The meeting of the Board of Trustees of the Community College of Allegheny County was called to order at 4:00 p.m. on Thursday, January 10, 2013, at CCAC – Byers Hall, 808 Ridge Avenue, Pittsburgh, Pennsylvania, Amy Kuntz, Chair, presiding.

The Roll was taken and the following represents the results.

ROLL CALL

**Board Members Present:**
- Mr. William Cagney
- Senator Jay Costa – Treasurer
- Ms. Mary Ann Eisenreich
- Mr. James M. Flynn – Assistant Treasurer
- Dr. Mona Generett – Secretary
- Ms. Martha W. Isler - Assistant Secretary
- Ms. Amy M. Kuntz
- Mr. Charles Powell
- Mr. James Sacco
- Ms. Joyce A. Snell
- Mr. Frederick Thieman

**Absent:**
- Mr. Kevin Kinross
- Mr. Gregory Peaslee- Vice Chairman

**Others Present:**
- Dr. Alex Johnson, CCAC President
- Dr. Mary Frances Archey, Vice President, Student Success and Completion
- Ms. Alicia Booker, Vice President for Workforce Development
- Dr. Charlie Blocksdidge, Executive Director, Government Relations and Special Projects
- Ms. Joyce Breckenridge, Vice President, Business and Administration
- Ms. Nancilee Burzachechi, Vice President, Institutional Advancement and External Relations
- Mr. Dan Carr, Auditor
- Ms. Roseann DiCola, Executive Director, CCAC Educational Foundation
- Ms. Amie Downs, Communications Director, Allegheny County Chief Executive
- Ms. Ouida Duncan, Administrative Assistant to the President
- Mr. John Dziak, AFT President
- Mr. Rich Fitzgerald, Allegheny County Chief Executive
- Mr. Terrell Grayson, South Campus student
- Mr. Robert Hamilton, Assistant Vice President, Facilities Management
- Mr. David Hoovler, Executive Assistant to the President
- Dr. Donna Imhoff, Campus President Allegheny, Campus President North interim
- Ms. Elizabeth Johnston, Director of Public Relations
- Ms. Jennifer Liptak, Chief of Staff, Allegheny County Chief Executive
- Mr. Willie McKain, Allegheny County Manager
- Ms. Charlene Newkirk, Campus President, South Campus

The first choice for faster results.
The Chair opened the floor to accept a motion to approve the minutes from the November 1, 2012 meeting of the Board of Trustees. The motion was moved by Trustee Snell and seconded by Trustee Sacco. The Chair opened the floor to accept a motion to approve the minutes from the special meeting of the board from November 1, 2012. The motion was seconded by Trustee Generett and Seconded by Trustee Cagney. Both sets of minutes were approved by the Board of trustees. (Attachment 1 and 2)

The Chair introduced Allegheny County Chief Executive, Rich Fitzgerald, who provided comments of thanks to the Board of Trustees, President Johnson and the college for the work being done. He expressed his and his administration’s support and commitment to the college and this region.

President Johnson thanked Mr. Fitzgerald for his continuing support of the college.

The Chair invited the board to tour the K. Leroy Irvis Science Center in February prior to the scheduled meeting. Members are asked to let Ms. Richardson know if they are interested.

Chair Kuntz shared an update of the 2013 special event calendar. Members are encouraged to attend as many events as their schedules allow.

**Human Resources, Diversity and Inclusion Committee:** Approval of the Emeritus Policy for the CCAC Board of Trustees and president: Trustee Thieman provided background information and put forth a motion for the board to approve the emeritus policy for the Board of Trustees and President. The motion was seconded by Trustee Snell and approved by the Board of Trustees. (Attachment 3)

**Approval of resolution to recognize Hon. William Russell Robinson:** Mr. Thieman provided background information and put forth a motion for the board to approve the resolution recognizing the Hon. William Russell Robinson as Trustee Emeritus. The motion was seconded by Mr. Sacco and approved by the Board of Trustees. (Attachment 4)

**Finance, Facilities and Property Committee:** Acceptance of the Financial Statements for the five months ending November 30, 2012: Trustee Costa provided detailed background information and made a motion that was seconded by Trustee Flynn to approve the Financial Statements for the five months ending November 30, 2012. The motion was accepted by the Board of Trustees. (Attachment 5)
K. Leroy Irvis Science Center – Project Change Orders: Senator Costa provided background information and made a motion that was seconded by Trustee Isler to approve change orders for the KLI contractors. The motion was approved by the Board of Trustees. Senator Costa noted that the ribbon cutting will take place March 25. (Attachment 6)

Tom Foerster Seminar Room Change Order: Senator Costa provided background information and made a motion that was seconded by Dr. Generett to approve change orders for the Tom Foerster Seminar Room. The motion was approved by the Board of Trustees. (Attachment 7)

Ratification of Emergency Repairs – Boyce Campus: Senator Costa provided background information and made a motion that was seconded by Mr. Flynn to approve repairs to the electrical systems. The motion was approved by the Board of Trustees. (Attachment 8)

Braddock Hills Center Lease Extension – Boyce Campus: Senator Costa provided background information and made a motion that was seconded by Mr. Flynn to extend the lease at the Braddock Hills Center for an additional three year term. The motion was accepted by the Board of Trustees. (Attachment 9)

Revolving Loan for Microcomputer Replacement and Resolution: Senator Costa provided background information and made a motion that was seconded by Mr. Flynn to approve a loan agreement though the State Public School Building Authority (SPSBA) to fund the replacement of computer equipment and to approve the attached Board Resolution to Request SPSBA Financing required to proceed with the new loan. The motion and resolution was approved by the Board of Trustees. (Attachment 10)

External and Educational Foundation Relations Committee: Trustee Snell provided background information and made a motion that the Board of Trustees approve the resolution to create the Robert M. Mill Endowed Professorship of Labor Management Studies. The motion was seconded by Mr. Cagney and approved by the Board of Trustees. (Attachment 11)

Student Success and Completion Committee: Ms. Isler provided a brief update regarding Student Success and Completion initiatives:

Student Presentation: Mr. Terrell Grayson, student, South Campus
Mr. Grayson provided members with and his experiences at CCAC, in the community, as a delegate to the 2012 One World Summit and the Lakin Institute for Mentored Leadership.
**Non-Returning Student Study:** The Office of Institutional Research sent an on-line survey to the 13,153 students who were enrolled during the 2011–2012 academic year but did not re-enroll for the Fall 2012 semester in order to determine why they did not return. A total of 882 individuals responded (7%). The responses showed the following:

- 32% were planning to return and consider themselves active CCAC students
- 44% totally or partially met their goals for attending
- 24% did not meet their intended goal and did not indicate they were planning to return. The reasons given for not returning by the students not meeting their goals were listed as: personal, difficulties with advising, financial aid difficulties, academic difficulties, difficulties with registration process, health reasons, no longer interested in college, transferred, accepted a job, transportation difficulties.
- 31% of the non-returning students indicated that they had enrolled because of actual or potential job loss.

**Civil Rights Release:** In November, Dr. Johnson informed the Board that the Office of Civil Rights (OCR) resolved the case that was filed against CCAC in 2007 related to the College’s African American Males and then African American Females Initiative. The programs that were privately funded were aimed at recruiting applicants by “offering financial assistance with tuition and other school-related needs, and by providing mentoring and support programs once admitted. Eventually, the initiatives were expanded to include skill development and assistance with job placement…”

OCR’s letter indicated: “Administrative closure of this complaint is appropriate because the challenged programs ended five years ago, … and there are no plans to reinstate the programs.” In addition, the letter noted that “there are no current allegations appropriate for further investigation and resolution.” The letter also noted that “It is not a violation of Title VI, in and of itself, for a postsecondary institution to operate a race-themed mentoring and support program….if it did not admit or exclude students on the basis of their race.”

**IPEDS:** The Department of Education conducts research on approximately 7,500 post-secondary educational institutions and reports it through the Integrated Postsecondary Education Data System (IPEDS). The report for CCAC shows our data in comparison to similar institutions related to: percent of students enrolled by race/ethnicity and gender, enrollment (headcount/FTE and Full-and part-time), number of credentials awarded, tuition and fees/cost of attendance, financial aid information, graduation rates, distribution of revenues, and cost expenses per FTE enrollment by function. *(Attachment 12)*

**Follow-Up Items from the Board’s Retreat and November SSC Committee and Board Meeting:**

Fourteen items related to SSC were requested in November by various members of the Board. These are being addressed, in the order in which they were requested in this report as follows:
Graduation Rate Metrics: CCAC and Peer Colleges: There are two national ways to calculate graduation rates: 1) IPEDS and 2) National Community College Benchmarking Project (NCCBP), which includes 272 participating colleges. Using the three year graduation rate (NCCBP) data, in PA the highest graduation rate is 26.34% at PA Highlands (smallest cc in the State) and the lowest is Reading with 7.79%; CCAC's rate is 11.09%. While the NCCBP data shows both CCAC's and the Benchmarking graduation rates going up between 2004 and 2009, CCAC is not going up as rapidly as the others. A great deal of comparative data on graduation rates is given to the Board in this report. (Attachments 13, 14)

External and Educational Foundation Relations Committee: Ms. Snell provided an informational update regarding recent initiatives in fundraising, the Capital Campaign, marketing and special projects.

Workforce Development Initiatives Committee: Mr. Cagney provided an informational update regarding recent initiatives as follows:

CCAC Hosts Mechatronics Conference: On Tuesday, December 18, 2012 CCAC held its Mechatronics conference at the Regional Learning Alliance in Cranberry, PA. Dr. Johnson shared his opening remarks with the 120 attendees. Dr. William C. Symonds from the Harvard Graduate School of Education spoke on his Pathways to Prosperity Project. Following the keynote, conference attendees participated with interactive panels of business leaders, educators, and CCAC students. The Conference also featured a demonstration of CCAC’s mechanical trainers that correlate to industry standards. The CCAC Mechatronics team encouraged attendees to continue to partner with CCAC. The Conference was illustrative of the fact that CCAC is working to meet the regional employment needs and ensure that both current and future workers have a pathway to success.

CCAC’s Renewable Energy Program Partners with Pittsburgh Green Innovators to Host Workshop for High School Students: CCAC’s Renewable Energy program partnered with Pittsburgh Green Innovators to deliver a 30 hour Introduction to Renewable Energy course as part of an after school program for high school students attending the University Prep Margaret Milliones School. This workshop introduced students to the field of Renewable Energy over a six week period and included an overview of occupations in the emerging energy fields.

The students completed their capstone activity by visiting the CCAC Renewable Energy Lab, participating in the Skilled Trades Fair and other on-site activities at the Phipps Conservatory.

President Johnson provided the Board of Trustees with a brief highlights regarding activities and initiatives this past month. The President’s Newsletter will be distributed following this meeting and will also be available on the CCAC web page: www.ccac.edu

Chair Kuntz adjourned the meeting at 5:00p.m.