



MEETING OF THE BOARD OF TRUSTEES
Thursday, November 3, 2011– 3:00 p.m.
Isadore A. Shrager Boardroom

Table of Contents

(1)	Agenda	Pages 2-3
(2)	Proceedings and Minutes of Decisions and Resolutions of the October 6, 2011 Board Meeting	Pages 4-9
(3)	Gifts and Grants	Pages 10-11
(4)	Minutes of the October 6, 2011 Student Outcomes Committee	Pages 12-19

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Community College of Philadelphia

The Path to Possibilities™

MEETING OF THE BOARD OF TRUSTEES

AGENDA

Thursday, November 3, 2011 – 3:00 p.m.

Isadore A. Shrager Boardroom

- (1) Consent Agenda
 - (a) Proceedings and Minutes of Decisions and Resolutions
Meeting of October 6, 2011
 - (b) Gifts and Grants
 - (c) Management Program Academic Certificate

(2) Report of the Chair

(3) Foundation Report

(4) Report of the President

- (a) Student Presentation
- (b) Institutional Effectiveness Report

(5) New Business

Next Meeting: Thursday, December 1, 2011
3:00 p.m. – Isadore A. Shrager Boardroom M2-1

(6) Executive Session

Future Committee Meetings:

Student Outcomes Thursday, November 3, 2011
1:30 p.m. – Room M2-34

Business Affairs Wednesday, November 16, 2011
9:00 a.m. – Isadore A. Shrager Boardroom

Upcoming Events:

Phi Theta Kappa Initiation	Saturday, November 12, 2011 12:00 Noon – Great Hall, S2-19
Thanksgiving Holiday - College Closed	November 24-25, 2011
Celebration of the Stars Event	Tuesday, December 20, 2011 11:00 a.m. – Great Hall, S2-19
Winter Break – College Closed	December 23, 12 Noon – January 2, 2012

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COMMUNITY COLLEGE OF PHILADELPHIA
Proceedings of the Meeting of the Board of Trustees
Thursday, October 6, 2011 – 3:00 p.m.

Present: Ms. Fernandez, presiding; Mr. Bergheiser, Mr. Blatstein, Ms. Hernández Vélez, Ms. Holland, Mr. Honickman, Mr. Lassiter, Representative Roebuck, Ms. Sumners Rush, Ms. Vieira, Mr. Wetzel, Mr. White, Dr. Curtis, Ms. Bauer, Ms. Brown-Sow, Mr. Brown, Ms. DiGregorio, Ms. Garfinkle-Weitz, Dr. Gay, Dr. Hawk, Ms. Ray, and Ms. Grosset

Ms. Fernandez opened the meeting. She stated that prior to Board approval of the Consent Agenda, Mr. White would make brief remarks regarding the West Philadelphia construction project.

Mr. White reported that the Business Affairs Committee had approved the West Philadelphia Regional Center Outfitting and Construction Budget. He stated that the project has two components: leasehold improvements to an additional 7,300 square feet of new space that has been leased immediately adjacent to the existing Center, and modifications to the existing classroom building. Mr. White stated that the primary motivation for the projects was to improve services to students and to ensure parity in student experiences at the College's three regional centers.

(1) Consent Agenda – Board of Trustees

Ms. Fernandez asked for a motion on the following Consent Agenda:

- (a) Proceedings and Minutes of Decisions and Resolutions
Meeting of September 1, 2011
- (b) Gifts and Grants
- (c) West Philadelphia Regional Center Outfitting and Construction Budget
- (d) 2010-11 Fiscal Year Audit Report

Ms. Sumners Rush moved, with Ms. Lydia Hernández Vélez seconding, that the Consent Agenda be approved. The motion carried unanimously.

(2) Report of the Chair

(2a) Commission for Community Colleges Board of Directors
and Trustee Assembly, September 22-23, 2011

Ms. Fernandez reported that she and Dr. Curtis had attended the Commission for Community Colleges meeting and Trustee Assembly. She stated that the Trustees had met with Ms. Jennifer Branstetter, Secretary of Policy and Planning for Governor Corbett. She stated that

the tone of the meeting was very positive. Ms. Branstetter asked a series of questions and requested additional information to be forwarded to her office. Ms. Fernandez stated that the Commission will be sending information to trustees encouraging their participation in future Trustee Assemblies.

(2b) Board Committee Assignments, 2011-12

Ms. Fernandez circulated the Board Committee Assignments for 2011-12. She noted that there were no changes in the chair and vice chair of the respective committees. Ms. Fernandez asked that Board members contact her if they had questions regarding the assignments.

(3) Foundation Report

Mr. Wetzel reported that the Foundation Board had met on September 8, 2011. He stated that the Foundation is looking to expand its membership. Board members who may wish to recommend an individual for membership should contact Ms. Ray, vice president for Institutional Advancement.

Mr. Wetzel stated that, to date, the 2012 Annual Fund has raised \$11,236. Accounting for \$10,000 of this total is an annual gift from the Hassel Foundation.

Mr. Wetzel reported that the 2012 Annual Fund direct mail solicitations will be sent shortly to all constituent groups (alumni, employees, retirees, friends, Foundation members, and College trustees). Mr. Wetzel stated that staff will continue to work on raising awareness among current students about the need for private donations as well. The College will host Tuition Gap Day in the spring and will work to bring greater awareness on the work of Institutional Advancement among current students.

Mr. Wetzel reported that the Foundation's Annual Golf Tournament was held on Monday, October 2 at Torresdale-Frankford Country Club in Northeast Philadelphia. Although the number of golfers was the same as last year, a few key sponsors were unable to participate this year. Once all expenses are paid, net proceeds of \$25,000 are anticipated.

(4) Report of the President

(4a) Grants

Dr. Curtis reported that the College had received two grants from the U.S. Department of Education Predominantly Black Institutions (PBI) Program. One is a competitive grant with a year one allocation of \$600,000. He stated that the College is eligible for a total of \$2,400,000 over four years (\$600,000/year); however, the U.S. Department of Education is issuing contracts on an annual basis predicated on current levels of federal funding. The grant will support the Center for Male Engagement.

The second is a formula grant for \$445,129 which will support ongoing African-American males, veterans and ex-offenders through special initiatives as well as all students in developmental and gatekeeper courses.

Dr. Curtis reported that a grant proposal submitted by Pennsylvania's 14 community colleges has been approved for its full amount of \$20 million. He stated that the source of the funding, the Trade Adjustment Assistance Community College and Career Training (TAACCCT) program, will be providing \$500 million in federal grants intended to improve career development programs and train an ailing work force. Dr. Curtis stated that the College will serve as the consortium leader of the grant. He stated that this is the first time all 14 community colleges have joined together at this scale to seek federal funding for a statewide workforce initiative.

(4b) Off-Campus Events

Dr. Curtis reported that he had attended a press conference at Police Headquarters on September 14, 2011 announcing additional support for the Kal and Lucille Rudman Tuition Grant for Justice Majors. Dr. Curtis stated that to date the scholarships have supported about 400 police officers.

Dr. Curtis reported that he had attended a session on the State of University City on September 19, 2011. He congratulated Mr. Bergheiser on his successful vision for the University City District.

Dr. Curtis congratulated Ms. Fernandez on the selection of the Greater Philadelphia Hispanic Chamber of Commerce as the recipient of the Medium Hispanic Chamber of the Year Award by the United States Hispanic Chamber of Commerce. The Small, Medium and Large Chamber Award winners were selected from Hispanic Chambers and Professional Trade Associations from cities throughout the country. They were judged on a variety of criteria including leadership, community service, and advocacy for local Hispanic enterprises.

(4c) Institutional Effectiveness Report

At the request of Dr. Curtis, Dr. Hawk, and Ms. Grosset reviewed key indicators in the College's Institutional Effectiveness Report. The Board discussed the data presented. In light of the late hour and the scheduled executive session to follow, the presentation of the remainder of the report will be resumed at the November 3, 2011 Board meeting.

(5) New Business

There was no new business discussed at the meeting.

(6) Next Meeting

The next meeting of the Board of Trustees is scheduled for Thursday, November 3, 2011 at 3:00 p.m. in the Isadore A. Shrager Boardroom

The meeting adjourned at 4:30 p.m. At this point, the Board reconvened in Executive Session.

COMMUNITY COLLEGE OF PHILADELPHIA
Meeting of the Board of Trustees
Thursday, October 6, 2011 – 3:00 p.m.
MINUTES OF DECISIONS AND RESOLUTIONS

Present: Ms. Fernandez, presiding; Mr. Bergheiser, Mr. Blatstein, Ms. Hernández Vélez, Ms. Holland, Mr. Honickman, Mr. Lassiter, Representative Roebuck, Ms. Summers Rush, Ms. Vieira, Mr. Wetzel, Mr. White, Dr. Curtis, Ms. Bauer, Ms. Brown-Sow, Mr. Brown, Ms. DiGregorio, Ms. Garfinkle-Weitz, Dr. Gay, Dr. Hawk, Ms. Ray, and Ms. Grosset

Ms. Fernandez opened the meeting.

Mr. White made brief remarks regarding the West Philadelphia construction project.

(1) Consent Agenda – Board of Trustees

The Board approved the following Consent Agenda:

- (a) Proceedings and Minutes of Decisions and Resolutions
Meeting of September 1, 2011
- (b) Gifts and Grants
- (c) West Philadelphia Regional Center Outfitting and Construction Budget
- (d) 2010-11 Fiscal Year Audit Report

(2) Report of the Chair

(2a) Commission for Community Colleges Board of Directors
and Trustee Assembly, September 22-23, 2011

The Commission for Community Colleges Board of Directors and Trustee Assembly took place on September 22-23, 2011.

(2b) Board Committee Assignments, 2011-12

Ms. Fernandez circulated the Board Committee Assignments for 2011-12.

(3) Foundation Report

The Foundation Board met on September 8, 2011. To date, the 2012 Annual Fund has raised \$11,236. The 2012 Annual Fund direct mail solicitations will be sent shortly to all constituent groups (alumni, employees, retirees, friends, Foundation members, and College trustees).

The Foundation's Annual Golf Tournament took place on Monday, October 2 at Torresdale-Frankford Country Club in Northeast Philadelphia.

(4) Report of the President

(4a) Grants

The College has received two grants from the U.S. Department of Education Predominantly Black Institutions (PBI) Program.

The Board was informed that a grant proposal submitted by Pennsylvania's 14 community colleges has been approved for its full amount of \$20 million.

(4b) Off-Campus Events

Dr. Curtis attended a press conference held by Kal and Lucille Rudman at Police Headquarters on September 14, 2011 announcing additional support for the Kal and Lucille Rudman Tuition Grant for Justice Majors.

Dr. Curtis attended a session on the State of University City on September 19, 2011.

The Board congratulated Ms. Fernandez on the selection of the Greater Philadelphia Hispanic Chamber of Commerce as the recipient of the Medium Hispanic Chamber of the Year Award by the United States Hispanic Chamber of Commerce.

(4c) Institutional Effectiveness Report

The Board reviewed and discussed data from the Institutional Effectiveness Report.

(5) New Business

There was no new business discussed at the meeting.

(6) Next Meeting

The next meeting of the Board of Trustees is scheduled for Thursday, November 3, 2011 at 3:00 p.m. in the Isadore A. Shrager Boardroom

The meeting adjourned at 4:30 p.m. At this point, the Board reconvened in Executive Session.

**Community College of Philadelphia
Office of Institutional Advancement
Record of Grants and Gifts
for the November 2011 Meeting of the Board of Trustees**

GRANTS

	Prior Balance	Current Month	Year-to-Date	Grant Goal
Total Grant Dollars	\$2,720,317	\$22,419,808	\$25,140,125	\$7,000,000
Total Number of Grants	14	3	17	

Summary by Grant Type:

	Prior Balance	Current Month	Year-to-Date
Government/Public Grants			
Federal	\$790,843	\$22,419,808	\$23,210,651
State	\$1,007,332	---	\$1,007,332
Local	\$240,136	---	\$240,136
Private Grants			
Corporation	---	---	---
Foundation	\$682,006	---	\$682,006
Grant Total	\$2,720,317	\$22,419,808	\$25,140,125

GIFTS

Summary by Gift Type:

Gifts to the Foundation (\$5,000+)	Name	Amount	Purpose
	Anonymous	\$50,000	Scholarship program
	The Hassel Foundation	\$10,000	Scholarship program
	Barbara A. Hearn	\$10,000	Scholarship endowment
	Mr. and Mrs. John Krzeminski	\$32,564	Student program
	William A. Whiteside, Jr. , Esq.	\$7,000	Scholarship endowment
Gifts In-Kind			
	Tamara Arslanian	\$150	Camera and lens equipment
	Gene A. Wook	\$450	Camera and lens equipment
	Wayne Wormley	\$30	Book

COMMUNITY COLLEGE OF PHILADELPHIA
Office of Institutional Advancement
Monthly Summary of Grants and Gifts
November 2011

Federal Grant

The U.S. Department of Labor - Employment and Training Administration has funded the Trade Adjustment Assistance Community College and Career Training Grants Program (TAACCCT) for \$20,000,000, which will be disbursed among consortium members. Community College of Philadelphia is the fiscal agent and lead administrator for this grant. Pennsylvania's 14 community colleges are collaborating in an unprecedented way to bring our workforce delivery and curriculum development systems to scale for achieving new levels of success with adult learners, particularly for laid-off workers who have little chance of returning to prior wage levels without new credentials. The guiding principles that will be seen in all aspects of our proposed approach include: standardization of courses as the basic building blocks for programs; customization of programs using the building blocks to meet needs of employers and students in a volatile marketplace; and regionalization of capacity building based on varying industry mixes and priorities in different regions of the state. Through wrap-around student support via career coaches, rapid remediation and contextualized core skills, and an on-line platform to ensure statewide connectivity, we will build capacity to deliver prepared TAA and TAA-like individuals with skills for the Advanced Manufacturing and Logistics, Energy Distribution, Production and Conservation, and Healthcare Technology industries.

The U.S. Department of Education has funded the four-year Predominantly Black Institutions Program – Competitive Grant for \$2,400,000. The Predominantly Black Institutions grant will support the Center for Male Engagement (CME). The CME will provide a variety of supports designed to increase the successful academic outcomes for African American male students. These services will be provided in a community-based environment and will include support coaches, life skills programming, cultural enrichment and targeted study groups. Over the four years of the grant, the Center will serve 800 students in four cohorts and an additional 400 students through drop-in services.

United States Department of Health and Human Services (subcontracted through Drexel University) has funded year four of the five-year Faculty Development Integrated Technology into Nursing Education and Practice Initiative Grant for \$19,808. In collaboration with the nursing programs of Drexel University, Bloomsburg University of Pennsylvania, and Howard University, the College will carry out project activities to infuse technology into didactic and clinical nursing education. The project will provide faculty development in education and simulation technologies with particular emphasis on their appropriate integration in the nursing curriculum and methods to evaluate technology integration's impact on learning outcomes.

STUDENT OUTCOMES COMMITTEE OF THE BOARD OF TRUSTEES

MINUTES

Thursday, October 6, 2011

1:30 p.m. – M2-34

Presiding: Ms. Stacy Holland
Present: Dr. Stephen Curtis, Ms. Varsovia Fernandez, Dr. Judith Gay, Ms. Dorothy Sumners
Rush, Ms. Lydia Hernández Vélez
Guests: Ms. Marian McGorry, Dr. Wayne Wormley

(1) **Executive Session**

There was no executive session.

(2) **Public Session**

(a) Approval of Minutes of September 1, 2011

The minutes were accepted.

(b) Follow up to Culture, Science and Technology Audit

Dr. Gay asked for clarification of the Committee's intent for an action related to the Culture, Science and Technology Audit. The Student Outcomes Committee of the Board recommend that the Board accept the Culture, Science and Technology Audit and require a follow up report in February and an action plan.

(c) Management Program Academic Certificate

Marian McGorry stated that the Marketing and Management department recommends eliminating the Management Program Academic Certificate. Currently there are 12 students in the Certificate program.

Ms. Holland asked what industries recognize the certificate. Ms. McGorry stated that when the certificate was first developed there was a strong retail population. The College no longer offers a retail degree. Ms. McGorry stated that the proficiency certificates are doing well.

ACTION: The Student Outcomes Committee recommends the discontinuation of the Management Program Academic Certificate at the end of the 2011-2012 academic year.

(d) Achieving the Dream Update

Dr. Gay informed the Committee that the College has achieved the Leader College designation. Dr. Gay explained that the College is expanding the Achieving the Dream Core Team to get broader representation and more student success strategies will fall under the Achieving the Dream umbrella.

The meeting was adjourned.

(3) **Next Meeting**

The next meeting of the Student Outcomes Committee of the Board is proposed for **Thursday, November 3, 2011 at 1:30 p.m. in M2-34.**

Attachments

Minutes of September 1, 2011
Management Program Certificate

**STUDENT OUTCOMES COMMITTEE OF THE
BOARD OF TRUSTEES**

MINUTES

Thursday, September 1, 2011

1:30 p.m. – M2-34

Presiding: Ms. Helen Cunningham
Present: Dr. Stephen Curtis, Ms. Varsovia Fernandez, Dr. Judith Gay, Dr. Samuel Hirsch, Mr. Chad Lassiter, Dr. James Roebuck, Ms. Dorothy Summers Rush, Ms. Beatriz Vieira
Guests: Dr. Mary Anne Celenza, Ms. Laura Davidson

(1) Executive Session

There was no executive session.

(2) Public Session

(a) Approval of Minutes of July 7, 2011

The minutes were accepted.

(b) Culture, Science and Technology Audit (CST)

Dr. Celenza introduced the CST audit by stating that the strong components of the program are: (1) it is a vehicle into education for many students; (2) it gives students a chance to complete prerequisite courses while they wait to be accepted into a select program; and, (3) it is a good transfer degree. Weaknesses of the program are: (1) no defined faculty; and (2) students are assigned to the program.

Ms. Davidson identified the next steps are to look at more data; work to improve advising; address the needs of the various groups of students in the program; and make changes to the curriculum.

Ms. Summers Rush said advising has an important part to play. Ms. Davidson agreed. She said there are students who are placed in the curriculum versus choosing the curriculum. She said she sends weekly messages to all of the students in the curriculum. Ms. Summers Rush said students should be required to respond to the messages. Ms. Davidson said the ratio of students to staffing is an issue. She does track hits to the web page and sees every student who contacts her.

Ms. Fernandez said students should be contacted before they start taking classes. Ms. Davidson agreed and indicated that she tries to reach students during orientation, before they default into the program.

A question was raised regarding how many of the students in the CST Program ever get into the Nursing Program. Dr. Celenza said it is about three to four percent. Dr. Roebuck commented that someone needs to say to students that they may need to rethink their goal. Ms. Davidson agreed. She said the College's Student Success Committee is working on an electronic version of "getting in a student's face." Dr. Hirsch said it is an Academic Check Up system that will block registration under certain identified conditions. Students will have to see a counselor to discuss their particular situation. The goal is to be more intrusive.

Ms. Cunningham asked how the program is determining the number of students who want to get a job versus to transfer and whether they make an attempt to talk to people beyond the College to ascertain what job opportunities there may be. Dr. Celenza responded that they use advisory committees, groups like the Life Science Alliance, and EMSI software. She also said that a course has been developed, Allied Health 101, which provides students with an overview of career possibilities.

The Committee wanted a better sense of what could be accomplished in the short run for the Program. Ms. Cunningham stated that the Committee would like a progress report in February 2012 and a plan by June 2012.

Dr. Celenza agreed to the timetable and indicated that plans have already begun.

(c) Quality Viability Index (QVI) Performance Indicators

Dr. Gay distributed the summary data from the annual program review (QVI). She explained how she and the Deans will be using the information to help focus their attention and responses to programs.

(d) New Financial Aid Regulations

Dr. Hirsch provided an overview of the new Federal Financial Aid Regulations and the potential impact on students. He distributed a handout that is being used to help explain the new regulations to faculty and students. The major change in the regulations is that students who fail to meet progress as defined by both GPA and the number of credits attempted will now have only one additional semester to improve their status compared to multiple semesters that had been previously allowed. Students who do not improve their status will not be eligible to continue to receive financial aid. The new regulation could potentially have a significant impact on students' ability to continue at the College.

(3) Next Meeting

The next meeting of the Student Outcomes Committee of the Board is proposed for **Thursday, October 6, 2011 at 1:30 p.m. in M2-34.**

Attachments

Minutes of July 7, 2011

Culture, Science and Technology Program Audit

Quality Viability Index (QVI) Performance Indicators

Financial Aid Document: Make Progress or Risk Losing Your Financial Aid

**COMMUNITY COLLEGE OF PHILADELPHIA
Business and Technology Division**

Marketing and Management Department

**Recommendation
to
Discontinue**

Management Academic Certificate

Writer: Marian McGorry

Facilitator: Pete Watkins

August 31, 2011

**Business and Technology Division
Marketing and Management Department**

Recommendation

The Marketing and Management Department faculty recommend discontinuing the Management Academic Certificate at the end of the 2011-2012 academic year.

Rationale for Recommendation

In today's workforce, there are limited job opportunities for individuals with a Management Academic Certificate. Employers are seeking workers with a minimum of an Associate's degree.

Presently, there are 12 students enrolled as majors in the Management Academic Certificate. (See Appendix A.) Six (6) of the students listed under this curriculum code have not taken any courses required for the Management Academic Certificate.

The courses offered in the Management Academic Certificate can be applied towards the Business Associate in Arts Degree, Business Administration Associate in Arts Degree, and the Accounting Associate in Applied Science Degree programs. Therefore, students enrolled in the Management Academic Certificate program will have other program options available to them.

Plan for students currently enrolled in the program

Currently, 12 students are identified as majors in the Management Academic Certificate program code. Students who are currently enrolled in the Management Academic Certificate will be notified of the closure of the program by the Assistant Dean. The Assistant Dean will advise the students to select another program based on their educational goals and/or interests.

APPENDIX A

MANAGEMENT CERTIFICATE

