



# Community College of Beaver County Board of Trustees

## Regular Meeting

August 20, 2019

6:00 p.m.

1 Campus Drive, Monaca, PA 15061

Community Education Center Boardroom

### Agenda

- |     |                                                                                                                                                                                                                                                                                                                                                                      |                       |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| 1.0 | Call to Order                                                                                                                                                                                                                                                                                                                                                        | Johnson               |
| 2.0 | Roll Call                                                                                                                                                                                                                                                                                                                                                            | Kochanowski           |
| 3.0 | Pledge of Allegiance                                                                                                                                                                                                                                                                                                                                                 | Johnson               |
| 4.0 | Executive Session Report                                                                                                                                                                                                                                                                                                                                             | Johnson               |
| 5.0 | Recognition of Press, Guests and Public Comment                                                                                                                                                                                                                                                                                                                      | Johnson               |
| 6.0 | Report of the President                                                                                                                                                                                                                                                                                                                                              | Davis                 |
| 7.0 | Report of the Executive Committee ( <a href="#">see attachment</a> )                                                                                                                                                                                                                                                                                                 | Johnson               |
| 8.0 | August Media Tracker and Report ( <a href="#">see attachment</a> )<br>Retention, Enrollment, Completion                                                                                                                                                                                                                                                              | Tennant               |
| 9.0 | Consent Agenda                                                                                                                                                                                                                                                                                                                                                       | <b>Action</b> Johnson |
| 9.1 | Meeting Minutes – June 18, 2019 Board of Trustee Formal Meeting ( <a href="#">see attachment</a> )                                                                                                                                                                                                                                                                   |                       |
| 9.2 | <b>Contract Amendment: AVI Food Service Provider (<a href="#">see attachment</a>)</b><br>The Executive Committee recommends approval a one-year contract amendment with food service provider AVI. Reviewed and approved by Rick Start.<br><b>Area of Focus 2, 7</b>                                                                                                 |                       |
| 9.3 | <b>President Emeritus Status</b><br>The Executive Committee recommends approval to bestow the status of President Emeritus during the Presidential Inauguration Ceremony on September 27, 2019.<br><b>Area of Focus 2, 3, 5</b>                                                                                                                                      |                       |
| 9.4 | <b>Invoice: Barnes and Noble (<a href="#">see attachment</a>)</b><br>The Executive Committee recommends for approval, payment to cover cost center charges for materials as well as the regalia for May commencement. Costs will be transferred to the appropriate cost center. All charges are within the project scope and budget.<br><b>Area of Focus 2, 4, 6</b> |                       |
| 9.5 | <b>Invoice: Pennsylvania Commission for Community Colleges (<a href="#">see attachment</a>)</b><br>The Executive Committee recommends for approval, payment to cover the cost center charges for dues, basic fees and broadband assessment. All charges are within the project scope and budget.<br><b>Area of Focus 2, 4, 6</b>                                     |                       |

- 9.6 Invoice: B & B Contractors & Developers, Inc. [\(see attachment\)](#)**  
**Phase II Process Technology Center Renovation**  
The Executive Committee recommends approval, payment to cover the cost center charges for the PTEC Phase II general contractor payment. Billings cover pouring the concrete foundation, additional masonry work and partial payment for the new elevator. All expenses within scope and budget.  
**Area of Focus 2, 5, 7**
- 9.7 Invoice: D & G Mechanical Inc. [\(see attachment\)](#)**  
The Executive Committee recommends approval, payment to cover the cost center charges for the PTEC Phase II general contractor payment. Billings cover bonds and equipment. All expenses are within scope and budget.  
**Area of Focus 2, 5, 7**
- 9.8 Invoice: Hayes Design Group [\(see attachment\)](#)**  
The Executive Committee recommends approval, payment to cover the cost center charges for the Hayes Design Group for data gathering for the CCBC Facilities Master Plan. All charges within scope and budget of the approved project.  
**Area of Focus 2, 5, 7**
- 9.9 Request for Ratification: Connection Public Sector Solutions [\(see attachment\)](#)**  
The Executive Committee requests ratification to approve the payment for technological equipment purchased using grant funds. The purchase is within budget and scope of the grant.  
**Area of Focus 1, 2, 4, 5, 6, 7**
- 9.10 Request for Ratification: B & B Contractors & Developers, Inc. [\(see attachment\)](#)**  
**Phase II Process Technology Center Renovation**  
The Executive Committee requests ratification to approve the payment for the PTEC Phase II general contractor payment. Billings cover masonry work, existing room & office framing and drywall. All charges within scope and budget.  
**Area of Focus 2, 5, 7**
- 9.11 Request for Ratification: Five Star Development [\(see attachment\)](#)**  
The Executive Committee requests ratification to approve payment for work completed June 2019 on TEAM Consortium Web Design. Includes, Phase I initiation, research and review, and Phase II design and content.  
**Area of Focus 1, 2, 4, 5, 6, 7**
- 9.12 Request for Ratification: Five Star Development [\(see attachment\)](#)**  
The Executive Committee requests ratification to approve payment for work completed July 2019 on TEAM Consortium Web Design. Includes, Phase I initiation, research and review, and Phase II design and content and Kentico Professional Subscription, June and July.  
**Area of Focus 1, 2, 4, 5, 6, 7**

**9.13 Request for Ratification: RIF Digital [\(see attachment\)](#)**

The Executive Committee requests ratification to approve final payment for new CCBC web development.

**Area of Focus 1, 2, 4, 5, 6, 7**

**9.14 Request for Ratification: The Rucks Group [\(see attachment\)](#)**

The Executive Committee recommends approval for the selection of the Rucks Group, a management consulting firm, as the vendor for the TEAM Consortium Evaluator position. \$60,000 will be covered by the Appalachian Regional Commission (ARC) grant over a three-year period.

**Areas of Focus 1, 2, 4, 5, 6, 7**

**10.0 Other/New Business**

**10.1 Events Information**

Johnson

**10.2 Update: Inauguration Ceremony**

Codner

**10.3 Next Board of Trustee Formal Meeting**

Johnson

Tuesday, September 17, 2019

Executive Session at 5:30 p.m.; Formal Meeting at 6:00 p.m.

Community College of Beaver County

Community Education Center, Boardroom

**11.0 Adjournment**

**Action**

## Key Terms

### CCBC Vision

To lead, educate, innovate, and inspire

### CCBC Mission

CCBC transforms lives through personalized education, dynamic partnerships, and high impact practices.

### Outcomes and Key Performance Indicators

#### **Enrollment**

Credit-count or headcount based on the number of students, employees, or community members participating in programs, courses, training, and/or other activities

#### Key Performance Indicator

Student enrollment in a target number of credits per term

#### **Retention**

Retention of students, employees, and the community in the activities of the College

#### Key Performance Indicator

The percentage of full- and part-time, first time-at-CCBC, degree/certificate seeking credit students retained fall-to-fall as of the census date for each term. (Not including high school students)

#### **Completion**

Rate at which students, employees, or members of the community complete programs, courses, training, or activities

#### Key Performance Indicator

The percentage of full and part-time, fall entering, first time-at-CCBC credit students graduating and/or transferring within six years using Voluntary Framework for Accountability (VFA) cohorts

#### **Fiscal Strength**

CCBC will continually achieve financial strength as defined by Middle States standards.

#### Key Performance Indicator

The College's reserve strength measured in terms of national best practices, which establishes healthy reserve funds as 10% of the institution's operating expenses

#### **Satisfaction**

Students, employees, and the community will demonstrate satisfaction with CCBC's programs, courses, training, facilities, or activities

#### Key Performance Indicator

Student satisfaction measured through institutional and/or national surveys

### Areas of Focus

1. Ensure the viability and growth of credit and workforce programs.

2. Build and capitalize upon meaningful partnerships & strategies to drive institutional improvement.
3. Strengthen the culture of “RAISE”, diversity, & appreciation on campus.
4. Coordinate a comprehensive focus on improving student success.
5. Increase stakeholder engagement in the Capital Campaign and other funding strategies.
6. Strengthen the professional development of faculty and staff.
7. Establish the campus as a community and regional asset.