st shall receive during the ensuing twelve (12)-month period from September 1st to August 31st:

   a) If an Educational Technician: two (2) weeks' vacation; after completion of five (5) years of continuous service, three (3) weeks' vacation; after completion of ten (10) years continuous service, four (4) weeks' vacation.

   b) If a professional Employee: four (4) weeks' vacation during such period.

Any Employee removed from a twelve (12)-month employment arrangement and who worked on such arrangement prior to September 1 of any year, shall receive vacation days per quarter (or majority fraction thereof) as set forth in a. and b. above.

4. Normally, all vacation time must be pre-authorized by the appropriate administrator or supervisor. The College shall schedule vacations giving preference based upon continuous service with the College. Vacation requests shall be honored unless there is a reasonable basis for denial. Request for vacation between September 1st and March 31st will be granted without regard to seniority so long as such requests are made giving reasonable advance notice.

Vacation requests shall be submitted no later than April 1, and each Employee shall be notified of his/her vacation schedule not later than April 15. Any Employee who fails to submit a vacation request prior to April 1 shall be scheduled without regard to continuous service.

5. Vacation schedules shall not be changed without mutual consent.

6. Vacation time taken need not be consecutive, but at least two (2) weeks of vacation time for professionals and one (1) week for Educational Technicians must be taken in at least one (1) week periods. All other vacation days must be scheduled giving reasonable notice to, and with approval in writing of, the immediate supervisor.

7. Employees may carry over ten (10) days' vacation from one (1) year to another with a maximum accumulation of thirty (30) days.
B. All Counselors, Librarians, and Audio-Visual Specialists who are employed on a ten (10)-month basis shall be granted sixteen (16) work days of vacation scheduled in accordance with 4, 5 and 6 above.

C. Educational Technicians who are employed on a ten-(10) month basis shall be granted vacation at ten-twelfths (10/12) of the full-time allocation.

D. Upon termination of employment, the Employee shall receive pay for any unused vacation to which he/she is entitled. Said pay shall be computed at the rate the Employee earned at the time of termination.

**ARTICLE XXIII: HOLIDAYS**

A. New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, Good Friday, Presidents' Day, Columbus Day and Martin Luther King Day are regarded as holidays.

B. The following holidays shall be celebrated during Christmas week: Presidents' Day, Columbus Day. Additional days shall be given by the College to provide for one (1) week without work during the Christmas season. Said additional days shall be considered holidays. The Christmas season schedule of holidays and any additional days (holidays) shall be determined by the parties no later than November 1.

C. If a holiday occurs during an Employee's vacation, said holiday may be taken on another work day.

D. Other religious holidays or observances will be covered by collegial cooperation.

**ARTICLE XXIV: TUITION REIMBURSEMENT**

A. Employees, after having completed two (2) semesters of service with the College, are eligible for reimbursement of tuition for courses (or their equivalent in professional training) taken to improve effectiveness.

B. Courses or professional training for which reimbursement is granted must be relevant to the Employee's major or allied fields, or for special educational purposes, or degree objective, and must have the prior written approval of the Campus chief executive officer. The courses or professional training must also be satisfactorily completed prior to reimbursement.

C. Reimbursement will be for tuition fees only.

D. Employees and their dependents (spouse, children, and dependents, as defined in IRS regulations) may take courses, credit or non-credit, at the Community College of Allegheny County without direct payment upon presentation of approved form up to the limits set forth in E.2. below.

E. Reimbursement to the Employee will be based on the following:
1. Effective September 1, 2002, an annual fund of one hundred thousand ($100,000) dollars
shall be set aside for tuition reimbursement pertaining to approved courses taken outside the
Community College of Allegheny County. Employees only shall be entitled to initial tuition
reimbursement of three thousand ($3,000) dollars per academic year.

2. An Employee (and dependents as defined in IRS regulations) shall be entitled to a total
tuition reimbursement/waiver for unlimited courses taken at the Community College of
Allegheny County. This excludes courses designated with a "Y" and includes tuition only.

3. No later than September 30, all requests for tuition reimbursement, professional training, or
their equivalent in professional training for the previous September 1 through August 31
period must be submitted.

4. Not later than November 15, whatever monies remain in the tuition reimbursement fund from
the previous September 1 through August 31 period shall be prorated among Employees to
pay up to one hundred (100%) percent of the tuition for the first two (2) courses or their
equivalent in professional training. Any monies which remain at that time shall be prorated
among all Employees who took more than two (2) courses or their equivalent in professional
training, up to one hundred (100%) percent of their tuition.

ARTICLE XXV: LEAVES AND ABSENCES

A. LEAVES

1. Childbearing Leave

   a) Upon written request to her immediate supervisor, a pregnant Employee shall be granted
      a Childbearing leave of absence. The request for such leave shall include certification of
      pregnancy from the Employee's physician and the anticipated duration of the leave. The
      request shall be submitted sixty (60) days in advance of the beginning of the leave.
      However, all or part of such notice may be waived in the event the Employee's physician
      certifies that said disability must begin earlier due to reasons of health.

   b) Childbearing leave shall be granted under the same terms and conditions that apply to
      leaves of absence for other disabilities as described in Article XXVI, Section B.7 of this
      Agreement.

   c) When the disability ceases, an Employee must provide to the College, certification from
      the Employee's physician of her ability to return to work. The Employee shall return to
      work at the beginning of the semester immediately following the termination of the
      pregnancy or on a mutually agreed upon date which will cause the least work disruption,
      unless the Employee has opted to utilize the Childrearing Leave.

2. Childrearing Leave

   a) Upon written request, an Employee with at least two (2) semesters with the College shall
      be granted a leave of absence without pay for the purpose of rearing and caring for the
      Employee's newly born or adopted child. The request for such leave must be submitted
      to the Employee's supervisor with copies to the Campus chief executive officer and
      Business Office at least sixty (60) days prior to the beginning of such leave or, in the case
of adoption, as soon as the date of custody is known. In the event the Childrearing Leave is requested in conjunction with the Childbearing Leave, all or part of such notice may be waived in the event the Employee's physician certifies that the Childbearing Leave must begin earlier due to reasons of health.

b) The request for Childrearing Leave must include the anticipated duration of the leave. Such leave shall not exceed two (2) semesters for an individual employed on a semester basis or one (1) year for an individual employed on an annual basis. Where appropriate, such leave shall be used in conjunction with a Childbearing Leave. An individual employed on a semester basis shall return to work at the beginning of the semester immediately following termination of the leave; an individual employed on an annual basis shall return to work on a date not to exceed one (1) year which is mutually agreed to by the supervisor and the Employee. The Employee must notify the College of her/his intent to return to work thirty (30) days prior to the return date.

c) A Childrearing Leave which does not exceed six (6) months shall not be deemed a break in service, and such time shall be calculated as time served with seniority to which the Employee would have been entitled had he/she been in regular service of the College. An Employee taking such leave for more than six (6) months shall have her/his service bridged. Upon return to the College, the Employee shall be placed in her/his prior position or as close thereto as possible.

d) During such leave, an Employee may continue to participate in all insurance coverages in effect at the time of the leave. Continuation of these benefits shall be at no cost to the College. The Employee must notify the Campus Business Office and the College Benefits Department of her/his intent to continue these benefits and arrange for payment. The Employee shall not accrue vacation days, personal days or holidays during such leave.

3. Bereavement Leave

An Employee shall be granted up to five (5) days bereavement leave with pay for death of a parent, spouse, child, brother or sister; up to three (3) days for the death of a parent of spouse, son-in-law or daughter-in-law; and up to two (2) days for grandparent, grandchild, brother-in-law or sister-in-law, or any near relative who resides in the same household with the Employee, or any person with whom the Employee has made her/his home. Collegial cooperation shall provide for the Employee's assignments.

4. Jury Duty Leave

An Employee called for jury duty or subpoenaed to attend court shall receive the difference between her/his regular rate of pay and any payment for such appearance. Evidence in the form of a subpoena or other written notification shall be presented to the Employee's supervisor as far in advance as is practicable. The College shall have the right to request the appropriate authorities to relieve such Employee of jury duty or court appearance in any manner permitted by law, and the Employee is expected to report for regular College duty when her/his attendance at court is not required for the aforementioned jury duty or as a subpoenaed witness.

5. Military Leave

a) Whenever an Employee enlists or is drafted into active military service of the United States of America (which includes alternate service approved by the Selective Service

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Commission), he/she shall be granted a military leave without pay, in accordance with law. An Employee on such authorized military leave will be required, within ninety (90) days after her/his severance from such service, to notify the College of her/his availability for employment. The Employee shall have the right to return to the same position he/she held before going on military leave or to an equivalent position for which he/she is qualified, with such benefits as required by law. During the period of such leave, the Employee shall receive no credit for tenure and/or sabbatical leave, unless required by law.

b) Employees who are members of Reserve Components of the Armed Forces or members of the Pennsylvania National Guard are entitled to leave with pay on all working days not exceeding fifteen (15) calendar days in any calendar year during which they are engaged in authorized field training. The College and Federation agree to comply with all federal and state laws related to field training.

c) Employees who are members of the Pennsylvania National Guard are entitled to leaves without pay on all days during which they shall, as members of the National Guard, be engaged in active service for the Commonwealth. For all other purposes they shall be deemed to be regularly employed by the College.

6. Sabbatical Leave

a) To qualify for consideration as a candidate for sabbatical leave, an Employee, at the time of application, must have completed six (6) full years or more of successful service at the Community College of Allegheny County since beginning service or since the return date of her/his last sabbatical.

b) Procedure

(1) Only sabbatical leaves which will result in increased individual performance or produce academically or socially useful results valuable to the College shall be granted. Qualified applicants shall be granted sabbatical leave on the basis of years of service since the date of hiring, or in the event that Employee has had a sabbatical, on the basis of years of service from the date of return from her/his last sabbatical.

(2) Eligible candidates shall make application on the form (Appendix G) to the Human Resources Department during the period from October 15 to December 1 of the year preceding the intended leave. A receipt attached to this form shall be signed by the appropriate Administrator and returned to the applicant. The applicant will be notified not later than February 1 of any action taken. A denial of the request shall be accompanied by reasons in writing.

c) Conditions:

(1) Each year the College shall grant sabbatical leaves to no fewer than five and one half (5.5%) percent of the Employees at the time of application.

(2) Sabbatical leave may be for one-half (1/2) year at one-half (1/2) of annual base salary, or one (1) year at sixty (60%) percent of annual base salary.
(3) An Employee granted a sabbatical leave will be entitled to the benefits he/she would accrue during full-time duty, with the exception of vacation, which shall not accrue during sabbatical leave. Upon return to the College, after having completed her/his sabbatical leave, such Employee shall be placed on her/his prior assignment, or as close thereto as possible.

7. Leaves for Service to the Federation

Any Employee who is elected or appointed to a full-time position with the Federation or its affiliated organizations will, upon written application submitted ninety (90) days, but not less than thirty (30) days prior to the start of the semester, be granted a leave of absence without pay for a period not to exceed two (2) semesters, or not to exceed two (2) years if elected or appointed to a Federation office of such term.

Upon return to the College, after having completed such service, such Employee shall be placed on her/his prior assignment, or as close thereto as possible, with all accrued benefits and increments to which he/she would have been entitled had he/she been in regular service of the College, subject to the payment of contributions provided for hereafter, where necessary.

Employees on such leaves of absence shall be permitted to continue their contributions, as well as those of the Board, for insurance and other benefits at no cost to the College.

8. Special Leaves

a) Unless there is a reasonable basis for denial, special leaves of absence without pay for full-time Employees will be approved by the President of the College for one (1) year or less and may be renewed for an additional year, for special purposes including acceptance of a fellowship, residency required for an advanced degree, full-time graduate study, or other reasons which would be of benefit to both the Employee and the College. Teaching Employees will not be granted special leaves for a period of less than one (1) semester.

(1) Request for such leaves must be made in writing not less than ninety (90) days prior to the date such leave might take effect.

(2) Upon return to the College, after having completed such unpaid leave of absence, such Employee shall be placed on her/his prior assignment or as close thereto as possible, with all accrued benefits and increments to which he/she would have been entitled had he/she been in regular service of the College, subject to the payment of contributions provided for hereafter, where necessary.

(3) An Employee granted such leave may continue the benefits provided by the College at no cost to the College.

(4) After a period of two (2) years spent on such leave, an Employee shall accrue no further seniority until her/his return to the College.

b) A special unpaid leave of absence for personal reasons which does not exceed six (6) months for non-teaching Employees or one (1) semester for teaching Employees shall not be deemed a break in service, and such time shall be calculated as time served with
seniority to which the Employee would have been entitled had he/she been in regular
service of the College. A non-teaching Employee taking such leave for more than six (6)
months or a teaching Employee taking a leave for more than one (1) semester shall have
her/his service bridged. Upon return to the College, the Employee shall be placed in
her/his prior position or as close thereto as possible.

c) An Employee may be granted an unpaid medical leave for additional time off after illness
or accident and certified physician’s release for reasons of health or recuperation. The
Employee shall make such request in writing to her/his appropriate administrator or
immediate supervisor specifying the basis for the request and the anticipated length of
leave.

Such requests shall not exceed one (1) year, except for compelling reasons. An
individual employed on a semester basis shall return to work at the beginning of a
semester; an individual employed on an annual basis shall return to work on a date
mutually agreed to by the supervisor and the Employee. The Employee shall provide the
College with at least sixty (60) days’ notice of any change in medical status or leave
return date.

d) An Employee whose position may be at risk with the College due to declining student
enrollment, (2) cancellation of programs, or (3) changes in the employment market for
her/his position may request a leave for the purpose of attending a College, University or
other appropriate educational institution so that the Employee may utilize options which
may become available.

The request for leave shall be accompanied by:

(a) Basis for the request;
(b) Proposed course of study;
(c) Anticipated value to the College.

The leave may extend for a maximum period of one (1) year and shall not be
unreasonably denied by the College.

This shall be a partial leave in that the Employee shall continue to work for the College on
a reduced schedule of six (6) to nine (9) credit hours (or other appropriate percentage for
non-teaching Employees or those teaching in non-traditional areas) with an appropriate
reduction in salary.

The College will continue to provide benefits during this partial leave of absence.

These partial leaves shall not be granted to persons whose area of qualification does not
appear to be subject to displacement problems, where the proposed course of study
does not appear to offer prospective value to the College in employment terms, or where
the Employee is seeking training so as to gain employment with another Employer.

The Employee shall continue to accrue continuous service during any such partial leave.
9. **Earned Leave**

   a) A tenured full-time teaching Employee may accumulate a maximum of twenty-four (24) unpaid credit teaching overage hours or the credit hour equivalent to earn a leave of one-half (1/2) year for eighteen (18) credits.

   b) The Employee shall receive ninety (90%) percent of her/his semester salary during earned leave.

   c) The leave request shall be made at least three (3) months in advance, utilizing the form in Appendix H, and shall not be unreasonably denied. Once approved, the leave may not be revoked by the Employee.

   d) An Employee must agree to waive overage payment for the purpose of this accumulation.

   e) An Employee may exchange, on a first in, first out basis, a maximum of three (3) teaching overages or nine (9) credits from accumulated credits to reduce a full-time teaching load per academic semester.

   f) An Employee will receive payment for any previously accumulated and unused credits upon retirement or other separation from employment. These credits shall be paid at the overage rate in effect at the time of their accumulation with no accrued interest.

   g) A maximum of eight (8) credits may be accumulated from August through May. In addition a maximum of four (4) credits in the summer session may be accumulated.

   h) An Employee may maintain a maximum accumulation of twenty-four (24) credits.

   i) The terms of this section shall be disregarded for purposes of Displacement, Article XVI.

B. **ABSENCES**

1. **COLLEGIAL COOPERATION**

   a) An emergency absence is an unplanned absence caused by clear and compelling reasons of a serious nature, developing suddenly and unexpectedly.

   b) If an Employee is absent, the Employee will notify the appropriate administrator or the appropriate Department Head as soon as possible.

   c) Coverage may be arranged by the Employee in accordance with a departmental plan. The Department Head and the appropriate administrator shall be notified of the arrangements made.

   d) An educationally sound plan as determined by the Employee and the Department Head providing for the make-up of professional responsibilities lost due to an absence not covered by collegial cooperation shall be presented to the appropriate administrator upon return from the absence.
e) Employees absent for more than eight (8) consecutive calendar days due to non-
occupational sickness or accident shall avail themselves of the provisions of Article XXVI,
Section B, Paragraphs 7 and 8, of this Agreement. After the first eight (8) days of collegial
cooperation, the College will arrange for coverage either on an overage or part-time
basis.

f) Following eight (8) consecutive calendar days of absence, the College shall arrange for
coverage of ensuing absences. Unless there is reasonable basis for denial, Employees
will be given the option to provide coverage for ensuing absences at overage rates.

2. PERSONAL DAYS

Counselors, Librarians, Audio-Visual Specialists and Educational Technicians shall be
permitted to use two (2) days per year for personal reasons, such as business obligations,
religious obligations, religious observances or other important personal matters. These
Employees shall make a timely request to use these days and permission shall not be
unreasonably denied.

An Educational Technician who has perfect attendance during six (6) consecutive months
shall be eligible for one (1) additional personal day. A maximum of two (2) additional personal
days may be accumulated in any given year. These additional days must be taken within six
(6) months of their earned entitlement.

ARTICLE XXVI: COMPENSATION AND FRINGE BENEFITS

A. ANNUAL BASE SALARY

1. Employees shall receive increases as set forth in Appendix A.

2. The twelve (12)-month hiring and promotion salary schedule and a twelve (12)-month salary
is based on a differential of twenty-five (25%) percent over the ten (10)-month hiring and
promotion salary schedule and ten (10)-month salary.

a) Employees hired during the term of this Agreement shall have their credentials evaluated
in accordance with the provisions of College Policy XII and shall be assigned a salary
and rank in accordance therewith.

B. FRINGE BENEFITS

1. HEALTH, DENTAL AND VISION INSURANCE

Effective January 1, 2007, the College shall become a member of the Allegheny County
Schools Health Insurance Consortium (the Consortium) and the healthcare benefits provided
to Employees from and after the aforementioned date shall be those provided by the
Consortium (ACSHIC) under the same terms and conditions as are applicable to all members
of the Consortium. The College will continue its present participation in the hospitalization
insurance plans at a rate of ninety (90%) percent of the cost for each participating Employee.
An Employees who elects to participate in one of the plans shall contribute ten (10%) percent
of the current cost of the health insurance option selected.
2. TAX SHELTER OPTIONS

a) Tax Sheltered Insurance Premiums

Effective January 1, 1990, the College shall provide tax sheltered deductions for Employee contributions of premiums paid for hospital plans, health maintenance organizations, and dental and vision insurance.

b) Flexible Spending Account

Effective January 1, 1990, the College shall provide, at the Employee's option, a flexible spending account in accordance with I.R.S. Sections 125 and 129 administered through an outside agency for payment of I.R.S. allowable expenses including, but not limited to, medical, dental, vision, and child and dependent care expenses not covered by the College insurance program. By March 31, the remaining money from the previous calendar year shall be returned to the participants in equal proportional shares.

The College may cancel the establishment or continuance of the flexible spending account at each enrollment period pending sufficient Employee enrollment to cover administrative costs.

3. HEALTH INSURANCE PROTECTION FOR DEPENDENTS OF DECEASED EMPLOYEES

The College shall continue to provide and wholly contribute to a ninety (90) day extension of an Employee's medical programs for dependents of a deceased Employee who has participated in such programs.

4. SALARY PROTECTION DUE TO SICKNESS AND ACCIDENT (SHORT-TERM DISABILITY)

a) Employees who are absent due to non-occupational sickness or accident shall be entitled to short-term disability coverage paid by the College for a maximum of ninety (90) calendar days counted during their regular work schedule from the initial date of illness. Employees shall receive full base pay for the first eight (8) calendar days of absence (during collegial cooperation); two-thirds (2/3) of base pay from the ninth (9th) through the thirty-first (31st) calendar day of absence; and full base pay for the second and third months of absence. (For ten-(10) month teaching Employees, ninety (90) calendar days shall not include semester breaks.)

b) Short-term disability payments shall be calculated upon base salary on an annualized twelve (12) month basis: current annual salary ÷ three hundred sixty (360) days = full daily rate of pay; and two-thirds (2/3) x full daily rate for the ninth (9th) through the thirty-first (31st) calendar days.

c) Employees absent for more than eight (8) calendar days shall provide a certified physician's or other health practitioner's statement of disability and anticipated length of absence. This certification shall be provided to the appropriate administrator or immediate supervisor, who will forward it to the Business Office for payroll purposes.

d) At such time when short-term disability coverage ceases or no sooner than the ninety-first (91st) day of disability, Employees with one (1) or more years of service are eligible for long-term disability insurance coverage provided by the College as described in
Paragraph 8 below. At no time shall short-term and long-term disability payments overlap. Employees who anticipate that disability will extend to long-term status should contact the Benefits Department, College Office, to obtain the necessary insurance application form.

When an Employee qualifies for long-term disability insurance, the College will reimburse the Employee for the one-third (1/3) deduction applied for the ninth (9th) through the thirty-first (31st) calendar day of disability.

5. **DISABILITY INSURANCE**

   a) The College shall continue to provide and wholly contribute to the long-term disability insurance plan in effect prior to the signing of this agreement. The maximum monthly payment shall continue to be sixty (60%) percent of monthly base salary.

   b) The College will provide and wholly contribute to the Medical Insurance in effect for the Employee for the duration of the disability not to exceed one (1) year.

6. **GROUP LIFE INSURANCE**

   a) The College shall continue to provide and wholly contribute to the life insurance program in effect immediately prior to the execution of this Agreement. The maximum life insurance benefit shall be one hundred thousand ($100,000) dollars.

   b) The College shall continue to provide and wholly contribute to the double indemnity accidental death and dismemberment provision attached to this life insurance program.

   c) Effective with this Agreement, the College shall provide and wholly contribute to life insurance for spouse at five thousand ($5,000) dollars and each dependent child at one thousand ($1,000) dollars.

7. **RETIREMENT**

   The College shall continue to participate in the authorized pension programs in effect immediately prior to the execution of this Agreement. There shall be no forced retirement age. All benefits guaranteed by this Agreement shall continue regardless of age, so long as the Employee continues to work, but shall be reduced or discontinued where required because of statutory law or contractual restrictions imposed upon the College by an outside party.

8. **TRAVEL INSURANCE**

   Accidental death and dismemberment insurance in the amount of one hundred thousand ($100,000) dollars is provided for all active full-time employees traveling on authorized College business. Certain policy limits and exclusions apply. Normally, the form set forth in Appendix D shall be utilized.

9. **TUITION REIMBURSEMENT**

   The College shall continue to provide tuition reimbursement benefits as set forth in Article XXIV.
10. **DUES REIMBURSEMENT**

The Employee shall pay a ten ($10) dollar deductible amount for reimbursement of professional dues and memberships. The College shall provide fifty ($50) dollars for professional dues reimbursement provided the organization(s)' purposes and objectives directly relate to the Employee's area(s) of competence.

Employees shall receive up to a total of five hundred ($500) dollars per year in reimbursement payments from the Common Fund (as defined in subsection 12 below) for properly authenticated and College work-related licensing requirement fees, mandatory certifications, medical examinations, or other fees for professional organizations, so long as no such payment is made to or for that organization's representation of employees. Once such reimbursements are certified as appropriate by a Campus AFT Vice President, such payments will be made from the Common Fund to the extent that such funds are available, and in accordance with the College's established reimbursement policies and processes.

11. **DEPARTMENTAL TRAVEL BUDGETS**

a) The College shall provide three hundred ($300) dollars per Employee per annum for costs and expenses associated with attendance at professional development activities related to the Employee’s teaching discipline, including but not limited to meeting, workshop or conference registration fees and reasonable and necessary travel expenses relating thereto. Such sums shall be allocated to individual departments on the basis of the number of department Employees.

b) Application and approval for travel under subsection (a) above shall be in accordance with the following procedures:

(1) The Employee will complete a Trip Request Form and submit it to the academic dean of her or his home campus for review and approval. Proposed travel which would incur costs in excess of $3,000 will require the additional pre-approval of the Campus President. Proposed travel which would incur costs in excess of $4,000 will require the additional pre-approval of both the Campus President and the College President or her or his designee.

(2) If approved, the completed Trip Request Form, along with any travel cost transfer vouchers obtained from other Federation members (as provided under Section 12 below), will be submitted to the administrative office designated by the College and reviewed for compliance with College policies and procedures.

(3) If the trip is approved by the College, the Employee will be responsible for making her or his own travel arrangements and securing supporting receipts.

(4) Within thirty (30) days of completion of the trip, the Employee must complete a travel expense reimbursement form and forward it, along with all original receipts, to the office designated by the College to process reimbursement requests.

(5) Subject to the limitations set forth in subsections (vi) and (vii) below, the College will reimburse the Employee for expenses incurred up to the Employee's individual
allowance of $300, plus the amount of the signed vouchers obtained by the Employee from other Federation members.

(6) Reimbursement for expenses incurred in such professional activities shall be in accordance with established College policies and procedures pertaining thereto. Mileage reimbursement shall not be less than the current Internal Revenue Service standard. Should the mileage reimbursement be increased for any College employee, then this rate shall correspondingly be increased for the purposes of this Agreement.

(7) International travel shall not be eligible for reimbursement without prior written approval of the College President.

12. CONSOLIDATION

a) The monies provided for dues reimbursement and travel allowance shall be considered a common fund ("Common Fund") and may be utilized by Employees to cover reasonable and necessary dues and travel expenses beyond individual entitlement amounts, provided that individual entitlements for each Employee have been met and provided that such funds are available. An Employee may also request use of the $300 travel allowance allocated to one or more other Employees by obtaining a voucher from such other Employee(s), utilizing the established travel voucher transfer form, and submitting it with her or his trip request form in accordance with Section 11(b)(2) above.

b) Unused portions of this Common Fund in any one (1) year shall be carried over and added to the Common Fund in the next year.

c) Each year, by September 30, the College shall provide the Federation with an itemized accounting of the Common Fund, including any money being carried over and added to the fund in the next year.

C. ADDITIONAL COMPENSATION

Employees who, in addition to normal full-time workloads, accept further College-authorized responsibilities and/or work shall receive additional compensation as follows:

1. TEACHING OVERAGES

a) All semester and summer session teaching overages will be recommended by the Department Head in consultation with the Department and/or Faculty, while maintaining the following process:

(1) The qualifications are met by the individual.

(2) That the overages are granted to all members of the department/discipline on a rotating seniority basis, whereas no one individual will receive an additional overage before every individual qualified in the department/discipline has been afforded the opportunity of receiving an overage.

(3) Only when these criteria are strictly adhered to will an additional overage be granted to an individual.
b) Employees scheduled to teach in the summer session(s) shall be offered courses, as available on a rotating basis, and may teach as many as sixteen (16) credits provided this does not deprive any other Employee of an overage. Where four (4)-week summer sessions are scheduled, Employees shall teach no more than four (4) credits per four (4)-week summer session.

c) Employees shall teach no more than nine (9) credits on an overage basis per semester in the academic year.

d) The Department Head, in cooperation with the department, shall review and recommend overage assignments in the following sequence:

   (1) Qualified Employees within the department.

   (2) Qualified Employees from other departments.

   (3) Qualified College employees approved by the department.

   (4) Part-time employees approved by the department.

2. NON-TEACHING OVERAGES

a) Employees who accept additional responsibilities in such areas as program development and coordination, course and curriculum development, coordination and/or direction of fine arts activities falling within Student Activities funding guidelines, or who accept responsibilities in any non-teaching activity authorized and approved by the College, shall earn additional compensation at the prevailing per credit hour compensation rate if such rate is applicable. A list of assignments which qualify for a non-teaching overage is attached to this Agreement under Appendix L. Any other non-teaching overage assignment must be approved and posted pursuant to subsections (d) and (e) below in order to be eligible to receive compensation hereunder.

b) Compensation in the form of stipends, per diems, or other remunerative forms, including but not limited to released time, will be applied to responsibilities or work not reducible to the per credit hour rate of overage compensation.

c) The Employee and the College shall mutually agree on the total amount of overage compensation.

d) All non-teaching overage assignments between Employees and the College shall be stipulated in writing on the form specified in Appendix F. Non-teaching overage assignments for academic or College-wide activities must be submitted to and approved by the College President or her/his designee. Non-teaching overage assignments for campus-specific activities must be approved by the Campus' chief executive officer. A copy of the completed form shall immediately be sent to the Federation.

e) Descriptions of all non-teaching overages shall be made available to each department head and to the AFT Vice Presidents. Descriptions of ongoing non-teaching overages will be provided to department members on a timely basis to permit them to consider these additional assignments as they build their schedules for the next semester. Except for Course Facilitators for the Nursing Program and Program Coordinators/Directors for the
Allied Health Program, as provided under Article XX(A)(j), all ongoing and other non-teaching overages, including the nature and scope of the responsibilities and the amount of compensation, will be posted in accordance with Article XVII, Section B unless only one Employee is qualified for the non-teaching overage. Course Facilitators for Nursing will be assigned or offered to Employees within the Department based upon seniority or as part of the normal scheduling process. Employees who serve as Program Coordinators/Directors in the Allied Health program shall be appointed /maintained by the College as required to maintain compliance with applicable accreditation standards. A listing of these non-teaching overages along with the Employees receiving them will be made available to the AFT Campus Vice Presidents and AFT office no later than the second week of every semester and term. All Employees may request consideration for non-teaching overages for which they are qualified.

f) Overage assignments, including teaching assignments, shall not exceed fourteen (14) credits per semester.

3. OVERAGE COMPENSATION RATE

During the term of this Agreement, the per credit hour for teaching and non-teaching overages shall be as follows:

<table>
<thead>
<tr>
<th>ACADEMIC YEAR</th>
<th>OVERAGE RATE</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2015</td>
<td>$900.00</td>
<td>Fall Semester 2014</td>
</tr>
<tr>
<td>2015-2016</td>
<td>$905.00</td>
<td>Fall Semester 2015</td>
</tr>
<tr>
<td>2016-2017</td>
<td>$910.00</td>
<td>Fall Semester 2016</td>
</tr>
</tbody>
</table>

4. PER DIEM COMPENSATION RATE

During the term of this Agreement, the per diem rate shall be as follows:

<table>
<thead>
<tr>
<th>ACADEMIC YEAR</th>
<th>PER DIEM RATE</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2015</td>
<td>$230.00</td>
<td>Fall Semester 2014</td>
</tr>
<tr>
<td>2015-2016</td>
<td>$235.00</td>
<td>Fall Semester 2015</td>
</tr>
<tr>
<td>2016-2017</td>
<td>$240.00</td>
<td>Fall Semester 2016</td>
</tr>
</tbody>
</table>

Faculty teaching a Co-operative education course (Co-op) will be compensated on a per diem rate when student enrollment in the Co-op program is one (1) to nine (9) student(s) and on a course overage basis when the Co-op program enrollment is ten (10) or more students. Only Advising during holiday periods as defined in Article XXIII, A & B, will be paid at one and one-half the prevailing per diem rate.
D. PAY PERIODS

1. Employees, other than Educational Technicians, shall be paid monthly over a twelve (12)-month period.

   Educational Technicians shall be paid semi-monthly over a twelve (12)-month period.

2. An Employee whose additional duties during the semester qualify him/her for a stipend or overage compensation shall have such stipend or overage compensation paid in four (4) equal installments commencing in September and February. Annual stipends shall be paid in the same manner with one-half (1/2) the annual stipend accruing each semester.

3. Present practices as to payment of earnings for summer school work and summer program coordination shall continue; however, the College shall provide the Employee with the option to have taxes withheld in accordance with the form provided in Appendix E.

4. Per diem stipends shall be paid in the month following that in which the additional duties were performed.

5. Within thirty (30) days of the effective date of this Agreement, the College will consult with the Federation concerning a letter explaining the accrual policy for salaries. Within sixty (60) days from the effective date of this Agreement, the College shall send a copy of such letter to all Employees.

ARTICLE XXVII: DEPARTMENT HEAD

A. A Department Head shall be elected for a teaching department with a minimum of three (3) full-time teaching faculty, and he/she shall perform the functions as set forth in Section F of this Article. If a teaching department falls below 3 full-time Employees, then upon the completion of the term of the current Department Head the College will consolidate the department in question with the department which includes the Employees in the department. During the term of this Agreement, compensation for Department Heads shall be as follows:

   In Departments of six (6) or fewer employees, one (1) course load reduction per semester and a stipend of:

<table>
<thead>
<tr>
<th>Year</th>
<th>Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-15</td>
<td>$2,830</td>
</tr>
<tr>
<td>2015-16</td>
<td>$2,905</td>
</tr>
<tr>
<td>2016-17</td>
<td>$3,005</td>
</tr>
</tbody>
</table>

   In Departments of seven (7) to eleven (11) Employees, one (1) course load reduction per semester and a stipend of:
<p>| | |</p>
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<tbody>
<tr>
<td>2014-15</td>
<td>$3,385</td>
</tr>
<tr>
<td>2015-16</td>
<td>$3,460</td>
</tr>
<tr>
<td>2016-17</td>
<td>$3,560</td>
</tr>
</tbody>
</table>

In addition, one (1) additional course load reduction per academic year.

In Departments of twelve (12) to seventeen (17) Employees, two (2) course load reductions per semester and a stipend of:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-15</td>
<td>$3,941</td>
</tr>
<tr>
<td>2015-16</td>
<td>$4,016</td>
</tr>
<tr>
<td>2016-17</td>
<td>$4,116</td>
</tr>
</tbody>
</table>

In addition, one (1) additional course load reduction per academic year.

In Departments of eighteen (18) to twenty-one (21) Employees, two (2) course load reductions per semester and a stipend of $4,120 (2008-2009), $4,240 (2009-2010), and $4,360 (2010-2011). In addition, one (1) additional course load reduction per academic year.

In Departments of twenty-two (22) to twenty-five (25) Employees, three (3) course load reductions per semester and a stipend of $4,635 (2008-2009), $4,770 (2009-2010), and $4,905 (2010-2011).

In Departments of twenty-six (26) or more Employees, three (3) course load reductions per semester and a stipend of $5,150 (2008-2009), $5,300 (2009-2010), and $5,450 (2010-2011).

B. In the Spring term, Department Heads shall be selected in accordance with the procedure set forth as follows:

1. The members of departments shall nominate one (1) person for the position of Department Head and submit the nomination to the appropriate administrator not later than March 15.

2. Within fifteen (15) days after the nomination, the Campus's chief executive officer shall either confirm or reject the nomination. Such rejection shall contain, in writing, the reasons for rejection.

3. In the event a nominee is not accepted, the department shall submit 4. If the College does not accept a nominee the second time, the College may appoint an interim Department Head to serve for one (1) academic semester.

Such appointee must be selected from among the Employees of the affected department. In the last month of the term of office of an interim Department Head, the department shall again nominate. No interim Department Head may be appointed by the College to serve an additional interim term without departmental agreement.
C. Department Heads shall serve a two (2) year term from June 1 to May 31. Should a Department Head receive a sabbatical during this time, the Department will hold an election to identify a temporary replacement to fill this position and receive the Department Head’s compensation.

D. In order to ensure the efficient operation of their department throughout the summer, department heads will coordinate their summer vacation schedule with the appropriate administrator on or before May 1 of each year.

E. Consistent failure to perform the duties of the Department Head may result in removal from her/his position as Department Head. Upon such removal, the College shall then request of the Federation that the affected department nominate another member of the department to fill the remainder of the term of office. The Federation shall convene a meeting of the affected department to initiate the nominating process.

F. The functions and duties of the Department Head shall be as follows:

1. The Department Head shall perform the following in cooperation with the faculty:

   a) Encourage the development and maintenance of teaching and grading objectives within the department.

   b) Coordinate the preparation, review and revision of materials for the College catalog.

   c) Supervise the work-study students assigned to the department.

   d) Coordinate the efforts and arrange for the equitable distribution of departmental responsibilities.

   e) Arrange for the coverage of classes when departmental Employees are unavailable for eight (8) or fewer consecutive days and notify the appropriate administrator of arrangements made. In cases of absence of more than eight (8) consecutive days, the provisions of Article XXV, Paragraph B.1, e. and f. shall apply.

   f) Coordinate the collection of course materials from departmental faculty upon request by the Campus’s chief academic officer.

   g) Serve as the second step in the student/grade appeals process by attempting to resolve student complaints as outlined in the Student Handbook.

   h) Assist with the collection of data from the faculty related to the College’s assessment of student learning processes.

2. In cooperation with the departmental faculty, and subject to the final approval of the Campus’s chief executive officer, he/she shall perform the following functions:

   a) Assess the needs for and recommend action toward the recruitment of faculty.

   b) Be responsible for assessing the need for curricular changes and/or new programs in her/his department.
c) Assist the Campus’s chief academic officer in the development of both the annual and long-range operating and capital budgets.

d) Assist in the preparation of class time schedules, including scheduling and utilization of faculty.

e) Coordinate the utilization of appropriate media for instructional purposes within the department.

f) Coordinate library purchases of books and periodicals.

g) Coordinate the ordering of needed course textbooks, reference, and other instructional materials.

h) Maintain liaison with the part-time faculty in her/his department, coordinating between the department's day, evening and Saturday programs.

i) Distribute to part-time faculty copies of departmental course syllabi for credit courses taught on campus and at off-campus centers.

j) Provide assistance to off-campus centers in matters relating to the quality of instruction in credit course offerings.

k) Prepare the annual report of the activities of the department.

3. The Department Head shall perform such other unspecified duties which are quantitatively and qualitatively similar to those specified in this description.

ARTICLE XXVIII: GOVERNANCE

A. Governance is the development of policy and academic procedures; administration is the implementation of policy and academic procedures. New policies or changes in existing policies and academic procedures, new programs or changes in existing programs, or plans related to the teaching-learning mission of the College will be reviewed through the governance system described in this article.

The Federation and the campus administration and campus governance representatives shall hold at least one (1) general meeting per semester of their respective constituents at each campus to provide an open forum for the college community and to identify what topics should be pursued through the governance system.

B. COLLEGE COUNCIL MEMBERSHIP

Starting with College Council elections in the spring of 2000, the College Council membership will consist of:

1. Two (2) teaching faculty representatives from each campus, one (1) from the Occupational Division and one (1) from the Arts and Science Division. For the purposes of this document only, nursing faculty will be considered members of the Occupational Division.
2. One (1) Library and Learning Service Representative.

3. Five (5) Administrators (appointed by the President).

4. One (1) eligible Counselor representative.

5. All other members requested by College Council will be non-voting.

6. AFT President and the College's chief executive officer (or their designee) will sit as non-voting members of the College Council.

C. COLLEGE COUNCIL STRUCTURE

1. The College Council will be chaired by an elected AFT eligible member of the Council.

2. The Secretary for College Council will be an elected AFT eligible member of the Council.

3. Each committee member shall have one vote. Votes will be cast by only those present.

2. Membership terms shall be two-year overlapping terms starting fall of 1997.

3. Chair shall serve for a two-year term.

4. Vacancies which occur on the sub-committees shall be filled by the appropriate constituent body. Following two (2) consecutive absences by a sub-committee member, the chairperson shall notify the appropriate constituency, which may elect or appoint a replacement for the remainder of that member's term.

5. Each committee chair shall have access to designated clerical support to provide clerical support as needed on his or her work site. One member of the College Council will serve as a secretary.

6. The College Council shall normally meet during the academic year, at least two times a month during the second and fourth week and more frequently when necessary. Sub-committees will normally meet during the academic year, two times a month during the first and third week of the month. Sub-committees can meet more or less frequently depending upon the fullness of the agenda or the lack of an agenda.

7. The first meeting of the College Council will be convened by the Chair on the fourth Thursday of August.

8. All teaching and non-teaching AFT eligible faculty members of the College Council will receive one three (3) credit reduction per semester. All teaching and non-teaching faculty members of College Council are required to serve on one standing sub-committee except the Chairperson and the Secretary of College Council.

9. Sub-committee chairs will have the responsibilities of setting meeting times, convening meetings, setting the agenda, reserving space for the meetings and forwarding completed minutes of each meeting to the College Council for distribution.
10. Sub-committee Secretaries will be responsible for keeping minutes, keeping a record of
meetings minutes, distributing them to faculty and distributing them to the College Council
Secretary.

D. SUB-COMMITTEE MEMBERSHIP

1. Four (4) administrators appointed by the president.

2. Two (2) or more faculty from College Council.

3. Six (6) additional faculty.

E. SUB-COMMITTEE STRUCTURE

1. The College Council will accomplish its charge by establishing the following standing/working
sub-committees:

   a) Curriculum
   b) Academic Standards and Student Affairs
   c) Academic Planning
   d) Assessment and Research

2. Each sub-committee will be chaired by an AFT eligible member from the College Council. In
addition to the chair, each subcommittee will be composed of six (6) faculty.

F. COLLEGE COUNCIL AND SUB-COMMITTEE RESPONSIBILITIES

1. The College Council and its sub-committees will be responsible for advancing
recommendations regarding policy and academic procedure formulation, review of policy and
procedure implementation, and recommendations for policy and academic procedure
modification.

2. The College shall supply the Council and its sub-committees with readily available, or
reasonably obtainable, information pertaining to their areas of concern. The College shall
respond to such requests within twenty (20) calendar days.

3. College Council and the Sub-Committee may create Ad-Hoc Committees to support their
activities. Notification will be sent to the Federation and to the college president for
informational purposes and to start the appointment process of administrators and the
election process for Employees. If such a committee has not completed its work within a
reasonable period of time, the matter in question shall be referred to the appropriate sub-
committee, except by mutual agreement of the College and the Federation. Further, upon
notice to the Federation, the College may consult with department heads and/or designees,
where appropriate, to develop proposals and/or recommendations for review by the
governance system. The Federation will be notified of such activities.

4. The following responsibilities, which are not all-inclusive, shall be exercised by the following
sub-committees:

   a) Curriculum
b) Academic Standards and Student Affairs

(1) Responsible for academic issues and procedures as they related to Admissions, advising, and registration, maintenance of academic records, testing, academic standing, grading procedures, academic probation, appeals, degree requirements, and student retention.

(2) Responsible for all areas of student problems and concerns, including judicial policies and procedures but exclusive of actual disbursement of Student Activities' funds.

c) Academic Planning

(1) Responsible for reviewing current bargaining unit positions, analysis of staffing needs (full time regular faculty, new faculty hires and replacement faculty) and to provide recommendations to College Council and President's Council.

(2) Responsible for facilitating the Program and Discipline Review process.

(3) Responsible for developing the Academic Calendar.

d) Assessment and Research

(1) Responsible for providing the college community with access to avenues for the development of creative initiatives.

(2) Responsible for providing data to support the initiatives, removing obstacles for implementation of initiatives and guidance in completion of the processes necessary for implementation.

(3) Responsible for an annual review of current College practices in Distance Learning and making recommendations for improvements.

(4) Responsible for developing procedures and making recommendations to the College for implementation in Distance Learning classes including mandatory training for anyone who is just beginning to teach via Distance Learning or developing a Distance Learning course, and having a system for reviewing the quality of Distance Learning courses.

(5) Responsible for oversight of the College's General Education assessment program.

(6) Responsible for reviewing course and program assessment processes.

G. COMPENSATION FOR SUB-COMMITTEE MEMBERS
Effective for only the 2014-15, 2015-16 and 2016-17 academic years, Employees who serve as
"additional faculty" members on established sub-committees pursuant to Section D(3) above shall
receive a stipend of five hundred dollars ($500.00) for each full semester of service. Employees
who serve on a sub-committee after the conclusion of the 2016-17 academic year shall not
receive payment of the stipend described in the preceding sentence, notwithstanding any
continuation of the other terms and conditions of this Agreement under status quo or otherwise.

ARTICLE XXIX: INSTRUCTIONAL TECHNOLOGY

A. For the term of the Agreement, no Employee shall be displaced because of Distance Learning
Technologies ("DL").

B. DEFINITIONS

For purposes of this Agreement, the term "Distance Learning Technologies" or "DL" shall refer to
educational courses or programs which use the Internet or other similar instructional
technologies, communication systems or networks as a means to deliver a significant portion of
the course's curriculum, instruction or content. Distance Learning Technologies include, but are
not limited to, the following alternative delivery systems:

1. Web-Enhanced (Hybrid) Course shall refer to courses that utilize the Internet as a significant
   supplemental resource and interactive tool in the context of a traditional classroom.

2. Online Instruction Course shall refer to courses that utilize the Internet as the primary source
   of access to the course content and communication for the student and faculty member.

3. Videoconference Course shall refer to the use of interactive television for educational
   programming delivered to other geographic locations that provides for immediate interaction
   between faculty and student.

4. Tele-course Instruction shall refer to the use of commercially available/produced video-based
   courseware and other instructional materials as the primary source of instruction.

As used in this Agreement, the term "Instructional Technology(ies)" shall refer to the theory and
practice of design, development, utilization and evaluation of processes and
resources for learning.

As used in this Agreement, the term "Academic Works" shall refer to scholarly, pedagogical or
creative works, including but not limited to articles, books, textbooks, novels, works of visual art,
dramatic works, musical compositions, course assignments, course outlines, tests and lecture or
class notes, which are eligible for protection under United States copyright laws as original works
of authorship.

C. All commercially produced credit DL courses will be submitted to an Employee in the appropriate
academic department at each campus for his/her determination as to whether said materials are
appropriate and consistent with any existing course offering he/she is qualified to teach. The
Employee(s) shall within one (1) month review the materials and return a written recommendation
to the appropriate Academic Dean.
D. A credit DL course that does not correspond to any existing course description in the campus catalog will be treated as any other new course, to be recommended by the procedures prescribed in Article XXVIII of this Agreement. Prior to approval, such courses may be offered a maximum of four (4) times within a four-year time period on an experimental basis.

E. Assignment of the teaching of credit DL courses will be handled in the same manner as all other teaching assignments and in accordance with the terms of Article XX of this Agreement and regular departmental procedures.

F. To the extent practicable, full-time faculty within the appropriate department will have the responsibility for the content of any credit DL courses produced by the College.

G. Ownership of Academic Works utilized in or developed for DL courses, as well as courses for which instruction is delivered in a traditional, live classroom setting (hereinafter “Traditional Course(s)”), shall be determined as follows:

1. Except to the extent provided in subsections (2) through (7) below, faculty members shall be deemed to own the copyright in Academic Works that they create in connection with teaching a DL or Traditional Course offered by or through the College. The College shall not claim an ownership right or interest in such Academic Works, and faculty members will hold the exclusive right to the reproduction, distribution, modification, public display, and availability of said materials; provided, however, that the College shall retain a non-exclusive, royalty free license to use such Academic Works for its own educational purposes; and, provided further, that, during their employment with the College, faculty members will not use or permit others to use such Academic Works in ways that compete with the College’s courses and academic programs. When multiple faculty members create an Academic Work, said faculty members will be considered joint owners in the copyright to such work, absent a written agreement between the parties specifying otherwise.

2. Except to the extent that the same are owned by and/or licensed for use by the College from a third party, the College shall own all other intellectual property rights in DL and Traditional Courses offered or provided through the College, including the course curriculum, the software, mechanisms, and/or communication platforms utilized to deliver or access the content for such courses, and all College-related names, logos, trademarks and trade dress utilized to identify, market or promote such courses. For purposes hereof, the term “course curriculum” does not include a course outline.

3. The College shall own the copyright in an Academic Work created by a faculty member if the creation of that work was specifically requested by the College, and the College provided the faculty member with substantial resources to support its creation or development. For purposes of the foregoing, the College will be deemed to have provided substantial resources to support the creation of an Academic Work whenever the College provides compensation, personnel, equipment or other financial or technological resources that exceed the level of support that the College customarily provides to faculty members in connection with their normal teaching duties and responsibilities. Examples of such substantial support include payment of a non-teaching overage, providing an unusual reduction in the faculty member’s teaching schedule or other job responsibilities, providing other significant funding to support a work’s creation, and providing free use of specialized College facilities outside of those customarily provided by the College to support instructional activities, such as use of video production equipment, web or curriculum design software or personnel, and marketing and
distribution costs. Routine use of College-provided office space, office equipment, library materials or materials stored on a College server will not constitute substantial support under this subsection. In addition, Academic Works created by a faculty member while on an approved sabbatical leave will be considered routine, and the College's provision of such leave, in and of itself, will not be considered a substantial resource provided to support the creation thereof.

4. The College and a faculty member(s) may allocate and/or convey ownership rights in an Academic Work(s) by a separate written agreement between the parties, and nothing in this Section G shall be deemed to limit the ability or authority of the parties to enter into such agreements, or to supersede the terms of any such agreements.

5. Ownership of Academic Works and other materials which are created or developed by faculty members utilizing funds provided under a contract, grant or other arrangement between the College and a third party will be determined according to the terms of the agreement between the College and such third party and applicable law.

6. Ownership of Academic Works and other materials produced for the College by independent contractors will be determined pursuant to the terms of the written agreement between the College and the independent contractor and applicable law. No faculty member or department will enter into an arrangement for work to be produced by an independent contractor without a prior written contract, signed by an authorized College administrator, which contains provisions establishing ownership rights in the work to be produced by the independent contractor.

7. The provisions of this Section G shall be read and interpreted in a manner consistent with College Policy XV, a copy of which is appended to this Agreement, and all other applicable College policies. In the event of any conflict between the terms of this Section G and the provisions of College Policy XV or any other College policy, the terms of this Section G will control.

**ARTICLE XXX: ADDITIONAL FACILITIES**

While the College maintains sole and exclusive right and responsibility for establishing all aspects of additional facilities, whenever new facilities are under active consideration, the College's chief executive officer shall convene a meeting with the Federation to discuss such facilities and the educational policies and programs planned thereof.

After the Board of Trustees has made a decision to develop a new facility, a Collegewide ad hoc committee of administrators appointed by the College's chief executive officer and Employees appointed by the Federation President, the numbers to be mutually agreed upon by the College and the Federation, shall be involved in the planning of facilities and educational programs and policies.
ARTICLE XXXI: CHANGES IN INSTITUTIONAL ORGANIZATION

Any plans of the administration for reorganization of departments and divisions that affect the members of the bargaining unit shall be considered by the appropriate standing committee(s) and/or a specially constituted ad hoc committee, as necessary, in accordance with the provisions of Article XXVIII, Sub-Committees.

ARTICLE XXXII: DEPARTMENT RESPONSIBILITIES TO PART-TIME EMPLOYEES

A. Departments shall participate in the scheduling and staffing of all credit course offerings, i.e., all day, evening, Saturday, Sunday, media and summer course offerings taught both on campus and at off-campus locations. If it is necessary to staff such courses with part-time employees, the following shall apply in order.

1. Applications from new candidates for teaching credit courses shall be forwarded to the appropriate department for review and recommendation as to their eligibility for employment.

2. In order to establish a pool of part-time teachers who will be available to teach those course offerings referred to above, for which full-time Employees are not available, the appropriate department(s) (or a committee thereof), in cooperation with the Department Head and appropriate administrator, shall interview the candidates. Those deemed eligible shall be placed in an acceptable pool to be utilized for such part-time teaching. The Department Head shall assist the Campus's chief academic officer in the staffing of overage courses within that department. If, after a reasonable effort has been made to contact the Department Head and he/she remains unavailable, these activities may be carried on by the Campus's chief academic officer or her/his designee.

B. The College shall provide each department with a list of all full-time (E) and credit adjunct teaching employees within the area of that department within two (2) weeks after the start of the semester. This list shall consist of the name, address, current telephone numbers and CCAC email addresses for each full-time (E) and credit adjunct teaching during the semester.

C. Each department shall make available to all part-time teaching employees in their areas, the appropriate course syllabus, the course objective and the titles of textbooks used in the various courses.

D. With the approval of the appropriate administrator, the Department Head or her/his designee shall have access to student evaluations of all part-time instructors in her/his area(s).
ARTICLE XXXIII: HEADINGS

Any heading preceding the text of the several Articles hereof are inserted solely for the convenience of reference and shall not constitute a part of this Agreement, nor shall they affect its meaning, construction, or effect.

ARTICLE XXXIV: TOTALITY OF AGREEMENT

The parties hereto agree that all items presented for negotiation have been discussed during the negotiations leading to this Agreement, and, therefore, agree that until the time specified in this Agreement for beginning negotiations for a successor agreement, negotiations will not be requested on any item, whether contained herein or not.

ARTICLE XXXV: SEPARABILITY

In the event that any provision of this Agreement is or shall be at any time held to be contrary to law by a court of last resort of Pennsylvania or of the United States or by a court of competent jurisdiction from whose judgment or decree no appeal has been taken with the time provided for doing so, that provision shall be null and void, but all other provisions of this Agreement shall continue in effect. In such event, within ten (10) days, after the voiding of the provision, the parties shall meet to negotiate a substitute provision.
ARTICLE XXXVI: TERM OF AGREEMENT

This Agreement shall be in effect from September 1, 2014 through August 31, 2017.

<table>
<thead>
<tr>
<th>COMMUNITY COLLEGE OF ALLEGHENY COUNTY</th>
<th>AMERICAN FEDERATION OF TEACHERS, AFL-CIO LOCAL 2067</th>
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APPROVED BY LEGAL COUNSEL:

________________________________________
APPENDIX A: POINT SALARIES, MINIMUM INCREASES, AND MAXIMUM INCREASES

<table>
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<tr>
<th>Years of Service</th>
<th>Sept. 1, 2014</th>
<th>0-4</th>
<th>5-9</th>
<th>10-14</th>
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<tr>
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Minimum Percentage: 2.25%
Maximum Percentage: 3.25%

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<th>Years of Service</th>
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Minimum Percentage: 2.3%
Maximum Percentage: 3.3%

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Minimum Percentage: 2.35%
Maximum Percentage: 3.35%

Faculty shall receive salary adjustments toward the point salary not to exceed the maximum percentage increase and not to be less than the minimum percentage increase. The Point Salaries are based on rank and service.
APPENDIX B: EVALUATION OF COUNSELORS, LIBRARIANS, AUDIO-VISUAL
SPECIALISTS, TUTORS, EDUCATIONAL TECHNICIANS AND REGULAR PART-
TIME EMPLOYEES

I. PURPOSES

A. To ascertain that the professional performance of Counselors, Librarians, Audio-Visual
Specialists, Educational Technicians, Tutors, and Regular Part-time Employees is "satisfactory"
or "unsatisfactory."

B. To improve the educational process by including provisions for performance improvement within
the evaluation process.

C. To serve as the determining criteria for granting tenure to an Employee (with the exception of
Educational Technicians and Regular part-timers).

D. There shall be a college supervisory evaluation of each Employee's performance based on
her/his job description, mutually agreeable objectives and utilizing the forms provided in this
Appendix.

II. PROCESS

A. The College Supervisor shall evaluate the Employee's performance only in the following areas:

2. The attempt to provide services to meet the needs of the College community.
3. Utilization of methods conducive to reaching objectives mutually agreed upon by the
Employees and the Supervisor and the demonstration of reasonable progress toward the
attainment of those objectives.

B. The College Supervisor shall evaluate the Employee's performance in the preceding general
areas only with respect to the following:

1. Demonstrated knowledge of requisite professional or technical (as applicable) skills in her/his
area(s) of responsibility.
2. Appropriateness of methods and/or procedure utilized by the Employee towards the
attainment of short- and long-range goals for her/his area(s) of responsibility.
3. Responsiveness to the needs of the College community for assistance and information
pertinent to the Employee's area(s) of responsibility.

C. With each Supervisory Evaluation, there shall be a pre-evaluation conference and an evaluation
conference between the Employee and the College Supervisor. Such conference shall be in
accordance with the following:

1. For the Pre-Evaluation Conference
a. Such conferences shall occur at times mutually agreeable to the Supervisor and the Employee, but early in the academic year or semester in which the evaluation is to take place.

b. Forms to be used for such conferences are set forth in this Appendix.

c. To be entered on such forms during the pre-evaluation conference are the following:

(1) The Employee's job description. (In the event of change in her/his job description, an Employee shall not be evaluated on an item which has been in her/his job description for less than one (1) semester).

(2) Objectives, if appropriate, mutually agreeable to the College Supervisor and the Employee, to be reached by the Employee in the performance of Employee's work. Objectives need not be listed for every item in the job description.

(3) Any special activities the Employee, or her/his initiative, intends to perform in an effort to provide services to meet the needs of the College community.

(4) Special activities, methods, or objectives, if any, which the Employee may wish the Supervisor to evaluate. This shall not serve to impose a more stringent evaluative process on the Employee than would have normally occurred.

2. For the Evaluation Conference:

a. Within the constraints of Section B Part VI of this Appendix, such conferences shall take place at a time mutually agreeable to the Supervisor and the Employee.

b. Forms to be used for such conferences are set forth in this Appendix.

c. To be entered on such forms during the evaluation conferences are the following:

(1) The Supervisor's evaluative comments as to areas of performance set forth in Parts II-A and II-B of this section.

(2) The Employee's reactions, if any, to the Supervisor's evaluative statements.

III. EARLY NOTICE

Should the evaluation process suggest a poor performance on the part of the Employee such that an Evaluative Judgment of "unsatisfactory" is reasonably predictable, the College shall so notify the Employee. In such cases, either the Employee or the College shall have the right to request that an additional evaluation be completed.

IV. EVALUATIVE JUDGMENT

A. The Evaluative Judgment shall be reduced to writing on the form provided in this Appendix. Such judgment shall be limited to either of the following:

1. Satisfactory:
a. Should the College perceive any potential problem area(s) which may render the Employee's performance unsatisfactory in the future, these shall be identified in writing and presented to the Employee.

b. The Employee shall respond in accordance with the following:

   (1) The Employee may agree with and acknowledge such statements with her/his signature of concurrence on the written form.

   (2) The Employee may disagree with such statements and may list in writing those areas in which he/she disagrees with the College's judgment.

2. Unsatisfactory:

   The College shall identify in writing specific areas which render the Employee's performance unsatisfactory. The College shall list in writing activities it suggests the Employee may pursue to improve performance in the specific area(s) of performance identified as unsatisfactory.

B. Disposition of the written materials and copies thereof used for the Evaluative Judgment shall be in accordance with the following:

1. Upon completion of the evaluation, the College shall place in the Employee's personnel file only the following:

   a. The Pre-Evaluation/Evaluation Conference Form.

   b. The Evaluative Judgment Form.

   c. Any written remarks the Employee makes in disagreeing with the Evaluative Judgment.

   d. Any written remarks by the College regarding activities suggested as ways to improve performance.

2. Upon completion of the evaluation, the College shall provide the Employee, upon request, with copies of all materials related thereto and which are placed in the Employee's personnel file.

V. PROCEDURES FOLLOWING AN UNSATISFACTORY EVALUATIVE JUDGMENT

A. Improper application of the provisions of this Appendix resulting in an unsatisfactory Evaluation Judgment shall form the basis for a grievance.

1. Result of such grievance shall only confirm or invalidate the propriety of the judgment as opposed to any personnel action based on that judgment or require the re-administration of the evaluation process(es) comprising the Evaluative Judgment.

2. Should the resolution of such a grievance result in invalidation of the Evaluative Judgment or require the re-administration of an evaluation process, the Evaluative Judgment and all written materials related to the process to be re-administered shall be removed immediately from the Employee's personnel file.
B. Upon notification of an unsatisfactory Evaluative Judgment, the Employee shall respond in accordance with the following:

1. Agree with and acknowledge such unsatisfactory Evaluative Judgment with her/his signature of concurrence.

2. Disagree with such Evaluative Judgment and:
   a. List in writing those areas in which he/she disagrees with the College's judgment.
   b. Attempt to effect a change in such Evaluative Judgment by discussions with the author of the Evaluative Judgment.
   c. Attempt to effect a change in such Evaluative Judgment by requesting that an additional evaluation process be performed.

C. The College shall establish a Performance Improvement program through which the Employee may be reasonably expected to improve her/his performance to a satisfactory level within a specified time which in no case is sooner than the end of the semester following the one in which the improvement program is outlined. Such improvement programs shall have been discussed with the Employee and mutually agreed to. The Employee shall have the right to consult with the Federation prior to final agreement on the improvement program.

VI. SCHEDULE FOR COLLEGE SUPERVISORY EVALUATION:

A. For First-Year Employees:

1. During the first year, Employees shall be evaluated twice, once each five (5)-month period.

2. During the first five (5) months:
   a. The Pre-Evaluation Conference shall take place during the first two (2) months of employment.
   b. The Evaluation Conference shall occur during the third (3rd) month of employment.
   c. The Evaluative Judgment shall be effected not later than the end of the fifth (5th) month of employment.

3. During the second five (5) months:
   a. The Pre-Evaluation Conference shall occur during the seventh (7th) month of employment.
   b. The Evaluation Conference shall occur during the ninth (9th) month of employment.
   c. The Evaluative Judgment shall be effected not later than the tenth (10th) month of employment.

4. Anything herein to the contrary notwithstanding, for Educational Technicians, the first evaluation shall occur early enough in the first six (6) months to allow for remediation should an "unsatisfactory" Evaluative Judgment be rendered.
B. For Employees who have completed one (1) year or more of service with satisfactory performance, but who are not tenured:

1. Such Employees shall be evaluated once a year.

2. The Pre-Evaluation Conference shall take place during the first half of the Fall Semester.

3. The Evaluation Conference shall occur during the first half of the Spring Semester.

4. The Evaluative Judgment shall be effected no later than the end of the Spring Semester.

5. When an Employee is eligible for promotion or tenure, the Evaluative Judgment shall meet the March 15 deadline.

C. For Tenured Employees:

1. The College has the right, which it may elect not to exercise, to require an Evaluative Judgment once every two (2) years. Should the College choose to exercise that right, the provisions 2, 3, and 4 of Section B (immediately preceding) shall apply.
COMMUNITY COLLEGE OF ALLEGHENY COUNTY

PRE-EVALUATION/EVALUATION CONFERENCE FORM

COUNSELORS

LIBRARIANS

AUDIO-VISUAL SPECIALISTS

EDUCATIONAL TECHNICIANS

*****

EMPLOYEE: _________________________________________

SUPERVISOR: _________________________________________

CAMPUS: ___________________________________________

DEPARTMENT: ________________________________________

DATE: _____________________________________________

EMPLOYEE: _________________________________________
RESPOND ONLY TO THOSE ITEMS WHICH ARE APPLICABLE TO THIS EMPLOYEE

1. JOB DESCRIPTION

OBJECTIVES:

ACTIVITIES:

SUPERVISOR'S COMMENTS:

EMPLOYEE'S COMMENTS:

Please add additional pages until all elements of the job description are reviewed.
COMMUNITY COLLEGE OF ALLEGHENY COUNTY

FORM FOR EVALUATIVE JUDGMENT

COUNSELORS

LIBRARIANS

AUDIO-VISUAL SPECIALISTS

EDUCATIONAL TECHNICIANS

*****

EMPLOYEE: ________________________________________________

SUPERVISOR: ______________________________________________

CAMPUS: ________________________________________________

DEPARTMENT: ___________________________________________

DATE: ___________________________________________________

EMPLOYEE: ________________________________________________
COMMUNITY COLLEGE OF ALLEGHENY COUNTY

FORM FOR EVALUATIVE JUDGMENT

COUNSELORS, LIBRARIANS, AUDIO-VISUAL SPECIALISTS

EDUCATIONAL TECHNICIANS

EVALUATE THE OVERALL EFFECTIVENESS OF THE EMPLOYEE (CHECK ONE):

1. ______ SATISFACTORY

   a. Potential problem area(s) (if any):

2. ______ UNSATISFACTORY

   a. Specific areas which render the Employee's performance unsatisfactory:

   b. Suggested activities the Employee may pursue to improve performance:

   c. Employee's Reactions (if any):

SIGNATURE OF SUPERVISOR: _______________________________________________________

EMPLOYEE’S SIGNATURE OF CONCURRENCE: ______________________________________
APPENDIX C: COMMITTEE RECOMMENDATION FORM

1. Committees shall distribute agenda for meetings to all Committee members, Campus Committee Chair and campus AFT officers in time for interested parties to attend.

2. Each Committee shall distribute minutes of Committee Meetings to Committee members, Campus Committee Chairpersons and College’s chief executive officer.

3. Copies of Committee recommendations on the appropriate form set forth. Appendix C shall be distributed to the AFT office and the Office of the College’s chief executive officer. Should any ten (10) members of a constituency petition the Chairperson in writing ten (10) working days after receipt of petition; a special hearing will be held at the next Committee meeting. On the basis of such a hearing, the Committee may rescind its recommendation, alter the recommendation, or retain the recommendation in its original form. After such hearing and review, the Committee will forward its recommendation to the College’s chief executive officer and the AFT. In absence of any appeal the Committee shall forward its recommendation to the College’s chief executive officer after the last day to petition for a hearing has elapsed.
APPENDIX C
COMMITTEE RECOMMENDATION FORM

_______________________ Campus

Name of Committee:

__________________________________________

Date of Distribution:


cc: AFT
    Campus Chief Executive Officer

Appeal procedure:

Any ten (10) members of the AFT or Administration may appeal a recommendation by petitioning
the Committee within five (5) working days after distribution of a recommendation.

Last date to apply for a hearing: ____________________________________________

Signature of Chairperson and date when forwarded to Campus Chief Executive Officer: (Date must be after
last date to apply for a hearing - or after any hearing).

__________________________________________

(signed)  (date)

Recommendation of Campus Chief Executive Officer:

Action of the Campus Chief Executive Officer:
APPENDIX C
COMMITTEE RECOMMENDATION FORM

COMMITTEE RECOMMENDATION

Name of Committee:

______________________________

Date of Distribution:

______________________________

cc: AFT
College's Chief Executive Officer

Appeal procedure:

Any ten (10) members of the AFT or Administration on our campus may appeal a recommendation by petitioning the committee within ten (10) working days after distribution of a recommendation. A hearing will be held at the next regular meeting.

Last date to apply for a hearing:

______________________________

Signature of Chairperson and date when forwarded to College's chief executive officer: (Date must be after last date to apply for a hearing - or after any hearing).

______________________________ (signed) ______________________ (date)

Recommendation of College's Chief Executive Officer:

Action of the College's chief executive officer:
APPENDIX D: COLLECTIVE BARGAINING AGREEMENT GRIEVANCE FORM

Docket Number: ___________________________ Date Grievance Initiated In

Grievant Name: __________________________ Informal Step I: __________________________

Informal Step I: __________________________ Date (Meeting)

Step II Appeal: __________________________ Date

________________________________________ Signature

Article: __________________________ Step II Answer: __________________________ Date

&

Section: __________________________ Signature

________________________________________ Supervisor or Administrator

Campus: __________________________ Step III Appeal: __________________________ Date

Step III Appeal: __________________________ Signature

________________________________________ Step III Answer: __________________________ Date

Department: __________________________ Signature

________________________________________ Campus’s Chief Executive Officer

Step IV Appeal: __________________________ Date

Step IV Appeal: __________________________ Signature

________________________________________ Step IV Answer: __________________________ Date

________________________________________ Signature

________________________________________ College’s Chief Executive Officer

Step V Appeal: __________________________ Date

________________________________________ Signature

Signature of Federation President or Specific Designee

POSITION:

________________________________________

GRIEVANCE:

________________________________________

________________________________________

________________________________________

REMEDY REQUESTED:

________________________________________

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________________________________________

Signature of Employee __________________________ Date

________________________________________

Signature of Union Official __________________________ Date
Step I Meeting __________________________ Date __________________________ Informal
    Attendance ____________________________________________
    ____________________________________________
    ____________________________________________

Answer to Step II Meeting __________________________ Date __________________________ Support Documents Attached
    Yes _____ No _____
    Attendance ____________________________________________
    ____________________________________________
    ____________________________________________

Position of the College:
    ____________________________________________
    ____________________________________________
    ____________________________________________
    ____________________________________________

A) AFFIRMED WITH APPROPRIATE REMEDY;
B) AN OFFER OF COMPROMISE AND STATE THE TERMS;
C) DENIED.

See Page 1 for Signature of Supervisor or Administrator

Answer to Step III Meeting __________________________ Date __________________________ Support Documents Attached
    Yes _____ No _____
    Attendance ____________________________________________
    ____________________________________________
    ____________________________________________
    ____________________________________________

Position of the College:
    ____________________________________________
    ____________________________________________
    ____________________________________________
    ____________________________________________
    ____________________________________________

A) AFFIRMED WITH APPROPRIATE REMEDY;
B) AN OFFER OF COMPROMISE AND STATE THE TERMS;
C) DENIED.

See Page 1 for Signature of Campus's Chief Executive Officer

Answer to Step IV Meeting __________________ Date ______________ Support Documents Attached
Yes _____ No _____

Attendance


Position of the College:


A) AFFIRMED WITH APPROPRIATE REMEDY;
B) AN OFFER OF COMPROMISE AND STATE THE TERMS;
C) DENIED.

See Page 1 for Signature of College's Chief Executive Officer or Designee
APPENDIX E: CCAC - AFT SUMMER WITHHOLDING AGREEMENT

SUMMER WITHHOLDING AGREEMENT

Front of CCAFT SUMMER WITHHOLDING AGREEMENT

PRESENT WITHHOLDING STATUS:  Married  Allowances Claimed  
                                             Single  Additional Amount, if any $ 

I elect to have Federal Income Tax withheld calculated on separate summer payments rather than total summer payments, thus, resulting in less withholding. I understand that this arrangement is applicable only during the months of June, July, and August, and beginning September my withholding calculation will revert to the conventional method based on the status indicated in above.

Signature  

Date  

Reverse Side of CCAC-AFT SUMMER WITHHOLDING AGREEMENT

During the summer months, you as a full-time faculty member receiving additional summer compensation, are given the option of having your withholding tax calculated separately on monthly salary and any overage, or on the total of the two. The examples below illustrate each method:

A. SEPARATE PAYMENTS

<table>
<thead>
<tr>
<th>Contract salary $1,000</th>
<th>Summer pay $1,000</th>
<th>Withholding tax 148</th>
<th>Withholding tax 148</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Payment $2,000</td>
<td>Total Payment $2,000</td>
<td>Withholding tax 296</td>
<td>Withholding tax 296</td>
</tr>
</tbody>
</table>

B. TOTAL PAYMENTS

<table>
<thead>
<tr>
<th>Contract salary $1,000</th>
<th>Summer pay $1,000</th>
<th>Withholding tax 148</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Payment $2,000</td>
<td>Total Payment $2,000</td>
<td></td>
</tr>
</tbody>
</table>

If you elect to have withholding tax calculated on separate payments, complete the opposite side of this card and return it to your Campus Business Office.
APPENDIX F: CCAC NON-TEACHING OVERAGE

Name _______________________________ Social Security Number _______________________________

Department __________________________ Campus _______________________________

__________________________ Credits ________________________________ Cash ________________________________

Credit Reduction if Appropriate

TYPE OF COVERAGE:

SEMESTER:

Academic Advisor _______________ Spring 20________ (Year)

Department Chairman ____________ Fall 20________ (Year)

Federation Officer __________________

Registration ______________________

Curriculum _________________________ (please describe below)

Other ___________________________ (please describe below)

DESCRIPTION OF PROJECT:

=================================================================================================

APPROVALS:

Faculty Member __________________________ Date __________________________

Department Head _________________________ Date __________________________

Campus chief academic officer ______________________ Date __________________________

Copies:

(1) Faculty Member (2) Department (3) Business Office (4) Human Resources (5) Payroll (6) AFT Office
APPENDIX G: SABBATICAL LEAVE APPLICATION

Date: ________________________________

Sabbatical Term:

Name: _______________________________ Social Security # _______________________

Department: __________________________ Campus Phone: ______________________

Home Address:

____________________________________________________________________________

____________________________________________________________________________

Home Phone Number: ________________________________

Date of First Full-Time Employment at the Community College of Allegheny County: ___________

List any part-time teaching at CCAC before full-time employment:

1) Identify the plans you have for this sabbatical project.

2) What are your arrangements to meet the objectives of your plans?

3) Account for any anticipated income to be derived during this sabbatical leave.

4) Indicate how this project will result in increased individual performance or produce academically or socially useful results valuable to the College.

5) To be completed after returning from leave) Summarize the tangible results of your sabbatical project.

Instructions: Please submit the application to:

CCAC Human Resources Department
College Office
800 Allegheny Avenue
Pittsburgh, PA 15233

The application period is from October 15th through December 1st
If mailed, applications must be postmarked no later than December 1st
SABBATIC RECEIPT FORM

APPLICANT
NAME_____________________________________________________

DEPARTMENT________________________________________________

DIVISION___________________________________________________

SUBMITTED
TO_________________________________________________________

ON
date

RECEIVED
BY_________________________________________________________

ON
date

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APPENDIX H: EARNED LEAVE

Name: _____________________________________________

SS#: _____________________________________________

Campus: __________________________________________

Semester: __________________________________________

Course Number: ____________________________________

Section Number: ____________________________________

Day/Evening: _______________________________________

Number of Credits: _________________________________

Rate per Credit: ____________________________________

Supervisor Signature: _______________________________ Date: _______________________

I hereby assign this teaching credit overage as EARNED LEAVE as described in Article XXV, Section A(9).

Employee Signature: _______________________________ Date: _______________________

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APPENDIX I: JOB DESCRIPTION FOR FACULTY ADVISORS

COMMUNITY COLLEGE OF ALLEGHENY COUNTY

POSITION DESCRIPTION

POSITION: ACADEMIC ADVISOR

REPORTS TO: Director of Registration at Allegheny, Boyce, North, and South Campuses

SALARY: Three Credits per Semester/90 Hours and Training Seminars per Semester

REQUIREMENTS: Bachelor's Degree, Master's Degree preferred (Associate's Degree with previous advising experience will be considered); demonstrated commitment to students with the ability to interact with students with diverse needs.

DUTIES:

1. Participate in mandatory training sessions before and during the academic terms.

2. Interview students concerning their readiness for college studies, their choice of major, their need for developmental coursework, their possible transfer to a four-year school, and the basic differences between the high school and college experience.

3. Develop academic schedules for new and continuing students utilizing the Degree Audit and other materials developed by the campus; provide students with information on all academic policy questions.

4. Advise students on general transfer information and refer students to appropriate transfer personnel.

5. Advise students changing their major by checking courses that apply to the new major (degree audit) and completing the appropriate paperwork.

6. Meet with students applying for graduation (utilizing Degree Audit) to assess graduation status.

7. Meet with probation students or other categories of at-risk students.

8. In all advising situations, make referrals to support services when appropriate.

9. Use on-line student system to research student's transcript, availability of classes, and calendar information.

10. Evening and/or Saturday advising may be required.

11. Perform other related duties as required or assigned.
COLLEGE POLICY I: DEPARTMENTAL PARTICIPATION IN BUDGET-MAKING

Individual departments, together with the Department Head, shall participate in the departmental budget-making process and requests for information relative to the departmental budget may be directed by the department to the appropriate administrator. The appropriate administrators shall encourage departmental involvement in the development of both the annual and long-range operating and capital budgets and shall cooperate to the extent possible in alleviating problems concerning coordination of (a) budget information; (b) budget development, and (c) budget utilization within the academic divisions.

COLLEGE POLICY II: COURSE PREPARATION

Teaching Employees will normally have no more than three (3) different course preparations each semester unless specifically requested by the Employee. Where the nature of course offerings and the number of available teaching Employees prevent the accomplishment of these course preparation guidelines, courses shall be assigned so as to accomplish a minimum number of preparations per Employee.

COLLEGE POLICY III: LABORATORY CLASS ENROLLMENT

Enrollment in laboratory classes is determined by the maximum of properly equipped student work stations. Enrollment by students in laboratory classes during the add-drop period shall be allowed up to the maximum as determined by the number of student work stations; enrollment beyond the maximum is only by permission of the Employee.

COLLEGE POLICY IV: ADVERTISING OF POSITIONS

Invitations to apply for open positions will be extended throughout the College concurrently with the placing of advertisement at other sources.

COLLEGE POLICY V: CHILD CARE CENTERS

The parties acknowledge and agree that, due to insufficient financial resources to support the continued operation of the College’s Child Care Centers, the College will close all of its campus-based Child Care Centers effective December 31, 2014.

COLLEGE POLICY VI: EMPLOYEE ATTENDANCE AT CONVOCATION AND GRADUATION

Attendance at Convocation and Graduation is encouraged but voluntary. Employees not expecting to attend shall notify the appropriate Department Head not later than fourteen (14) days before the event.

COLLEGE POLICY VII: PROGRAM COMPLETION

The College shall make every attempt to accommodate student demands for courses required for graduation through improved coordination of day, evening and/or Saturday offerings or by allowing
comparable course substitutions if necessary. No programs of study will be terminated unless those
students registered in a program can be accommodated in a comparable program within the campus
attended or through transfer to a comparable program at another campus.

COLLEGE POLICY VIII: APPOINTMENT

A. Appointment of all new Employees shall be made by the Board of Trustees upon recommendation of
the College President.

B. The appropriate Dean shall receive and forward to the department (or its review committee) all
applications for hire in that department.

C. Normally the responsibility for initiating recommendations for hire shall reside with the members of the
department where the new hire will be working provided the department (or its review committee)
adores to guidelines offered to the department setting forth the College's requirements in relation to
budgetary planning, affirmative action, rank structure, and specific courses to be taught. These
guidelines shall be provided prior to the initiation of any recruitment efforts.

D. Recommendations for hiring new teachers shall be subject to the mutual approval of the department (or
its review committee) and the Executive Dean or his/her designee, unless the department (or its review
committee) fails to adhere to Paragraph C above.

E. Appointments of new Counselors and Librarians shall be made in the same manner as described
above; the hiring of Audio-Visual Specialists and Educational Technicians shall be subject to the
consideration of the appropriate department (or its review committee).

COLLEGE POLICY IX: CHANGE OF STUDENT GRADE

No student's grade may be altered without the approval of the Employee who gave that grade in the first
instance. In the event a question arises with respect to a grade given by an Employee who has left the
employment of the College, the matter shall be referred to the appropriate department which shall decide
whether a change is appropriate, and if so, shall initiate the appropriate change of grade procedure.

COLLEGE POLICY X: HEALTH CARE CENTERS

The College will continue with its present policies regarding health services for students and will attempt to
improve these services.

On each campus an administrator shall be designated who will provide emergency medical and health
referrals and information.

Each campus will promulgate procedures describing actions to be taken in the event of a medical
emergency.
COLLEGE POLICY XI: CAMPUS MEETINGS

Practices presently in existence for the scheduling of campus meetings shall remain in effect for the duration of this Agreement.

COLLEGE POLICY XII: CRITERIA FOR INITIAL PLACEMENT

I. EVALUATION OF ACADEMIC AND EXPERIENTIAL CREDENTIALS

The College shall utilize the following criteria in evaluation of all work experience, as well as evaluation of academic credentials, for the purpose of assigning proper rank placement for hiring and for determining eligibility for promotion: (See Tables I through III, Eligibility for Initial Placement and Promotion, Page 103).

A. EXPERIENCE PRIOR TO FULL-TIME EMPLOYMENT AT THE COLLEGE

1. Educational Experience

   a. Educational experience shall be accrued in the following areas:

   (1) Classroom teaching

   (2) Counseling

   (3) Library work

   (4) Technical and Audio-Visual work.

   b. Such educational experience shall be accrued at any or all of the following types of institutions, whether public or private:

   (1) Elementary and secondary schools

   (2) Two-year community and junior colleges

   (3) Four-year colleges and institutions

   (4) Specialized institutes of a technical or cultural nature

   (5) Governmental educational institutions.

   c. Part-time educational experience:

   (1) For part-time teaching at the college level and for teaching assistantships, each thirty (30) semester hours shall be equal to one (1) year experience.
(2) For part-time educational experience in the counseling, library, audio-visual and technical areas, the hours worked shall be prorated to the normal annual workload in those areas, and years of experience shall be accrued accordingly.

d. The College shall grant for educational experience prior to full-time employment at the College one (1) year credit for each of the first six (6) years of such experience, and one half (1/2) year of credit for each additional year to a maximum of two (2) additional years of credit. No Employee shall be eligible for more than eight (8) years of credit for prior educational experience.

2. Full-time Experience Other Than Education:

a. Years of full-time experience other than education shall be accrued in accordance with the following:

(1) All such experience shall have been full-time work for which compensation was received.

(2) Non-teaching experience in fields relevant to the Employee's teaching discipline(s) at the College shall be credited only for work performed after attainment of a Bachelor's Degree.

(3) Counseling experience other than the educational field shall be credited only for work performed after attainment of a professional degree in counseling.

(4) Library experience other than the education field shall be credited only for work performed after attainment of a professional degree in Library Science.

(5) Employees in the Fine Arts or Career Programs shall be credited with years of related technical and professional experience outside education whether or not a Bachelor's Degree preceded such experience.

(6) Educational Technicians and Audio-Visual Specialists shall be credited for years of related experience outside education whether or not a Bachelor's Degree precedes such experience.

(7) The College shall grant for full-time experience outside education one (1) year of credit for each of the first six (6) years of such experience and one-half (1/2) year of credit for each additional year to a maximum of two (2) years of credit. No Employee shall be eligible for more than eight (8) years of credit in this category, except as provided for in the following:

(8) Employees in the trade-career programs, in which apprenticeship and journeymen training have been traditional, shall have the right to accrue a maximum of twelve (12) years of credit in this category. For such Employees the College shall grant for full-time experience in such trade one (1) year of credit for each of the first ten (10) years of such experience and one-half (1/2) year of credit for each additional year to a maximum of two (2) additional years of credit.
(9) Registrations, such as CPA, RN, Registered Engineer, Registered Architect, etc., shall be evaluated as equal to thirty (30) credits for those with less than a Master’s Degree.

b. The College shall credit an Employee with one (1) year of experience for each year of full-time employment with the College. There shall be no maximum as to the number of years’ experience to accrue.

c. For purposes of hiring, credits and degrees to be evaluated shall be related to the expertise required by the position to be filled.

d. Credits and degrees applied towards promotion shall be related to the expertise required by the Employee’s position in the College.

II. GUIDELINES FOR RANK ASSIGNMENT AND SALARY PLACEMENT

A. Any Employee hired during the term of this Agreement shall be assigned rank in accordance with Tables I and II of this policy. New Employees shall be assigned to either the highest rank for which they are eligible or if that rank is assistant professor or higher, to the immediately preceding rank.

B. Salary placement for new Employees shall be at a level commensurate with the salaries of Employees with similar experiential and educational backgrounds. In no instance shall the assigned salary be less than the minimum salary for the highest rank for which the Employee is eligible.

COLLEGE POLICY XIII: COLLEGEWIDE COMMITTEE ON PROMOTIONS

A College-wide committee will be convened on or about October 1, 2014, or as soon after ratification of this Agreement as is practicable under the circumstances, to review criteria for promotion:

A. The Committee will consist of an equal number of Employees and administrators with equal representation from each campus.

B. In the event this committee cannot agree on revised criteria by November 15, 2014, the criteria suggested by the constituencies represented on the committee will be submitted to a mutually agreeable third party who will select one of the two suggested systems. The decision of the third party will be final and binding. Notwithstanding the foregoing, in the event that the committee cannot agree on the revised criteria by November 15, 2014, then the existing criteria for promotions will be utilized for the 2014-2015 academic year.

C. The agreed upon criteria developed through this process will be used for the term of this Agreement.

COLLEGE POLICY XIV: DEVELOPMENTAL EDUCATION

As a matter of policy, the College agrees to operate its developmental courses, those below the 100 level, at student enrollment levels no more than eighty (80%) percent of the student-faculty ratio for all other credit courses. The student-faculty ratio shall be calculated at each campus. This calculation shall be based on actual enrollments in all credit classes, exclusive of developmental courses. The campus student-faculty
average for the previous academic year shall serve as the point of reference.

This policy shall also include ENG100, Basic Principles of Composition, and DVS103, Advanced Reading and Study.

COLLEGE POLICY XV: PROPRIETARY RIGHTS

Statement of Purpose

The spirit of this policy shall be to encourage innovative, tangible productivity. Implicit, also, shall be the notion that the College "profits" from the academic prestige of its faculty and staff, and that such prestige is most generally derived from publications, patents, grants and similar public evidence of expertise. The institution's primary thrust is that of teaching. The encouragement of activities specifically designed to improve the effectiveness and efficiency of teaching is in the best interest of the institution and consistent with its mission.

Areas of Proprietary Interest

1. Any copyrightable material, process or product.

2. Any patentable material, process, or product.

A. Circumstances under which the College would not claim proprietary interest

1. If an Employee has produced anything in the Area of Proprietary Interest on his or her own time, not involving College money, equipment, materials, personnel, or time, (for which said person was paid to perform contracted duties), the College shall have no rights to such material, processes, products, or techniques as specified in the Area of Proprietary Interest.

2. The College would take no proprietary interest in an approved project such as the production of textbooks, monographs, articles, video or audio tapes, as long as the total compensation to the faculty member was less than or equal to a three (3) credit course reduction for one (1) semester or equivalent payment; further, that the College would take no proprietary interest if the faculty member received no compensation, but that direct or indirect cost to the College on an approved project would be less than or equal to four hundred ($400) dollars. Under this circumstance, the College would retain the right to use that which was developed, without payment to the Employee and/or copyright/patent holder. The Employee would be free, at his/her expense, to seek a copyright or patent and/or to market that which was developed.

3. A project is supported in whole or in part by a grant from an external agency (federal, state, or private). The conditions of the grant will prevail. If no conditions are specified, then B. will be applicable.

B. Circumstances under which the College may claim proprietary interest

1. If an Employee was hired specifically to produce materials, processes or products which could be in the areas of Proprietary Interest, then the College, at its sole discretion would return all proprietary rights.
2. If an Employee was employed temporarily or full-time, with primary duties specified as other than the "project" but received additional compensation in excess of a three (3) credit course reduction or equivalent cash; or received support (copying, video-taping, graphics, typing, etc.) valued at more than four hundred ($400) dollars, then the College, at its sole discretion would claim proprietary interest to the extent of recovery of all substantiated costs to the College associated with the project in question. Costs shall be recovered by applying fifty (50%) percent of revenues until reimbursement is completed.

C. General Provisions

1. The person(s) producing the product shall be acknowledged as the author(s) and all appropriate credits shall be given to all primary and support personnel.

2. Use or copyright of the product by the College does not violate contractual agreements whether with an individual or a collective bargaining agent or an external agency, e.g., a project supported by a government grant is "public property" and generally not subject to proprietary interests.

3. The internal use of developed material shall be without charge to the College and shall be housed in its Learning Resources Center and shall be distributed, or reserved, as all other materials. The College may distribute, on a temporary loan-non-profit basis, to other institutions, said materials. External distribution for any reason other than demonstration or review purposes shall be by the mutual consent of the College and the author(s) in writing. The author(s) may use such materials for professional activities such as conferences, conventions, and so forth. In cases where the College or author(s) have gained proprietary rights, this general provision may still be in effect if written agreements do not specifically prohibit it. The author(s) retain the right to review recorded material in order to update or otherwise improve its accuracy or quality. If significant costs are associated with such updates or improvements, a separate agreement may be negotiated or at the discretion of the College, the material may be removed from circulation.
### Table I
ELIGIBILITY FOR INITIAL PLACEMENT
(Instructor to Professor)

<table>
<thead>
<tr>
<th></th>
<th>Instructor</th>
<th>Assistant Professor</th>
<th>Associate Professor</th>
<th>Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>H.S. Diploma or G.E.D.</td>
<td>9</td>
<td>12</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>H.S. Diploma or G.E.D. + 30 credits</td>
<td>8</td>
<td>11</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>Associate Degree</td>
<td>6</td>
<td>9</td>
<td>12</td>
<td>16</td>
</tr>
<tr>
<td>Associate Degree + 30 credits</td>
<td>5</td>
<td>8</td>
<td>11</td>
<td>15</td>
</tr>
<tr>
<td>Bachelor's Degree</td>
<td>2</td>
<td>5</td>
<td>8</td>
<td>12</td>
</tr>
<tr>
<td>Bachelor's Degree + 30 credits</td>
<td>0</td>
<td>2</td>
<td>5</td>
<td>9</td>
</tr>
<tr>
<td>Master's Degree</td>
<td>0</td>
<td>1</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>Bachelor's Degree + 60 credits</td>
<td>0</td>
<td>3</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Master's Degree + 30 credits</td>
<td>0</td>
<td>2</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Doctorate</td>
<td>0</td>
<td>2</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

### Table II
ELIGIBILITY FOR INITIAL PLACEMENT
(Educational Technicians I and II and Assistant Instructor)

<table>
<thead>
<tr>
<th></th>
<th>Ed. Tech. I</th>
<th>Ed. Tech. II</th>
<th>Asst. Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>H.S. Diploma or G.E.D.</td>
<td>0</td>
<td>4</td>
<td>7</td>
</tr>
<tr>
<td>H.S. Diploma or G.E.D. + 30 credits</td>
<td>0</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Associate Degree</td>
<td>0</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Associate Degree + 30 credits</td>
<td>0</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Bachelor's Degree</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

### Table III
PROMOTION

Minimum years of service in rank required to be eligible for promotion:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Minimum Years of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor</td>
<td>2</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>3</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>4</td>
</tr>
</tbody>
</table>
College Policy Approval - Non Discrimination, Title IX and Equal Opportunity

Recommendation

The Administration recommends that the Board of Trustees approve the Non Discrimination, Title IX and Equal Opportunity policy.

Quintin B. Bullock, President

Background

<table>
<thead>
<tr>
<th>SECTION</th>
<th>GENERAL INSTITUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLICY NO.</td>
<td>11.02</td>
</tr>
<tr>
<td>TITLE</td>
<td>Non-Discrimination, Title IX and Equal Opportunity</td>
</tr>
<tr>
<td>APPROVAL DATE</td>
<td></td>
</tr>
<tr>
<td>REVISION DATE(S)</td>
<td></td>
</tr>
</tbody>
</table>

The College and its Board of Trustees are committed to the principle of equal opportunity in education and employment for all. The College believes that creating, supporting and sustaining a diverse community will prepare its students to be effective in the world outside of CCAC.

NON-DISCRIMINATION STATEMENT

The College does not discriminate and prohibits discrimination against any individual based upon race, color, religion, national origin, ancestry or place of birth, sex, gender identity or expression, perceived gender identity, sexual orientation, disability, use of a service animal due to disability, marital status, familial status, genetic information, veteran status, age or other classification protected by applicable law in matters of admissions, employment, services or in the educational programs or activities that it operates. Harassment that is based on any of these characteristics, whether in verbal, physical, or visual form, constitutes a form of prohibited discrimination. This includes harassing conduct which affects tangible job benefits, unreasonably
interferes with an individual’s academic or work performance, or which creates what a reasonable person would perceive to be an intimidating, hostile or offensive work or educational environment.

Employees, students, third-party vendors and guests may report conduct that is believed to be in violation of this Policy or applicable law by contacting the College’s Office of Human Resources, the Title IX Coordinator/Civil Rights Compliance Officer or such other officials as may be designated in other Board policies or administratively issued regulations and procedures. The College prohibits and will not engage in retaliation against any person who in good faith reports a violation of this Policy, provides information in an investigation of a potential violation, or otherwise engages in protected activity under the law.

**TITLE IX NOTIFICATION**

It is the further policy of the College to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination based on gender or sex in the College’s educational programs and activities, as well as the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Campus Sexual Violence Elimination Act (SaVE Act). Conduct prohibited under Title IX, the Clery Act and the SaVE Act includes sexual harassment, sexual misconduct and acts of sexual violence, including sexual assault, domestic violence, dating violence, and stalking. In furtherance of this Policy, the College will designate a Title IX Coordinator whose responsibilities will include overseeing the College’s response to Title IX reports and complaints and identifying and addressing patterns or systemic issues revealed by such reports and complaints. With the exception of staff designated by the College to provide confidential professional counseling services to victims of such conduct, College employees are required to inform the Title IX Coordinator of incidents or suspected incidents of sex or gender discrimination, sexual harassment, or sexual violence against a student, employee, vendor or guest of which they become aware.

Questions or complaints regarding Title IX issues may be directed to the College’s Title IX Coordinator or the United States Department of Education’s Office of Civil Rights as follows:

**CCAC Civil Rights Compliance Officer/Title IX Coordinator**
808 Ridge Avenue
Byers Hall – Room 317
Pittsburgh, PA 15212
Telephone: 412.237.4535
Email: Smitra-zets@ccac.edu

**Office for Civil Rights**
US Department of Education,
Philadelphia Office
100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323
Facsimile: 215.656.8605
Telephone: 215.656.8541
Customer Service Hotline #: (800) 421-3481
Email: OCR.Phadelphia@ed.gov
Web: http://www.ed.gov/ocr
ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

The College recognizes its responsibility to provide academic and nonacademic services and programs equally to individuals with and without disabilities. To this end, the College will provide reasonable accommodations for qualified students and employees with identified disabilities consistent with the requirements of the Americans with Disabilities Act, Sections 503 and 504 of the Rehabilitation Act, and other federal, state and local laws and regulations.

The College will maintain an Office of Supportive Services at each campus location to receive, review, and evaluate requests from students who require an accommodation with respect to their educational program. The College’s Civil Rights Compliance Officer/Title IX Coordinator will have overall responsibility for coordinating disability services across all College campus locations. Contact information for these resources is as follows:

**CCAC Civil Rights Compliance Officer/Title IX Coordinator**
808 Ridge Avenue
Byers Hall – Room 317
Pittsburgh, PA 15212
Telephone: 412.237.4535
Email: Smisra-zets@ccac.edu

**Boyce Campus**
Director, Disability Services
North Wing–Room N560
Telephone: 724.325.6604
TTY: 724.325.6733

**Allegheny Campus**
Director, Disability Services
Library Building–Room 114
Telephone: 412.237.4612
TTY: 412.237.4552

**North Campus**
Director, Disability Services
Room 1008
Telephone: 412.369.3649
TTY: 412.369.4110

**South Campus**
Director, Disability Services
Building B–Room 311
Telephone: 412.469.6207
TTY: 412.469.6005

The College’s Office of Human Resources is designated to receive, review and evaluate employee requests for accommodations in the workplace due to an identified disability.
Delegation of Authority

The Administration shall develop, implement and maintain procedures which ensure that all aspects of the College's operations comply with the requirements of this Policy and applicable law. This authority includes the development of procedures that provide for the prompt, fair and impartial investigation and resolution of Title IX complaints, the availability of protective measures and accommodations to individuals who report violations of Title IX, appropriate sanctions for individuals determined to have engaged in prohibited conduct, and the delivery of prevention and awareness education to students, employees and other members of the College community.
COMMUNITY COLLEGE OF ALLEGHENY COUNTY
Board of Trustees Meeting - October 2, 2014

ATTACHMENT 5

FISCAL SUMMARY
FOR THE TWO MONTHS ENDING AUGUST, 2014

REVENUE

Actual revenues as of Aug. 31, 2014 ($33,319,736) were less than budgeted revenues as of Aug. 31, 2014 ($34,116,923) by $797,187.

Tuition - Year-to-date collections of tuition were less than last year's figure by $82,858.

State & County - To date, we have received $8,142,094 from the State and $0- from the County towards their respective 2013-2014 allocations.

EXPENSES

Actual expenditures as of Aug. 31, 2014 ($12,622,399) were less than budgeted expenditures as of Aug. 31, 2014 ($12,841,297) by $218,898.

Quintin Bullock, President


COMMUNITY COLLEGE OF ALLEGHENY COUNTY
STATEMENT OF CURRENT FUND EXPENSES
FOR THE TWO MONTHS ENDED AUGUST 31, 2014

<table>
<thead>
<tr>
<th></th>
<th>FY15 BUDGET</th>
<th>YEAR-TO-DATE BUDGET</th>
<th>FY15 EXPENDED</th>
<th>VARIANCE VS. FY15 EXPENDED</th>
<th>FY14 EXPENDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONSOLIDATED EXPENSES:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries, Wages &amp; Benefits</td>
<td>$89,545,443</td>
<td>$9,802,804</td>
<td>$8,937,072</td>
<td>$865,732</td>
<td>$9,270,925</td>
</tr>
<tr>
<td>Supplies</td>
<td>2,333,928</td>
<td>231,193</td>
<td>250,442</td>
<td>(29,249)</td>
<td>375,285</td>
</tr>
<tr>
<td>Repairs &amp; Services: Equip Maint &amp; Repairs</td>
<td>1,748,141</td>
<td>900,574</td>
<td>1,118,042</td>
<td>(217,468)</td>
<td>1,106,658</td>
</tr>
<tr>
<td>Repairs &amp; Services: Advertising</td>
<td>605,705</td>
<td>69,127</td>
<td>75,605</td>
<td>(6,478)</td>
<td>195,508</td>
</tr>
<tr>
<td>Repairs &amp; Services: Other</td>
<td>4,396,256</td>
<td>865,230</td>
<td>1,134,917</td>
<td>(269,687)</td>
<td>1,127,531</td>
</tr>
<tr>
<td>Institutional Support: Memberships</td>
<td>333,797</td>
<td>81,843</td>
<td>205,587</td>
<td>(123,744)</td>
<td>165,627</td>
</tr>
<tr>
<td>Institutional Support: Scholarships</td>
<td>533,400</td>
<td>88,900</td>
<td>9,571</td>
<td>79,329</td>
<td>6,373</td>
</tr>
<tr>
<td>Institutional Support: Local Conf &amp; Meetings</td>
<td>289,475</td>
<td>56,679</td>
<td>20,267</td>
<td>36,412</td>
<td>41,237</td>
</tr>
<tr>
<td>Institutional Support: Other</td>
<td>285,458</td>
<td>120,459</td>
<td>89,033</td>
<td>31,426</td>
<td>108,607</td>
</tr>
<tr>
<td>Physical Plant: Contracted Svcs: Security/Other</td>
<td>2,538,968</td>
<td>136,547</td>
<td>171,654</td>
<td>(35,107)</td>
<td>353,381</td>
</tr>
<tr>
<td>Physical Plant: Other</td>
<td>5,669,169</td>
<td>526,267</td>
<td>634,160</td>
<td>(107,893)</td>
<td>665,241</td>
</tr>
<tr>
<td>Expense Recovery *</td>
<td>(229,965)</td>
<td>(38,326)</td>
<td>(33,952)</td>
<td>(34,874)</td>
<td></td>
</tr>
</tbody>
</table>

SUBTOTAL | $108,022,775 | $12,841,297 | $12,622,399 | $218,898 | $13,381,511 |

Transfer to Plant Fund (Capital Outlay) | 741,704 |
Facilities/Deferred Maintenance | 500,000 |
ITS Infrastructure New Initiatives | 356,000 |

GRAND TOTAL | $109,620,479 |

* Expense Recovery is generated from various non-tuition related fees and miscellaneous refunds.

COMMUNITY COLLEGE OF ALLEGHENY COUNTY
STATEMENT OF CURRENT FUND REVENUES
FOR THE TWO MONTHS ENDED AUGUST 31, 2014

<table>
<thead>
<tr>
<th>SOURCE OF INCOME:</th>
<th>FY15 BUDGET</th>
<th>YEAR-TO-DATE BUDGET</th>
<th>FY15 INCOME</th>
<th>VARIANCE VS. FY15 INCOME</th>
<th>FY14 INCOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Revenue</td>
<td>50,904,630</td>
<td>$23,066,563</td>
<td>$22,037,001</td>
<td>$(429,562)</td>
<td>$22,695,768</td>
</tr>
<tr>
<td>Out-Of-County Tuition</td>
<td>4,687,002</td>
<td>2,316,216</td>
<td>2,282,579</td>
<td>(33,637)</td>
<td>2,306,252</td>
</tr>
<tr>
<td>Bad Debt Expense</td>
<td>(798,707)</td>
<td>(7,764)</td>
<td>(7,764)</td>
<td>-</td>
<td>(7,345)</td>
</tr>
<tr>
<td>Year End Bad Debt Exp. Adj. Estimate</td>
<td>(463,196)</td>
<td>(77,199)</td>
<td>(77,199)</td>
<td>-</td>
<td>(77,199)</td>
</tr>
</tbody>
</table>

Subtotal | 54,329,735 | 25,297,816 | 24,834,617 | (453,199) | 24,917,475 |

State Funding | 32,039,833 | 8,142,094 | 8,142,094 | - | 8,009,958 |

County Contribution | (3) | 19,955,264 | - | - | - |

Avocational/Recreational | 1,284,534 | 317,673 | 183,834 | (133,839) | 158,014 |

Business & Industry Income | 1,380,770 | 199,103 | 121,626 | (77,477) | 130,805 |

Miscellaneous Fees | 420,874 | 106,989 | 38,391 | (68,597) | 103,347 |

Miscellaneous Other Income | 209,469 | 53,248 | (826) | (54,074) | 761 |

GRAND TOTAL | $109,620,479 | $34,116,823 | $33,319,736 | $(797,187) | $33,320,380 |

(1) Year to Date Budget equal to Year to Date Actual
(2) Amount of ($463,196) is derived from FY13 Actual; Year to Date Budget is equal to 1/12 x number of months being reported
(3) Year to Date actually received is assumed to be Year to Date Budget
COMMUNITY COLLEGE OF ALLEGHENY COUNTY
AUXILIARY FUND REVENUES AND EXPENSES
FOR THE TWO MONTHS ENDED AUGUST 31, 2014

AUXILIARY ENTERPRISES 2015

<table>
<thead>
<tr>
<th>BOOKSTORE</th>
<th>ALLEGHENY</th>
<th>BOYCE</th>
<th>SOUTH</th>
<th>NORTH</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMISSION INCOME</td>
<td>$ 4,441</td>
<td>$ 2,425</td>
<td>$ 4,542</td>
<td>$ 2,642</td>
<td>$ 14,050</td>
</tr>
<tr>
<td>OTHER AUXILIARY SERVICES INCOME</td>
<td>$ 3,700</td>
<td>$ 2,380</td>
<td>$ 2,380</td>
<td>$ 1,619</td>
<td>$ 10,079</td>
</tr>
<tr>
<td>TOTAL AUXILIARY SERVICES EXPENSES</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 2,264</td>
<td>$ 2,264</td>
</tr>
</tbody>
</table>

AUXILIARY ENTERPRISES 2014

<table>
<thead>
<tr>
<th>BOOKSTORE</th>
<th>ALLEGHENY</th>
<th>BOYCE</th>
<th>SOUTH</th>
<th>NORTH</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMISSION INCOME</td>
<td>$ 112,816</td>
<td>$ 54,583</td>
<td>$ 74,535</td>
<td>$ 40,961</td>
<td>$ 282,895</td>
</tr>
<tr>
<td>OTHER AUXILIARY SERVICES INCOME</td>
<td>$ 1,850</td>
<td>$ 1,190</td>
<td>$ 1,190</td>
<td>$ 896</td>
<td>$ 5,126</td>
</tr>
<tr>
<td>TOTAL AUXILIARY SERVICES EXPENSES</td>
<td>$ -</td>
<td>$ 1,588</td>
<td>$ 2,164</td>
<td>$ 1,652</td>
<td>$ 5,404</td>
</tr>
</tbody>
</table>
## EXPENDITURES

### CURRENT PLANT FUNDS BUDGET

#### DEBT SERVICE

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Encumbered</th>
<th>Expended</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>SERIES 2008 BOND</td>
<td>1,137,965</td>
<td></td>
<td>2,650</td>
<td>1,136,315</td>
</tr>
<tr>
<td>SERIES 2011 REFUNDING</td>
<td>406,837</td>
<td></td>
<td>290,194</td>
<td>116,643</td>
</tr>
<tr>
<td>SERIES 2011 A REFUNDING DEBT SERVICE</td>
<td>1,482,995</td>
<td></td>
<td>1,023,862</td>
<td>459,133</td>
</tr>
<tr>
<td>SERIES 2012 BOND</td>
<td>2,279,481</td>
<td></td>
<td>800,710</td>
<td>1,478,771</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>$ 5,307,278</strong></td>
<td><strong>$</strong></td>
<td><strong>$ 2,117,416</strong></td>
<td><strong>$ 3,189,862</strong></td>
</tr>
<tr>
<td>SPACES LEASES</td>
<td>$ 266,166</td>
<td>$ 101,082</td>
<td>$ 34,816</td>
<td>$ 130,266</td>
</tr>
<tr>
<td>FURNITURE &amp; EQUIPMENT LEASES</td>
<td>$ 1,245,847</td>
<td>$ 17,408</td>
<td>$ 239,279</td>
<td>$ 989,160</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>$ 8,819,291</strong></td>
<td><strong>$ 118,490</strong></td>
<td><strong>$ 2,391,512</strong></td>
<td><strong>$ 4,309,289</strong></td>
</tr>
</tbody>
</table>

#### CAPITAL OUTLAY BUDGET

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Encumbered</th>
<th>Expended</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONSTRUCTION OF SCIENCE CENTER</td>
<td>$ 1,011,517</td>
<td></td>
<td>$ 20,800</td>
<td>$ 990,717</td>
</tr>
<tr>
<td>WEST HILLS RENOVATION</td>
<td>161,000</td>
<td>3,500</td>
<td></td>
<td>157,500</td>
</tr>
<tr>
<td>PURCHASED FURNITURE &amp; EQUIPMENT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COUNTY CAPITAL APPROPRIATIONS</td>
<td>$ 1,152,844</td>
<td>$ 108,200</td>
<td>$ 138,488</td>
<td>$ 906,156</td>
</tr>
<tr>
<td>LOAN PROCEEDS</td>
<td>2,024,880</td>
<td>12,220</td>
<td>13,259</td>
<td>1,999,401</td>
</tr>
<tr>
<td>SERIES 2012 BOND &amp; CAPITAL FRAMEWORK MATCH</td>
<td>13,305,555</td>
<td>664,284</td>
<td></td>
<td>12,641,271</td>
</tr>
<tr>
<td>COLLEGE RESERVES</td>
<td>275,000</td>
<td></td>
<td></td>
<td>275,000</td>
</tr>
<tr>
<td>PURCHASED FURNITURE &amp; EQUIPMENT</td>
<td>$ 16,758,279</td>
<td>$ 784,704</td>
<td>$ 151,747</td>
<td>$ 15,821,828</td>
</tr>
<tr>
<td>RENOVATIONS AND IMPROVEMENTS - 2012 BOND</td>
<td>$ 28,084,978</td>
<td>$ 1,469,841</td>
<td>$ 275,955</td>
<td>$ 26,339,182</td>
</tr>
<tr>
<td>RENOVATIONS AND IMPROVEMENTS - 2011A BOND</td>
<td>1,516,408</td>
<td>2,941</td>
<td>4,209</td>
<td>1,509,258</td>
</tr>
<tr>
<td>(2ND SERIES 2004 BOND)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RENOVATIONS AND IMPROVEMENTS - 2008 BOND</td>
<td>2,324,335</td>
<td>(89,621)</td>
<td>22,047</td>
<td>2,391,910</td>
</tr>
<tr>
<td>RENOVATIONS AND IMPROVEMENTS - COUNTY</td>
<td>2,353,353</td>
<td>(80,893)</td>
<td>71,363</td>
<td>2,362,883</td>
</tr>
<tr>
<td>RENOVATIONS &amp; IMPROVEMENTS - 915 RIDGE</td>
<td>557,799</td>
<td>9,897</td>
<td>436</td>
<td>547,466</td>
</tr>
<tr>
<td>RENOVATIONS AND IMPROVEMENTS - ALLEGHENY BOOKSTORE</td>
<td>492,861</td>
<td></td>
<td></td>
<td>492,861</td>
</tr>
<tr>
<td>RENOVATE BIOLOGY &amp; CHEMISTRY LABS</td>
<td>432,345</td>
<td></td>
<td></td>
<td>432,345</td>
</tr>
<tr>
<td>DEFERRED MAINTENANCE - COLLEGE-WIDE</td>
<td>143,713</td>
<td>11,098</td>
<td>162</td>
<td>132,463</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>$ 53,836,588</strong></td>
<td><strong>$ 2,111,467</strong></td>
<td><strong>$ 546,709</strong></td>
<td><strong>$ 51,179,412</strong></td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td><strong>$ 60,655,879</strong></td>
<td><strong>$ 2,229,958</strong></td>
<td><strong>$ 2,938,220</strong></td>
<td><strong>$ 55,487,701</strong></td>
</tr>
</tbody>
</table>
## Community College of Allegheny County
### Schedule of Restricted Funds
#### For the Two Months Ended August 31, 2014

<table>
<thead>
<tr>
<th>Program Description</th>
<th>FY 2015 Grant Amount</th>
<th>Total Expended</th>
<th>8/31/2014 Balance</th>
<th>Balance Carried Forward</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Federal Grants:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Allegheny County DHS/AA - Staff Training</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aging Training/Education</td>
<td>$123,500</td>
<td>$16,344</td>
<td>$107,156</td>
<td></td>
</tr>
<tr>
<td>Senior Companion Training</td>
<td>$4,600</td>
<td>$705</td>
<td>$3,795</td>
<td></td>
</tr>
<tr>
<td><strong>Allegheny County DHS - Student Training</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modern Office System Training-CSGB</td>
<td>$57,000</td>
<td>$24,191</td>
<td>$32,809</td>
<td></td>
</tr>
<tr>
<td>Senior Training &amp; Employment</td>
<td>$35,000</td>
<td>-</td>
<td>$35,000</td>
<td></td>
</tr>
<tr>
<td><strong>National Endowment for the Arts</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Big Read</td>
<td>$15,000</td>
<td>$850</td>
<td>$14,150</td>
<td></td>
</tr>
<tr>
<td><strong>National Science Foundation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biotechnology Workforce Collaborative</td>
<td>$57,193</td>
<td>$16,485</td>
<td>$40,708</td>
<td></td>
</tr>
<tr>
<td><strong>PA Office of Vocational Rehab</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OVR-Vocational Education Training</td>
<td>$67,223</td>
<td>$67,223</td>
<td>-</td>
<td>Y</td>
</tr>
<tr>
<td><strong>PA Dept of Education</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult Basic Education-SECT 231</td>
<td>$101,250</td>
<td>$6,912</td>
<td>$94,338</td>
<td></td>
</tr>
<tr>
<td>Perkins Career &amp; Technical Education</td>
<td>$1,152,738</td>
<td>$104,944</td>
<td>$1,047,794</td>
<td></td>
</tr>
<tr>
<td><strong>PA Dept of Public Welfare</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keystone Educ Yields Success (KEYS)</td>
<td>$345,399</td>
<td>$37,496</td>
<td>$307,901</td>
<td></td>
</tr>
<tr>
<td>Tip-Pipeline Preparing Youth</td>
<td>$147,119</td>
<td>$7,664</td>
<td>$139,455</td>
<td></td>
</tr>
<tr>
<td><strong>U.S. Dept of Agriculture/Via YMCA</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child and Adult Care Food Program</td>
<td>$616</td>
<td>$327</td>
<td>$289</td>
<td>Y</td>
</tr>
</tbody>
</table>

*This document outlines the restricted funds for community college programs in Allegheny County for the two months ended August 31, 2014, including federal grants and various educational and support programs.*
### COMMUNITY COLLEGE OF ALLEGHENY COUNTY
### SCHEDULE OF RESTRICTED FUNDS
### FOR THE TWO MONTHS ENDED AUGUST 31, 2014

#### FEDERAL GRANTS (CONT.):

<table>
<thead>
<tr>
<th>PROGRAM DESCRIPTION</th>
<th>FY 2015</th>
<th>TOTAL</th>
<th>8/31/2014</th>
<th>CARRIED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>U.S. DEPT OF EDUCATION</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CENTER OF EXCELLENCE for VETERAN STUDY SUCCESS</td>
<td>Single Point of Contact Vets Service Center</td>
<td>37,490</td>
<td>5,089</td>
<td>32,401</td>
</tr>
<tr>
<td>COLLEGE WORK STUDY</td>
<td>Financial Aid</td>
<td>300,000</td>
<td>10,397</td>
<td>289,603</td>
</tr>
<tr>
<td>LEARNING COMMONS ACADEMIC IMPROVEMENT</td>
<td>Title III, Strengthening Institutions</td>
<td>176,354</td>
<td>19,806</td>
<td>156,448</td>
</tr>
<tr>
<td>PELL-FY 13/14</td>
<td>Financial Aid</td>
<td>6,011</td>
<td>5,011</td>
<td>-</td>
</tr>
<tr>
<td>PELL-FY 14/15</td>
<td>Financial Aid</td>
<td>456,094</td>
<td>456,094</td>
<td>-</td>
</tr>
<tr>
<td>REALTIME WRITERS</td>
<td>Training for Realtime Writers/Captioners</td>
<td>221,538</td>
<td>30,764</td>
<td>190,774</td>
</tr>
<tr>
<td>SEOG-FY 13/14</td>
<td>Financial Aid</td>
<td>106</td>
<td>106</td>
<td>-</td>
</tr>
<tr>
<td>SEOG-FY 14/15</td>
<td>Financial Aid</td>
<td>300,000</td>
<td>1,571</td>
<td>298,429</td>
</tr>
</tbody>
</table>

| **U.S DEPT OF HEALTH AND HUMAN SERVICES** |         |       |           |         |
| COMPREHENSIVE GERIATRIC EDUCATION PROGRAM | Elder Care Achievement | 161,278 | 21,415 | 139,863 |
| NURSING WORKFORCE DIVERSITY | RN Achievement for Nursing Students | 220,426 | 16,077 | 204,349 |

| **U.S. DEPT OF LABOR** |         |       |           |         |
| SWPA REVITALIZATION -SPUR | Skills Training Provided to Hill House | 208,294 | 1,714 | 206,580 |
| TAACCCT-YEAR 3 | Workforce Delivery Collaboration | 289,820 | 63,946 | 225,874 |

| **U.S. DEPT OF VETERANS AFFAIRS** |         |       |           |         |
| VA CHAPTER 33 | Scholarships for Veterans | 63,988 | 40,205 | 23,783 |

#### TOTAL FEDERAL

| | $ 4,472,099 | $ 904,672 | $ 3,567,427 |

#### STATE GRANTS:

| **ALLEGHENY COUNTY DHS - STUDENT TRAINING** |         |       |           |         |
| MODERN OFFICE SYSTEM TRAINING-HSDF | Vocational Skills Training | 45,000 | 12,017 | 32,983 |

| **DEPARTMENT OF EDUCATION** |         |       |           |         |
| ADULT LITERACY-.ACT 143 | G.E.D. Prep | 75,000 | 7,450 | 67,550 |

| **OFFICE OF CHILD DEV & EARLY LEARNING** |         |       |           |         |
| TIERED SUBSIDY REIMBURSEMENT | Child Development Centers Subsidy | 25,054 | 465 | 24,589 |

| **PA HIGHER EDUCATION ASSISTANCE AGENCY** |         |       |           |         |
| COLLEGE WORK STUDY | Financial Aid | 93,750 | 3,485 | 90,265 |
| PHEAA-FY 13/14 | Financial Aid | 654 | 654 | - |
| PHEAA-FY 14/15 | Financial Aid | 4,805 | 4,805 | - |

#### TOTAL STATE

<p>| | $ 246,163 | $ 28,884 | $ 183,269 |</p>
<table>
<thead>
<tr>
<th>PROGRAM DESCRIPTION</th>
<th>FY 2015 AMOUNT</th>
<th>TOTAL EXPENDED</th>
<th>8/31/2014 BALANCE</th>
<th>*BALANCE CARRIED FORWARD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ALLEGHENY COUNTY TRAINING CONTRACTS:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUNGER &amp; HOMELESS</td>
<td>2,500</td>
<td></td>
<td>2,500</td>
<td></td>
</tr>
<tr>
<td>KANE LEISURE LEARN PROGRAM</td>
<td>48,000</td>
<td>2,441</td>
<td>45,559</td>
<td></td>
</tr>
<tr>
<td>MENTAL RETARDATION TRAINING &amp; DEVELOP</td>
<td>109,912</td>
<td>14,442</td>
<td>95,470</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL COUNTY</strong></td>
<td>$ 160,412</td>
<td>$ 16,883</td>
<td>$ 143,529</td>
<td></td>
</tr>
<tr>
<td><strong>CCAC EDUCATIONAL FOUNDATION:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FOUNDATION GRANTS</td>
<td>142,273</td>
<td></td>
<td>142,273</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL FOUNDATION</strong></td>
<td>$ 142,273</td>
<td>$ 142,273</td>
<td>$ 142,273</td>
<td></td>
</tr>
<tr>
<td><strong>PRIVATE CONTRACTS:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SUPPLEMENTAL CONTRACTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YWCA OF GREATER PITTSBURGH</td>
<td>60,938</td>
<td></td>
<td>60,938</td>
<td>Y</td>
</tr>
<tr>
<td><strong>OTHER PRIVATE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CASE MANAGER/STUDENT SUCCESS FACILITATOR</td>
<td>39,000</td>
<td>4,779</td>
<td>34,221</td>
<td></td>
</tr>
<tr>
<td>MIDDLE COLLEGE HIGH SCHOOL-BOYCE</td>
<td>90,670</td>
<td>24,703</td>
<td>65,967</td>
<td>Y</td>
</tr>
<tr>
<td><strong>TOTAL PRIVATE</strong></td>
<td>$ 190,688</td>
<td>$ 29,482</td>
<td>$ 161,126</td>
<td></td>
</tr>
<tr>
<td><strong>GRAND TOTAL GRANTS</strong></td>
<td>$ 5,275,159</td>
<td>$ 1,162,726</td>
<td>$ 4,072,460</td>
<td></td>
</tr>
</tbody>
</table>

*Revenue received which can be spent until exhausted. Grant amount equals revenue received.*
COMMUNITY COLLEGE OF ALLEGHENY COUNTY  
SCHEDULE OF RESTRICTED FUNDS  
FOR THE TWO MONTHS ENDED AUGUST 31, 2014

<table>
<thead>
<tr>
<th>PRIVATE SPONSORSHIP</th>
<th>7/1/14 BEGINNING BALANCE</th>
<th>CURRENT YEAR REVENUE</th>
<th>CURRENT YEAR EXPENDED</th>
<th>8/31/14 ENDING BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHAFEE</td>
<td>$ 54,806</td>
<td>$ 14,000</td>
<td>$ 28,000</td>
<td>$ 40,806</td>
</tr>
<tr>
<td>EAP NAT'L GUARD SCHOLARSHIP</td>
<td>35,359</td>
<td>-</td>
<td>8,823</td>
<td>26,536</td>
</tr>
<tr>
<td>EMERGENCY BOOK FUND-ALLEG</td>
<td>19,197</td>
<td>-</td>
<td>-</td>
<td>19,197</td>
</tr>
<tr>
<td>EMERGENCY BOOK FUND-BOYCE</td>
<td>3,947</td>
<td>-</td>
<td>-</td>
<td>3,947</td>
</tr>
<tr>
<td>EMERGENCY BOOK FUND-NORTH</td>
<td>3,319</td>
<td>-</td>
<td>-</td>
<td>3,319</td>
</tr>
<tr>
<td>EMERGENCY BOOK FUND-SOUTH</td>
<td>2,374</td>
<td>-</td>
<td>-</td>
<td>2,374</td>
</tr>
<tr>
<td>MISCELLANEOUS SCHOLARSHIP</td>
<td>(78,611)</td>
<td>117,052</td>
<td>2,462</td>
<td>35,979</td>
</tr>
<tr>
<td>NEED SCHOLARSHIP</td>
<td>13,546</td>
<td>10,000</td>
<td>-</td>
<td>23,546</td>
</tr>
<tr>
<td>NEW ECONOMY TECH</td>
<td>(20,361)</td>
<td>-</td>
<td>-</td>
<td>(20,361)</td>
</tr>
<tr>
<td>OUT-OF-STATE GRANTS</td>
<td>41,615</td>
<td>-</td>
<td>-</td>
<td>41,615</td>
</tr>
<tr>
<td>ST VINCENT DEPAUL SCHOLARSHIP</td>
<td>54,777</td>
<td>14,131</td>
<td>-</td>
<td>68,908</td>
</tr>
<tr>
<td>TANF SCHOLARSHIP</td>
<td>18,196</td>
<td>-</td>
<td>-</td>
<td>18,196</td>
</tr>
</tbody>
</table>

TOTAL PRIVATE SPONSORSHIP $148,164 $155,183 $39,285 $264,062

Funds Provided By  
COLLEGE SPONSORSHIP

| GENERAL STUDENT AID                 | $95,121                   | -                    | -                     | $95,121                |
| STUDENT DEVELOP-ALLEG              | 679,938                   | 208,908              | 100,545               | 786,301                |
| STUDENT DEVELOP-BOYCE              | 82,298                    | 116,679              | 33,595                | 165,362                |
| STUDENT DEVELOP-NORTH              | 94,483                    | 123,620              | 38,943                | 179,160                |
| STUDENT DEVELOP-SOUTH              | 168,187                   | 139,073              | 43,547                | 263,713                |

TOTAL COLL. SPONSORSHIP $1,120,027 $688,280 $216,630 $1,491,677

TOTAL RESTRICTED FUNDS $1,418,541
<table>
<thead>
<tr>
<th>FUNCTIONAL EXPENSES</th>
<th>AUGUST</th>
<th>YTD</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSTRUCTION</td>
<td>$1,281,419</td>
<td>$2,646,586</td>
<td>20.97%</td>
</tr>
<tr>
<td>ACADEMIC SUPPORT</td>
<td>728,999</td>
<td>1,523,959</td>
<td>12.07%</td>
</tr>
<tr>
<td>STUDENT SERVICES &amp; STUDENT ACTIVITIES</td>
<td>710,462</td>
<td>1,511,698</td>
<td>11.98%</td>
</tr>
<tr>
<td>INSTITUTIONAL SUPPORT</td>
<td>2,027,173</td>
<td>4,912,417</td>
<td>38.92%</td>
</tr>
<tr>
<td>PLANT OPERATIONS &amp; MAINTENANCE</td>
<td>1,186,396</td>
<td>2,027,739</td>
<td>16.06%</td>
</tr>
<tr>
<td>TOTAL OPERATING EXPENSES</td>
<td>$5,934,449</td>
<td>$12,622,399</td>
<td>100.00%</td>
</tr>
</tbody>
</table>
# Comparative Revenue/Expense Report - All Funds

**For the Two Month Ended August 31, 2014**

<table>
<thead>
<tr>
<th>REVENUES</th>
<th>Aug-14</th>
<th>Aug-13</th>
<th>VARIANCE</th>
<th>YTD FY15</th>
<th>YTD FY14</th>
<th>VARIANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FEDERAL GRANTS &amp; RESTRICTED FUNDS</strong></td>
<td>$593,348</td>
<td>$1,044,585</td>
<td>$(451,237)</td>
<td>$7,133,356</td>
<td>$1,731,296</td>
<td>$(1,017,940)</td>
</tr>
<tr>
<td><strong>STATE APPROPRIATIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPERATING</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>8,142,094</td>
<td>6,009,958</td>
<td>13,236</td>
</tr>
<tr>
<td>CAPITAL</td>
<td>1,455,256</td>
<td>1,593,132</td>
<td>$(137,876)</td>
<td>1,455,256</td>
<td>1,593,132</td>
<td>$(137,876)</td>
</tr>
<tr>
<td>OTHER</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL STATE APPROPRIATIONS</strong></td>
<td>1,455,256</td>
<td>1,593,132</td>
<td>$(137,876)</td>
<td>8,597,350</td>
<td>9,603,090</td>
<td>$(5,740)</td>
</tr>
<tr>
<td><strong>COUNTY APPROPRIATIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPERATING</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CAPITAL</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL COUNTY APPROPRIATIONS</strong></td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>STUDENT RELATED SERVICES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TUITION &amp; FEES (CREDIT)</td>
<td>$6,360,111</td>
<td>$7,040,634</td>
<td>$(641,523)</td>
<td>$24,724,901</td>
<td>$24,836,945</td>
<td>$(112,044)</td>
</tr>
<tr>
<td>TUITION &amp; FEES (NONCREDIT)</td>
<td>321,121</td>
<td>333,836</td>
<td>$(12,715)</td>
<td>555,336</td>
<td>713,776</td>
<td>$(158,440)</td>
</tr>
<tr>
<td>STUDENT ACTIVITIES FEES</td>
<td>134,443</td>
<td>159,529</td>
<td>$(25,086)</td>
<td>562,555</td>
<td>602,734</td>
<td>$(40,179)</td>
</tr>
<tr>
<td>BOOKSTORE</td>
<td>14,050</td>
<td>282,895</td>
<td>$(268,845)</td>
<td>14,050</td>
<td>282,895</td>
<td>$(268,845)</td>
</tr>
<tr>
<td>FOOD SERVICES</td>
<td>10,000</td>
<td>-</td>
<td>10,000</td>
<td>10,000</td>
<td>5,000</td>
<td>5,000</td>
</tr>
<tr>
<td>OTHER AUXILIARY SERVICES</td>
<td>79</td>
<td>126</td>
<td>(47)</td>
<td>79</td>
<td>126</td>
<td>(47)</td>
</tr>
<tr>
<td><strong>TOTAL STUDENT RELATED SERVS</strong></td>
<td>6,578,895</td>
<td>7,817,020</td>
<td>$(938,125)</td>
<td>25,866,921</td>
<td>26,441,476</td>
<td>$(574,555)</td>
</tr>
<tr>
<td>INVESTMENT INCOME</td>
<td>$1,128</td>
<td>$2,043</td>
<td>$(915)</td>
<td>$2,219</td>
<td>$3,973</td>
<td>$(1,754)</td>
</tr>
<tr>
<td>MISCELLANEOUS INCOME</td>
<td>49,577</td>
<td>57,767</td>
<td>$(8,190)</td>
<td>161,647</td>
<td>143,365</td>
<td>18,282</td>
</tr>
<tr>
<td>MISCELLANEOUS ADJUSTMENTS</td>
<td>-</td>
<td>-</td>
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<tr>
<td><strong>TOTAL REVENUE</strong></td>
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<td>10,514,527</td>
<td>$(2,436,323)</td>
<td>36,341,493</td>
<td>37,932,200</td>
<td>$(1,591,707)</td>
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### COMMUNITY COLLEGE OF ALLEGHENY COUNTY
### COMPARATIVE REVENUE/EXPENSE REPORT - ALL FUNDS
### FOR THE TWO MONTH ENDDED AUGUST 31, 2014

<table>
<thead>
<tr>
<th>EXPENDITURES</th>
<th>Aug-14</th>
<th>Aug-13</th>
<th>VARIANCE</th>
<th>YTD FY15</th>
<th>YTD FY14</th>
<th>VARIANCE</th>
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<td>908,415</td>
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<td>$6,217,105</td>
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<td>FOOD SERVICE</td>
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<td>Year to Date Budgeted Expense</td>
<td>Actual Expense Two-Month</td>
<td>Variance (Over/Under)</td>
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<td>226,730</td>
<td>222,397</td>
<td>4,333</td>
<td>399,883</td>
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<td>INSURANCE</td>
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<td>52,086</td>
<td>1,502</td>
<td>50,584</td>
<td>271,895</td>
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<td>ADVERTISING</td>
<td>549</td>
<td>56,042</td>
<td>59,701</td>
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<td>87,680</td>
<td>112,368</td>
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<td>ADMIN TRAVEL, DUES</td>
<td>551</td>
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<td>STUDENT RELATED</td>
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<td>44,773</td>
<td>8,621</td>
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<td>OTHER EXPENSE</td>
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<td>561</td>
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<td>530</td>
<td>(530)</td>
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<td>530</td>
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<td>EQUIPMENT</td>
<td>567</td>
<td>-</td>
<td>269</td>
<td>(269)</td>
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<td>UTILITIES</td>
<td>580</td>
<td>319,888</td>
<td>424,207</td>
<td>(104,319)</td>
<td>399,905</td>
<td>494,478</td>
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<td>PHYS. PLANT MAINTENANCE</td>
<td>581</td>
<td>86,889</td>
<td>75,232</td>
<td>11,657</td>
<td>118,318</td>
<td>104,294</td>
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<tr>
<td>CONTRACTED SERVICES</td>
<td>584</td>
<td>94,883</td>
<td>113,040</td>
<td>(18,157)</td>
<td>144,581</td>
<td>191,764</td>
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<tr>
<td>EXPENSE RECOVERY</td>
<td>599</td>
<td>(19,163)</td>
<td>(29,210)</td>
<td>10,047</td>
<td>(38,326)</td>
<td>(33,952)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$6,341,461</td>
<td>$5,934,449</td>
<td>$407,012</td>
<td>$12,841,297</td>
<td>$12,622,399</td>
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</table>

**Rest of Table:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Budgeted Expense</th>
<th>Actual Expense</th>
<th>Variance</th>
<th>Year to Date Budgeted Expense</th>
<th>Actual Expense</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Restricted Funds</strong></td>
<td></td>
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<tr>
<td><strong>Auxiliary Funds</strong></td>
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<td><strong>Capital Expenses</strong></td>
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<tr>
<td><strong>Grand Total Expenses</strong></td>
<td></td>
<td></td>
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</table>

**Total:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Budgeted Expense</th>
<th>Actual Expense</th>
<th>Variance</th>
<th>Year to Date Budgeted Expense</th>
<th>Actual Expense</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

**Total:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Budgeted Expense</th>
<th>Total Actual Expense</th>
<th>Total Variance</th>
<th>Total Year to Date Budgeted Expense</th>
<th>Total Actual Expense</th>
<th>Total Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total:</strong></td>
<td>$6,341,461</td>
<td>$5,934,449</td>
<td>$407,012</td>
<td>$12,841,297</td>
<td>$12,622,399</td>
<td>$218,898</td>
</tr>
</tbody>
</table>
Both budget and expense for July and August are relatively low because the Fall Semester doesn't start until the end of August.

The budget for June is high due to fiscal year-end, when many expense accrual entries are made.
<table>
<thead>
<tr>
<th></th>
<th>2013-14</th>
<th>FYTD August 2013</th>
<th>Balance</th>
<th>% of 13-14 Act</th>
<th>% of Total 13-14 Act</th>
<th>2014-15</th>
<th>FYTD August 2014</th>
<th>Balance</th>
<th>% of 14-15 Bud</th>
<th>% of Total 14-15 Bud</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Full-time Salaries</td>
<td>46,084,301</td>
<td>4,828,361</td>
<td>41,266,702</td>
<td>10.5%</td>
<td>36.1%</td>
<td>48,721,333</td>
<td>4,405,045</td>
<td>44,316,288</td>
<td>9.0%</td>
<td>34.9%</td>
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<tr>
<td>Temp Salaries with Benefits</td>
<td>596,918</td>
<td>49,857</td>
<td>547,060</td>
<td>8.4%</td>
<td>0.4%</td>
<td>293,879</td>
<td>74,723</td>
<td>219,156</td>
<td>25.4%</td>
<td>0.6%</td>
</tr>
<tr>
<td>Regular Part-time Salaries</td>
<td>1,475,743</td>
<td>261,245</td>
<td>1,214,498</td>
<td>17.7%</td>
<td>2.0%</td>
<td>1,856,825</td>
<td>229,000</td>
<td>1,627,825</td>
<td>12.3%</td>
<td>1.8%</td>
</tr>
<tr>
<td>Direct Instruction</td>
<td>12,773,966</td>
<td>619,310</td>
<td>12,154,656</td>
<td>4.8%</td>
<td>4.6%</td>
<td>13,127,534</td>
<td>631,892</td>
<td>12,495,642</td>
<td>4.8%</td>
<td>5.0%</td>
</tr>
<tr>
<td>Fringe Benefits &amp; Payroll Taxes</td>
<td>19,355,435</td>
<td>3,036,348</td>
<td>16,322,313</td>
<td>15.7%</td>
<td>22.7%</td>
<td>20,053,308</td>
<td>3,105,886</td>
<td>16,947,422</td>
<td>15.5%</td>
<td>24.6%</td>
</tr>
<tr>
<td>Early Retirement</td>
<td>6,874,835</td>
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<td>6,874,835</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0</td>
<td>(0)</td>
<td>0</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Fixed Expense</strong></td>
<td>87,161,198</td>
<td>8,795,121</td>
<td>78,366,075</td>
<td>10.1%</td>
<td>65.7%</td>
<td>84,052,879</td>
<td>8,446,546</td>
<td>75,606,333</td>
<td>10.0%</td>
<td>66.9%</td>
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<tr>
<td>Indirect Instruction</td>
<td>3,923,688</td>
<td>289,622</td>
<td>3,634,066</td>
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<td>2.2%</td>
<td>4,154,807</td>
<td>321,004</td>
<td>3,833,803</td>
<td>7.7%</td>
<td>2.5%</td>
</tr>
<tr>
<td>Other Temporary Wages</td>
<td>1,110,130</td>
<td>186,182</td>
<td>923,949</td>
<td>16.8%</td>
<td>1.4%</td>
<td>1,337,757</td>
<td>169,523</td>
<td>1,168,234</td>
<td>12.7%</td>
<td>1.3%</td>
</tr>
<tr>
<td>Supplies, Books &amp; Materials</td>
<td>1,751,721</td>
<td>375,285</td>
<td>1,376,436</td>
<td>21.4%</td>
<td>2.8%</td>
<td>2,333,928</td>
<td>260,442</td>
<td>2,073,486</td>
<td>11.2%</td>
<td>2.1%</td>
</tr>
<tr>
<td>Purchased Services</td>
<td>5,549,198</td>
<td>2,429,697</td>
<td>3,150,501</td>
<td>43.8%</td>
<td>18.2%</td>
<td>6,750,102</td>
<td>2,328,564</td>
<td>4,421,538</td>
<td>34.5%</td>
<td>18.4%</td>
</tr>
<tr>
<td>Travel, Dues &amp; Memberships</td>
<td>799,832</td>
<td>315,470</td>
<td>484,362</td>
<td>39.4%</td>
<td>2.4%</td>
<td>881,730</td>
<td>314,888</td>
<td>566,842</td>
<td>35.7%</td>
<td>2.5%</td>
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<td>Tuition Waivers</td>
<td>508,744</td>
<td>6,373</td>
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<td>0.0%</td>
<td>533,400</td>
<td>9,571</td>
<td>523,829</td>
<td>1.8%</td>
<td>0.1%</td>
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<tr>
<td>Utilities</td>
<td>4,364,091</td>
<td>486,434</td>
<td>3,877,657</td>
<td>11.1%</td>
<td>3.6%</td>
<td>4,120,575</td>
<td>494,478</td>
<td>3,626,097</td>
<td>12.0%</td>
<td>3.9%</td>
</tr>
<tr>
<td>Other Physical Plant</td>
<td>4,599,972</td>
<td>532,188</td>
<td>4,117,784</td>
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<td>4.0%</td>
<td>4,087,562</td>
<td>311,335</td>
<td>3,776,227</td>
<td>7.6%</td>
<td>2.5%</td>
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<tr>
<td>Expense Recovery</td>
<td>(577,948)</td>
<td>(34,862)</td>
<td>(633,807)</td>
<td>6.0%</td>
<td>-0.3%</td>
<td>(229,965)</td>
<td>(33,952)</td>
<td>(196,013)</td>
<td>14.8%</td>
<td>-0.3%</td>
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<tr>
<td><strong>Discretionary Expense</strong></td>
<td>22,029,428</td>
<td>4,586,390</td>
<td>17,443,038</td>
<td>20.8%</td>
<td>34.3%</td>
<td>23,969,896</td>
<td>4,175,853</td>
<td>19,794,043</td>
<td>17.4%</td>
<td>33.1%</td>
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<tr>
<td><strong>Report Total</strong></td>
<td>109,190,626</td>
<td>13,381,511</td>
<td>95,809,115</td>
<td>12.3%</td>
<td>100.0%</td>
<td>108,022,775</td>
<td>12,622,399</td>
<td>95,400,376</td>
<td>11.7%</td>
<td>100.0%</td>
</tr>
</tbody>
</table>
## COMMUNITY COLLEGE OF ALLEGHENY COUNTY

### OPERATING ACCOUNT

**BANK STATEMENT ANALYSIS (INVESTMENTS/DIVESTMENTS NOT INCLUDED)**

<table>
<thead>
<tr>
<th>Mar-14</th>
<th>Apr-14</th>
<th>May-14</th>
<th>Jun-14</th>
<th>Jul-14</th>
<th>Aug-14</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>CASH INFLOWS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Deposits</td>
<td>$115,561</td>
<td>$377,519</td>
<td>$559,687</td>
<td>$372,588</td>
<td>$214,618</td>
<td>$216,089</td>
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<tr>
<td>Regular Deposit</td>
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<td>84,526</td>
<td>298,869</td>
<td>331,150</td>
<td>575,423</td>
<td>353,150</td>
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<tr>
<td>ACH Credits</td>
<td>42,618</td>
<td>16,319</td>
<td>90,267</td>
<td>7,830</td>
<td>13,198</td>
<td>21,251</td>
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<td>Federal Direct Student Loan Account</td>
<td>3,425,586</td>
<td>1,896,126</td>
<td>53,547</td>
<td>966,406</td>
<td>714,157</td>
<td>63,318</td>
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<tr>
<td>Federal Other Title IV Grants Account</td>
<td>319,217</td>
<td>32,967</td>
<td>44,065</td>
<td>1,713,416</td>
<td>481,141</td>
<td>1,520,805</td>
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<td>Federal Other Grants Account</td>
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<td>248,807</td>
<td>138,442</td>
<td>704,315</td>
<td>117,470</td>
<td>230,528</td>
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<td>PDE Reimbursement - Operating</td>
<td>8,009,958</td>
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<td>7,950,750</td>
<td>8,122,358</td>
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<tr>
<td>PDE Reimbursement - Mandated Capital</td>
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<td>County Reimbursement</td>
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<td>8,970,000</td>
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<td>County Supplemental Capital</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<td>RACP (Re develop. Assistance Capital Program) Grant</td>
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<td>-</td>
<td>-</td>
<td>-</td>
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<td>-</td>
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<td>-</td>
<td>-</td>
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<td>ZBA Income (Other Mellon Operating Accts)</td>
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<td>3,120,860</td>
<td>3,810,949</td>
<td>1,341,326</td>
<td>4,212,941</td>
<td>3,568,680</td>
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<tr>
<td>TOTAL INFLOWS</td>
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<td>$5,213,666</td>
<td>$24,138,445</td>
<td>$14,187,627</td>
<td>$6,597,321</td>
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</table>

### CASH OUTFLOWS

<table>
<thead>
<tr>
<th>Mar-14</th>
<th>Apr-14</th>
<th>May-14</th>
<th>Jun-14</th>
<th>Jul-14</th>
<th>Aug-14</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll</td>
<td>$3,938,157</td>
<td>$3,999,022</td>
<td>$3,863,658</td>
<td>$3,805,895</td>
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<td>IRS - Tax Payment</td>
<td>1,591,340</td>
<td>1,577,893</td>
<td>1,570,084</td>
<td>1,539,176</td>
<td>1,751,265</td>
<td>1,758,480</td>
</tr>
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<td>PA Employment Tax &amp; Act 32 Earned Income Tax</td>
<td>268,275</td>
<td>267,708</td>
<td>267,997</td>
<td>259,654</td>
<td>275,483</td>
<td>259,125</td>
</tr>
<tr>
<td>Retirement - TIAA-Cref, Fidelity, PSERS</td>
<td>722,165</td>
<td>731,989</td>
<td>735,368</td>
<td>704,873</td>
<td>728,544</td>
<td>674,133</td>
</tr>
<tr>
<td>Highmark BC/BS (EBDS)</td>
<td>977,165</td>
<td>967,000</td>
<td>971,406</td>
<td>1,022,310</td>
<td>996,178</td>
<td>954,543</td>
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<td>Credit Union</td>
<td>199,431</td>
<td>198,775</td>
<td>196,188</td>
<td>195,866</td>
<td>196,117</td>
<td>180,323</td>
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<td>Union Dues</td>
<td>19,286</td>
<td>19,212</td>
<td>19,165</td>
<td>19,168</td>
<td>19,479</td>
<td>18,656</td>
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<td>ACS-SLS</td>
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<td>7,147</td>
<td>7,006</td>
<td>7,054</td>
<td>6,500</td>
</tr>
<tr>
<td>United Way</td>
<td>1,006</td>
<td>1,123</td>
<td>925</td>
<td>925</td>
<td>973</td>
<td>849</td>
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<td>CCAC Foundation</td>
<td>3,661</td>
<td>3,651</td>
<td>3,639</td>
<td>3,265</td>
<td>1,770</td>
<td>1,695</td>
</tr>
<tr>
<td>NJ, WV &amp; Ohio Treasury</td>
<td>1,313</td>
<td>1,173</td>
<td>1,766</td>
<td>1,468</td>
<td>1,317</td>
<td>1,295</td>
</tr>
<tr>
<td>Life/Disability Insurance</td>
<td>78,455</td>
<td>78,029</td>
<td>77,863</td>
<td>77,581</td>
<td>77,474</td>
<td>75,866</td>
</tr>
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<td>Employee Benefit - Flex Spending Acct</td>
<td>18,679</td>
<td>8,964</td>
<td>10,328</td>
<td>14,121</td>
<td>10,093</td>
<td>12,543</td>
</tr>
<tr>
<td>Group Net - Lincoln Financial</td>
<td>18,850</td>
<td>19,209</td>
<td>-</td>
<td>19,078</td>
<td>23,599</td>
<td>23,037</td>
</tr>
<tr>
<td>Unemployment Compensation</td>
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<td>104,497</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Bank Fees - Mellon Operating Account</td>
<td>6,918</td>
<td>6,753</td>
<td>7,299</td>
<td>7,637</td>
<td>6,767</td>
<td>7,092</td>
</tr>
<tr>
<td>Bond Payments (Due July &amp; Jan) 2011 Bond</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>347,325</td>
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<tr>
<td>Bond Payments (Due July &amp; Jan) 2011 A Bond</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,254,548</td>
<td>-</td>
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<tr>
<td>Bond Payments (Due July &amp; Jan) 2012 Bond</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,523,525</td>
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<tr>
<td>Bond Payments (Due June &amp; Dec) 2008 Bond</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>898,946</td>
<td>-</td>
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<tr>
<td>Checks</td>
<td>2,945,634</td>
<td>1,480,985</td>
<td>2,003,451</td>
<td>1,874,277</td>
<td>2,543,729</td>
<td>1,923,963</td>
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<tr>
<td>ZBA Disbursements (Other Mellon Operating Accts)</td>
<td>9,963</td>
<td>26,591</td>
<td>88,264</td>
<td>44,327</td>
<td>17,876</td>
<td>55,833</td>
</tr>
<tr>
<td>SUB-TOTAL</td>
<td>$10,807,430</td>
<td>$9,499,859</td>
<td>$9,824,649</td>
<td>$10,494,700</td>
<td>$13,786,984</td>
<td>$9,846,719</td>
</tr>
<tr>
<td>Transfer to Student Refunds</td>
<td>2,812,683</td>
<td>1,659,932</td>
<td>209,036</td>
<td>1,106,280</td>
<td>752,611</td>
<td>413,487</td>
</tr>
<tr>
<td>Transfer to Plant</td>
<td>474,278</td>
<td>397,160</td>
<td>518,140</td>
<td>306,261</td>
<td>1,405,882</td>
<td>364,841</td>
</tr>
<tr>
<td>TOTAL OUTFLOWS</td>
<td>$14,094,381</td>
<td>$11,856,986</td>
<td>$10,551,826</td>
<td>$11,907,240</td>
<td>$15,945,478</td>
<td>$10,655,046</td>
</tr>
<tr>
<td>NET INCOME/(EXPENSE)</td>
<td>$3,105,325</td>
<td>$3,108,007</td>
<td>$3,538,159</td>
<td>$12,231,204</td>
<td>$1,757,850</td>
<td>$4,057,728</td>
</tr>
</tbody>
</table>

(A) Regular Deposits - Includes AVI Food Service Commission, Grants paid by checks, training contracts, etc..

(B) Regular Deposit - US Bank Reimbursement for Capital Projects paid by CCAC

(C) ACH Credits - Federal and State Financial Aid and Grants Paid by Wire Transfers

(D) ZBA Income (Other Mellon Operating Accounts) - Consists of Tuition Payments and Bookstore Sales

(E) ZBA Disbursements (Other Mellon Operating Accounts) - Consists of Credit Card Fees
College Policy Approval for the Budget Process

Recommendation

The Administration recommends that the Board of Trustees approve the policy governing the Budget Process.

Quintin B. Bullock, President

Background

<table>
<thead>
<tr>
<th>SECTION</th>
<th>FISCAL AND BUSINESS AFFAIRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLICY NO.</td>
<td>V.05.1</td>
</tr>
<tr>
<td>TITLE</td>
<td>Budget Process</td>
</tr>
<tr>
<td>APPROVAL DATE</td>
<td></td>
</tr>
<tr>
<td>REVISION DATE(S)</td>
<td></td>
</tr>
</tbody>
</table>

The purpose of this policy is to ensure that the College’s operating and capital budgets are aligned with the College’s strategic goals and timely submitted to the Board of Trustees for their review and approval prior to the start of a new fiscal year.

The budget process will begin in October of the year prior to the budget year, based upon a schedule proposed by the Vice President of Administration and reviewed with the President's Cabinet and approved by the College President. The final schedule will be submitted to the Board of Trustees Finance Committee and the full Board of Trustees for their approval.

Budget instructions and materials will be distributed prior to the Thanksgiving Holiday and budget requests returned prior to the Winter Holiday break.

The Vice President of Administration will begin meeting in November with members of the College community including deans, faculty and staff to review and discuss the budget process, schedule and forms.
Budget requests will focus on achieving the College's strategic goals, with the input from the President's Cabinet, faculty and staff. The requests will specify how the total budget, as well as how new staff, equipment, and other resources align and support the strategic goals.

The budget request will include specific dollar amounts by line item, staffing by position title, as well as performance measures including measures for the upcoming budget year.

Deans will review, discuss and submit their budget requests through their respective Campus Presidents.

The Vice President of Administration will review and discuss the preliminary budget requests at the January faculty convocation and on each campus.

Alternative revenue forecasts will be prepared in January based on alternative levels of State and local sponsor aid.

The President, Board of Trustees and the President's Cabinet will receive regular updates throughout the budget development process. Vice President for Administration will provide a budget update and present the draft budget to the board at the February and March board meeting.

A final draft budget document that includes assumptions for revenues and expenditures, staffing and performance measures, and capital expenditures, will be reviewed and discussed in detail with the Finance Committee and the entire Board of Trustees at the April board meeting. The budget message will specify how resources closely align with strategic goals.

The Board of Trustees will approve the operating and capital budgets at its May meeting, upon approval and recommendation of the Finance Committee. Copies of the approved operating and capital budgets will be provided to the Allegheny County Council and County Executive.

The approved budget will be available on the College's web site, with a limited number of printed copies.
Approval of the Schedule for the 2015-2016 Budget Process

Recommendation

The Administration recommends that the Board of Trustees approve the schedule for the 2015-2016 Budget Process.

Quintin B. Bullock, President

Background

The budget process will begin in October of the year prior to the budget year, based upon a schedule proposed by the Vice President of Administration and reviewed with the President's Cabinet and approved by the College President. The final schedule will be submitted to the Board of Trustees Finance Committee and the full Board of Trustees for their approval.

BUDGET PROCESS SCHEDULE

<table>
<thead>
<tr>
<th>ACTION</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>President's Cabinet Review &amp; Discussion</td>
<td>October</td>
</tr>
<tr>
<td>Review budget process and schedule</td>
<td></td>
</tr>
<tr>
<td>Review budget request forms and instructions</td>
<td></td>
</tr>
<tr>
<td>Begin discussion of strategic objectives</td>
<td></td>
</tr>
<tr>
<td>Budget Process and Schedule Reviewed by Finance Committee and approved by the Board of Trustees</td>
<td>November</td>
</tr>
<tr>
<td>Budget Materials presented and discussed with Departments Forms and instructions given out Questions answered and supplemental instructions distributed</td>
<td>November</td>
</tr>
<tr>
<td>Meetings with Department Heads, Deans, Faculty &amp; Staff Individual meetings between VP of Administration &amp; campus community Discuss strategic objectives &amp; relation to budget requests Discuss activity and performance measures</td>
<td>November - December</td>
</tr>
<tr>
<td>Budget Requests Due to the VP of Administration</td>
<td>December</td>
</tr>
<tr>
<td>College-wide Budget Presentations &amp; Discussions Review of Prior Year Audit Report</td>
<td>January</td>
</tr>
<tr>
<td>Task</td>
<td>Date</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Overview of Budget Requests</td>
<td></td>
</tr>
<tr>
<td>Discussion of health benefit, pension and utility costs</td>
<td></td>
</tr>
<tr>
<td>Budget details presented and discussed at the January</td>
<td></td>
</tr>
<tr>
<td>Convocation and on each Campus</td>
<td></td>
</tr>
<tr>
<td>Finalize Revenue Scenarios &amp; Projections</td>
<td>January</td>
</tr>
<tr>
<td>Three scenarios based on projected State and County funding, and</td>
<td></td>
</tr>
<tr>
<td>tuition and fees</td>
<td></td>
</tr>
<tr>
<td>Detailed review and discuss of enrollment projections</td>
<td></td>
</tr>
<tr>
<td>President’s Cabinet and College Community Review &amp;</td>
<td>February - March</td>
</tr>
<tr>
<td>Discussion of Budget</td>
<td></td>
</tr>
<tr>
<td>Update and Discuss the Budget Progress with the BOT Finance</td>
<td>February - March</td>
</tr>
<tr>
<td>Committee and the Board of Trustees</td>
<td></td>
</tr>
<tr>
<td>Finalize Draft Expenditure Budget</td>
<td>March</td>
</tr>
<tr>
<td>Finalize Draft State/County Aid Projections</td>
<td>March</td>
</tr>
<tr>
<td>Present and Discuss Draft Budget with College Community and</td>
<td>March</td>
</tr>
<tr>
<td>Board of Trustees</td>
<td></td>
</tr>
<tr>
<td>Present and Discuss Final Draft Budget with BOT Finance</td>
<td>April</td>
</tr>
<tr>
<td>Committee and the Board of Trustees</td>
<td></td>
</tr>
<tr>
<td>Final Budget Reviewed and Approved by BOT</td>
<td>May</td>
</tr>
</tbody>
</table>
RESURFACE GYM FLOOR – SOUTH CAMPUS

Recommendation

The Administration recommends that the Board of Trustees approve the renovation project “Resurface Gym Floor – South Campus” in the amount of $27,000.

Quintin Bullock, President

Background

The gymnasium floor was installed in 1998 and the playing surface has become deteriorated from years of heavy use by the athletic programs, credit and non-credit classes, the College and community events. The gym floor will be taken down to the original wood surface, relined and resurfaced to extend its useful life. The cost of the project is estimated to be $27,000 for design and resurfacing.

The Student Government Association has approved funding for this project from South Campus Permanent Fund.